

CABINET
4 SEPTEMBER 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: -

Children and Adults

Children's Trust Support Officer

Business Support Department

Senior Database Administrator

Principal Accountant – Social Care

Regeneration, Community and Culture

Community Recycling Officer (INSPIRER)

Graduate Project Assistant (Internship)

- 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 and Adults	
SECTION	Commissioning	
POST TITLE	Children's Trust Support Officer	
GRADE AND SALARY RANGE	C1 £16,830 – £22,221	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	Sally Morris/Michelle Lofting	
*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 st August 2012 – 31 st October 2012 to fall in line with the BFL 2 nd Phase Review – Commissioning and Category Management	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Lesley-Anne Broome	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2 part of commissioning and category management		
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: Sally Morris		

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 post provides vital support to the Children's Trust Board and sub partnership groups, and the overall running of the Children's Trust arrangements. The current post holder has been seconded to the Placement Officer post in Commissioning.

This is to get permission to keep a temp for a further 6 months.

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.

Please specify the funding source for this post:

50% base funding LA, 50% PCT funding

Comments from Portfolio Holder

[Empty box for 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	BSD		
SECTION	ICT		
POST TITLE	Senior Database Administrator		
GRADE AND SALARY RANGE	PO1 £27,849 - £36,313		
POST NUMBER	8544		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	14 September 2012		
MANAGER POST REPORTS TO	Principal Database Administrator		
*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?			
All phases			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
This post is essential for delivering ICT elements of the Better for Less programme. Furthermore the post holder is responsible for core databases that support Better for Less, or are integrated into the new software.			
NAME OF RECRUITING MANAGER: Peter Good			

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.

1) There is only 1 post in the structure.

2) Should the post not be appointed to, essential planned upgrades, new installations & maintenance of ICT systems will not happen or may be delayed.

The current workload and knowledge required across the Council's multiple databases and associated technologies is too great for two database administrators to manage, especially during periods of absence i.e. leave, sickness and when only

one DBA would be available. The DBA team are currently supporting 5 different enterprise relational database management systems (RDBMS): Oracle, SQL, Server, Ingres, Sybase and MySQL on multiple operating systems and multiple versions.

There are approximately 250 servers in the Council hardware infrastructure, 47 of these are hosting a RDBMS; this equates to almost 20% of all servers being database servers.

A number of other database and high availability technologies are in use which the DBA team have specific knowledge of and responsibility for managing and maintaining. This includes; PolyServe, Neverfail, Oracle Recovery Manager, Oracle Application Servers, Apache and JBoss Application Servers.

Other risks to the Council include significant periods of downtime whilst contractors with the necessary skills are found to rectify faults. The following public services could all be affected during this period:

- ICT systems for vulnerable adults & children
- Customer First
- Public Access for Medway's citizens from libraries

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.

- 1) £27024
- 2) A technical competent database administrator is essential to the authority for maintaining a reliable ICT Infrastructure. Contracting this role out will undoubtedly cost more – DBA contractors attract a cost of approximately £500 per day. For a 7 month period, this would equate to £70000.

Please specify the funding source for this post:

ICT Revenue Budget – 4R202

Comments from Portfolio Holder

Case well made.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:

.....
Director

Dated:

.....

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DIRECTORATE	BSD	
SECTION	Finance, Directorate Support (Children & Adults)	
POST TITLE	Principal Accountant – Social Care	
GRADE AND SALARY RANGE	PO3 £37,206 - £45,341	
POST NUMBER	1065	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	24 July 2012	
MANAGER POST REPORTS TO	Phil Watts, Finance Manager	
*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:		
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		
Yes – please see comments below relating to ‘Impact on Service’		
NAME OF RECRUITING MANAGER: Phil Watts		

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 post supports the Finance Manager in providing a full management accounting service to the Social Care divisions within the Children and Adults directorate. This includes responsibility for co-ordinating the revenue budget setting process, production of monthly monitoring reports and closing the directorate’s year end accounts, together with provision of support to managers in preparing forecasts, costing proposals and developing business cases and providing advice in relation to all aspects of financial management.

Without approval to fill this post the Finance Manager would become more involved in the day to day management of the Finance team, impacting upon his capacity to

support the directorate's numerous strategic priorities.

The Social Care budget represents approximately half of the authority's revenue budget (excluding DSG) and is arguably the most volatile and high risk area of the Council's business. Financial monitoring and control is key to delivering the required service outcomes.

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.

The full year cost of appointing at the top of the scale equates to £58,200.

If the post is advertised purely via the website the recruitment costs would be negligible.

Please specify the funding source for this post:

Council's general fund revenue budget.

Comments from Portfolio Holder

Maintaining effective financial control is essential to achieving the aspirations of the council and whilst this is a 'back-office' post, its importance to front-line service delivery should not be understated. I support the filling of the vacancy.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	RCC	
SECTION	Waste Services	
POST TITLE	Community Recycling Officer (INSPIRER)	
GRADE AND SALARY RANGE	B1 £22,958 - £30,011	
POST NUMBER	9426	
LOCATION	Civic Centre	
DATE POST BECAME VACANT	1 August 2012	
MANAGER POST REPORTS TO	Waste Development 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:	From 1st Aug 12 to 28th June (with possible extension for up to 12months – EU funding dependant)	
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: Steve Baker		

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

PLEASE NOTE: this post has become vacant as officer has left authority following maternity leave –approval has previously been granted for this post by cabinet for the substantive post and maternity cover.

This is the only post of its nature

- It is a key role in working with the public to encourage more composting and recycling, which in turn helps save the council approximately £50 per tonne in disposal costs (a 1% shift from landfill or energy recovery to recycling equates to a saving of approximately £34k pa).

This INSPIRER project seeks better options for dealing with waste. A focus within our part of the project is in enabling residents to participate in food waste collections within the current kerbside organics service. Previous officers that have occupied the post have already succeeded in issuing 23L food bins to households in target communities. Future tasks will include following up this delivery with community support and overseeing the delivery of 15,000x 5L kitchen caddies to over areas.

This work requires the support and knowledge of a dedicated officer if we are to find savings by encouraging the composting of food waste.

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

The EU funding cannot be attributed to any other post.
A restriction of the funding is that it is a dedicated post, reallocation of this work will have an adverse impact on service provision elsewhere.
All costs for the post, including car allowance, will be fully met by the EU funding.

The project may be extended for up to 12 months from June 2013 (we will not be advised by EU until post April 2013). This will keep the post under the two-year redundancy threshold and only attract redundancy costs if the post holder is redeployed from another service and bring their accrued years of service with them (which the authority would have had to pay anyway).

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	RCC		
SECTION	Economic Development		
POST TITLE	Graduate Project Assistant (Internship)		
GRADE AND SALARY RANGE	E2 Sp4 £12,145 per annum pro rata		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Fawad Bhatti		
*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: Fawad Bhatti			

(* 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.

This request is to seek approval for the recruitment of a graduate intern to assist with the day-to-day project administration of two of our twelve EU funded projects in the Service – INSPIRER and AIMER. The full time intern will work 50% on INSPIRER and 50% on project AIMER. The INSPIRER project is delivering physical neighbourhood improvements in the Luton, All Saints and Gillingham North areas of Medway –including housing renovation, greenspace improvements, community clean up and waste recycling initiatives. The AIMER project is taking action to assist the integration of new migrant communities in Luton and All Saints with the broader

community, including youth development programmes for all young people and neighbourhood outreach services benefiting all local families.

The graduate intern will play a key role to:

- I) Ensure day-to-day liaison and the delivery of cross-border partnership activities with partner organizations from northern France and Belgium (fluent French will be essential).
- II) Ensure that all local actions are delivered on time and according to EU technical and financial regulations.
- III) Organise and prepare thoroughly cross border visits and meetings with French and Belgian (Flemish) partners and ensuring participation and involvement of UK partners.
- IV) Ensure that project information, including financial data is kept correctly.
- V) Monitor financial expenditure and assist in the compilation of project financial claims and progress reports.
- VI) Liaise regularly with the external auditor and the Interreg programme secretariat.

The full time internship for a temporary period up to the end of March 2013 will be fully funded by the EU projects AIMER and INSPIRER.

Budget Issues

Please indicate:

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

The total cost of this full time graduate internship for a seven-month period from September 2012 to March 2013 will be £8,726.

Please specify the funding source for this post:

This will be funded entirely out of the EU INSPIRER and AIMER projects

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: