

CABINET

5 JULY 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 15 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

- Casual Halls Attendant (x5)
- Casual Information Assistants (x4)

Children and Adults

- Administration Assistant
- Senior Administrator
- Governor Services Manager
- System Administrator
- Support Services Assistant

Business Support Department

- 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.

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	Economic Development & Soc. Reg.		
POST TITLE	Casual Halls Attendant x 5		
GRADE AND SALARY RANGE	£6.62 per hour		
POST NUMBER	5706		
LOCATION	Various Medway Council community centres		
DATE POST BECAME VACANT	May 2011		
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)			
NAME OF RECRUITING MANAGER:			

(* 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.

Following a major reorganisation of the Economic Development & Social Regeneration service, resulting from the Year 1 budget cuts exercise, the number of permanent staff working at the Centres has been reduced from 4 to 2 but the workloads necessary to maintain the Centres has increased due to their continuing success. The 2 new revised permanent posts, therefore, need to be supplemented by a pool of casual staff, suitably robust to maintain the current high standards being achieved at the four centres. The advantages of employing casual staff are that they only get paid when actually needed, and are paid at a lower fixed rate than permanent staff. Casuals are brought in on an “as and when” basis to cover permanent staff absence and to cover other shifts outside of normal working hours. There are currently 11 members within the casual pool, although effectively this figure is only 10 as one individual has refused innumerable shifts recently. All four centres are now operating on a 24/7 basis so it is vital that the pool has sufficient numbers to cover shifts at any time throughout the week.

Impact on the Service

There are regular occasions every week when casual staff need to be called upon to cover for permanent staff, for example as follows: 1) hire of Community Centres by

hall users out of normal working hours of permanent staff; 2) permanent staff sickness; 3) staff annual leave. It is particularly important that there is a pool of casual staff to be able to draw on in these circumstances otherwise income will be lost from hall hire and the quality and reliability of service for hall users will decline. In addition it is cheaper to pay casual staff than pay overtime to permanent staff.

As the structure chart shows, there are only two permanent members of staff covering all the Centres, providing a seven day/week facility for the local communities. The opening times of the Centres will vary depending on the numbers and nature of the events or functions. The permanent staff are supplemented by the members of the casual pool who each have a nominated base but actually work across all the centres when the need arises. The casuals cover for sickness, holidays, other absences and any bookings requiring additional staff, e.g. large numbers of people in attendance, or out of hours functions.

With an inadequate number of casuals available more pressure is placed on the permanent staff to work lengthy shifts to enable the centres to remain open. This not only puts a significant strain on the Attendants but may impact on Working Time Directives, if allowed to continue for lengthy periods.

Without sufficient staff to cover the potential opening times of the Centres the users of the Centres may be forced to find alternative venues, possibly outside of their own community. Security could also be undermined.

Budget Issues

Please indicate:

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

Savings/Costs

If there is insufficient casual cover for the regular Hall Attendants the result is likely to be an increase in staff costs if the regular Hall Attendants work overtime to cover the shortfall in hours. The Attendants would be paid the overtime at a premium rate whereas casuals are simply paid an hourly rate regardless of the shift they are working and only when they work. With the number of permanent staff being reduced to two it is highly unlikely that the centres could be kept open for lengthy periods during the week.

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.

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DIRECTORATE	Regeneration, Community & Culture		
SECTION	Economic Development & Social Regen		
POST TITLE	Casual Information Assistants x 4		
GRADE AND SALARY RANGE	£6.62 per hour for casuals		
POST NUMBER	0051		
LOCATION	Visitor Information Centre		
DATE POST BECAME VACANT	May 2011		
MANAGER POST REPORTS TO	Clem Smith		
*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: 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 – 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.

Following a major reorganisation of the Tourism service, resulting from the Year 1 budget cuts exercise, there were changes to the structure and rota'd hours at the Visitor Information Centre (VIC) in Rochester. Changes to the rota and internal staffing restructure have resulted in problems of covering annual leave, sickness and lunch covers at the VIC. The VIC needs to use existing casuals to help cover in such circumstances.

To do this we are requesting recruitment to 4 casual Information Assistant positions for the VIC.

The recruitment of these casual Information Assistant positions will represent no additional cost to the Council over and above existing staff commitments. On the contrary, for the reasons explained below we believe it will deliver a revenue budget saving.

The advantages of employing casual staff are that they only get paid when actually needed, and are paid at a lower fixed rate than permanent staff. Casuals are brought in on an "as and when" basis to cover permanent staff absence and to cover other shifts outside of normal working hours. In addition the use of casual

staff as essential cover will save the Council funding because the alternative would be regular staff doing overtime.

There is currently only one casual working at the VIC and it is vital that there are sufficient numbers to cover shifts at any time throughout the season.

Impact on the Service

There are occasions when casual staff need to be called upon to cover for permanent staff, for example as follows: 1) During festivals and major events; 2) during staff sickness; 3) staff annual leave. It is particularly important that there are sufficient casual staff to be able to draw on in these circumstances otherwise we will be forced from time to time to close the Visitor Information Centre. In addition it is cheaper to pay casual staff than pay overtime to permanent staff.

With an inadequate number of casuals available more pressure is placed on the permanent staff to work 6/7 day weeks to enable the centre to remain open. This not only puts a significant strain on the current VIC staff, but may impact on Working Time Directives, if allowed to continue for lengthy periods.

Budget Issues

Please indicate:

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

If there is insufficient casual cover for the Visitor Information Centre the result is likely to be an increase in staff costs if the regular VIC staff work overtime to cover the shortfall in hours. The regular VIC staff would be paid the overtime at a premium rate whereas casuals are simply paid an hourly rate regardless of the shift they are working and only when they work. This is a notably cheaper option to maintain the VIC service.

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.

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DIRECTORATE	Children & Adults		
SECTION	School Organisation		
POST TITLE	Administration Assistant		
GRADE AND SALARY RANGE	D2 - £15,039 - £19,126 per annum		
POST NUMBER	1265		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	April 2011		
MANAGER POST REPORTS TO	Chris Sewell		
*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 SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Chris Sewell			

(* 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 are 2 administration assistants who provide general administration and project support across the whole department. A significant part of the role is to provide support for the education capital programme, including the Academy build programme. There would be a significant risk to the successful delivery of these high value and high profile projects as well as a number of smaller projects, such as the council's condition programme, without the support of appropriate levels of administrative/project support staff.

In addition the post holders also provide cover and support for work connected to the Medway Test, school admissions, free home to school transport, free school meal applications as well as other general administrative tasks. The post will need to be filled to ensure delivery of these key projects and services.

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.

The realisable savings would be approximately £15,000, although the costs of the post are capitalised due to their work supporting the school capital programme, and therefore there would be no realised revenue savings as a result of not recruiting.

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	Children & Adults		
SECTION	School Organisation		
POST TITLE	Senior Administrator		
GRADE AND SALARY RANGE	C1 £16,830 – £22,221 per annum		
POST NUMBER	6238		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	July/August 2011		
MANAGER POST REPORTS TO	Chris Mckenzie		
*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:	6 month secondment to cover maternity leave		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Chris Sewell			

(* 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 require an additional administration assistant to work within the team to provide support while the senior administrator is on 6 months maternity leave.

The administrative assistants within the team provide general administration and project support across the whole department. A significant part of the role is to provide support for the education capital programme, including the Academy build programme. There would be a significant risk to the successful delivery of these high value and high profile projects as well as a number of smaller projects, such as the council's condition programme, without the support of appropriate levels of administrative/project support staff.

In addition the post holders also provide cover and support for work connected to the Medway Test, school admissions, free home to school transport, free school meal applications as well as other general administrative tasks. The post will need to be filled to ensure delivery of these key projects and services.

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.

The realisable savings would be approximately £10,000, although the costs of the post are capitalised due to their work supporting the school capital programme, and therefore there would be no realised revenue savings as a result of not recruiting.

Comments from Portfolio Holder

Signed:
 Portfolio Holder

Dated:

Signed:
 Second Portfolio Holder

Dated:

Signed:
 Director

Dated:

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DIRECTORATE	Children & Adults		
SECTION	Schools Commissioning & Traded Services		
POST TITLE	Governor Services Manager		
GRADE AND SALARY RANGE	PO2		
POST NUMBER	1193		
LOCATION	Gun Wharf Level 4		
DATE POST BECAME VACANT	31 August 2011		
MANAGER POST REPORTS TO	Head of Schools' Commissioning & Traded Services		
*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 SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Jacqui Moore			

(* 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 1 post of this type which will become vacant due to the retirement of the current postholder on the 31 August 2011. The current post of Governor Services Manager is on a grade of PO2. In light of the recent changes in government policy and the vital importance of effective support for school governance the opportunity is to be taken to review the exact nature of this post and indeed whether it should be upgraded to an adviser level post with a revised job description. Due to the importance of this role, particularly in supporting 'below threshold' schools, we are seeking permission to appoint to this role with the scope to amend the details of the grade and job description to most effectively meet future requirements. This will be done following advice from Director – Children & Adults, Assistant Director Strategy & Commissioning and HR.

This post is key in supporting governors to challenge school leadership which in turn maximises the effectiveness of Medway schools

Currently this post is of significant importance in supporting the work of the Challenge & Improvement Team to support those schools in a category and those who are working below the thresholds of 35% A*-C including English and mathematics at KS4 and 60% L4+ in English & mathematics at KS2.

In the Medway School Improvement Strategy 2011-2014 the following targets were set for school governance, the role of Governor Services Manager is key to achieving these targets:

Quantitative

Ofsted judgement on school governance is at least good

Pupil performance data shows continuous improvement over time

Pupil outcomes compare well with similar schools

The gap between the performance of the most and least disadvantaged groups within the school is narrowing at a similar or faster rate than comparable schools

School rolls are stable or increasing. Where they are falling this is a result of factors beyond the control of the schools

Rates of exclusions and pupil absence are falling

Analysis of post 16 data (where appropriate) shows a continuous decrease in the number of young people who are NEET

Qualitative

School Improvement Plan shows continuous development of school governance

Communications to parents demonstrates a commitment to continuous improvement whilst celebrating current success.

Parents' views are largely positive

Minutes of Governing Body meetings shows evidence of well informed challenge

Budget Issues

Please indicate:

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

Currently the Governor Services Team in which this post sits is 80% self funded. In the restructure of the School Improvement Team, the Governor Services Team sits within the Schools' Commissioning and Traded Services Team and is expected to be self funding.

Comments from Portfolio Holder

Post is very important to raising governors to become more effective.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adult Services		
SECTION	Research and Information Team		
POST TITLE	System Administrator for IMPULSE		
GRADE AND SALARY RANGE	Salary – £22,958 to £30,011 Grade B1		
POST NUMBER	3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	A temp from the internal temp pool has been filling the post for 3 years.		
MANAGER POST REPORTS TO	Michelle Lofting		
*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 SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Michelle Lofting			

(* 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.

One System Administrator and one Data Quality Assistant post serving over 100 system users full time.

The post is responsible for the running and maintenance of the education system IMPULSE. Our internal IT team have raised on several occasions the risk of this position being on a temporary basis. Currently, the post holder only needs to give one weeks notice to leave. Which means there will be no one to run the high priority education system after giving a short notice period.

The role of the IMPULSE System Administrator it is not an easy position to fill due to the complexity of the integrated database. It has taken over two years to train the current temp in this role.

The IMPULSE system has eight modules and a CORE that holds pupil data such as name, address, guardian details and school attend. The modular information holds SEN, EP, school attendance, school pupil exclusions, free school meals, school admissions 11+, primary and secondary school transfer, home to school transport and school visits.

Budget Issues

Please indicate:

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

There would be no savings as there is currently someone in the role.

If there were no one to support and maintain the IMPULSE system we would have to buy in support from the software company at a minimum day rate of £950 per day. For example we approximately get between 100 to 150 support calls per week. Some calls may take moments to sort but others can take hours, days or weeks to deal with.

If the post were made permanent there would be some savings, as we wouldn't be paying the temp agency administration costs.

Comments from Portfolio Holder

Value for money requires good commissioning.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Specialist Services		
POST TITLE	Support Services Assistant (Temp)		
GRADE AND SALARY RANGE	D2 - £7.79 per hour		
POST NUMBER	3862		
LOCATION	Elaine Centre		
DATE POST BECAME VACANT	March 2011		
MANAGER POST REPORTS TO	Sue Pinchen		
*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: Sue Pinchen			

(* 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.

Currently the Medway Looked After Children's Admin team consists of 5 FTE, 2 of which are being covered temporarily by Pool staff.

The recent re-organisation of Children's Care resulted in the loss of the full time receptionist at the Elaine Centre and produced a direct and significant gap in the ability to provide a fully functional support service.

The reception area is very busy area requiring a full time member of staff and is now being covered by another member of the team which in turn is impacting on the level of support available to social workers and senior practitioners.

This extra member of staff will assist in providing cover for all the necessary administrative support functions for the Elaine Centre including covering the Imprest financial account for young people in care who come to the building to collect their weekly maintenance money. Invoicing, data input and managing spreadsheets, and managing a backlog of open files containing sensitive information on children and young people. With the continuing trend in looked after children and care leavers increasing monthly, the trend is placing extra pressure on effective administrative

capability and service delivery.

The Elaine Centre previously had 2 SSO's running the building, staff and providing support to Service Managers. Last year this was reduced to 1 SSO, there are building issues and projects that need attention. This post will assist the SSO temporarily with a short term project to ensure health and safety compliance, building security and DDA standards

This post will also assist the SSO temporarily with building issues and a short term project outstanding from the move of LSS/BSS/PASS to the Elaine Centre such as moving and re-arranging office, rooms and furniture in order to accommodate working files from Woodlands to Elaine for the above teams.

The SSO cannot step away from her other duties to be able to complete the above projects. The current caretaker role at the Elaine Centre is on a temporary basis and is basically a key holder service just opening and closing the building daily. The longer term plan is to recruit a caretaker/handyman role with specific responsibilities for security and some Health and Safety responsibilities.

Budget Issues

Please indicate:

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

The salary range is £7.79 per hour (FTE 37)

Comments from Portfolio Holder

Signed:

Portfolio Holder

Dated:

Signed:

Second Portfolio Holder

Dated:

Signed:

Director

Dated:

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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	02 July 2011		
MANAGER POST REPORTS TO	Principal Auditor		
*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 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.

There are 6 auditor posts within the audit team and below the principal officer grade, a career grade structure operates. This affects 4 staff. A further post has become vacant. The team has recently reduced from 7 posts due to budget reductions.

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.

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.

Budget Issues

Please indicate:

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

Funds exist within the budget to fill the vacancy. If the post is unfilled to 31 March 2012, savings of £24,000 will occur.

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:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: