

CABINET

Employee Establishment - Vacancy Authorisation 17 March 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	<input type="checkbox"/>
		Referral from Chief Executive	<input checked="" type="checkbox"/>
Date Included in Forward Plan	N/A		
This report is public			

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 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 PL0096 in Planning Services be amended to extend the fixed term contract on a reduction in hours to 18.5 on a temporary basis to accommodate a request from the substantive post holder to work half time for a period of 12 months following maternity leave, under the Family Leave Scheme policy.
 - (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. PL0096, Forward Planning Administrator, went on Maternity Leave with effect from 19th May 2008. This post holder is responsible for supporting the Forward Plans Team in the preparation of the Local Development Framework, which is a Council priority. Preparing LDF documents requires continuous publicity and consultation with local communities, in urban and rural areas, and with businesses, landowners, developers and interest groups. The post holder carries out the full range of these consultation tasks, which assists the Council to meet its agreed LDF timetable. This work is ongoing during the LDF process.

6.2 The main post holder indicated her desire to return to work half time for a period of 12 months following maternity leave, under the Council's Family Leave Scheme Policy. She was due to return on 16th February 2009. The temporary holder of post PL0096 in Planning Services completed a fixed term contract on the 13th February 2009. The proposal was to extend the temporary contract, with a corresponding reduction in hours to 18.5, to facilitate a job share arrangement.

6.3 The urgency for this decision was to allow the main holder of the post to return to work half time, under the Council's Family Leave Scheme Policy, without any loss of service.

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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