

**CABINET**  
**9 MARCH 2010**  
**RECRUITMENT FREEZE**

Portfolio Holder: Councillor Alan Jarrett, Finance

Report from: Neil Davies, Chief Executive

Author: Tricia Palmer, Assistant Director, Organisational Services

**Summary**

This report brings forward one vacancy to be filled

**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 post requiring approval to fill is 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 post is coming forward for approval the details of which are shown at Appendix 1: -

#### **Children and Adults Directorate**

- Care Director/Raise Trainer

3.2 The form attached is an email copy and the Assistant Director, Organisational Services, holds the signed copy. The Job description and structure chart is also 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 form includes details of the likely impact on the service should the post 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 post will be filled in accordance with the Council's recruitment policies.

### **6. Recommendation**

6.1 The Cabinet is asked to agree to unfreeze the post as set out in Appendix 1 to enable officers to commence the recruitment process.

### **7. Suggested reason for decision**

7.1 The post presented to Cabinet will support the efficient running of the Council.

#### **Lead officer contact**

Tricia Palmer, Assistant Director Organisational Services, Civic Centre, Strood

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#### **Background papers**

Cabinet report 10 December 2002 and 7 January 2003

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

**Please complete this form to request approval from Cabinet to recruit to vacancies and return to Carly Ridley, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list shown overleaf.**

DIRECTORATE	Children & Adults		
SECTION	Commissioning & Strategy		
POST TITLE	Care Director/Raise Trainer		
GRADE AND SALARY RANGE	B1 £22,958 - £30,011		
POST NUMBER	8154		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	4 January 2009		
MANAGER POST REPORTS TO	Jackie Brown		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	<b>No</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	<b>No</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER	Jackie Brown		

(\* 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.

1. Two full time equivalent Care Director/Raise Trainers – .5 posts
2. The Directorate's needs to fulfil national and statutory requirements, which will be compromised at some level, should the post not be filled, due to the reduction in training that will be provided to Social Care colleagues

With the recent introduction of Care Director to Adult Social Care, users have only received minimal training. The lack of confidence in the use of the system is affecting the input of new care packages and changes to current care packages on the system. This affects payments to providers and the contributions that Service Users should be charged for their care.

The recruitment to this post will ensure that the planned training programme can be met. Further support will be also be provided by visiting Social Care teams that are not based at Gun Wharf.

The need for high data quality can only be met by ensuring that colleagues are confident in the use of the system and that correct processes are being followed. Should this part-time post not be filled, training will be limited and the technical difficulties that colleagues currently have with the system will continue.

**Budget Issues**

Please indicate:

- 1. The realisable savings if this post remained vacant until 31 March 2010.
- 2. If any savings could be achieved by alternative ways of providing the service.

The savings if this post remained vacant until 31 March 2010 will be in the region of £6,700

**Comments from Portfolio Holder**

Signed: .....  
 Portfolio Holder

Dated: .....

Signed: .....  
 Second Portfolio Holder

Dated: .....

Signed: .....  
 Director

Dated: .....