

CABINET
30 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 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

- Temp – Admin / Researcher

Regeneration, Community & Culture

- Flexible New Deal Job Broker
- URBACT II Project Assistant
- Community Inclusion Co-ordinator
- Markets Officer

3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job profile 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	Children & Adults	
SECTION	Youth Service	
POST TITLE	Temp (Admin / Researcher)	
GRADE AND SALARY RANGE	37 hours @ £8.52 (with on costs = £11.33)	
POST NUMBER		
LOCATION	Youth House	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	Acting Principal Youth 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	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME: KM		
NAME OF RECRUITING MANAGER	Public Transport Manager	

(* 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.

The post was established initially on a temporary contract to meet the urgent requirement to relieve the pressure in meeting a deadline to establish the Youth Service Internet Directory Mixitonline.

The post has been an addition to our establishment since that time and despite undertaking an individual review, incorporating an option for an established post the new job description was put on hold pending review in the new financial year.

His current temporary contract finishes at the end of October and I am seeking renewal until the end of the financial year at most.

The Mixitonline page is a significant tool in the advertising and information/advice provided by the council through the site and has grown enormously since first conceived.

The Post Holder is our sole expert and has been trained to edit. He works closely with the communications team as the council develops the new webpage's.

In addition the post holder has become a part time youth worker and volunteers when able to assist with outdoor education activities.

Maintenance of the site is imperative to the Youth Service.

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.

The expectation is to continue funding the position until end of March 2011.

The savings to the service if the post is not filled would be £8,384.20 over period November to March.

The disruption to the Youth Service profile and updating of information would be immense.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Regeneration, Community & Culture	
SECTION	Economic Development & Social Regeneration Service	
POST TITLE	Flexible New Deal (FND) Job Broker (F/T or P/T) (Fixed term up to 30 June 2011) = 7.5 month contract	
GRADE AND SALARY RANGE	Grade = C2 (SP22-SP31) Salary = £19,621PA - £26,276 + (on costs from temp agency based at 33%)	
POST NUMBER	9042	
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, ME4 4DL	
DATE POST BECAME VACANT	15 November 2010 to 30 June 2011	
MANAGER POST REPORTS TO	FND Co-ordinator	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: 15 November 2010 to 30 June 2011		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/a	
NAME OF RECRUITING MANAGER	FND Co-ordinator	

(* 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 through the Department of Work & Pensions (DWP) Flexible New Deal (FND) Stage 4 programme supporting the full costs (including salary, any training costs, IT equipment needs and office space that is already in existence through a hotdesking facility).

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

- EMPLOY Medway Programme Manager
- FJF Co-ordinator
- FND Co-ordinator
- Skills Development Co-ordinator
- SUCCES Employment Project Officer

FND REIGNITE Outreach Manager
*VACANT (FND Job Broker) P/T or F/T
FJF Job Broker - Temp
P/T (FJF Job Broker – Temp)
EM Administrator
2 x P/T (EM Administration officers)
Administration work placement apprentice
FND Administrator

2. The impact on the service if this Flexible New Deal Job Broker post is not filled will mean the failure to deliver a quality programme and a much greater risk of not fulfilling our contractual obligations (including performance targets) as a sub-contractor to Prime Contractor Skills Training UK Limited and not meeting our contractual requirements with the government's Department for Work and Pensions (DWP) as regards to the delivery of the FND programme over the following year due to the importance of the tasks to be completed. This could result in external funds having to be paid back as we are not meeting our contractual obligations to serve customers and meeting customer requirements of the FND service to enable them to progress back into work and of course obtaining required job outcomes of 13 and 26 weeks of our customers in employment.

If we do not have an additional professional job broker in place who can meet with our client group approximately having a caseload of 60-70 customers, we will fail to provide the contracted service and quality of service for the contracted volume of customers. The service includes a fortnightly review meeting with each customer, the development and review of a customer's action plan, finding them training and job opportunities appropriate to their needs, arranging a period of Mandatory Work Related Activity (MWRA) and liaison with MWRA employers, and assisting them with job applications and preparation for job interviews. A failure to deliver the contracted service will impact directly on meeting our performance targets and hence our ability to draw down the external funding. It will also result in the loss of payment for obtaining contracted job outcome payments that Medway will benefit from to re-invest into central employment services.

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

- 1) Dealing with FND customer/partner enquires and achieving our required outputs/outcomes;
- 2) Providing 1-2-1 intensive job brokerage every two weeks which is mandatory on attendance with customers which involves job searching, action planning and identification of skills and training opportunities and uptake of employment and acting as a point of contact for customers for information, advice and signposting to other complementary services;
- 3) Ensuring customer information is safely held, updated and secured on the SOLUTION9 software database after each meeting;
- 4) In assisting local businesses and employers to recruit suitably skilled and equipped local long-term unemployed customers, working closely with the FND team, Skills Training employer Account Manager and Employ Medway team to take up employment opportunities locally;
- 5) To effectively liaise on behalf of the customer in accessing employers and other partner agencies to meet their needs;
- 6) General office administration with particular reference to (a) filing of supporting information to support both claims and also customer data records; and (b) the necessity to produce formal letters and referral forms to mainly customers and partner agencies informing them of the training and or job opportunities available to customers enabling them to be informed and

take up these opportunities potentially resulting in employment (c) to undertake formal sanction forms on customers non-compliance and d) update SOLUTION9 software programme;

- 7) The above task will lead directly to providing assistance in compiling the required compilation of documents for the weekly/monthly performance monitoring forms required by our funders (DWP), ensuring that they are available for audit inspection and that they are all submitted on time;
- 8) Database entry, writing up of customer interviews and upkeep of recorded files is essential on the Meganexus and SOLUTION9 databases and MyGuide registrations. This is in order that customers' information is updated and supports both the FND team and employer engagement arm of Employ Medway with their essential task of suitably matching customers to employers. Without this key intervention and action on producing the files they will not be kept up to date on progression steps of customers and this will directly impact on the service provided to each of the customers and their ability to be informed of future training and employment opportunities to progress them back into work;
- 9) To open up the opportunities to customers to access business start up programmes through Medway Council's and its partner's programmes being offered;
- 10) All these support tasks are required steps. If these are not undertaken then there is both jeopardy in (a) the delivery of our employment support service operations; (b) also our ability to claim back the external income resources from DWP, which will then be a loss to both Medway Council and to the public through the ability to deliver services and (c) will directly impact on our ability to benefit from supporting the new EU SUCCES £1 million project for Medway under the Employ Medway programme banner.

Without this post the branding that has already been raised and the quality of the service for Medway will not achieve its contracted requirements in delivering the stated employment support services to the public. In addition, we will lack essential resources to pull together key job brokerage information that supports our delivery to both customers and employers so undermining our ability to manage this £1.5 million FND programme effectively.

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.

1. This post will be entirely funded externally by income from DWP. In terms of calculating the post's costs this has to be an estimate. I have therefore based this on full time 37 hours per week (SP22 = £13.53 per hour includes 33% on cost rate applied by Medway council temp agency) x 37 hrs per week x 32 weeks = £16,020. The post will have no effect on the Council budget as we already have the income to pay for this post, but instead will represent a loss of external income that otherwise would have come to the Council. No savings will be made as the income is generated from customers starting on the FND programme with us and our ability to secure job outcomes for customers meeting our contractual requirements.

Income is generated by the following:

- Starter fee payment - £400.00 per client up to 30 June 2011 x 40

clients to be attached to advisor = £16,000

- Should we be able to get any of the 40 clients into employment we will also receive a two job outcome payments (i) a short job outcome payment £765 (ii) a sustained job outcome payment £585.00.

So we expect to generate further income from the job outcome payments, which will be re-invested into the service. Even a low estimate of a 25% success rate i.e. 10 customers in employment will generate a further £8-£10,000.

2. Savings in terms of the post have already been investigated in terms of (a) the time allocated to the position over the 7.5 month period; (b) alongside taking into account that the Employ Medway service has already purchased a desktop computer for the post holder to work from (so there would be no additional cost in providing for this) and (c) hotdesking practice is already in place and would therefore not impact on the overhead costs attributed to the post at the new Employ Medway Advice Centre.

A CRB authorisation form will be required; an approval form from Assistant Director will need to be completed following successful recruitment to position.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Regeneration, Community and Culture	
SECTION	Social Regeneration and Europe	
POST TITLE	URBACT II Project Assistant	
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126 per annum)	
POST NUMBER		
LOCATION	Level 3, Gun Wharf	
DATE POST BECAME VACANT	12 November 2010	
MANAGER POST REPORTS TO	Vincent Jasper	
*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 SPECIFY DATES FROM AND TO:	15 Nov 10 – 28 Feb 11	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	KJ (FJF)	
NAME OF RECRUITING MANAGER: Vincent Jasper		

(* 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.

<p>1. Nil posts providing this function, nil vacancies.</p> <p>2. If the post is not filled the Project Manger will be required to complete ALL functions and responsibilities on his own. This includes financial and budget management, general administration, implementation and supervision of project partner claims for expenses, certification and completion of financial claim to external fund agency, liaison with external auditor. Communication, dissemination, Website update, report writing, overseas meeting organisation and other duties previously handled by EU Network Coordinator and EU Network Officer together. At present the work is undertaken by a Future Jobs Fund recruit who is fully conversant with procedures without further training, but this will be coming to an end in November as they will have completed the 26 week funded placement. As we cannot extend the Future Jobs Fund position, we have now set up a new post within the team to place the FJF recruit into to undertake the duties.</p> <p>Provision of a NEW recruit would require full training by the Acting EU Network Coordinator and hinder progress of a number of complex matters already commenced.</p>
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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.

1 & 2. The costs of the URBACT II Project Assistant over the period 15 November 2010 to 28 February 2011 will be fully met by EU funding under the REPAIR project, secured from the URBACT II programme.

Comments from Portfolio Holder

Signed:
 Portfolio Holder

Dated:

Signed:
 Second Portfolio Holder

Dated:

Signed:
 Director

Dated:

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DIRECTORATE	Regeneration, Community & Culture	
SECTION	Economic Development & Social Regeneration Service	
POST TITLE	Community Inclusion Co-ordinator	
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741	
POST NUMBER	TBA	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A = EU Project Post,	
MANAGER POST REPORTS TO	Clem Smith	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	NO	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	YES	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: Fixed Term Contract - 1 January 2011 to 31 December 2011	YES	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER	Clem 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.

This post will be entirely funded via external funding, from a combination of EU funding resources secured via Interreg through the AIMER project and from funding already drawn down from the governments PREVENT programme.

The post-holder will play a key role in ensuring the delivery of the EU funded project AIMER, which is enabling a programme of community cohesion designed to strengthen relations between the Slovak Roma community and the broader community in the All Saints and Luton areas of Chatham. The post-holder will be required to act with the utmost political sensitivity to ensure that Medway's community cohesion initiatives serve to improve community togetherness in particular neighbourhoods within the All Saints and Luton areas of Chatham. The post-holder will work actively in particular to boost the integration of the Slovak Roma community with the broader community, motivating and enabling the Council, local partner organisations and residents to come together to overcome the root causes of those tensions.

The post-holder will work to build and strengthen the working partnership between Medway Council and the Medway Ethnic Minorities Forum as well as working with

other ethnic minority and faith community forums.

The post-holder will also work closely with the Assistant Director for Front Line Services in implementing the PREVENT project programme, which has clear overlaps with the goals of the AIMER project, and will in particular liaise with the local Muslim community to enable their input.

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.

This post is to be funded entirely out of the EU project AIMER and a contribution 50% from European Regional Development Funds and 50% from the government funding programme PREVENT. There is no resulting impact on Council revenue budgets.

The total cost of filling this post for the 12 months period is likely to be around £45,000.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Regeneration, Community & Culture	
SECTION	Economic Development & Social Regeneration Service	
POST TITLE	Markets Officer	
GRADE AND SALARY RANGE	C1 £16,830 - £22,221 PA Pro Rata Part time 25 Hours Per Week	
POST NUMBER	TBA	
LOCATION	Gillingham Library	
DATE POST BECAME VACANT	N/A, new post, replacing more senior position of Markets Superintendent	
MANAGER POST REPORTS TO	Annette Le Breton	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	NO	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	NO	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	NO	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/a	
NAME OF RECRUITING MANAGER	Annette Le Breton	

(* 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.

This post will be responsible for the day to day management of Gillingham Market on a Saturday and a Monday, working 10 hours per day and will also spend an additional 5 hours completing paperwork.

The post will ensure that Market Traders set up and dismantle market stalls correctly and that they are correctly placed and will ensure that the markets are functioning correctly. The post-holder will play a key role in managing relations between market traders, local retailers and members of the public.

The post-holder will play a key income generating role in being responsible for the collection of rents for the hire of trader stall pitches. Gillingham and Strood markets provide the council with approximately £250,000 of income per annum, which is a vital source of income that comes into the Council revenue budgets.

The post-holder will also oversee the management of Strood market and ensure that market staff on duty there are adhering to all management and procedural requirements as regards the day to day running of Strood market on a Saturday and a Tuesday.

The Markets Officer will report to the Gillingham Town Centre and Markets Manager.

Failure to recruit to this position will prevent the Council from carrying out its responsibilities for the management of Gillingham and Strood markets and will also prevent the Council from accessing the significant amount of income secured from rental of the market trader stalls.

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 this post remained vacant, it would cost the Council income in lost rental from trader stall pitch hire. This would not be a saving; in fact it would add additional pressures to Council revenue budgets. The Council currently secures an estimated £250,000 from market income, which is a vital source of income and the Markets Officer post-holder will play a pivotal role in collecting this income and administering it so that it can offset revenue budget expenditures.

The Markets Officer will moreover work with the Gillingham Town Centre and Markets Manager to raise the profile of the markets and to attract additional market traders, which will enhance income levels.

The total revenue cost of the post at 25 hours per week will be approximately £16,000 per annum but this will be offset many times over by the income generated from the markets.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: