

CABINET
21 DECEMBER 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 2 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 & Culture

- Admin Assistant – Processing and Income Recovery (Maternity Cover)
- Admin Assistant – Processing and Income Recovery.

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 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, 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	RCC	
SECTION	Highways & Parking Services	
POST TITLE	Admin Assistant – Processing & Income Recovery	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126	
POST NUMBER	0344	
LOCATION	Civic Centre	
DATE POST BECAME VACANT	31 December 2010	
MANAGER POST REPORTS TO	Jayne Chapman	
*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	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 – 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.

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 PCNs that were legally issued. This would also be seen as bad practice 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 31st March 2011.
- 2. If any savings could be achieved by alternative ways of providing the service.

If the post remained vacant for four months, this would make a saving of around £5,500.

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. This post deals with around 200 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £12,000 per month. For the term of 9 months maternity leave would account for a loss income of £108,000.

The workload cannot be covered by other staff in the processing/income team as they are dealing with similar level of appeals/workflow.

Based on the above, it is economically viable to fill the vacancy the temporary (9 months) additional cost (£12,000) will be offset by the income stream, which amounts to some £108.000.

Comments from Portfolio Holder

As portfolio holder for this service area, its makes prudent sense to fill this post as all administration posts in Parking are income generating and at the staff levels established at present would result in a loss of income if not filled.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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SECTION	Highways & Parking Services		
POST TITLE	Admin Assistant – Processing & Income Recovery		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	0344		
LOCATION	Civic Centre		
DATE POST BECAME VACANT	16 December 2010		
MANAGER POST REPORTS TO	Jayne Chapman		
*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:			
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 – 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.

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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 PCNs 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 31st March 2011.
2. If any savings could be achieved by alternative ways of providing the service.

If the post remained vacant for four months, this would make a saving of around £5500.

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. This post deals with around 200 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £12,000 per month – (£36,000 for the remaining 3 months of 2010-2011).

Based on the above, it is economically viable to fill the vacancy, as the cost of the post being £16000 will be offset by the income stream, which amounts to potentially some £144.000 per year.

Comments from Portfolio Holder

As portfolio holder for this service area, it makes prudent sense to fill this post as all administration posts in Parking are income generating and at the staff levels established at present would result in a loss of income if not filled.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: