

CABINET
17 DECEMBER 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 5 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 & Culture:

Administrative Support Officer
Education Outreach Officer x 3

Public Health:

Senior Commissioning Officer

- 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

JOB REFERENCE NUMBER	RCET0175AH
CASE NUMBER	ATR000009
RECRUITING MANAGER	Hilary Treays
DIRECTORATE	Regeneration, Culture, Environment and Transformation
DIVISION	Transformation
SERVICE	Medway Adult Education
SERVICE MANAGER	Anna Marie Lawrence
ASSISTANT DIRECTOR	Carrie McKenzie
DIRECTOR	Richard Hicks
PORTFOLIO	Housing and Community Services
PORTFOLIO HOLDER	Councillor Howard Doe

POST DETAILS

TEAM	Medway Adult Education
POST TITLE	Administrative Support Officer
PAY RANGE	Medpay Range 2
POST NUMBER	12407
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	Yes
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	30/11/2019
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

6 Administrative Support Officer posts - 4.52fte plus 1 full-time apprentice
2 ASO posts vacant - 1.6fte. 1 x 1fte filled temporarily whilst we await approval to make a permanent appointment
1 full-time apprentice vacancy

Impact upon the service if this post is not filled

We are looking to recruit a full-time Administrative Support Officer to support the team with the additional work following the implementation of the new management information system, EBS. The lack of an integration with Lagan means the enrolment function, both face to face and telephony, has moved back to MAE from CABS and the Library service. The administration team is a key function within MAE, supporting the programme delivery, dealing with all learner enquiries and enrolments and administering all aspects of administration, including financial transactions e.g. processing invoices for services or goods received, raising invoices for fees, following up outstanding balances etc. Failure to recruit to this post will mean inadequate staffing available to process enquiries and enrolments and the financial administration for the service. This could impact on future funding allocations from the Education and Skills Funding Agency (ESFA), as reduced enrolments could lead to clawback and on the quality of provision which could affect future Ofsted inspections.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

£9,432
Based on mid-point of MedPay Range 2

Savings that could be achieved by providing the service in alternative ways

There is no capacity within the service to cover this work

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	Education and Skills Funding Agency

For externally funded posts

Salary amount allocated to this post	£22,429
Reserves allocated in case of redundancy	N/A

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	RCET0172AH
CASE NUMBER	ATR000010
RECRUITING MANAGER	Hilary Treays
DIRECTORATE	Regeneration, Culture, Environment and Transformation
DIVISION	Transformation
SERVICE	Medway Adult Education
SERVICE MANAGER	Anna Marie Lawrence
ASSISTANT DIRECTOR	Carrie McKenzie
DIRECTOR	Richard Hicks
PORTFOLIO	Housing and Community Services
PORTFOLIO HOLDER	Councillor Howard Doe

POST DETAILS

TEAM	Medway Adult Education
POST TITLE	Education Outreach Officer x 3
PAY RANGE	Medpay Range 3
POST NUMBER	14899
NEW POST TO THE ORGANISATION?	Yes
POST CURRENTLY FILLED?	
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

New team following re-organisation in August 2019 and the deletion of a Business Development and Partnerships Officer post.
3 x 0.2fte Education Outreach officers - 3 vacancies

Impact upon the service if this post is not filled

MAE has been experiencing a reduction of learners to the Workskills programme area and limited growth in partnerships since the academic year 2017-18 and required increased community partnerships and targeted community learning development across all programme areas to meet the Education and Skills Funding Agency contract. The postholder for the Business Development and Partnerships Officer has been on secondment since November 2018, and arrangements put in place when the secondment commenced have resulted in an increase in partnerships (increased from 9 to 21) and learner numbers (increased from 3,297 to 3,761). The arrangements have provided an improved focus and skills-based approach with specific vocational and skills-based expertise. The staff have experience of dealing with the groups MAE is targeting and have been speaking directly to prospective learners. As a result of this, we have undertaken a consultation process to delete the Business Development and Partnerships Officer post and replace with 3 x 0.2fte Outreach worker posts. This process completed on 16 September, and the Business Development and Partnerships Officer post was due to be deleted from MAE's structure as at 30 September. Not filling these posts will mean a loss of learners and the allocated Education and Skills Funding Agency budget will not be fully spent. This could lead to clawback of funding next year and affect future funding allocations.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

£6,798 for 3 x 0.2fte posts
These posts replace a full-time Range 4 post which has been vacant since September 2019

Savings that could be achieved by providing the service in alternative ways

This is an alternative way to provide the service, following a reorganisation in August 2019 and the deletion of the Business Development and Partnerships Officer post. These posts realise a saving of approx. £13k compared to retaining the Business Development and Partnerships Officer post.

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	Education and Skills Funding Agency

For externally funded posts

Salary amount allocated to this post	£16,315
Reserves allocated in case of redundancy	N/A

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	PUBH034AL
CASE NUMBER	ATR000025
RECRUITING MANAGER	Lorraine Foster
DIRECTORATE	Children and Adults
DIVISION	Public Health
SERVICE	Public Health Programmes
SERVICE MANAGER	Aeilish Geldenhuys
ASSISTANT DIRECTOR	James Williams
DIRECTOR	Ian Sutherland
PORTFOLIO	Adult Services
PORTFOLIO HOLDER	Councillor David Brake

POST DETAILS

TEAM	Partnership Commissioning
POST TITLE	Senior Commissioning Officer
PAY RANGE	Medpay Range 6
POST NUMBER	14921
NEW POST TO THE ORGANISATION?	Yes
POST CURRENTLY FILLED?	
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Temporary
Date from	01/12/2019
Date to	01/12/2020
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

There are three senior commissioning officer posts within this team. All post have allocated roles and responsibilities. This post is a temporary post to deliver on a specific agenda to embed a model of positive behaviour support (PBS) across Medway.

Impact upon the service if this post is not filled

PBS is identified with the Building the Right Support (2015) guidance as a reliable and validated way of supporting individuals who display behaviour that challenges. This project will see Medway build on the PBS training that has already been delivered by developing systems and processes to embed PBS. The post of senior commissioning officer (temporary) is vital in developing the model in Medway as there is no other resource within Medway that can deliver on this role.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

post is being externally funded by an NHS grant

Savings that could be achieved by providing the service in alternative ways

not applicable

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	Funded by NHS grant into the Section 75 Transforming Care pooled budget.

For externally funded posts

Salary amount allocated to this post	£37,053
Reserves allocated in case of redundancy	not applicable