

## **CABINET**

**10 JULY 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 post for approval.

#### **1. Details of the posts requiring approval**

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

##### **Business Support**

Audit & Counter Fraud Officer

1.2 The form attached is an email copy 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 post 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**

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#### **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.**

<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	James Larkin	
DIRECTORATE	BSD	
TEAM	Audit & Counter Fraud	
POST TITLE	Audit & Counter Fraud Officer	
PAY RANGE	R4 (£25,369 - £30,890) per annum	
POST NUMBER	3875	
PREVIOUS/CURRENT POST HOLDER	Nikki Ashby	
DATE POST WILL BECOME VACANT	01/07/18	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	Y/N
<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.*

Medway Council operates in a shared service with Gravesham Borough Council and is responsible for delivering their internal audit and counter fraud services. The team works to an agreed plan for the year based on the resources of the full establishment, so failure to recruit to this post would mean that the team cannot deliver the full plan for either Medway Council, or fulfil its obligations in the Shared Service agreement with Gravesham. If the team cannot complete the full work plans for the year, the Head of Audit & Counter Fraud may not be able to deliver a sound overall opinion on the control environment of either council, required to support the Annual Governance Statements. 36% of the cost of this post is met by Gravesham Borough Council.

**Budget Issues**

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

The post will become vacant on 01 July 2018. If left vacant until the end of the financial year, there would be savings of £29,165.

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

A mini restructure of the Audit & Counter Fraud Service has already taken place delivering savings on the salary budget. This is a straight replacement as an internal candidate was successful in applying for a new team leader role. Based on likely date of recruitment and starting salary, there could still be a salary saving of up to £10,000.

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

Salaries budget within existing budget.

**For Externally Funded posts:**

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

**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: .....

**For HR use only**

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
<b>Authorised by Chief People Officer</b>		Date signed				