

CABINET

28 OCTOBER 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 7 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

Head of Category Management - People

Children and Adults

Client Affairs Assistant

SSA (Cookham Wood)

Medway Action for Families (MAfF) Project Manager x2

Medway Action for Families (MAfF) Team Leader

Regeneration, Community and Culture

Highway Technician - Projects and Finance

- 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	Category Management		
POST TITLE	Head of Category Management - People		
GRADE AND SALARY RANGE	Service Manager £45,194 - £60,010 plus special allowance £4,633 per annum		
POST NUMBER	10514		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	17 November 2014		
MANAGER POST REPORTS TO	Assistant Director – Legal & Corporate Services		
*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?			
It was part of Phase 1			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
No			
NAME OF RECRUITING MANAGER: Perry Holmes			

(* 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 Category Management team is currently split into three spend areas Place, People and Strategy. The Head of Strategy (also vacant) is currently being covered by a secondment. It is proposed to replace the Head of People post immediately to drive the further savings possible in that spend area, the largest of the three.

If the post is not filled the ability to recover savings in the People spend area are not likely to be achieved in time for budget setting for 15/16.

Budget Issues

Please indicate:

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

Between £17k and £22.5k would be saved if the post was vacant until 31 March 2015.

Alternative ways of delivering the service are being considered but the priority has to be securing savings in the People spend area for 15/16.

Please specify the funding source for this post:
Council general fund

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adults		
SECTION	Client Financial Affairs		
POST TITLE	Client Affairs Assistant		
POST NUMBER	3862		
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,126) per annum		
LOCATION	Riverside One		
DATE POST BECAME VACANT	14 October 2014		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: 6 October 2014 to 4 September 2015 (maternity Leave)			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) NAME:			
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			
Statutory duties under Sec 48 of the 1948 National Assistance Act not being completed on time			
NAME OF RECRUITING MANAGER: David Lockwood			

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.

CFA manage the finances of vulnerable clients who lack the capacity to manage their own affairs.

CFA currently have 5 FTE and 2 Part Time Officers, 2 Part time Assistants. One FTE Officer is currently on long term sick leave; One Part time Officer will be going on Maternity leave.

Staff are currently working additional hours to cover the work left by the officer on long term sick leave.

In order to sustain vital functions within the team including bank account reconciliation, processing of payments, updating Frameworki, protection of property searches; I am proposing to temporarily recruit a full time Client Affairs Assistant to carry out these functions and relieve officers of some of their duties in order for them to concentrate on case management, such as Applications to the Court of Protection, claiming Benefits, undertaking audit checks at care homes, supporting social work colleagues.

The consequences of not providing cover will mean

- a deterioration of service to current clients,
- being unable to take on new clients and introducing a waiting list,
- a reduction in the amount of safeguarding work undertaken by staff,
- an increase in the overtime worked by staff,
- a reduction of income to the Authority and its partners in respect of rent, care fees, council tax.
- Unable to carry out statutory duties in a timely manner.

Budget Issues

Please indicate:

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

Full time – 37 Hours – 48 Weeks – Range 2 - £16887 (Pro Rata 48 weeks) including on costs.

Please specify the funding source for this post:

To be funded from existing underspend in CFA staffing budget and increase in revenues.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults
SECTION	YOT (Cookham Wood detached Team)
POST TITLE	SSA Cookham Wood
POST NUMBER	9828
GRADE AND SALARY RANGE	Range 3 (£19,126- £24,648) per annum
POST NUMBER	9828
LOCATION	HMYOI Cookham Wood
DATE POST BECAME VACANT	19 September 2014

*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)		
NAME:		
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		
This is a one of post providing support to a group of fourteen Medway and Prison Service staff in a closed institution.		
NAME OF RECRUITING MANAGER Louise Balderston		

(* 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 while being an admin support role, is actually vital to the running of the case Work Team at Cookham Wood. The mixed team of Medway Council detached YOT workers and prison officers, are supported by a single admin support officer who undertakes a wide range of responsibilities and duties. These now include having supervisory responsibility for the YOT LAC Apprentices (one in post another due to start on 8th September), is important that there is not a gap between the current post holder leaving and a new appointment if that is possible. Also security checks on staff take some time to achieve given the nature of the establishment

Please indicate:

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

The full cost of filling this post at the lower end of the range for a full year is £25,041. Please note that this post is fully funded by the HM Prison Service as part of a Service Level Agreement. There is no direct cost to Medway Council.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adults		
SECTION	Children's Social Care		
POST TITLE	MAfF Project Manager x2		
GRADE AND SALARY RANGE	Range 5 (£30,011 - £35,430) per annum		
POST NUMBER	10683		
LOCATION	Medway Buildings		
DATE POST BECAME VACANT	June 2014		
MANAGER POST REPORTS TO	Andrew Willetts		
*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?			
None			
This is a new government initiative (Troubled Families) looking at how we develop work with families and reduce the cost on the public purse.			
Medway needs to increase its capacity to complete the work needed not just now but the expansion planned in phase 2 (2015-2020).			
A critical part of this is the partnership working and coordination (including data tracking). The numbers of families entering the programme has increased. It is no longer possible to meet the requirements to the programme from the existing team.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NO. This could potentially reduce redundancies made within the local authority. The central team can no longer manage the programme centrally and support is needed with immediate effect.			
NAME OF RECRUITING MANAGER: Andrew Willetts			

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.

1.
 - The project manager will sit along side another project manager and team leader and will be line managed by the coordinator.

- 2.

This will affect our:

- Monitoring and support of PBR.
- The tracking of families
- We are at a critical point in the programme as we go onto phase 2
- Family monitoring data for evaluation
- Partnership engagement for phase 2
- Business cases moving forward to ensure sustainability through service level agreements
- Quality assurance of cases

The programme has grown as more families have been indentified (30 per month) and a dedicated resource is needed. The current team does not have the capacity to do this due to the increasing scale of the task. Unless we can properly evidence the validity of our claim, we will not receive the PBR and the programme will falter.

Budget Issues

Please indicate:

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

- 1.

£0 (Zero). This will be funded by DCLG for its troubled families. The post will enable further funding to be drawn into Medway via the PBR mechanism.

Please specify the funding source for this post:

DCLG – Troubled Families Programme

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adults		
SECTION	Children's Social Care		
POST TITLE	MAfF Team Leader		
GRADE AND SALARY RANGE	Range 4 (£24,646 - £30,011) per annum		
POST NUMBER	11946		
LOCATION	Medway Buildings		
DATE POST BECAME VACANT	June 2014		
MANAGER POST REPORTS TO	Andrew Willetts		
*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?			
None			
This is a new government initiative (Troubled Families) looking at how we develop work with families and reduce the cost on the public purse.			
Medway needs to increase its capacity to complete the work needed not just now but the expansion planned in phase 2 (2015-2020).			
A critical part of this is the partnership working and coordination (including data tracking). The numbers of families entering the programme has increased. It is no longer possible to meet the requirements to the programme from the existing team.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NO. This could potentially reduce redundancies made within the local authority. The central team can no longer manage the programme centrally and support is needed with immediate effect.			
NAME OF RECRUITING MANAGER: Andrew Willetts			

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.

1.
 - The project manager will sit along side another project manager and team leader and will be line managed by the coordinator.

2.

This will affect our:

- Monitoring and support of PBR.
- The tracking of families
- We are at a critical point in the programme as we go onto phase 2
- Family monitoring data for evaluation
- Partnership engagement for phase 2
- Business cases moving forward to ensure sustainability through service level agreements
- Quality assurance of cases

The programme has grown as more families have been indentified (30 per month) and a dedicated resource is needed. The current team does not have the capacity to do this due to the increasing scale of the task. Unless we can properly evidence the validity of our claim, we will not receive the PBR and the programme will falter.

Budget Issues

Please indicate:

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

2.

£0 (Zero). This will be funded by DCLG for its troubled families. The post will enable further funding to be drawn into Medway via the PBR mechanism.

Please specify the funding source for this post:

DCLG – Troubled Families Programme

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	RCC
SECTION	Highways and Parking Services
POST TITLE	Highway Technician Projects and Finance
POST NUMBER	8092
GRADE AND SALARY RANGE	Range 3 (£19,126 - £24,646) per annum
POST NUMBER	8092
LOCATION	Highways and Parking Services
DATE POST BECAME VACANT	1/8/14

*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)		
NAME:		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 3a		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Phase 3a of Better for Less, which is fully completed.		
NAME OF RECRUITING MANAGER Phil Moore		

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 current post-holder has been promoted within the Highways Service and transfers to the new role on 1 st August 2014.

The role of the Technician is to provide support to both the Projects and Finance Team Leader and the Assistant Engineers in discharging the duties of the team.

The team cover the whole of Highways and provide crucial financial support in terms of reporting on budget monitoring and administering the payments to our term contractors, via Confirm. They are also responsible for producing statistics to identify key performance indicators, that require reporting under the term contract. For example, the post-holder: -

- Produces and processes payments to the term contractor;
- Undertakes quality assurance checks on payments which have been claimed by the contractor;
- Monitors disputed payments to ensure they are resolved;
- Arranges the transfer of funds, across budgets, via journal transfers, as budget moves are required;
- Interrogates Confirm to produce and analyse data to report on the 19 Key Performance Indicators associated with the term contract.

The team are also solely responsible for the collection, updating and maintenance of highway assets and data, within the Confirm asset management system. For example, the post-holder:-

- Has recently been involved in quality assuring the street furniture data that is held within Confirm, by undertaking a pilot scheme, checking the accuracy of data, previously collected by an external consultant and piloting a red/amber/green survey of those assets to assist in assessing the whole value of the asset and the predicated replacement timescale and cost.

The team are also responsible for service wide projects and their implementation and currently the team are working on:-

- Mobile working – investigating and procuring mobile devices, ensuring they are fit for purpose and supported with the correct software, trialling and training other Officers in their use.
- Pulling together a review of the risk assessments, across the various teams within highways, to ensure they are appropriate and applicable.
- Ensuring regular upgrades to the Confirm asset management system are tested and implemented correctly, before ICT perform that upgrade, to ensure continuity of the service, which is fully reliant on Confirm.

Whilst the Technician is based within the Projects and Finance Team, they can provide support in a flexible manner to ensure that the current projects, schemes and contractual obligations, across the service, are delivered on time and within budget.

If the post was not filled, then the work undertaken could not be completed and this would impact heavily on the delivery of the services that the team provide. It would also affect the close monitoring of our term contracts including key performance indicators, processing of payments and invoices and the initiation of key projects across the team.

Budget Issues

Please indicate:

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

Range 3 (£19126 to £24646) plus casual user mileage and pension contributions.

Please specify the funding source for this post: Current budget provision.

Signed:
 Portfolio Holder

Dated:

Signed:
 Councillor Alan Jarrett

Dated:

Signed:
 Director

Dated: