

CABINET

11 JULY 2017

RECRUITMENT FREEZE – ADDENDUM REPORT NO.2

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
Senior Administration Officer (Transformation Division)

2. Revised recommendation

2.1 The Cabinet is asked to agree to unfreeze this post as set out in Appendix 1 to the Addendum Report No. 2 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	RCET	
SECTION	Transformation Division - Business Administration and Support Service	
POST TITLE	Senior Administration Officer	
GRADE AND SALARY RANGE	Range 3	
POST NUMBER	9889	
NUMBER OF POSTS	1 FTE	
LOCATION	Gun Wharf	
DATE POSTS BECAME VACANT	July 2017	
MANAGER POST REPORTS TO	Tina Larby	
*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:	NA	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER:	Tina Larby	

(* please delete as appropriate)

Impact on Service

In the last two budget rounds Business and Administration Support Service (BASS) has delivered savings of £174,000 and £115,000. Further savings of £75,000 were requested from the 2016-17 budget and those savings came from deleting posts - one Senior Administration Officer post and 2.25 FTE Administration Support Officer posts. This financial year we have already delivered savings of £80,609 by deleting further posts.

Part of our coping mechanism for delivering the 2016-17 saving included merging two admin hubs where the work supports frontline delivery in Planning and Safer Communities with the line management coming from the existing Senior Administration Officer. Unfortunately that Senior has now secured employment elsewhere in the council.

Statutory duties and timescales apply in this hub which supports Planning, Highways, Safer Communities, Emergency Planning, Greenspaces, Heritage, Sport and Customer Contact.

This hub is vital to the Planning Service, Safer Communities and Customer Contact. The work of the hub includes:-

- Support to the Planning Inspectorate for Public Inquiries and Appeals.
- Minute taking for Member presentations and other strategic meetings such as Community Safety, Emergency Planning and contract monitoring.
- Scanning planning applications, representations, decisions, amended plans, S106 legal documents and publishing on website.
- Land charge searches, researching of enforcement and planning history, responding to solicitor and customer enquiries.
- Validating Tree Preservation Orders so that officers have time to approve or refuse tree work, including Conservation Areas.

Without a Local Plan we are seeing a large increase in the number of applications, appeals and inquiries. There are currently in excess of 40 live Planning Appeals and Inquiries including Lodge Hill.

Permission is sought to recruit to the one FTE Senior Administration Support Officer vacancy.

If we do not recruit to this key role, the council risks not being compliant with Planning Inspectorate Public Inquiries and Appeals and risks being unable to research to support enforcement action. In the areas of Highways and Greenspaces, failure to recruit will lead to a decline in customer satisfaction and potential complaints.

Budget Issues.

1. Efficiencies and savings have already been achieved in this area of administration year on year since 2012.
2. The funding source for this range 3 post is within existing staffing budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: