



East Northamptonshire Council

Personnel Sub Committee - 21 July 2009

Approval of Recruitment to Vacant Posts

Summary

This report seeks the Sub-Committee's endorsement to a process for the recruitment of essential staff

Attachment(s)

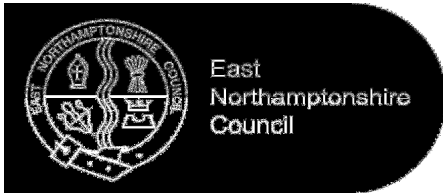
None

1. As Members will be aware, the current recession has sharpened the need to review staffing whenever vacancies arise. As the Chief Executive reported to a Council meeting, every vacancy which occurs is now the subject of considerable discussion by the Strategic Management Team (SMT) on whether or not to recruit to the post. This links to the work being undertaken by the Budget Review Group and SMT are working closely with Members.
2. In order to ensure the continuation of essential (and statutory) services, and to protect the Council's reputation, it will be necessary to authorise recruitment in certain circumstances.
3. It is suggested that, in such cases, the endorsement of the Chairman and Vice-Chairman of the Sub-Committee be obtained.
4. The Chief Executive will report further at the meeting.

Implications:	
Corporate Outcomes or Other Policy/Priority/Strategy	
Good Quality of Life	<input type="checkbox"/> Good Reputation <input checked="" type="checkbox"/>
Good Value for Money	<input type="checkbox"/> High Quality Service Delivery <input type="checkbox"/>
Effective Partnership Working	<input type="checkbox"/> Strong Community Leadership <input type="checkbox"/>
Effective Management	<input checked="" type="checkbox"/> Knowledge of our Customers and Communities <input type="checkbox"/>
Employees and Members with the Right Knowledge, Skills and Behaviours	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Decision(s) would be outside the budget or policy framework and require full Council approval	<input type="checkbox"/>
Financial	There are no financial implications at this stage <input type="checkbox"/>
	There will be financial implications – see paragraph <input type="checkbox"/>
	There is provision within existing budget <input checked="" type="checkbox"/>
	Decisions may give rise to additional expenditure at a later date <input type="checkbox"/>
	Decisions may have potential for income generation <input type="checkbox"/>
Risk Management	An assessment has been carried out and there are no material risks <input type="checkbox"/>
	Material risks exist and these are recorded at Risk Register Reference - inherent risk score - residual risk score - <input type="checkbox"/>
Staff	There are no additional staffing implications <input type="checkbox"/>
	Additional staff will be required – see paragraph <input checked="" type="checkbox"/>
Equalities and	There will be no impact on equality (race, age, gender, disability, religion/belief, sexual orientation) or human rights implications <input checked="" type="checkbox"/>

Human Rights	There will be an impact on equality (see categories above) or human rights implications – see paragraph <input type="checkbox"/>				
Legal	Power: Local Government Act 1972				
	Other considerations:				
Background Papers: None					
Person Originating Report: Katy Everitt, Head of Organisational Development Tel. 01832 742120					
Date: 14 July 2009					
CFO		MO		CX	

(Committee Report Normal Rev. 19)



Vacant Post Evaluation

For consideration by the Strategic Management Team and Chair/Deputy Personnel Sub-Committee

Reason for vacancy	
Vacant since:	
Post Number:	
Post Title:	
Post Details:	
Post Budget pa (including pension and NI)	

Purpose of Post (please include a copy of the structure chart for your service area showing the vacant post))

Options Considered for filling the post – (These should include the impacts of each option and consideration of the 'corporate agenda' and financial implications)

a) Deleting post

b) Not filling for a period to release a saving within the financial year (usually for under a year)

c) Redistribution of tasks/streamlining of processes

d) Internal secondment or recruitment (usually for short term vacancies)

e) Recruitment via open advertisement

f) Other

Recommended Option

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I confirm that the above proposal can be funded from the post's existing salary budget provision

NOTE

If No and if funding by virement from another post or budget within directorate, attach completed appropriate virement form for current year. Explain how permanent changes will be funded in future years.

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Approval

Head of Service (<i>sign</i>) Date:
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Option Approved Executive Director (<i>sign</i>) Date:
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Option Approved Chair or Deputy of Personnel Sub-Committee (<i>sign</i>) Date:
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Please submit 2 copies – Organisational Development