

**CABINET**  
**2 AUGUST 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 6 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
- Technical Assistant

## **Children and Adults**

- School Catering Manager
- Services Support Assistant (MILAC Team)

## **Business Support Department**

- Administration Officer (Housing Services)
- Accounting Technician.

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	<del>Yes</del>	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<del>Yes</del>	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	<del>No</del>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	29 Jul 2011 – 31 Oct 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 – 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.

<ol style="list-style-type: none"> <li>1. This post extension until end of October 2011 will be 100% funded by EU and external funds. The project assistant will provide invaluable and necessary support in terms of coordination and financial administration ensuring that we meet the funding criteria of EU projects REPAIR and SUITE. In addition Katie will provide administration support to the Migration Impact Fund.</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. Communication and dissemination, coordination of two major events, website update, report writing, overseas meeting organisation and other duties previously handled by 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 an extended Fixed Term Contract which comes to an end on 29 July 2011. A new post was established in November within the team to place the individual to undertake the duties.</li> </ol>
---

Provision of a NEW recruit would require full training by the Acting EU Network Coordinator and hinder progress of a number of complex matters already commenced.

**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.

1 & 2. The costs of the Urbact II Project Assistant over the period 30 29 July 2011 – 28 October 2011 will be fully met by external funding. 50% from the REPAIR Project secured from the URBACT II programme and 50% from the Migration 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, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also 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	RCC		
SECTION	Highways		
POST TITLE	Technical Assistant		
GRADE AND SALARY RANGE	Paid £8.82/hr charged to cost centre £11.82/hr		
POST NUMBER	3862 – Temp		
LOCATION	Annex B Civic Centre		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Bob Tedman		
*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:	16.06.11 to 16.09.11		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Bob Tedman			

(\* 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.

The work of the temporary member of staff is to concentrate on the asset data base required within Confirm. In this instance using a temporary resource is cheaper alternative than employing a consultant to undertake quantifying and checking validity of data prior to importing into the live system. Experience in using Confirm is paramount to enable resource time to be used to its maximum, thus saving further resource time in training. The temporary member of staff undertaking this project has extensive knowledge and understanding on the Confirm asset Management System and has worked in Highways previously through the Internal agency due holiday periods.

The work must be undertaken to ensure highways is in a firm position to meet both best practise for asset management but also CIPFA reporting which starts this year on asset valuation.

## 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 temporary agency member will be paid £8.89 per hour (D2 Grade) and therefore the charge rate to the Highways budget is £11.82ph. Assuming this person is with us until mid September will cost £3,500.

Officers have looked at alternative methods of delivering this work, through under capacity in FLS or through a consultant. Currently FLAS does not have any under capacity within existing staff levels and indicative costs associated with employing a consultant with CONFIRM knowledge (which this agency staff has) would be in the order of £30 to £40 per hour.

Clearly it is prudent to employ this internal agency officer on a very short term contract, especially as he has worked for the agency in highways for the last 2 years on a very short term work (holiday periods) and has extensive knowledge on CONFIRM and the system generally.

## 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 & Adults		
SECTION	School Contracts		
POST TITLE	School Catering Manager		
GRADE AND SALARY RANGE	D1 10-15 ( £13,663.00-£15,849.00) Pro Rata		
POST NUMBER	5999		
LOCATION	Rivermead Hospital School		
DATE POST BECAME VACANT	1 <sup>st</sup> September 2011		
MANAGER POST REPORTS TO	Filomena Zeuli		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Sue Edmed			

(\* 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.

We manage the service via an SLA Agreement on behalf of the Special Schools who have delegated budgets. There is no financial impact to Medway Council from the recruitment of this post as all costs will be re-charged back to the school.

There are 6 unit managers, one for each of the Special Schools. There is one vacancy at Rivermead Special School.

The impact of not filling this post is that we will be unable to deliver the catering service. There is a high risk of not being able to deliver meals to the children as prescribed under the SLA Agreement.

**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.

N/A
-----

**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, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also 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	<b>Children and Adults</b>	
SECTION	<b>Children's Social Care – Medway Integrated Looked After Children's Team. (MILAC)</b>	
POST TITLE	<b>Service Support Assistant</b>	
GRADE AND SALARY RANGE	<b>D2 (£15,039 - £19,126)</b>	
POST NUMBER	<b>0973</b>	
LOCATION	<b>Elaine Centre, Strood</b>	
DATE POST BECAME VACANT	<b>January 2010</b>	
MANAGER POST REPORTS TO	<b>Sue Pinchen</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Yes</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: 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 4 FTE, 1 of which is currently being covered temporarily by agency pool staff.

The post is responsible for providing a complete and comprehensive administrative support service and acting as first point of contact for 21 social workers, family workers and PAs, 2 senior practitioners and a team manager.

There has also been a significant increase in young people coming into care and we are currently working with 190 looked after children and 140 care leavers. The trend is continuing to increase and is placing significant pressure on effective administrative capability and service delivery.

This post is currently being covered by a temporary member of staff, I would like to request this post is filled on a permanent basis in order to ensure stability in the provision of an effective and proactive service to the MILAC social work team, and to children, young people and families to provide consistency in standards and levels of customer care.

.....

**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.

At the current post holder's hourly rate of £8.89, not filling this post would save £16,991 per year. This would however result in a direct impact on children, young people and families as we would not have the administrative capacity to fully support the service.

**Comments from Portfolio Holder**

I support the proposed application.

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also 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	<b>Business Support Directorate</b>		
SECTION	<b>Housing Services</b>		
POST TITLE	<b>Administration Officer</b>		
GRADE AND SALARY RANGE	<b>D2 (£15,039 - £19,126)</b>		
POST NUMBER	<b>3862 – Temp</b>		
LOCATION	<b>Gun Wharf</b>		
DATE POST BECAME VACANT	<b>-</b>		
MANAGER POST REPORTS TO	<b>Marc Blowers</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>No</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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.

This is temporary administration role due to a permanent post holder who undertook some work being high priority project (Development of HRA Business plan – Capital works programmes).

The admin person will be undertaking duties in terms monitoring that inspections are completed on time, data entry in terms of the SCS, assistance with general admin for the Repair inspectors such as correspondence, scanning and admin to develop the contractor monitoring processes. The post holder has daily dialogue with the repairs inspectors in conjunction with customer enquiries, complaints and liaison with the contractor.

If the post is not filled the post holder has been developing and setting up processes for improving the contractor monitoring which would not be able to be developed further.

### 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 will cost approx 12k until September – 100% HRA Funded.

**Comments from Portfolio Holder**

This short term support is essential to the effectiveness of the Repairs team.

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also 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	<b>Business Support Department</b>	
SECTION	<b>Finance, Directorate Support (Children &amp; Adults)</b>	
POST TITLE	<b>Accounting Technician</b>	
GRADE AND SALARY RANGE	<b>C2 (points 22-31) £19,621 to £26,276</b>	
POST NUMBER	<b>1271</b>	
LOCATION	<b>Gun Wharf</b>	
DATE POST BECAME VACANT	<b>1 September 2011</b>	
MANAGER POST REPORTS TO	<b>Phil Watts, Finance Manager</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>No</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>1/9/11 to 29/2/12</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	<b>Ajit Kaur</b>	
NAME OF RECRUITING MANAGER: <b>Richard Unsworth</b>		

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.

The postholder assists budget managers and headteachers in monitoring expenditure and controlling their revenue and capital budgets effectively. A copy of the job description is attached. There are four posts at this grade but only two support the education team and one of these is temporarily being assigned to assist in maternity cover in the Social care team.

If this post is not filled the level of support provided to budget managers and schools will reduce significantly. This could affect the accuracy of outturn forecasts and the ability of the directorate to identify and implement management action to maintain a balanced budget. It could also impact on the LA's responsibility to demonstrate a satisfactory standard of financial control in schools by delaying the assessment process for the Financial Management Standard in Schools (FMSiS).

### Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2009 or
2. If any savings could be achieved by alternative ways of providing the service.

If this post is not filled there is a potential saving of approximately £13,000 in the current financial year.

**Comments from Portfolio Holder**

Effective budgetary control is a key imperative for the organisation. This post provides essential support to managers in the Children’s and Adult Services directorate in producing and understanding expenditure and budget information. I am convinced by the officers that a significant deterioration in the service would result from not filling this post and that this presents an unacceptable risk to financial control. On this basis I support filling the post.

*Cllr Alan Jarrett*

Effective control of budgets is essential and I therefore support the filling of this post.

*Cllr David Brake*

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....