

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to Carly Ridley, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list shown overleaf.

DIRECTORATE	Regeneration, Community and Culture		
SECTION	Economic Development		
POST TITLE	Markets Officer – Part Time (10 hrs pw)		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221 PA Pro Rata		
POST NUMBER	TBA		
LOCATION	Gillingham		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Annette Lebreton		
*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		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER: ANNETTE LE BRETON			

(* 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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| <ol style="list-style-type: none"> 1. One market officer in post, one vacancy awaiting permanent recruitment. 2. If this post is not filled then Gillingham Market on Saturdays will not be supervised and managed operationally. The Council will lose income and the market will be uncontrolled and not monitored. This may create a situation that can be at risk to all stakeholders in Gillingham Town Centre. |
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This post will be a 10-hour per week position with responsibilities for running the Gillingham Market operation every Saturday. The costs of the post will be 100% funded out of income generated from the markets.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2010.
2. If any savings could be achieved by alternative ways of providing the service.

Without recruiting to this position, we would not be able to run Gillingham Market on a Saturday – up to now we have been relying on temporary staff working with the Town Centres & Markets Manager.

If we are unable to run Gillingham Market, this will present us with a significant loss of income, which will actually lead to an increased pressure on budgets rather than a saving.

Total cost per year: £5,600 approximately.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:
Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: