

Cabinet – Supplementary agenda no 1

A meeting of the Cabinet will be held on:

Date: 12 July 2016

Time: 3.00pm

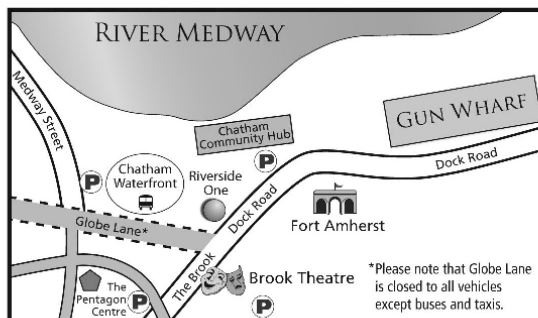
Venue: Meeting Room 2 - Level 3, Gun Wharf, Dock Road, Chatham ME4 4TR

Items

9. **Recruitment Freeze** (Pages 3 - 8)
Please find attached an addendum report containing details of 2 additional posts.

For further information please contact Wayne Hemingway, Democratic Services Officer on Telephone: 01634 332509 or Email: democratic.services@medway.gov.uk

Date: 12 July 2016



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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	ارو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	এহ্‌ব্‌শফ	331786	فارسی	331840	Lietuviškai	332372

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CABINET

12 JULY 2016

RECRUITMENT FREEZE – ADDENDUM REPORT

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Head of HR & Organisational Change

Summary

This report brings forward an additional 2 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: -

Regeneration, Culture, Environment & Transformation

Head of Communications and Marketing
Communications Account Executive

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, Head of HR & Organisational Change, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332261 Email: 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, 3rd Floor, Gun Wharf. You will also need to send an electronic word version to 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	Communications and Marketing		
POST TITLE	Head of Communications and Marketing		
GRADE AND SALARY RANGE	Service Manager		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	19 August 2016		
MANAGER POST REPORTS TO			
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Until permanent recruitment to avoid a gap		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	n/a		
NAME OF RECRUITING MANAGER:	Stephanie Goad		

(* 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 head of communications and marketing post is a pivotal one within the council with responsibility for the council's reputation management, marketing to support strategic ambition around Medway on the Map and income generating services. The post is also responsible for management of the digital programme which is at a key stage of development. The communications team is carrying two other vacancies which, combined with the impact of peak leave season, mean that the team cannot cover this vacancy even in the short term. The wide portfolio of the assistant director means she cannot assume direct management of the team even in the short term.

Budget Issues

Please indicate:

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

7 months effect of the service manager position

Please specify the funding source for this post:

Communications budget

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	RCET		
SECTION	Communications and Marketing		
POST TITLE	Communications Account Executive		
GRADE AND SALARY RANGE	Range 3		
POST NUMBER	11000		
LOCATION	GW		
DATE POST BECAME VACANT	30.06.16		
MANAGER POST REPORTS TO	Cathy Collins		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY			
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	29.7.16 until permanent recruitment		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Cathy Collins			

(* 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.

<ol style="list-style-type: none"> 1. Nil post of same type. Nil corresponding vacancies. 2. Comms and marketing for sport, leisure, arts and events will be impacted by a significant gap in capacity.

Budget Issues

Please indicate:

3. the realisable savings if this post remained vacant until the 31st March 2017.
4. If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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