

CABINET

8 MAY 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 5 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

Finance Assistant

Children & Adults

Complex Care Co-ordinator, Transforming Care project

Regeneration, Culture, Environment and Transformation

Parking Support Officer

Processing Appeals Officer - Processing & Income Recovery x2

- 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	BSD	
SECTION	Finance Operations	
POST TITLE	Finance Assistant	
GRADE AND SALARY RANGE	R2	
POST NUMBER	11697	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Transfer of post from Finance Systems	
MANAGER POST REPORTS TO	Gary Thomas	
*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:	1 year from appointment	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	The team is constantly reviewing processes and this will enable work to be carried out whilst further changes are brought in	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Exchequer Services were reviewed as part of the Finance Division restructure in October 2014		
NAME OF RECRUITING MANAGER: Gary Thomas		

(* 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.

Staffing Nos

- 1 Exchequer Services Principal Officer (Range 7)
- 9.59 Finance Assistants Exchequer (Range 2)
- 0.54 Exchequer Assistant (Range 1)

Failure to fill this post will impact on the ability to pay for Home care invoices and direct payments.

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.

1 £15,000

2 The service is constantly under review and has seen the numbers reduce from 18.5 FTE's in September 2014 to 11.03 todote.

Please specify the funding source for this post:

Funding will be met from existing budgets.

Comments from Portfolio Holder

Failure to fill this post will create an issue in paying Home care Suppliers as well as Direct payments to Social Care clients.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	C&A	
SECTION	Adult Social Care	
POST TITLE	Complex Care Co-ordinator, Transforming Care project	
GRADE AND SALARY RANGE	SW3 £37,880	
POST NUMBER	13787	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New post	
MANAGER POST REPORTS TO	Lorraine Foster, Commissioning	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N	
*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:	1 April 2018 – 31 March 2019	
NAME OF RECRUITING MANAGER:	Lorraine Foster	

(* 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 continuation of this role is crucial in working closely with key partners including KMPT, MCH and a range of private and NHS providers of specialist secure in-patient hospital care to secure the reduction in the number of Medway residents who are currently in secure in-patient hospitals. There are currently 18 individuals who have been identified as in secure in-patient hospitals across the country. The national drive is to support the safe and timely discharge of those individuals who can be discharged back home to their local areas. Where this is not possible the national drive is to support individuals back to their local area where even if they continue in in-patient provisions it can be close to their home, relatives and network of support. The post of complex care co-ordinator has proved invaluable in securing a number of discharges out of secure in-patient hospital or back closer to home during 2017/18 as a part of the Transforming Care Programme. The programme includes both adults and children and to date it has only been possible to support improved care and support through the detailed work of the complex care co-ordinator. The role is also vital to ensuring that the development of a new model of support and care for people with Learning Disabilities is in line with the national service model as detailed by NHSE, LGA and ADASS.

Budget Issues

Please indicate:

3. the realisable savings if this post remained vacant until the 31st March 2019.
4. If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post: The source of funding to back fill the current post holder's post in adult social care will be met through the Transforming Care S75 agreement which sits as a schedule of the IBCF S75. This was again agreed by JCMG on 1/3/18 following previous agreement to match fund the post in year 2 as the original funding of £85,000 was provided by NHSE. If further funding is not secured then the total sum of £114,000 (£89k salary & £29k discretionary budget to support discharge) will need to be returned to NHSE.

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	R683RS	
RECRUITING MANAGER	Megan Wilson	
DIRECTORATE	RCET	
TEAM	Parking Enforcement	
POST TITLE	Parking Support Officer	
PAY RANGE	3	
POST NUMBER	6811	
DATE POST WILL BECOME VACANT	As this is for Maternity leave I am unable to confirm these dates as the employee in question has yet to confirm.	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: As this is for Maternity leave I am unable to confirm these dates as the employee in question has yet to confirm.	Y 1 year Secondment
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding <i>Please see attached</i>		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts <i>Please see attached.</i>		

Service Impact

This application is for a 1 year Secondment to cover Maternity Leave.

This post covers many aspects that, if not met, would affect the running of the parking enforcement office. Enquiries from the general public via Confirm, FOI requests, email, customer relations, letter and telephone are dealt with by this post. P&D machine faults are reported and managed through the inspection and repair process. Clearly leaving machines out of service would adversely affect our revenue and cause customers to complain regarding the level of service received. Customer response targets would also have difficulty in being met.

The processing and managing of numerous orders to various contractors are carried out by this post, as well as monitoring the accounts of the many contractors and suppliers that we use, including all the procurement for all of the Medway Council car park maintenance both routine and reactive.

This position also covers many of the general management support responsibilities such as the recording of sickness and annual leave, which again, will have to be covered in the interim by other busy staff members.

There is only one full time member of staff within the Parking Enforcement office and it will not be possible for the service to meet critical deadlines without this post being covered for the duration of the Maternity Leave.

Budget Issues

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year: **This cover will start in the new financial year.***
- *Please indicate if any savings could be achieved by alternative ways of providing the service: **There are no alternative ways to deliver this as the department works at full capacity already.***
- **This post is currently funded from existing budget provision.**

For Externally Funded posts:

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

Comments from Portfolio Holder

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:
.....

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DIRECTORATE	RCET		
SECTION	Highways & Parking Services		
POST TITLE	Processing Appeals Officer - Processing & Income Recovery 2 FTE		
GRADE AND SALARY RANGE	Range 2		
POST NUMBER	0344		
LOCATION	Parking Services		
DATE POST BECAME VACANT	07/02/18		
MANAGER POST REPORTS TO	Jayne Webb		
*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)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? FOUR			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>Yes</p>			
NAME OF RECRUITING MANAGER: Jayne Webb			

(* 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.

We are requesting to permanently fill this existing post in order for the Parking Processing Appeals team to continue to run smoothly and deliver the same service.

Parking currently deal with over 1400 appeals per month and these posts are a key role in this process and directly deals with this workflow. These posts deal with around 400 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £24,000 per month.

This post deals with all types of appeals within the Parking Processing Appeals team. To not fill it will mean appeals will not be responded to within the specified Council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. The Parking team also deal with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on other existing team members. This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN and thus losing that source of income. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. In addition to this post if it was not to be covered we would not be in a position to take as many PCN payments over the telephone, which will also reflect in our income collection and could lead to an influx in complaints.

Approval is sought to fill this post.

Budget Issues

Please indicate:

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

1. We expect to fill these posts at the start of the grade, which is £15241. Therefore the saving for these posts if they remained vacant would be £2540

The above posts deals with around 400 appeals per month, each valued at an average of £60, therefore the income produced from these posts is over £24,000 per month.

Please specify the funding source for this post:

This will be met from existing budget provision

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: