

## **CABINET**

**30 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 1 post 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 post is coming forward for approval the details of which are shown at Appendix 1: -

#### **Children and Adults**

Support Service Assistant

3.2 The form attached is an email copy 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 form includes 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 post will be filled in accordance with the Council's recruitment policies.

### **6. Recommendation**

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

### **7. Suggested reason for decision**

7.1 The post 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

(<http://democracy.medway.gov.uk/mglIssueHistoryHome.aspx?Ild=3229>)

and 7 January 2003

(<http://democracy.medway.gov.uk/mglIssueHistoryHome.aspx?Ild=3231>)

## 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	Children and Adults	
SECTION	Redvers Team	
POST TITLE	SSA	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126	
POST NUMBER	5313	
LOCATION	Redvers Centre	
DATE POST BECAME VACANT	20/8/12	
MANAGER POST REPORTS TO	Support Service 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:	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 focused on supporting the Referral, Assessment and Support Team in processing and administering all Duty activity. Not filling this post will impact on the team's ability to administer all aspects of the referral and assessment process as well as minute Public Law Outline, CP1 and CP2 (strategy) meetings and Child in Need meetings. 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 an SSA promoted to the AASSA team. 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. This post will replace 1FTE currently covering a secondment.

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 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**

As we have previously agreed the importance of support for our SW's.

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....