

**CABINET**  
**6 FEBRUARY 2018**  
**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 6 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: -

#### **Children & Adults**

Admin Support Officer  
Administrative/Data Support Assistant  
Data and Claims Monitoring Officer x 2

#### **Business Support Department**

Accounting Technician Systems  
Accounting Technician Control Team

- 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**

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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 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>Admin Support Officer</b>		
GRADE AND SALARY RANGE	<b>Range 2 - £19,472 - £25,093</b>		
POST NUMBER	<b>12173</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	<b>Y</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>N</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>N</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: <b>Tina Herberts &amp; Chanelle Billingham</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 – 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.

The Children's Admin Support Service has recently undergone a re-structure. Some of the ASO's moved into the newly created R3 posts & 2 of the vacancies have been filled from the re-structuring of the children's centres, however 1 vacancy is still remaining. The role of the ASO is to provide complete and comprehensive administration and meeting support to Children's Services, arranging and minuting meetings and panels as required ensuring an accurate record of the meeting is produced within the required timescale.

To administer processes and procedures using available equipment and ICT packages to meet organisational standards and requirements.

Deal efficiently with telephone and other queries and requests for information to assist in ensuring that service performance levels are met.

To support the work of other administrative support staff during periods of absence or high volume of work to maintain the efficient provision of administrative services

across Children's Services.

To input information on FWi in order to complete purchase order episode and make required payments. To input 903 codes accurately to enable stat returns to be completed within timescale.

To provide a competent and effective finance support service, including cashiering, debt collection, processing certain payroll activities, income and cash reconciliation, invoice processing and issuing of travel warrants where appropriate.

This role is vital in moving Children's admin forward, to assist the service and Council to improve their Ofsted rating and ensure the children and 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: .....

## CABINET, DIRECTOR AND DIRECTORATE PORTFOLIO HOLDER 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>Children &amp; Adults</b>
SECTION	<b>EHTT</b>
POST TITLE	<b>Administrative/Data Support Assistant</b>
POST NUMBER	<b>13200</b>
GRADE AND SALARY RANGE	<b>Range 1 – (£13,428 - £15,332)</b>
LOCATION	<b>Broadside</b>
DATE POST BECAME VACANT	<b>04/01/18</b>

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>No</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Yes</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL		<b>No</b>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>February – October 18</b>	
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 – 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.

Recruitment to this post is necessary to provide administrative and data support in the Early Help Transformation Team (EHTT) and to fulfil the council's commitment to the Government's Troubled Families programme.

The Data/Admin post will be responsible for providing direct support to our partner agencies who are undertaking early help in their own services. There are potentially 650 such personnel across Medway. This involves telephone support, face to face in the office and on line via emails and our case management system, Synergy which will go on line to partners from end

January and will require someone with experience in that system. It will also involve liaison with our two apprentices, and with our data analyst. The post holder will also spend time making checks on families each month to ensure that they qualify for Payment by Results (PBR) claims 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 cover whilst the post holder is on maternity leave.

The post will be considered for internal opportunities but may need to go out to temp agency if unsuccessful.

## 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, DIRECTOR AND DIRECTORATE PORTFOLIO HOLDER 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>Children &amp; Adults</b>
SECTION	<b>EHTT</b>
POST TITLE	<b>Data and Claims Monitoring Officer x 2</b>
POST NUMBER	<b>(CCO0132)</b>
GRADE AND SALARY RANGE	<b>Range 3 - (£19,472 - £25,093)</b>
LOCATION	<b>Broadside</b>
DATE POST BECAME VACANT	<b>04/01/18</b>

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Yes</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL		<b>No</b>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>N/A</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME: Vacancy (previous Project Manager post)		
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 – 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.

Recruitment to this post is necessary to provide support to claim Payment by Results (PBR) under the Troubled Families Programme in the Early Help Transformation Team (EHTT) fulfilling the council's commitment to this national Government programme.

The post will focus on either historic claims or future claims. We are falling behind in the former of these due to inability to quickly and easily identify the claims through systems. We expect the temporary post to work on the historic claims and to have identified all of these within 9-12 months. If recruitment becomes lengthy, we may need to look at short term agency post to meet this need.

Going forward, the permanent post will identify claims using our new Synergy data system which will begin to identify these cases from April 2017.

The permanent post may also in time be responsible for the line management of a data/admin post to support this work.

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.

If the posts are not filled, EHTT's capacity to respond to the vastly expanded Phase 2 Troubled Families programme would be reduced. The Council could be liable to pay back some funding to the DCLG for up front fees.

The EHTT needs to be ready to recruit immediately for this position to make PBR claims as soon as possible.

The post will be considered for internal opportunities but may need to go out advertise if unsuccessful.

## 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, 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.

<b>JOB REFERENCE NUMBER</b>				
RECRUITING MANAGER	Gary Thomas			
DIRECTORATE	BSD			
TEAM	Finance Operations – Systems			
POST TITLE	Accounting Technician Systems			
PAY RANGE	R4			
POST NUMBER	11695			
PREVIOUS/CURRENT POST HOLDER	New Appointment			
DATE POST WILL BECOME VACANT	1 <sup>st</sup> January 2018			
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 <b><i>Please see below structure relating to Systems Team only</i></b>				
	SYSTEMS MANAGER	R7	1.00	
	SYSTEMS ACCOUNTANT	R5	1.00	
	ACCOUNTING TECHNICIANS (SYSTEMS)	R4	1.00	
	ACCOUNTING TECHNICIANS (SYSTEMS)	R4	1.00	
	ACCOUNTING TECHNICIANS (SYSTEMS)	R4	1.00	
	ACCOUNTING TECHNICIANS (SYSTEMS)	R4	1.00	Vacant
	PRINCIPAL SYSTEMS SUPPORT	R5	1.00	
	SYSTEM SUPPORT OFFICER	R2	1.00	
	SYSTEM SUPPORT OFFICER	R2	1.00	

## **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.*

During budget deliberations it was agreed a resource could be transferred from Category Management to the Systems Team in Finance. The work which we would be looking to carry out would be as follows:

- 1 Manage the catalogue load in that the Systems Team will design the structures, the reporting structures and products to be loaded. The end product would still need to be signed off by the Category Management team as owners of the data at each stage to ensure it meets the Category Management teams requirements
- 2 When amendments to the catalogues come in from suppliers, the Systems Team would process and provide the data to be signed off rather than the Category Management team for processing. This would mean that the Category Management would approve any price increases, changes to product lines etc as this clearly is part of the contract management but would take away from the Category Management's system related work and believe would sit better within the Systems Team.
- 3 Provide the necessary templates for contracts to be completed where the supplier provides the data in the required format at the time of the tender. Once successful, the Systems Team would load them in and they would be available much quicker than at present.
- 4 The resource would also be able to create additional reports to help identify tail spend issues in that we can challenge the use of certain suppliers, identify contract opportunities, disable suppliers we should be using etc.
- 5 Although this would be a transfer of funding the work would be spread within the team to ensure resilience going forward but the understanding from my side would be that we would need to ensure the Category Management team were getting the work currently expected from the Systems Team.

If this post is not filled then this work cannot be carried out

## **Budget Issues**

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

£6000

- *Please indicate if any savings could be achieved by alternative ways of providing the service:*

- *Please specify the funding source for this post:*

This cost would be met from specific revenue allocation in budget

**For Externally Funded posts:**

- Salary amount allocated to this post      £.....25000.....
- Reserves allocated in case of redundancy    £...None.....

**Comments from Portfolio Holder**

This post will enable the team to meet its requirements in improving the purchasing system by managing what the Council buy through the use of approved catalogues as well as improving the quality of data available to management

**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, 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.

<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Gary Thomas	
DIRECTORATE	BSD	
TEAM	Finance Operations – Control Team	
POST TITLE	Accounting Technician Control Team	
PAY RANGE	R3	
POST NUMBER	11720	
PREVIOUS/CURRENT POST HOLDER	Carol Wickens	
DATE POST WILL BECOME VACANT	30 <sup>th</sup> April 2018	
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 <b><i>Please see below structure relating to Control Team only</i></b>  <b><i>R4 Team Leader 1fte</i></b> <b><i>R3 Accounting Technicians 5.40 fte (1.6 fte currently vacant with further 1 fte vacant from end of January)</i></b>		

**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.*

This is one post within a team that is responsible for school accounts/claims, bank reconciliations, VAT claims, charity management and day to day Treasury as well as other various reconciliations to ensure systems working correctly

The team from April will see the following changes:

- Principal Team leader not being replaced and post deleted as part of the budget changes for 2017/18
- Another post member reducing hours from full time to 0.8 fte
- Another post member retiring and not being replaced at this time
- Another post member retiring January 31 2018 and not being replaced at this time

This further post has been covered by a secondment for six months and with a further post leaving in January it is now required to be filled full time in order to maintain the level of service.

### **Budget Issues**

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

£6000

- *Please indicate if any savings could be achieved by alternative ways of providing the service:*

- *Please specify the funding source for this post:*

This cost would be met from specific revenue allocation in budget

### **For Externally Funded posts:**

- Salary amount allocated to this post           £.....25356.....
- Reserves allocated in case of redundancy   £...None.....

### **Comments from Portfolio Holder**

This post will enable the team to meet its requirements in managing the day to day cash balances, reconciling key accounts including school accounts etc, processing of the VAT claim, supporting a number of charities etc. There is a further vacancy within the team which at this stage is not being considered for appointing to

**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: .....