

## **CABINET**

**7 JUNE 2016**

### **RECRUITMENT FREEZE – ADDENDUM REPORT**

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Head of HR & Organisational Change

#### **Summary**

This report brings forward an additional 5 posts to be considered for approval.

#### **1. Details of the additional posts requiring approval**

1.1 The following posts are coming forward for approval, the details of which are shown at Appendix 1: -

##### **Regeneration, Culture, Environment & Transformation**

Administration Support Officers x 3

Administration Support Officer

Senior Administration Officer

#### **2. Revised recommendations**

2.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to the main report and in Appendix 1 to the addendum report to enable officers to commence the recruitment process.

#### **Lead officer contact**

Carrie McKenzie, Head of HR & Organisational Change, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332261 Email: [carrie.mckenzie@medway.gov.uk](mailto:carrie.mckenzie@medway.gov.uk)

#### **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, 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	RCET	
SECTION	Transformation Division – Business and Administration Support Service	
POST TITLE	Administration Support Officer	
GRADE AND SALARY RANGE	Range 2	
POST NUMBER	9890	
NUMBER OF POSTS	3 FTE	
LOCATION	Gun Wharf	
DATE POSTS BECAME VACANT	March 2015 May 2016	
MANAGER POST REPORTS TO	Range 3 officers in Hub 4c and Hub 3a	
*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)		
NAME OF RECRUITING MANAGER:	Julie Ince	

(\* please delete as appropriate)

### **Information on structure and post**

In the last two budget rounds BASS has delivered financial savings of £174,000 and £115,000 through efficiencies and staffing reductions. For the start of 2016-17 another £75,000 was delivered through further staffing reductions.

A number of vacancies have arisen over the course of the last five months and we are now seeking to recruit to the following vacant posts:

One FTE for Hub 4c – this hub is directly in touch with customers ensuring that blue badge applications are assessed and processed through to allocation. There is frequent contact with customers to answer queries about their application. The hub also deals with processing applications for disabled bays, concessionary bus passes and school bus passes. Each of these has a direct contact with the customer to ensure that applications are processed within the timeframe required so that customers get access to these concessions. The hub will also be taking on additional work supporting a licensing initiative for Integrated Transport. The establishment for this hub is 6 FTE at range 2 and one senior at range 3.

Two FTE for Hub 3a and 3b. This has now merged to become one hub. The FTE for this newly merged hub is 10.57FTE at range 2 and one senior at range 3 (senior post is also vacant). This hub covers administration for the processing of planning

applications, which has seen a significant increase both in applications and in appeals. It also covers tree preservation orders, highways, greenspaces and heritage administration. The other part of this hub (3b) covers administration for community safety, environmental health, highways, scaffolding, emergency planning and customer contact. The newly merged hub is extremely busy with significant workload and with 2 FTE vacancies could mean that applications are not processed on time or that information for the community officers is not available. It will also decrease any ability to be able to build knowledge and resilience in these two important areas of work.

**Permission sought**

Permission is sought to cover the three FTE as detailed above.

**Budget Issues**

- 1. Efficiencies and savings have already been achieved in this area of administration through the BfL process and in the budget processes of 2014, 2015, 2016.
- 2. Funding for bottom of range 2 (currently £15,241 per annum plus on-costs) is within existing staffing budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
A/ Director

Dated: .....

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DIRECTORATE	RCET
SECTION	Transformation Division – Business and Administration Support Service
POST TITLE	Administration Support Officer
GRADE AND SALARY RANGE	Range 2
POST NUMBER	9890
NUMBER OF POSTS	1 FTE
LOCATION	Gun Wharf
DATE POSTS BECAME VACANT	1 July 2016
MANAGER POST REPORTS TO	Range 3 officers in BASS for Theatres, Arts, Libraries and Leisure administration
*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 necessary whilst we seek permanent recruitment
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	
NAME OF RECRUITING MANAGER: <b>Julie Ince</b>	

(\* please delete as appropriate)

### **Information on structure and post**

In the last two budget rounds BASS has delivered financial savings of £174,000 and £115,000 through efficiencies and staffing reductions. For the start of 2016-17 another £75,000 was delivered through further staffing reductions.

A number of vacancies have arisen over the course of the last five months and we are now seeking to recruit to the following vacant posts:

One FTE for Theatres, Arts, Libraries, Leisure administration – this hub comprises of 1 part time senior administration officer, 2 full time range 2 administration posts (one of which is vacant); 3 part-time posts. The work is covered from 5 locations throughout Medway – Central and Brook Theatres, Medway Park, Strood Leisure Centre and Strood Library House. Given the diverse nature of the work and the sites we seek permission to recruit to this post. The type of work undertaken by this hub includes debt chasing for leisure memberships, financial administration and banking, inputting information on the council's website and What's on in Medway, letter and mail distribution to publicise events for libraries and arts which is incoming generating, to name just a few of the key things we undertake. We also undertake

work to ensure that casual claims for library assistants are processed for and ready for payroll.

**Permission sought**

Permission is sought to cover the one FTE as detailed above.

**Budget Issues**

- 1. Efficiencies and savings have already been achieved in this area of administration through the BfL process and in the budget processes of 2014, 2015, 2016.
- 2. Funding for bottom of range 2 (currently £15,241 per annum plus on-costs) is within existing staffing budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
A/ Director

Dated: .....

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DIRECTORATE	RCET	
SECTION	Transformation Division - Business Administration and Support Service	
POST TITLE	Senior Administration Officer	
GRADE AND SALARY RANGE	Range 3	
POST NUMBER	9889	
NUMBER OF POSTS	1 FTE	
LOCATION	Gun Wharf	
DATE POSTS BECAME VACANT	May 2016	
MANAGER POST REPORTS TO	Tina Larby	
*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:		NA
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER:	Tina Larby	

(\* please delete as appropriate)

## **Impact on Service**

In the last two budget rounds Business and Administration Support Service (BASS) has delivered savings of £174,000 and £115,000. We were then asked to find further savings of £75,000 from the 2016-17 budget. The savings from the 2016-17 budget will come from deleting posts - one Senior Administration Officer post and 2.25 FTE Administration Support Officer posts.

Part of our coping mechanism for delivering the 2016-17 saving includes merging two admin hubs where the work supports frontline delivery in Planning and Safer Communities with the line management coming from the existing Senior Administration Officer. Unfortunately that Senior has now left the council.

Statutory duties and timescales apply in this hub which supports Planning, Highways, Safer Communities, Emergency Planning, Greenspaces, Heritage, Sport and Customer Contact.

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

- Support to the Planning Inspectorate for Public Inquiries and Appeals.
- Minute taking for Member presentations and other strategic meetings such as Community Safety, Emergency Planning and contract monitoring.
- 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 a large increase in the number of applications, appeals and inquiries. There are currently 30 live Planning Appeals and Inquiries including Lodge Hill and Land West of Hoo.

Permission is sought to recruit to the one FTE Senior Administration Support Officer vacancy.

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.**

1. Efficiencies and savings have already been achieved in this area of administration through the BfL phases as well as the budget process of 2014, 2015 and 2016.

2. The funding source for this range 3 post is within existing staffing budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....