

**CABINET**  
**10 JULY 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 5 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: -

#### **Regeneration, Community and Culture**

BRIDGE + Ecotec 21 Project Officer

ICM (Innovation Centre Medway) Assistant x 2 – 1 FT + 1 PT

Receptionist/Administrator

#### **Children and Adults**

Service Manager - Children's Referral and Assessment Team

- 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](mailto: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, 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	Regeneration, Community and Culture	
SECTION	Economic Development & Social Regeneration	
POST TITLE	BRIDGE + Ecotec 21 Project Officer	
GRADE AND SALARY RANGE	PO1 £27,849 - £36,313	
POST NUMBER	TBA	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO	Principal Business 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	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
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		
NAME OF RECRUITING MANAGER: Wayne Saunders		

### 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.

Medway Council has been successful as a partner in two project bids to the Interreg IVA Channel programme. Through the EU funding allocations to the Council, we need to recruit and appoint a Project Co-ordinator for both projects in order to ensure delivery of the contracted project targets and the successful financial management of the two projects, worth over £500,000.

BRIDGE (Building Research & Innovation Deals for Green Economies). The aim of the project is to build practical and long-term collaborations by developing

partnerships between universities, business clusters, incubators and business development agencies for the emergence of R&D projects to enhance the support of the creation of young innovative companies and support the development of cross-border areas of excellence in Green Technologies.

The UK lead partner for this project is Remade South East alongside French partner organisations from Normandy.

Ecotec 21. The aim of this project is to support the evaluation of alternative fuel technologies for use in CHP (Combined Heat & Power). Medway Council will be the UK Lead Partner working closely with Greenwich University, Remade South East and Hampshire County Council. The project involves cross border Partners in Basse-Normandie and Nord Pas De Calais.

As the skills and experience required for both projects are complimentary, it is proposed to recruit a full time project officer i.e. BRIDGE 0.4FT, Ecotec 21 0.6FT. As part of overseeing the EU project delivery, the post-holder will in particular:

I) Work closely with UK project partners and develop close and effective working co-operation with partners from France, ensuring all cross-border project activities involving Medway are delivered successfully.

II) Achieve the successful development of new innovation through co-operation between local business and universities, with a particular focus on green technologies, where university R&D excellence can be applied successfully to support business innovation.

III) Provide direct advice and support to innovative SMEs, enabling them to grow, strengthen their competitiveness and create new jobs.

III) Contribute towards the strategic development of inward investment opportunities for Medway as a destination for emerging environmental technology businesses.

## **Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31 March 2013.
2. If any savings could be achieved by alternative ways of providing the service.

Both projects are funded from European Regional Development Fund via the Interreg IVA Channel programme for two and a half years.

The maximum gross cost of employing a joint Project Officer will be circa. £45,028 per annum and the post will be on a fixed term contract up to 31<sup>st</sup> December 2014.

The post will be financed entirely with EU funds through the BRIDGE and Ecotec 21 Interreg IVA projects.

If the post is not filled we will be unable to deliver the targets and objectives of these new EU funded projects.

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

European Regional Development Fund via the Interreg IVA Channel programme.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....



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DIRECTORATE	Regeneration, Community & Culture		
SECTION	Economic Development		
POST TITLE	ICM Assistant – 1 FT + 1 PT (both 12 month fixed term contracts)		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	TBC		
LOCATION	Innovation Centre Medway		
DATE POST BECAME VACANT	April 2012		
MANAGER POST REPORTS TO	Matthew Payne		
*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:			
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			
NAME OF RECRUITING MANAGER: Matthew Payne			

### 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.

Innovation Centre Medway (ICM) would like to replace a currently vacant receptionist post with a handyperson/assistant post. ICM would also like to create an additional part time handyperson/assistant post.

It is essential to fill these posts on a permanent basis in order to offer the high levels of customer service required by Innovation Centre Medway tenants and customers in order to maximise income levels.

These posts are needed to provide support services to reception, tenants and meeting room users throughout the day. It is extremely important that we are able to

be reactive to maintenance issues as and when they occur in order to provide a quality service to tenants and reduce maintenance costs.

We are increasing the usage of our conference and meeting facilities in order to maximise revenue generation from them. We often have a limited period between bookings to get the used room cleared, cleaned and set up for the next user. This could involve changing a room from theatre style with 75 seats to a boardroom style with 20 seats within 30 minutes. Since the loss of our full time reception/IT admin post, we are often single staffed at reception which makes a room changeover impractical. Both the F/T and the P/T post are required to ensure that we always have staff available to cater to the needs of our conference and meeting facilities.

The posts will also cover daily cleaning duties such as hovering the corridors, wiping down doors, checking the toilets and shower rooms and cleaning the reception area. This will reduce our contract cleaning requirement down to just needing the toilets professionally cleaned once per day and provide a cost saving whilst increasing service levels.

ICM is a large facility and requires daily maintenance that is outside the scope of the current staff roles. Both the F/T and the P/T post will mirror the current reception roles and provide reception with staff that can be reactive to maintenance issues such as fixing a jammed photocopier, changing light bulbs, testing fire alarms and other daily issues that arise.

## **Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31 March 2013.
2. If any savings could be achieved by alternative ways of providing the service.

Budget savings will be achieved by reducing the current cleaning contract and with the reduction in the need for external maintenance services. This can only be achieved if both the F/T and P/T posts are approved.

The full time post is a direct replacement for the existing full time receptionist post. The part time post is already shown in the 12/13 budget. There is no additional budget pressure.

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

Council general fund



**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....



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DIRECTORATE	Regeneration, Community & Culture		
SECTION	Economic Development		
POST TITLE	Receptionist/Administrator		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER			
LOCATION	Innovation Centre Medway		
DATE POST BECAME VACANT	April 2012		
MANAGER POST REPORTS TO	Matthew Payne		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*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:			
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			
NAME OF RECRUITING MANAGER: Matthew Payne			

### 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.

This is an existing post where the current postholder has given notice.

This post provides front of house reception services from 15:00 – 19:00, Monday to Friday.

If the post is not filled then ICM reception will have to close at 15:00 as there will be no staff available to provide reception services.

**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.

This post is a direct replacement for the existing part time receptionist post. There will be no additional budget pressure.

**Please specify the funding source for this post:**  
Council general fund.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children and Adults	
SECTION	Children's Social Care	
POST TITLE	Service Manager Children's Referral and Assessment Team (Also referred to as Service Manager 'High Needs')	
GRADE AND SALARY RANGE	Service Manager Salary Range 1 -12	
POST NUMBER	7640	
LOCATION	Redvers Centre	
DATE POST BECAME VACANT	Current postholder in post but has been recruited to a new post outside of the authority.	
MANAGER POST REPORTS TO	Assistant Director Children's Social care	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*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:	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?		
Three B		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p>This is a pivotal post managing the front door of Medway's service to children in need and children in need of protection. The implications of not filling it are severe in terms of providing a safe and robust service to our most vulnerable children and families and the ability of the local authority to meet its statutory obligations</p> <p>The post also manages services for children with disabilities including 'Aut Even' Medway's residential short break service. The implications are the same as noted above.</p>		
NAME OF RECRUITING MANAGER: Sue Butcher Assistant Director (Interim).		

(\* please delete as appropriate)

### 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.

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

1 There are three service managers within Children's Social Care. There are no other vacancies at this level.

**Budget Issues**

Please indicate:

- 3. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2013.
- 4. If any savings could be achieved by alternative ways of providing the service.

The post was filled up on the date given above.

I would not recommend considering achieving savings by providing this service in an alternative way.

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

**Comments from Portfolio Holder**

This is an essential post to fill and the service could suffer if there is a time lag between outgoing and incoming service manager.

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....