

CABINET

13 JANUARY 2015

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 4 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

PA to the Mayor

Children and Adults

Traded Services and School Contract Support

Traded Services and School Contract Lead

Regeneration, Community and Culture

IMPRESS/STEPS Project 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	
SECTION	Member and Mayoral Services	
POST TITLE	PA to the Mayor	
GRADE AND SALARY RANGE	Range 3	
POST NUMBER	3033	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	16 January 2015	
MANAGER POST REPORTS TO	Head of Elections& Member Services, Jane Ringham	
*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:	12/01/15-30/06/14 (to allow 5 working days handover of work)	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
NAME OF RECRUITING MANAGER: Jane Ringham		

(* 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 a unique post that reports directly to the Head of Member Services & Elections and has managerial responsibilities for the 2 FTE posts of Civic and Ceremonial Officer. The HoEMS also jointly manages 2 democratic services support officer posts that provide some back-up support to the work of the Mayor's PA to cover absence due to annual leave but these posts could not incorporate all the work of the Mayor's PA on a more substantive basis without a significant review of their workloads and a negative impact on their support to the democratic services and Councillors.

If this post is not filled there will be no one to coordinate the Mayor's/Deputy Mayor's diary or the 250 or so engagements that they attend over a 6 month period, the 100 or so invitations they decline or to effectively provide secretarial and administrative support to the Mayor or Deputy Mayor. The impact of this will be that neither the Mayor nor Deputy Mayor will be able to accept or attend the wide variety of engagements to which they are invited by schools, voluntary and community groups, individuals and businesses in Medway, as the first citizen unless they coordinate their diaries themselves.

Similarly, none of the planning, organisation or conduct of the civic and ceremonial functions due to take place in the next 6 months or immediately after that period will take place including Admiralty Court and Admiral's Cruise, the Mayor's involvement in the annual Council meeting, the mayor's dedication service and the high sheriff's luncheon. Neither will it be possible for any of the Mayor's charity fund raising events scheduled for the next few months to take place unless the Mayor was able to organise these himself, at this moment the following events are scheduled that are being organised by the Mayor's PA; Chinese New Year meal 17 February, the flagship event big band dinner dance on 14 March, Chinese meal on 21 April and the Mayors farewell dinner.

The period over which approval is being sought to obtain temporary cover also includes the period when a new Mayor will be elected and the Mayor's PA also takes an active role in arranging and delivering the induction process for the incoming Mayor/Deputy and their consorts as well as agreeing with the incoming Mayor or their schedule of charity events for the year.

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 savings for six months would be £6,622. If the post remained vacant and not covered in 2015-16 the savings would be in order of £26,490. Both these estimates are based on the mid salary point and no pay increase.

Please specify the funding source for this post:

The funding comes from Members and Mayoral Services budget, 4C222.

Comments from Portfolio Holder



Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	C&A		
SECTION	School Services, Quality and Commissioning		
POST TITLE	Traded Services and School Contract Support		
GRADE AND SALARY RANGE	Range 2		
POST NUMBER	11712		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	27 th October 2014		
MANAGER POST REPORTS TO	Filomena Zeuli		
*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:	27/10/14-31/07/15		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Sean Etherington		
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			
NAME OF RECRUITING MANAGER: Jacqui Moore			

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

<ol style="list-style-type: none"> There is only one post of this type. This is currently an interim post which is in place until a permanent arrangement can be made. As this post supports trading of services across the council, if this post is not filled it will have a serious impact on income generation for the services offered by this department and many others in the Council. We are entering the busiest period of the year in preparation for the buyback offer for schools for the next financial year and not having staff in place will seriously jeopardise the income generation for the financial year

2015-16.

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.

The savings for six months would be £107,50.23 if the post was not filled.
The current income from SLA online is worth £3.4 million to the Council and this would be put in jeopardy.

Please specify the funding source for this post:
The funding comes from School Contracts, 17550.

Comments from Portfolio Holder

[Empty box for 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	C&A		
SECTION	School Services, Quality and Commissioning		
POST TITLE	Traded Services and School Contract Lead		
GRADE AND SALARY RANGE	Range 3		
POST NUMBER	3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	27 th October 2014		
MANAGER POST REPORTS TO	Filomena Zeuli		
*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:	18/11/14-31/07/15		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: Jacqui Moore			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

<ol style="list-style-type: none"> 3. There is only one post of this type. 4. This is currently an interim post which is in place until a permanent arrangement can be made. As this post supports trading of services across the council, if this post is not filled it will have a serious impact on income generation for the services offered by this department and many others in the Council. We are entering the busiest period of the year in preparation for the buyback offer for schools for the next financial year and not having staff in place will seriously jeopardise the income generation for the financial year

2015-16.

Budget Issues

Please indicate:

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

The savings for six months would be £13,897.61 if the post was not filled.
 The current income from SLA online is worth £3.4 million to the Council and this would be put in jeopardy.

Please specify the funding source for this post:
 The funding comes from School Contracts, 17550.

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	RCC	
SECTION	Regeneration & Economic Development	
POST TITLE	IMPRESS/STEPS Project Officer	
GRADE AND SALARY RANGE	Range 4	
POST NUMBER	TBA	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	26 th September 2014	
MANAGER POST REPORTS TO	IMPRESS/STEPS Lead Co-ordinator	
*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:	Fixed term from recruitment to 31 st March 15	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N?A		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
NAME OF RECRUITING MANAGER: Rachael Fulford		

(* 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 IMPRESS Project, (Innovative and Meaningful Post Recruitment Employment Support Services) is co-financed by ERDF under the INTERREG IV A Channel programme and led by Medway Council. The project was formulated as a response to the vital need to support previously unemployed clients once they found work, to retain their jobs and prevent to revolving door cycle of unemployment. In Medway the project has had significant impact, with retention figures for employment under the Employ Medway Work Programme sub-contract, rising to 74%. This valuable in-work support has helped to generate outcome and job sustainment payments under the Employ Medway led Programme contract. The IMPRESS project, is a cross-border, 5 Million Euro project, (Medway Council budget approx. £1 Million) running from July 2012 until March 2015 and involves delivery partners in both the UK and France, across the Channel area. The project specifically targets both long term unemployment residents, helping them through in-work coaching and mentoring, development training and support to sustain their employment and local employers, who need funding and support to retain their staff and improve their HR and recruitment practices. The Project Officer will work along-side the Lead Co-ordinator to ensure sufficient delivery and management of the project, process financial claims to recover income from the EU, facilitate effective communication between the partnership and provide general management support.

The IMPRESS/STEPS Lead Co-ordinator is engaged on a full-time basis to cover the strategic direction of both projects and thus it is imperative that management and administrative support is available from the Project Officer position. The IMPRESS EU partners supplement the costs of this salary by paying 50%, with the remainder recoverable from the EU and therefore there is an expectation from the partnership that the project will covered on a full-time equivalent basis in terms of management and co-ordination. The project could not function without this role. If this role were to remain vacant, the Lead Co-ordinator for STEPS and IMPRESS would not have sufficient resources with which to deliver a high quality programme. Cross-border and local project outputs relating to Work Package 5 of the project (Management and Communication) would not be met and would result in under performance of the project. As this role is funded by European funds, the budgetary under spend could also result in de-commitment of the part of the Medway Council budget, due to a lack of spend. Without this post, it is possible that expenditure flows from supporting our newly employed residents, which may have an impact on recovery of costs from the EU. If this post is filled via an internal movement within the team, I request that any approval granted cover that scenario, in order to approve the backfill.

Budget Issues

Please indicate:

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

The monthly cost of this post (including on costs) is currently £2200 graded on a similar post of the same grade within the service. Therefore the approximate savings will be 6x (October – March) £2204 = £13,224. However, this post is 100% externally funded by EU funds.

This is a specialist role and with the current natural shrinkage of the service due to re-structure and staff departures, there is no capacity to absorb this workload elsewhere within the team.

Please specify the funding source for this post:

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: