

## **CABINET**

**15 JANUARY 2019**

### **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 2 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**  
Audit and Counter Fraud Officer

**Regeneration, Culture, Environment and Transformation**  
Employment Support Manager

- 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**

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#### **Background papers:**

Cabinet report 10 December 2002

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MIId=1834&Ver=4>

Cabinet report 7 January 2003

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MIId=1835&Ver=4>

**Appendices:**

Appendix 1 Recruitment Freeze Forms



## 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	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	
DATE POST WILL BECOME VACANT	01/09/18	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y/N</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**

*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 full establishment of the team is 14FTE but this has been operating at 13.5 FTE since September 2017 due to three officers being part time (two officers 0.86FTE and one 0.78 FTE). One of those officers has taken flexible retirement from 01 September 2018 and is now 0.36FTE, meaning that there is 1FTE post available within the establishment.

The team works to an agreed plan for the year, which is based upon available resources. If we do not recruit to return to a full establishment, this will reduce the resources available to both Medway and Gravesham and impact on the Head of Audit

& Counter Fraud's ability to deliver a sound overall opinion on the control environment of either Council, required to support the Annual Governance Statements, and also the ability to carry out counter fraud activity to generate savings and identify fraud losses that could be recovered. 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 vacancy created by the three part time posts will remain vacant until the end of the financial year. The intention is to conduct the recruitment exercise during February 2019 but the successful candidate will not start in post until 01/04/19.

Current salary savings forecast for 2018-19 are approx. £14,000

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

The service has already undergone a mini restructure and upgrade of IT equipment to try and create efficiency savings. A replacement officer is needed to allow the service to reach its full potential.

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

Salaries budget within 4R402. Costs would be within current envelope.

**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

**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	MICHELLE PENROSE	
DIRECTORATE	RCET	
TEAM	RD	
POST TITLE	EMPLOYMENT SUPPORT MANAGER	
PAY RANGE	RANGE 4	
POST NUMBER	14155	
DATE POST WILL BECOME VACANT	NA	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: <b>01/01/19</b> TO: <b>30/06/19</b>	Y/

**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**

The Work and Health Programme has reached the stage where customer caseloads are increasing due to number of referrals from the local Jobcentreplus in Medway. Referrals include, long term unemployed, newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with multiple barriers to overcome. Our contract dictates that we must ensure no Support Manager has a caseload of above 42 clients. Our current caseload is 87 between 1.68fte.

In order to provide a high quality service to the Work and Health Programme customers and to obtain maximum income we need another Employment Support Officer with immediate effect to support the current staff and ensure quality of service going forwards. The additional post is absolutely essential to overseeing the operational day to day customer facing and support service, providing essential professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The Employment Support Officer will be responsible for a caseload of clients from 20-30 customers for which they will meet with them on a regular weekly basis and have contact by e-mail and telephone, whilst further supporting the individual address their multiple barriers to employment through sourcing relevant support agencies, identifying and sourcing relevant job training and skills development courses and further more support the individual in searching for job opportunities and providing initial support



to the individuals while they are in-work for the first 6 months. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the 0.5 fte post, the direct operational services provided to the public will not function and the contract requirements will not be met. These roles are vital in ensuring Medway Council's direct operational delivery and services are achieving the performance level targets set by Group 4 Security for the Work Programme and Shaw Trust for Work and Health Programme, without which we will be liable for non-conformance and delivery failure resulting in potential penalties imposed and loss of contract.

### **Budget Issues**

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

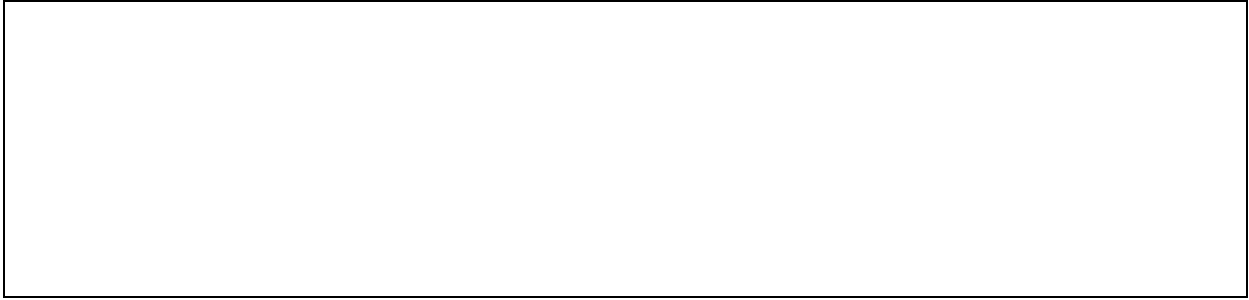
2. *Please indicate if any savings could be achieved by alternative ways of providing the service: NA*

3: In relation to the 0.5 post of Employment Support Manager, this will be completely externally funded from the income received from the Work and Health programme. Employ Medway is externally funded via two national Government initiatives from the Department for Work & Pensions (DWP) termed the Work Programme and more recently The Work and Health Programme which commenced in January 2018 and runs for five years.

### **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:  
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