

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	Democratic Services	
POST TITLE	Democratic Services Officer	
GRADE AND SALARY RANGE	Range 6 (£35 643 – £40 985)	
POST NUMBER	3865	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	9 May 2016	
MANAGER POST REPORTS TO	Head of Democratic Services	
*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	
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		
NAME OF RECRUITING MANAGER: Julie Keith		

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

The Democratic Services Team consists of the Head of Democratic Services, 6.45fte Democratic Services Officers and two Democratic Services Support Officers (who also provide Members' Services reporting to the Head of Elections and Members Services).

The work of this team relates to statutory member level decision -making directly connected to the major programmes and functions of the authority. One of the existing very experienced full time Democratic Services Officers has decided to retire. This post holder supports Health Overview and Scrutiny work among other duties. In order to sustain current levels of service delivery agreement to recruit to this vacancy is requested.

In the event that other existing team members may wish to take this opportunity to vary their hours, approval is sought to recruit to either a full time or part time DSO as long as the cost can be met within the available staffing budget for Democratic Services. It is hoped to be able

to recruit to this new vacancy from among the applicants who respond to an advert that is currently out for another DSO vacancy.

Beyond a reduction in Member level activity there are no alternative options for meeting the gap created by this vacancy. The responsibilities assigned to professional Democratic Services Officers require a high level of experience, a detailed knowledge of the law and procedures for local authority meetings together with an ability to exercise excellent judgement and political skills. Any reduction in capacity within Democratic Services cannot be absorbed by others in the team given existing workloads, the ongoing and unpredictable demand for unplanned activity in support of the Council's decision-making processes and the role played by the team in supporting Scrutiny Task Groups.

As there is currently a capacity deficit of 60 hours per week within the team approval is also sought to bringing in temporary DSO assistance while the recruitment process is underway. This will be accommodated within available budgets.

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.

This vacancy will arise on 9 May 2016 and it is hoped to recruit a new post holder to join the team as soon as possible after that date in order to be able to sustain required levels of support for member level meetings. Democratic Services Officers are graded at Range 6 under the new pay and grade scheme. Gross pay (including on- costs) for 1FTE in Range 6 is £47 405 – £54 510.

Please specify the funding source for this post:

This vacancy can be funded from within the existing budget for Democratic Services

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: