

CABINET

Employee Establishment - Vacancy Authorisation 02 June 2009

Report of Chief Executive

PURPOSE OF REPORT			
To seek Cabinet's approval to the filling of established vacancies where recommended and to review the process for approval to the filling of established vacancies.			
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			

RECOMMENDATIONS OF THE CHIEF EXECUTIVE

- (1) That Cabinet agrees that the vacancies recommended for filling by Service Heads are filled as soon as possible.
- (2) That the Revenue Budget be updated accordingly, for any deleted or deferred posts.
- (3) That Cabinet reinstates the previous process of Service Head delegation, noting that Cabinet Members can discuss turnover issues with Service Heads in the Services they oversee.

1.0 Introduction

1.1 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.

1.2 Cabinet, at its meeting on the 11 November 2008, resolved, amongst other things:

That Cabinet

- (5) Resolves that this process be reviewed following the next annual Council meeting in May 2009.

- 1.3 Set out below is the procedure that was in place prior to Cabinet resolving to implement the current process:

Like-for-like Vacancies

Service Head delegation. However Cabinet Members can discuss employee turnover issues with Service Heads in the Services they oversee.

Changes to Establishment and Conditions of Service

Before being given final authorisation by the Chief Executive, changes to the Establishment and Conditions of Services must be agreed by the relevant Service Head, HR Manager, Head of Finance and relevant Corporate Director.

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.
- 2.2 Cabinet is also requested to review the current process for approval to the filling of established vacancies. It should be noted that since November 2008, Cabinet has considered 118 requests. Of these, 115 have been approved and 3 were held back temporarily and none held vacant permanently. Cabinet is asked to consider whether or not the extra layer of bureaucracy added by Cabinet's involvement should continue.

3.0 Details of Consultation

- 3.1 None.

4.0 Options and Options Analysis (including risk assessment)

Approval for the filling of current vacancies

- 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.

Review of process for the filling of established vacancies

- 4.2 That the status quo is maintained, whereby Cabinet approval is required for the filling of established vacancies.
- 4.3 That the process set out in 1.3 above is reinstated.

5.0 Officer Preferred Option (and comments)

Approval for the filling of current vacancies

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

Review of process for the filling of established vacancies

- 5.2 That Cabinet reinstates the previous process of Service Head delegation, noting that Cabinet Members can discuss turnover issues with Service Heads in the Services they oversee.

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 11 November 2008.

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