

CABINET
20 APRIL 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 two vacancies 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 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.
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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

- Support Service Officer
- Support Service Assistant.

3.2 The forms attached are email copies 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 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

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	CHILDRENS CARE	
POST TITLE	SUPPORT SERVICES ASSISTANT	
GRADE AND SALARY RANGE	D2 Points 12-21	
POST NUMBER	0969	
LOCATION	Woodlands Place Gillingham	
DATE POST BECAME VACANT	31/08/10 (resignation letter received)	
MANAGER POST REPORTS TO	Leanne Mark (Miriam Higgins)	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER		

(* 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.

1.	6.5 SSA posts .5 vacant resulting in a 18.5hr vacancy Current post holder leaving for university Staff structure & Job description attached
2.	Front line staff will be under added pressure to complete their own Admin tasks resulting in a less efficient service to vulnerable children And their families

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2011.
2. If any savings could be achieved by alternative ways of providing the service.

1. If vacant would save £11,000 from Sept 10 to March 11 however we would have to put something in place as the work would need to be covered
2. Would need to get a temp admin to cover the post and therefore this would cost more than recruiting to the vacancy

Comments from Portfolio Holder

Signed:
Portfolio Holder – Councillor Jarrett

Dated:

Signed:
Second Portfolio Holder – Councillor Wicks

Dated:

Signed:
Director – Rose Collinson

Dated:

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.

DIRECTORATE	ADULTS AND CHILDRENS LEARNING & CARING DIRECTORATE		
SECTION	Rochester, Strood and Hoo Children's team		
POST TITLE	SUPPORT SERVICES OFFICER		
GRADE AND SALARY RANGE	B1 £22,958 – £30,011		
POST NUMBER	8874		
LOCATION	THE ELAINE CENTRE, STROOD		
DATE POST BECAME VACANT	31 January 2010		
MANAGER POST REPORTS TO	Judy Bilsland		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>	No
	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	<input type="checkbox"/>	No
	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	<input type="checkbox"/>	No
	No	<input type="checkbox"/>	<input type="checkbox"/>
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER	JUDY BILSLAND		

(* 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.

There are 4 full-time Support Services Officers, supporting the 3 Integrated Area Teams and the Specialist Services Teams. The post is fundamental in supporting the Service Manager, in organising and administering a number of management and multi-disciplinary meetings, monitoring numbers of looked after children, collation and provision of monthly statistics, and providing line management and support to Support Services Assistants.

Failure to recruit to this vacancy will mean increased pressure on the Service Manager and Team Managers to undertake admin and support tasks and supervision of admin staff which impacts on performance indicators, statistics, and essential monitoring of looked after children, children in legal proceedings and child protection. The post holder also monitors the work through an external provider – Medway Mediation and manages the IMPRESS account which is considerable as Elaine Centre pays out all the expenses to the Looked after children who live independently. The SSO in this post also runs the building at Elaine Centre and so this major role would fall to the Service Manager.

Budget Issues

Please indicate:

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

Comments from Portfolio Holder

Signed:
 Portfolio Holder

Dated:

Signed:
 Second Portfolio Holder

Dated:

Signed:
 Director

Dated: