

CABINET

1 OCTOBER 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 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

Assistant Debt Management Officer
Finance Officer

Business Support Department

Service Support Assistant (MRBS)
Category Specialist X 4
Administration Officer

Regeneration, Community and Culture

Homechoice Assistant
HRA Building Inspector
Processing Administration Senior (Temporary)
Processing Assistant – Processing & Income Recovery

Public Health Directorate

Supporting Healthy Weight Assistant.

- 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.

DIRECTORATE	Children & Adults		
SECTION	Client Financial Services		
POST TITLE	Assistant Debt Management Officer		
GRADE AND SALARY RANGE	D2 £15,039 – £19,126		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 April 2013		
MANAGER POST REPORTS TO			
*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 1			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
The decision was made for these posts to remain part of Adult Social Care.			
NAME OF RECRUITING MANAGER: Chris Gell			

(* 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.

Currently there is one officer carrying out debt work for adult social care. Due to the complexity of social care legislation concerning charging and responsibilities of debt the post holders need to know all of the legislation and charging policies.

Due to the economic climate and changes in welfare benefits there are an increasing number of people who are getting into debt and the quicker they are contacted the higher success rate for Adult Social care.

The debt monitoring process also identifies when a vulnerable adult is a possible

victim of financial abuse and many cases have been referred for an SVA.

The process also identifies when a service user needs help with managing their finances and these cases are referred to Client Financial Affairs. Currently there are several cases with pending court action and several who have been taken to court and are now repaying the debt to Medway Council. As the debt officer has to appear in court when cases are referred and spends much of her time either with services users negotiating repayment plans, new cases are not being identified at the earliest possible time and therefore need additional work to ensure that these debts are repaid.

Budget Issues

Please indicate:

- 1.the realisable savings if this post remained vacant until the 31 March 2014.
- 2.If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:

This post will be funded through the income raised by charging for Appointeeship and Deputyship services in Client Financial Affairs. The annual cost of filing this post will be £18,912. Charging for deputyship only last year brought in an income of £111,635, this year there will be a significant increase, as we will also be charging for appointeeship cases.

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 Adults	
SECTION	Early Years	
POST TITLE	Finance Officer, part time 22 hours per week	
GRADE AND SALARY RANGE	C2 £19,621 - £26,276 pro rata	
POST NUMBER	5402	
LOCATION	All Saints Children's Centre	
DATE POST BECAME VACANT	November 2013	
MANAGER POST REPORTS TO	Trevor Poulter	
*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:	November 2013 for maternity cover	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Not known as dates for BfL in Early Years have been delayed.		
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: Carolyn Theedom		

(* 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 is the only post of its kind at the centre and there is only one person in post. Were it to remain unfilled significant aspects of our finance responsibilities would not be undertaken including monitoring of expenditure, petty cash accounts not kept, invoices not being raised, no checks on Integra, with the potential for overspend and misspending. The post also acts as deputy in the absence of the Building Operations Manager and were it to remain unfilled there are implications for health and safety of the building when the Building Operations Manager is absent.

Budget Issues

Please indicate:

- 1.the realisable savings if this post remained vacant until the 31 March 2014.
- 2.If any savings could be achieved by alternative ways of providing the service.

Were this post to remain vacant until 31 March 2014 the saving would be £3888.

There are no other staff who have the qualifications and expertise to undertake this role at the centre so it is unlikely that savings could be achieved elsewhere.

Please specify the funding source for this post:

Early Years Service

Comments from Portfolio Holder

I agree with the statement on previous page.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Directorate		
SECTION	Medway Revenues & Benefits Service		
POST TITLE	Service Support Assistant		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126 per annum		
POST NUMBER	5250		
LOCATION	MRBS, Finance, Level 2, Gun wharf		
DATE POST BECAME VACANT	14 September 2013		
MANAGER POST REPORTS TO	Patrick Knight		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>	<input type="checkbox"/>
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 1.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Yes (see below)			
NAME OF RECRUITING MANAGER: Patrick Knight			

(* 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 one of two support assistant posts within the Systems & Controls section of Medway Council.

The post is responsible for ensuring that all daily computerised batch jobs for Medway Revenues and Benefits Service (MRBS) are correctly administered including the running of benefit payment runs of £2m+ a week. In addition, the post provides support for the Document Image Processing & workflow system and all future system development.

The post is critical in the administration of controls for MRBS in accordance with the audit framework with particular regard to Revenues and Benefit payments. This in turn forms a critical part of the Benefit Service which currently pays over £105m in Housing Benefit.

The post also contains an element of frontline service in relation to lost and replacement benefit cheques and the issue of revenue discount and exemption reviews.

If this post was not filled the controls relating to both benefits and revenues would occur to a far lesser extent than required by the Council's own audit control framework. The risks are that there could be delays in the payment of Housing Benefit which could have a direct and detrimental effect on the more vulnerable members of the community; an increase in the number of incorrectly awarded discounts and exemptions resulting in losses in the collection fund.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31 March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

1. Savings for the period 14 September 2013 to 31 March 201 (199 days) equate to £10,202 (based on bottom of Scale D2 including superannuation and NI with no pay award).
2. Agency more expensive than permanent staff.

Please specify the funding source for this post:

Existing budget contained in MRBS code 4R525.

Comments from Portfolio Holder

This post performs key control functions within a customer facing part of the organisation as well as ensuring payment of benefits is made in a timely fashion to the needy residents of Medway.

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 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	Business Support	
SECTION	Category Management	
POST TITLE	Category Specialist	
GRADE AND SALARY RANGE	PO1 - £27849 - £36313	
POST NUMBER	10516, 10519	
LOCATION	Gun wharf	
DATE POST BECAME VACANT	2x currently vacant, 1 x vacant from 1st Oct, 1 x vacant from 1st Nov.	
MANAGER POST REPORTS TO	Preeya Madhoo, Carl Rogers	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 Nov 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? Phase 2.		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Category Management has been through Better for Less.		
NAME OF RECRUITING MANAGER: Preeya Madhoo		

(* 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.

- | |
|--|
| <ol style="list-style-type: none"> Category Management is a team of 24 staff. Within this structure there are 7 category specialists. 4 of these posts will be vacant from 1 November. Category management covers 3 areas, Strategy and Operation support, People and Place. 3 vacancies are within the People area and 1 vacancy within the Place category. There are current capacity challenges within the category management team. Failure to recruit to these vacancies will mean the team will be unable to complete the procurements planned for the remainder of the year. The People category is a |
|--|

complex area, as this covers procurements for children and adults services. This area requires complex design of tenders, and must often provide additional support to providers in understanding the expectation for tender documentation, as this is an area that has often had long term contracts or grants provided.

3. The Place category covers a large number of construction procurements. Failure to recruit to the category specialist vacancy will place significant pressure on the team's ability to cover these procurements.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31 March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

These 4 posts would realise £46,415 which equates to 5 months vacancy salary cost.
There is a need to fill these vacancies. No savings could be found in an additional way.

Please specify the funding source for this post: Category Management budget – 4C275 5048-00/000000.

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	Business Support		
SECTION	Category Management		
POST TITLE	Administration		
GRADE AND SALARY RANGE	D2 - £15039 - £19126		
POST NUMBER	10523		
LOCATION	Gun wharf		
DATE POST BECAME VACANT	1 current vacancy		
MANAGER POST REPORTS TO	Genette Laws		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 Nov 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? Phase 2.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Category Management has been through Better for Less.			
NAME OF RECRUITING MANAGER: Genette Laws			

(* 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 is an urgency to fill this vacancy as the administration support within the team, covers procurement board, as well as some tender support on the e-tender software.
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Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31 March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

1. This post would realise £6266.25 which equates to 5 months vacancy salary cost.
2. There is a need to fill these vacancies. No savings could be found in an additional way.

Please specify the funding source for this post: Category Management budget – 4C275 5048-00/000000.

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 to request approval from the relevant Director and Directorate Portfolio Holder to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf

DIRECTORATE	Housing and Regeneration
SECTION	Homechoice Team
POST TITLE	Homechoice Assistant
POST NUMBER	7535
GRADE AND SALARY RANGE	C1 Two posts
LOCATION	Gun Wharf
DATE POST BECAME VACANT	Not applicable

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	In Part (See Below)
*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 – 1 Jan 2014
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) NAME: Frances Melia	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 1	
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 Mark Breathwick	

(* 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 Team currently comprises of 2 Homechoice Assistant Roles of which 0.6 FTE is currently Vacant. This approval is to offer a secondment opportunity within the team to cover the role for three months until a re-structure can be implemented and to assist with increased workload due to the changes in the Allocations Policy coming in to force in August.

The post provides the support and advice for Housing Register. Changes in policy and an increase in applications mean that more support is needed in the short term to provide advice to the public and assist with updated and reviewing records.

Budget Issues

Please indicate actual cost of filling this post:

Not recruiting to the post will offer savings in the region of 7,000. However the likelihood of complaints and challenges are likely to increase. It will also limit the ability to roll out a new Allocations policy from August

Please specify the funding source for this post:
General fund

Signed:
Director

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Directorate Portfolio Holder

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 send an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report.

DIRECTORATE	Business Support Department		
SECTION	Building & Design Services		
POST TITLE	HRA Building Inspector		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	6859		
LOCATION	Level 2, Gun Wharf, Dock Road		
DATE POST BECAME VACANT	Immediate – Covered by agency staff member at present		
MANAGER POST REPORTS TO	Dean Parker		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY Les White			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
The HRA is in phase 4 of BFL			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
This is a front line customer facing role in the HRA and the postholder has responsibly for ordering of repairs to the council owned properties within the HRA.			
The council has a statutory duty not only to maintain its stock but also some repairs must be undertaken within specific timescales which may from time also need pre inspection. These timescales are set out in Right to Repairs legislation and the Landlord and Tenant Act 1985 as well as Health and Safety legislation. Failure to recruit may mean the council fails to comply with these timescales.			
The reason this post is temporary is that currently the repairs contract is due to be renewed on 1 April 2014 and this post will no longer be required due to a new model approach for ordering repairs.			
NAME OF RECRUITING MANAGER: Anthony Wallner			

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.

There are two permanent posts on the staff structure this is a third additional posts created as part of the partnership arrangements with Mears Plc as the Council remodelled last year its approach to payment and ordering for repairs. (Commonly known as fixed fee). Under this new model approach the emphasis for pre inspections switches to the contractor. This is now allowed for in the current contract and as part of the pilot approach the Council agreed to fund this third inspector post although based in the Mears office. This post will cease from 31 March 2014.

The position is currently being filled via Agency staff at a cost of £23 per hour. This equates to £44,160 per annum (based upon 8 hours per day for 48 weeks). The cost to recruit internally on a C2 grade will cost between £24,649 to £33,274 per annum and therefore represents a potential saving of between £10,886 to £19,511 per annum.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31 March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

The cost to recruit internally on a C2 grade will cost between £24,649 to £33,274 per annum and therefore represents a potential saving of between £10,886 to £19,511 per annum as this is currently being covered via external agency staff.

Please specify the funding source for this post:

Housing Revenue Account

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 to request approval from Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf.

Also you will need to forward an electronic word version to jobs@medway.gov.uk, so that the approval form can be inserted into the cabinet report.

DIRECTORATE	RCC		
SECTION	Highways & Parking Services		
POST TITLE	Processing Administration Senior (Temporary Cover)		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	0344		
LOCATION	Annexe B Civic Centre		
DATE POST BECAME VACANT	6 September 2013		
MANAGER POST REPORTS TO			
*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:	6 Sept 2013 to 5 June 2014		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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			
Yes			
NAME OF RECRUITING MANAGER: Rubena Hafizi			

(* 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 has become vacant due to a recent resignation.

This post is a part time post – 3 days per week, which supervises nine Parking Services back office staff that assess parking appeals and issue parking permits. We are making a request to temporarily cover this post for a nine-month period. Parking Services was recently granted approval by DMT to temporarily fill an existing full time supervisor post while the post holder goes on maternity leave. This full time employee is planning to return to this supervisory post 3 days per week. Once this person has returned to work they will have a permanent contractual change of

employment. Therefore we are requesting to temporarily fill this post until this point. We will then request to fill the full time Admin Senior post permanently at this time. This will ensure that appeals are responded to within the legislative and local timeframes ensuring an excellent customer service whilst protecting the council's revenue.

To not fill this post will mean that independent adjudicator appeals will not be assessed within the legislative timeframe and this would mean an income loss to the Council.

