

**CABINET**  
**20 DECEMBER 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 7 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: -

#### **Business Support Department**

- Assistant Director – Housing, Legal and Corporate Services

#### **Children and Adults**

- Client Financial Affairs Officer
- Complaints & Information Officer
- Support Services Assistant

#### **Regeneration, Community and Culture**

- Graduate Assistant
- Graduate Assistant
- Markets Officer – Part Time (30 hrs pw)

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, 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 [resourcing@medway.gov.uk](mailto:resourcing@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 Department		
SECTION	Housing		
POST TITLE	Assistant Director – Housing, Legal and Corporate Services		
GRADE AND SALARY RANGE	£64,149 – £84,977 + special allowance of £5,213 per annum		
POST NUMBER	0062		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	December 2011		
MANAGER POST REPORTS TO	Neil Davies		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes		
*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: Tricia Palmer/Neil Davies			

(\* 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>This is a single AD post with a wide range of responsibilities including leading on housing, property, licensing and legal. In addition it is the councils monitoring officer which is a statutory post.</p>
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## 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.

If the post was not filled permanently it would be vital to cover the duties by an interim, as there is no available capacity within the council at this level and with this range of skills.

Please specify the funding source for this post:

General fund

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children & Adults	
SECTION	Client Financial Services	
POST TITLE	Client Financial Affairs Officer	
GRADE AND SALARY RANGE	C1 (£16,830-£22,221)	
POST NUMBER	1061	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New post funded by health	
MANAGER POST REPORTS TO	Louise Taylor	
*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:	Till March 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	JC	
NAME OF RECRUITING MANAGER: Chris Gell		

(\* 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.

Medway PCT is a pilot site for Health direct payments who have requested that Medway Council manage the payments, auditing and monitoring role for the period of the pilot. The pilot will run for 2 years but the first funding is only until 31<sup>st</sup> March 2012, the post will only be extended if health receives funding for a further year. The funding is for one full time post.

The Direct payment scheme allows health patients to purchase their own care, equipment and to have more freedom and choice.

The intention is to use an experienced member of staff to carry out this work, as they will be working on their own in the community and back fill their post which is mostly office based so that the temporary employee will have support within the office.

If this post is not filled we will not be able to deliver the service for one of our partner agencies as our own resource will be needed to continue the work with Adult Social care clients.

## 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 would be no saving if this post is not filled as the post is funded by health and the funding would need to be returned to health.

Please specify the funding source for this post:

External funding (health)

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children and Adult, learning and caring		
SECTION	Business Support		
POST TITLE	Complaints & Information Officer		
GRADE AND SALARY RANGE	C1 (17-26) £16,830-£22,221		
POST NUMBER	6745		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	28/10/11		
MANAGER POST REPORTS TO	Andrew Boye		
*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: Andrew Boye			

(\* 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.

This post is part of a team of 1.5 staff providing managing the complaints, freedom of information and data access requests that are received across the children services teams. The previous post holder has secured a new role and left a vacancy in the team.

This post is vital in ensuring we meet our statutory obligations towards our clients in relation to complaints and data requests. Failure to cover this position will have serious implications on the ability of the service to respond to complaints, freedom of information and data requests.

### 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.

Covered by current budget at a cost of £21,352 per annum.

Please specify the funding source for this post:  
General fund

**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	Medway Team for Adults with a Learning Disability		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	3862		
LOCATION	Lordswood Community Healthy Living Centre		
DATE POST BECAME VACANT	11 November 2011		
MANAGER POST REPORTS TO	Kerry Rabey		
*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:	Until Jan 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER:	Kerry Rabey		

(\* 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.

This post is one of two full time SSA support staff, supporting this multi-professional team. This team has a high level of Safeguarding Vulnerable Adults alerts, which demands a great deal of time and focus.

Due to one staff member retiring I require approval for a temporary SSA to join the team until the Better for Less process is implemented (January 2012). If this were not to be approved the risk to the team function in relation to performance and managing safeguarding would be compromised.

## 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 will remain the same as for the existing post holder – with the possibility of a slight reduction if the temporary member of staff joins the team on a lower spine point.

Please specify the funding source for this post:  
General fund

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration, Community and Culture	
SECTION	Economic Development	
POST TITLE	Graduate Assistant	
GRADE AND SALARY RANGE	E2, SP4 (£12,145) PA Pro Rata	
POST NUMBER	TBA	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
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	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Cathy Le Page		

(\* 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.

The request is to seek approval for the recruitment of a Graduate Assistant with acquired expertise and knowledge in commercial sales promotion to companies. This six month graduate position is to be fully funded by the EU GAPS (Graduate and Apprentice Placement Scheme) project. The Assistant will focus on promoting Medway's new business apprenticeships programme and why and how it benefits local small companies. The Assistant will also promote the Council's array of business support programmes of benefit to the local business community.

The Assistant will engage in a sales and marketing programme via telephone, internet and social media with local businesses highlighting the Council's apprenticeships scheme and its benefits. The Assistant will also be able to explain how it works in terms of the subsidy that the Council offers to encourage local SMEs to take on apprentices.

The Graduate Assistant will also visit pro-actively many of Medway's retail community in our town centres and visiting businesses located at our network of Council run business centres, persuading them to take on an apprentice. The end result will be maximum take up of the Council's apprenticeships programme by local businesses from across the spectrum of sectors and services, with a particular focus

on emerging innovation companies and the retail community in the town centres.

Finally, the graduate six-month placement will offer an excellent opportunity for an unemployed local graduate to gain invaluable work experience in their field of expertise. With graduate unemployment a growing challenge, this will represent invaluable assistance from the 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.

The total cost of employing a graduate assistant for six months will be £7,480.

Please specify the funding source for this post:  
This will be funded entirely out of the EU GAPS project.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration, Community and Culture	
SECTION	Economic Development	
POST TITLE	Graduate Assistant	
GRADE AND SALARY RANGE	E2, SP4 (£12,145 PA Pro Rata)	
POST NUMBER	TBA	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
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	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Scott Austin		

(\* 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.

The request is to seek approval for the recruitment of a Graduate Assistant with a specialism in business marketing development and promotion. This six month graduate position is to be fully funded by the EU GAPS (Graduate and Apprentice Placement Scheme) project. The Assistant will focus on the development and delivery of a marketing and promotion campaign to highlight the Council's emerging new Inward Investment web site, designed to showcase Medway's new and available employment and commercial space.

The purpose is to attract new companies and business investors in to Medway as part of the area's economic regeneration.

The Graduate Assistant will focus their business marketing expertise on generating a high profile for Medway's new web site and building a strong presence, whilst also working with colleagues in the Council's communications team in order to promote the site at local, national and international level. In so doing they will work closely with Economic Development officer colleagues. Other duties will involve the organisation and delivery of direct marketing and promotion activities and working closely with the Service apprentice and Project Assistant on the design and presentation of Council's business web pages and the inward investment web site.

Finally, the graduate six month placement will offer an excellent opportunity for an unemployed local graduate to gain invaluable work experience in their field of expertise, making a significant contribution to their career development and employability. With graduate unemployment a growing challenge, this will represent invaluable assistance from the 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.

The total cost of employing a graduate assistant for six months will be £7,480.

Please specify the funding source for this post:  
This will be funded entirely out of the EU GAPS project.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration, Community and Culture		
SECTION	Economic Development		
POST TITLE	Markets Officer – Part Time (30 hrs pw)		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276 PA Pro Rata		
POST NUMBER	5664		
LOCATION	Strood		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Annette Lebreton		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>	
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.

This request is to approve the transfer of the existing Markets Officer from a casual contract to a permanent contract.

The post-holder is currently working on a casual contract and as these are regular hours, the post-holder should be transferred to a regular, permanent contract in order to reflect this. The post is to be set at 30 hours per week, which is a reduction of 5 hours the current casual post status. A reduction in the number of hours allows the post's duties to remain manageable for the post holder and also to keep the costs of the post neutral.

The Markets Officer position is crucial to the day to day running of Gillingham, Strood and Rochester Farmers Markets, which enable the Council to draw in an annual income of approximately £250,000.

Without this post our ability to secure the above income would be seriously undermined and would create extra pressures on Council revenue budgets

The Markets officer post-holder undertakes the day to day service delivery of

the markets in Strood and in Gillingham and in particular the day to day liaison with market traders, ensuring that the markets are operating correctly in town centres and that rental fees from market traders to the Council are collected.

If this post is not filled then Strood and Gillingham Markets will not be supervised and managed operationally. The Council would lose income and the market would be uncontrolled and not monitored. This would create a high risk situation where the safety of members of the public and the quality of day to day services on the markets is seriously undermined.

This post will be a 30 hour per week position with responsibilities for running the Strood and Gillingham Market operation every Monday, Tuesday and Saturday. The costs of the post will be funded out of income generated from the markets.

## 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 will be no extra cost to the Council of transferring the post-holder from a casual to a permanent contract. The total cost per annum of employing the Markets Officer on a part time basis at 30 hours per week is £20,652.

The Markets Officer position is crucial to the day to day running of Strood and Gillingham Markets, which enable the Council to draw in an annual income of approximately £250,000.

Without this post our ability to secure the above income would be seriously undermined and would create extra pressures on Council revenue budgets

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....