

CABINET

11 JUNE 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 8 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 & Adults

Family Worker

SEND Pathfinder Project Manager and Personal Budget Practitioner Lead

SEND Pathfinder Project Officer

SSA x 3

Public Health

Health Improvement Assistant

Regeneration, Community and Culture

IMPRESS Project Co-Ordinator.

- 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 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	Youth Offending Team	
POST TITLE	Family Worker	
GRADE AND SALARY RANGE	C2 £19,621-£26,276 pro rata	
POST NUMBER	9899	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	01 April 2012	
MANAGER POST REPORTS TO	Louise Balderston	
*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:	01 May 2013 – 30 April 2014	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Not applicable – this post is externally funded by the Prison Service and does not incur any cost to Medway Council.		
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: Keith Gulvin		

(* 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.

- | |
|--|
| <ol style="list-style-type: none"> 1. Currently Medway YOT workers are recruited as Case Workers and paid for by the Prison Service to cover sessions at the weekend and evening to staff the Visitor Centre for social visits to the prison. There are 8 staff that currently cover this role and are as a result paid according to their pay scale and take TOIL. |
|--|

2. In the current climate of the Prison Service, Fair and Sustainable (the equivalent of Medway Council's Better for Less initiative) we are requested to make savings and work in the most cost effective way to make the best use of our resources. Therefore a request is being made to recruit bank staff to cover these additional duties at the Visitors Centre and therefore not only reduce the cost to the Prison Service, in regard to overtime payments and TOIL taken, but enable the workers to make best use of their time, experience, etc. by working within the establishment and the young people.

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. There is no consequence to Medway Council in relation to budgets as all costs are met by the Prison Service.
2. This is the most convenient and cost effective way forward for the Prison Service and in terms of delivery of the current Service Level Agreement between Medway Council and HMYOI Cookham Wood.

Please specify the funding source for this post:

The Prison Service under an existing Service Level Agreement.

Comments from Portfolio Holder

Essential appointment

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults	
SECTION	Educational Psychology/Pathfinder	
POST TITLE	SEND Pathfinder Project Manager and Personal Budget Practitioner Lead	
GRADE AND SALARY RANGE	PO2 £31,754 – £40,741 per annum	
POST NUMBER	10196	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 July 2013	
MANAGER POST REPORTS TO		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<input type="checkbox"/>	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<input type="checkbox"/>	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<input type="checkbox"/>	No
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Fixed-term contract 1 July 2013 to 31 March 2014	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A		
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 Marriott		

(* 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.

Small project team of Project Manager (vacant), Project Support Officer and 0.5 Educational Psychologist.
If the post is not filled this high profile project will fail to meet deadlines of SE7 Pathfinder Project and fewer Medway families would be taken through the project.
The Pathfinder is helping Medway prepare for statutory changes to SEN processes. Without the post it is going to be exceptionally difficult to be ready when the law changes.

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.

No savings as this post is funded by DfE as part of SE7 Pathfinder

Please specify the funding source for this post:

DfE

Comments from Portfolio Holder

Essential

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	Educational Psychology/Pathfinder	
POST TITLE	SEND Pathfinder Project Officer	
GRADE AND SALARY RANGE	C1 £16,830 – £22,221 per annum	
POST NUMBER	10310	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 July 2013	
MANAGER POST REPORTS TO		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<input type="checkbox"/>	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<input type="checkbox"/>	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<input type="checkbox"/>	No
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Fixed-term contract 1 July 2013 to 31 March 2014	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A		
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 Marriott		

(* 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.

Small project team of Project Manager (vacant), Project Support Officer and 0.5 Educational Psychologist.
If the post is not filled this high profile project will fail to meet deadlines of SE7 Pathfinder Project and fewer Medway families would be taken through the project.

The Pathfinder is helping Medway prepare for statutory changes to SEN processes. Without the post it is going to be exceptionally difficult to be ready when the law changes.

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.

No savings as this post is funded by DfE as part of SE7 Pathfinder

Please specify the funding source for this post:

DfE

Comments from Portfolio Holder

Essential

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	Specialist Services	
POST TITLE	SSA	
GRADE AND SALARY RANGE	D2 £15,039 – £19,126 per annum	
POST NUMBER	7666	
LOCATION	Elaine Centre	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	SSO	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT		Both
*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:	Until the conclusion of Better for Less	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3b		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Yes		
NAME OF RECRUITING MANAGER:		

(* 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.

There are currently 3 SSA posts vacant within the Fostering Team. Due to Better for Less these cannot be recruited to on a permanent basis and one temporary SSA left as she was offered a one year contract with CAST which LAC Services were unable to match. SP was taken on as temporary SSA to cover this post and I would like this to continue until I am able to recruit permanent members of staff.

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:

Funding source is the Council's General Fund

Comments from Portfolio Holder

This is an essential post

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Public Health	
SECTION	Health Improvement	
POST TITLE	Health Improvement Assistant	
GRADE AND SALARY RANGE	D2 £15,039 – £19,126 per annum	
POST NUMBER	7666	
LOCATION	Gun Wharf, Level 2	
DATE POST BECAME VACANT	N/A – please see information below	
MANAGER POST REPORTS TO	Phil Lewis	
*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:	20 May 2013- 5 July 2013	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	JG	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 4		
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: Phil Lewis		

(* 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.

Within the Business Development Team in Public Health we have a member of staff who is on long term sick. She is a Health Improvement Coordinator (agenda for change Band 5). We have reallocated key tasks and duties to other members of the team who operate at a similar level of competency. However, it has meant that some basic but important administrative tasks will not be completed without additional capacity.

JG started with the team on an initial two week contract and has been a great support, working 21 hours per week. We would like to extend this for the remainder of the sickness period.

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:

Public Health Grant – budget code 4E812

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 & Social Regeneration Service (ED&SR)	
POST TITLE	IMPRESS Project Co-ordinator ((fixed term 30 June 2015). Fully Externally funded – 37 hours full-time	
GRADE AND SALARY RANGE	PO1 £27,849 – £36,313 per annum	
POST NUMBER	10242	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 May 2013	
MANAGER POST REPORTS TO	Matt Jenkins (WP Contract & Partnership 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		Yes
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 July 2013 to 30 June 2015	
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		
Yes the contract has been provided in June 2012 and failure to commence will impact on meeting external contract requirements and managing the overall EU project with cross border and local partners.		
It will also detrimentally affect our delivery of current employment support programmes without the ability to drawn on these additional external funded resources to support the team, customers and meet service objectives.		
NAME OF RECRUITING MANAGER: Matt Jenkins		

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 is solely funded through the provision of external funding from **European funded project termed SUCCES, which is solely funded by the EU ERDF Interreg 4A Channel programme.**

This supports the full costs (including salary, any training costs, IT equipment needs) and office space that is already in existence.

IMPACT on the Service

The impact on the service if this Full Time IMPRESS Project Co-ordinator post is not filled will mean the failure to deliver a quality programme and a much greater risk of not fulfilling our contractual obligations (including performance targets) with the EU ERDF Interreg IVA Channel programme.

This will directly impact on the delivery of the new IMPRESS project providing post employment support services over the following three years due to the importance of the tasks to be completed. The EU ERDF IMPRESS project is worth 1.3 Million Euros (approximately £1.1 Million to Medway Council) and in total over £4 million with 7 x cross border partners involved.

This could result in external funds having to be paid back as we are not meeting our contractual obligations to serve customers with 1-2-1 personalised post employment support and employers to improve their business performance and productivity ensuring sustainable employment for the individual and growth in the employers business, alongside the project's requirement to develop and undertake the cross border requirements of the project with partners our EU partners in France and Belgium.

Without this post the services to the public will cease and the contract will not be performed and Medway council will be liable for non conformance and non performance in relation to policies, procedures, practices being established and maintained across all the cross border partners.

Specifically the IMPRESS Project Co-ordinator will provide effective management and co-ordination of the overall delivery of the IMPRESS Project. Specifically in terms of:

- To lead on and effectively coordinate and manage the IMPRESS (Innovative and Meaningful Post Recruitment Employment Support Service) project funded by the Interreg IVA Channel programme operating in England and France.
- Overall responsibility for both project management and partnership management of the IMPRESS project (in Medway and with cross border partners), alongside undertaking effective performance monitoring and review of the post employment support services provided to recruited employees and businesses.
- Overall responsible for financial and budget management, producing EU Interreg financial claims, evidencing expenditure to EU and Medway Council, and producing regular progress reports to all necessary parties.
- Instigate, promote, drive forward and achieve the successful delivery of post employment support services to recruited employees and businesses in Medway and in partner areas in France.
- Oversee the line management and supervision of workload of the IMPRESS in-work job coaches and apprentice).

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:

No savings will be made as the post is completely externally funded by the EU and cross border partners.

Please specify the funding source for this post:

FULLY EXTERNALLY FUNDED by the EU ERDF Interreg IVA Channel programme and by cross border partner = cost neutral.

The cost for this Post is based on the approved PO1 pay scale grade.

Depending upon the individual successful recruited to the post, the cost of which can range from the following:

Lowest: PO1 Grade, SP33 = £27,849 x 1.3 (on-cost rate) = £36,204

*Highest: PO1 Grade, SP43 = £36,313 x 1.3 (on-cost rate) = £47,207

*However the post could be awarded to someone on 'salary protection' via redeployment who could be on one grade higher @ PO2.

If this post is not approved and not recruited to this will lead to non delivery of the new contract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major EU funded contract, alongside managing our partners performance.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: