

CABINET
24 SEPTEMBER 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 1 post 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 post is coming forward for approval, the details of which are shown at Appendix 1: -

Children and Adults

Leaving Care Personal Advisor

3.2 The form attached is an email copy 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 post will be filled in accordance with the Council's recruitment policies.

6. Recommendation

6.1 The Cabinet is asked to agree to unfreeze the post as set out in Appendix 1 to enable officers to commence the recruitment process.

7. Suggested reason for decision

7.1 The post presented to Cabinet will support the efficient running of the Council.

Lead officer contact

Carrie McKenzie, Assistant Director, Transformation

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

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, 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. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	Children Services		
SECTION	Leaving Care Team		
POST TITLE	Leaving care Personal advisor		
GRADE AND SALARY RANGE	Range 3		
POST NUMBER	5629		
LOCATION	Broadside		
DATE POST BECAME VACANT	Vacancy from 30 December 2019		
MANAGER POST REPORTS TO	Head of service		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Joanne Kavanagh			

(* please delete as appropriate)

Impact on Service – please include:-

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

Please ensure you include information regarding where this post is being funded from and the implications of not filling this post. Rationale forms without this information will not be considered.

A position as a Leaving Care Personal Advisor will become vacant on 30 December 2019.

The funding for this post is already allocated with the Leaving Care staffing budget and will not lead to increased incurred costs.

The Leaving Care Team when fully staffed comprises of the Team Manager, One Senior Social Worker and 8 Leaving Care Personal advisors. The plan is to actively

recruit to position in September so the necessary checks are completed and new worker in place prior to the post becoming vacant.

Since the implementation of the Children and Social Work Act 2018 and the introduction of extending the role of the Leaving Care PA to all care leavers we have seen a significant increase in workload in the team with over a quarter of the workload now aged 21+.

Therefore to carry an additional vacancy will have significant impact on the service we deliver to young people and our statutory duties as a leaving care team.

The impact of this post not being filled with immediate effect will result in caseloads exceeding 40 plus in the team which will have a significant impact on support and service delivery to young people in care and leaving care. This would also place a huge strain on the team impacting detrimentally on our work with young people, team performance and morale.

This post remaining vacant would also have significant impact on our support to those vulnerable care leavers who are not in education training or employment and who require ongoing support from us and our partners. This is an area of work where we continue to underperform and a reduction in PA support would have a significant impact in supporting and tracking young people's progress at a crucial time in their lives.

This position will need to be recruited to immediately so that all young people will be allocated a leaving care personal advisor and our statutory responsibilities met.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

The plan is to actively recruit to these posts to minimise disruption and endeavour to support young people in their transition.

The costs will come from the Leaving Care budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: