

## **CABINET**

**7 JULY 2015**

### **RECRUITMENT FREEZE**

Portfolio Holder: Councillor Alan Jarrett, Leader

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**

Category Manager x2  
Administration Support Officer  
Principal Lawyer (People)  
Locum Paralegal (People)

#### **Regeneration, Community and Culture**

Processing Appeals Officer – Processing & Income Recovery  
Maintenance Coordinator

- 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](mailto: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, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto: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	BSD		
SECTION	Category Management		
POST TITLE	Category Manager		
GRADE AND SALARY RANGE	Range 7 (£40,985 - £45,613) per annum		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	10 <sup>th</sup> August 2015		
MANAGER POST REPORTS TO	James Harris		
*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?	N/A		
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:	James Harris		

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 post is currently held by a member of the team who is will be leaving the council in August. The implications to the service/s by not filling the Category Managers post, will risk delivery of current Category Management targets currently set at £1.8m, F/Y 15/16, and will ultimately put additional strain on current resources

The post holder will provide necessary support to current work streams and maintain pace on forthcoming tender activity forecasted over the coming months. All work has been pre-agreed with Assistant Directors and Service Managers of the services the Category Management team are working with.

## Budget Issues

Please indicate:

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

We will achieve a saving of £27,328

Please specify the funding source for this post:

The funding source for this post is from the current Category Management staffing budget agreed in April 2015

Comments from Portfolio Holder

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	BSD		
SECTION	Category Management		
POST TITLE	Category Manager		
GRADE AND SALARY RANGE	Range 7 (£40,985 - £45,613) per annum		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	22 June 2015		
MANAGER POST REPORTS TO	James Harris		
*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?			
N/A			
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: James Harris			

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 post is currently held by a member of the team who is will be leaving the council in June. The implications to the service/s by not filling the Category Managers post, will risk delivery of current Category Management targets currently set at £1.8m, F/Y 15/16, and will ultimately put additional strain on current resources

The post holder will provide necessary support to current work streams and maintain pace on forthcoming tender activity forecasted over the coming months. All work has been pre-agreed with Assistant Directors and Service Managers of the services the Category Management team are working with.

## Budget Issues

Please indicate:

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

We will achieve a saving of £30,744

Please specify the funding source for this post:

The funding source for this post is from the current Category Management staffing budget agreed in April 2015

Comments from Portfolio Holder

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	<b>Business Support</b>	
SECTION	<b>Communications Performance and Partnerships</b>	
POST TITLE	<b>Administration Support Officer</b>	
GRADE AND SALARY RANGE	<b>Range 2</b>	
POST NUMBER	<b>9890</b>	
NUMBER OF POSTS	<b>1 FTE supporting Planning, Highways, Greenspaces, Heritage, Sport and Customer Contact.</b>	
LOCATION	<b>Gun Wharf</b>	
DATE POSTS BECAME VACANT	<b>2 July 2015</b>	
MANAGER POST REPORTS TO	<b>Kirsty Bowskill</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Y</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>N</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Y</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>2 July 2015 until permanent recruitment secured.</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Phases 1 and 2 BfL administration.		
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: <b>Tina Larby</b>		

(\* 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.

One FTE vacancy has arisen with effect from 2 July 2015. Statutory duties and timescales apply in this hub which supports Planning, Highways, Greenspaces, Heritage, Sport and Customer Contact.

This hub is vital to the Planning Service and Customer Contact. The work of the hub includes:-

- Support to the Planning Inspectorate for Public Inquiries and Appeals.
- Minute taking for Member presentations, stakeholder meetings and contract monitoring meetings.
- Scanning planning applications, representations, decisions, amended plans, S106 legal documents and publishing on website.
- Land charge searches, researching of enforcement and planning history, responding to solicitor and customer enquiries.
- Validating Tree Preservation Orders so that officers have time to approve or refuse tree work, including Conservation Areas.

Without a Local Plan we are seeing an increase in the number of applications and appeals generally. The hub has been given notice of four new bespoke appeals to support over the summer/winter months, including Lodge Hill which is likely to last eight weeks.

This admin hub consists of four FTE and two part-time range 2 officers and one FTE range 3 senior.

Permission is sought to recruit to the one FTE Administration Support Officer vacancy and use a temp until the permanent recruitment secured.

If we do not recruit to this key role, the council risks not being compliant with Planning Inspectorate Public Inquiries and Appeals and risks being unable to research to support enforcement action. In the areas of Highways and Greenspaces, failure to recruit will lead to a decline in customer satisfaction and potential complaints.

**Budget Issues.**

Please indicate:

1. The realisable savings if this post remained vacant until the 31 March 2015.
2. If any savings could be achieved by alternative ways of providing the service.
3. Please specify the funding source for this post.

1. If the post remained vacant from 2 July 2015 until 31 March 2016, the realisable savings would be £13,864.
2. Efficiencies and savings have already been achieved in this area of administration through phases one and two BfL and in the budget process of 2014 and 2015.
3. The funding source for this post is within existing staffing budget.

**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	<b>Business Support</b>	
SECTION	<b>Legal Services</b>	
POST TITLE	<b>Principal Lawyer, Legal Services (People)</b>	
GRADE AND SALARY RANGE	<b>6</b>	
POST NUMBER		
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>	
DATE POST BECAME VACANT	<b>July 2015</b>	
MANAGER POST REPORTS TO	<b>Jan Guyler</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>	
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 Two		
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: Perry Holmes, AD, Legal and Corporate Services		

(\* 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 request is for a permanent, full time Principal Lawyer in the People Team in Legal Services. This is an existing post which will become vacant in early-mid July 2015. The lawyer currently in this post handed in her notice on 22<sup>nd</sup> May 2015, she is required to serve a 2 month notice period so with annual leave her anticipated leaving date is early –mid July 2015. Agreement is sought to recruit to this post now to reduce the gap between the lawyer leaving and a replacement starting.

This would be the only Principal Lawyer post for the People Team and any gap would have a detrimental effect on the team and its ability to react to the needs of

the client department particularly in relation to childcare work.

The Principal Lawyer conducts the more complex care proceedings cases and provides supervision and support to team members as well as deputising for Assistant Head of Legal People.

The Legal Services team have seen a significant increase in their caseloads which has impacted on the lawyers' ability to progress matters requiring a greater level of supervision to ensure compliance with court directions. This is due to a number of factors:

- a. The number of pre-proceedings cases which have gone onto commence care proceedings has increased from 17% in June 2014 to 37% in March 2015.
- b. As at 7 May 2015 there were 36 children/18 sibling groups awaiting issue of proceedings i.e. a decision to issue has been taken in Legal Gateway Meeting and the papers are being prepared for issue.
- c. The number of care applications made have increased recently. Legal Services on behalf of Medway Council have issued care proceedings on 53 children/25 families between 1 January 2015 and 30 April 2015 compared with 9/9 between the same period in 2014.
- d. In addition to the 89 care proceedings cases (sibling groups, not individual children) the Legal Services team also carry 62 pre-proceedings matters and 47 "other" matters which averages 18 cases per lawyer. New cases continue to come through from Legal Panel at a faster rate than we are able to conclude matters so the number continues to rise. The net increase in new cases in legal is 7 per month, therefore a full caseload will be reached every two months.
- e. Two supernumerary lawyers were agreed in July 2014 as legal had become a bottleneck. A third supernumerary was agreed in December 2014 and a fourth agreed in March 2015 to meet demand. We have also recruited to 5 permanent posts and new lawyers joined between January and April 2015 providing greater stability and consistency and ultimately will enable in-house lawyers to represent the Local Authority at more of the shorter straightforward cases rather than instruct Counsel.
- f. Administrative support available to the team has been reduced.
- g. The team have been successful in significantly reducing the average duration of care proceedings from 52 and 58 weeks in July and August 2013 to below 30 weeks. However, the team is under pressure to maintain these timescales due to statutory requirements to conclude care proceedings within 26 weeks and the Local Authority will risk facing costs orders if it fails to progress care proceedings within these timescales.
- h. The lawyers time recording is far in excess of their contracted hours and the additional time recorded in April 2015 totalled 500% i.e. the additional hours were equivalent to 5 additional full-time lawyers. The workload continues to require this level of work but it is unsustainable without the support of a Principal Lawyer.

The appointment of a new Principal Lawyer will have a significant impact on improving the teams efficiency and ensuring the team meets the demands of it's client departments, namely Children's Services, Adult Services and Education (SEN). Judges are showing increasing willingness to make costs orders against the Council. The Principal Lawyer post is key to try to avoid such issues through supervision.

## Budget Issues

Please indicate:

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

Recruitment to this post cannot wait. Due to the workload of the team doubling since January 2014 (please see figures above) the appointment of a Principal Lawyer is essential to support the team to meet the demands of childcare work.

Employment of a locum Principal Lawyer on a long-term basis would be much more expensive than a permanent post due to the agency fees involved.

**Please specify the funding source for this post:**

This is an existing post and is therefore currently provided for in the Legal Services department budget. The Principal Lawyer post is range 6, with a salary of £32,079 - £40,338 plus oncosts estimated at 27%.

## 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	<b>Business Support</b>	
SECTION	<b>Legal Services</b>	
POST TITLE	<b>Locum Paralegal, Legal Services (People)</b>	
GRADE AND SALARY RANGE	<b>3</b>	
POST NUMBER		
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>	
DATE POST BECAME VACANT	<b>02.02.2015</b>	
MANAGER POST REPORTS TO	<b>Jan Guyler</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>No</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Yes</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>Asap – permanent post recruited to</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Two		
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: Perry Holmes, AD, Legal and Corporate Services		

(\* 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 request is for a locum full time paralegal in the People Team in Legal Services. The permanent post became vacant in February 2015. We are in the process of recruiting, which has been approved by cabinet, but the process has been slow and may yet take 2-3 months.

This is the only paralegal post for the People Team.

There has been a significant gap in the team since the last post holder left which has

had a detrimental effect on the team. The paralegal post undertook many time consuming tasks such as drafting care applications and preparing cases for issue, and progressing CICA claims (Criminal Injuries Compensation Authority) on behalf of looked after children.

The lawyers have had to absorb these time consuming tasks which has caused delays in issuing care proceedings and meeting court directions for care proceedings matters.

The Legal Services team have seen a significant increase in their caseloads which has impacted on the lawyers' ability to progress matters. This is due to a number of factors:

- a. The number of pre-proceedings cases which have gone onto commence care proceedings has increased from 17% in June 2014 to 37% in March 2015.
- b. As at 7 May 2015 there were 36 children/ 18 sibling groups awaiting issue of proceedings i.e. a decision to issue has been taken in Legal Gateway Meeting and the papers are being prepared for issue.
- c. The number of care applications made have increased recently. Legal Services on behalf of Medway Council have issued care proceedings on 53 children/25 families between 1 January 2015 and 30 April 2015 compared with 9/9 between the same period in 2014.
- d. In addition to the 89 care proceedings cases (sibling groups, not individual children) the Legal Services team also carry 62 pre-proceedings matters and 47 "other" matters which averages 18 cases per lawyer. New cases continue to come through from Legal Panel at a faster rate than we are able to conclude matters so the number continues to rise. The net increase in new cases in legal is 7 per month, therefore a full caseload will be reached every two months.
- e. Two supernumerary lawyers were agreed in July 2014 as legal had become a bottleneck. A third supernumerary was agreed in December 2014 and a fourth agreed in March 2015 to meet demand. We have also recruited to 5 permanent posts and new lawyers joined between January and April 2015 providing greater stability and consistency and ultimately will enable in-house lawyers to represent the Local Authority at more of the shorter straightforward cases rather than instruct Counsel.
- f. Administrative support available to the team has been reduced.
- g. The team have been successful in significantly reducing the average duration of care proceedings from 52 and 58 weeks in July and August 2013 to below 30 weeks. However, the team is under pressure to maintain these timescales due to statutory requirements to conclude care proceedings within 26 weeks and the Local Authority will risk facing costs orders if it fails to progress care proceedings within these timescales.
- h. The lawyers time recording is far in excess of their contracted hours and the additional time recorded in April 2015 totalled 500% i.e. the additional hours were equivalent to 5 additional full-time lawyers.
- i. The workload continues to require this level of work but it is unsustainable without the support of a Paralegal.

The appointment of a locum paralegal pending permanent recruitment to the role will have a significant impact on improving the lawyers efficiency by taking on the more time consuming drafting tasks thereby allowing the lawyers to draft the more complex

documents and ensure court directions are met. Due to the pressure of care proceedings the lawyers do not have capacity to absorb the CICA cases in addition to the admin and paralegal drafting tasks already absorbed which could result in claims against the Local Authority due delays or failures to progress claims for damages for Looked After Children via CICA.

**Budget Issues**

Please indicate:

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

Due to the workload of the team doubling since January 2014 (please see figures above) the appointment of a paralegal is essential to free up the lawyers from undertaking time consuming and urgent tasks, particularly in relation to issuing care proceedings, in respect of which the team currently has a backlog. This would avoid delays on issuing cases and enable the lawyers to become more time efficient and concentrate on the more complex issues and undertake more advocacy which in turn would reduce the bill for Counsel's fees.

**Please specify the funding source for this post:**

This is an existing post and is therefore currently provided for in the Legal Services department budget. The paralegal post is range 3, the same as trainees, with a salary of £19,126 - £24,646, plus oncosts estimated at 27% plus agency fees.

**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	Highways & Parking Services		
POST TITLE	Processing Appeals Officer -Processing & income Recovery (0.4 FTE)		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	0344		
LOCATION	Annexe B Civic Centre		
DATE POST BECAME VACANT	28/04/15		
MANAGER POST REPORTS TO			
*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? FOUR			
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:-

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.

We are requesting to permanently fill this existing post in order for the parking processing appeals 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 100 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £6,000 per month.

This post is dealing with all types of appeals within the Parking Processing Appeals team. To not fill this post will mean appeals will not be responded to within the specified Council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. The parking team also deal with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on other 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 PCNs 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 fill this post.

#### Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

1. We expect to fill this post at the start of the grade, which is £6175.34. Therefore the saving for this post if it remained vacant would be £5660.73

1 FTE post deals with around 200 appeals per month, each valued at an average of £60, therefore the income produced from this post is over £12,000 per month.

Please specify the funding source for this post:  
This will be met from existing budget provision

#### Comments from Portfolio Holder

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

### 100% HRA FUNDED

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto: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	RCC		
SECTION	HRA Housing – Client Side Team		
POST TITLE	Maintenance Coordinator		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	10021		
LOCATION	Gun Wharf Level 2		
DATE POST BECAME VACANT	31 March 2015		
MANAGER POST REPORTS TO	Salim Khan		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A – Fully HRA Funded.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A – Fully HRA Funded.			
NAME OF RECRUITING MANAGER: Salim Khan			

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>1. This is the only such post on the structure.</p> <p>2. This post is a vital link between the HRA Repairs Team, our repairs contractor Mears and tenants, ensuring works are completed on time and problems resolved. Furthermore the post holder is responsible for liaison between the HRA and other contractors/service providers such as Green Spaces, NORSE and Tree Team. These vital links will be lost without this post.</p> <p>As this is the only post on the structure, if left vacant it would lead to customer's queries in relation to repairs going unanswered until a manager is available.</p>
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Overall left unfilled this will lead to a drastic drop in the current excellence of the service including performance and customer satisfaction.

#### Budget Issues

Please indicate:

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

If the post is not filled potential savings circa £7,000 for the three months

Please specify the funding source for this post:  
Fully HRA Funded within current structure

#### Comments from Portfolio Holder