

CABINET

20 DECEMBER 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 7 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

Locum Child Care Lawyer

Children and Adults Services

Placement Officer – Adults

Head of Adult Care X 2

Senior Partnership Commissioner – Specialist Adults' Services

Regeneration, Culture, Environment and Transformation

Senior Project Support Officer (Local Growth Fund)

Processing Appeals 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		
SECTION	Legal		
POST TITLE	Locum child care Lawyer		
GRADE AND SALARY RANGE	PO3		
POST NUMBER			
LOCATION	Legal – Gun Wharf		
DATE POST BECAME VACANT	8 th December 2016		
MANAGER POST REPORTS TO	Sameera Khan		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	n/a		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	December – ongoing		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Sameera Khan			

(* 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.

We urgently need an additional childcare locum to support the team.

Care proceedings cases have reduced from 117 (3 quarters ago) to 47 last quarter, increasing again at the end of November to 66. Some of these are very complex.

We gave notice to one locum in October given the case reduction. We gave notice to a second locum who left on 8th December, which we would have managed if the cases had remained around 50.

In addition to the care proceedings cases we have 22 Pre-Proceedings Matters and 30 “other” cases in proceedings. The lawyers tend to carry the care and other proceedings matters so they have an average caseload of 15 which is high, even with the valuable support of paralegals. Some paralegals are also carrying care cases to

assist the lawyers.

We have a particularly complex and time consuming case at present, which involves a risk assessment on staff safety.

We are also in the process of pursuing civil injunctions to protect Medway staff. The locum who left yesterday was dealing with this case. It had been our intention that Sameera Khan, our Assistant Head of Legal, would take on the case due to the complexity but it would be difficult given the current case load in the child care team.

Initial 4 week approval for recruitment to this post provided by Carrie McKenzie.

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.

Please specify the funding source for this post:

Existing legal budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	CHILDREN & ADULTS		
SECTION	PARTNERSHIP COMMISSIONING		
POST TITLE	PLACEMENT OFFICER – ADULTS		
GRADE AND SALARY RANGE	RANGE 2		
POST NUMBER	10731		
LOCATION	GUN WHARF		
DATE POST BECAME VACANT	31/12/2016		
MANAGER POST REPORTS TO	ACCESS TO RESOURCES TEAM MANAGER		
*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:	N/A		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER:			

(* 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 – e.g. 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 main function of the Access to Resources Team is to allocate requests for care packages for adults in need of care. Referrals need to be processed in a timely manner to avoid delayed discharges from hospital and to prevent admission/re-admission of clients in the community.

The team is in the process of moving towards a fully functioning brokerage team in accordance with recommendations by Newton Europe, thereby increasing the workload of the team.

As a small team with only 2 Placement Officers it is essential to run the team at full capacity in order to avoid delayed discharges from hospital and to manage the increasing workload.

With Winter approaching this is a crucial facet of the Council's provision.

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.

Please specify the funding source for this post: Partnership Commissioning staffing budget

Comments from Portfolio Holder

Signed:
Portfolio Holder – Councillor David Brake

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	C&A		
SECTION	Adult Care		
POST TITLE	Head Of Adult Care		
GRADE AND SALARY RANGE	Service Manager		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	18 th November 2016		
MANAGER POST REPORTS TO	Interim AD Adult Social Care Linda Jackson		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*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: Linda Jackson			

(* 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.

Request to fill two vacant Head of Service posts in Adult Social Care. These have become vacant following restructure and unsuccessful internal recruitment. There are only two head of service posts in adult social care.

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.

No savings as these vacancies are currently covered by temporary interim agency staff, these are essential posts to lead the next phase of service redesign.

Please specify the funding source for this post:

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 and Adults'		
SECTION	Commissioning, Business & Intelligence		
POST TITLE	Senior Partnership Commissioner – Specialist Adults' Services		
GRADE AND SALARY RANGE	Range 6 (£35,857 - £41,231)		
POST NUMBER	11627		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	31 December 2016		
MANAGER POST REPORTS TO	Programme Lead – Specialist Adults' Services		
*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:-

- 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.

Partnership Commissioning Division has recently been restructured to become the Commissioning, Business and Intelligence Division. This post is one of four Senior Partnership Commissioners and has become vacant following the previous post holder leaving the Council. All four posts are jointly funded between the Council and the CCG.

This portfolio is responsible for key pieces of commissioning work for vulnerable adults such as Dementia and Day Care services. If this post is not filled, this will represent a deficit in operational support of Medway's Better Care Fund Plan and its associated projects, which improve outcomes for vulnerable adults across the local populace, and will also adversely impact on the work of the PMO to which is now linked.

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 current post holder is employed on a basic salary of £40,985. Savings possible should this post remain vacant until March 2016 are £19,833.35, however as this post is 50% jointly funded with the CCG, a realised amount is £9,916.68 for the Council. However if this role does remain vacant it is likely that the Head of Adults' (25+) Partnership Commissioning and BCF and the Programme Lead Specialist Services would have to absorb the Senior Commissioning Officer post's work. This means that approximately quarter of the Head of Service's time and half of the current Programme Lead's time would be spent on this work. Therefore this would be a cost of £7,432.75 (based on current salaries of £59,361 and £44,647 across five months). This total savings for the Council across five months would be £1,241.97 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	RCET		
SECTION	Integrated Transport Service		
POST TITLE	Senior Project Support Officer (Local Growth Fund)		
GRADE AND SALARY RANGE	4		
POST NUMBER	N/A – new post		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	N/A – new post		
MANAGER POST REPORTS TO	Ruth Du-Lieu		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*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:	December 2016 to April 2018		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER	Ruth Du-Lieu (Head of Integrated Transport)		

(* 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.

This will be a single stand-alone post within the Integrated Transport Service reporting directly to the Head of Service. The post will be responsible for project managing and monitoring four Local Growth Fund projects (Strood journey time improvements, Medway City Estate accessibility, A289 network improvements, Medway cycle action plan). This will include budget monitoring, delivery timescale monitoring, raising and dealing with issues, undertaking required communications with stakeholders, and reporting on project progress. The post will also be required to work with the Local Growth Fund team, reporting on progress and providing necessary updates for the South East LEP.

The aforementioned LGF projects are already underway and will receive a total of £24.6million of government funding up to the scheduled project completion date of April 2018. This role will be essential in ensuring these projects are successfully delivered and the resulting outcomes (economic growth, improvement in transport services, improved traffic flows, etc) achieved.

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.
- 3. Please specify the funding source for this post

This post will be fully funded by the Local Growth fund; there will therefore be no savings achieved if this post remains vacant. If this post is not recruited to there may be a risk that the aforementioned LGF project may not be successfully delivered, adversely affecting bids for future LGF funding.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	RCC	
SECTION	Highways & Parking Services	
POST TITLE	Processing Appeals Officer - Processing & income Recovery 1FTE	
GRADE AND SALARY RANGE	Range 2	
POST NUMBER	0344	
LOCATION	Annexe B Civic Centre	
DATE POST BECAME	01.02.17	
MANAGER POST REPORTS	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:-

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.

We are requesting to cover a permanent FTE post whilst this member of staff goes on maternity leave for a 12 month period 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 400 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £24,000 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 £15241. Therefore the saving for this post if it remained vacant would be £2,540.

1FTE post deals with around 400 appeals per month, each valued at an average of £60, therefore the income produced from this post is over £24,000 per month.

Please specify the funding source for this post:
This will be met from existing budget provision.