



Response to Request for Information

Reference FOI 041545
Date 14 April 2015

Recruitment

Request:

I would like to request the following information under the FOI Act:

1. The total spend on all recruitment activities conducted between January 1st 2014 and December 31st 2014.

A total of £50,043.89 has been spent on recruitment activities. This sum includes the cost we incur to access our electronic recruitment system and the associated costs involved in support and training.

2. The total number of hires made between January 1st 2014 and December 31st 2014

There were 216 new starters with Wolverhampton City Council during the period 1 January 2014 to 31 December 2014.

3. The total amount spent using agencies to recruit between January 1st 2014 and December 31st 2014

The total amount spent using agencies for the period 1 January 2014 to 31 December 2014 is £9.587 million this includes all temporary, emergency, permanent and casual appointments recruited to using an agency.

4. The total number of recruitment agencies used to recruit between January 1st 2009 and December 31st 2014

We are unable to provide details of the number of recruitment agencies used during the period requested as this information is not available. The number of agencies used for the period 1 April 2014 to 18 January 2015 is 149.

5. The average time taken between the vacant position becoming officially available and a hire being placed between January 1st 2014 and December 31st 2014

We are not able to provide details on the average time taken to hire to a vacant

position that has become officially available. However, we are able to confirm that the average time taken to hire for vacancies which we advertised is 138 calendar days for the period 1 April 2014 to 31 December 2014.

6. The total spend on recruitment trips conducted between January 1st 2014 and December 31st 2014:
 1. In the UK - Nil
 2. Abroad - Nil
7. An itemised list of recruitment trips made between January 1st 2014 and December 31st 2014 (containing details about the location of the trip and the cost of the individual trip)

Nil

8. An outline of the typical end-to-end recruitment procedure carried out by the local authority / relevant department

Please find attached process charts for the recruitment and selection process that Wolverhampton City Councils follows.

9. A list detailing the number current positions vacant, including position title, department and (if available) advertised wage bracket

Positions being advertised on 27.04.2015 to redeployees, internally and externally for non-schools in table below:

Number of Current positions vacant	Position Title	Department	Salary advertised
1	Locality Manager	People – Early Years 5-18	£46,569 - £49,291 p.a.
1	Family Group Conference Co-ordinator	People – Children & Family Support	£33,857 - £38,405 p.a.
1	Apprentice – Business & Administration	Corporate - Democratic Services	£150 per week

[NOT PROTECTIVELY MARKED]

2	General Assistant	Place – Catering and Cleaning Services	£15,207 p.a.
2	Administrative Officer	People – Youth Offending Team	£17,372 - £19,742
1	Manual Handling Trainer	Education – Adult Education Services	£21,530 - £24,472 p.a.
1	Public Realm Operative Level 2	Place – Grounds Maintenance	£17,372 - £19,742 p.a.
1	Support Worker Day Opportunities	People – Learning Disabilities	£21,530 - £24,472 p.a.

Posts being recruited to via YOO Recruit on 27.04.2015 as below :

Number of Current positions vacant	Position Title	Department	Salary advertised
1	Accounts Payable Officer	Corporate - Futureworks	£9.00 per hour
2	Public Realm Seasonal Operative	Place - Public Realm	£7.88 per hour
1	Community Education Welfare Officer	People - Children, Young People & Family Support: Social	£11.16 per hour

5	Sessional Family Group Conference Covenor	People - Children In Need & Child Protection	£14.06 per hour
1	English Tutor	Place - Adult Education Service	Competitive rates
1	Maths Tutor	Place - Adult Education Service	Competitive rates
1	ESOL Tutor	Place - Adult Education Service	Competitive rates
1	Garment Making/ Fashion Tutor	Place - Adult Education Service	Competitive rates
1	Floristry Tutor	Place - Adult Education Service	Competitive rates
1	Print Making Tutor	Place - Adult Education Service	Competitive rates
1	IT Tutor	Place - Adult Education Service	Competitive rates
1	Health & Nursing Studies Tutor	Place - Adult Education Service	Competitive rates
1	Childcare Tutor	Place - Adult Education Service	Competitive rates
1	First Aid Tutor	Place - Adult Education Service	Competitive rates
1	Business Admin Tutor	Place - Adult Education	Competitive

[NOT PROTECTIVELY MARKED]

		Service	rates
1	Youth & Community Studies Tutor	Place - Adult Education Service	Competitive rates
1	Employability Skills Tutor	Place - Adult Education Service	Competitive rates
1	Primary Trained Early Years Teacher	Place - Adult Education Service	Competitive rates
1	Mandarin Tutor	Place - Adult Education Service	Competitive rates
1	Administrator	People - Safeguarding	£9.00 per hour
1	HR Assistant	Corporate - HR	£9.00 per hour
1	Communications Assistant	Corporate - City Direct	£11.16 per hour
	Complaints Assistant	Corporate - City Direct	£11.16 per hour
3	CSO	Corporate - City Direct	£9.00 per hour
1	Blue Badge Administrator	Corporate - City Direct	£8.06 per hour

[NOT PROTECTIVELY MARKED]

1	Debt Recovery Officer	Corporate - Debt Management, Revenue and Benefits	£9.00 per hour
1	Membership Consultants	Place - Aldersley Stadium	£9.00 per hour
3	Swimming Teacher	Place - All Leisure Centres	£9.00 per hour