

CABINET

7 FEBRUARY 2017

RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Chief People Officer

Summary

This report brings forward 11 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

Performance and Intelligence Graduate x 1
Performance and Intelligence Officer x 2
Senior Partnership Commissioner – Specialist Adults' Services
Safeguarding Social Worker
Admin Support Officer

Business Support Department

Project Manager
Building Maintenance Project Manager
Democratic Services Officer
Political Assistant to Conservative Group
Political Assistant to Labour Group

- 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, Chief People Officer, 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	Business and Intelligence	
POST TITLE	Performance and Intelligence Graduate x1	
GRADE AND SALARY RANGE	£20,000 per annum	
POST NUMBER	10966	
LOCATION	Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR	
DATE POST BECAME VACANT	01/11/16	
MANAGER POST REPORTS TO	Performance and Intelligence Officer	
*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: Dan Harper		

(* 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.

1 The service was restructured in summer 2016, with the new structure coming into effect in November 2016.

In the structure there are 4 Performance Officer Posts. Two have been filled, leaving two (50%) vacant. The programme lead position is also vacant, with the programme lead (children's) assuming responsibility for this area. There are also two graduate officer posts in the structure both of which are currently vacant, one offer has been made. The team also comprises two report writer posts (occupies) and two systems trainer posts 91 of which is occupied).

This means that in the whole team of 11 posts 5 are occupied and 1 offered. The effective vacancy rate is 55%.

2 These posts are responsible for supporting the producing the metrics and dashboards for Adult Social care, Children's Services and Schools Effectiveness divisions. They are also responsible for supporting the data quality information and performance management data to support service managers with strategic service planning. A key aspect of their responsibilities will be supporting and assisting the completion of the statutory returns for all areas of the Children's and Adult division. These commence in April 2017.

Failure to fill these posts will endanger the ability of Business and Intelligence to deliver key aspects of it's roles including:

The production and analysis of quality, regular, performance management information that drives operational and strategic change.

The development of systemic workflows and pathways designed to deliver efficient practice and excellent service delivery to clients.

The work being completed by the Project Management Office on the implementation of the Newton Europe programme will be passed to the Business and Intelligence team in March 2017, in order to sustain and grow it. An incomplete and under resourced team will not be able to undertake this work, meaning that expensive interims will need to be engaged.

Statutory returns, such as SALT and CIN Census, will be difficult to complete with existing resource levels. This may adversely impact the reputation of the council.

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 Assuming 1 position for 5 months at £20,000 with 30% on costs, the potential saving is c. £10830 (£4333 already achieved in November and December)

Please specify the funding source for this post:

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	Business and Intelligence		
POST TITLE	Performance and Intelligence Officer x2		
GRADE AND SALARY RANGE	Range 4 (£24,794-£30,191) per annum		
POST NUMBER	13187		
LOCATION	Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR		
DATE POST BECAME VACANT	01/11/16		
MANAGER POST REPORTS TO	Business and Intelligence Programme Lead (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: Dan Harper			

(* 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.

1 The service was restructured in summer 2016, with the new structure coming into effect in November 2016.

In the structure there are 4 Performance Officer Posts. Two have been filled, leaving two (50%) vacant. The programme lead position is also vacant, with the programme lead (children's) assuming responsibility for this area. There are also two graduate officer posts in the structure both of which are currently vacant, one offer has been made. The team also comprises two report writer posts (occupies) and two systems trainer posts 91 of which is occupied).

This means that in the whole team of 11 posts 5 are occupied and 1 offered. The effective vacancy rate is 55%.

2 These posts are responsible for producing the metrics and dashboards for Adult Social care, Children's Services and Schools Effectiveness divisions. They are also responsible for data quality information and performance management data to support service managers with strategic service planning. A key aspect of their responsibilities will be the completion of the statutory returns for all areas of the Children's and Adult division. These commence in April 2017.

Failure to fill these posts will endanger the ability of Business and Intelligence to deliver key aspects of its roles including:

The production and analysis of quality, regular, performance management information that drives operational and strategic change.

The development of systemic workflows and pathways designed to deliver efficient practice and excellent service delivery to clients.

The work being completed by the Project Management Office on the implementation of the Newton Europe programme will be passed to the Business and Intelligence team in March 2017, in order to sustain and grow it. An incomplete and under resourced team will not be able to undertake this work, meaning that expensive interims will need to be engaged.

Statutory returns, such as SALT and CIN Census, will be difficult to complete with existing resource levels. This may adversely impact the reputation of the council.

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.

- 2 Assuming a mid point of the salary and 30% on-costs, for 2 positions for 5 months the potential saving is c. £29791 (£11916 already achieved in November and December)

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) per annum		
POST NUMBER	11631		
LOCATION	Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR		
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:-

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 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 it 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:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults	
SECTION	Cookham Wood YOI/ YOT Service	
POST TITLE	Safeguarding Social Worker	
GRADE AND SALARY RANGE	SW2 - £28,981 – £36,750 Per annum	
POST NUMBER	TBC	
LOCATION	Cookham Wood YOI	
DATE POST BECAME VACANT	15.11.2016	
MANAGER POST REPORTS TO	Louise Balderston – Head of Casework	
*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:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) N/A	N/A	
NAME OF RECRUITING MANAGER: Louise Balderston – Head of Case Work		

(* 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.

Information on the structure within this function indicating numbers of posts of the same corresponding vacancies – eg 20 care workers 2 posts vacant.

We currently have the following Medway staff members in the detached Safeguarding Team placed at Cookham Wood in their role as Designated Looked After Children Social Workers.

- 1 FTE x Senior Practitioner:
- 2 FTE x Social Worker (x1 due to leave in November).

Impact on the service if this post is not filled, with particular reference to services to the public.

Dedicated Social Workers in YOIs are expected to deliver a number of positive outcomes to both young people and the establishment within which their duties are discharged. These will include:

- The YOI is fulfilling its statutory safeguarding duties effectively
- All young people who are, or have been in the past, looked after or cared for by the Local Authority are identified and supported to access statutory services to which they are entitled

All young persons identified within the parameters of s.17 (in custody or on release) are assessed as such and provided with appropriate services/support while in custody and in preparation for and during release.

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.

There would be no cost or savings to be made to Medway Council as these post are centrally and fully funded by the Youth Justice Board.

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's & Adults		
SECTION	Children's Social Care		
POST TITLE	Administration Support Officer		
GRADE AND SALARY RANGE	Range 2 (£15,241 - £19,356) per annum		
POST NUMBER	12143		
LOCATION	Broadside		
DATE POST BECAME VACANT	1 st January 2017		
MANAGER POST REPORTS TO	Stacey Allsop		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	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: Stacey Allsop			

(* 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.

Currently there are nine ASOs in post plus two ASO vacancies totalling to eleven posts.

Due to the increased workload across CASS it is paramount that this post is filled.

The current pressure on the nine ASOs in post is increasing. A number of the nine in post are part time and this is having an impact on day to day duties and the support we are able to offer to the social workers within children's 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.

This post has become vacant due to the ASO progressing to the Range 3 Senior LAC Health Co-Ordinator role.

By the time the post has been approved for advertisement and interviews have taken place the post would not be filled until possibly March 2017. This will save approx. £4500.

Please specify the funding source for this post:

CASS Budget (Andrew Willetts - budget holder)

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	Business Support Department		
SECTION	Property & Capital Projects		
POST TITLE	Project Manager		
GRADE AND SALARY RANGE	Range 6 (£35,643 to £40,985) per annum		
POST NUMBER	0296		
LOCATION	Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR		
DATE POST BECAME VACANT	18 th November 2016		
MANAGER POST REPORTS TO	Anthony Wallner		
*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? None			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A			
NAME OF RECRUITING MANAGER: Anthony Wallner			

(* 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.

Property & Capital Projects cost centre (4T909) has 3x FTE and 1x 0.8 FTE Project Manager posts, one of the FTE posts has now become vacant. This application is to seek approval to appoint to the vacant post.

Property & Capital Projects provide key delivery of capital projects across the council, with our main internal client departments being Education, Housing and Corporate.

The team operates as an 'expert' client for Medway Council in the commissioning of external consultants and contractors and to oversee the delivery of key capital programmes of work. These programmes include the refurbishment and building of new schools, maintaining schools operational and improvement of the Councils Housing stock in line with its statutory landlord duties and to ensure best value across all projects.

The vacant position is key to the service which needs to be recruited into in order to ensure the continued delivery of the Council's key projects. This position would be to work on a mixture of Housing; Corporate and Education projects. The impact on the service if this position is not recruited into would be a potential failure to deliver elements of the service. This could result in failure to complete programmes on time and could result in a loss of capital investment from the Department for education on both existing committed projects and future funded projects. Consequences could also mean a failure to have schools operational; for essential Housing works not being delivered and essential repairs/works on operational Council buildings not being delivered and therefore putting the Council in breach of its statutory and health & safety duties.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

The salary saving of this post not being recruited from December 2016 up to the 31st March 2016 is a maximum of £11,881. As the Property & Capital Projects cost centre is zero budgeted, all staff salaries are covered by income generated from fees earned via capital funded projects such as those from Education or from ring fenced funds such as Housing and therefore do not have a direct pressure on the revenue budget. The team's ability to ease the revenue pressure, and meet the budget income target, is via generated fee income from these capital projects.

Any staff salary savings therefore need to be balanced against the potential fee income that would be lost due to insufficient staff in post to deliver the capital projects or the increased cost in using external consultants to bridge the staffing gap.

This position is required in order to both maintain the ability for Property & Capital Projects to earn the current fee income and furthermore to earn additional fee income from the increase in Education projects that are resulting from a continued increase in the migration into Medway affecting Education funded projects.

Please specify the funding source for this post:

The funding for the vacancy will come from the Property & Capital Projects cost centre 4T909. Whilst this is a revenue cost centre, its income is generated from Capital and not revenue fees and therefore there is no direct revenue pressure on this recruitment requirement. An increase, and foreseeable continued increase, in capital projects from the Education sector mean that the post will continue to be funded entirely from capital fee income.

Comments from Portfolio Holder

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 Department		
SECTION	Property & Capital Projects		
POST TITLE	Building Maintenance Project Manager		
GRADE AND SALARY RANGE	Range 6 (£35,643 to £40,985)		
POST NUMBER	TBC		
LOCATION	Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR		
DATE POST BECAME VACANT	18 th November 2016		
MANAGER POST REPORTS TO	Dominic Cresswell		
*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? None			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A			
NAME OF RECRUITING MANAGER: Rob Dennis			

(* 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.

Property & Capital Projects Facilities management cost centre (4R303) has 2x FTE Project Manager posts, one of the FTE posts has now been vacant a while and following redundancies and vacancies within the wider Property and Capital Projects team there is the need to recruit to this post to ensure core corporate responsibilities can be carried out.

Property & Capital Projects team provide key delivery of capital projects across the council, with our main internal client departments being Education, Housing and Corporate. The Strategic Facilities and Energy Management part of the team are responsible for compliance of corporate and education stock, the SALIX energy scheme, building repairs and maintenance fund and other corporate capital projects.

The vacant position is key to the service which needs to be recruited into in order to ensure the continued delivery of the Council's key projects. This position would be to works on a mixture of Corporate projects and compliance monitoring. The impact on the service if this position is not recruited into would be a potential failure to deliver elements of the service and essential repairs/works on operational Council buildings not being delivered and therefore putting the Council in breach of its statutory and health & safety duties.

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.

There are no savings due to the use of bridging the gap with external consultants and reduced fee earning work due to the vacancy.

Please specify the funding source for this post:

The funding for the vacancy will come from the Property & Capital Projects cost centre 4R303. Whilst this is a revenue cost centre, the majority of its income is generated from Capital and not revenue fees and therefore there is no direct revenue pressure on this recruitment requirement. An additional post on the team will allow more fees to be generated due to increase in number of projects that can be carried out and for the compliance monitoring on schools funded by education to be carried out in house. The post will continue to be funded entirely from capital fee income.

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	Business Support Department	
SECTION	Democratic Services	
POST TITLE	Democratic Services Officer	
GRADE AND SALARY RANGE	Range 6 (£35 857 – £41 231) per annum	
POST NUMBER	3865	
LOCATION	Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	Head of Democratic Services	
*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:	Maternity absence from May 2017 to March 2018	
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. In addition to the current vacancy for a full time Democratic Services Officer (DSO), one of the other experienced Democratic Services Officers (0.8fte) has given notice that she will be on

maternity leave from mid- May 2017, expected to return to work in March 2018. This post holder supports the Children and Young People Overview and Scrutiny Committee and associated Scrutiny Task Group work plus the Councillor Conduct Committee and School Transport Appeals Committee, among other duties. In order to sustain current levels of service delivery agreement to recruit to this temporary vacancy is requested.

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.

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.

This vacancy will arise towards the end of May 2017 and it is hoped to recruit a new temporary post holder to join the team to enable a handover and 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 £47 405 – £54 510.

Please specify the funding source for this post:

Every effort will be made to fund these temporary cover arrangements from within the existing budget for Democratic Services. However, there will be some financial pressure due to the need to meet the costs associated with a maternity absence including statutory maternity pay, "keep in touch" days and any paid annual leave due to the substantive post holder. The available budget for this 0.8fte post (including on costs) is £43,263. The estimated balance available for temporary cover after deducting costs associated with the maternity absence is £24,444.)

Comments from Portfolio Holder

Signed:
Councillor Rupert Turpin, Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett, Leader of the Council

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	MEMBER SERVICES		
POST TITLE	POLITICAL ASSISTANT TO CONSERVATIVE GROUP		
GRADE AND SALARY RANGE	SCP 32 – 36 £28,203- £ 31,288		
POST NUMBER	5159		
LOCATION	GUN WHARF		
DATE POST BECAME VACANT	26 February 2017		
MANAGER POST REPORTS TO	CHIEF LEGAL OFFICER & LEADER OF THE CONSERVATIVE GROUP		
*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:	NA		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA		
NAME OF RECRUITING MANAGER: JANE RINGHAM			

(* 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 two largest Political groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The current post holder is leaving with the effect from 27 February 2017.

Under the Act, a group qualifies for a political assistant post if (a) the membership of that group comprises at least one-tenth of the membership of the authority; and (b) the number of the other groups which are larger than that group does not exceed two. The impact on the service if this post is not filled is that the Conservative Group would not receive the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council.

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.

It is unlikely the post will be filled by 31 March 2017 so a saving in the order of £2885 will be made. Savings in the order of £33,978 would be realised if the post is not filled at all during 2017-18.

Due to the statutory framework for the allocation of these posts and the political nature of their role, it is not feasible for alternative ways of providing the service.

Please specify the funding source for this post: specific revenue allocation in salaries budget attached to 4C504.

Comments from Portfolio Holder

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	MEMBER SERVICES	
POST TITLE	POLITICAL ASSISTANT TO LABOUR GROUP	
GRADE AND SALARY RANGE	SCP 32 – 36 £28,203- £ 31,288 (pro-rata) 18.5 hours	
POST NUMBER	4031	
LOCATION	GUN WHARF	
DATE POST BECAME VACANT	26 February 2017	
MANAGER POST REPORTS TO	HEAD OF ELECTIONS & MEMBER SERVICES & LEADER OF LABOUR GROUP	
*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:	NA	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA	
NAME OF RECRUITING MANAGER: JANE RINGHAM		

(* 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 two largest Political groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The current post holder of the Labour Political Assistant post is leaving with the effect from 26 February 2017.

Under the Act, a group qualifies for a political assistant post if (a) the membership of that group comprises at least one-tenth of the membership of the authority; and (b) the number of the other groups which are larger than that group does not exceed two. The impact on the service if this post is not filled is that the Labour Group would not receive the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council.

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.

It is unlikely the post will be filled by 31 March 2017 so a saving in the order of £1400 will be made. Savings in the order of £16,700 would be realised if the post is not filled at all during 2017-18.

Due to the statutory framework for the allocation of these posts and the political nature of their role, it is not feasible for alternative ways of providing the service.

Please specify the funding source for this post: specific revenue allocation in salaries budget attached to 4C222.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: