

# Cabinet – Supplementary agenda No.2

**A meeting of the Cabinet will be held on:**

**Date:** 22 November 2016

**Time:** 3.00pm

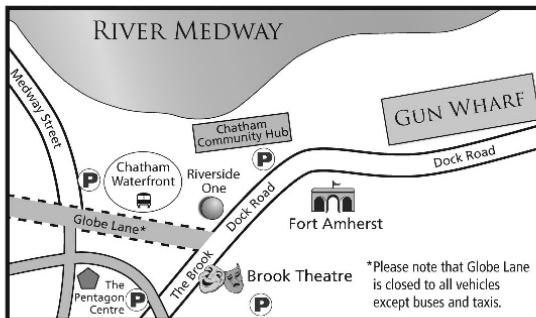
**Venue:** Meeting Room 2 - Level 3, Gun Wharf, Dock Road, Chatham ME4 4TR

## Items

- |     |   |                    |
|-----|---|--------------------|
| 13. | <b>Recruitment Freeze – Addendum report</b>   | (Pages<br>3 - 10)  |
| 14. | <b>Exclusion of Press and Public</b>  | (Pages<br>11 - 12) |
| 15. | <b>Medway Crematorium and Cremators – Exempt report attached with reasons for urgency specified in paragraph 1.3.</b> | (Pages<br>13 - 16) |

**For further information please contact Wayne Hemingway/Alex Saul, Democratic Services Officers on Telephone: 01634 332509/332008 or Email: [democratic.services@medway.gov.uk](mailto:democratic.services@medway.gov.uk)**

**Date: 22 November 2016**



This agenda and reports are available on our website  
**[www.medway.gov.uk](http://www.medway.gov.uk)**

A summary of this information can be made available in other formats from **01634 333333**

If you have any questions about this meeting and you want to speak to someone in your own language please ring **01634 335577**

বাংলা	331780	ગુજરાતી	331782	ਪੰਜਾਬੀ	331784	کوردی	331841	اردو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	ଓଡ଼ିଆ	331786	فارسی	331840	Lietuviškai	332372





## CABINET

22 NOVEMBER 2016

### RECRUITMENT FREEZE – ADDENDUM REPORT

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Chief People Officer

#### Summary

This report brings forward an additional 3 posts to be considered for approval.

#### 1. Details of the additional posts requiring approval

1.1 The following posts are coming forward for approval, the details of which are shown at Appendix 1: -

##### **Business Support**

Trainee Accountants x 2  
Democratic Services Officer

#### 2. Revised recommendations

2.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to the main report and in Appendix 1 to the addendum report to enable officers to commence the recruitment process.

#### **Lead officer contact**

Carrie McKenzie, Chief People Officer, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332261 Email: [carrie.mckenzie@medway.gov.uk](mailto:carrie.mckenzie@medway.gov.uk)

#### **Appendices:**

Appendix 1 Recruitment Freeze Forms



## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	Business Support Department	
SECTION	Finance Strategy	
POST TITLE	Trainee Accountants x 2	
GRADE AND SALARY RANGE	R2 (£15,241 - £19,356)	
POST NUMBER	11737	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	2015/16	
MANAGER POST REPORTS TO	Head of Finance Strategy	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Phil Watts		

(\* please delete as appropriate)

### Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The Finance Strategy team comprises a number Finance Business Partners and Accountants in salary ranges 6 and 7 and whilst the major part of the team's work is very strategic in nature, there are certain tasks that it would not be cost effective to be undertaken by an Accountant. Furthermore the very flat hierarchy means that, were it not for the three Trainee Accountants posts, there would not be an entry level for new staff. The Trainee Accountant role addresses both of these issues and it is more important than ever to fill them, following the recent deletions of an R7 and an R6 post from the structure.

## Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

These posts each cost up to £24,000 in a full year, plus the cost of studying for the professional qualification, circa £3,000 per annum. However, the savings from deleting the two higher graded posts amount to circa £120,000 per annum.

**Please specify the funding source for this post: Existing revenue budget**

## Comments from Portfolio Holder

Maintaining effective financial control is essential to achieving the aspirations of the Council and the importance of these posts in releasing valuable accountancy staff to provide strategic financial advice and support to front-line service managers should not be understated. Furthermore, they will provide a pipeline of experienced, well-trained accountants for the sustainability of the function. I support the filling of these vacancies.

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	Business Support	
SECTION	Democratic Services	
POST TITLE	Democratic Services Officer	
GRADE AND SALARY RANGE	Range 6 (£35 857 – £41 231)	
POST NUMBER	3865	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	9 January 2017	
MANAGER POST REPORTS TO	Head of Democratic Services	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>N/A</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	<b>N/A</b>	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Not applicable		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
NAME OF RECRUITING MANAGER: Julie Keith		

(\* please delete as appropriate)

### Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The Democratic Services Team consists of the Head of Democratic Services, 6.46fte Democratic Services Officers and 1.8fte Democratic Services Support Officers (who also provide members services reporting to the Head of Elections and Members Services).

The work of this team relates to statutory member level decision -making directly connected to the major programmes and functions of the authority. One of the full time Democratic Services Officers has recently resigned. This post holder supports Cabinet, the RCE Overview and Scrutiny Committee and Licensing Hearing Panels

among other duties. In order to sustain current levels of service delivery agreement to recruit to this vacancy is requested.

In the event that other existing team members may wish to take this opportunity to vary their hours, approval is sought to recruit to either a full time or part time DSO as long as the cost can be met within the available staffing budget for Democratic Services.

Beyond a reduction in member level activity there are no alternative options for meeting the gap created by this vacancy. The responsibilities assigned to professional Democratic Services Officers require a high level of experience, a detailed knowledge of the law and procedures for local authority meetings together with an ability to exercise excellent judgement and political skills. Any reduction in capacity within Democratic Services cannot be absorbed by others in the team given existing workloads, the ongoing and unpredictable demand for unplanned activity in support of the Council's decision-making processes and the role played by the team in supporting Scrutiny Task Groups.

As this vacancy will create a capacity deficit of 37 hours per week within the team approval is also sought to bring in temporary DSO assistance should this be required while the recruitment process is underway. This will be accommodated within available budgets.

## **Budget Issues**

Please indicate:

3. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2016.
4. If any savings could be achieved by alternative ways of providing the service.

This vacancy will arise on 9 January 2017 and it is hoped to recruit a new post holder to join the team as soon as possible after that date in order to be able to sustain required levels of support for member level meetings. Democratic Services Officers are graded at Range 6. Gross pay (including on- costs) for 1FTE in Range 6 is £45 896 – £52 775.

### **Please specify the funding source for this post:**

This vacancy can be funded from within the existing budget for Democratic Services

## **Comments from Portfolio Holder**



Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

This page is intentionally left blank



## CABINET

**22 NOVEMBER 2016**

### EXCLUSION OF PRESS AND PUBLIC

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from/Author: Perry Holmes, Monitoring Officer

#### Summary

This report summarises the content of an exempt report which, in the opinion of the proper officer, will contain exempt information within one of the categories in Schedule 12A of the Local Government Act 1972. It is a matter for the Cabinet to determine whether the press and public should be excluded from the meeting during consideration of this document.

#### 1. Recommendation

- 1.1 The Cabinet is required to decide whether to exclude the press and public during consideration of the following document because consideration of the matter in public would disclose information falling within one of the descriptions of exempt information contained in Schedule 12A to the Local Government Act 1972, as specified below, and, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

<b>Report Title</b>	Medway Crematorium and Cremators
<b>Agenda Item</b>	15
<b>Summary</b>	This exempt report will set out details of a proposal to agree a negotiated settlement with a contractor in respect of the enabling works at the Crematorium.
<b>Category of exempt information (Schedule 12A of the Local Government Act 1972)</b>	<p>Not for publication under paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972</p> <ul style="list-style-type: none"> <li>Information relating to financial or business affairs of any particular person (including the authority holding that information).</li> <li>Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</li> </ul>

- 1.2 Members are advised that the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 requires 28 clear days' notice of a Cabinet meeting to be held in private.
- 1.3 As such, on this occasion it was not possible to provide this 28 clear days' notice. The Chairman of the Regeneration, Culture and Environment Overview and Scrutiny Committee has agreed, in accordance with the provisions of the 2012 Regulations and Council Rule 17 (Access to Information Rules), that this matter was both urgent and could not be reasonably deferred until the next Cabinet meeting on 20 December 2016 because the contractor may withdraw from the proposed agreement which would have serious financial impact on the Council's plan to procure new equipment at the Crematorium.
- 1.4 Therefore, a notice of intention to conduct business in private was issued on 22 November 2016. No representations have been received.
- 1.5 This report confirms the notice of intention to conduct this business in private.

**Lead Officer Contact:**

Perry Holmes, Monitoring Officer

E-mail: [perry.holmes@medway.gov.uk](mailto:perry.holmes@medway.gov.uk)

**Appendices:** None

**Background Papers:** None

NOT FOR PUBLICATION

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda Item 15.

Document is Restricted

This page is intentionally left blank