

CABINET

22 NOVEMBER 2016

RECRUITMENT FREEZE – ADDENDUM REPORT

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Chief People Officer

Summary

This report brings forward an additional 3 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: -

Business Support

Trainee Accountants x 2
Democratic Services 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, Chief People Officer, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332261 Email: 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, 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 Department	
SECTION	Finance Strategy	
POST TITLE	Trainee Accountants x 2	
GRADE AND SALARY RANGE	R2 (£15,241 - £19,356)	
POST NUMBER	11737	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	2015/16	
MANAGER POST REPORTS TO	Head of Finance Strategy	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Phil Watts		

(* 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.

<p>The Finance Strategy team comprises a number Finance Business Partners and Accountants in salary ranges 6 and 7 and whilst the major part of the team's work is very strategic in nature, there are certain tasks that it would not be cost effective to be undertaken by an Accountant. Furthermore the very flat hierarchy means that, were it not for the three Trainee Accountants posts, there would not be an entry level for new staff. The Trainee Accountant role addresses both of these issues and it is more important than ever to fill them, following the recent deletions of an R7 and an R6 post from the structure.</p>
--

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.

These posts each cost up to £24,000 in a full year, plus the cost of studying for the professional qualification, circa £3,000 per annum. However, the savings from deleting the two higher graded posts amount to circa £120,000 per annum.

Please specify the funding source for this post: Existing revenue budget

Comments from Portfolio Holder

Maintaining effective financial control is essential to achieving the aspirations of the Council and the importance of these posts in releasing valuable accountancy staff to provide strategic financial advice and support to front-line service managers should not be understated. Furthermore, they will provide a pipeline of experienced, well-trained accountants for the sustainability of the function. I support the filling of these vacancies.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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 (£35 857 – £41 231)	
POST NUMBER	3865	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	9 January 2017	
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, 6.46fte Democratic Services Officers and 1.8fte 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 full time Democratic Services Officers has recently resigned. This post holder supports Cabinet, the RCE Overview and Scrutiny Committee and Licensing Hearing Panels

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.

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 this vacancy will create a capacity deficit of 37 hours per week within the team approval is also sought to bring in temporary DSO assistance should this be required while the recruitment process is underway. This will be accommodated within available budgets.

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.

This vacancy will arise on 9 January 2017 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. Gross pay (including on- costs) for 1FTE in Range 6 is £45 896 – £52 775.

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: