

CABINET
2 OCTOBER 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
SSA/Receptionist

Business Support Department
Investigation Officer
Head of Legal

Regeneration, Community and Culture
Innovation Centre Manager
Project Manager (Rochester Riverside)

- 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	Redvers Team	
POST TITLE	SSA/Receptionist	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126	
POST NUMBER	5313	
LOCATION	Redvers Centre	
DATE POST BECAME VACANT	3/8/12	
MANAGER POST REPORTS TO	Dan Harper	
*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:	12 months from approval	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>SSAs work to support all teams and managers based in the Redvers Centre. This post is primarily based in reception which is currently covered by the SSA team on a rota basis. This means that the Social Work teams administration support, is depleted by 11%. This reduces the administration teams ability administer all aspects of the referral and assessment process as well as organise and minute Public Law Outline, CP1 and CP2 (strategy) meetings and Child in Need meetings and file maintenance both electronic and paper. This will mean a greater amount of social worker time spent on administration duties as well as impacting on the performance of statutory timescales.</p>		
NAME OF RECRUITING MANAGER: Dan Harper		

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.

1. The post is for 37 hours (1.0FTE) as a replacement for a leaver. The team has an establishment of 9.05fte and currently comprised 4.2 FTE of established staff, 1 fte on a 12 month fixed term contract, due to expire on 30/7/13 and 2.85 FTE from the temp pool covering 2FTE of secondments and 0.85 FTE of Maternity cover.

The SSA team supports two teams comprising 1 Service Manager, 2 Group Managers, 6 senior practitioners and 40.06 Social and Family workers. Owing to the increase in social work referrals and subsequent work created by demand, the pressure on supporting teams to deliver positive outcomes necessitates recruiting to this vacancy as quickly as possible

2. Following the restructure and the incorporation of the Strood and Hoo IAT into the Redvers Safeguarding team the SSAs in that team are responsible for:

- The administration of Public Law Outline meetings, including minuting these meetings..
- The administration; including organisation and tracking of statutory medical and education assessments; maintenance of records of placements and respite care on Raise to ensure accurate information and correct payment of carers of looked after Children. All Filing, file creation, photocopying, copy typing and archiving activities on 635 open cases.
- The tracking of all child protection documentation to ensure accurate and up to date files.
- Being the first point of contact to all families and young people currently being worked with by the team.
- Covering a very busy reception
- Supporting the Child in Need process including minuting CHIN meetings
- The organisation and minuting of Strategy (CP1 and CP2) meetings.

Not filling this post will reduce mean that the necessary administration tasks will either be deferred, creating out of date information both in paper and electronic files, or have to be done by frontline staff reducing the amount of time spent with families and children.

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. N/A.

2. No viable alternative.

Please specify the funding source for this post:

Establishment.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	BSD		
SECTION	Audit Services – Corporate Anti Fraud Team		
POST TITLE	Investigations Officer		
GRADE AND SALARY RANGE	B1 £22,958 - £30,011		
POST NUMBER	0159		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 October 2012		
MANAGER POST REPORTS TO	Fraud Manager		
*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			
<p>The current economic climate and more refined data analysis has seen a steady increase in the number of fraud referrals. The team has become increasingly involved in investigating other types of fraud e.g. Blue Badge / Housing / Internal. The volume and nature of this work will undoubtedly continue to expand for the foreseeable future.</p> <p>Since November 2010 two posts have been removed from the Investigation team structure (one Investigation Officer & one Investigation Assistant). The remaining Investigation Assistant has been on maternity leave since December 2011 and her post has not been temporarily filled. Resources are already at a minimum and a back-log of work is accumulating. Delays in investigating claims for benefits results in increases both in the value and volume of overpayments, which results in further difficulty & costs recovering debts and ultimately in increased written off debt. A failure to investigate individual cases may result in the irregularity going undetected and benefit being paid incorrectly. It is therefore considered necessary to fill this post immediately in order to minimise losses to the Council.</p>			
NAME OF RECRUITING MANAGER: Alison Russell			

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 Corporate Anti-Fraud team consists of : -

- Fraud Manager
- 1 x Senior IO
- 3 F/T x IO
- 1 P/T x IO
- 1 Investigation Assistant (maternity leave since Dec 2011)

The role of the Investigation Officer includes direct contact with members of the public, internal departments and other agencies including Police, DWP, Local Authorities.

The role of the Investigation Officer requires them to undertake investigations to a criminal standard for the purpose of producing successful:

- Criminal prosecutions & sanctions (Administrative Penalties / Cautions)
- Accurate Benefit Decision making
- Benefit appeals

The officers must therefore work to deadlines with minimal supervision and to a high professional standard.

Medway Council has a statutory duty to protect public funds. Any failure to deliver an effective counter fraud service could subject the authority to adverse criticism / financial penalty.

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.

There would be a saving of £13,000 were this post not to be filled this year.

The costs of not filling this post are more difficult to quantify. One way of calculating the financial loss could be expressed in terms of the difference between the salary & the estimated reduction in identified Benefit overpayments. Using the Housing Benefit and Council Benefit overpayments identified in the year 2011/12 (£803,558) and dividing by the five Investigation Officer posts equates to an average of £160,711.16 per officer. It should be noted this excludes Department for Work and Pensions (DWP) overpayment figures. If these were to be included it would equate to £293,381 per officer.

The costs, expressed in potential reduction in overpayments and assuming an officer at top of Salary Scale B1, would therefore be £122,596. (Or £255,266 if including DWP benefits).

Please specify the funding source for this post:

The post is part of the funded establishment of the Fraud Team.

Comments from Portfolio Holder

The defence of the public purse is a vital function and the Council is committed to combating fraud in its various forms. This post is an essential part of that strategy and I support the recruitment.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	BSD		
SECTION	Legal		
POST TITLE	Head of Legal		
GRADE AND SALARY RANGE	Service Manager £39,015 - £56,007 (+£4,633pa)		
POST NUMBER	3755		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Notice given 7/9/2012		
MANAGER POST REPORTS TO	Assistant Director		
*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)			
<p>WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?</p> <p>Phase 1</p> <p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>N/A.</p>			
NAME OF RECRUITING MANAGER: Perry Holmes			

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.

Given the challenges for the Council ahead, the role of Head of Legal is key to managing the Council's legal team, dealing with the heavier weight legal issues operationally and ensuring the Assistant Director's capacity is not affected.

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:

This is an establishment post.

Comments from Portfolio Holder

I fully support this recruitment for the reasons given.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	RCC	
SECTION	Economic Development	
POST TITLE	Innovation Centre Manager	
GRADE AND SALARY RANGE	PO3 £37,206 - £45,341	
POST NUMBER	8977	
LOCATION	Innovation Centre, Medway	
DATE POST BECAME VACANT	W.E.F. 12 October 2012	
MANAGER POST REPORTS TO	Social Regeneration 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:		
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: Clem Smith		

(* 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.

This request is to seek approval for the recruitment of a new Innovation Centre Manager. We need to start the recruitment process as soon as possible in order to minimize any hiatus period following the forthcoming departure of the current ICM Manager in October. The Innovation Centre Manager is a unique role, reporting directly to the Head of Economic Development & Social Regeneration, with the following key responsibilities:

- The day-to-day management of the Innovation Centre building and reception

- and business services to the over 50 separate business tenants in the building.
2. The management and negotiation of tenant license agreements and oversight of the daily administration that underpins this, ensuring all business tenants adhere to the agreements.
 3. The promotion of the Innovation Centre as a venue for business tenants and for conferences, room hire and data room services.
 4. The line management of the team of receptionist and support staff at the Innovation Centre, ensuring quality front line services to tenants.
 5. The financial management of the Innovation Centre budget, maximizing income revenues and managing costs.
 6. The identification and implementation of ongoing improvements to the services offered to local businesses at the Innovation Centre.
 7. The maximization of business tenants at the Centre and of revenues from tenants, room hire and data centre services.

The Innovation Centre is a flagship facility as part of Medway Council's portfolio of local programmes and services for Medway companies. The Innovation Centre Manager is crucial to the provision of quality day-to-day services to business tenants and to the continuing expansion of business tenants at the Centre, bringing in increasing rental income. It is vital to have a lead senior officer to drive and then to sustain 95%-100% occupancy, which is required to ensure the Innovation Centre comes in on budget.

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.

If this post remained vacant until end March 2013, the realisable savings would be approximately £21,000.

Please specify the funding source for this post:

The costs of this post are to be funded from income revenues generated by the Innovation Centre and arising from business tenant rents, the hire of conference and meeting rooms and the data centre. At present, the Innovation Centre is forecast to record a small surplus for 2012-13.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	RCC	
SECTION	Director's Office	
POST TITLE	Project Manager (Rochester Riverside)	
GRADE AND SALARY RANGE	PO3 £37,206 - £45,341	
POST NUMBER	7011	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	July 2011	
MANAGER POST REPORTS TO	Regeneration 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:	Fixed term for 3 years from date of recruitment.	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>Rochester Riverside is an important regeneration site, the development of which is through joint management arrangements between Medway Council and the Homes and Communities Agency (HCA). Phase 1 is due to be completed by February 2013. To achieve key objectives in terms of the regeneration of Medway and ensure the Council and HCA get a return on its investment, Phase 2 needs to begin as soon as possible.</p>		
NAME OF RECRUITING MANAGER: Robin Cooper		

(* 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.

This new service will consist of a Regeneration Manager, the Rochester Riverside Project Manager and a Project Technician all of which are vacant at this time.

The Rochester Riverside Project Manager will:

1. lead the achievement of the objectives of the Rochester Riverside Project, through the development and delivery of an implementation project plan.
2. To ensure that the Rochester Riverside Project is developed and designed to contribute to the Council's and HCA's key objectives in terms of the regeneration of Medway. The present masterplan envisages up to 2,000 residential units (the first phase is under construction), hotels, retail space, riverside walks, commercial floorspace, education and health uses.

If the post is not filled, the Council will not meet its obligations to the HCA and will fail to achieve the key regeneration objectives for the regeneration of Medway.

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:

This post is 100% funded by the HCA and as such there will be no savings if the post remains vacant until 31 March 2013.

Comments from Portfolio Holder

Signed:

Portfolio Holder

Dated:

Signed:

Councillor Alan Jarrett

Dated:

Signed:

Director

Dated: