

## **CABINET**

**19 OCTOBER 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 4 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: -

#### **Children and Adults**

- Support Services Assistant (Fostering Service)

#### **Business Support**

- Senior Service Improvement Officer
- Administration Assistant (Housing Services)
- Data Entry Clerk (Housing Services)

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](mailto: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 with all signatures to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list shown overleaf.

DIRECTORATE	<b>Children and Adults, Learning and Caring</b>
SECTION	<b>Fostering Service</b>
POST TITLE	<b>Support Service Assistant</b>
GRADE AND SALARY RANGE	<b>D2 £15,039 - £19,126</b>
LOCATION	<b>Elaine Centre, Strood</b>
DATE POST BECAME VACANT	<b>01/08/10</b>

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		<b>No</b>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL		<b>No</b>
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER	<b>Clive Eggleton</b>	

(\* 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.

It is essential that we seek two highly qualified and able replacement to continue the vital support of the social workers, statistics and standards; panel, policies and practices within the Fostering Service.

These positions have been covered by temporary SSA provided from the internal temporary staff pool whilst the former post holder's promotion within the team was finalised.

It will be of advantage financially and beneficial to the continuity of the Service provided to seek permanent members of staff.

**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.

The posts will be accommodated from within the current team establishment and budget.

Signed: .....  
Director

Dated: .....

Signed: .....  
Directorate Portfolio Holder

Dated: .....

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DIRECTORATE	<b>BUSINESS SUPPORT</b>	
SECTION	<b>HOUSING SERVICES</b>	
POST TITLE	<b>SENIOR SERVICE IMPROVEMENT OFFICER</b>	
GRADE AND SALARY RANGE	<b>B1 £22,958 - £30,011</b>	
POST NUMBER		
LOCATION	<b>GUN WHARF LEVEL 2</b>	
DATE POST BECAME VACANT	<b>POST CURRENTLY FILLED BY EMPLOYEE ON ACTING UP ALLOWANCE</b>	
MANAGER POST REPORTS TO	MARC BLOWERS	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT		<b>Yes</b>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER	MARC BLOWERS	

(\* 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 role is the only one within the Housing Services Structure. The post holder has supervisory responsibility for the Service Improvement Team. The team are responsible for driving service improvement initiatives across the Housing and Corporate Services Division, Performance Management and Benchmarking.

If the post is unfilled the ability to drive service improvement specifically across the HRA Service is significantly reduced at a time when a range of improvements via the Housing Improvement Plan have been identified. The current post holder and their team have been influential in ensuring improvements are implemented from the plan.

The role of team helps the Service understand its performance not only within the Council but also in comparison with other similar sized housing organisations.

The work the team undertake assists in ensure that the Service will stand up to any future external inspections or audits – as the other aspect of the Senior Service Improvement Officers remit is to undertake data quality audits of information and key performance data sources.

The post is 80% funded from the HRA in recognition of the % of time assigned to assisting the service in driving forward improvements.

**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.

The post has been graded at B1 – which attracts salary of £22958. However, as a result of recruiting to this post it is proposed to remove one of the two Service Improvement Officer posts which are graded at C1 which one of the current post holders is on £178902. The difference there between these two grades is £5156. This equates to approx an additional £429 a month difference in additional costs.

**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 with all signatures to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list shown overleaf.**

DIRECTORATE	<b>Business Support</b>
SECTION	<b>Housing and Corporate Services</b>
POST TITLE	<b>ADMIN ASSISTANT</b>
GRADE AND SALARY RANGE	<b>D2 £15,039 - £19,126</b>
LOCATION	<b>Gun Wharf</b>
DATE POST BECAME VACANT	<b>TEMP POST FROM MID APRIL</b>

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>No</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes TEMP 3 MONTHS</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	<b>N/A</b>	
NAME:		
NAME OF RECRUITING MANAGER Marc Blowers		

(\* 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.

<ol style="list-style-type: none"> <li>1. This is a temp role for 3 months and will report to the Interim Repairs Manager.</li> <li>2. The role is needed to assist in driving forward a number of key improvement projects from the HRA Improvement plan. There is also a backlog of historic data needing loading onto Academy (our housing database). The admin asst will provide assistance to the repairs manager in developing the service and setting up new systems and processes required for the long term stability of the service.</li> </ol>
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**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.

The post is a D2 Grade - funded via the HRA cost about 3k.

Signed: .....  
 Director

Dated: .....

Signed: .....  
 Directorate Portfolio Holder

Dated: .....



## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

**Please complete this form to request approval from Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list shown overleaf.**

DIRECTORATE	<b>BUSINESS SUPPORT</b>	
SECTION	<b>HOUSING SERVICES</b>	
POST TITLE	<b>DATA ENTRY CLERK</b>	
GRADE AND SALARY RANGE	<b>D2 £15,039 - £19,126</b>	
POST NUMBER		
LOCATION	<b>GUN WHARF LEVEL 2</b>	
DATE POST BECAME VACANT	<b>TEMPORARY ROLE</b>	
MANAGER POST REPORTS TO	<b>MARC BLOWERS</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT		<b>No</b>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		<b>No</b>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes</b>	<b>for 4 months</b>
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME: JACK GEAREY – WILL BE LEAVING END AUGUST 2010		
NAME OF RECRUITING MANAGER	MARC BLOWERS	

(\* 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 is a temp role which has proved very successful having had an employee in this role for a few months to date. This request is for a further 4 months to cease at Christmas 2010.

This role is required as part of a one off project to input data returns arising from the Decent Homes programme and electrical testing undertaken to ensure our IT records are accurate and information immediately available to staff as they deal with customer enquiries. This information is improving the customer services being offered by staff as they have data available to them.

The other sphere of this exercise allow the Council to accurately produce future programmes of work that covers not only Decent Homes but Health and Safety aspects of building maintenance too – i.e. cyclical electrical testing programmes.

**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.

Continuing with this post until Christmas 2010 will cost approx 8k.

**Comments from Portfolio Holder**

Signed: .....  
 Portfolio Holder

Dated: .....

Signed: .....  
 Second Portfolio Holder

Dated: .....

Signed: .....  
 Director

Dated: .....