

CABINET

11 JULY 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 two additional posts to be considered for approval.

1. Details of the post requiring approval

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

Business Support

Information Governance Officer (temporary)

Children and Adults

Deputy Director, Children & Adults

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 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 Services	
POST TITLE	Temp to cover vacant post: Information Governance Officer	
GRADE AND SALARY RANGE		
POST NUMBER		
LOCATION	Gun Wharf, 2 nd Floor	
DATE POST BECAME VACANT	30 January 2017	
MANAGER POST REPORTS TO	Information Governance Manager	
*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	Y	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	31/07/17 – 30/11/17	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Savita Shukla	
NAME OF RECRUITING MANAGER:	Perry Holmes, Chief Legal Officer & Monitoring Officer	

(* 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 Information Governance team currently consists of two Information Governance Officers (IGO) and the Information Governance Manager (the latter is a shared post across Medway and Gravesham Councils).

This request is to extend the initial authorisation for one temp in the Information Governance Team within Legal Services to cover vacancies. A temp was urgently needed to cover a vacancy for one IGO and this now needs to be extended until the end of November to cover a period of recruitment.

While the other IGO has returned from long term sick leave, which prompted the original recruitment, we now have approvals to recruit an IG Apprentice and are seeking approval to recruit an IG Paralegal, due to the volume of work created for the team by the GDPR (General Data Protection Regulations) which come into effect in

May 2018.

Our recruitment round for an Apprentice was unfortunately unsuccessful. 2 of the 3 candidates invited to interview failed to attend the interview. The one remaining candidate was extremely well suited but turned down the post to take up another.

Without a temp in place the Information Governance Team while we recruit would not be able to provide the necessary support regarding Freedom of Information, Data Protection and Subject Access Requests, which needs to be dealt with appropriately or within timescales prescribed in the legislation:

- Freedom of Information requests must be responded to within 20 working days.
- Subject Access Requests must be responded to within 40 calendar days.

A breach of the legislation could result in financial sanctions for the Council (up to £500,000), additionally, any sanctions imposed by the Information Commissioners Office are published on its website and thus would also cause reputational damage to the Council.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st May 2017.
2. If any savings could be achieved by alternative ways of providing the service.

While financial savings could be made by not recruiting to the IGO post these savings could be wiped out by just one sanction against the Council if it delays matters. There is no capacity within the team to absorb the work.

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 & Adults		
SECTION	Social Care		
POST TITLE	Deputy Director Children & Adults		
GRADE AND SALARY RANGE	Deputy Director (£86,516 - £94,931)		
POST NUMBER	0745		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	17/07/2016		
MANAGER POST REPORTS TO	1104		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N/A		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N/A		
NAME OF RECRUITING MANAGER: Ian Sutherland			

(* 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.

This post is required to support the Children and Adults Management Team and the Corporate Management Team. The post deputises for the statutory role of Children and Adults Director and would the council vulnerable if not recruited to on a perm basis.

Budget Issues

Please indicate:

- the realisable savings if this post remained vacant until the 31st March 2016.
- If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: