

CABINET
12 JANUARY 2016
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 5.5 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 Department

Category Manager x 2
Investigation Assistant
Finance Assistant x 1.5

Children & Adults

Programme Lead – Accommodation and Registered Services

- 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	Category Management
POST TITLE	Category Manager x2
POST NUMBER	11751
GRADE AND SALARY RANGE	Range 7 (£40,985 - £45,613)
LOCATION	Gun Wharf
DATE POST BECAME VACANT	January 2016

*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:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME:		
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		
Threaten effectiveness of the team and the savings to deliver		
NAME OF RECRUITING MANAGER Carl Rogers		

(* 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.

There are 5 x Category Manager posts in total with two vacant posts. The ability to deliver the complex procurement support to enable projects to proceed will be affected if these posts are not unfrozen.

Budget Issues

Please indicate actual cost of filling this post:

Please specify the funding source for this post:

From the existing budget

Comments from Portfolio Holder

It is necessary that this post is filled in order that savings can be made on the Council's procurement projects. This will contribute to easing budget pressures & ensure that good value for money is obtained.

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DIRECTORATE	Business Support Department		
SECTION	Audit Services/Corporate Anti-Fraud Team (CAFT)		
POST TITLE	Investigation Assistant		
GRADE AND SALARY RANGE	Range 2		
POST NUMBER	0158		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	20 August 2015		
MANAGER POST REPORTS TO	Fraud Manager		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*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:	17/11/15		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Phase 3b			
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: Katey Arrowsmith			

(* 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.

This is the only administrative support role with the Audit Services/CAFT

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

At present the CAFT are preparing for the transfer of Housing Benefit investigations to the Department of Work and Pensions. The preparation of files is admin resource intensive. Investigation Officers have been undertaking some of the admin functions but this has detracted from their work and impacted on the active progression of investigations/increased the risk of overpaid or undetected benefits overpayments.

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 previous post holder was employed from 20/10/15, through the Medway Temp agency, for an initial 4 week period from 20/10/15 on a salary of £20k pa, pro-rata 22.5hrs. We are now seeking approval to fill the post until 31/03/16.

The current temporary worker is back filling a vacancy created when the form post holder resigned.

Comments from Portfolio Holder

A necessary temporary requirement for a transition as a result of the new shared service.

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DIRECTORATE	Business Support Department		
SECTION	Finance Operations		
POST TITLE	Finance Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	11697		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 fte Post Vacant 31 st January 2016, .5 fte vacant 31 st December 2015		
MANAGER POST REPORTS TO	Gary Thomas		
*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?			
<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>Exchequer Services were reviewed as part of the Finance Division restructure in October 2014</p>			
NAME OF RECRUITING MANAGER: Gary Thomas			

(* 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.

Staffing Nos

- 1 Exchequer Services Principal Officer (Range 7)
- 16.5 Finance Assistants Exchequer (Range 2) (4.56 FTE vacant 31st January 2016)
- 1 Exchequer Assistant (Range 1)

The service has been able to achieve savings as processes are continually changing but cannot provide the service it is expected to do with almost a third of the Finance Assistants not employed.

Budget Issues

Please indicate:

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

1 £5,600

2 The service has recently (October 2014) been reviewed as part of a wider review of the division and this post was identified as required.

Please specify the funding source for this post:

4R713

Comments from Portfolio Holder

These posts are responsible for the following:

Payment of invoices to suppliers

Calculation of payments due to social care providers

Calculation of income due for clients receiving social care services

Processing of cash received into the Council's cash receipting system

This is required to ensure monies due to Suppliers are paid promptly and invoices, raised correctly. Failure to pay these will ensure cash flow to organisations including local businesses will be impacted on, failure to raise invoices will impact on the revenues of the Council and the service provided to clients

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DIRECTORATE	Children and Adults		
SECTION	Partnership Commissioning		
POST TITLE	Programme Lead - Accommodation and Registered Services		
GRADE AND SALARY RANGE	Range 7 (£40,985 - £45,613) per annum		
POST NUMBER	11624		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	January 2016		
MANAGER POST REPORTS TO	Alison Shepherd		
*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?			
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: Alison Shepherd			

(* 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.

Partnership Commissioning is a relatively new team and there are four programme leads, one of which has resigned his post. The programme lead manages one senior commissioning officer, a contract monitoring and quality assurance officer, the adults placements team comprising a placement co-ordinator and two placements officers.

The post, Programme Lead: Accommodation and Registered Services is leading on a savings project to make over £500,000 savings across working age adults placements and additional savings across older people's services in the region of £250,000.

Additionally, the post is leading on two large procurement exercises, homecare and extracare. There will be budget pressures of over £1.1M if this tender process is not led well, and there is a risk that the homecare market will further destabilise.

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 was left vacant until 2015 savings of the degree mentioned on this form may not be made. There is insufficient staffing capacity in this programme area to be able to deliver all of the cost saving negotiations and tender processes that are currently underway.

Please specify the funding source for this post:

The post is half funded by the Clinical Commissioning Group and half funded by the Council; Partnership Commissioning staffing budget.

Comments from Portfolio Holder

This post is a joint CCG post & critical to our joint working. Plus this post will drive out planned savings.