

CABINET
7 SEPTEMBER 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 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, Community and Culture

- Jobs Broker - FJF (Voluntary and Community Sector)
- ACCES Project Officer
- Medway Renaissance Temp project work
- Admin Assistant – Processing & Income Recovery
- Project & Finance Manager

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, Gun Wharf, Dock Road, Chatham

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 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	Economic Development & Social Regeneration Service	
POST TITLE	Jobs Broker – FJF (Voluntary & Community Sector) FULL TIME (Fixed term initially up to 31 st March 2010) This Jobs Broker - FJF (Voluntary & Community sector) is to support the creation of FJF jobs by Medway partners (70 jobs)	
GRADE AND SALARY RANGE	Grade = C2 (SP22-SP31) Salary = £19,621PA - £26,276PA + (on costs based at 30%) Inflation not required as at 0%.	
POST NUMBER	9095	
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, ME4 4DL	
DATE POST BECAME VACANT	1 st October 2010 to 31 st March 2012	
MANAGER POST REPORTS TO	Future Jobs Fund Co-ordinator	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER: Cathy Lepage		

(* please delete as appropriate)

Impact on Service – please include:-

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

1. This post is solely funded through the provision of external funding from the Department for Work & Pensions (DWP) to support the full costs (including salary, any training costs, and IT equipment needs) and office space that is already in existence through a hotdesking facility at Employ Medway.

*** See attached Organisational Structure chart**

The structure in this function with posts of the same type is as follows:

Richard Dawson (EMPLOY Medway Programme Manager)

Cathy Lepage (FJF Co-ordinator)

Michelle Penrose (FND Co-ordinator)

Robert Rose (Skills Development Coordinator)

Jon Hughes (FND REIGNITE Outreach Manager)

Rachael Fulford (FND Job Broker - Temp)

Louise Jukes (FJF Job Broker (Council) - Temp)

Paula Milligan-Davis P/T (FJF Job Broker – Temp)

***VACANT Jobs Broker - FJF (Voluntary & Community Sector)**

Kerry Hider (EM Administrator)

2 x P/T (EM Administration officers) Karen Giles & Julie Hussey

Sera Kara (Administration work placement apprentice)

Hayley Paterson (FND REIGNITE Administrator)

2. The impact on the service if this Jobs Broker – FJF (Voluntary sector) post is not filled will mean the failure to deliver a quality programme and a much greater risk of not fulfilling our contractual obligations with DWP as regards to the delivery of the Future Jobs Fund programme over the remaining 6 months programme period up until April 2011 due to the importance of the tasks to be completed. This could result in external funds having to be paid back.

It is essential that this position is now filled immediately as co-ordination support is required to ensure the monitoring and performance of the voluntary sector jobs among our series of local community and voluntary sector partners. The number of jobs to be achieved is a total of 70 over the next 7 months. If this post is not in existence external funding maybe jeopardised and the quality and reliability of our service to the public will decline.

The post will impact on the service and with particular reference to day to day services to the public, which include:

- 1) Dealing with the day-to-day service of advice and support to both local unemployed beneficiaries of the Future Jobs Fund and to local FJF employers from the voluntary sector, working with Job Centre Plus advisers to shortlist potential recruits and match them to Future Jobs Fund vacancies.
- 2) The provision of intensive job support for unemployed beneficiaries of the Future Jobs Fund. The ability to refer unemployed clients to Future Jobs Fund employment opportunities across the voluntary sector partners.
- 3) Working with the Voluntary Sector employers to identify suitable candidates from the pool of eligible unemployed beneficiaries, working with them to finalise Job Descriptions. To work closely with Job Centre Plus advisers to refer shortlists of prospective FJF employees to the voluntary sector employers.
- 4) Acting as a highly valuable point of information for the unemployed beneficiaries of the Future Jobs Fund, gathering comprehensive information on available job opportunities from our voluntary sector employers, training opportunities at all level and work experience / employability development opportunities

- 5) Effectively matching unemployed clients to suitable and appropriate FJF vacancies within those voluntary sector employers, providing access to support to assist them to apply and access employment.
- 6) Undertaking 1-2-1 review meetings with appointed FJF employees within the voluntary and community sectors to improve their training with the employer and develop their CV
- 7) Planning with the clients and the voluntary sector employers where the placement has been undertaken, for jobs in the private sector after completion of their FJF temporary job.
- 8) Promotion of the FJF programme throughout the period and the impact on connecting with other training providers to support individual client needs whilst they are on their placement.

All these support tasks are required steps. If these are not undertaken then there is both jeopardy in a) the delivery of our FJF operations and placements of clients with our voluntary sector employers and b) also our ability to claim back the external resources from DWP, which will then be a loss to both Medway Council and to the public through the ability to deliver services that directly meet the needs of residents

Without this post, the branding that has already been raised for the overall programme termed Employ Medway for which the Future Jobs Fund programme will now come under AND the quality of the service for Medway will not achieve its contracted requirements in delivering the stated recruitment to vacancies. This will impact on our ability to claim the payments for creating the job placements for 6 months to members of the public.

In addition, we will lack essential resources to pull together key performance monitoring information that supports our delivery to the clients and council performance targets so undermining our ability to manage this £2.6 million programme effectively for Medway.

Budget Issues

Please indicate:

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

1. This post will be entirely funded externally by DWP. We will look to recruit at the entry level of the grade, however there maybe circumstances and professional experience, which justify the employee to be paid higher. In terms of calculating the posts costs this will range within the pay scale boundary. I have therefore based this on the entry level grade:

Grade = C2 (SP22-SP31)

A) Option 1 = Salary SP 22 = £19,621PA + 30% cost = £25,507

- From 1st Oct 2010 (6 months) = £12,754

Option 1 TOTAL = £12,754

This post will be fully met through the creation of new FJF placements as we receive £200.00 per job created.

This will have no effect on the Council budget but if not taken forward will represent a loss of external funding that otherwise would have come to the Council. No

savings will be made as the funds are external and need to be spent in accordance with achieving the contracted requirements.

2. Savings in terms of the post have already been investigated in terms of a) the time required to be allocated to the position over the 6 month period; b) alongside taking into account that the service has a desktop computer for the post holder to work from (so there would be no additional cost in providing for this) and c) the desk facility is available in Employ Medway would therefore not impact on the overhead costs attributed.

A CRB authorisation form will be required; an approval form from Assistant Director will need to be completed following successful recruitment to position to allow the individual to commence employment prior to receipt of satisfactory CRB.

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 and CULTURE	
SECTION	Economic Development and Social Regeneration	
POST TITLE	ACCES PROJECT OFFICER	
GRADE AND SALARY RANGE	B1 – SP27-36 £22,958 - £30,011	
POST NUMBER	1764	
LOCATION	GUN WHARF	
DATE POST BECAME VACANT	NEW POST	
MANAGER POST REPORTS TO	SOLENE FERREIRA – INTERREG OFFICER	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT		No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	– fixed term
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER: SOLENE FERREIRA		

(* 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 has been newly created in order to project manage the delivery of the ACCESS project - an EU funded project.

The post-holder will play a key role in ensuring that Medway Council and partners deliver the project in accordance with the funding contract associated with receipt of the EU finances.

The overall aim of project Acces is to undertake a programme of cross border actions designed to enhance the quality of life and employability of young people from disadvantaged neighbourhoods in Medway

The specific project actions include:

- A programme of youth development benefiting young people from disadvantaged communities in Medway, giving them access to vocational training and qualifications.
- Working with young parents from disadvantaged communities to equip them with vital parenting skills and to set up opportunities for older more experienced parents to mentor the young parents.

- A programme of arts and creative expression bringing young people together with older residents through inter-generational co-operation. To improve self-esteem.

It is expected that at least 60 local young people will benefit directly from the ACCESS project and its initiatives as described above.

The Access project is an Interreg project partnership, which involves:

- Greater Dunkerque Council and a number of community organisations based in Dunkerque.
- Medway Youth Service, Wayfield Children’s Centre, The New Arts Centre in Chatham

If the post is not filled; our ability to achieve the objectives and outputs of the ACCES project will be significantly undermined. These are contractual obligations in accordance with the EU project. Failure to achieve the objectives risks us having to pay back the UE funds.

This project is worth up to £150,000 of EU funding for Medway and it is vital also to have a project officer in place to oversee the financial management.

Budget Issues

Please indicate:

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

This post is funded through the EU project ACCES under the Interreg IVA 2Seas programme.

It will be a fixed term position until 31st March 2011 with the possibility of extension, budget permitting. The total cost of the post for the period October 2010 to March 2011 will be £14,700. The only other option is to employ temp staff in order to cover the position but this would cost us more money due to the fact that all overtime is paid and due to the extra charges.

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 the relevant Director 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 shown overleaf.

DIRECTORATE	Regeneration, Community and Culture
SECTION	Medway Renaissance
POST TITLE	3-6 months contract
GRADE AND SALARY RANGE	Agency Rate
LOCATION	Eastgate House, Rochester
DATE POST BECAME VACANT	Specific new piece of work for Planning Application
MANAGER POST REPORTS TO	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	
NAME:	
NAME OF RECRUITING MANAGER:	

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.

<ol style="list-style-type: none"> 1. 3 – 6 Month one off contract for specific piece of work on Chatham Waterfront Planning Application. 2. Planning Permission for Waterfront will not be achieved within the Funding Agreement to 31 March, which is the time period within which we must achieve the milestones and therefore costs will fall to the council.

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.
- 3. If the post can be covered by existing staff?

- 1. None
- 2. None
- 3. No. MR currently operating with 5 vacancies on approved establishment.

Signed:
Portfolio Holder
(Cllr R Chambers)

Signed:
Director

Robin Cooper

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 shown overleaf.

DIRECTORATE	RCC	
SECTION	Highways & Parking Services	
POST TITLE	Admin Assistant – Processing & Income Recovery	
GRADE AND SALARY RANGE	D2 / £15039 - £19126	
POST NUMBER	7817	
LOCATION	Civic Centre	
DATE POST BECAME VACANT	12 July 2010	
MANAGER POST REPORTS TO	Katie Godden	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	No <input checked="" type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	No <input checked="" type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	No <input checked="" type="checkbox"/>
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER	Rubena Hafizi	

(* 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 dealing with CCTV appeals within the Parking Administration team. To not fill this post will mean appeals will not be responded to within the specified Council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. Parking Services now have 2 CCTV enforcement vehicles, which have resulted in a higher level of appeals received. The parking team also deal with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on existing team members.

This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN and thus losing that source of income. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. This would also be seen as bad practise and would not meet the expected standards of service delivery. In addition to this if this post were not to be covered we would not be in a position to take as many PCN

payments over the telephone as we would not have sufficient staffing levels to answer the calls, which would also reflect in our income collection and could lead to an influx in complaints.

Budget Issues

Please indicate:

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

If the post remained vacant for nine months, this would make a saving of around £12,000.

Parking currently deals with over 1400 appeals per month and this post is a key role in this process and directly deals with this workflow.

Each post would deal with around 200 appeals per month, each valued at an average of £60, and therefore if this post was left vacant it could cost the parking account over £12,000 per month - £108,000 for nine months.

Based on the above, it is economically viable to fill the vacancy.

Comments from Portfolio Holder

This post is essential in the processing of PCN's and also maintaining the strict deadlines in dealing with appeals. Failure to respond within the legislated response period results in a lost PCN and a corresponding loss of income as detailed above.

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 shown overleaf.

DIRECTORATE	RCC	
SECTION	Highways & Parking Services	
POST TITLE	Project & Finance Manager	
GRADE AND SALARY RANGE	B2 (£27052-£34549)	
POST NUMBER	6810	
LOCATION	Civic Centre	
DATE POST BECAME VACANT	New Post	
MANAGER POST REPORTS TO	Rubena Hafizi	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	✓
*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:		
NAME OF RECRUITING MANAGER	Rubena Hafizi	

(* 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 vacancy has arisen through a review of the parking service and it was found that there was a need for this post to enable ongoing and future development of the service and to drive this service forward implementing new schemes, managing projects and overseeing budgetary requirements.

This post has been presented to DMT in a full report and the posts within this report were agreed. The cost for this post will be met from within the existing income for the parking budget.

The parking industry is constantly changing and progressing, it is vital that the Council remain ahead of the game to maximise on current and future financially viable and productive schemes / initiatives.

The parking service is staffed by 47 members of staff who are responsible for the enforcement and dissuading of PCN's through foot and mobile patrols and the management / maintenance of the car parks. The staff costs associated with the service is in total £1,092,533 and of this total the team issuing PCNs equates to £698,000. Parking service brings into the council a total of £5,208,634 income and of this, issued PCN's equate to £1,280,131. This as you can see from an overall service perspective is a ratio of 4.7 to one for overall service staff costs against

overall service income. On average each CEO costs £25,000 per annum and in turn the average revenue raised by an individual CEO equates to £61,000 this is a ratio of 2.5 to one.

The Project and Finance manager is being recruited to investigate and continually improve efficiency and effective ways of running the service whilst also monitoring the income with a specific view of recovery rates. This post will be able to maximise the income from current service provision and also investigate smarter ways of works and staffing to not only ease congestion but to also maximise income.

To not fill this post could have a detrimental financial impact on the Council as the service would not have the resources available to introduce new and effective initiatives, which could enhance the income stream within the parking budget.

Approval is sought to advertise and fill this post

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.

We expect to fill this post at the start of the grade which is £27052 and will be met from existing budget provision.

Without this post the service will suffer from not being able to maintain development both in terms of providing the service and also developing financial planning on taking the service forward

Comments from Portfolio Holder

The parking service is expecting to meet it's targets and indeed operate in a fast changing environment and this post was identified following a full review of the service area and is essential in taking the service forward.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: