

CABINET
15 JANUARY 2013
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 9 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

Political Assistant to the Labour Group
Democratic Services Officer

Children and Adults

Engagement Analyst
Placement Officers x 3
Specialist Partnership Commissioning Manager
Assistant Director – Partnership Commissioning

Regeneration, Community and Culture

Project Manager – Eastgate House

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>

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. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	BSD	
SECTION	Member Services	
POST TITLE	Political Assistant to Labour Group	
GRADE AND SALARY RANGE	SCP 32 – 36 £29,783 - £33,121 (pro rata)	
POST NUMBER	4031	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	16 December 2012	
MANAGER POST REPORTS TO	Head of Elections & Member Services & Leader of Labour Group	
*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:	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? None		
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: Jane Ringham		

(* 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 – e.g. 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

The two largest Political groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The current post holder of the Labour Political Assistant post is leaving with the effect from mid January 2013.

Under the Act, a group qualifies for a political assistant post if (a) the membership of that group comprises at least one-tenth of the membership of the authority; and (b)

the number of the other groups which are larger than that group does not exceed two. The impact on the service if this post is not filled is that the Labour Group would not receive the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council.

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.

It is unlikely the post will be filled before the end of the current financial year. Savings in the order of £3,570 may be realised in the period mid-January to 31 March 2013 assuming that a new appointee would have been appointed at the lowest point in the salary range.

If the post is not filled before the end of March 2014, Savings in the order of £17,148 may be realised in 2013-14 assuming that a new appointee would have been appointed at the lowest point in the salary range

Due to the statutory framework for the allocation of these posts and the political nature of their role, it is not feasible for alternative ways of providing the service.

Please specify the funding source for this post: specific revenue allocation in salaries budget attached to 4C222.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support	
SECTION	Democratic Services	
POST TITLE	Democratic Services Officer	
GRADE AND SALARY RANGE	PO2 (£31 754 – £40 741)	
POST NUMBER	3865	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 March 2013	
MANAGER POST REPORTS TO	Head of Democratic Services	
*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?		
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>The work of this post holder relates to the statutory functions of the Council. Following a reduction of 2.5 posts in Democratic Services and Members Services it was necessary, with effect from 2011/12, to reduce member level activity commensurately with a reduction in the number and frequency of Council, Cabinet and Overview and Scrutiny Committees. This new vacancy will require the remaining five Democratic Services Officers to cover meetings of the Business Support and RCC Overview and Scrutiny Committees, the Street Clutter Task Group, the Licensing and Safety Committee, its Sub Committees and all Licensing Hearing Panels, some school admission appeals as well as management of the Council's scheme for handling petitions. Should the vacancy extend beyond a few weeks this will be unsustainable without a further reduction in member level activity. This could be done by ceasing support for all non-statutory meetings (e.g. Scrutiny Task Groups) and further reducing the frequency of other meetings.</p>		
NAME OF RECRUITING MANAGER: Julie Keith		

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 – e.g. 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 Democratic Services Team consists of the Head of Democratic Services, six Democratic Services Officers and two Democratic Services Support Officers (who also provide members services reporting to the Head of Elections and Members Services). CIPFA benchmarking shows that the Medway Democratic Services Team is smaller and less costly than most in other Unitary Councils.

As outlined above, the work of this team relates to statutory member level decision-making directly connected to the major programmes and functions of the authority. A reduction of capacity equating to 1 FTE represents a requirement for other members of the team to cover a significant number of additional member level meetings, which is unsustainable for more than a few weeks without a commensurate reduction in member level activity. Otherwise there will be a risk that arrangements for meetings and related paperwork will fall short of the required standard with consequential risks affecting the quality of decision-making, accessibility of the formal processes of the Council to the public and potentially generating unfavourable publicity. In addition there may be weeks where there are simply too few staff to cover the number of meetings scheduled, given the frequency of un-programmed but essential additional meetings, staff annual leave and where unplanned absences are factored in.

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.

If the post remained vacant for one month until 31 March 2013 the realisable saving would be
£3 900

There are no alternative options for provision of this service as the post holder is required to be an experienced Democratic Services professional with a detailed knowledge of the law and procedures for local authority meetings and an ability to exercise excellent judgement and a high level of political skills.

Please specify the funding source for this post:

Budget for Democratic Services

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	Children and Adult Services	
SECTION	Performance, Intelligence and Strategic Planning	
POST TITLE	Engagement Analyst	
GRADE AND SALARY RANGE	PO1 (Subject to job evaluation)	
POST NUMBER	New Post	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO	Strategic Planning Analyst	
*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?		
<p>This is a new post in the Children and Adults performance and intelligence hub, which was recently created in the latest phase of Better for Less.</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>Not applicable, as this is a new post.</p>		
NAME OF RECRUITING MANAGER:		

(* 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 – e.g. 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

The post is a new post to be created in the performance and intelligence hub, which corresponds with the transfer of responsibilities for schools strategic planning into the new hub. The new post corresponds with the deletion of an equivalent level post in the School Organisation and Student Services department.

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 new post will be funded through the deletion of an equivalent level post in the School Organisation and Student Services department (Post no. 6319), so there will be no additional costs associated with the creation of this post.

No savings are able to be realised as this is simply a transfer of function from one part of the team to another, so there is no current vacant post.

Please specify the funding source for this post:

The new post will be funded through the deletion of an equivalent level post in the School Organisation and Student Services department (Post no. 6319).

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	Children & Adults		
SECTION	Children & Adults Commissioning Team		
POST TITLE	Placement Officer		
GRADE AND SALARY RANGE	Grade C1 x 3 £16,830 - £26,276 per annum,		
POST NUMBER	TBA		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	N/A New post		
MANAGER POST REPORTS TO	No decision has yet been made regarding where the Placement Team will sit and there are a number of options available for consideration		
*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)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Phase 2 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: Jane Love			

(* 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 post is a new post to the Council that is being introduced to support the implementation of the Council's new dynamic framework for Homecare and by doing so to ensure that the savings identified as part of the recommissioning of Homecare are delivered (reference Gateway 3 Cabinet, 2 October 2012, para. 2.3.1).

This post will be funded through the savings made. The savings target homecare is £1.4 million and the recommissioning process will deliver up to £1.9 million.

These posts will be responsible for allocating packages of care to the providers who are part of the dynamic framework. They will ensure that no packages are placed outside of this, thereby providing effective control in the allocation of care packages in line with the requirements of the contract. This will ensure that the costs associated with Homecare are tightly managed.

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

If approval is not given to recruit to this post, this will have a detrimental impact on managing the costs and allocation of packages of care with associated with the dynamic homecare framework, which could put at risk the savings identified as part of the recommissioning process.

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.

N/A

Please specify the funding source for this post:

This post will be funded from general budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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 forward 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 overleaf.

DIRECTORATE	Children & Adults	
SECTION	Commissioning & Strategy	
POST TITLE	Specialist Partnership Commissioning Manager	
GRADE AND SALARY RANGE	Service Manager (£39,015 - £56,007 + £4,633 special allowance, per annum)	
POST NUMBER	10244	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1/12/12	
MANAGER POST REPORTS TO	Susan Anderson-Carr	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	NO	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	YES	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	NO	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	17/12/12 – 31/3/13	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Bernard Monaighan	
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		
<p>The post holder will be responsible for sensitive work with a range of stakeholders, particularly the parents' forum and representative groups surrounding the Short Breaks Review. The role will also develop individual budgets under the SEN pathfinder programme and work with the Assistant Director, Commissioning & Strategy on the development of a Joint Children's Commissioning Strategy which will underpin commissioning intentions for health and social care. This is priority work which will result in improved outcomes and savings.</p>		
NAME OF RECRUITING MANAGER: Susan Anderson-Carr		

(* 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 – e.g. 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 Commissioning and Strategy Division is currently recruiting to the partnership commissioning roles which may require external recruitment which will impact on the capacity to deliver on additional projects.

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

As advised above.

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 the role remains vacant until 31st March 2012 this would result in a saving of £25,000.

This is currently insufficient capacity and specialist skills in the Division to ensure that the deliverables are met.

Please specify the funding source for this post:

This post will be funded from general budget.

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	Children & Adults		
SECTION	Commissioning		
POST TITLE	Assistant Director – Partnership Commissioning		
GRADE AND SALARY RANGE	Assistant Director (£64,149 - £84,977 + £5,213 special allowance, per annum)		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	19 October 2012		
MANAGER POST REPORTS TO	Director of Children & Adults		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	YES		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	YES		
*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 2			
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: Barbara Peacock			

(* 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 – e.g. 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

A new partnership commissioning structure between Medway Clinical Commissioning Group (MCG) and Medway Council will be effective from January 2013.

The post holder's responsibilities include –

- Leading the development of policy, strategic planning, coherent strategic commissioning and contracting activity for children and adults.
- Taking the lead responsibility for partnership commissioning activity for health and social care services in Medway to maximise the impact of resources to

achieve improved outcomes for children and adults.

- Developing and implement strategic partnership commissioning plans following publication of the Joint Strategic Needs Assessment.
- Contributing significantly to the corporate management of the Council and Medway CCG as a senior manager working for both organisations.

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

This is a pivotal role between Medway CCG and Medway Council and it will be imperative to appoint to this post on a permanent basis to drive the change agenda.

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 post is covered by an interim appointment. There will be no realisable savings.

Please specify the funding source for this post:

This post will be funded from general budget.

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	RCC		
SECTION	Heritage		
POST TITLE	Project Manager – Eastgate House		
GRADE AND SALARY RANGE	PO1 (£27,849 - £36,313)		
POST NUMBER			
LOCATION	Eastgate House		
DATE POST BECAME VACANT	New post – externally funded		
MANAGER POST REPORTS TO	Simon Swift		
*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?			
The post is externally funded and outside of Better for Less.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
The post is externally funded and outside of Better for Less			
NAME OF RECRUITING MANAGER: Simon Swift			

(* 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 – e.g. 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 post is essential to delivery of the £1.28 million grant award Eastgate House Project. This post is externally funded for 2 years.

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

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.

This is a new externally funded post and there are no realisable savings.

Please specify the funding source for this post:

Heritage Lottery Fund 59%

Medway Council 41%

As per approved HLF grant application signed by Neil Davies September 2012.

Comments from Portfolio Holder

This is an essential post now the HLF funding is in place and need to be filled urgently.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: