

Cabinet – Supplementary agenda No.2

A meeting of the Cabinet will be held on:

Date: 6 September 2016

Time: 4.30pm

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

Items

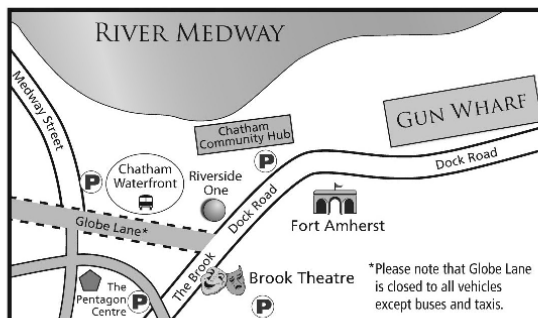
6. **Recruitment Freeze – Addendum Report**

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3 - 8)**

For further information please contact Wayne Hemingway/Alex Saul, Democratic Services Officers on Telephone: 01634 332509/332008 or Email:

democratic.services@medway.gov.uk

Date: 6 September 2016



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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	ગુજરાતી	331782	ਪੰਜਾਬੀ	331784	کوردی	331841	ارو	331785	Русский	332374
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CABINET

6 SEPTEMBER 2016

RECRUITMENT FREEZE – ADDENDUM REPORT

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Head of HR & Organisational Change

Summary

This report brings forward an additional 2 posts to be considered for approval.

1. Details of the additional posts requiring approval

1.1 The following posts are coming forward for approval, the details of which are shown at Appendix 1: -

Children and Adults Services

Data and MI Officer

Social Worker

2. Revised recommendations

2.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to the main report and in Appendix 1 to the addendum report to enable officers to commence the recruitment process.

Lead officer contact

Carrie McKenzie, Head of HR & Organisational Change, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332261 Email: carrie.mckenzie@medway.gov.uk

Appendices:

Appendix 1 Recruitment Freeze Forms

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also need to send an electronic word version to 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	Commissioning	
POST TITLE	Data and MI Officer	
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,126)	
POST NUMBER	11637	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	19 May 2016	
MANAGER POST REPORTS TO	Head of Access to Resources	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
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?		
N/A		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
NAME OF RECRUITING MANAGER: Wendy Edward		

(* 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.

A key component to the strategy to reduce the costs of placements for Children in Care is to have an Access to Resources Panel and Team. This post holder will provide the business support to track cases, monitor resources through a commitments register and provide spend analysis. This post is unique in its role as it cannot be picked up elsewhere across the team. The post operates within the Access to Resources Team and currently reports directly to the Head of Access to Resource.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

If this post was to remain vacant on face value there would be a saving of £8,594.25. however as this post is currently being backfilled within a temporary contract, this saving is negligible.

Please specify the funding source for this post:

Partnership Commissioning Budget

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	C&A	
SECTION	Cookham Wood YOI/ YOT Service	
POST TITLE	Social Worker	
GRADE AND SALARY RANGE	SW2 - £28,981 – £36,750 Per annum	
POST NUMBER	0992	
LOCATION	Cookham Wood YOI	
DATE POST BECAME VACANT	25.9.2016	
MANAGER POST REPORTS TO	Louise Balderston – Head of Casework	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) N/A	N/A	
NAME OF RECRUITING MANAGER: Louise Balderston – Head of Case Work		

(* 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.

<p>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.</p> <p>We currently have the following Medway staff members in the detached Youth Offending Team placed at Cookham Wood:</p> <ul style="list-style-type: none"> • Team Manager: 1 FTE • Social Workers: 3 FTE (x1 due to leave in September) • Casework/YOT Worker: 4.2 FTE • Case Work Assistant 1 FTE (Temporary staff member) • LAC Apprentices: x3 FTE vacancies (+ 1 FTE offered and due to start September/October) • Admin Manager 1 FTE <p>Impact on the service if this post is not filled, with particular reference to services to the public.</p> <p>The Social Workers hold a caseload of 15-18 YP's at any one time, these will generally be the high risk/complex cases. If we were unable to recruit a replacement for the Social Worker leaving the team, we will be forced to re-allocate cases to the</p>
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remaining Social Workers/Caseworkers, pushing caseloads up and over stretching the team and to less able staff who do not have the knowledge of skills to manage the complex cases.

Due to the reducing numbers of young people in custody, we are working with some of the most vulnerable/complex/ dangerous young people and increasing caseloads and allocating these boys to less experienced case workers will be unsafe and the team will be unable to guarantee the high level of safeguarding and care for the young people here we currently offer.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2017.
2. if any savings could be achieved by alternative ways of providing the service.

There would be no cost or savings to be made to Medway Council as this initiative is fully funded by the Prison Service.

Under the terms of the SLA a quarterly invoice arrangement is in place.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: