

CABINET
4 FEBRUARY 2020
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: -

Business Support:

Childcare Lawyer

Regeneration, Culture, Environment & Culture:

Initial Advice & Guidance Support Worker

Public Health:

Health Improvement Assistant

- 3.2 The forms attached are email copies and the signed copies, job profiles and structure charts are 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	0018
CASE NUMBER	ATR000040
RECRUITING MANAGER	Sameera Khan
DIRECTORATE	Business Support
DIVISION	Legal
SERVICE	Legal
SERVICE MANAGER	Jan Guyler
ASSISTANT DIRECTOR	Perry Homes
DIRECTOR	Neil Davies
PORTFOLIO	Resources
PORTFOLIO HOLDER	Councillor Adrian Gulvin

POST DETAILS

TEAM	Legal - People Team
POST TITLE	Child Care Lawyer
PAY RANGE	Medpay Range 6
POST NUMBER	0018
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	Yes
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	10/02/2020
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Temporary
Date from	10/02/2020
Date to	10/09/2020
Is the recruitment via an agency?	Yes
Name of agency	Selection from the Panel - Sellick, Venn and Law Absolute

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

During the last year child care cases have steadily increased with a large number of complex NAI cases which requires extensive amount of input from the Paralegals and Lawyers in the team.

At present we are still running a very high level of Care Proceedings, and Pre-proceedings with a number of complex Non-accidental injuries cases and Injunction matters.

Lawyers in the team are imperative in the team to ensure that service delivery is provided without which the people team will not be able to provide and meet its statutory services.

This is an existing post which needs to be filled urgently given the high workload. The current post holder handed in their notice on 10 December 2019.

Impact upon the service if this post is not filled

Currently we have 3 child care vacancies (including the current one) which will have a severe impact on service delivery if a locum is not approved.

BUDGET ISSUES

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

Unfortunately, child care is an essential service and given the sensitive nature of the business it is not possible to make or identify any saving.

Child care is also an essential service provision given the "inadequate" Ofsted report it is important that client department are supported and guided through the legal process.

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

As above.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	Existing post

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	
Human Resources team comments	
Chief People Officer comments (where applicable)	
Assistant Director comments	I approve this post, given a recent increase in Care cases, likely due to the Ofsted Inspection. A Childcare Solicitor has given notice to leave. We need to replace with a locum and monitor caseloads. Perry Holmes
Director comments	As per comments from Perry Holmes, post is required to ensure capacity to cover cases.
Portfolio Holder comments	This is a key role to support Children's Services.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	RCET0173LB
CASE NUMBER	ATR000024
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	Initial Advice and Guidance Support Worker
PAY RANGE	Medpay Range 3
POST NUMBER	14898
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.
1 x 0.2fte Information Advice and Guidance Support Worker, 1 vacancy

Impact upon the service if this post is not filled

MAE requires additional Information, Advice and Guidance capacity due to the increase in learners requiring initial assessment before enrolling and starting on their course. Part of the arrangements put in place since the postholder for the Business Development and Partnerships Officer has been on secondment since November 2018 included additional resource for this important activity. 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 and 1 x 0.2fte Information, Advice and Guidance support work. The consultation process completed on 16 September, and the Business Development and Partnerships Officer post was deleted from MAE's structure as at 30 September. Not filling this post will mean insufficient capacity to carry out initial assessment and will result in 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

£2,266

This post and the 3 x 0.2fte Education Outreach Officer posts replace the full-time Business Development and Partnerships Officer post that 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. This post together with the 3 x 0.2fte Education Outreach worker 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	£5,438
Reserves allocated in case of redundancy	N/A

SUPPORTING COMMENTS

Service Manager comments	Supported this post is externally funded
Human Resources team comments	
Chief People Officer comments (where applicable)	
Assistant Director comments	externally funded
Director comments	Externally Funded
Portfolio Holder comments	
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	PUBH037RS
CASE NUMBER	ATR000038
RECRUITING MANAGER	Richard Griffiths
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	Health Improvement Advice Centre
POST TITLE	Health Improvement Assistant
PAY RANGE	Medpay Range 2
POST NUMBER	11201
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	Yes
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	20/12/2019
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	Yes
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

The post sits under Public Health Improvement team in the Health Improvement Advice Centre along with 5 other Health Improvement Assistants, all reporting into the Health Improvement Advice Officer.

Impact upon the service if this post is not filled

This post is required to triage and process referrals and customer bookings for the Stop Smoking Service, Adult and Children's Supporting Healthy Weight services and NHS Health Checks. This post is essential in ensuring patients can swiftly access health improvement services.

Not having this post would negatively impact on volumes of customers accessing services, administration processes, data input and analysis and reporting. There would also be a negative impact on making timely follow up calls to patients and consequently service standards would slip.

BUDGET ISSUES

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

£4480

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

It would not be possible to provide this service in an alternative manner.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	Public Health Budget - Health Improvement Advice Centre

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	This is a public health grant funded post that we need to recruit to in order to meet the terms of the grant.
Human Resources team comments	
Chief People Officer comments (where applicable)	
Assistant Director comments	Externally funded so approval given
Director comments	Approved on behalf of Ian Sutherland. As approved by Assistant Director Transformation on 17 December.
Portfolio Holder comments	
Leader comments	