

CABINET

12 JUNE 2012

RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Finance

Report from: Neil Davies, Chief Executive

Author: Tricia Palmer, Assistant Director, Organisational Services

Summary

This report brings forward 6 posts to be considered for approval.

1. Budget and Policy Framework

1.1 It is the responsibility of Cabinet to manage income and expenditure to remain within the budget approved by Council.

2. Background

2.1 At Cabinet on 7 January 2003 Members agreed a process by which directors could request approval to fill posts that are not on the list of exempted posts agreed by Cabinet on 10 December 2002. This process was introduced at a time of high concern about overspending as one measure to assist budgetary control. Members have indicated they wish to retain this direct detailed control of recruitment decisions while budgets remain difficult to manage.

2.2 The posts requiring approval to fill are being presented to this Cabinet with the following information: -

- Details of the post including directorate and section, post title, grade and location.
- Length of time post has been vacant.
- Impact on service if the post is not filled with particular reference to services to the public.
- Numbers of posts of this type within the function.
- Realisable savings including any proposals to provide the service in alternative ways, which could also lead to savings.
- Comments from the relevant portfolio holder.

3. Details of the post requiring approval

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

Children and Adults

Cybe Youth Connect – Project Coordinator
Data Monitoring Officer
Integrated Prevention Administrator
School Improvement Support Officer
Student Services Administrator
Support Services Assistant

- 3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job profile and structure chart is also held in HR Services.

4. Risk Management

- 4.1 In order to assess the potential impact of posts upon the council's ability to achieve its strategic objectives, the attached forms include details of the likely impact on the service should the posts not be filled.

5. Financial and legal implications

- 5.1 The recruitment freeze was instigated to support the realisation of savings against the background of a forecast of a significant overspending. It remains important to ensure that where possible the drive to pursue savings continues. It is important that no cover is taken on to fill any posts which have not been identified as exceptions or been given Cabinet approval to be filled.
- 5.2 There are no legal implications arising from this report at this stage.
- 5.3 The posts will be filled in accordance with the Council's recruitment policies.

6. Recommendation

- 6.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to enable officers to commence the recruitment process.

7. Suggested reason for decision

- 7.1 The posts presented to Cabinet will support the efficient running of the Council.

Lead officer contact

Tricia Palmer, Assistant Director Organisational Services, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332853 Email: tricia.palmer@medway.gov.uk.

Background papers: Cabinet report 10 December 2002 and 7 January 2003

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	Children & Adults	
SECTION	Youth Service	
POST TITLE	Cybe Youth Connect – Project Coordinator	
GRADE AND SALARY RANGE	PO1	
POST NUMBER	TBC	
LOCATION	Medway Youth Service	
DATE POST BECAME VACANT	New post	
MANAGER POST REPORTS TO	Area Youth Work Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	3 Year Fixed Term	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
N/A Externally funded post		
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: Roy Smith		

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 This post holder will coordinate 'Cyber Youth Connect' a European Interreg funded project. The post will have significant responsibilities in terms of finance and monitoring, as well as putting plans in action to fulfil the objectives of the project. They will be responsible to the Area Youth Service Managers, who will oversee the project. 2 Not recruiting this post would contravene the funding bid and prevent the development of the project. |
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Budget Issues

Please indicate:

- 1. the realisable savings if this post remained vacant until the 31 March 2012.
- 2. If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:
 European Interreg funded project.

Comments from Portfolio Holder

Signed:
 Portfolio Holder

Dated:

Signed:
 Councillor Alan Jarrett

Dated:

Signed:
 Director

Dated:

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DIRECTORATE	Children & Adults		
SECTION	Childrens Care		
POST TITLE	Data Monitoring Officer		
GRADE AND SALARY RANGE	C1 (£16,830 - £22,221)		
POST NUMBER	TBC		
LOCATION	Woodlands Place, Gillingham		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Support Services Officer		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	3 months		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW This post will be started and finished before the commencement of Phase 3.			
NAME OF RECRUITING MANAGER: Leanne Mark			

Impact on Service – please include:-

- 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.
- Impact on the service if this post is not filled, with particular reference to services to the public.

- | |
|---|
| <ol style="list-style-type: none"> Legal administration currently being undertaken by Support Services Assistant (SSA) and Support Services Officer (SSO) within established budget of Woodlands place, this staff member is needed to cover integrated area team work there are no posts to support legal administration so this will be a temporary 3 month appointment funded from the legal budget to help relieve pressure. It <i>will be reviewed every 3 months</i> to consider workload and funding availability. If the SSA within the integrated team is not freed up from undergoing some of this work, front line staff will be under added pressure to spend valuable time completing their own admin tasks. This in turn would result in their having less time to visit vulnerable families potentially leaving children in dangerous situations and the |
|---|

families without appropriate and sufficient support.

Legal database needs to hold accurate up to date information which is currently difficult to achieve with no dedicated support.

Budget Issues

Please indicate:

3. the realisable savings if this post remained vacant until the 31 March 2012.
4. If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:

Funding for this post will come from the legal budget.

3. This is not a vacant post but a new temporary post.
4. No other options viable.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults		
SECTION	Integrated Youth Service Support		
POST TITLE	Integrated Prevention Administrator		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)		
POST NUMBER	7730		
LOCATION	67 Balfour Road, Chatham, ME4 6QX		
DATE POST BECAME VACANT	10 April 2012		
MANAGER POST REPORTS TO	Andrew Willetts		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Monthly whilst we go through B4L		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW - Administration support for the IPS Service (letters/invoices etc) - Data collection for ADQ, DoH, MoJ and DCLG.			
NAME OF RECRUITING MANAGER: Andrew Willetts/Carl Melia			

Impact on Service – please include:-

- 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.
- 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 administrator post. If this post is not recruited to it will mean that front line staff will be doing administration task and that will have an impact on front line delivery for very vulnerable and risky young people and families that are at risk of entering the criminal justice system, social care and other potentially costly services. <p>The government departments of DCLG, Doh and MoJ expect data and reports that this post fully supports and this needs to be completed on a monthly basis.</p>

Invoices letters and the day to day running of the office will be impacted upon and we may face delays in correspondence and this may reflect badly on the service.

The post also supports the Youth Offending Team when they are short staffed and has always been flexible to the needs of the wider Medway Service.

This is a vacant post whilst we go through better for less and has a budget that has been agreed so will not cost the LA additional funds not expected for next year.

As we come to the end of the financial year the support of a post at this time for the coming month will be essentially, regionally, strategically and operationally as we prepare our service for 2012/13.

Budget Issues

Please indicate:

- 3. the realisable savings if this post remained vacant until the 31 March 2012.
- 4. If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:
 Cost Centre – Inclusion Central Admin (21600)

- 3. None.
- 4. None.

Comments from Portfolio Holder

Essential post.

Signed:
 Portfolio Holder

Dated:

Signed:
 Councillor Alan Jarrett

Dated:

Signed:
 Director

Dated:

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DIRECTORATE	Children & Adults	
SECTION	Schools Commissioning and Traded Services	
POST TITLE	School Improvement Support Officer	
GRADE AND SALARY RANGE	C1 (£16,830 - £22,221)	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A – additional temporary staff	
MANAGER POST REPORTS TO	School Improvement Support Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 July 2012 – 30 September 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2		
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: Jacqui Moore		

Impact on Service – please include:-

- 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.
- Impact on the service if this post is not filled, with particular reference to services to the public.

Currently there are a number of additional pressures on the Schools Commissioning and Traded services team including transfer of services for schools work to the team and setting up and embedding new ways of working and traded services activities. This additional temporary capacity will enable the SC&TS Team to do the following:

- Manage the schools buy back process for all council services offered to school in Medway
- Develop the Schools' Traded Services website, including development of the website to promote the Councils Traded services
- Be supported whilst going through a process of refocusing priorities to ensure a sustainable way of working in the future.

Budget Issues

Please indicate:

- 3. the realisable savings if this post remained vacant until the 31 March 2012.
- 4. If any savings could be achieved by alternative ways of providing the service.

Cost of a temp for 3 months is approximately: £5,500

Please specify the funding source for this post:

This would be budgeted for within the Commissioning & Traded Services team budget (23861) in temporary staff or specialist fees. At present there is a 0.6 adviser post vacancy (saving for 3 months is £11,640).

Comments from Portfolio Holder

I approve.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults	
SECTION	Student Services	
POST TITLE	Student Services Administrator	
GRADE AND SALARY RANGE	D1 (£12,787 - £16,440)	
POST NUMBER	5333	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	30 June 2012	
MANAGER POST REPORTS TO	Shelley Marsh	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 4		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW The team will not have a member of staff to process applications for free school meals which is a statutory requirement for schools and academies in Medway.		
NAME OF RECRUITING MANAGER: Shelley Marsh		

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.

There are currently two Student Services Administrators within the Student Services Operations Team one of which is responsible for the processing of free school meals (this post) and the other which is responsible for the processing of casual admissions applications.

The Student Services Operations team is a customer facing team dealing with services offered to the public. The processing of free school meals is a statutory requirement and therefore must be provided as a service by Medway Council. Contracts have also been drawn up to supply this service for several of Medway's new academies as a traded service and therefore an agreement has been put in place to ensure the Student Services Operations Team carries this out.

It would not be realistic to have this post vacant due to the statutory requirement and the volume of work so no savings could be made.

Budget Issues

Please indicate:

- 3. the realisable savings if this post remained vacant until the 31 March 2012.
- 4. If any savings could be achieved by alternative ways of providing the service.

The current postholder works 22 hours per week, at an annual cost of £12,818.

The postholder is required to process over 3000 new applications each year, including all related activity, and follow up correspondence/enquiries.

Since September 2011 Medway Council have been receiving a new income generated by providing a free school meals service to 7 academies. This annual income has increased for academic year 2011 – 2012 to £20,000, which will be more than adequate to support the funding for this post.

We would be looking to increase this post from part time, 22 hours per week to full time, 37 hours per weeks, which would be a financial increase of £8,667 to £21,485 per annum. The majority of this cost can be covered by the net income from offering this as a traded service to Academies, and will ensure that we are well placed to continue to offer this, as more schools convert to Academy status.

Please specify the funding source for this post:
 This post will be financed from the annual income generated by the school meals service, detailed above.

Comments from Portfolio Holder

[Empty box for Portfolio Holder comments]

Signed:
 Portfolio Holder

Dated:

Signed:
 Councillor Alan Jarrett

Dated:

Signed:
 Director

Dated:

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DIRECTORATE	Children & Adults	
SECTION	Childrens Care	
POST TITLE	Support Services Assistant	
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)	
POST NUMBER	0969	
LOCATION	Woodlands Place, Gillingham	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	Support Services Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	3 months	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW This post will be started and finished before the commencement of Phase 3.		
NAME OF RECRUITING MANAGER: Leanne Mark		

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. 8.8 Support Services Assistant (SSA) posts, 1 SSA post being seconded into a Data Monitoring Officer therefore need to backfill the vacant SSA post with an internal temp 2. Front line staff will be under added pressure to spend valuable time completing their own admin tasks. This in turn would result in their having less time to visit vulnerable families potentially leaving children in dangerous situations and the families without appropriate and sufficient support. Legal database needs to hold |
|---|

accurate up to date information which is currently difficult to achieve with no dedicated support.

Budget Issues

Please indicate:

- 3. the realisable savings if this post remained vacant until 31 March 2012.
- 4. If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:

This will depend on who gets the secondment for the Data Monitoring Officer as their team will lose that SSA from their budget and replace with this SSA temp.

- 3 None. The post would not remain vacant as the SSA would not be allowed to second into the Data Monitoring Officer role.
- 4. Both the SSA and Data Monitoring Officer are required posts.

Comments from Portfolio Holder

Approved.

Signed:

Portfolio Holder

Dated:

Signed:

Councillor Alan Jarrett

Dated:

Signed:

Director

Dated: