

## **CABINET**

**15 JANUARY 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:

**Regeneration, Environment, Culture and Transformation**  
Enterprise Coordinator

- 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 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**

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#### **Appendices:**

Appendix 1 - Recruitment Freeze Forms



## 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	Regeneration, Environment, Culture and Transformation		
SECTION	Regeneration Delivery		
POST TITLE	Enterprise Coordinator		
GRADE AND SALARY RANGE	Range 5		
POST NUMBER	N/A		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Daniel Ratcliff		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N		N
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N		N
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N		N
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	ASAP – 30/08/20		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER: Daniel Ratcliff			

(\* please delete as appropriate)

### Impact on Service – please include:-

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

- There is no similar pre-existing post within the Council.
- Businesses are reporting that school leavers are entering the workplace without the required employability skills and understanding of the work place and are asking for a mechanism to work with schools. There is currently a unique opportunity to fund the Enterprise Coordinator post and thereby positively influence careers education and business relationships within schools in Medway.

Medway Council is investing in Skills and Employability, with a new Officer's Skills Board (chaired by the Chief Executive) and a Members Skills Board (Chaired by Councillor Chambers) are overseeing the newly developed and recently agreed Skills and Employability plan for Medway. Employing an Enterprise Coordinator is crucial to the successful delivery of the plan.

## 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.

1. No savings would be realised by not recruiting the post, as it is part funded externally and utilises designated 106 funding.
2. It would not be possible to alternatively deliver, as this is a national programme funded by central government.

### Please specify the funding source for this post:

An Enterprise Coordinator can be match funded up to £50k per annum for salary, on costs and expenses. The Careers and Enterprise Company (CEC) provide 50% of funding. The salary range required by the CEC is £30,000-£40,000 per annum. The proposed salary would be £32,000 in line with Medway Council pay scales and equal to Kent County Council roles currently being advertised. On costs equate to 25%.

The Careers and Enterprise Company are match funding 50% of salary, on costs and expenses. The remainder of the funding is coming from a Medway Partnership consisting of Medway Council, MidKent College and the Medway Universities. Medway Council's portion of funding is coming from Section 106 money which is designated for use for skills. There is enough S106 money to fund 50% of the post if partners withdraw funding.

	<b>Required contribution</b>	<b>CEC contribution</b>
Year 1 (8 months pro-rated) -	£12,875	£12,875
Year 2 (12 months)	£19,310	£19,310
<b>Total</b>	<b>£32,185</b>	<b>£32,185</b>

### Comments from Portfolio Holder

Signed:

.....  
Portfolio Holder

Dated:

.....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....