

CABINET

25 OCTOBER 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 2 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: -

Regeneration, Culture, Environment and Transformation

Processing Appeals Officer – Processing & Income (0.4 FTE)

Children & Adults

Financial Review Coordinator

- 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

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

Appendices:

Appendix 1 Recruitment Freeze Forms

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>

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 | Regeneration, Culture, Environment and Transformation | | |
| SECTION | Highways & Parking Services | | |
| POST TITLE | Processing Appeals Officer -Processing & Income Recovery (0.4 FTE) | | |
| GRADE AND SALARY RANGE | Range 2 (£15,241 - £19,356) | | |
| POST NUMBER | 0344 | | |
| LOCATION | Annexe B, Civic Centre | | |
| DATE POST BECAME VACANT | 01/10/2016 | | |
| MANAGER POST REPORTS TO | Jayne Webb | | |
| *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) | | | |
| WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? FOUR | | | |
| ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW | | | |
| Yes | | | |
| NAME OF RECRUITING MANAGER: Jayne Webb | | | |

(* 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.

We are requesting to permanently fill this existing post in order for the parking processing appeals team to continue to run smoothly and deliver the same service.

Parking currently deal with over 1400 appeals per month and this post is a key role in this process and directly deals with this workflow. This post deals with around 100 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £6,000 per month.

This post is dealing with all types of appeals within the Parking Processing Appeals team. To not fill this post will mean appeals will not be responded to within the specified Council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. The parking team also deal with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on other existing team members. This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN and thus losing that source of income. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. In addition to this if this post were not to be covered we would not be in a position to take as many PCN payments over the telephone, which will also reflect in our income collection and could lead to an influx in complaints.

Approval is sought to fill this post.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2017.
2. If any savings could be achieved by alternative ways of providing the service.

1. We expect to fill this post at the start of the grade, which is £6175.34. Therefore the saving for this post if it remained vacant would be £3602.27

0.4 FTE post deals with around 100 appeals per month, each valued at an average of £60, therefore the income produced from this post is over £6,000 per month.

Please specify the funding source for this post:

This will be met from existing budget provision

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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| | | | |
|--|---|--|--|
| DIRECTORATE | Children & Adults | | |
| SECTION | Children's Admin Support Service | | |
| POST TITLE | Financial Review Coordinator | | |
| GRADE AND SALARY RANGE | Range 3 (£19,356 - £24,943) – To be confirmed after benchmarking | | |
| POST NUMBER | New post | | |
| LOCATION | Broadside | | |
| DATE POST BECAME VACANT | New post | | |
| MANAGER POST REPORTS TO | Tina Herberts | | |
| *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) | | | |
| 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 | | | |
| NAME OF RECRUITING MANAGER: Tina Herberts | | | |

(* 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.

| |
|--|
| <p>A Range 3 post has become available due to the current Recruitment & Development Officer taking flexible retirement. It has been agreed this post is no longer needed as the recruitment & training of foster carers will be lead by a qualified social worker in the Fostering Team going forward.</p> |
|--|

There is currently no administrator tasked to calculate initial or review allowances for carers that have been granted Special Guardianship, Residence, Child Arrangement or Adoption Orders. A Financial Review Coordinator post is therefore urgently required to calculate the amount of benefits awarded to these carers. This would significantly reduce the amount of overpayments & savings would be made. The Financial Review Coordinator would also be in regular contact with the carers to ensure there has been no change of circumstances; e.g. a child/young person has left school & no longer qualifies for an allowance. Having a dedicated point of contact for the carers would also be beneficial for any queries that may arise timely providing good customer service.

Budget Issues

Please indicate:

- 1. the realisable savings if this post remained vacant until the 31st March 2017.
- 2. If any savings could be achieved by alternative ways of providing the service.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: