

CABINET
9 JULY 2019
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 to be considered 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

Executive Assistant to AD Transformation

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

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

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		
RECRUITING MANAGER	Carrie McKenzie	
DIRECTORATE	RCET	
TEAM	Transformation	
POST TITLE	Executive Assistant to AD Transformation	
PAY RANGE	Range 4	
POST NUMBER	13964	
DATE POST WILL BECOME VACANT	5 September 2019	
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

1. 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 Executive Assistant post for the Assistant Director Transformation.

- 2. 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 have a significant impact on the AD Transformation office. The Executive Assistant post provides significant support to the Assistant Director and the Transformation Division.

Budget Issues

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

The saving if the post remained vacant from 5 September 2019 to 31 March 2020 is £22,067

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

There is no reasonable alternative way of providing this service.

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

Head of Transformation budget.

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:
.....