

## **CABINET**

**7 JUNE 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 eight 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**

- URBACT II Project Assistant
- Project Officer

- Project Co-ordinator
- Cleaning Operative Team Leader

### **Children and Adults**

- Data Inputter

### **Business Support Department**

- Administration Assistant (Complaints)
- Housing Finance Assistant
- Auditor.

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](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	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	9180	
LOCATION	Level 3, Gun Wharf	
DATE POST BECAME VACANT	01 March 2011	
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:	30 April 11 – 29 Jul 2011	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Katie Jones	
NAME OF RECRUITING MANAGER: Vincent Jasper		

(\* 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.

<ol style="list-style-type: none"> <li>1. This post extension until end of July 2011 would be 100% funded by EU and external funds. The project assistant will provide invaluable and necessary support in terms of the EU project coordination and financial administration ensuring that we meet the funding criteria.</li> <li>2. Nil posts providing this function, nil vacancies</li> <li>3. If the post is not filled the Project Manager will be required to complete ALL functions and responsibilities without assistance. This includes financial and budget management, general administration, implementation and supervision of ten project partner claims for expenses, certification and completion of financial claim to the external fund agency and liaison with the external auditor.</li> </ol> <p>Other responsibilities for the post include assisting with project communication and dissemination, coordination of two major events, website update, report writing, overseas meeting organisation and other duties previously handled by</p>
---

the former EU Network Co-ordinator and the EU Network Officer together. At present the work is undertaken by a former Future Jobs Fund recruit, fully conversant with the procedures without further training, currently working on a Fixed Term Contract which comes to an end on 29 April 2011.

### **Budget Issues**

Please indicate:

1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2012.
2. If any savings could be achieved by alternative ways of providing the service.

The costs of the Urbact II Project Assistant over the period 30 April – 29 July 2011 will be fully met by external funding. 50% from the REPAIR Projects secured from the URBACT II programme and 50% from the Migrant Impacts Fund.

Cost: 13 weeks work at 37 hours per week at £7.7951 per hour = £3749.44

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## 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	Regeneration, Community and Culture	
SECTION	Economic Development and Social Regeneration	
POST TITLE	Project Officer	
GRADE AND SALARY RANGE	C1 – £16,663PA - £22,001PA (TBC)	
POST NUMBER	New Post	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New Post	
MANAGER POST REPORTS TO	Solene Ferreira – Principal European Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<input type="checkbox"/>	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<input type="checkbox"/>	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<input type="checkbox"/>	No
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Solene Ferreira		

(\* 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.

There is no existing corresponding post in the service.

This post is unique at it requires a specialist in EU finance and EU project communications. It is the first time that we have been able to gather financial responsibilities for several projects within one post.

This directly responds to the advice of HR and the Better for Less programme; which was to merge responsibility for EU project finance administration under one single post.

It will enable project officers to delegate their financial management responsibility to one dedicated post holder, so they can spend more time on providing a better

project delivery.

Up to now, project officers were not able to concentrate solely on the project delivery as they had a lot of administration tasks to take care of.  
This new post will enable our EU projects to provide a better service to our residents.

### **Budget Issues**

Please indicate:

1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2012.
2. If any savings could be achieved by alternative ways of providing the service.

This post is entirely funded through the 6 existing EU projects under the Interreg IVA 2Seas programme. Therefore this is not applicable.

We are also expecting to secure 1 more project in early May. The cost will then be spread over the different budget codes. Timesheets will be kept to make sure that there is a clear financial audit trail.

This post will not require Medway Council funding.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## 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	Regeneration, Community & Culture	
SECTION	Economic Development & Social Regeneration	
POST TITLE	Cleaning Operative Team Leader	
GRADE AND SALARY RANGE	£7.79 per hour Externally Funded to end August 2011.	
POST NUMBER	9448	
LOCATION	Twydall / Central Chatham	
DATE POST BECAME VACANT	N/A – This is a request to extend	
MANAGER POST REPORTS TO		
*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		No
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Up to 31 August 2011	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Peter Vogel		

(\* 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 – eg 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

#### Impact on the Service

This Team Leader post is to continue the existing provision of Community Clean Up Teams in Chatham and Twydall. This post will be fully financed via external funding resources. The extension of this post enables the current teams, comprising Future Jobs Fund (FJF) Street Cleaning Operatives, to continue until the last FJF placements finish at the end of August 2011. Without this post in place, it would be necessary to terminate the existing FJF placements early.

These teams were established in response to feedback from local residents in targeted neighbourhoods and have attracted very positive feedback from the local community since their inception. Early termination of these activities may potentially affect residents' confidence in the Council's commitment to address their concerns and promote neighbourhood improvements.

This post will be externally funded and, to ensure prudence, we have identified cost savings through reducing the number of Team Leaders from two to one. The continuing post holder will work across both teams and will work as part of the Neighbourhood Improvement Team.

**Budget Issues**

Please indicate:

- 1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2012.
- 2. If any savings could be achieved by alternative ways of providing the service.

There are no direct costs to Medway Council. The post would be funded from external sources.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....



## 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	Regeneration, Community & Culture	
SECTION	Economic Development & Social Regeneration Service	
POST TITLE	Project Co-ordinator	
GRADE AND SALARY RANGE	PO1 (SP33-SP43) £27,849 - £36,313	
POST NUMBER	TBA	
LOCATION	GUN WHARF	
DATE POST BECAME VACANT	Not applicable – new post, co-financed by EU funding	
MANAGER POST REPORTS TO	Principal Social Regeneration Officer	
<b>THIS POST IS FINANCED PARTLY BY EXTERNAL FUNDING</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER: RICHARD DAWSON		

(\* 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 is a unique post with responsibility for co-ordinating the delivery of Medway's new programme of apprenticeships into local small businesses. The post-holder will be vital to the success of the new programme.

The post-holder will provide a dedicated focus on making happen the placement of young apprentices and adult apprentices into local companies. They will be responsible for engaging directly with local companies and for enabling them to take on apprentices. They will co-ordinate a marketing and promotional programme to maximise take up of apprenticeships.

The post-holder will work closely with colleagues from Employ Medway to identify unemployed young people and adults for apprenticeships – this will ensure that the new apprenticeships programme can also make a vital contribution to tackling youth unemployment.

The Council has allocated £100,000 from revenue budget towards the apprenticeships programme and has been able to lever in a total of approximately £150,000 of European Regional Development Fund. The post-holder will therefore

be required to ensure that the Council delivers on its contractual obligations as regards the EU project finances for the GAPS project. This post will be co-financed by both EU and Council funds.

### **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 full time post will cost up to £43,000 per annum to finance and will initially be for a one year contract. EU funds will contribute approximately 77% of the total cost at £33,000 and the remaining £10,000 will be paid for out of the Council revenue budget allocation. This post will be paid for entirely out of EU funding and committed Council revenue budget to enable the successful delivery of the Council's new apprenticeships programme.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## 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	Children and Adults	
SECTION	Strood Integrated Team	
POST TITLE	Data Inputter	
GRADE AND SALARY RANGE	£10.36 Per Hour	
POST NUMBER	N/A	
LOCATION	Keystone Centre	
DATE POST BECAME VACANT	20/9/2010	
MANAGER POST REPORTS TO	Cathy Cackett	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<input type="checkbox"/>	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<input type="checkbox"/>	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<input checked="" type="checkbox"/>	Yes
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	H M	
NAME OF RECRUITING MANAGER: Cathy Cackett		

(\* 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 – eg 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 Data Inputter is a temporary post to support the SDS Care Manager with vital inputting on the Care Director database.

The team currently has x1 Senior Practitioner, x4 Care Managers and x3 Care Manager Assistants.

This post is the only one in the team.

The team are progressing well with the NI 130 target on top of their normal work commitments. The target for the next financial year is 100% of all service users must have been assessed for their personal budget.

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 Inputter is a valuable member of the team, especially whilst aiming to reach the said target. The Team would struggle to reach the target if this person did not continue in this role in the team.

Duties required of the post holder will include:

- Data inputting of all self directed support information onto care director.
- Work within the council's polices 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<sup>st</sup> March 2012.
2. If any savings could be achieved by alternative ways of providing the service.

Funding has been agreed up until the 31<sup>st</sup> March, however this remains a Government target which we are committed to achieve.

There are no alternative ways to achieve this service other than the Care Manager inputting her own data which would slow down her productivity.

### **Comments from Portfolio Holder**

Case well made

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## 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	Business Support		
SECTION	Housing and Corporate Services		
POST TITLE	Admin Assistant (Complaints)		
GRADE AND SALARY RANGE	Temp £7.79 per hour		
POST NUMBER	4372 (Temp Agency)		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	N/A current post holder is temporary against permanent post pending review of the administration functions across the Council		
MANAGER POST REPORTS TO			
*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)	R C		
NAME OF RECRUITING MANAGER: Marc Blowers			

(\* 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.

<ol style="list-style-type: none"> <li>1. This is a request to continue the employment of the existing post holder who is held against a permanent post pending the review of the administration functions corporately for 6 months and will report to the Senior Admin Officer (Housing and Corporate Services)</li> <li>2. The role is needed to provide admin support to ensure an efficient complaints monitoring and member enquiry service is in place and that we respond on time to our complaints the indicator which is a council KPI.</li> </ol>
---

**Budget Issues**

Please indicate:

1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2012.
2. If any savings could be achieved by alternative ways of providing the service.

The post is a C1 Grade – funded jointly via the HRA and General fund cost about 9.5K

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## 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	Business Support	
SECTION	Housing and Corporate Services	
POST TITLE	Housing Finance Assistant	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126 per annum Temp 6 Month Role	
POST NUMBER	6400	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	04/04/2011	
MANAGER POST REPORTS TO	Salim Khan	
*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: Salim Khan		

(\* 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.

<ol style="list-style-type: none"> <li>1. This recruitment is to cover a permanent officer who is on secondment for 6 months within the Council. The post to be covered is an assistant post within the Housing Finance team. There are 2 assistant posts within the team however one post assists with Maintenance with the other assisting Rents, Home Ownership and general finance. The post to be covered is the latter of the two.</li> <li>2. Unfortunately there is not the capacity in the team to cover this post whilst the permanent team member is on secondment. If left vacant this would have a large impact on the team to be able to perform the tasks required of this post, these include: <ul style="list-style-type: none"> <li>• Rent audit: required both by law and internal/external audit</li> <li>• Payment of invoices relating to service charges thus not being able to produce accurate bills for customers</li> <li>• Payment of invoices relating to leaseholder charges: resulting in inaccurate</li> </ul> </li> </ol>
--

charges to leaseholders, this would not only effect the service we provide to customers, but it is also a legal requirement and could leave the Council open to legal challenge.

- There would be no assistance to Home Ownership Officer, which would result in a much slower and inefficient service to the Council's leaseholders.
- The post holder is responsible for making payments under the tenant incentive scheme, if this post is left vacant these would not be able to be made as quickly and efficiently.

**Budget Issues**

Please indicate:

1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2012.
2. If any savings could be achieved by alternative ways of providing the service.

This is a D2 grade post. The total cost for the 6-month period is expected to be £9,966 (calculated at quote from internal temp pool of £10.36 (including on costs) per hour, multiplied by 37 hour working week multiplied by 26 weeks).

The Officer being covered by this temporary appointment is at spinal point 20 meaning an hourly cost (including on costs) of £11.78 per hour. As this officer is on secondment they will now be funded by their new team. Due to this there is no additional cost for this placement above the currently allocated budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....



## 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	Business Support		
SECTION	Internal Audit		
POST TITLE	Auditor		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	3875		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	08 June 2011		
MANAGER POST REPORTS TO	Principal Auditor		
*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 SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Peter Bown			

(\* 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.

<p>1. There are 6 auditor posts within the audit team and below the principal officer grade, a career grade structure operates. This affects 4 staff. One of these posts has become vacant. The team has recently reduced from 7 posts due to budget reductions.</p> <p>2. The audit plan, approved by the Audit Committee, envisages continuing the joint working arrangements with the external auditors which maximise the use of both internal and external audit resources and aim to minimise overall audit costs. This working arrangement covers financial and operational areas.</p> <p>3. If the post remains vacant, key work on behalf of external audit and corporate governance will not be completed. This will result in either increased work (and costs) by the external auditors or the recruitment of specialist agency staff to meet demand.</p>
---

### Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2012.
2. If any savings could be achieved by alternative ways of providing the service.

1. Funds exist within the budget to fill the vacancy. If the post is unfilled to 31 March 2012, savings of £24,500 will occur.
2. Employment of agency staff will be at a higher cost than employing permanent staff.

**Comments from Portfolio Holder**

Internal control is a key component of effective governance arrangements within the Council and with the recently reduced structure we now have I support the filling of this vacancy,

Signed: .....  
Portfolio Holder

Dated: 25 May 2011.....

Signed: .....  
Second Portfolio Holder

Dated: 25 May 2011.....

Signed: .....  
Chief Finance Officer

Dated: 20 May 2011.....