

CABINET
29 SEPTEMBER 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 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

Building Services Engineer

Children and Adults

Admin Support Officer (Post 12173)

Admin Support Officer (Post 12174)

Admin Support Officer - ASO

Graduate

Governor Development 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>

Cabinet report 7 January 2003

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1835&Ver=4>

Appendices:

Appendix 1 Recruitment Freeze Forms

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	Property & Capital Projects	
POST TITLE	Building Services Engineer	
GRADE AND SALARY RANGE	Range 6 (£35,643 to £40,985) per annum	
POST NUMBER	0298	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	02 October 2015	
MANAGER POST REPORTS TO	Rob Dennis	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
*This does not have any effect or conflict with BFL or conflict with any stages of BFL.		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
See Above*		
NAME OF RECRUITING MANAGER: Nick Anthony		

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.

1. Within the Property & Capital Projects service there are no other posts or vacancies of this type.

2. If this post is not filled the impact on the service will be significant as the position provides the team with essential mechanical & electrical building services advice,

which enables both the maintenance/refurbishment/conversion of existing property assets and the development of new assets. This includes services directly to the public – e.g. the current post holder is providing the building services advice and specifications for the development of the new Twydall Community Hub.

The position also provides the necessary internal technical advice to enable the Council to specify, effectively procure and undertake energy saving schemes, such as the recent provision of Solar Panels at Medway Tunnel Control Building.

Given the number and scale of the property assets owned by the Council the provision of this service in-house is considered essential if the Council is to maintain and develop its property assets to their full potential, improve public provision and meet its statutory health & safety requirements.

Whilst this request is primarily an application for a permanent recruitment it also includes requests for possible temporary external/pool agency cover should there be a staffing gap occur.

Budget Issues

Please indicate:

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

1. £24,963

2. The service is considered essential and the only alternative way of providing it would be to an external consultant or a professional practice. This would be more costly and therefore it is not considered there any savings to be achieved by alternative ways of providing the service.

Please specify the funding source for this post: Revenue funded from the Property & Capital Projects cost centre (Strategic Property & Energy): 4R303

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults		
SECTION	Admin Services (Fostering Team)		
POST TITLE	Admin Support Officer		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	12173		
LOCATION	Broadside		
DATE POST BECAME VACANT	01 August 2015		
MANAGER POST REPORTS TO	12146		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
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?			
NOT APPLICABLE			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NOT APPLICABLE			
NAME OF RECRUITING MANAGER: TINA HERBERTS			

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 fostering team currently have 3.5fte admin support. 1fte is vacant & the post needs to be filled as soon as possible.

Failure to do this will result in the foster carers not being recruited as their checks will not be carried out in timescale. Regular medical & DBS checks will not be completed so children will not be able to be placed with them until these have been returned. Other Local Authority checks will also not be completed & our reputation will be

affected.

Admin support within this specialised service is vital in the smooth running of the team & giving the children & families incl. the carers of Medway the service & the outcomes they deserve.

Budget Issues

Please indicate:

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

The Council's general fund

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults		
SECTION	Admin Services (Fostering Team)		
POST TITLE	Admin Support Officer		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	12174		
LOCATION	Broadside		
DATE POST BECAME VACANT	25 August 2015		
MANAGER POST REPORTS TO	12147		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	ASAP for 3 months – (until post recruited to permanently)		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
NOT APPLICABLE			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NOT APPLICABLE			
NAME OF RECRUITING MANAGER: TINA HERBERTS			

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.

There is 1 full time post which will become vacant on 25 August 2015.

Failure to recruit to this post will have an impact on the training service offered to all carers as the administration which allows it to run smoothly will fall behind. This includes notification to carers of training booked, attendance lists, handouts,

certification and attendance recording on FWi, as well as opening and closing of all courses and standing in for the Recruitment and Development Officer when she is out of the office, both at training courses and recruitment events.

Statutory checks and recording will not be completed with timescales, resulting in delays in approval by the Fostering Panel, resulting in less choice of placements for children and young people and increased costs caused by having to place children in independent fostering agencies.

Invoices for all respite and transport work completed will be delayed resulting in possible complaints from foster carers due to non-payment.

