

CABINET

22 OCTOBER 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 3 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

Senior Administrator

Public Health

Workplace Health Project Coordinator (Suicide Prevention)

Programme Manager

- 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		
RECRUITING MANAGER	Roy Smith	
DIRECTORATE	Children and Adults	
TEAM	Youth Service	
POST TITLE	Senior Administrator	
PAY RANGE	Range 3	
POST NUMBER	13385	
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	27 th September 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	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

1. The current post holder has accepted a new position elsewhere in the local authority. This role supports the general activities of the Youth Service specifically through financial and purchasing support for project and activities. They also support the four voluntary sector management committees attached to the Youth Service round finance, budget management and business administration. The maximum cost for this position per year is £20,001-25,775 for a full year.
2. The consequences of not recruiting will be interruption of support for charities and inability to raise invoices and spend funding (including funds that have been paid to us to spend). This will cause a serious interruption to service and could damage the local authority's reputation with suppliers and service providers who we work with.

Budget Issues

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

£15203

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

There is a backlog in finance related work associated with the Youth Service. This includes paying bills, raising invoices, supporting the administration of 4 charity accounts and overseeing health and safety issues with youth provisions. Securing additional support from elsewhere in the Directorate has not been possible. Currently, additional support has been provided by an intern to support us to tackle issues with the backlog of work, however this is not sustainable. It is considered that there is no useful saving to be made.

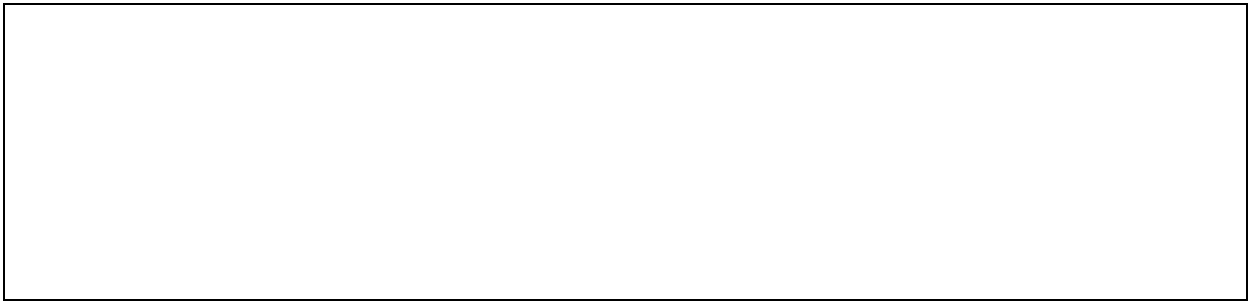
3. *Please specify the funding source for this post:*

This is from our core 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:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER	PUBH029RS	
RECRUITING MANAGER	James Flower	
DIRECTORATE	Public Health	
TEAM	Healthy Settings	
POST TITLE	Workplace Health Project Coordinator (Suicide Prevention)	
PAY RANGE	Range 3	
POST NUMBER	12103	
PREVIOUS POST HOLDER		
DATE POST WILL BECOME VACANT	Vacant	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY FROM: 01/11/19 TO: 01/11/20	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

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.*

The healthy settings structure currently has one existing workplace project coordinator post which is vacant and one project officer post which is occupied (.91FTE).

The existing PO post will continue to work on Medway service delivery of healthy settings programmes.

The vacant project coordinator post which this approval form seeks to recruit to for 1 year fixed will be tasked with meeting the KPI's for project delivery of workplace Suicide prevention projects for Kent and Medway businesses.

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

Failure to appoint to this post would jeopardise the successful delivery of the key performance indicators for this project which have been agreed with the Kent and Medway STP suicide prevention board. Requiring the repayment of the money awarded to undertake this activity.

Budget Issues

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

None

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

There is no existing capacity to successfully meet the KPIs attached to this projects funding.

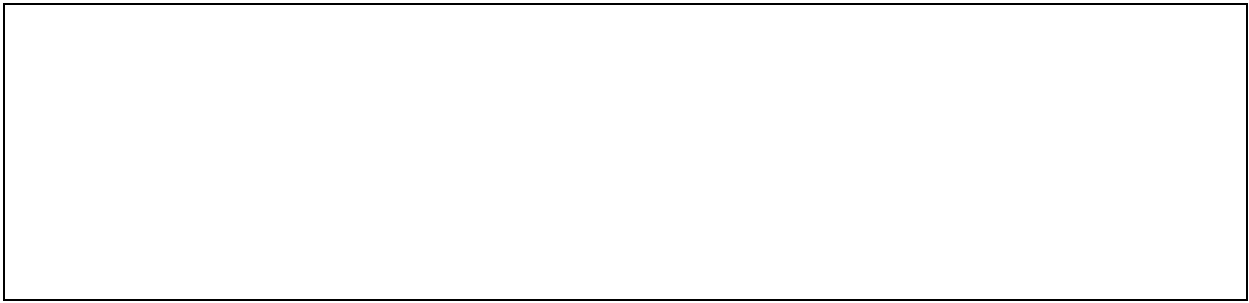
6. *Please specify the funding source for this post:*

Medway Council was successful in obtaining funding from the Kent and Medway Sustainability and Transformation Partnership (STP). For the delivery of a programme of work targeted at suicide prevention across Kent and Medway based on occupation. The successful bid included funding for a .75fte project coordinator post as well as associated project funding. The post will be topped up by 0.25fte of an existing vacancy within the team which is already budgeted for to support additional work on healthy settings agenda (taken from the ring fenced PH grant).

For Externally Funded posts:

- Salary amount allocated to this post £...20,001.....
- Reserves allocated in case of redundancy £...(not required as 1 year fixed contract only)

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	PUBH024RS	
RECRUITING MANAGER	Kate Bell	
DIRECTORATE	Public Health	
TEAM	Stop Smoking, Health Checks Programme and Advice Centre	
POST TITLE	Programme Manager	
PAY RANGE	6	
POST NUMBER	12196	
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	01/04/2019	
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

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

This request is to recruit to the vacant post of project manager, for the responsibility of CVD Prevention, which includes the mandated programme on NHS Health Checks, the delivery of commissioned smoking cessation services in General Practices and Public Health's Advice Centre.

The post holder is responsible for Medway Councils CVD Prevention agenda, which includes prevention of stroke, heart attack and diabetes. They are responsible for ensuring the statutory objective for the delivery of health checks to 80,000 residents is met through an outreach service based at the Smokefree Advice Centre and the

community, as well as services commissioned through GP practices.

They will lead on the STP priority for stroke prevention in shaping Medway's approach, whilst leading/supporting on other CVD priorities including the external funding received by the STP to deliver additional services, diabetes management and prevention, CVD case finding and evaluation of interventions.

Role responsibilities:

- Overseeing the management of services commissioned to 47 GP practices for health checks and smoking cessation, including quality assurance and national data reporting.
- Budget management for the Advice Centre, health checks, Smokefree Advice Centre and smoking cessation service.
- Line management of 3 project officers (range 4 and 5).
- Primary Care Network relationship manager and primary care lead.
- Marketing for health checks and smoking cessation.

Failure to recruit to this post will impact the directorate's ability to deliver on the statutory objective for health checks, to implement wider CVD prevention and the stroke prevention agenda. It limits the scope to develop interventions for Medway residents and their access to services, whilst reducing engagement with the wider workforce including primary care partners.

By not having someone responsible for the marketing of the service could lead to a reduction of numbers accessing smoking cessation advice, therefore not tackling smoking prevalence in Medway and the health associated risks of continuing to smoke.

Budget Issues

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

£31,314

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

Due to the nature of the post and its vast responsibilities it is not feasible to deliver the service in an alternative manner.

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

Public Health Grant

For Externally Funded posts:

- Salary amount allocated to this post £53,682
- Reserves allocated in case of redundancy £ NA

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:
.....