

**CABINET**  
**9 NOVEMBER 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 5.5 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 posts requiring approval**

3.1 The following posts are coming forward for approval the details of which are shown at Appendix 1: -

**Business Support**

- a) Train to Gain Administrator

## **Children and Adults**

- b) Data Inputter – Gillingham Integrated Team
- c) Data Inputter – Strood Integrated Team
- d) Data Inputter – Rainham Integrated Team
- e) Support Services Assistant 0.5 – Initial intake Team

## **Regeneration, Community and Culture**

- f) Heritage Project Assistant

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.

Also you will need to forward an electronic word version to [jobs@medway.gov.uk](mailto:jobs@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown overleaf.

DIRECTORATE	BSD		
SECTION	MACLS		
POST TITLE	Train to Gain Administrator		
GRADE AND SALARY RANGE	D2 scp 12-21 £15,039-£19,126		
POST NUMBER	8885		
LOCATION	MACLS Gillingham/Rochester		
DATE POST BECAME VACANT	13 October 2010		
MANAGER POST REPORTS TO	Yvonne Smith		
*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	Yvonne Smith		

(\* 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.

1) MACLS has 1 x full-time Train to Gain administrator posts. The previous post holder resigned with effect from 13 October.

2) This post co-ordinates the SFA's increased administration of NVQs through the Train to Gain and LR funding streams. This work cannot be absorbed by other staff in the Service. Failure to fill this post will lead to loss of income opportunities for the Service and make it impossible to achieve the targets set for Train to Gain delivery with the SFA.

**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.

<p>1) £9,481 (externally funded)</p> <p>2) There is no capacity within the existing staffing structure for this work.</p>
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**Comments from Portfolio Holder**

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Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children and Adults	
SECTION	Older persons	
POST TITLE	NI 130 Data inputters/Support Services Assistant	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126	
POST NUMBER		
LOCATION	Gillingham Integrated Team	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO	Sue Wilson	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT		<b>No</b>
		<b>No</b>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes</b>	
IF TEMPORARY PLEASE NAME: <b>Jane Bowpitt</b>		
NAME OF RECRUITING MANAGER	<b>Sue Wilson</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 – eg 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 team is comprised of 5 care managers with 1.5 FTE vacancies, 1 Care Manager Assistant, 1 SSA vacancy.

This is an additional position to facilitate the achievement of the NI 130 choice and control target for older people's services.

## 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.

Funding is from the Social Care Reform Grant – Essential to support implementation and achievement of NI 130 targets for older people's services through providing admin support to input information and increase review capacity within the Gillingham Integrated team. This is the most cost effective way of enabling the required additional work to be undertaken.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children and Adults		
SECTION	Strood Integrated Team		
POST TITLE	Data In-putter		
GRADE AND SALARY RANGE	£10.36 per hour		
POST NUMBER			
LOCATION	Keystone Centre		
DATE POST BECAME VACANT	20 <sup>th</sup> September 2010		
MANAGER POST REPORTS TO	Cathy Cackett		
*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>IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:</b>			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Cathy Cackett			

(\* 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 – eg 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 Data In-putter is a temporary position to support the SDS Care Manager in the team plus the remaining 4 Care Managers and 2 Care Manager Assistants.

This is the only data in-putter position within the team.

The team are currently undergoing an increase in their normal workload due to the completion of the NI130 target, which for this financial year is 30% of all service users.

As with all assessments this information is recorded on Care Director, which takes the Care managers away from their role with their clients in their own homes.

The Data In-putter is a valuable member of the team, especially whilst aiming to reach the said target. The team's previous in-putter has recently left for University and his contribution to the team is now greatly missed.

By re-recruiting to this position it will help to reduce staff stress levels and be a great aid to the team, by ensuring the data is entered in a timely manner and allowing the Care Managers to spend more time with the clients.

Duties required of the post holder will include:

Data inputting of all self directed support information onto care director, work within the council's policies and procedures for adult services, administer all personal records on Care Director, to continually work in partnership, review the effectiveness of the service and to advise the manager of any organisational risks, service deficiencies or serious untoward incidents, which are likely to have an adverse effect on the quality of this service or Medway Council.

### **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.

Actual cost of filling this post:

£5,000

The service manager has agreed to fund the cost of this post

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....



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DIRECTORATE	Children and Adults		
SECTION	Older persons		
POST TITLE	NI130 support/Support Services Assistant		
GRADE AND SALARY RANGE	D2 £15039 - £19126		
POST NUMBER			
LOCATION	Rainham Integrated Team		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Sue Wilson		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT			<b>No</b>
			<b>No</b>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes</b>		
IF TEMPORARY PLEASE NAME: Jason Wilson/Stacy Bowpitt			
NAME OF RECRUITING MANAGER	<b>Sue Wilson</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 – eg 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 team is comprised of 6 care managers, 2 CMA's –1 vacancy recruited to starts this month, 1 returning from practice placement this week, 1 SSA.

This is an additional position to facilitate the achievement of the NI 130 choice and control target for older people's services.

## 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.

Funding is from Social Care Reform Grant – Essential to support implementation and achievement NI 130 targets for older people’s services through providing admin support to input information and increase review capacity within the Rainham Integrated team. This is the most cost effective way of enabling the required additional work to be undertaken.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	ADULT SERVICES		
SECTION	INITIAL INTAKE TEAM		
POST TITLE	SUPPORT SERVICES ASSISTANT 0.5		
GRADE AND SALARY RANGE	D2 £15,039 - £19,427		
POST NUMBER			
LOCATION	GUN WHARF		
DATE POST BECAME VACANT	1 <sup>ST</sup> OCTOBER 2010		
MANAGER POST REPORTS TO	JACKIE DALTON		
*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	
<b>IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:</b>			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: JACKIE DALTON			

### 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 – eg 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 team is multi disciplinary dealing with a high number of referrals on a daily basis therefore not recruiting to this vacancy will have a serious effect on our ability to provide an appropriate level of service to the community.

The Initial Intake Team is at the forefront of Adult Social Care as it deals with all new referrals from the community, which includes providing an expensive rehabilitation programme, carrying out assessments for all client groups in accordance with the FACS criteria. Workload is very high and intense and the SSA posts are essential in supporting the front line work of the care managers and Occupational Therapists. These posts will be pivotal in providing support as the team introduces the enablement agenda.

This post is currently full time but the SSA has secured a part time post in another team therefore we need to replace 0.5 of the post. The post has been forecast into the base budget and is accounted for and currently the Initial Intake Team is forecasting an under spend on the salary line.

Historically the team have consistently shown very low levels of sickness but I am aware that there are anxieties with regard to the replacement of this post and the possibility of significantly increased workloads to other team members. This could lead to increased stress levels and in accordance with the Corporate Stress at Work Policy recent risk assessments have been undertaken, which has demonstrated an adverse effect on stress levels and increased low morale.

Duties required of the post holder will include:

1. Use of all Microsoft packages
2. Draft routine correspondence on behalf of Communities Activities Manager and other staff in order to provide a reliable and high quality service.
3. To support the day-to-day clerical and administration functions.
4. To process, maintain and monitor financial records of expenditure and income, including invoices for payment, WebReq and RAISE
5. To continually, in partnership, review the effectiveness of the service and to advise the Manager of any organisational risks, service deficiencies or serious untoward incidents which are likely to have an adverse effect on the quality of this service or Medway Council.
6. Arrange and coordinate appointments and meetings on behalf of the Manager and other staff within the service, organising venues, equipment, despatching relevant documents to staff and taking accurate minutes when required to ensure that the whole process runs smoothly in accordance with the Data Protection Act and Caldecott security procedures. This work will necessitate data inputting to RAISE/Care Director
7. Administer the team's personnel records on behalf of the Manager, including the recording and monitoring of annual leave, sickness absence, travel expenses, expense forms.
8. Maintaining the daily diaries for manager and staff if required.
9. Investigating anomalies, resolving issues and seeking guidance on more complex issues.

Any savings if the posts are not agreed needs to be considered against the reduced capacity within the team to carry out and reassessments to ensure the cost effectiveness of services being provided and the impact that these higher costs have on other areas of the budget.

### **Budget Issues**

Please indicate:

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

The cost of funding this post is £5,000.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration Community and Culture		
SECTION	Design and Conservation		
POST TITLE	Heritage Project Assistant.		
GRADE AND SALARY RANGE	Predicted grade: D2-£15,039-£19,126		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	October 2010		
MANAGER POST REPORTS TO	Martin McKay		
*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>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME: N/A			
NAME OF RECRUITING MANAGER	Martin McKay		

(\* please delete as appropriate)

### **Background- information on structure**

Since March this year a Future Jobs Fund (FJF) staff member has been working for the Design and Conservation Team for 30 hours per week (FJF funding has meant that this has been at no cost to the Council). All FJF funded posts are for only 6-months and the post is therefore due to finish no the 24<sup>th</sup> of September.

It is recommended that the current post holder be retained to carry on basic duties with regard to completing the administrative and financial aspects of the almost completed Townscape Heritage Initiative scheme (part funded by the Heritage Lottery Fund), and assisting the Chatham World Heritage Officer in completing the bid for World Heritage Site status.

The post is a temporary one with an end date of 31<sup>st</sup> March 2011. It would also be a part time post of 30 hours per week.

Both the World Heritage Site bid and the THI scheme are funded externally. All of the post holder's time would be charged to these externally funded cost codes.

### **Impact on service if the post is not filled**

The dedicated professional THI officer left the Council in August. Key to obtaining any further external funding from the Heritage Lottery Fund (HLF) is completing to scheme to the standards expected by the HLF. This requires short-term administrative work.

The World Heritage Site bid is also at an important phase. A clerical/ technical assistant would free up professional officers to concentrate on the specialist aspects of the bid.

**Budget issues**

The cost of keeping on the current post holder would be approximately £6000 for a six-month period. This cost would be charged to external capital cost codes.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....