

**CABINET**  
**4 SEPTEMBER 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: -

#### **Children & Adults**

Principal Educational Psychologist  
Virtual Head Teacher

#### **Business Support Department**

Civic & Ceremonial Officers x 2  
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**

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

#### **Appendices:**

Appendix 1 Recruitment Freeze Forms

**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>

## Appendix 1

### 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	Wendy Vincent	
DIRECTORATE	Children and Adults	
TEAM	Educational Psychology	
POST TITLE	Principal Educational Psychologist	
PAY RANGE	Soulbury 5-8	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT		
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM:    /    /    TO:    /    /	<b>Y/N</b>
<p><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</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts</p>		

#### 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.*

There is a statutory duty for the local authority to have a Principal Educational Psychologist.

**Budget Issues**

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

There would be no savings as we have a statutory duty to have a principal educational psychologist and would have to continue with acting up arrangements if we did not recruit.

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

A key role of this post is to trade with schools which generates an income for the council. If we did not recruit to the post the income may reduce do to reduced marketing capacity.

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

High Needs Budget form Schools Grant

**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:  
.....

**CABINET, DIRECTOR, DIRECTORATE PORTFOLIO HOLDER OR SERVICE  
MANAGER APPROVAL  
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<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	JACKIE WOOD	
DIRECTORATE	CHILDREN & ADULTS	
TEAM	VIRTUAL SCHOOL	
POST TITLE	VIRTUAL HEADTEACHER - MEDWAY	
PAY RANGE	SOULBURY 20 - 30	
POST NUMBER		
DATE POST WILL BECOME VACANT	01/01/2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	<b>Y/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		

**Service Impact**

All local authorities must have a virtual school head(VSH) in charge of promoting the educational achievements of the children looked after by that authority.

As corporate parents we have responsibility to ensure the educational needs of our Looked After Children (LAC) population are met and without recruitment to this post Medway will not be in a position to evidence the organisations commitment to Looked After Children: lack of challenge to schools to meet their needs.

If the post remains vacant Medway Council will fail to meet statutory requirements which could result in intervention from the Secretary of State, which in turn would cause reputational damage to the local authority.

**Budget Issues**

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year: N/A*
  
- *Please indicate if any savings could be achieved by alternative ways of providing the service: N/A*
  
- *Please specify the funding source for this post:  
Budget code 10500-04800-000000*

**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:  
.....

## 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	BUSINESS SUPPORT		
SECTION	MEMBER SERVICES		
POST TITLE	CIVIC & CEREMONIAL OFFICERS x 2 (1 full-time and 1 part-time (18 hours))		
GRADE AND SALARY RANGE	Range 2 £20,151-£25,592 (incl on-costs)		
POST NUMBER	0092		
LOCATION	Gun wharf		
DATE POST BECAME VACANT	Full-time post – 31 March 2019; part-time post 18 June 2018		
MANAGER POST REPORTS TO	Mayor's PA		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	NA		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA		
NAME OF RECRUITING MANAGER: JANE RINGHAM			

(\* 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 current complement of Civic and Ceremonial Officers (CCOs) is 1.5 FTE covered by 2 staff; one post is full-time with the other post being part-time (18.5 hours). As well as being chauffeurs, the CCOs act as Macebearer, Toastmaster and personal attendant to the Mayor/Deputy and ensure that the correct dignity and protocol courtesies are observed. The total number of officer hours available a year is 2886, including annual leave entitlements. The Mayor and Deputy attend an average of 600 civic, charity and Mayoral engagements a year and both CCOs often exceed their contractual hours, although this is counterbalanced by periods with fewer engagements. Several key civic events during the year require the attendance of both CCOs if the Mayor and Deputy are in attendance or for one to act as Chauffeur and one to act as Macebearer.

The CCO holding the part-time post resigned with effect from 18 June 2018; the full-time CCO has indicated his intention to retire with effect 31 March 2019.

Where necessary use has been made of two people who had previously either worked here in a permanent capacity in this role, or on a temporary basis to enable us to get through the busy periods and in particular since the resignation of the part-time CCO in June this year. However, now that the only permanent, experienced member of the team has also signalled their intention to retire, relying on retired ex-staff is not a viable long-term alternative. Approval is therefore being sought to recruit to both the part-time position and the full-time position on a permanent basis. It is hoped that the full-time position could be filled by someone who could be in post for two months before the retirement of the current post holder to ensure a smooth induction i.e. from February 2019. It is vital that the stability of the team can be rebuilt and the steep learning curve of the protocols and other civic niceties completed or else the dignity of the office of the First Citizen of Medway could be prejudiced. Even if the part-time post is filled before the autumn, that person will only have been in post 6 months before the more experienced full-time post holder leaves.

Neither of the two people currently assisting us want to continue indefinitely as they have both retired. If the vacant posts were to be filled by temporary or ad hoc drivers instead of permanent staff, none of the non-driving duties such as Mace-bearer or Toastmaster would be fulfilled. The team would also be in a position of having to rely on temporary staff who are likely to have less commitment to the role, and who may not be available for the short-notice engagements that often crop up. This means it would not be possible for the Mayor or Deputy to accept the current level of invitations or attend some civic events or for the correct personal service and protocols to be carried out. The Mayor would have to decline engagements or drive their own car, only wearing the Mayoral Badge rather than the full chains. This option is likely to cost more than having permanent staff.

### **Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2019.
2. If any savings could be achieved by alternative ways of providing the service.

### **Please specify the funding source for this post: Member Services budget – 4C222**

If the part-time post which is already vacant, remained vacant until 31 March 2018 savings of approximately £8334 would be achieved (including on costs and based on bottom point of grade).

The staffing costs of filling the full-time post for two months before the retirement of the current post holder (i.e. from the beginning of February) would be in the order of £4000 (including on-costs).

The temporary drivers currently covering the vacant part-time post have done on average 100 hours a month costing on average £1600 over the period June to August. This is a busy period in the Mayoral and civic calendar but the number of engagements traditionally reduces in August and early September and picks up again properly in October.

### **Comments from Portfolio Holder**

Signed: .....

Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

**CABINET, DIRECTOR, DIRECTORATE PORTFOLIO HOLDER OR SERVICE  
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<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	
DATE POST WILL BECOME VACANT	June 2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	
<b>IS THIS REQUEST TO COVER:</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	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: / / TO: / /	<b>Y</b>
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: / / TO: / /	<b>N</b>
		<b>N</b>

**Attach a structure chart** to this form that details all established posts, highlighting all vacant posts

*Please see below structure relating to Control Team only*

**R4 Team Leader 1fte**

**R3 Accounting Technicians 5.40 fte (3.4 fte currently vacant – Temporary cover in for 1.00fte).**

**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

**Budget Issues**

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

£16000

- *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 4R711

**For Externally Funded posts:**

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

**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. The team is trying to manage but the number of vacancies is now creating issues in ensuring the work is to be completed.

**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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