

CABINET

6 JUNE 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 three additional posts 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: -

Business Support

Democratic Services Officer

Locum Childcare Lawyer, People Team, Legal Services (x 2)

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

Appendices

Appendix 1 Recruitment Freeze Form

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 (£36 072 – £41 478)	
POST NUMBER	3865	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	4 August 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 and another is on maternity

leave due to return to work in April 2018. This post holder supports Cabinet, the CYP Overview and Scrutiny Committee and a Scrutiny Task Group 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:

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 on 4 August 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:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support	
SECTION	Legal Services	
POST TITLE	Locum Childcare Lawyer, People Team, Legal Services (x 2)	
GRADE AND SALARY RANGE	£32-£38 per hour	
POST NUMBER	00080	
LOCATION	Gun Wharf, 2nd Floor	
DATE POST BECAME VACANT	9th June 2017	
MANAGER POST REPORTS TO	Jan Guyler	
*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	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	9 June 2017 – December 2017	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Two		
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: Perry Holmes, Chief Legal Officer		

(* 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 request is for two locum childcare lawyers to replace two existing locums who have given 1 week's notice and both will have left the team by 09/06/17.

There is no capacity in the team to absorb their work as the team is already absorbing the caseloads of one lawyer on maternity leave and preparing to absorb the workload of another lawyer who is about to go on maternity leave (in June), - the lawyers on maternity leave deal with Adult Services and SEN/Education matters.

Care proceedings cases have reduced recently and we reduced the number of locums in the team (covering vacant lawyer posts) accordingly. Prior to the current resignations we had achieved the right level of staffing for the current caseloads including absorbing the caseloads of the SEN and Adult Services lawyers.

It is very important to replace the two locums to be able to keep workloads at an acceptable level for the team.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

We will attempt to secure a locum within the usual framework at an hourly rate ranging from £32-£38 per hour .

Please specify the funding source for this post:

This will be met by Legal Services existing budget .

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: