

# Cabinet – Supplementary agenda No.2

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

**Date:** 12 January 2016

**Time:** 3.00pm

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

## Items

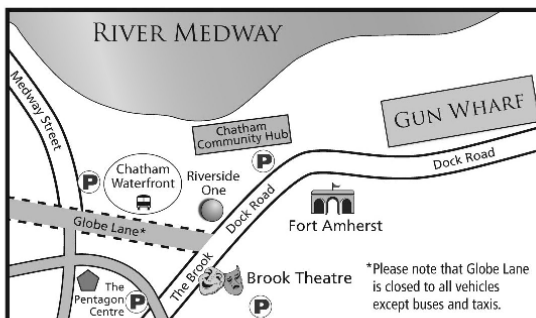
**11. Recruitment Freeze**

Recruitment Freeze forms tabled at the meeting.

**(Pages  
3 - 6)**

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: 11 January 2016**



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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	ગુજરાતી	331782	ਪੰਜਾਬੀ	331784	کوردی	331841	ارو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	এহ্‌ব্‌শফ	331786	فارسی	331840	Lietuviškai	332372



**CABINET APPROVAL FOR RECRUITMENT TO VACANCIES**

Agenda Item 11.

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 send 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 below.

DIRECTORATE	Children and Adults	
SECTION	Adult Social Care	
POST TITLE	Occupational Therapist – Community Equipment and Technology Enabled Care Services	
GRADE AND SALARY RANGE	SW2 £28,808 to £36,531	
POST NUMBER	New post	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New post	
MANAGER POST REPORTS TO	Team Manager OT Service	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	NA	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? <b>NA</b>		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p><b>This post will be funded from the Better Care fund (Section 75 arrangements with NHS Medway CCG). Failure to recruit to this post will increase the risk that costs will increase and become uncontrolled. It is hoped that this post, alongside a proposed contract lead (Senior Commissioning Officer – Community Equipment and Technology Enabled Care Services) will provide more robust monitoring and challenge for the Provider and community equipment prescribers.</b></p> <p><b>These posts will also support the review of technology enabled care services in health and social care. This is a key area on the preventative agenda and it is hoped that TECS will reduce pressure on ‘traditional’ health and social care services. Failure to recruit to these posts may delay this valuable scoping and development work.</b></p>		
NAME OF RECRUITING MANAGER: <b>Alison Golding</b>		

**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 – e.g. 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 is a new post, created to work specifically on the Medway Integrated Community Equipment Service (MICES) and to develop technology enabled care services (TECS, including telecare).**

**Failure to adequately manage the new MICES contract will increase the risk that costs will increase and become uncontrolled. As a new, enhanced service, extra attention is needed on:**

- Types of equipment – in order to develop a new core stock catalogue
- Embedding new procedures
- Acting as the clinical lead on community equipment and the first point of contact for operational issues

**Technology Enabled Care Services are key in reducing the number of people receiving ‘traditional’, and often expensive, care packages. There is a significant amount of work to do (researching best practice and development) in order to ensure we are using these services to their full potential across health and social care.**

**Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

**This post will be funded from the MICES budget and is necessary to monitor and manage this new contract valuing £1.7m per annum. This post is jointly funded with NHS Medway CCG.**

**The post should be filled as soon as possible to ensure a smooth mobilisation of the new MICES contract, due to go live in April 2016. The transition and mobilisation period is short and there are a number of important tasks required to ensure the service is running safely and smoothly at transfer but also to ensure that the product catalogue is reviewed for best value and new procedures are embedded from the outset.**

**Comments from Portfolio Holder**

Signed: ..... Dated: .....  
Portfolio Holder

Signed: ..... Dated: .....  
Councillor Alan Jarrett

Signed: ..... Dated: .....  
Director

## 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 send 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 below.

DIRECTORATE	Children and Adults	
SECTION	Partnership Commissioning	
POST TITLE	Senior Commissioning Officer – Community Equipment and Technology Enabled Care Services	
GRADE AND SALARY RANGE	Range 6 £35,643 to £40,985	
POST NUMBER	New post	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New post	
MANAGER POST REPORTS TO	Partnership Commissioning Programme Lead	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	NA	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? <b>NA</b>		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p><b>This post will be funded from the Better Care fund (Section 75 arrangements with NHS Medway CCG). Failure to recruit to this post will increase the risk that costs will increase and become uncontrolled. It is hoped that this post, alongside a proposed clinical lead (Occupational Therapist – Community Equipment and Technology Enabled Care Services) will provide more robust monitoring and challenge for the Provider and community equipment prescribers.</b></p> <p><b>These posts will also support the review of technology enabled care services in health and social care. This is a key area on the preventative agenda and it is hoped that TECS will reduce pressure on ‘traditional’ health and social care services. Failure to recruit to these posts may delay this valuable scoping and development work.</b></p>		
NAME OF RECRUITING MANAGER: <b>Caroline Friday</b>		

**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 – e.g. 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.

**There are currently five Senior Commissioning Officers in the Partnership Commissioning Team. This is a new post, created to work specifically on the Medway Integrated Community Equipment Service (MICES) and to develop technology enabled care services (TECS, including telecare).**

**Failure to adequately manage the new MICES contract will increase risk that costs will increase and become uncontrolled. As a new, enhanced service, extra attention is needed on:**

- Volumes of deliveries, in particular premium deliveries (urgent and emergency)
- Types of equipment – in order to develop a new core stock catalogue
- Training and communicating new procedures
- Monitoring of contract KPIs

**Technology Enabled Care Services are key in reducing the number of people receiving ‘traditional’, and often expensive, care packages. There is a significant amount of work to do (researching best practice and development) in order to ensure we are using these services to their full potential across health and social care.**

**Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

**This post will be funded from the MICES budget and is necessary to monitor and manage this new contract valuing £1.7m per annum. This post is jointly funded with NHS Medway CCG.**

**The post should be filled as soon as possible to ensure a smooth mobilisation of the new MICES contract, due to go live in April 2016. The transition and mobilisation period is short and there are a number of important tasks required to ensure the service is running safely and smoothly at transfer but also to ensure that the product catalogue is reviewed for best value and new procedures are embedded from the outset.**

**Comments from Portfolio Holder**

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Director