

CABINET

9 JULY 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 8 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 and Adults

Administrative Data Support Assistant
Admin Support Officer
Admin Support Officer

Regeneration, Culture, Environment and Transformation

Town Centre Project Support Officer
Administrative Support Officer

Business Support Department

Exchequer Officer
Payroll Officer x 2

- 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

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>

Appendices:

Appendix 1 Recruitment Freeze Forms

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, so that the approval form can be inserted into the cabinet report.

When completing the Service Impact and Budget Issues sections of this document, please be aware that once approved this will be published in a Cabinet Agenda on the council's website and it will be in the public domain so please refrain from detailing commercially sensitive information, or using names, job titles or anything that could easily identify a person and/or their personal circumstances.

JOB REFERENCE NUMBER	C1295RS	
RECRUITING MANAGER	Stephanie Elliott	
DIRECTORATE	Children and Adults	
TEAM	Early Help Transformation Team	
POST TITLE	Administrative Data Support Assistant	
PAY RANGE	R1	
POST NUMBER	13200	
DATE POST WILL BECOME VACANT	Vacant now due to sudden departures	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	N
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

- 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.*

This is the only Administrative Data Support Assistant role within the Early Help Transformation Team.

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

Recruitment to this post is necessary to support the administrative work of the Early Help Transformation Team (EHTT) Help Desk and to fulfil the Council's commitment to the Government's Troubled Families programme. The final year of the programme starts on 1/04/19 and has the most challenging and increasing targets to achieve.

The Data/Admin Support Assistant will be responsible for providing support to our partner agencies who are undertaking early help in their own services and to internal case workers both in Safeguarding and Early Help. There are potentially 650 such personnel across Medway. This involves providing an effective first response to early help queries from a range of enquirers via our help desk, such as requests by telephone and email to refer cases for Early Help support, assistance to step down cases from Safeguarding to Early Help, to step up cases to Safeguarding, training enquiries and responses to Synergy Eisi issues. These tasks are important to the Troubled Families Programme as will ensure more cases onto the systems quickly and to enable Payment By Results (PBR) to be claimed on them.

The role also includes data checks for the Troubled Families (TF) programme to support PBR claims such as calls to schools to obtain the most up to date attendance certificates to verify and evidence that the claim meets requirements.

Other data tasks include entering confidential information over from the Frameworki (FWi) system onto the Synergy Eisi, and updating the training course spreadsheets ensuring that the Training Officer is aware who is attending the Early Help courses and that the attendee has the correct course information. Failure to recruit and have control over this post would result in the potential loss of Payment By Results due to workers not being sufficiently skilled to undertake the work or their work not being recorded sufficiently to enable a claim.

The EHTT needs to be ready to recruit immediately for this position to provide support to the EHTT, the wider EHTS division and case workers, Safeguarding plus our partners across Medway.

Budget Issues

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

Failure to recruit and have control over this post would result in the potential loss of PBR (up to the £1.3m available) therefore no potential savings.

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

There are no alternative means to provide this service

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

The post will be funded from the EHTT Troubled Families budget.

For Externally Funded posts:

- Salary amount allocated to this post £...19,035.00
- Reserves allocated in case of redundancy £...4.500.00....

Comments from Portfolio Holder

Director

Signed:

Print Name: Date:

Directorate Portfolio Holder

Signed:

Print Name: Date:

Councillor Alan Jarrett

Signed:

Print Name: Date:

**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, so that the approval form can be inserted into the cabinet report.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Cheryl Lowther	
DIRECTORATE	Children & Adults	
TEAM	CASS	
POST TITLE	Admin Support Officer	
PAY RANGE	£15,840 to £20,001	
POST NUMBER	12174	
DATE POST WILL BECOME VACANT	17/05/2019	
IS THIS REQUEST TO COVER: No	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	Y/N
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

Describe the impact on the service if this post is not filled, with particular reference to current employees and services to the public.

0.91fte became vacant as of 17th May 2019 and the post needs to be filled as a matter of urgency

The role involves processing payments for external and internal organisations. Failure to pay suppliers timely may lead to reputational damage & incur late fees or the termination of services. Payments include court/legal fees, and rent/council tax payments for our no recourse to public funds families (non-payment could lead to eviction).

The role also includes requesting statutory medicals, references & Local Authority, DBS & probation checks for prospective foster carers & adopters as well as organising & minuting fostering & adoption panels.

The CASS team receive a high level of telephone calls from clients and other agencies regarding safeguarding concerns. It is imperative these calls are answered and passed on in a timely manner to ensure any concerns are dealt with promptly.

Should the post not be filled, it would have a significant detrimental effect to Children's Social Care. It is imperative Children's Social Care has full capacity of admin staff to provide the support required to get to the required OFSTED level of good/outstanding & provide the level of service the children's & families of Medway deserve.

Budget Issues

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year:*
- *Please indicate if any savings could be achieved by alternative ways of providing the service:*
- *Please specify the funding source for this post:*

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

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Tina Herberts	
DIRECTORATE	Children & Adults	
TEAM	CASS	
POST TITLE	Admin Support Officer	
PAY RANGE	R2	
POST NUMBER	12172	
DATE POST WILL BECOME VACANT	01/05/2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	Y/N
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

3. *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.*

The previous post holder has successfully been appointed to the R3 Financial Review Co-ordinator role leaving a full time R2 vacancy with effect from 01/05/2019.

This role needs to be filled as a matter of urgency as it is the only R2 that keys care packages onto fwki to ensure carers & suppliers are paid. Failure to fill this post could result in carers & suppliers not getting paid & fwki would not be updated with children's placement details, including their address (essential for out of hours), legal

status, reason for placement, contact info etc (all 903 data). This would also mean that Annex A was not up to date. With Ofsted possibly due any time it is vital these tasks are completed timely

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

Councils reputation could be damaged as carers & suppliers may not be paid, leading to possible complaints & carers leaving.

Budget Issues

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

N/A

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

N/A

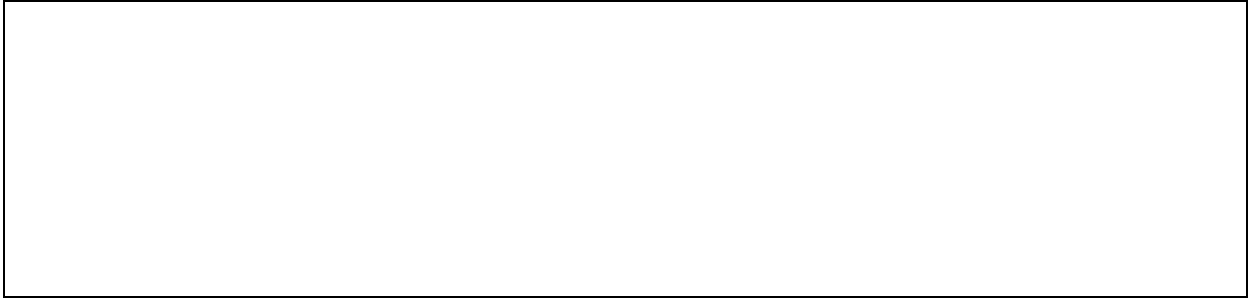
6. *Please specify the funding source for this post:*

Councils general fund

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:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER	TBC	
RECRUITING MANAGER	Toni Doran	
DIRECTORATE	RCET	
TEAM	Regeneration	
POST TITLE	Town Centre Project Support Officer	
PAY RANGE	Range 3	
POST NUMBER	14781	
PREVIOUS/CURRENT POST HOLDER	n/a	
DATE POST WILL BECOME VACANT	n/a	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT -	2 year fixed post
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	N
Job Profile must be attached - See below		
Attach a structure chart - See below		

Service Impact

The proposed creation of this post responds to the need for additional resource to mobilise and implement the S106 Bluewater programme for Chatham.

The post will be part time (0.6FE) over 2 years and the funding for this has already been secured and received from the external S106 Bluewater developer contributions to support Chatham.

The overall benefit will be the accelerated mobilisation and delivery of the S106 Bluewater programme of interventions for Chatham including:

- Executive and administrative support to implement a range of projects within the S106 Bluewater programme for Chatham town centre including the extension of Safer Medway Radio Scheme to provide comprehensive coverage across Chatham Town Centre; deep cleaning and washing scheme for high street; Anti-social Behaviour (ASB)/Town Centre Warden; package of high street environmental improvements; upgraded CCTV and interventions to tackle crime; improvements to town centre gateways from Brook car park. .
- Assisting with organisation of project and Town Centre Forum meetings, arranging dates, venues, refreshments, invites, preparation of papers, minute taking and progressing assigned actions
- Support for Town Centre Team by dealing with town centre enquiries and resolving issues, town centre promotional bookings; monitoring and reporting on the town centre vacancy rates; assisting town centre events, and project place making and promotion initiatives; administrative and website support Ditto.

This will be a fixed term two-year 0.6FTE post at Grade 3.

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

If the post is not filled, this will impact on the capacity of the RCET team to deliver the S106 Bluewater programme for Chatham and/or lead to delays in spending the funding accordingly and complying with the Developer Contributions agreement. It will also impact on capacity to ensure quality programme and project delivery and monitoring. It would also mean that Chatham Town Centre would not benefit from the interventions proposed and risk possible reputational damage with the Chatham Forum and key partners.

The proposed creation of the Town Centre Support Officer is considered to offer optimum momentum for delivery whilst remaining within a secured external budget.

Budget Issues

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

None. External funding (S106) has been secured to pay for this post.

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

N/A – the post is being funded by external funding
It is necessary to support additional work that existing resource is unable to accommodate.

9. *Please specify the funding source for this post:*

Bluewater S106 Developer Contributions funding.

For Externally Funded posts:

- Salary amount allocated to this post £23,000 + £4,600 on-costs = £27,600
- Reserves allocated in case of redundancy £1,600

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Kerrie Skiggs	
DIRECTORATE	RCET	
TEAM	Medway Adult Education	
POST TITLE	Administrative Support Officer	
PAY RANGE	Range 2, £15,840 - £20,001	
POST NUMBER	12407	
DATE POST WILL BECOME VACANT	1/5/19	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	Y/N
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

5. *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.*

6 admin posts (3.97fte) plus one full-time apprentice, 2 posts vacant (1.4fte)

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

We are looking to recruit a full-time administrator. The admin team is a key function within Medway Adult Education (MAE), supporting the programme delivery, dealing with learner enquiries and enrolments and administering all aspects of administration, including financial transactions eg processing invoices for services or goods received, raising invoices for fees, following up outstanding balances etc. Failure to recruit to this post will mean inadequate staffing available to process enquiries and enrolments and the financial administration for the service. This could impact on future funding allocations from the ESFA, as reduced enrolments could lead to clawback.

Budget Issues

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

£22,429

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

There is no capacity within the service to cover this work

12. *Please specify the funding source for this post:*

Externally funded - ESFA

For Externally Funded posts:

- Salary amount allocated to this post £22,429
- 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:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Gary Thomas	
DIRECTORATE	Business Support Department	
TEAM	Finance Operations	
POST TITLE	Exchequer Officer	
PAY RANGE	R2	
POST NUMBER	11697	
DATE POST WILL BECOME VACANT	April 2019/July 2019 (2FTE's)	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	N

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

7. *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.*
8. *Impact on the service if this post is not filled, with particular reference to services to the public.*

Staffing Nos

- 1 Exchequer Services Principal Officer (Range 7)
- 7. 84 Finance Assistants Exchequer (Range 2)

These posts carry out part of the Cashiering function responsible for processing cash, cheques etc. Clearing out of unallocated payments to ensure payments are in individual accounts is also a key function. In addition they are used to process payments to suppliers and for loading files within the finance system

Budget Issues

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

£25,000

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

The service is constantly under review and has seen the numbers reduce from 18.5 fte's in September 2014, to 9.03 to date (part of this reduction was to see 2.5 staff transferred to social care)

15. Please specify the funding source for this post:

4R713

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:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Gary Thomas	
DIRECTORATE	BSD	
TEAM	Finance Operations – Operations Officer	
POST TITLE	2 x Payroll Officer (1.48fte)	
PAY RANGE	R3	
POST NUMBER	0216	
DATE POST WILL BECOME VACANT		
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	N
<p>Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts.</p>		

Service Impact

9. *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*

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

1 Payroll Manager (R7)
1 Deputy Payroll Manager (R5)
2.81 Team Leaders (R4) (Corporate/Schools/Pension & GBC)
8.98 Payroll & Pension Officer
1.25 Expenses & Payroll Officers (R3)
1 Trainee Operations Assistant (R2)
1 Apprentice (currently vacant)

These are two key posts within the payroll operations team responsible for paying the main medway payroll. This will include expenses, pensions etc.

Budget Issues

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

£28,584

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

The payroll operations team have had a mini review with a new structure in place as from January 2019

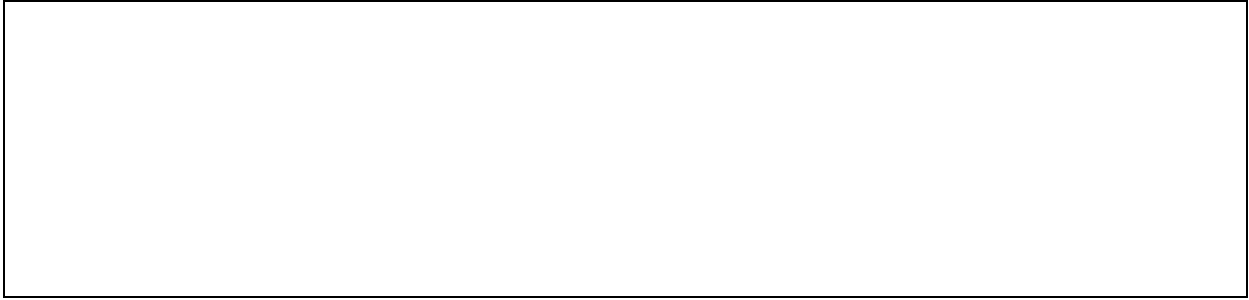
18. Please specify the funding source for this post:

4C321

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:
.....