

**CABINET**  
**19 NOVEMBER 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: -

#### **Public Health**

Data Quality and Monitoring Claims Officers x3

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 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**

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#### **Background papers:**

Cabinet report 10 December 2002

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MIId=1834&Ver=4>

Cabinet report 7 January 2003

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MIId=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](mailto: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.*

<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Donna Mills	
DIRECTORATE	Public Health	
TEAM	Early Help Transformation	
POST TITLE	Data Quality and Monitoring Claims Officers (x3)	
PAY RANGE	R3	
POST NUMBER	13302	
PREVIOUS/CURRENT POST HOLDER	Kirsty Steadman & Samantha Brotherhood	
DATE POST WILL BECOME VACANT	January 2020	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>N</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	<b>Y – zero hours contract as and when required via Medway Council recruitment</b>
<b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.		
<b>Attach a structure chart</b> 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.*

**Within the team there are 3 full-time Data Quality and Claims Monitoring Officer posts – all filled with permanent workers until the end of the programme as was – July 2020.**

**There is a potential need to recruit to two of these posts due to temporary absences. There is also news that the Troubled Families (TF) programme may now be extended until March 2021. We would need to prepare for the continuation of existing work should the existing programme continue in the same vein from July 2020 and prepare for the potential of all 3 posts needing to be continued.**

**The casual recruitment will be on zero hours to begin with whilst we gauge requirements dependent on circumstances at the time.**

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

**Medway has committed to the Ministry of Housing Communities and Local Government (MHCLG) to turning around 2060 families in Medway by 31 March 2020.**

**Failure to recruit and have control over these posts would result in the potential loss of Payment by Results income for the Council as the EHTTs capacity to respond to the vastly expanded Phase 2 Troubled Families programme is reduced. There would be loss of confidence in the Council. The Council would also be liable to pay back some funding to the DCLG for up-front fees it has already received to begin the work with families.**

**The team has made excellent progress now that the data system is in place and has reached over 50% of its claim target ensuring that the Council receives the funding that it is due. However, any reduction in claims staff between now and March 2020 will significantly hamper that progress.**

**MHCLG has recently advised the Chief Executive that £740k is still at risk in the current TF programme. In addition, the MHCLG has announced an extension to the TF programme for a further year. This is likely to mean additional targets and funding for 2020/21 and we will know more this autumn.**

**This work is key to the success of the national Troubled Families programme and to the Council being able to access remaining Payment meet our commitment to the MHCLG.**

## **Budget Issues**

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

**No savings would be incurred since the Council would receive a shortfall in significant amounts of funding from the MHCLG. There is also the danger that previous MHCLG funding received to prepare for the work with families (up front fees) could be clawed back if targets are not met.**

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

**There are no alternative ways to complete the specialist case analysis work needed. The TF programme is extremely technical and requires consideration of the requirements and specifications within the TF Financial Framework (attached) together with the Medway Outcomes Plan (attached).**

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

**The post will be funded from the TF income which sits within the EHTT budget**

### **For Externally Funded posts:**

- Salary amount allocated to this post                      £...£20,001 - £25,775                      plus on costs
- Reserves allocated in case of redundancy                      £...sufficient to fund the posts

### **Comments from Portfolio Holder**

**Director**

Signed: .....

Print Name: .....Date:  
.....

**Directorate Portfolio Holder**

Signed: .....

Print Name: .....Date:  
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**Councillor Alan Jarrett**

Signed: .....

Print Name: .....Date:  
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