

CABINET
6 AUGUST 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 12 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: -

Regeneration, Culture, Environment and Transformation

Workforce Development Assistant
Bird Wise Seasonal Ranger
Business Intelligence Analyst

Business Support Department

Electoral Services Manager
Mayors PA
Civic & Ceremonial Officer
Technical Finance Officer
Capital Projects Manager
Building's FM & Compliance Manager
Senior Information Governance Officer

Public Health

Workforce Training & Projects Officer

Children and Adults

Executive Support Assistant to the Director, People – Children and Adults

- 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.

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Workforce Development Consultant	
DIRECTORATE	RCET	
TEAM	Workforce Development	
POST TITLE	Workforce Development Assistant	
PAY RANGE	Range 2	
POST NUMBER	13950	
DATE POST WILL BECOME VACANT	31 August 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Yes
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	No
<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.*

Workforce Development has only one administration assistant post. This will become vacant on 31 August 2019.

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

The impact on the service will be immense with all incoming enquiries to the Workforce Development inbox and Service Desk not being monitored. The current post holder also uploads all our training courses to the i-share training portal, which will impact on the training and development available for our staff. The post holder also has responsibility for raising purchase order numbers, invoices and journal transfers of course cancellation charges, which will impact on the income being brought into the team.

Budget Issues

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

£9,042.25

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

The work of this post holder cannot be apportioned elsewhere, as there is only one post in the team.

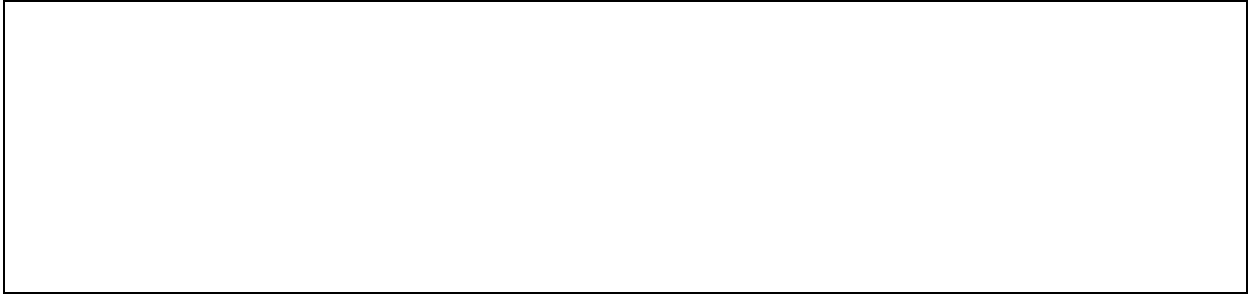
- 3. Please specify the funding source for this post:*

Service salary 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:
.....

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JOB REFERENCE NUMBER	Bird Wise Seasonal Ranger - RCET0122AL	
RECRUITING MANAGER	Hayley Taylor	
DIRECTORATE	RCET	
TEAM	Greenspace Development	
POST TITLE	Bird Wise Seasonal Ranger	
PAY RANGE	3	
POST NUMBER	13899	
DATE POST WILL BECOME VACANT	05/04/19	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: 30/09/19 TO: 27/03/20	Y/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

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.*

Bird Wise is the brand name for the project being delivered for the North Kent Strategic Access Management and Monitoring Scheme (SAMMS). It is a partnership comprising of Medway, Gravesham, Swale and Canterbury Councils along with Natural England, RSPB, Kent Wildlife Trust and the Kent Developers Group. Medway Council is the Accountable Body for the scheme and is responsible for all recruitment.

The Ranger post is essential to deliver public engagement and education to raise awareness of the scheme and to change behaviours that can damage the special protection areas and impact on bird populations.

At the SAMMS project Board meeting on 25 March 2019 it was recommended to keep the rangers that were in post for the next winter season to ensure continuity for the project. The budget has been agreed by the Board and funding is already in place to cover the post.

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

If this post is not filled then the Council will fail to comply with extant planning obligations for new developments within a 6km buffer of the Thames, Medway and Swale estuaries to mitigate their combined impact on special protection areas.

This situation would create significant planning and development issues for Medway and the other north Kent local planning authorities.

Budget Issues

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

The post is funded through ring fence developer tariff contributions so no savings would be realised.

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

Medway Council is the Accountable Body and is responsible under the terms of the Memorandum of Understanding for all recruitment in the SAMMS project.

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

This post is funded through s106 contributions from across north Kent. Its establishment is supported by the Strategic Access Management and Monitoring (SAMMS) Board, which is chaired by Cllr Jarrett and attended by Cllr Doe.

Cllr Jarrett, as chair of the SAMMS board, will work with the SAMMS Manager to ensure transfer of contributions from other local authorities.

Adequate funding is already secured to cover the contract.

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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JOB REFERENCE NUMBER		
RECRUITING MANAGER	David Holloway	
DIRECTORATE	RCET	
TEAM	RCET Business Intelligence Hub	
POST TITLE	Business Intelligence Analyst	
PAY RANGE	Range 5 £31,385 - £37,053	
POST NUMBER	10565	
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	1 August 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE 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

5. *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.*
6. *Impact on the service if this post is not filled, with particular reference to services to the public.*

The Regeneration Community Environment & Transformation Business Intelligence (RCET BI) Hub is responsible for supporting the RCET directorate and the Council's transformation programme with business intelligence. It is also responsible for managing the Council's corporate business intelligence system, Power BI. This post will become vacant on 1 August 2019.

The vacancy will mean that the team has limited capacity to meet its existing duties and support the roll out of Power BI, the Council's corporate business intelligence system (which will be a key responsibility of the vacant post). If the vacant post is not filled this will have a significant impact wider than the immediate service for example the roll out of business

intelligence and the delivery of projects, including projects that have the potential to save the council money or generate income.

Power BI is the tool that underpins all aspects of Council's Business Intelligence Strategy and is fundamental to the Council Plan in terms of "giving value for money" and supporting the Medium Term Financial Plan and Council's Transformation Programme.

Power BI Premium complements and supports the work already being carried out within each directorate to create an agile organisation able to transform today's services and plan for the future. As part of the team with corporate responsibility for Power BI this role is vital in providing the capacity to rollout Power BI and make the most of the Council's investment.

The business intelligence Analyst role:

- Supports the Transformation programme through the use of business intelligence and analytics. Transforming raw data into meaningful and useful information which can be used to enable more effective strategic, tactical, and operational insights and decision-making.
- Works with services to identify opportunities to offset costs by eliminating the need for other single use reporting tools.
- Enables the sustainable publication of profiles about Medway's residents and Medway the place,
- Enables greater efficiencies when accessing information as production of meaningful reports and dashboards will enable users to access the most up to date information from a single location,
- Helps to deliver reporting and dashboards that will help to deliver efficiency savings in teams that regularly produce reports,
- Provides insight by giving greater efficiencies for teams by allowing them to access data that will enable them to make better informed decisions,
- Provides capacity to enable income opportunities by working with other external organisations.

Budget Issues

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

The savings of this post being vacant from 1 August 2019 to 31 March 2020 would be around £30,370 including 'on costs'.

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

There are no alternative ways this service could be provided as the role provides the capacity to develop reports, dashboards and develop innovative solutions to problems that services face. Other team would not have the capacity to cover the workload as they have other duties as part of their roles.

7. Please specify the funding source for this post:

4T98304800000000 – RCET Business Intelligence Hub

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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JOB REFERENCE NUMBER	BS013RS	
RECRUITING MANAGER	JANE RINGHAM	
DIRECTORATE	BSD	
TEAM	Electoral Services	
POST TITLE	Electoral Services Manager	
PAY RANGE	£37,053 – 42,605 (excluding on costs)	
POST NUMBER	0003992	
DATE POST WILL BECOME VACANT	15 July 2018	
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.*

The Electoral Services team comprises 6 FTE posts: 1 x Head of Elections and Member Services for whom electoral registration duties represent about 50% of their work, 1 x Electoral Services Manager, 2 x Senior Electoral Services Officer (SESO) of which one post is vacant and 3 Electoral Services Officer posts (ESO).

Cabinet approval was obtained to recruit to this post in June 2018 but after going to advertisement, unfortunately no suitably qualified candidates applied. Having looked

at similar posts at similarly sized authorities it was clear that the post did not reflect the seniority or salary that is being offered and arrangements were made to regrade the post. Unfortunately those discussions only concluded just before the peak of election planning for the Local elections occurred so it was not feasible to readvertise the post at that time.

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

The conduct of the annual canvass is due to start on 1 July and continue until the end of November with the publication of the new Register on 1 December. The Electoral Services Manager (ESM), as well as being the Deputy to the Head of Elections and Member Services, is responsible for the overall co-ordination and management of the annual canvass including the matching of records against other data sources that are vital for improving the scope and accuracy of the register as well as oversight of the processing the thousands of forms received in the period;

A boundary review is being undertaken across Medway and the ESM would be expected to play a vital part in assisting the Head of Elections & Member Services to support the member level Electoral Review Group in its deliberations and ensuring that the ultimate Local Government Boundary Commission for England (LGBCE) recommendations are reflected in the register of electors.

From December 2019/January 2020 onwards, preparations for the Police & Crime Commissioner elections on 7 May 2020 will need to start and the ESM is particularly responsible for the co-ordination of the postal vote processes, oversight of the booking of over 100 polling stations and recruitment of over 700 election staff as well as oversight of the routine work on rolling registration and maintenance of postal vote records which will need to continue through much of this period and volumes are increasing.

There is also the prospect of further unscheduled electoral events over the next few months and as mentioned, the ESM post is particularly responsible for the co-ordination of the postal vote processes. For the recent Local and unscheduled EU Parliamentary elections an experienced elections administrator was contracted to undertake this role but this is an expensive option and not sustainable in the long term.

From 2020 new canvass reforms will come into place that will inevitably mean new processes and a change of emphasis for the team. Some preparations for these changes will come into effect this year. The post has been vacant for nearly a year and whilst someone has been Acting up into the role this cannot continue indefinitely. It is essential that the staffing situation is suitably robust in order to deal with the ongoing registration work, the challenges of canvass reforms as well as the planning and conduct of the elections.

It is not feasible to fill this ESM post with a temporary member of staff because experience in electoral administration is required and it is unlikely to attract suitably experienced staff if advertised on a temporary basis. Significant amounts of time and resources will need to be utilised to induct the new incumbent so that they acquire the local knowledge and understanding before they can fully contribute to the teams' work plan. It is also recommended that a permanent appointment is made rather than a temporary appointment, to minimise the likelihood of undergoing comprehensive

induction and then have the temporary appointee leave at short notice, resulting in a significant gap in the teams' resources at a crucial time.

If the preparations for and conduct of the annual canvass are not completed, canvassers will not be adequately supervised and trained to carry out the door-knocking stages which will have an impact on the scope and accuracy of the register, particularly in low-response areas, resulting in a lower response rate.

The reputation of the Council is at stake if the planning and conduct of the elections is undermined by the lack of experienced staff.

Budget Issues

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

If the post remains vacant for the remainder of the financial year, savings in the order of £49,000 would be realised based on the minimum salary including on costs.

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

There are no realistic alternative ways of providing the service which would accrue savings.

10. Please specify the funding source for this post:

Revenue budget provision

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:
.....

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JOB REFERENCE NUMBER	BS020RS	
RECRUITING MANAGER	JANE RINGHAM	
DIRECTORATE	BSD	
TEAM	Mayoral and Member Services	
POST TITLE	Mayors PA	
PAY RANGE	Range 3 £26601-£34281 (incl on-costs) pro-rata	
POST NUMBER	0003033	
DATE POST WILL BECOME VACANT	6 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

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.*

The Mayor's PA post is funded for 22 hours a week (0.6 equivalent of a full-time post). The post is part of a small Mayoral team comprising 1.5 FTE Civic & Ceremonial Officers all of whom report to the Head of Elections & Member Services. The part-time CCO post is currently vacant and being filled by a temporary member of staff on a zero-hour contract. Approval is being sought to also fill that post on a permanent basis.

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

The current Mayor's PA has indicated that she intends to retire at the beginning of September 2019.

As well maintaining an extremely busy Mayoral engagement diary (over 900 invitations a year on average), the post also has to liaise with the Civic & Ceremonial Officers to ensure that they are available and have all the necessary paperwork so that the Mayor/Deputy arrive at events at the correct time, well prepared. The post holder also organises several annual and ad hoc high profile civic events during the year (e.g. Dedication service, Admiralty Court, Admiral's Cruise, Remembrance Service at Rochester Cathedral) and develops and delivers (or assists to deliver) a programme of up to 12 events a year to raise money for the Mayors chosen charity as well as maintain the accounts for those charity events.

This work cannot be subsumed into the work of any other team member in Member Services, Democratic Services or the elections team and it is vital that cover is maintained without a gap so that the Mayoralty continues to provide a presence at engagements and that civic events already in the calendar and charity events proposed take place.

Budget Issues

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

If the post remained vacant between 7 September and 31 March 2020 savings of approximately £8,700 would be achieved (including on costs).

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

There are no realistic alternative ways of providing the service which would accrue savings.

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

Revenue budget provision

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	BS019RS	
RECRUITING MANAGER	JANE RINGHAM	
DIRECTORATE	BSD	
TEAM	Mayoral and Member Services	
POST TITLE	Civic & Ceremonial Officer	
PAY RANGE	Range 2 £21,067-£26,601 (incl on-costs) pro-rata	
POST NUMBER	0092	
DATE POST WILL BECOME VACANT	18 June 2018	
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

11. 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 current complement of Civic and Ceremonial Officers (CCOs) is 1.5 FTE covered by 2 staff; one post is full-time with the other post being part-time (18.5 hours). As well as being chauffeurs, the CCOs act as Macebearer, Toastmaster and personal attendant to the Mayor/Deputy and ensure that the correct dignity and protocol courtesies are observed. The total number of officer hours available a year is 2886, not accounting for annual leave entitlements. The Mayor and Deputy attend an average of 600 civic, charity and Mayoral engagements a year and both CCOs often exceed their contractual hours, although this is counterbalanced by periods with fewer engagements. Several key civic events during the year require the attendance of both CCOs if the Mayor and Deputy are in attendance or for one to act as Chauffeur and one to act as Macebearer.

The CCO holding the part-time post resigned with effect from 18 June 2018 since then use has been made of two vastly experienced people on zero hour contracts but relying on retired ex-staff is not a viable long-term alternative. One of them has now submitted their resignation and the other person has indicated that he does not want to continue indefinitely. The part-time post was advertised last year at the same time as the full-time post but unfortunately no appointment was made to the part-time post.

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

Approval is therefore being sought to recruit to the part-time position on a permanent basis. The approval has to be renewed since it was more than 6 months ago that the original approval was obtained. It is vital that the stability of the team can be rebuilt and the steep learning curve of the protocols and other civic niceties completed or else the dignity of the office of the First Citizen of Medway could be prejudiced.

If the vacant posts were to be filled by temporary or ad hoc drivers with no experience of the duties instead of permanent staff, none of the non-driving duties such as Mace-bearer or Toastmaster would be fulfilled. The team would also be in a position of having to rely on temporary staff who are likely to have less commitment to the role, and who may not be available for the short-notice engagements that often crop up. This means it would not be possible for the Mayor or Deputy to accept the current level of invitations or attend some civic events or for the correct personal service and protocols to be carried out. The Mayor would have to decline engagements or drive their own car, only wearing the Mayoral Badge rather than the full chains. This option is likely to cost more than having permanent staff.

Budget Issues

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

If the part-time post which is already vacant, remained vacant until 31 March 2020 savings of approximately £12,289 would be achieved (including on costs).

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

There are no realistic alternative ways of providing the service which would accrue savings.

16. Please specify the funding source for this post:

Revenue budget provision

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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JOB REFERENCE NUMBER	TBC	
RECRUITING MANAGER	Robert Banks	
DIRECTORATE	BSD	
TEAM	Property and Capital Projects	
POST TITLE	Technical Finance Officer	
PAY RANGE	Range 4	
POST NUMBER	17172	
DATE POST WILL BECOME VACANT	Already Vacant	
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

13. 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 post is to be funded from property and capital projects. The team currently Comprises of: one head of service, two range 7 (one vacant) Six range 6 of which three are filled, two range 5 positions of which one is filled, a vacant range 4 (which this position will fill) and a filled range 3 plus two range 3 apprentice positions filled. Currently there are five vacant positions within the structure

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

Property and Capital Projects is a business unit of the authority, generating fees for Managing various property and construction based projects for colleagues in Housing, Education and Corporately i.e. Libraries and Waste services.

The Senior Technical Support officer Council provides technical business support to the Capital Projects team including, Management Reports, Performance Monitoring and recording of project resource statistic compilation. As well as Budget Management and reporting, clearing of invoices, Component accounting, invoicing a fee claims.

Should the post not be filled the department will face further criticism from our key Clients in Housing and Education for the back of house tasks not being completed.

Outsourcing the role again would mean less profits for the Council in terms of fees and a loss of control of mechanism that should always be carried out in house.

Currently and unsuccessfully, these tasks are being split amongst more senior fee earning staff who do not have the capacity to carry them out.

Putting the team at risk of resignations due to additional workloads and even greater risk of programmes not being delivered bring greater risk to the local authority in delivering core requirements

Budget Issues

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

The post has been graded as range 4 with a salary range of between £25,369 to £30,890 per annum.

If the post is not filled we will likely to have to seek another consultant at a similar cost per annum however if we can bring this position back in house, it would be a significant saving both financially and in terms of time

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

No, as other methods of delivery e.g. Outsourcing or use of external consultants are less efficient and considerably more expensive

19. Please specify the funding source for this post:

From fees generated from our existing programme of works. The Teams 19/20 resourcing budget can more than accommodate this recruitment position

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

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.

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JOB REFERENCE NUMBER	Capital Project Manager – BS017AL	
RECRUITING MANAGER	Robert Banks	
DIRECTORATE	BSD	
TEAM	Property and Capital Projects	
POST TITLE	Capital Projects Manager	
PAY RANGE	Range 6	
POST NUMBER	0296	
DATE POST WILL BECOME VACANT	Already Vacant	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	P
Job Profile must be attached Attached as Range 6 Capital Project Manager		
Structure chart Attached		

Service Impact

15. 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 post is to be funded from property and capital projects. The Team currently comprises of one Head of Service, two range 7 (one vacant), six range 6 of which only three are filled (this position backfills one of these positions after an internal promotion) two range 5 position of which one is filled, a vacant range 4 and a filled range 3 plus two range 3 apprentice positions filled. Currently, there are five vacant positions within the structure.

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

Property and Capital Projects is a Business Unit of the authority, generating fees for Managing various property and construction based projects for colleagues in Housing, Education and corporately, i.e. Libraries and Waste services.

Should this post not be filled then the backdated and future workload will either be put on hold, or it will be outsourced meaning less profits for the Council in fees and a loss of control, or schemes split amongst current staff who do not have the capacity to take this on.

If the latter is adopted then the team risk resignations due to unmanageable workloads and even greater risk of programmes not being delivered bringing greater risk to the local authority in delivering core requirements for our Schools and Corporate buildings.

This workload is currently being picked up by the previous incumbent on top of his new role along with being divided amongst an already stretched team.

If this situation continues there will be a failure to;

- Bring in fee income
- Complete Capital Projects to the detriment of a number of high level Council lead Projects
- The proposed Fee targets will not be met
- Maintain stress levels of the remaining staff, some of whom are in the retirement window leading to potential further vacancies if they are put under further pressure.

Budget Issues

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

N/A

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

None, as other methods of delivery e.g. outsourcing or use of external consultants are less efficient and considerably more expensive with a loss of control over the schemes

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

From fees generated from our existing programme of works. The Teams 19/20 resourcing budget can accommodate this recruitment position.

For Externally Funded posts:

- Salary amount allocated to this post £...N/A.....
- Reserves allocated in case of redundancy £...N/A.....

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	Building FM & Compliance Manager	
RECRUITING MANAGER	Rob Dennis	
DIRECTORATE	BSD	
TEAM	Property and Capital Projects	
POST TITLE	Building's FM & Compliance Manager	
PAY RANGE	Range 7	
POST NUMBER	14171	
DATE POST WILL BECOME VACANT	Already Vacant	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	N
Job Profile must be attached Attached as Range 7 FM Compliance Manager		
Attach a structure chart As attached		

Service Impact

17. 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 post is to be funded from property and capital projects. The Team currently comprises of one Head of Service, two range 7 (one vacant which this position will fill), six range 6 of which only three are filled two range 5 position of which one is filled, a vacant range 4 and a filled range 3 plus two range 3 apprentice positions filled. Currently, there are five vacant positions within the structure.

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

The Building's FM and Compliance Manager position is a new although reincarnated position that was not recruited to after the previous incumbent left, as there was a moratorium at the time.

They will be required to strategically set up and monitor compliance against statutory requirements for managing and maintaining the Council's operational buildings. The post will also progress and manage schemes to save revenue costs including Salix and energy but more importantly the new Re:Fit energy programme and in turn financial savings scheme. Which in turn will generate additional revenue for the department through green saving initiatives.

Operational buildings being those that the Council manage and have direct responsibility for the Council currently have around 160 operational building including Gun Wharf, Sport leisure facilities. There are statutory duties on the Council to correctly manage these buildings in order to protect the staff and public in terms of safety and health and also to ensure that various statutory requirements are complied with such as energy performance and protecting public funds when it comes to upkeep, maintenance and essential repairs.

Statutory requirements include:

Health & Safety management: Health and Safety and the work act 1974

Energy Management: Energy performance of Buildings (England and Wales) Regulations

Asbestos management: Control of Asbestos Regs 2012

Statutory servicing, testing and maintenance: The Regulatory Reform (Fire Safety) Order, Electricity at Work Regulations, The Control of legionella ACOP The Gas Safety Installation & Use Regs. COSHH Regs 2002

Budget Issues

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

N/A

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

No, as other methods of delivery e.g. Outsourcing or use of external consultants are less efficient and considerably more expensive. As indication, a consultant via our framework on average would be circa £500 per day which equates to over £100k per year.

25. Please specify the funding source for this post:

This is a position to cover statutory compliance across the Council's portfolio of properties and the funding for this post is in place via vacant positions. However the position will also assist fee earning Project Management Positions on the various projects run by the authority as well as some of their own. In addition, by linking this position with the proposed Re:Fit and Salix energy saving solutions the position will be able to save the Council money over the future years.

For Externally Funded posts:

- Salary amount allocated to this post £...N/A.....
- Reserves allocated in case of redundancy £...N/A.....

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	Jan Guylor, Head of Legal Services, and Gayle Jones, Information Governance Manager	
DIRECTORATE	Business Support Department	
TEAM	Information Governance	
POST TITLE	Senior Information Governance Officer	
PAY RANGE	4	
POST NUMBER	0014109	
DATE POST WILL BECOME VACANT	06/09/19	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: 2/8/19 TO: 30/11/19	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

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

The Information Governance team have 6 posts and currently 3 vacancies that are being covered by temporary staff. With the Senior Information Governance Officer (SIGO) role now becoming vacant this will mean 4 vacancies in a team of 6 people.

The Information Governance (IG) Team is a shared service with Gravesham Borough Council (GBC). The team provides IG support to all services across both Medway Council and GBC. It is vital for the team to be fully staffed to be able to support both Councils and also honour the shared service agreement with GBC.

The one remaining, permanent, member of staff (an Information Governance Officer) has agreed to act-up in the SIGO role but it is very important that her role is covered in

the interim by a temporary member of staff.

The implications of not recruiting to the SIGO post are very serious for Medway Council and GBC's ability to oversee GDPR, FOIs, SARs and recent data breaches. Failure to do so could result in very significant fines from the Information Commissioner.

To summarise, this request is to:

- Recruit to the SIGO role for a permanent member of staff.
- Recruit a temporary Information Governance Officer whilst the above recruitment is taking place.

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:*

While financial savings could be made by not recruiting to this post, this would have a detrimental impact on the Information Governance Team and the shared service agreement with Gravesham Borough Council. The SIGO role plays an important part in managing the team across the two Councils

Not recruiting to the post could also have adverse effects which could result in non-compliance and opening both Councils up to a risk of reputational damage and fines, which could exceed the costs of recruitment and could be up to 20 million euro for each incident of non-compliance.

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

Legal Services Salaries Budget: 4C201 048-00/000000

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

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

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JOB REFERENCE NUMBER	PUBH017RS	
RECRUITING MANAGER	Glenn Page	
DIRECTORATE	Public Health	
TEAM	Workforce Development Manager	
POST TITLE	Workforce Training & Projects Officer	
PAY RANGE	4	
POST NUMBER	11218A	
DATE POST WILL BECOME VACANT	8th July 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

19. 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.

There is one post of this type within the Workforce Development Team and it is currently vacant.

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

The Training & Projects Officer role is critical to the delivery of our Public Health Workforce Development programmes – A Better Medway Champions, Making Every Contact Count (MECC) and Connect 5. These programmes are offered to partners and organisations as well as members of the public across Medway. This role is needed to provide the capacity necessary to deliver on our commitments in the Public Health Business Plan, the Kent & Medway Strategic Transformation Plan and the Kent & Medway Suicide Prevention Strategy.

The role is also vital to our income generation plans as we are able to trade our specialist training offer with health colleagues and partners across Kent, Medway & the South East. This post has contributed significantly to our income generation via the MECC and Connect 5 programmes in Kent and Medway.

If this post is not filled, our capacity to deliver core training services and generate income will be severely hampered.

Budget Issues

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

£19,331

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

There is no other staff capacity to deliver this work. It is mainly face to face training delivery (i.e. it requires a person delivering the training to be present with learners).

28. Please specify the funding source for this post:

Ring fenced Public Health grant

For Externally Funded posts:

- Salary amount allocated to this post £...£25,775-£31,385.....
- 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, 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	AD013AL	
RECRUITING MANAGER	Michael Hood	
DIRECTORATE	Children and Adults'	
TEAM	Business and Intelligence – Executive Support	
POST TITLE	Executive Support Assistant to the Director, People – Children and Adults	
PAY RANGE	Range 3 (£20,001 - £25,775)	
POST NUMBER		
DATE POST WILL BECOME VACANT	28 May 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS	Y/N
	FROM: ___ / ___ / ___ TO: ___ / ___ / ___	
<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

- 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 Executive Assistant to the Director of People – Children and Adults has been appointed to another ESA role within the Council. She will take up her new appointment at the end of May 2019.

A recent restructure within the team has led to each member of CADMT having two Executive Support team members working to them: A R3 Executive Support Assistant, and a R4 Executive Support Officer (full-time roles).

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

Not having an ESA will have an immediate impact on the smooth functioning of the Director's office, as the R4 and R3 work closely to provide wraparound support. This vacancy also places an additional burden on a team which is already overstretched due to vacancies.

Without urgent recruitment to this role, it will be difficult to ensure appropriate executive support across the Children and Adults management team, but in particular to the Director.

Budget Issues

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

£20,890 would be the savings should this post remained vacant until the end of the financial year when examining this post in isolation. However, it is likely that this post, because of the vital support it provides to the Director, People – Children and Adults, would have to be back filled at increased cost to the organisation.

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

No Savings could be achieved by alternate delivery.

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

This position is funded through Business ad Intelligence Provision has been made within budget monitoring 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

Signed:

Print Name:Date:
.....