

## **CABINET**

**4 APRIL 2017**

### **RECRUITMENT FREEZE – ADDENDUM REPORT**

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Chief People Officer

#### **Summary**

This addendum report brings forward one additional post to be considered for approval.

#### **1. Details of the post requiring approval**

1.1 The following additional post is coming forward for approval, the details of which are shown at Appendix 1: -

**Regeneration, Culture, Environment and Transformation**  
Communications Account Manager

#### **2. Revised recommendation**

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](mailto:carrie.mckenzie@medway.gov.uk)

#### **Appendices**

Appendix 1 Recruitment Freeze Form



## Appendix 1

### CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto: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	RCET		
SECTION	Communications and Marketing		
POST TITLE/S	Communications Account Manager		
GRADE AND SALARY RANGE	Range 5		
POST NUMBER/S	0079262		
LOCATION	GW		
DATE POST/S BECAME /BECOME VACANT	5.5.17		
MANAGER POST REPORTS TO	Head of Comms and Marketing		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	YES	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	YES	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	YES	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	5.5.17 until permanent recruitment		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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 – 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.

<ol style="list-style-type: none"> <li>3 communications account managers - 1 post vacant</li> <li>Theatres - capacity to deliver revenue generating comms and marketing activity to target audiences will be critically affected. Public health, housing, waste and recycling, safer communities - comms and marketing to the public will be impacted by a critical gap in capacity.</li> </ol>
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**Budget Issues**

Please indicate:

1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2018.
2. If any savings could be achieved by alternative ways of providing the service.

Comms account manager – vacancy  
1. Realisable savings £35,857  
2. Alternative savings means – nil

**Please specify the funding source for this post:**  
Comms and marketing budgets  
Public Health budgets – 20% salary contribution

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Assistant Director, Transformation

Dated: .....