

CABINET
22 NOVEMBER 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 4 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: -

Children & Adults

Partnership Commissioning Programme Lead

Adults Improvement Team Posts

Head of Safeguarding

Regeneration, Culture, Environment and Transformation

Head of Strategic Housing

- 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

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 and Adults	
SECTION	Commissioning, Business & Intelligence	
POST TITLE	Partnership Commissioning Programme Lead – BCF & Care Act	
GRADE AND SALARY RANGE	Range 7 (£41,231 - £45,887)	
POST NUMBER	TBA – New Post	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	26/09/2016	
MANAGER POST REPORTS TO	Head of Adults' (25+) Partnership Commissioning and BCF	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	Yes
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	No
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER:	John Britt	

(* 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 Division has been restructured to become the Commissioning, Business and Intelligence Division. This post is newly created within the structure and has not been filled as a result of the slotting process.

This work is currently being carried out and supervised by the Head of Better Care Fund and the Senior Commissioning Officer (Better Care Fund). The Better Care Fund and Care Act are national programmes of work to transform health and social care. This post is to ensure proper supervision of these programmes of work.

If this post is not filled, this will represent a deficit in strategic support of Medway's Better Care Fund Plan and its associated projects, which improve outcomes for vulnerable adults across the local populace.

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.

The Programme Lead – Better Care Fund and Care Act is forecasted on a salary of £43,559, which is the mid-point of the range. This post is 50% jointly funded with the CCG, therefore savings, should this role remain vacant until 31 March 2016 are £9,074.79 for the Council. However if this role does remain vacant it is likely that the Head of Adults' (25+) Partnership Commissioning and BCF would have to continue this work including that of the Senior Commissioning Officer post. This means that approximately half of the Head of Service's time would be spent on this project. Therefore this would be a cost of £12,366.88 (based on current salary of £59,361). This means that there is a potential overall unbudgeted pressure of £3292.09 should this role be kept vacant.

Please specify the funding source for this post:

Partnership Commissioning Budget

Comments from Portfolio Holder

Signed:
Director

Dated:

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

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DIRECTORATE	Children and Adults		
SECTION	Commissioning & Strategy		
POST TITLE	Adults Improvement Team posts		
GRADE AND SALARY RANGE	Various		
POST NUMBER	Various		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	n/a		
MANAGER POST REPORTS TO	Assistant Director Commissioning & Strategy		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N	Fixed Term	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Various		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Various		
NAME OF RECRUITING MANAGER: Helen Jones			

(* 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 Adult Social Care Improvement Board has agreed to a PMO model to deliver the next phase of the Adult's improvement programme. This will be a hybrid model, with recruitment to some roles on a fixed term basis, using both temporary and/or agency staff on particular aspects of the programme. The ASC Improvement Board will agree the PMO structure and cost and will have full oversight and visibility of this cost throughout the programme.

This seeks authority to exempt the recruitment decisions from the usual Cabinet approval process to reduce delay.

This approach mirrors the process used for both the previous Better for Less programme and the current Transformation programme.

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.

Please specify the funding source for this post:

Programme team costs of £736k will be funded from Reserves.

- 16/17 - £427k
- Remaining additional funding required in 17/18 and beyond - £309k)

Team structure will be approved by the Adult Social Care Improvement Board.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adults	
SECTION	Children's Services	
POST TITLE	Head of Safeguarding	
GRADE AND SALARY RANGE	Service Manager (£45,738 - £60,732) per annum	
POST NUMBER	7640	
LOCATION	Broadside, Leviathan Way	
DATE POST BECAME VACANT	April 2016	
MANAGER POST REPORTS TO	Deputy Director, Children & Adults	
*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: Ann Domeney		

(* 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.

There are 3 Heads of Service across Children's Services.
 1 x Head of Safeguarding – covered by agency worker
 1 x Provider Services (Temporary) – covered by agency worker
 1 x Head of Integrated Family Support Services

Following a realignment of the Safeguarding Service within Children's Services it is appropriate that agreement is sought to fill this key post on a permanent basis. This will also assist in creating further stability for the service and remove the pressures of agency costs.

Budget Issues

Please indicate:

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

Agency Costs: £580 per day / £134,560 per annum

Perm Salary Costs: £45,738 - £60,732 per annum plus market premium

Savings of up to £60,000 could be achieved through a permanent appointment.

Please specify the funding source for this post:

Post will be funded from Children's Services budget

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

DIRECTOR AND DIRECTORATE PORTFOLIO HOLDER APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from the relevant Director and Directorate Portfolio Holder to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf

DIRECTORATE	Regeneration, Culture, Environment and Transformation
SECTION	Strategic Housing
POST TITLE	Head of Strategic Housing
POST NUMBER	00434
GRADE AND SALARY RANGE	Service Manager (£45,738 - £60,732) per annum
LOCATION	Gun Wharf
DATE POST BECAME VACANT	End of December 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)		
NAME:		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase one – already completed		
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 Tomasz Kozlowski, Assistant Director		

(* 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.

The Council has a number of legal powers and duties in its role as the local housing authority and the Head of Strategic Housing post has responsibility for the discharging of these functions, roles and responsibilities.

The current overall budget for this post is in excess of £7.2m, with 64 posts in addition to which the service commissions a wide range of services including domestic abuse refuges, sheltered housing and specialist offender supported accommodation, which equate to approximately a further 60FTE. The service also works with a range of partners to secure more than £20m of investment into affordable housing each year.

Failure to recruit to the post will reduce the Council's ability to deliver services and manage risks across the service's role. The impact of this could result in increased expenditure and a failure to meet legal duties and obligations for the Council.

Budget Issues

Please indicate actual cost of filling this post:

Please specify the funding source for this post:

Existing post within current budget, post funded from HRA and General Fund

This is a Service Manager Post and has been evaluated at an SM grade which is between £45,738 - £60,732pa.

Signed:
Director

Dated:

Signed:
Directorate Portfolio Holder

Dated: