

CABINET
27 SEPTEMBER 2016
RECRUITMENT FREEZE

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 1 post 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 post requiring approval to fill is 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 post is coming forward for approval, the details of which are shown at Appendix 1: -

Children & Adults

Admin Support Officer

3.2 The form attached is an email copy 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 form include details of the likely impact on the service should the post 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 post as set out in Appendix 1 to enable officers to commence the recruitment process.

7. Suggested reason for decision

7.1 The post presented to Cabinet will support the efficient running of the Council.

Lead officer contact

Carrie McKenzie, Head of HR & Organisational Change, Gun Wharf, Dock Road,
Chatham Telephone: (01634) 332261 Email: carrie.mckenzie@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	Children & Adults		
SECTION	Children's Admin Support Service		
POST TITLE	Admin Support Officer		
GRADE AND SALARY RANGE	Range 2 (£15,241 - £19,356)		
POST NUMBER	12172		
LOCATION	Broadside		
DATE POST BECAME VACANT	7 th July 2016		
MANAGER POST REPORTS TO	Natalie Morgan		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Natalie Morgan			

(* please delete as appropriate)

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 – eg 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 specialist administration pod have 5 FTE Admin Support Officers. 1fte will become vacant as of 07/07/2016 and the post needs to be filled as soon as possible.

The role involves organising and minuting Permanence Planning & Monitoring Panel. This is imperative as the timeliness of permanency planning has been identified by OFSTED as an area requiring improvement. The role will also involve the processing and payment of legal budget invoices for cases in pre/care proceedings, the timeliness of which is imperative to maintain good relationships with external suppliers, and the maintenance of accurate records will greatly assist the Team Manager/Finance to forecast the budget accurately.

The CASS team receive a high level of telephone calls from clients and other agencies regarding safeguarding concerns. It is imperative these calls are answered and passed on in a timely manner to ensure any concerns are dealt with promptly.

The role will also involve minuting a variety of meetings such as strategy discussions, CIN

meetings, pre proceedings and Legal Panel, the timeliness of which are imperative to secure good outcomes for children.

Should the post not be filled it would have a significant detrimental effect to Children's Social Care. It is imperative Children's Social Care has full capacity of admin staff to provide the support required to get to the required OFSTED level of good/outstanding & provide the level of service the children & families of Medway 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.

A salary of £15241. Savings to the administration service have already been considered and made a reality in the restructure that took place in May 2015.

Please specify the funding source for this post:

The Council's general fund.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:

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Director

Dated:

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