

CABINET

24 OCTOBER 2017

RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Richard Hicks, Director Regeneration, Culture, Environment and Transformation and Deputy Chief Executive

Author: Carrie McKenzie, Assistant Director, Transformation

Summary

This report brings forward 4 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: -

Business Support Department

Locum Childcare Lawyer x2

Senior Valuation Surveyor x 2

3.2 The forms attached are email copies and the signed copy, job profile and structure chart is 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, Assistant Director, Transformation, 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 forward 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 overleaf.

DIRECTORATE	Business Support Department		
SECTION	Legal Services		
POST TITLE	Locum Childcare Lawyer, People Team, Legal Services and Locum Adults Lawyer, People Team, Legal Services		
GRADE AND SALARY RANGE	£32-£38 per hour		
POST NUMBER			
LOCATION	Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR		
DATE POST BECAME VACANT	21 September 2017		
MANAGER POST REPORTS TO	Jan Guylar		
*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:	16 October to October 2018		
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 2 additional Locums. 1 for Childcare and 1 for Adults to deal with the increased caseload.

There is no capacity in the team to absorb their work as the team is already

absorbing the caseloads of 2 Lawyers (Adult Services and SEN/Education) who are on maternity leave with an additional Lawyer going on maternity leave from November 2017 (child care).

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 paramount that we replace the two locums to be able to keep workloads at an acceptable level for the team given 3 people being on maternity leave who would have potentially covered Education, Adult and Childcare work.

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:

CABINET, DIRECTOR, DIRECTORATE PORTFOLIO HOLDER OR SERVICE MANAGER APPROVAL FOR RECRUITMENT TO VACANCIES

Managers who wish to recruit should raise a Job Reference Number with the Resourcing Team before proceeding with approval. Once all required signatures are obtained it should be returned to the Resourcing Team, Organisational Change Team, Level 3, 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.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Head of Valuation & Asset Management (Noel Filmer.	
DIRECTORATE	Business Support	
TEAM	Valuation & Asset Management	
POST TITLE	Senior Valuation Surveyor x 2 (0.65 FTE)	
PAY RANGE	Grade 6 £35,643- £40,985	
POST NUMBER	3603	
DATE POST WILL BECOME VACANT	31/01/18.	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: / / TO: / /	N
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: / / TO: / /	N
<p>Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts</p>		

Service Impact

Describe the impact on the service if this post is not filled, with particular reference to current employees and services to the public:

- Failure to obtain capital receipts and rental income which will result in increasing pressure on the council's finances.
- Failure to respond to requests to deal with leases, this is a legal requirement which if not met will result in the council being sued which will cost a lot of money and be bad for the council's reputation.
- Failure in helping the council to deliver its key regeneration priorities.
- Failure to complete asset valuations which is a legal requirement.
- Unacceptable stress for the remaining staff.

Budget Issues

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year:*
Cost £5758 but the loss in fee income will be equal to this so nil.
- *Please indicate if any savings could be achieved by alternative ways of providing the service:*
No, outsourcing is less efficient and more expensive.
- *Please specify the funding source for this post:*
Income from third parties (tenants and buyers etc.) from working on capital schemes and from service SLA's.

For Externally Funded posts:

- Salary amount allocated to this post £...N/A
- Reserves allocated in case of redundancy £...N/A.....

Comments from Portfolio Holder

The Portfolio Holder and Assistant Director are in agreement with filling these posts. (See attached email and form.)

Service Manager (Externally funded posts only)

Signed:

Print Name:

Date:

Director/Deputy Director

Signed:

Print Name:

Date:

Directorate Portfolio Holder

Signed:

Print Name:

Date:

Councillor Alan Jarrett (only required for Cabinet Approval)

Signed:

Print Name:

Date: