

CABINET

12 JUNE 2018

RECRUITMENT FREEZE – ADDENDUM REPORT

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Assistant Director, Transformation

Summary

This addendum report brings forward a further 5 posts for approval.

1. Details of the posts requiring approval

1.1 The following posts are coming forward for approval, the details of which are shown at Appendix 1:

Children & Adults

Vulnerabilities Coordinator
Youth Offending Team Officer

Regeneration, Culture, Environment and Transformation

Assistant Director Physical and Cultural Regeneration
Digital Communications Assistant (Public Health)
Internal Communications and Engagement Officer

1.2 The forms attached are email copies and the signed copy, job profile and structure chart is held in HR Services.

2. Revised recommendation

2.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to the main report and in Appendix 1 to the addendum report to enable officers to commence the recruitment process.

Lead officer contact

Carrie McKenzie, Assistant Director, Transformation, Gun Wharf, Dock Road,
Chatham Telephone: (01634) 332261 Email: carrie.mckenzie@medway.gov.uk

Appendices:

Appendix 1 - Recruitment Freeze Forms

CABINET 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	Andrew Willetts	
DIRECTORATE	Children and Adults	
TEAM	Early Help and Targeted Services	
POST TITLE	Vulnerabilities Coordinator	
PAY RANGE	Range 5 (£30,890 - £36,469)	
POST NUMBER	New	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS 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

- 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.*

New post created.

- Impact on the service if this post is not filled, with particular reference to services to the public.*

Inspection risk (OFSTED, JTAI and HMIP)

The work with young people with significant vulnerabilities is not coordinated.

Budget Issues

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

£35,000 / 12 month x8 = £23,333

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

None ... this post could prove to be essential during any inspection visit.

3. *Please specify the funding source for this post:*

Children's Services (Early Help)

For Externally Funded posts:

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

Comments from Portfolio Holder

[Empty box for comments]

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Kenneth Dance	
DIRECTORATE	Children and Adults	
TEAM	Youth Offending Team	
POST TITLE	Youth Offending Team Officer	
PAY RANGE	Range 4 (£25,093 - £30,554)	
POST NUMBER	9816	
DATE POST WILL BECOME VACANT	23/07/2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	Y/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

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.*

The post is that of a YOT Officer in the out of court disposals team in the Youth Offending Team.

There are three members of staff in this team; two Social Workers and one YOT Officer. In quarter 1 of this year the team were undertaking 9 assessments each per month, and holding caseloads of around 15 / 20 cases.

Post our 2018 inspection the Youth Offending Team has divided in to an out of court team and court team. This configuration was informed by recommendations made by the inspectorate. This is a tight configuration of resources within the team.

2. *Impact on the service if this post is not filled, with particular reference to services to the public.*

The detrimental impact on the team if we are not able to recruit to the post would be that the rest of the staff will not be able to absorb the extra work and the work would not then be undertaken.

Out of court disposals are a part of the statutory work undertaken by the team.

These cases are the young people referred by the Police who have offended but the Police have decided that the case should not be taken to court. This is important preventative work, aimed at deterring young people from further offending and preventing the impact of young people's offending taking place in the community.

Budget Issues

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

Potentially there would be a saving of £25,093.

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

There is no alternative way of delivering this service. There needs to be an employee to undertake these assessments and deliver these interventions. If an employee is not in place then the work cannot be delivered.

3. *Please specify the funding source for this post:*

The Youth Offending team is funded by the Youth Justice Board and the Local Authority. This is the make-up of this year's budget:

Local Authority Contribution - £308,194

Youth Justice Board Contribution - £305,104

Police Crime Commissioner Contribution - £90,353

It is not possible to state that this is an externally funded post in that the Youth Offending Team salaries are funded from all of the above contributions.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Richard Hicks – Director RCET & Deputy Chief Executive	
DIRECTORATE	RCET	
TEAM	Physical and Cultural Regeneration	
POST TITLE	Assistant Director Physical and Cultural Regeneration	
PAY RANGE	Assistant Director	
POST NUMBER	TBC	
DATE POST WILL BECOME VACANT	August 2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	N/A
<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

The current post holder has resigned to take up a position at another Local Authority.

There is a requirement to recruit to this role to manage the following services:

- Planning
- Festivals, Arts, Theatres and Events
- Sport, Leisure, Tourism and Heritage
- Regeneration Delivery
- Housing (HRA)
- Strategic Housing (including homelessness)
- STG

The interim proposals are for the Director for Regeneration, Culture, Environment and Transformation & Deputy Chief Executive to line manage the 7 Service Managers, however, this proposal is unable to be a long-term plan due to current workloads

undertaken as Director and Deputy Chief Executive.

Budget Issues

The budget for this position is available within the Regeneration, Culture, Environment and Transformation Directorate.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

CABINET 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	Celia Glynn-Williams	
DIRECTORATE	Transformation	
TEAM	Communications	
POST TITLE	Digital Communications Assistant (Public Health)	
PAY RANGE	3	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER	New post	
DATE POST WILL BECOME VACANT		
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N – one year post
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS 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

- 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.*

The workload of the Communications Team has been increasing consistently over the past two years and we are now struggling to deliver the work we are required to do by services to help them meeting their corporate objectives.

Public Health has a particularly ambitious agenda and require the Communications Team to roll out a large number of campaigns. The Account Manager is now commissioning this work but we have a major squeeze in the area of delivery in our digital communications which is playing an increasingly large part of the communications agenda. At the moment, the account manager would do some of this work but he does not have the time as he also is responsible for theatres and waste. Likewise, other elements of the work e.g. video could be delivered by the graphic design team but they are also similarly squeezed.

Public Health have an additional £20k in their budget that they are making available to us and rather than spend it with an agency we would rather get someone in house who could deliver the work directly and support other members of the team if time.

- 2. Impact on the service if this post is not filled, with particular reference to services to the public.*

We would look to use that money through an agency however the likelihood is that we could get less delivery for our money as agency costs tend to be in the region of £70-90 an hour whereas this would cost us significantly less. By having the individual positioned in-house they can be part of the team, keep up to speed with the account managers and designers, spend time really getting to know public health and be on hand to support with other activities where needed. If external, we would need to do regular briefings, spending time bringing them up to speed etc. which would all be highly time consuming. If we did not spend that money, it is likely that public health could not meet their ambitious corporate objectives for the year on time.

Budget Issues

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

None in communications

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

None in communications

3. *Please specify the funding source for this post:*

Public Health budget

For Externally Funded posts:

- Salary amount allocated to this post £.....20,000.....
- Reserves allocated in case of redundancy £.....

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:

.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

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

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JOB REFERENCE NUMBER	R719VR	
RECRUITING MANAGER	Sandra Steel	
DIRECTORATE	RCET	
TEAM	Communications	
POST TITLE	Internal Communications and Engagement Officer	
PAY RANGE	Range 3	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	29 May 2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	N
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding		
Attach a structure chart 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.

This role is critical part of the communications team and plays a vital role in supporting the transformation of the council. We are increasing our activities in the field of internal communications to better engage our staff with the transformation agenda and the need for everyone to support and be involved in organisational change. The pace of transformation is shifting up a significant gear at the moment and we need to take our staff with us and change the culture of the organisation. If we do not bring our staff with us the pace of change might not keep up with our ambitious agenda.

This role plays an important part in planning and delivering the wide range of communications to our staff to engage them. The Engagement Team have recently joined the Communications Team but there would be no capacity to transfer any of these responsibilities to them as they are already at capacity supporting all our internal services with their external communications and are already having to turn work down.

Other important roles carried out by this post include the organisation and delivery of the council's Make a Difference Awards - launched in June – which take a huge amount of organisation across all divisions both supporting the directorate awards in September and organising the entire corporate event in November. There is no other resource available in the Communications Team who could take this role on due to already heavy work commitments. The Events Team is also very stretched with the wide range of events they provide throughout the year and would not have the capacity to take on additional events.

The post also organises, delivers and analyses the annual staff survey which takes the temperature of staff views on the organisation and informs all our organisational change agenda and communications each year. If we did this use an external company, it could cost us up to £30,000 each year.

Budget Issues

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

£22,671

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

We would be advertising the post at the entry level so there will be a saving of around £2,093 on the current post salary

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

Communications Team budget

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett (only required for Cabinet Approval)

Signed:

Print Name:Date:
.....