

## **CABINET**

**19 DECEMBER 2017**

### **RECRUITMENT FREEZE**

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Assistant Director, Transformation

#### **Summary**

This report brings forward 3 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**

Senior Valuation Surveyor

#### **Children and Adults**

Senior Admin Support Officer

Practice Support Officer

- 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](mailto: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, 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](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report.

JOB REFERENCE NUMBER	<b>PLP0204</b>	
RECRUITING MANAGER	<b>Head of Valuation &amp; Asset Management (Noel Filmer)</b>	
DIRECTORATE	<b>Business Support Department</b>	
TEAM	<b>Valuation &amp; Asset Management</b>	
POST TITLE	<b>Senior Valuation Surveyor (1.00 FTE)</b>	
PAY RANGE	<b>Grade 6 (£35,643- £40,985) per annum</b>	
POST NUMBER	<b>3603</b>	
DATE POST WILL BECOME VACANT	<b>31/03/18</b>	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: / / TO: / /	<b>N</b>
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: / / TO: / /	<b>N</b>
<b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding		
<b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts		

**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, who are already above retirement age and are likely to retire earlier as a result.

**Budget Issues**

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year:*  
N/A .
- *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: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

**Please complete this form to request approval from the relevant Director and Directorate Portfolio Holder to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf**

DIRECTORATE	<b>C&amp;A</b>
SECTION	<b>EHTT</b>
POST TITLE	<b>Senor Admin Support Officer</b>
POST NUMBER	<b>11710</b>
GRADE AND SALARY RANGE	<b>Range 3 £19472 - £25093</b>
LOCATION	<b>Broadside</b>
DATE POST BECAME VACANT	<b>24/11/17</b>

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		<b>No</b>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL		<b>No</b>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER	<b>Donna Mills</b>	

(\* 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 – e.g. 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.

Recruitment to this post is necessary to coordinate and support the administrative work of the Early Help Transformation Team and to fulfil the council's commitment to the Government's Troubled Families programme.

The Senior Admin Officer post will be responsible for coordinating support to our partner agencies who are undertaking early help in their own services. There are potentially 650 such personnel across Medway. This involves managing other admin personnel including apprentices, developing process notes and ensuring an effective first response to their early help queries including the provision of a help desk. The post holder will also spend time at the Dept. for Work and Pensions undertaking essential checks on families each month to ensure that they qualify for Payment by Results (PBR) claims and income for the Council. Some £1.6m in PBR for the council is dependant



on this post. Failure to recruit and have control over this post would result in the potential loss of PBR.

The EHTT needs to be ready to recruit immediately for this position to provide support to the administrators, the wider team and our partners across Medway.

The post will be considered for internal opportunities but may need to go out to external advert.

## **Budget Issues**

Please indicate actual cost of filling this post:

**Please specify the funding source for this post:**  
This post will be recruited using Core budget EHTT funding.

Signed: .....  
Director

Dated: .....

Signed: .....  
Directorate Portfolio Holder

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto: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	<b>CHILDREN &amp; ADULTS</b>		
SECTION	<b>CHILDREN'S ADMIN SUPPORT SERVICE</b>		
POST TITLE	<b>PRACTICE SUPPORT OFFICER 0.5fte</b>		
GRADE AND SALARY RANGE	<b>R3 - £19472 - £25093</b>		
POST NUMBER	<b>TBA</b>		
LOCATION	<b>BROADSIDE</b>		
DATE POST BECAME VACANT	<b>PART OF CASS RE-STRUCTURE</b>		
MANAGER POST REPORTS TO	<b>ANDREW WILLETTS</b>		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: TINA HERBERTS			

(\* 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 Children's Admin Support Service is currently undergoing a re-structure. A new post has been created to proactively provide key administrative support across the social work practice pods to ensure timely appropriate interventions with children and their families. A total 8fte is required which equates to 0.5fte per pod, however 7.5fte has been successfully recruited to internally within CASS however there is still a 0.5fte vacancy, meaning one of the pods does not currently have the support required.

Tasks include actively contributing to practice pod meetings by updating members on relevant statistical information such as caseloads, reviews, timescales etc. to enable decisions to be taken where appropriate.

To support the provision of services to families through direct contact with children and families as deemed appropriate.

To service case meetings by ensuring papers are prepared, relevant professionals are invited, taking minutes and maintaining accurate records of decisions and actions

as required.

This role is vital in moving Children's admin forward, to assist the service & Council to improve their Ofsted rating & ensure the children & families of Medway have the best possible outcomes.

## Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2018.
2. 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: .....