

Cabinet – Supplementary agenda

A meeting of the Cabinet will be held on:

Date: 4 October 2011

Time: 3.00pm

Venue: Meeting Room 2 - Level 3, Gun Wharf, Dock Road, Chatham ME4 4TR

Items

- | | | |
|-----|--|------------------------|
| 4. | Children and Young People's Plan 2011/2014 (Policy Framework) Revised information tabled at the meeting | (Pages 1 - 16) |
| 11. | Recruitment Freeze Additional posts tabled at the meeting | (Pages 17 - 28) |

For further information please contact Wayne Hemingway/Anthony Law, Democratic Services Officers on Telephone: 01634 332509/332008 or Email: democratic.services@medway.gov.uk

Date: 4 October 2011

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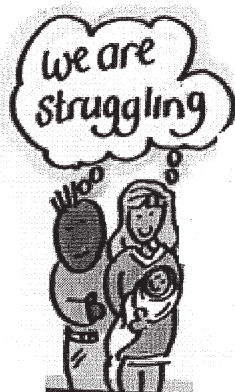
Cabinet – 4 October 2011

CYPP

Revised pages tabled at the meeting

Item	New page No.	Original page No in Cabinet Agenda
Young Carers Action	26	26
Youth Crime	50	50
Workforce Development	63	63
Priority 4	80/81	78/79
Priority 5	82/83	80/81
Priority 9	86/87	85/86
Appendix 2	94	93

these young mothers may have experienced in their own lives do not get translated into poor outcomes for their children. We expect many of these young people will need advice and support in parenting and some will still have additional emotional and life skills support needs.



Help the most vulnerable families to improve the parenting they give their children from birth to age 5

Help on parenting for the most vulnerable families in Medway will be focused through our 19 Surestart Children's Centres but services delivering care to vulnerable adults also have a key role to play in delivering against this priority. Our needs analysis demonstrates that parents with mental health or substance misuse issues are a potential risk to the successful development of very young children. In some cases this may require child protection action but others will need lower level or periodic family support.

Surestart Children's centre staff are likely to be able to help spot parents who are struggling and may be experiencing the early symptoms of poor mental health (or post natal depression). We are committed to ensuring partnership staff, working with parent/carers and young children, are equipped to identify families in need early and know how to draw in relevant specialist staff to help these families in a timely and sensitive way. This will include being able to see the signs of the early mental health issues and substance misuse.

We will also be working to ensure that staff working in adult services, consider the needs of the whole family when supporting a vulnerable adult and are better able to alert relevant staff in children's services when they have a concern about the welfare or development of children living with a vulnerable adult.

The partnership will continue to support young carers and ensure that they have an opportunity to contribute to service developments that affect their lives. We will also be providing information points in schools to ensure that they have clear information and advice giving them full access to support services. An important element of this service will be the opportunity to discuss any issues or concerns they may have that could be affecting their school work.

Substance misuse can take many forms and does not necessarily mean the use of drugs, more commonly we know that parents will often misuse alcohol and this can have a devastating effect on their children. Babies and very young children are particularly at risk in these circumstances as their care needs are higher and their ability to verbalise their concerns is either non-existent or very limited. Staff in early years support services are keenly aware of this but some will lack the information or skills to draw in support in a non threatening way. The partnership will be raising awareness of

Youth crime

The table below shows the numbers of offenders aged between 10 and 19 years of age (inclusive) and the category of crime during the period of April 2011 to July 2011. Overall there has been a 34.27% increase in the number of crimes being committed by young people when compared to the same period last year however as most of this increase is as a result of the activities of a single prolific repeat offender, this has created a distortion in the overall rate of increase in youth crime in the area. If this person's crime activity was taken out of the data, then the increase would be 6.9%.

The biggest category of crime is burglary, which accounts for 27.22% of crimes being committed by young people during the period of April to July 2011. When compared to the same period last year this is a 19.5% increase in burglary by young people.

Crime category	Medway			
	This Year	Last Year	% Change	Number Change
Burglary Dwelling	36	32	11.11%	4
Burglary Other	215	17	92.09%	198
Criminal Damage	63	70	-10.00%	-7
Robbery	13	13	0%	0
Sexual Offences	2	8	-75.00%	-6
Violence against the person	166	179	-7.26%	-13
Theft from motor vehicles	92	27	70.65%	65
Theft of motor vehicles	137	13	90.51%	124
Vehicle interference	8	1	87.50%	7
Theft of pedal cycles	7	4	42.85%	3
Theft Offences	108	130	-16.92%	-22
Drug Offences	47	65	-27.69%	-18
Fraud and forgery	9	17	-47.05%	-8
Other	19	30	-36.66%	-11
All Crime	922	606	34.27	316

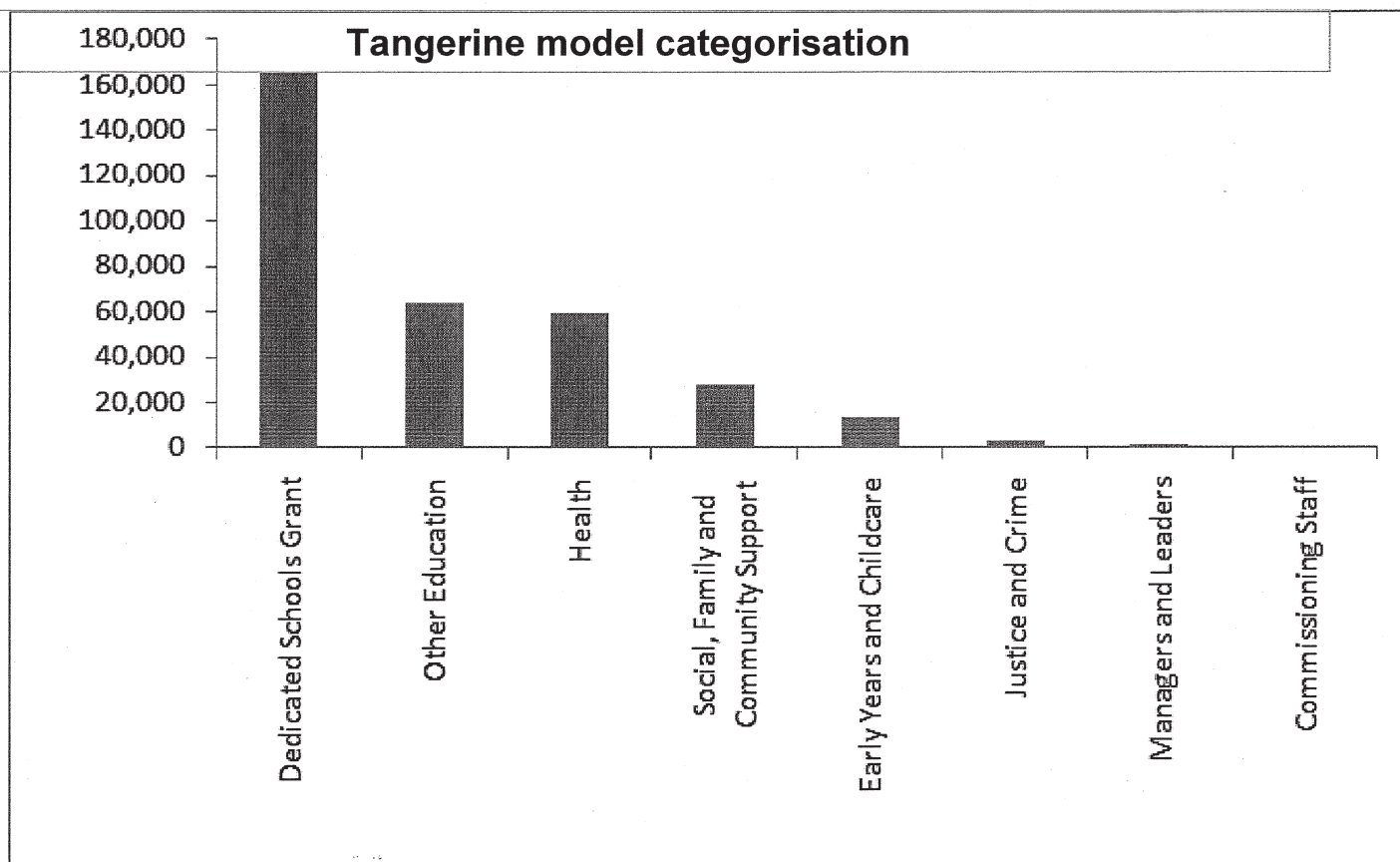


Source: Medway Police 6th August 2011

WORKFORCE DEVELOPMENT

The mapping of investments and resources exercise undertaken in 2010 allowed us to see how our workforce is distributed through the partnership and demonstrated that most staff are based in education or education support services with health staff being the second largest group:

The graph below shows the money spent on workforce and in which areas (Tangerine Model CWDC). Almost half of all expenditure is accounted for by funding that goes direct to schools, The 'Other Education' category includes things such as schools admissions, school transport, educational psychology etc, the Justice and Crime category comprises targeted Neighbourhood Policing and the Youth Offending Team costs, it does not include the wider costs of youth crime:



There continues to be increased pressure on children's social care both in terms of rising numbers of children being referred and in the complexity of cases and Medway Council's children's social care team have expanded and re-organised their teams to better meet the pattern of rapidly increasing demand.

Identified priorities from Medway Safeguarding Children Board include increased availability and variety of opportunities for learning and development for safeguarding staff at all levels, a fit for purpose framework for reflective practice via supervision and improvements in the quality of risk analysis and assessment.

Medway council are working hard to maintain the competence of these teams and provide an extensive range of workforce training and development opportunities including:

**PRIORITY 4:
Help children and young people to maintain a healthy weight and good mental health**

Outcome: Children and young people maintain a healthy diet and weight throughout their school years

Measures: Obesity in Yr6, children and young people reporting eating 5 fruit and vegetables a day. CAMHS vital signs indicator

Action	Lead person	Date to be completed	Evidence of milestone completed
Provide easily accessible information on what and how to feed children at all key stages of development	Senior Public Health Manager	December 2010	Greater awareness amongst parents of appropriate portions and foods required by children at each key stage of their development
Re-tender tier 3 CAMH service	Commissioning Manager Emotional Wellbeing and Mental Health (PCT/Medway Council)	December 2011	Better level of service at tier 3 with reduced waiting times and improved integration at all levels
Improve the quality and efficiency of tier 3 CAMH service to reduce waiting times and enhance tier 2 CAMHS	Commissioning Manager Emotional Wellbeing and Mental Health (PCT/Medway Council)	December 2011	Service Improvement plan implemented for CAMHS
Ensure that tier 3 CAMHS effectively supports LAC, 17 year olds and children with ADHD/ASD and high level LD	Commissioning Manager Emotional Wellbeing and Mental Health (PCT/Medway Council)	December 2011	Children and young people form identified groups have good access to emotional health and well being support at all levels of need
Expand and develop the MEND programme	Senior Public Health Manager	March 2012	Increased access to the MEND programme

<p>Identify and monitor substance misuse among children and young people and work in partnership to address this Find out more about the amount of drug and alcohol use amongst children and young people and work together to reduce this</p> <p>Develop more effective links between drug and alcohol support and other services supporting children and young people so that they refer and access support appropriately</p>	<p>Young People's Substance Misuse Officer</p> <p>Young People's Substance Misuse Officer</p>	<p>March 2012</p> <p>March 2012</p>	<p>Improved information and data on young people's substance misuse available to support commissioning activity</p> <p>More effective use of drug and alcohol support services by young people</p>
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PRIORITY 5:

Improve the independence, support and opportunities available to disabled children and their families in all settings – home, school, health, leisure and work

Outcome: Disabled children and their carers have better access to education, care, leisure, training and employment opportunities that support them to live independent healthy lives.

Measures: Disabled children and their carers report improved access to these opportunities and disabled children and young people achieve better education and health outcomes.

Action	Lead person	Date to be completed	Evidence of milestone completed
Implement the 2010 disability review action plan to provide more effective coordinated support to disabled children and their families	Commissioning Manager Aiming High	December 2012	Annual review of action plan (March 2012-March 2013) reported to Vulnerable Children Partnership Group
Increase opportunities and raising expectations (including of young people themselves and their families) for work, work experience and volunteering for young people with disabilities after they leave school/college	Commissioning Manager Aiming High	March 2013	There is a clearly understood and agreed strategy in place.
Introduce minimum standards for information, transparency, participation and feedback about services for children and young people with disabilities and their families	Commissioning Manager Aiming High	March 2013	Surveys of services and of children and young people with disabilities and their families demonstrate that clear and effective standards are in place.
Introduction of integrated specialist assessment and planning processes for children and young people with SEN and disabilities	AD Inclusion Medway Council	March 2014	More integrated assessments are completed for children with SEN or disabilities
Develop information points within schools to enable Young Carers to identify themselves within a safe environment and to raise issues about their caring role which impact on their education	Voluntary sector lead Medway Council	Sept 2012	Information points are available within schools

Develop information points within schools for young carers that provide access to support, advice and signposting in their caring role	Voluntary sector lead Medway Council	Sept 2012	Information points are available within schools
PRIORITY 6: Protect children and young people from the harm that domestic and relationship violence can cause them			
Outcome: The incidence and impact of domestic violence is reduced			
Measures: Number of domestic abuse incidents is reduced and where families experience domestic abuse victims and their children are provided with timely and appropriate support			
Action	Lead person	Date to be completed	Evidence of milestone completed
Undertake a review of domestic abuse support and care in Medway to direct future commissioning activity	Assistant Director Housing and Corporate Services	September 2011	A clear strategic commissioning approach to domestic violence in Medway
Improve the response to Social Care referrals involving domestic violence	Detective Chief Inspector Medway Police and Assistant Director Social Care Medway Council	December 2011	Referrals involving domestic violence are given a clear route of support and children are effectively protected and supported and the actions agreed are monitored on a regular basis
Improve the understanding of staff in universal services of the impact and signs of domestic abuse on children and young people	Assistant Director Commissioning & Strategy (PCT/Medway Council)	December 2012	Staff in universal setting are able to identify children and young people living with domestic abuse and access help and support to families
Commission a comprehensive range of services to support women and their families experiencing domestic violence	Adult Social Care Commissioner	November 2014	Number of women and children supported to rebuild community links and protected from harm

PRIORITY 9:

Raise the aspirations and expectations of all children, families, teachers, schools and communities in Medway.

Outcome: Children families, schools and wider community working together to ensure children receive the best possible education and learning opportunities so that they develop high aspirations for a successful life

Measures: Achievement at all key stages, apprenticeship provision and take up, school inspection outcomes for teaching and learning

Action	Lead person	Date to be completed	Evidence of milestone completed
Young people with learning difficulty and/or disability find transition harder, MYT offer -those identified within the organization that will be making the transition onto college to be offered a place on a transition program	Chief Executive Medway Youth Trust/Connexions	September 2011	Retention on course at college
Convene a Task & Finish group of Headteachers, Governors and LLEs to design a methodology for School Reviews that will highlight areas of good practice, identify areas of need and validate evidence of progress	Head of School Challenge and Improvement	January 2012	LA knowledge of schools is increased. Earlier diagnosis of weakness. Improved partnership working.
Introduce high quality personal education plans for looked after children on pre school provision	Strategy Manager Early Years	March 2012	Young LAC are prepared to start school
Continue to Improve quality and timeline of PEPs for LAC at all ages	Head of School Challenge and Improvement	March 2012	tba
LA will offer a programme of support through buy back arrangements to all primary schools that will include intensive support to all pupils achieving level 3 in SATS Reading. Aim will be to boost their reading before entry to secondary school. The programme will deliver support during post SAT period and over the summer holiday	Head of School Challenge and Improvement	September 2012	Pupils achieving below level 4 Reading in SATS make good progress and 'catch up' with peers before entry to Year 7.
Identify the best assessment for learning practice in Medway schools and disseminate key aspects of this to those schools with weakest conversion rates in pupil performance from end of Key Stage 1 to end of Key Stage 2	Head of School Challenge and Improvement	September 2014	LA validation of schools' own records, Ofsted inspection' National test scores

Plan and deliver an Improvement Plan for every Medway school that is currently below national Floor Standards	Head of School Challenge and Improvement	September 2014	On-going monitoring of pupil performance by LA. Performance in national tests. Ofsted inspections
Support schools causing concern to improve their own monitoring of pupil performance	Head of School Challenge and Improvement	September 2014	
Young people engage in programs facilitated or signposted by Medway Youth Trust that focus on skills needed for education, employment or training to increase confidence, motivation, self awareness and help them onto their next steps	Chief Executive Medway Youth Trust/Connexions	On-going	Young people making positive transitions into EET.
Offer information advice and guidance to help young people decide what they want to do in the future and how services including through our partners in the community, such as voluntary organisations, web and in schools, colleges and training providers can help them	Chief Executive Medway Youth Trust/Connexions	Continual	Young people more informed about their options to increase their potential.
Ensure LAC who go missing from care receive where appropriate return interviews	Service Manager Safeguarding	March 2012	Reduction in missing from care episodes

APPENDIX 2:

RELATED PLANS/STRATEGIES FOR THE DELIVERY OF THE CYPP

Health & Well Being – relevant health plans include:

- Health and Well Being Strategy 2010 - 15
- NHS Medway Operational Plan 2011 – 12 Growing Healthier
- National Public Health Strategy – Healthy Lives, Healthy People 2011

Crime and safety – relevant police and community safety plans include:

- Community Safety Partnership Plan 2009-12
- Alcohol Strategy 2009 – 2011
- Youth Justice Plan 2010-11
- Anti Bullying Strategy 2011
- Kent & Medway Domestic Abuse Strategy 2010 – 13

Education – relevant education plans/strategies include:

- 21st Century Schools comprehensive Policy on Education at Home
- Special Education Needs Policy and Strategy 2010
- School Improvement Strategy 2011

Vulnerable Children – relevant plans relating to vulnerable children include:

- Medway Safeguarding Children Board – Annual Review of 2010 and Business Plan 2011/12
- Kent and Medway Information Sharing Agreement 2011
- CAMHS Strategy 2009-11
- Carers Strategy 2009 – 14
- Corporate Parenting Strategy 2010
- Medway Strategy for Children with a Disability 2010 – 12
- SEN Strategy 2009 -14

Economic and Community Plans – relevant plans include:

- Economic Development Strategy 2009 - 2012
- Medway Housing Strategy 2008 -11
- Homeless Strategy 2009 -11
- Regeneration Framework 2006-16
- Social Regeneration Strategy 2008 –16
- Voluntary and Community Sector Strategy 2010

Other – relevant plans include:

- Medway Sustainable Community Strategy 2010 - 26
- Medway Participation Strategy 2011 – Listening to children, young people and their families
- Every Child Matters Needs Assessment 2010
- Joint Strategic Needs Assessment (JSNA) 2008
- Tellu4 Report Medway, April 2010
- Local Transport Plan 2006 – 2011

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Cabinet - 4 October 2011 - Recruitment Freeze - Additional posts

Agenda item 11.

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf. Also you will need to forward an electronic word version to jobs@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	C&A	
SECTION	Redvers Centre	
POST TITLE	SSA	
GRADE AND SALARY RANGE	D2 £15039-£19126	
POST NUMBER	5313	
LOCATION	Redvers Centre	
DATE POST BECAME VACANT	1/2/11	
MANAGER POST REPORTS TO	Dan Harper	
*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 SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Dan Harper		

(* 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.

1. There is sufficient budget to sustain the appointment of a 1.00 FTE SSA in the Redvers budget. There are currently 8.05 SSAs in post to support two teams comprising 37.68 Social and Family Workers, 3 Managers and 6 Senior Practitioners. Owing to the increase in social work referrals and subsequent work created by demand, the pressure on supporting teams to deliver positive outcomes necessitates recruiting to this vacancy as quickly as possible

2. Following the restructure and the incorporation of the Strood and Hoo IAT into the Redvers Safeguarding team the SSAs in that team are responsible for:

- The administration of Public Law Outline meetings, including minuting these meetings. The period January to May 2011 has 123% more PLO meetings than January to May 2010.
- The administration; including organisation and tracking of statutory medical and education assessments; maintenance of records of placements and respite care on Raise to ensure accurate information and correct payment of carers of looked after Children. This has risen by 23% following the Restructure.
- All Filing, file creation, photocopying, copy typing and archiving activities on 271 open cases.
- Support to the legal panel process.
- The tracking of all child protection documentation to ensure accurate and up to date files.
- Being the first point of contact to all families and young people currently being worked with by the team.
- Covering a very busy reception

Not filling this post will reduce mean that the necessary administration tasks will either be deferred, creating out of date information both in paper and electronic files, or have to be done by frontline staff reducing the amount of time spent with families and children.

Budget Issues

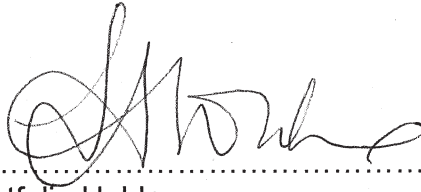
Please indicate:

1. The realisable savings if this post remained vacant until the 31st March 2011.
2. If any savings could be achieved by alternative ways of providing the service.

1. This post has been vacant until 31/3 saving £3256
2. No viable alternative.

Comments from Portfolio Holder

Signed:

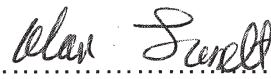


.....
Portfolio Holder

Dated:

15/6/11

Signed:

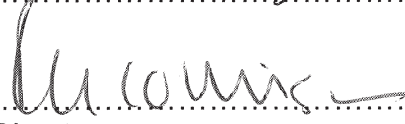


.....
Second Portfolio Holder

Dated:

28-9-11

Signed:



.....
Director

Dated:

6.6.2011

VLG

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf. Also you will need to forward an electronic word version to jobs@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	Children's Services	
SECTION	CAST Team	
POST TITLE	Support Services Assistant (Temp)	
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)	
POST NUMBER	
LOCATION	Elaine Centre, Strood	
DATE POST BECAME VACANT	November 2010	
MANAGER POST REPORTS TO	Sheena Bolland	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<input type="checkbox"/>	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<input type="checkbox"/>	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<input checked="" type="checkbox"/>	Yes
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Sheena Bolland		

(* 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.

We currently have 2 fulltime and 1 part time 25 hour post. A fulltime post is for the Single point of access, one is the team SSA and the part time post is to support to Solihull training and these posts are very busy. We currently have the team SSA vacancy and the Solihull part time worker is on long-term sick leave. Yesterday we received a certificate for another month. The workload has become unmanageable for one person, particularly due to the increase in referrals and answering the telephone for the referral system. This is beginning to impact on the service with answering the phone timely and booking clinic/ assessment appointments.

We would request some SSA temporary cover until staff return from sick leave to the post.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2011.
2. If any savings could be achieved by alternative ways of providing the service.

If we recruit a full time temp from the agency it will cost £10.36 per hour. This can be paid for with underspend on salaries with a PMHW vacancy since April(approx£20,000) and unpaid matleave with our Clinical Psychologist

Comments from Portfolio Holder



Signed:
Portfolio Holder

Dated:
22/9/11

Signed:
Alan Sandt
Second Portfolio Holder

Dated:
28-9-11

Signed:
K. Harrison
Director

Dated:
15.9.11

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf. Also you will need to forward an electronic word version to jobs@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	Children & Adults	
SECTION	Childrens Care	
POST TITLE	SSA	
GRADE AND SALARY RANGE	D2 pt 12-21	
POST NUMBER	0969	
LOCATION	Woodlands Place	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	SSO	
*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:	08/07/11 to 30/09/11 31/12/2011	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Leanne Mark		

(* please delete as appropriate)

Impact on Service – please include:-

- 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.
- Impact on the service if this post is not filled, with particular reference to services to the public.

1.	7.8 SSA posts .30 vacant resulting in a 11hr vacancy 1 FT SSA currently undertaking other duties outside the SSA remit and therefore leaving the team an additional member of staff short Staff structure & Job description attached
3.	Front line staff will be under added pressure to spend valuable time completing their own admin tasks. This in turn would result in their having less time to visit vulnerable families potentially leaving children in dangerous situations and the families without appropriate and sufficient support.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2011.
2. If any savings could be achieved by alternative ways of providing the service.

1. £6,300 is equivalent to .30FTE SSA
2. No other alternative cannot offer staff additional hours as meetings need to be covered during the business hours and these need a minute taker

Comments from Portfolio Holder

Signed:
Portfolio Holder

[Handwritten Signature]

Dated:
26/7/11

Signed:
Second Portfolio Holder

[Handwritten Signature]

Dated:
28-9-11

Signed:
Director

[Handwritten Signature]

Dated:
19. 7. 11

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf. Also you will need to forward an electronic word version to jobs@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	Children and Adults		
SECTION	Children's social care – Medway Integrated Looked after children's team. (MILAC)		
POST TITLE	Service Support Assistant		
GRADE AND SALARY RANGE	D2 (£14,891 - £18,937)		
POST NUMBER			
LOCATION	Elaine Centre		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Sue Pinchen		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY			
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL			
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER - Sue Pinchen			

(* 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.

Currently the Medway Looked After Children's service support (SSA) admin team consists of 4 FTE members of staff.

Prior to the restructure of the integrated children's teams in January 2011 the SSA team was reduced from 5 posts to 4 and the receptionist post was lost.

As it was essential to cover this post, an SSA from the group of 4 above, has

been seconded into the role since January, this in turn placed significant pressure on the rest of the team and was necessary to bring in a temp to backfill.

The MILAC SSA posts are responsible for providing a complete and comprehensive administrative support service and acting as first point of contact for 21 social workers, family workers and PA's, 3 senior practitioners and a group manager.

The Centre houses the MILAC, Adoption and Fostering teams, Learning Support Services, Behaviour Support Services, PASS and ASSAA. The reception area is becoming increasingly busy and constant with a marked increase in visitors and clients, planned and unplanned since the beginning of the year.

There has also been a significant increase in young people coming into care and we are currently working with over 200 looked after children and 140 care leavers with the trend continuing to increase

Demands have increased for room bookings for a wide range of meetings such as child protection meetings, case conferences, chin meetings, CAMHS meetings, fostering panel, adoption panel and professionals meetings, team meetings as well as regular training sessions for foster carers and social workers and education staff.

We also regularly hold benefits surgeries bringing in residents from the local area and holding health assessment with the LAC nurses for young people assuring some of the hard to engage young people have the health monitored.

There has also been an increase in use of the Contact and Assessment suite used for supervising contact between parents and children.

Elaine has a large Imprest bank account, the amount of money we are able to draw and hold has been increased recently due to the high number of young 16-18 year old people coming into the centre every day to collect maintenance and emergency money or travel warrants.

Young people also often call in ad-hoc hoping to speak to their dedicated worker.

The post also covers switchboard duties for the building with a high volume of phone calls needing direction information or advice. Also managing a high volume of post and courier services to the building

All of the many above visitors report to or are held in reception and it is important that a dedicated person has a level of awareness of the business of the Centre to be able to direct people and enquiries.

Clients also appreciate a familiar and friendly face behind reception, a dedicated receptionist post provides this consistency and quality assurance.

The receptionist role is also required to be able to support the general work of the SSA profile in monitoring records and statistics. The receptionist is often the first person to know of any problems in the building or can raise the alarm to any potential disturbances. It therefore also covers a health and safety role monitoring all fire and security regulations, and acts as an information point for staff working at the centre and monitors stationery usage.

The post holder needs to be a fire warden and a first aider and be specifically trained in dealing with people at all levels, the receptionist role is therefore pivotal to the smooth and safe running of the building.

I would like to request authorisation to permanently replace the SSA/Receptionist post lost in the recent re-structure, there is sufficient funding jointly from MILAC, Adoption and fostering budgets to bring the team back to 5 FTE posts.

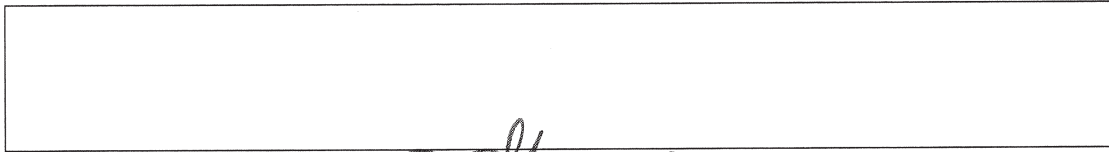
Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2012.
2. If any savings could be achieved by alternative ways of providing the service.

At the current temporary post holders hourly rate of £7.79 not filling this post would save £14, 891 per year. This would however result in a direct impact on the ability to provide a knowledgeable, consistent and safe environment for the children, young people and families, professionals and residents visiting the centre. The effect on the services at the Centre would mean uncoordinated customer contact and a chaotic room booking system

Comments from Portfolio Holder



Signed:

.....
Portfolio Holder

Dated:

10/2/11
.....

Signed:

.....
Second Portfolio Holder

Dated:

28-9-11
.....

Signed:

.....
Director

Dated:

15-8-11
.....