

CABINET

19 APRIL 2011

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 3 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

Bus Station Assistant (2 Posts)

Children and Adults

Support Services Assistant (CAST Team)

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	Regeneration, Community & Culture	
SECTION	Integrated Transport	
POST TITLE	Bus Station Assistant (2 posts) (Temporary, part time)	
GRADE AND SALARY RANGE	C2: £19,621 - £26,276 Pro-rata	
POST NUMBER	To be determined	
LOCATION	Chatham Waterfront Bus Station	
DATE POST BECAME VACANT	N/a – new post	
MANAGER POST REPORTS TO	Public Transport Operations Manager	
*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 SPECIFY DATES FROM AND TO:		
- Commencement several weeks before bus station opens		
- Ends 12 months after commencement		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Not applicable	
NAME OF RECRUITING MANAGER – Steve Hewlett		

(* please delete as appropriate)

Impact on Service – please include:-

The new bus station will be directly managed by the Council between 7:00hrs and 19:00hrs, Monday to Saturday. Due to the uncertainty over the level of resources the Council needs to manage the bus station between these hours, it is proposed to put in place provisional arrangements that will be reviewed. The two, part time Bus Station Assistants will form part of the provisional arrangements.

The Bus Station Assistants will coordinate the operation of the bus station when existing staff resources are not available, principally during early morning, early evening and Saturdays.

The role will be filled by 2 part time employees with a joint FTE of 1.14. Provisional shift times will be:

	Employee 1 shift times	Employee 2 shift times
Monday to Friday	07:00 – 10:00	16:00 – 19:00
Saturday	07:00 – 13:00	13:00 – 19:00
Sunday	Nil	Nil
Total hours	21hrs	21 hrs

The key activities of the role are detailed at Appendix A. It is anticipated that the appointment will be for a 12-month period.

These posts are needed to ensure the successful operation of the new Chatham Waterfront Bus Station. If the posts are not filled the success of the project could be jeopardised. The bus station will be opening during Summer 2011 and it is anticipated the post holders will commence work several weeks before the bus station opens.

The redeployment pool will be approached first to fill these vacancies.

Budget Issues

There are no revenue implications arising from filling these posts, as they are fully funded from the bus station Departure Charge.

Comments from Portfolio Holder

Signed:

Portfolio Holder

Dated:

Signed:

Second Portfolio Holder

Dated:

Signed:

Director

Dated:

Appendix A - Key activities of Bus Station Assistant

- Monitor and enforce agreements with bus operators regarding the use of the bus station.
- Monitor the outsourced arrangement to provide customer facing, passenger services from the Information Centre to ensure high quality customer service.
- Management and updating of telematic systems regarding bus services, including input of routine timetable changes and time critical day-to-day service changes during peak times on the network. This action will benefit not only the efficient operation of the bus station, but also provide the most up to date bus service information on real time passenger information displays around the bus network and at key destinations.
- Working in partnership with bus operators staff, undertake ambassador role to guide users around the bus station
- Reporting and resolving operational problems and incidents, including liaison with appropriate organisations.
- Monitor contractors providing services, such as cleansing and maintenance
- Liaison between bus operations and Traffic Control Room
- Building a working relationship with the Police and town centre management
- Public health and safety responsibilities
- Security and access control
- Organising maintenance and repairs
- Responding to incidents

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DIRECTORATE	Children's Services	
SECTION	CAST Team	
POST TITLE	Support Services Assistant	
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)	
POST NUMBER	7277	
LOCATION	Elaine Centre, Strood	
DATE POST BECAME VACANT	November 2010	
MANAGER POST REPORTS TO	Sheena Bolland	
*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:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER:	Sheena Bolland	

(* 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.

We currently have 2 fulltime and 1 part time 25 hour post. A fulltime post is for the Single point of access, one is the team SSA and the part time post is to support to Solihull training and these posts are very busy.
We currently have the team SSA vacancy and the Solihull part time worker is on long-term sick leave.

The workload has become unmanageable for one person, particularly due to the increase in referrals and answering the telephone for the referral system.
This is beginning to impact on the service with answering the phone timely and booking clinic/ assessment appointments.

We would request some SSA temporary cover until we are able to recruit to the post.

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 we recruit a full time temp from the agency it will cost £10.36 per hour.

Comments from Portfolio Holder

Signed:
 Portfolio Holder

Dated:

Signed:
 Second Portfolio Holder

Dated:

Signed:
 Director

Dated: