

## 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	<b>BUSINESS SUPPORT</b>		
SECTION	<b>MEMBER SERVICES</b>		
POST TITLE	<b>POLITICAL ASSISTANT TO LABOUR GROUP</b>		
GRADE AND SALARY RANGE	SCP 32 – 36 £27,052 - £ 30,011 (pro-rata) 18.5 hours		
POST NUMBER	4031		
LOCATION	GUN WHARF		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	HEAD OF ELECTIONS & MEMBER SERVICES & LEADER OF LABOUR GROUP		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Y/N</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Y/N</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Y/N</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>NA</b>		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	<b>NA</b>		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? NONE			
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: 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 – 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 two largest Political groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The current post holder of the Labour Political Assistant post is leaving with the effect from 31 August 2015. Under the Act, a group qualifies for a political assistant post if (a) the membership of that group comprises at least one-tenth of the membership of the authority; and (b) the number of the other groups which are larger than that group does not exceed two. The impact on the service if this post is not filled is that the Labour Group would not receive

the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council.

### 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.

Savings in the order of £9,910 would be realised if the post is not filled until after 31 March 2016, assuming that a new appointee would have been appointed at the lowest point in the salary range.

Due to the statutory framework for the allocation of these posts and the political nature of their role, it is not feasible for alternative ways of providing the service.

**Please specify the funding source for this post:** specific revenue allocation in salaries budget attached to 4C222.

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....