

# Cabinet – Supplementary agenda No.2

**A meeting of the Cabinet will be held on:**

**Date:** 15 January 2013

**Time:** 3.00pm

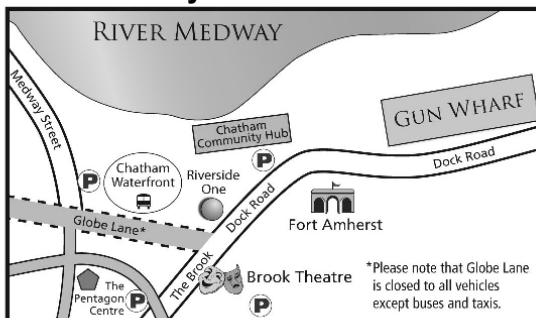
**Venue:** Meeting Room 2 - Level 3, Gun Wharf, Chatham, Dock Road,  
Kent ME4 4TR

## Items

6. **Rochester Railway Station Relocation and New Car Park Provision – timetable** (Pages 1 - 2)
12. **Recruitment Freeze – additional post** (Pages 3 - 4)

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

**Date: 15 January 2013**



This agenda and reports are available on our website  
**[www.medway.gov.uk](http://www.medway.gov.uk)**

A summary of this information can be made available in other formats from **01634 333333**

If you have any questions about this meeting and you want to speak to someone in your own language please ring **01634 335577**

বাংলা 331780  
中文 331781

ગુજરાતી 331782  
हिंदी 331783

ਪੰਜਾਬੀ 331784  
Polski 332373

کوردی 331841  
এহুৎশফব 331786

اروو 331785  
فارسی 331840

Русский 332374  
Lietuviškai 332372



**DATES FOR DELIVERY OF THE NEW ROCHESTER STATION  
ALL FUNDED BY NETWORK RAIL**

Pre-Planning Application	January 2013
Planning Application	February 2013
Planning Approval	May 2013
Final Gateway approval from Network Rail Board	July 2013
Tender for contractor for detail design & construction	July 2013
Construction	November 2013
Site compound created on Rochester Riverside (may be needed in part for September 2013)	February 2014
Rochester Station Underpass to Rochester Riverside constructed	Easter 2014
Demolition of Rochester Signal box	May 2015
Opening of station for service	13 December 2015

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### CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to forward an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@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	<b>Business Support</b>		
SECTION	<b>Legal Services</b>		
POST TITLE	<b>Legal Support Assistant</b>		
GRADE AND SALARY RANGE	<b>D1</b>		
POST NUMBER	<b>8202</b>		
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>		
DATE POST BECAME VACANT	<b>1 December 2012</b>		
MANAGER POST REPORTS TO	<b>Legal Practice Manager</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Two			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Yes – the post provides specific support to the lawyers undertaking child protection cases (court bundles) as well as general support to the property and litigation teams. There is already an extremely high caseload in these areas and without this support the team would be significantly affected.			
NAME OF RECRUITING MANAGER: Chris King, Legal Practice Manager			

(\* 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.

This request is for a full time Legal Support Assistant (grade D1) to replace an existing post.
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There are 4.5 legal support assistants providing support for approximately 30
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members of staff in Legal Services. There is one other 0.5 FTE vacancy. This post gives legal and administrative support to all members of staff in Legal Services and if it is not filled, the staff will have to undertake more administrative work, which will impact upon the numbers of litigation, property and child protection cases they can deal with. This post primarily deals with court bundles and if it is not filled it may also affect the relationship with the childcare courts. The post is currently being covered by a temporary member of staff due to the necessity of undertaking the work.

**Budget Issues**

Please indicate:

- 1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2013.
- 2. If any savings could be achieved by alternative ways of providing the service.

If the post were not to be covered on a permanent basis until the end of March 2013 this would save approximately £3,750. However, it would impact on the number of legal cases the lawyers could undertake and our relationship with the childcare courts. There is no other realistic way of providing the service.

**Please specify the funding source for this post:**

This is an establishment post funded by the legal Services department budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....