

CABINET

Employee Establishment - Vacancy Authorisation 20 January 2009

Report of Chief Executive

| PURPOSE OF REPORT | | | |
|--|--------------------------|------------------|-------------------------------------|
| To seek Cabinet's approval to the filling of established vacancies where recommended and to note a decision taken under the Council's urgent business procedure. | | | |
| Key Decision | <input type="checkbox"/> | Non-Key Decision | Referral from Chief Executive |
| | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Date Included in Forward Plan | N/A | | |
| This report is public with the exception of the Appendix. This is exempt by virtue of Paragraph(s) 1, 2 of Part 1 of Schedule 12A of Local Government Act 1972. | | | |

RECOMMENDATIONS OF THE CHIEF EXECUTIVE

- (1) That Cabinet Members agree that the vacancies recommended for filling by Service Heads are filled as soon as possible.
- (2) That the action taken by the Corporate Director (Finance & Performance) on behalf of the Chief Executive, in consultation with the relevant Cabinet Member and the Chairman of the Overview and Scrutiny Committee in accordance with the Scheme of Delegation, in respect of the following vacancy, be noted:-
 - (a) That the Conditions of Employment of the temporary holder of post EG0091 in Property Services be amended to extend the fixed term contract to 31st December 2008.
 - (b) That the call in be waived in accordance with Overview and Scrutiny Procedure Rule 17 to allow immediate implementation.
- (3) That the Revenue Budget be updated accordingly, for any deleted or deferred posts.

1.0 Introduction

- 1.1 Cabinet, at its meeting on the 12 November 2008, resolved, amongst other things:

That Cabinet

- (2) Notes the responsibility of Cabinet for the funding of the employee establishment and until further notice, determines to withdraw funding in respect of all posts becoming vacant, apart from Refuse Collection or where a service is facing severe disruption where temporary arrangements be put in place. It should be noted that health and safety is a priority and supersedes all other requirements. This is all subject to the outcome of (3) below.
 - (3) Requests that the Chief Executive, upon any post becoming vacant, submits an appropriate form to Cabinet for its consideration to determine if the filling of the post is considered essential for delivering the Council priorities/statutory responsibilities.
 - (4) Requests the Chief Executive to develop the appropriate internal procedures to manage this process.
 - (5) Resolves that this process be reviewed following the next annual Council meeting in May 2009.
 - (7) Authorises the Head of Financial Services to update the Revenue Budgets for any post reductions as a result of 2 and 3 above.
- 1.2 As determined by Cabinet, an appropriate Vacancy Authorisation form has been produced identifying employee vacancies. The form identifies where the post concerned contributes to a Council statutory responsibility, the fulfilment of a Corporate Plan Priority, Service Business Plan objective, income generation/collection or is financed by external funding. The forms will be circulated prior to the meeting.

2.0 Proposal Details

- 2.1 Cabinet is requested to consider the recommendations of Service Heads and comments from the Human Resources Manager and Corporate Directors. Cabinet are advised to identify which Service areas are considered to be a higher priority for the filling of vacancies and, therefore, approving expenditure.

3.0 Details of Consultation

- 3.1 None.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 The information contained within each form provides details related to the risks of not filling the related vacancy. Cabinet has the option of releasing funding on either a time limited or permanent basis or withholding funding. If funding is not released, there will be an impact on Service provision. If funding is time limited, it will be more difficult and possibly more expensive to fill a post.

5.0 Officer Preferred Option (and comments)

- 5.1 To fill those posts as recommended by Service Heads unless Cabinet identifies the work as being of a low priority

6.0 Urgent Decision

- 6.1 The holder of Post No. EG0091 Administration Assistant went on Maternity Leave with effect from 16th June 2008. The post holder is responsible for providing the Parking Service's cash counting, banking and reconciliation operations and approval was given to fill the vacancy on a 6 month fixed term contract. This arrangement was due to terminate on 15th December 2008.
- 6.2 The post holder provides an essential operation within the Parking Service and mid to late December is a critical time for income generation and banking and reconciliation duties. The main post holder had elected to take Annual Leave before returning to work and was due to return on 5th January, 2009. The temporary post holder had agreed to provide further maternity leave cover until 31st December 2008 following consultation with the Line Manager and the Legal and Human Resources Service.
- 6.3 The main post holder had also requested to return to work 20 hours per week rather than 37 hours per week. This request could be accommodated from an operational point of view and savings would be generated in the current and future financial years.
- 6.4 In view of the need to provide effective staffing cover for this key post at an essential time of year the provisions of the Council's urgent business procedure were used to make the decision to extend the temporary contract until 31st December 2008 before the next meeting of Cabinet.

RELATIONSHIP TO POLICY FRAMEWORK

Effective management of the council's establishment will help to meet the financial efficiency targets included in the Medium Term Financial Strategy. Care must be exercised however to ensure that the process allows the filling of vacant posts that contribute to the delivery of the Council's corporate priorities and statutory responsibilities.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

The process allows for an impact assessment of not filling a post to be made in respect of each vacant post as it is considered

FINANCIAL IMPLICATIONS

As set out on each Vacancy Authorisation form.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has no comments at this stage, but will comment at the meeting if necessary.

LEGAL IMPLICATIONS

There are no legal implications.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Funding of the Employee Establishment Report to Cabinet and Minute from the 12 November 2008.

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