To not fill this post would also have an impact on the Parking Administration team as the team members would not have the required level of assistance and support which is required when addressing a complex and difficult case, this again would have a detrimental impact on income as without guidance and support complex cases could be lost which could lead to the cancellation of Penalty Charge Notices (PCN). Parking currently deal with over 1400 appeals per month and this post is a key role in this process. Individual team members will deal with around 200 appeals per month, each valued at an average of £60, therefore if this post was left vacant the team members would not have a senior to assist them with the complex and difficult cases. This would have an impact on appeals being assessed within the specified timeframes and therefore have an impact on income.

This post directly assists the admin team members ensuring appeals and permits are responded to within the legislative and local timescales by managing the team member's workload and monitoring response times on a daily basis to ensure we are meeting the Councils 10 day timescales. This role also plays a vital role by ensuring Bailiff collection rates for the authority is met and in accordance with audit requirements.

This role is also responsible for the day-to-day activities of the team dealing with complaints, sickness reviews, A/L requests, and time keeping, etc.

This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling PCNs. If this post were not to be covered this would create a backlog of appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. This would also be seen as bad practice and would not meet the expected standards of the service.

Approval is sought to temporarily fill this post.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31 March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

We expect to fill this post as the start of the grade, which is £19,621

Please specify the funding source for this post:

This will be met from existing budget provision.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

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 send an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report.

DIRECTORATE	RCC		
SECTION	Highways & Parking Services		
POST TITLE	Processing Assistant – Processing & Income Recovery		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	0344		
LOCATION	Annexe B Civic Centre		
DATE POST BECAME VACANT	30 September 2013		
MANAGER POST REPORTS TO			
*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:	30 Sept 2013 to 29 June 2014		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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 Yes			
NAME OF RECRUITING MANAGER: Rubena Hafizi			

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.

A processing assistant from the Parking team has recently been successful in applying to act up and cover a Parking Admin Senior post for nine months while the current post holder goes on maternity leave.

Therefore we are requesting to temporarily fill this existing post for nine months in order for the Parking Processing team to continue to run smoothly and deliver the same service.

Parking currently deal with over 1400 appeals per month and this post is a key role in this process and directly deals with this workflow. This post deals with around 200 appeals per month.

This post is dealing with CCTV appeals with the Parking Processing team. To not fill this post will mean appeals will not be responded to within the specified Council time scaled and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. Parking Services now have two static cameras enforcing bus lane contraventions along with the two CCTV Enforcement vehicles, which have resulted in higher level if appeals received. The parking team also deal with high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be places on existing team members. This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN and thus losing that source of income. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. In addition to this if this post were not to be covered we would not be in a position to take as many PCN payments over the telephone, which will also reflect in our income collection and could lead to an influx in complaints.

Approval is sought to temporarily fill this post.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31 March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

We expect to fill this post at the start of the grade, which is £15,039.

Please specify the funding source for this post:

This will be met from existing budget provision

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Public Health Directorate		
SECTION	Supporting Healthy Weight		
POST TITLE	Supporting Healthy Weight Assistant		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	10844		
LOCATION	Level 2, Gun Wharf, Dock Road		
DATE POST BECAME VACANT	9 th September 2013		
MANAGER POST REPORTS TO			
*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:	01/11/2013 – 31/10/2013		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY			
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			
Inability to meet high demand for Tipping the Balance and other weight management team services.			
NAME OF RECRUITING MANAGER: Tessa Attwood			

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 Supporting Healthy Weight team has two full time Supporting healthy Weight Assistant roles, who support the delivery of the service.

This one year fixed term post will be to provide additional support to the service during a period of high demand for the service. Waiting lists for the clients are at almost 12 weeks, so additional capacity will allow the team to see people quicker. The Supporting Healthy Weight team are also piloting a new programme called Lets Talk Weight which is a group based support package, which we hope will also have a positive impact on the waiting list, as more people can be seen in small groups, as opposed to 1-1.

The pilot is expected to last a further 9 months, and following an evaluation of its effectiveness, we can decide if this should be part of the main team offer. The SHW Assistant role will be tasked with providing support for the pilot setting up training programmes, assisting delivery of the training and coordinating data returns for facilitators and members attending groups.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31st March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

£16,830 (mid point of D2)

Please specify the funding source for this post:

Public Health Directorate.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: