

## **CABINET**

**8 JUNE 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 3 vacancies (two posts) 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.

### **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 Directorate**

- Performance and Compliance Officer x2
- Welfare Benefits Co-ordinator

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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Email: [tricia.palmer@medway.gov.uk](mailto:tricia.palmer@medway.gov.uk).

#### **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 Terri Williams, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list shown overleaf.**

|                         |   |
|-------------------------|---|
| DIRECTORATE             | Children and Adults                               |
| SECTION                 | Social Care Commissioning & Welfare Benefits Team |
| POST TITLE              | Performance and Compliance Officer x 2            |
| GRADE AND SALARY RANGE  | C2 £19,621 - £26,276                              |
| LOCATION                | Gun Wharf   |
| DATE POST BECAME VACANT | February 2010                                     |

### Impact on Service

The Social Care Commissioning Team plays a key role in ensuring that excellent care and support are delivered to Medway's most vulnerable citizens. This is achieved through commissioning and procuring the right services and support and then monitoring these to ensure that what is being paid for is actually delivered. The Performance and Compliance Officer role is vital to ensuring that service users receive the services that we would all expect and to ensure that the Council receives best value. The service is supported by three full time Performance and Compliance Officer posts, at grade C2, two of which are now vacant.

The PCO role was created in recognition of the importance of ensuring that vulnerable adults receive services that are of excellent quality, are safe and meet their needs. The role will increasingly become more important as the transformation of Adult Social Care gains pace, as there will be a real need to encourage, develop and support a thriving market where service users are able to have choice and control about what services they receive, where they receive them and how.

The work of the team involves contracts worth millions of pounds and as such it is essential that the Council receive value for money.

### Budget Issues

As this post is a C2 the starting salary will be point 22 which at 1 April 2009 was £19,621 plus on costs

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

**Please complete this form to request approval from Cabinet to recruit to vacancies and return to Jane Bowpitt, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.**

|  |  |           |
|--|--|-----------|
| DIRECTORATE  | Children and adults Directorate                |           |
| SECTION  | Welfare Benefits Unit                          |           |
| POST TITLE   | Welfare Benefits Co ordinator                  |           |
| GRADE AND SALARY RANGE   | C1 £16,830 - £22,221                           |           |
| POST NUMBER  | 00050118                                       |           |
| LOCATION   | Gun Wharf                                      |           |
| DATE POST BECAME VACANT  | 30 July 2010 <b>(to cover maternity leave)</b> |           |
| MANAGER POST REPORTS TO  |  |           |
| *IS THIS REQUEST TO COVER PERMANENT RECRUITMENT                            |  | <b>No</b> |
| *IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY                            |  | <b>No</b> |
| *IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL           |  | <b>No</b> |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) |  |           |
| NAME:  |  |           |
| NAME OF RECRUITING MANAGER   | <b>Jo Brown</b>                                |           |

(\* 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 – e.g. 20 care workers, two posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The welfare benefits team provides welfare benefits advice, advocacy and representation covering the whole of Medway and for all client groups and all ages. The established staffing for this team is a Team Manager, 2 x Benefits Officers and 1 x Welfare Benefits Co-ordinator, which are all full time.

The team has an excellent track record of maximising the benefits of vulnerable individuals and their families and therefore makes a significant contribution to two of the Council's strategic priorities namely, older and vulnerable people maintaining their independence and children and young people having the best start in life. In the last 12 months the income maximised for Medway residents was in the region of £1,100,000.

The work of this team has become even more important as the raising of the eligibility threshold with regard to Fair Access to Care Services continues to be implemented, as it will enable people who have been assessed as low and moderate to receive financial support so that they can access community based resources and remain independent for longer. The importance of the role of this team will increase with the move to individualised budgets in supporting vulnerable adults to maintain their independence.

The Welfare Benefits Team Manager has also secured additional funding from Macmillan to extend the service into Medway Maritime Hospital, Cancer Services and therefore additional work will be required by the team to establish the new service and to train new staff.

This established post will be vacant as the result of the current post holder taking maternity leave from the 30 July 2010. We would like to recruit a secondee for a period of at least 9 to 12 months to cover maternity leave.

This role is a direct customer-facing role and if approval were not given to recruiting would have a direct and extremely detrimental effect on many vulnerable families across Medway.

### **Budget Issues**

Please indicate:

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

This post is a C1 the starting salary is £16,663 per annum, point 17plus on costs. As this is an established post it is already funded from the base budget.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....