Admin support within this specialised service is vital to the smooth running of the service offered to foster carers and the team as a whole, giving the children and families – including the carers of Medway – the service and the outcomes they deserve.

Budget Issues

Please indicate:

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

The Council's general fund

Comments from Portfolio Holder

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	Children & Adults		
SECTION	Children's Services		
POST TITLE	Admin Support Officer - ASO		
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,241) per annum		
POST NUMBER	12169		
LOCATION	Broadside		
DATE POST BECAME VACANT	21 st August 2015		
MANAGER POST REPORTS TO	1433 – Chanelle Billingham		
*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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
The service requires a temp member of staff to cover whilst advertisement and recruitment for a permanent member of staff is being undertaken.			
NAME OF RECRUITING MANAGER: Chanelle Billingham			

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 – e.g. 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

10 general admin support officers – 1 post vacant as of 21st August 2015.

It would have a huge negative impact on the service should the above post not be filled. It is paramount that Children's social care have full capacity of admin staff to offer the support required.

There has recently been an admin restructure within Children Services.

The above post provides administrative support to the Access to Resource Panel that takes place on a weekly basis as well as general admin duties.

Budget Issues

Please indicate:

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

£14821 Plus on costs.

Savings have already been made through the restructure that took place in May 2015, further savings would have a huge negative impact on the service that is currently being provided.

Please specify the funding source for this post: Children's Service Admin Budget – Andrew Willetts budget holder.

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Performance and Intelligence		
POST TITLE	Graduate		
GRADE AND SALARY RANGE	£20,000 per annum		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Chris McKenzie		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	2 yr fixed term	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
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: Mutahar Ali/ Chris McKenzie			

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 – e.g. 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

The schools improvement team is current made up of 1 range 4, and 2 range 2s. One of our promising Range 2's (a former Graduate) is due to leave imminently and the team has already absorbed the loss of a range 4.

The team is currently unable to meet the services requirements for analysis and support due to being under resourced and a further loss in capacity will pose a danger that the team is unable to function. Without providing cover for this post, the team will be extremely exposed to further staff losses (the remaining staff have both recently been offered interviews elsewhere), possibly risking our ability to fulfil statutory reporting responsibilities.

The decision has been taken to recruit to a Graduate post as a higher level of skill is

required both in terms of analysis and presentation. Additionally, it is envisaged that they will work closely with the service and directly with the AD for School Improvement, providing much needed support which has been missing to the service. If we are able to attract the right candidate, this will be an excellent opportunity to nurture talent and bring much needed skills into the directorate, going some way to bridging the gap between performance/data and the operational service, as well as fill a current vacancy.

Additionally, there is pressure in light of the recent Ofsted report into school improvement to increase the effectiveness of data and its use. The AD for School Improvement is also keen to fill this post

Budget Issues

Please indicate:

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

There is a business risk in leaving this post vacant with a transient team. Additionally, there is increased pressure to address the use of data following the recent OFSTED inspection.

Please specify the funding source for this post:

Within current resources

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults		
SECTION	School Improvement – Governor Services		
POST TITLE	Governor Development Officer		
GRADE AND SALARY RANGE	Indicative Grade Range 3/4 (£19,241 - £30,191) per annum		
POST NUMBER	TBC		
LOCATION	Gun Wharf/Various		
DATE POST BECAME VACANT	31 st July 2015		
MANAGER POST REPORTS TO	Anne Robinson		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
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: Anne Robinson			

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 – egg 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 governor services team currently consists of a governance services manager (1FTE) and two governor development officers (0.54 and 0.59), one of whom (0.54) has resigned effective from 31st July 2015.

I am seeking to replace this post with one of reduced core hours (850 as opposed to 1040) and a revised job profile. The postholder will continue to support the core function of the service but their primary role will be to lead on the development and management of the clerking service to support the development of clerks across Medway.

The reduction in hours of this post will enable expenditure on specialist professional services which are required to improve governing body leadership.

Budget Issues

Please indicate:

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

The clerking service was initiated at the beginning of the academic year. It has generated £10k of additional revenue to date. A conservative estimate for the 2015/2016 academic year is £20k.

The post will be funded from existing budget.

The success of governor services clerking will strengthen governorship and may be developed as a wider service for Governing bodies in other LAs.

Comments from Portfolio Holder