

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 16, 2015

Item 2, Report No. 11, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on September 16, 2015.

2 INTERNAL AUDIT REPORT – AUDIT OF HIRING PRACTICES

The Finance, Administration and Audit Committee recommends:

- 1) That the recommendation contained in the following report of the Director of Internal Audit, dated September 8, 2015, be approved; and**
- 2) That the presentation by the Audit Project Manager and the Acting Commissioner of Strategic and Corporate Services and C3, presentation material titled “*Hiring Practices Audit*”, dated September 8, 2015, be received.**

Recommendation

The Director of Internal Audit recommends:

1. That the Internal Audit Report on the Audit of Hiring Practices be received.

Contribution to Sustainability

Internal Audit activities and reports contribute to the sustainability of the City by providing advice and assurance that controls supporting the effective delivery of services and programs are effective. Longer term sustainability needs the support of good, efficient risk mitigation strategies. Internal Audit can provide support for that sustainability by providing independent advice and assurance.

Economic Impact

There are no direct economic impacts associated with this report.

Communications Plan

Not applicable.

Purpose

To present to the Finance, Administration and Audit Committee the Internal Audit Report on the Audit of Hiring Practices.

Background - Analysis and Options

The process of hiring staff in the City of Vaughan is done by individual departments with guidance from the Human Resources Department. All hiring must be done in compliance with the City's Hiring and Nepotism Policy. The City is committed to hiring the best staff possible consistent with City Policy and governing legislation.

As a result of reports coming from the Anonymous Reporting System and the increased interest in how the City recruits and hires staff, Internal Audit decided to review current practices and processes.

Relationship to Vaughan Vision 2020/Strategic Plan

This report supports the strategic goal of management excellence through financial stability and effective governance.

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Regional Implications

Not applicable.

Conclusion

An audit of 42 individual recruitments done in 2013 and 2014 demonstrated that the City's current hiring process is unbiased. Based on our review of the current hiring process, we conclude the City does its utmost to hire the best staff available.

We did identify opportunities to streamline recruitment file documentation with the objective of making the overall process more efficient. Management has agreed to complete its documentation strategy and is looking at issuing an RFP for an e-recruit technology solution that will better support a more efficient process.

Attachment

1. Internal Audit Report – Audit of Hiring Practices

Report prepared by:

Paul Wallis CPA, CMA CIA CISA CRMA
Director, Internal Audit

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)