

CABINET

8 APRIL 2014

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 3 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 Directorate
ICT Business Services Manager

Children and Adults Services
Admin Assistant (Temporary)

Regeneration, Community & Culture
Business Information Officer

- 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	Business Support Department		
SECTION	ICT		
POST TITLE	ICT Business Services Manager		
GRADE AND SALARY RANGE	Range 7 (£40,741 - £45,341)		
POST NUMBER	11045		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	NA		
MANAGER POST REPORTS TO	Head of ICT		
*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? All phases.

ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW

The Better for Less Programme is now in phase three-four, the channel shift programme is just starting, and there are a number of key programmes such as Agile Working and Thin Client technology, all requiring elements of resource and support from the ICT service.

In 2013, the ICT Service was restructured to ensure that it is resourced effectively to meet the changing and increasing technical demands of the Council, following significant changes through the Better for Less programme. This post was advertised, but no suitable candidates were available, and so this is a request to re-advertise for the ICT Business Services Manager.

The ICT Business Service Manager post was created in the restructure to oversee the security requirements of the Council from a technical perspective, to manage the hardware and software assets to achieve maximum efficiency, to negotiate all software contracts and to ensure that all income and Service Level Agreements are managed efficiently to achieve maximum income for the Council.

Security is critical for the Council, both from the aspect of meeting legislative requirements and to achieve compliancy with various bodies such as the PSN via the Cabinet Office, and the information Governance regulations via health. It is also important that the department maintains excellent security procedures and gains accreditation to assure Members and Officers, together with partners, that their data is secure.

Asset management has always been a key priority within the service, but as new technology is introduced and new licensing agreements made, it is important to ensure that these assets are used as efficiently as possible across the Council, whilst ensuring that we meet our licensing obligations with suppliers. The Centralisation of all hardware assets through the thin client programme means that resources are required to manage this increased requirement.

A key outcome of the Better for Less programme is the centralisation of business critical system management onto ICT, which previously had been managed by individual services. By centralising these contracts, the management of these contracts is also centralised and a key resource is required to negotiate the best deals from suppliers on a regular basis for all of our technical contracts, both software and hardware. With the budgetary savings required for the future, strong and consistent negotiation mechanisms are required.

ICT has a number of Service Level Agreements with external companies – With KCC, Kent Fire and Rescue, KPSN, Schools and Health. The SLAs have to be negotiated annually and managed throughout the SLA Period, and the increase in this requirement, together with the need to generate maximum income for the Council, means that a resource is required to both manage existing SLAs and develop new ones.

NAME OF RECRUITING MANAGER: Moira Bragg

(* 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 currently only one FTE required for this post, with no person in post at present as this is a changed role introduced within the ICT structural review carried out in 2013.

The impact on the Council without this post is significant, as this post will oversee security and asset management requirements, but most importantly will be charged with generating income and achieving efficiencies by robust contract management, essential now that the software contracts are being centralised into ICT.

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.

1). There is no opportunity to appoint to this post prior to the end of the current financial year. This will therefore have no impact on the current revenue budget, and the funding for this post is included in the salary budget for 2014-2015 financial year.

2). Alternative options have been considered for the provision of duties required by this post. Currently some of the work is being carried out by the Head of ICT as it is essential work, such as security requirements, asset management and SLA management. However, this work is increasing, and this, together with the increased contract management requirements and income generation targets suggest that without this role, these will not be achieved.

Please specify the funding source for this post:

Within the ICT salary revenue budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults		
SECTION	LSS/PASS/BSS/AOT		
POST TITLE	Admin Assistant (Temporary)		
GRADE AND SALARY RANGE	£11.15 per hour 0.6 fte		
POST NUMBER			
LOCATION	Elaine Centre		
DATE POST BECAME VACANT	January 2011		
MANAGER POST REPORTS TO	Rachael Burton		
*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:	01.04.14 for 6 months		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Hannah King (from agency pool) 0.6 fte		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
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: Rachael Burton			

(* 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.

This post covers the admin support for three services. Admin support was withdrawn from these services when they were required to move from the area bases at Woodlands and Redvers, and relocate temporarily within Elaine. There are therefore no other posts of the same type to support these services.

Cabinet approval was given in October 2011 to fill this post on a temporary basis until 31 03 12. Approval was given again in March 2012 to fill this post on a temporary basis until 31 03 13, and again between April 2013 and March 2014.

This is a request to extend the support until permanent bases for the three teams have been arranged.

Our current understanding is that all services will vacate the Elaine Centre in July 2014, but there are no clear plans for the location of these three teams. It is possible that the teams will not be based together, and alternative solutions to admin support will be considered if this occurs.

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

The physical and Sensory Service, Learning Support Service and Behaviour Support Service consists of 21 members of staff – 19 teachers and two support workers. All staff work directly with vulnerable children who have significant needs in the areas of learning, behaviour, hearing impairment, visual impairment and physical impairment. Staff work mainly in schools but also with within homes. They support all maintained schools, including special schools and specialist units attached to schools, across Medway, providing early intervention work to support pupil inclusion and close the achievement gap between these groups of children and their peers. The Physical and Sensory Service also provides a comprehensive service to preschool children with a hearing, visual, physical or multi-sensory impairment.

If the post is not filled, direct support to Medway children will be reduced as Advisory Teacher time will be spent in the office fulfilling the admin role. This reduced service has a direct impact on the achievement of the pupils supported, leading to an increase in requests for Statutory Assessment and pupils requiring specialists provision in the areas of physical or sensory loss, learning, and emotional and behavioural difficulties.

Under the Workload Agreement, teachers should not routinely be required to undertake tasks of a clerical or administrative nature “which do not call for the exercise of a teacher’s professional skills and judgement”. This includes filing archiving, invoicing, co-ordinating training events and database management.

These teams are part of Better For Less Phase 3b, and no date is set for this currently

Not filling the post is therefore an inefficient use of ‘people’ resources, it does not meet with Teacher’s Workload Agreement, it does not enable us to fulfil DDA requirements and in the longer term it will increase the pressure on the SEN budget, including specialist placement and transport.

Budget Issues

Please indicate:

3. the realisable savings if this post remained vacant until the 31st March 2015.
4. If any savings could be achieved by alternative ways of providing the service.

£12.000. All three teams are funded from the Dedicated Schools Grant, as they directly support children with disabilities.

None. The integrated team at Elaine has no spare capacity.

Comments from Portfolio Holder

Councillor Alan Jarrett – 6 months only

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Regeneration, Community & Culture		
SECTION	Performance & Intelligence Hub		
POST TITLE	Business Information Officer		
GRADE AND SALARY RANGE	B1 points 27-36 £22,958 - £30,011		
POST NUMBER	10623		
LOCATION	3 rd Floor, Gun Wharf		
DATE POST BECAME VACANT	31 March 2014		
MANAGER POST REPORTS TO	RCC P&I Hub Manager		
*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? The Performance & Intelligence Hub came into existence as a result of stage 2 of the Better for Less Programme in December 2012 (established for 13 months).			
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: Anna Marie Lawrence-Lovell			

(* 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.

The team has five permanent members of staff and one apprentice. The apprentice contract is due to expire on 11 April 2014.

There is one more B1 in the team, however, 50% of their time is to complete work for the Housing Revenue Account. The team has already reduced in size since being established 13 months ago; the PO1 post was a budget saving for 2014/15.

The two B1 posts as part of their personal development undertook 35% of the PO1 roles and responsibilities for six months from July – December 2013.

If this post is not filled the services ability to provide analysis of performance information would be significantly reduced and only basic reports would be provided. This would have a detrimental effect on strategic and local service reporting i.e. Council Plan development and monitoring, development of services/savings.

The service would not be able to complete as much benchmarking information or mapping of data to assist services with demand management and best practice.

This post has the responsibility to coordinate equality and access across the directorate and produce monitoring reports.

In July 2013 RCC DMT agreed a programme of works to improve the culture of performance management across the Directorate. This post coordinates these works.

If this post is not filled the team would be under significant stress to complete daily activities that are required e.g. statutory returns, performance monitoring reports, survey analysis. There would be little time to assist service in the development of strategy e.g. Cultural, Economic or complete in depth analysis.

Budget Issues

Please indicate:

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

The post will not be filled until 1st April 2014 and will be initially advertised internally.

Please specify the funding source for this post:

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: