

# Cabinet – Supplementary agenda No.1

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

**Date:** 9 May 2017

**Time:** 3.00pm

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

## Items

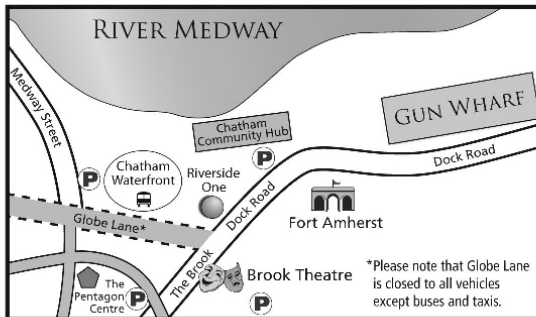
**11. Recruitment Freeze**

Please find attached an addendum report

**(Pages  
3 - 6)**

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

**Date: 9 May 2017**



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	اروو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	এহুৎশফব	331786	فارسی	331840	Lietuviškai	332372





## **CABINET**

**9 MAY 2017**

### **RECRUITMENT FREEZE – ADDENDUM REPORT**

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Chief People Officer

#### **Summary**

This addendum report brings forward one additional post to be considered for approval.

#### **1. Details of the post requiring approval**

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

**Regeneration, Culture, Environment and Transformation**  
Administrator

#### **2. Revised recommendation**

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 Form



## 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	RCET		
SECTION	RD		
POST TITLE	ADMINISTRATOR		
GRADE AND SALARY RANGE	RANGE 2 £14733 - £19126		
POST NUMBER	11784		
LOCATION	EMPLOY MEDWAY ADVICE CENTRE		
DATE POST BECAME VACANT	27.10.15		
MANAGER POST REPORTS TO	MICHELLE PENROSE		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	3.06.2017 to 30.06.2018		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
N/A			
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: MICHELLE PENROSE			

(\* 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.

<p>This post is absolutely essential to overseeing and maintaining the building operations, front facing customer service functions and day to day IT systems and administration support required in completion of paperwork for customers and on behalf of Job Broker Advisors (appointment cards, letters, sanction paperwork, accepting new customers via IT system).</p>
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This role is vital in ensuring Medway council's direct operational delivery and services are achieving the performance level targets set by Group 4 Security, without which we will be liable for non-conformance and delivery failure resulting in potential penalties imposed and loss of contract. Without this post, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council may be liable for non conformance and non performance in relation to services provided to customers and the achievement of job outcomes.

The current apprentice will be a natural fit for the role when his apprenticeship ends in June 2017. By moving the apprentice into the vacant role we will save money and resources associated with the recruitment and training of a new staff member

## Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2017.
2. If any savings could be achieved by alternative ways of providing the service.

Current apprentice on £13310 will move as natural progression into the existing vacancy saving time and resource on finding a new apprentice

Post is fully externally funded by DWP Contract

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

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....