

CABINET
18 DECEMBER 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: -

Business Support Department

Contract Administrator
Database Administrator
Exchequer Officer
HR Information Officer

Regeneration, Community & Culture

WORK Programme Job Broker Adviser (x2)

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

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1834&Ver=4>

Cabinet report 7 January 2003

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1835&Ver=4>

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.

DIRECTORATE	BSD		
SECTION	Exchequer Services		
POST TITLE	Contract Administrator		
GRADE AND SALARY RANGE	D2 (Points 12-21)		
POST NUMBER	3764		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Oct 2010 although post has had a number of temporary appointments for short periods since then		
MANAGER POST REPORTS TO	Gary Thomas		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 December 2012 to 30 November 2013		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? The section was reviewed under BFL Phase Two			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A			
NAME OF RECRUITING MANAGER:	Gary Thomas		

(* 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.

1. 1 Supervisor (P01); 1 Debt Officer (C1); 1.7 Income Officers (D2); 6.93 Exchequer Officers (D2); 5 Contract Administrators (D2); 1 Exchequer Assistant (E2)
2. Following the BFL review for Phase Two it is clear that there is work to be carried out in changing the working practices of the team involved with Social Care. There are also issues in respect of data accuracy which could lead to the wrong payments being made to suppliers and in turn the wrong amount charged to social care clients. I wish to use this post to improve accuracy whilst other changes are brought in and the migration to Core Logic.

Budget Issues

Please indicate:

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

£8,000 between December and March 2013

Please specify the funding source for this post:

This is to be met from WE3F6 (To be 4R504 once budgets transferred)

Comments from Portfolio Holder

Although an administrative post it is essential that we pay the provider of care efficiently and accurately and therefore in turn charge the receivers of this care the correct monies.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	BSD	
SECTION	ICT	
POST TITLE	Database Administrator	
GRADE AND SALARY RANGE	B2 (£27,052 - £34,549)	
POST NUMBER	8544	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	31 October 2012	
MANAGER POST REPORTS TO	Principal Database Administrator	
*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)		
<p>WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? This post relates to all current and future phases of Better for Less, as the skill set is fundamental for supporting all of the databases within critical applications across the council, including the new Lagan CRM solution.</p> <p>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 future ICT database integrations for phases 3 & 4 of the Better for Less programme.</p> <p>Furthermore the post holder supports the core databases that underpin the core Better for Less infrastructure (phase 1) and those of the applications that have been configured to interface with the BFL programme e.g. (Phases 1 & 2).</p>		
NAME OF RECRUITING MANAGER: Peter Good		

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"> There is only 1 post in the structure. Should the post not be appointed to, essential planned upgrades, new installations and maintenance of ICT systems will not happen or may be delayed. There are also potential implications for the successful implementation of the new social care solutions for children and adult services. 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 when only one DBA would be available. The DBA team are currently supporting 5 different enterprise 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, 59 of these are hosting a RDBMS; this equates to almost 25% 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. Not only are contractors very difficult to find, they can also be very expensive, commanding daily rates of over £500. The following public services could all be affected during this period:

ICT systems for vulnerable adults & children
Customer Contact
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. £13,750
2. A technically competent database administrator is essential to the authority for maintaining a reliable ICT infrastructure. Contracting this role out will undoubtedly cost more.

Please specify the funding source for this post:

ICT salary budget

Comments from Portfolio Holder

Case well made.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

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DIRECTORATE	BSD		
SECTION	Exchequer Services		
POST TITLE	Exchequer Officer		
GRADE AND SALARY RANGE	D2 (Points 12-21)		
POST NUMBER	3764		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	30 November 2012		
MANAGER POST REPORTS TO	G Thomas		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 January 2013 to 31 December 2013		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? The section was reviewed under BFL Phase Two			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A			
NAME OF RECRUITING MANAGER: G Thomas			

(* 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.

1	1 Supervisor (P01) 1 Debt Officer (C1) 1.7 Income Officers (D2) 6.93 Exchequer Officers (D2) 5 Contract Administrators (D2) 1 Exchequer Assistant (E2)
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2 Following the BFL review for Phase Two it is clear that there is work to be carried out in changing the working practices of the team involved with Social Care which has transferred to Exchequer Services. As a result a temporary appointment is only required at this stage.

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.

£8000 between December and March 2013

**Please specify the funding source for this post:
This is to be met from 4R504**

Comments from Portfolio Holder

Although administrative posts, these are required to ensure monies due to Suppliers are paid promptly. Failure to pay these will ensure cash flow to organisations including local businesses will be impacted on

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	HR Services – Payroll		
POST TITLE	HR Information Officer		
GRADE AND SALARY RANGE	C2 - £19621 to £26276		
POST NUMBER	6365		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	18 December 2012		
MANAGER POST REPORTS TO	9480		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
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 4 – Although post is required to support requirements of BFL			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Reduction in the amount of data that can be provided to Managers Self Serve 4 You project will be delayed			
NAME OF RECRUITING MANAGER: Stuart Bull			

(* 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.

<p>1. There is only one post of this type</p> <p>2. (a) Statutory returns will not be completed, for example Teachers annual return, School Workforce Census.</p> <p>(b) Workforce information will be delayed, or will not be provided to managers, for example absence management data</p> <p>(c) Collation of data and correspondence in respect of reorganisations, pay freeze and job grading will be delayed, or unavailable.</p> <p>(d) Impact on FOI's</p> <p>(e) Delivery of "Self Serve 4 You" project may be delayed</p> <p>(f) Support to the Payroll Department, particularly relating to the reduction in staffing</p>
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numbers
(g) Increased volume of data to be provided to the LGPS, for example employee age, gender, salary information, etc, required for actuarial valuations, both for Medway Council and new Academy conversions.
(h) Forthcoming major statutory changes to Medway Council, including Auto-Enrolment and Real Time Information (RTI)

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. £6,500
2. There are currently no alternative ways of completing the work that is required within the job role.

Please specify the funding source for this post:

Post to be funded from existing revenue allocated to 4C321

Comments from Portfolio Holder

Case well made.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	RCC
SECTION	Development, Economy and Transport
POST TITLE	WORK Programme Job Broker Advisors (EXTERNALLY FUNDED) (until 31 st June 2013)
GRADE AND SALARY RANGE	GRADE C2; Salary Range including on-cost @ 30% (£25,507.30 - £34,159)
POST NUMBER	9713
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL
DATE POST BECAME VACANT	N/A
MANAGER POST REPORTS TO	Michelle Penrose

*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:	TO 30 June 2013
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A
NAME:	
NAME OF RECRUITING MANAGER: Richard Dawson	

(* Please delete as appropriate)

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

We require an additional externally funded post of Job Broker/ Advisor.

Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseloads are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome. In addition to this we have just agreed to take over and support approx 70 customers from All Saints Community project to help contract performance improve overall.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need an additional full time Advisor with immediate

effect to retain the experience and quality of service provided by the team on our externally funded contract.

The Employ Medway Service has been running a series of successful externally funded employment support and skills development programmes over the past two years from national, local and European funding. These have included the previous national Government's Department for Work and Pensions (DWP) two major programmes termed Flexible New Deal (Stage 4) and Future Jobs Fund, particularly focussing on providing support for those longer-term unemployed customers across all ages providing them with the necessary support, interventions and opportunities to get back to work.

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13 June 2011.

Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

These factors above require the need for approval of an additional Job broker Advisor to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

In relation to the post of WORK Programme Job Broker Advisor, this will be completely externally funded from the income received from the WORK programme through three types of payments.

The first being the payment by attachments (starter fees) for each customer served by Employ Medway approx £240.00. The second by the achievement of job outcomes (£950.00) and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between 1.5 – 2 years depending upon the customer group (approx £140.00 / month retained in work).

The post is absolutely essential to overseeing the operational day to day customer facing and support service in providing essential professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The Job Broker Advisor will be responsible for a caseload of clients from 60-80 customers each for which they will meet with them on a regular 2-4 weekly basis and have contact by e-mail and telephone, whilst further supporting the individual address their multiple barriers to employment through sourcing relevant support agencies, identifying and sourcing relevant job training and skills development courses and further more support the individual in searching for job opportunities and providing initial support to the individuals while they are in-work for the first 6 months. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the new post, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non-conformance and non-performance in relation to services provided to customers and the achievement of job outcomes.

These roles are vital in ensuring Medway Council's direct operational delivery and services are achieving the performance level targets set by Group 4 Security, without which we will be liable for non-conformance and delivery failure resulting in potential penalties imposed and loss of contract.

Budget Issues

Please indicate actual cost of filling this post:

These post will be a 100% externally funded by DWP income

The cost for the post is based on the approved C2 pay scale grade and is fully paid for by externally obtained income.

Lowest: C2 Grade, SP22 = £19,621 x 1.3 (on-cost rate) = £25,507
Highest: C2 Grade, SP31 = £26,276 x 1.3 (on-cost rate) = £34,159

If the extension to these posts are not approved this will lead to non delivery of the new Subcontract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major DWP contract from central government.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: