

CABINET

21 NOVEMBER 2017

RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Leader

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

Author: Carrie McKenzie, Assistant Director, Transformation

Summary

This report brings forward 1 post 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 Political Assistant to Labour Group

- 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 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 Department		
SECTION	Member Services		
POST TITLE	Political Assistant To Labour Group		
GRADE AND SALARY RANGE	SCP 32 – 36 £28,203- £ 31,288 (pro-rata) 18.5 hours		
POST NUMBER	4031		
LOCATION	Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR		
DATE POST BECAME VACANT	3 December 2017		
MANAGER POST REPORTS TO	Head of Elections & Member Services & Leader of Labour Group		
*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)	NA		
NAME OF RECRUITING MANAGER: Jane Ringham			

(* 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.

The two largest Political groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The current post holder of the Labour Political Assistant post is leaving with the effect from 26 February 2017.

Under the Act, a group qualifies for a political assistant post if (a) the membership of that group comprises at least one-tenth of the membership of the authority; and (b) the number of the other groups which are larger than that group does not exceed two. The impact on the service if this post is not filled is that the Labour Group would not receive the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council.

Budget Issues

Please indicate:

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

Savings in the order of £5600 would be realised if the post is not filled before 31 March 2018.

Due to the statutory framework for the allocation of these posts and the political nature of their role, it is not feasible for alternative ways of providing the service.

Please specify the funding source for this post: specific revenue allocation in salaries budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: