

CABINET
17 AUGUST 2010
RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Finance

Report from: Neil Davies, Chief Executive

Author: Tricia Palmer, Assistant Director, Organisational Services

Summary

This report brings forward 7 posts to be filled.

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

- Political Assistant To Labour Group
- Lawyer – Adult and Children’s Services
- Register Compiler x 2

Regeneration, Community and Culture

- Receptionist
- Receptionist/Administrator
- Receptionist/IT Administrator.

3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job description and structure chart is also 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

Tricia Palmer, Assistant Director Organisational Services, Civic Centre, Strood
Telephone: (01634) 332853
Email: tricia.palmer@medway.gov.uk.

Background papers

Cabinet report 10 December 2002 and 7 January 2003

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	BUSINESS SUPPORT	
SECTION	MEMBER SERVICES	
POST TITLE	POLITICAL ASST TO LABOUR GROUP	
GRADE AND SALARY RANGE	SCP 32 – 36 £27,052 - £30,011 (pro-rata)	
POST NUMBER	4031	
LOCATION	GUN WHARF	
DATE POST BECAME VACANT	9 th August 2010	
MANAGER POST REPORTS TO	HEAD OF ELECTIONS & MEMBER SERVICES & LEADER OF LABOUR GROUP	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER JANE RINGHAM		

(* please delete as appropriate)

Impact on service – please include:

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

The three largest Political groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The current post holder of the Labour Political Assistant post is leaving with the effect from early August 2010.

Under the Act, a group qualifies for a political assistant post if (a) the membership of that group comprises at least one-tenth of the membership of the authority; and (b) the number of the other groups, which are larger than that group, does not exceed two.

The impact on the service if this post is not filled is that the Labour Group would not receive the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council.

Budget Issues

Please indicate:

- 1. The realisable savings if this post remained vacant until 31 March 2011.
- 2. If any savings could be achieved by alternative ways of providing the service.

If the post is not filled before 31 March 2011 the savings would be in the order of £11,000 assuming that a new appointee would have been appointed at the lowest point in the salary range.

Comments from Portfolio Holder

Signed:
 Portfolio Holder

Dated:

Signed:
 Second Portfolio Holder

Dated:

Signed:
 Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	BSD		
SECTION	Legal Services		
POST TITLE	Lawyer – Adult and Children’s Services		
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741		
POST NUMBER	Existing post now vacant		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	8/2/2010		
MANAGER POST REPORTS TO	Jenny Robinson to Angela Drum to Deborah Upton		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY			No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL			No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER: Jenny Robinson			

(* please delete as appropriate)

Impact on Service – please include:-

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

This post is an existing post, vacant since February 2010, within a team of 9.5 lawyers within the Legal – Adult and Children’s Services Team. The post is currently filled by a locum solicitor. Team cohesion is necessary to ensure the solidity of the team in the face of an additional 30% workload. Permanent recruitment would assist.

Approval is required as soon as possible in order to profit from a temporary local availability of highly experienced lawyers.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2011.
2. If any savings could be achieved by alternative ways of providing the service.

No savings are accrued from the vacant post as it is covered by a more expensive locum solicitor. In the light of a 30% increase in workload, the service cannot be provided alternatively, other than through permanent recruitment to the post.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	BUSINESS SUPPORT	
SECTION	ELECTORAL SERVICES	
POST TITLE	REGISTER COMPILER (TEMPORARY)	
GRADE AND SALARY RANGE	£10.56 PER HOUR	
POST NUMBER	N/a	
LOCATION	GUN WHARF	
DATE POST BECAME VACANT	Required from 16 August 2010	
MANAGER POST REPORTS TO	Electoral Services Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME: Not applicable		
NAME OF RECRUITING MANAGER Suzanne Martin		

(* please delete as appropriate)

Impact on Service – please include:-

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

The Electoral Registration Officer is obliged to produce a Register of Electors on 1 December each year. To compile that Register an annual audit is carried out during September to November, during which period each of the 110,000 households in Medway are sent a registration form in order to identify those eligible to be included. Two reminders are sent to non-responders. Approximately 99,000 forms are returned to the section during the period, to be processed, including 75% of which require changes to the database holding the details of all electors.

The permanent staffing structure of the team comprises the Head of Elections & Member Services, the Electoral Services Manager, the Senior Electoral Services Officer and 1.5 Electoral Services Officers (the half post is currently vacant and covered by a temporary member of staff). These staff are not sufficient to process the forms that are received during that period as well as managing the annual audit, including the supervision of up to 100 personal canvassers who make door to door visits to non-responders.

The revenue budget for the team includes an amount for 2 temporary staff to assist with the processing and inputting of the registration forms. These staff are generally recruited to start with effect from mid-August to allow time to

train them on the rules of registration and the database before the annual audit starts.

If the temporary staff are not engaged all the details of people eligible to be included in the Register when it is published on 1 December will not be inputted so the Register will not be comprehensive and accurate. It is the Register that will be used for the Local Elections in 2011.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2010.
2. If any savings could be achieved by alternative ways of providing the service.

If the temporary staff are not engaged the savings will be in the order of £14,800.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	Regeneration, Community & Culture		
SECTION	Development, Economy & Transport		
POST TITLE	Receptionist, Receptionist/Administrator & Receptionist/IT Administrator		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	Awaiting outcome of benchmarking		
LOCATION	Innovation Centre Medway		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO			
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY			No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL			No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER			

(* please delete as appropriate)

Impact on Service:-

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

Budget Issues

Due to the continued success of Innovation Centre Medway, demands on reception are increasing and a single person is no longer able to deliver the service to the level that ICM tenants require. It is recommended that one existing temporary post is removed and three new permanent posts are created to resolve this issue.

Post 1: Full time administrator/reception role. This post will replace our current temporary admin/reception role. The post holder will be responsible for ICM administration including invoicing and management of room hire. The post holder will also be able to provide reception cover between the hours of 8:30am – 5:00pm. This post will also have some general IT administration.

Post 2: Full time reception. This post will be responsible for reception between the hours of 7am – 3pm. The post holder will provide general reception services, telephone switchboard and visitor services.

Post 2: Additional part time (20 hours) reception/IT administration role. This post will be responsible for reception between the hours of 3 – 7pm. The post holder will provide general reception services, telephone switchboard and visitor services.

Posts 2 and 3 together will allow ICM to have a member of its own staff available on reception from 7am – 7pm with Post 1 providing assistance, support, lunch cover and holiday/sickness cover during core hours (8.30am – 5pm).

It is likely that the needs of tenants, both existing, and new, will suffer if these posts are not approved. We would also remain dependent on the use of external security contractors to provide site security from 7am – 7pm. These posts also offer an opportunity to reduce revenue costs.

There may be the opportunity to recruit these posts from support schemes such as the Future Jobs Fund or the Graduate Work Placement Program, further reducing employment costs.

Increase in reception opening hours will allow ICM to maximise income generation from its conference and meeting facilities by allowing breakfast and evening meetings.

ICM will also be able to deliver substantial cost savings with the approval of these posts.

Removal of security personnel will deliver a revenue saving of £96kpa.

Staffing Costs

Post 1: £14,891 net

Post 2: £14,891 net

Post 3: £8,050 net

Comments from Portfolio Holder

.....

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: