

CABINET

2 DECEMBER 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 6 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

Democratic Services Officer

Children and Adults

Placement Officer (Adults)

Data and Management Information Officer

Senior Commissioning Officer x3

- 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		
SECTION	Democratic Services		
POST TITLE	Democratic Services Officer		
GRADE AND SALARY RANGE	Range 6 (£35,430 - £40,741)		
POST NUMBER	3865		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	30 January 2015		
MANAGER POST REPORTS TO	Head of Democratic Services		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>The work of this post holder relates to the statutory functions of the Council. Following a reduction of 2.5 posts in Democratic Services and Member Services it was necessary, with effect from 2011/12, to reduce member level activity commensurately with a reduction in the frequency of Council, Cabinet and Overview and Scrutiny Committees. This new full-time vacancy would require the remaining Democratic Services Officers to cover meetings of the Licensing and Safety Committee, a large proportion of school admission and exclusion appeals, dismissal appeals as well as management of the Council’s scheme for handling petitions. The vacancy will arise at one of the busiest times in the Council’s calendar with additional work pressures associated with organisation of the local elections and post-election formalities in may 2015. Should the vacancy extend beyond a 2-3 weeks this will be unsustainable without a further reduction in member level activity. This could be done by ceasing support for all non-statutory meetings (eg Scrutiny Task Groups) and further reducing the frequency of other meetings.</p>			
NAME OF RECRUITING MANAGER: Julie Keith			

(* 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.

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

The Democratic Services Team consists of the Head of Democratic Services, 6.46 Democratic Services Officers and two Democratic Services Support Officers (who also provide members services reporting to the Head of Elections and Members Services).

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

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.

If the post remained vacant until 31 March 2015 the realisable saving would be approximately
£7 500

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

Please specify the funding source for this post:

Budget for Democratic Services

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adults	
SECTION	Commissioning	
POST TITLE	Placement Officer (Adults)	
GRADE AND SALARY RANGE	Range 2 (£14,744 - £19,126)	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 October 2014	
MANAGER POST REPORTS TO	Placement Coordinator Children Social Care	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p>		
NAME OF RECRUITING MANAGER: Helen Jones		

(* 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 required to monitor placements for homecare, supported living and residential and nursing care for working age adults. This is part of the action to reduce expenditure on placements.

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.

The saving will be a post but we will not be able to move supported living into the team and implement a DPS to reduce costs.

Please specify the funding source for this post:

Partnership Commissioning

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	Commissioning	
POST TITLE	Data and Management Information Officer	
GRADE AND SALARY RANGE	Range 2 (£14,744 - £19,126)	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 October 2014	
MANAGER POST REPORTS TO	Access to Resources 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:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
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: Helen Jones		

(* 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.

<p>A key component of the strategy to reduce the costs of placements for Children in Care is to have an Access to Resource Panel and Team. This post holder will provide the business support to both and track cases and resources.</p>
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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.

Whilst there is savings for a salary if there were no recruitment, this post is supporting the realisation of saving

Please specify the funding source for this post:

Partnership Commissioning Budget

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	Commissioning		
POST TITLE	Senior Commissioning Officer		
GRADE AND SALARY RANGE	Range 6 (£35,430 - £40,741)		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 October 2014		
MANAGER POST REPORTS TO	Partnership Commissioning Programme Lead		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p>			
NAME OF RECRUITING MANAGER: Helen Jones			

(* 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.

Due to a reorganisation we have 3 Senior Commissioning Officer posts that have become vacant. These post holders will lead significant commissioning portfolios including:

- CAMHS (Child and Adolescent Mental Health Services)
- Short Breaks
- Old Vic
- Community Services Redesign

-CELS (Community Equipment Liaison Service)
If we do not recruit a new team cost effective services cannot be commissioned in the timescales set

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.

These posts are 50% funded by the CCG.

Please specify the funding source for this post:
Partnership Commissioning

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: