

CABINET

15 MAY 2012

RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Finance

Report from: Neil Davies, Chief Executive

Author: Tricia Palmer, Assistant Director, Organisational Services

Summary

This report brings forward 15 posts to be considered for approval.

1. Budget and Policy Framework

1.1 It is the responsibility of Cabinet to manage income and expenditure to remain within the budget approved by Council.

2. Background

2.1 At Cabinet on 7 January 2003 Members agreed a process by which directors could request approval to fill posts that are not on the list of exempted posts agreed by Cabinet on 10 December 2002. This process was introduced at a time of high concern about overspending as one measure to assist budgetary control. Members have indicated they wish to retain this direct detailed control of recruitment decisions while budgets remain difficult to manage.

2.2 The posts requiring approval to fill are being presented to this Cabinet with the following information: -

- Details of the post including directorate and section, post title, grade and location.
- Length of time post has been vacant.
- Impact on service if the post is not filled with particular reference to services to the public.
- Numbers of posts of this type within the function.
- Realisable savings including any proposals to provide the service in alternative ways, which could also lead to savings.
- Comments from the relevant portfolio holder.

3. Details of the post requiring approval

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

Children and Adults

- Social Work Student Unit Supervisor
- Research and Information Officer
- SEND Pathfinder Project Officer
- Children's Trust Support Officer
- Schools' ICT Project Officer
- Temporary staff – Family Information Service

Business Support Department

- MSCB Learning and Development Coordinator
- Exchequer Officer Type 2 x 2
- Junior Technical Support Engineer
- ICT Business Development Manager
- Principal Network Engineer
- ICT Service Delivery Manager

Regeneration, Community and Culture

- Planning Enforcement Derelict Buildings Officer
- Administration / Reception Officer.

3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job profile and structure chart is also held in HR Services.

4. Risk Management

4.1 In order to assess the potential impact of posts upon the council's ability to achieve its strategic objectives, the attached forms include details of the likely impact on the service should the posts not be filled.

5. Financial and legal implications

5.1 The recruitment freeze was instigated to support the realisation of savings against the background of a forecast of a significant overspending. It remains important to ensure that where possible the drive to pursue savings continues. It is important that no cover is taken on to fill any posts which have not been identified as exceptions or been given Cabinet approval to be filled.

5.2 There are no legal implications arising from this report at this stage.

5.3 The posts will be filled in accordance with the Council's recruitment policies.

6. Recommendation

6.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to enable officers to commence the recruitment process.

7. Suggested reason for decision

7.1 The posts presented to Cabinet will support the efficient running of the Council.

Lead officer contact

Tricia Palmer, Assistant Director Organisational Services, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332853 Email: tricia.palmer@medway.gov.uk.

Background papers: Cabinet report 10 December 2002 and 7 January 2003

Appendix 1

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 & Adults	
SECTION	Youth Offending Team	
POST TITLE	Social Work Student Unit Supervisor	
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741	
POST NUMBER	TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New post	
MANAGER POST REPORTS TO	IYSS Manager	
*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	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Immediate for up to 3 months	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Deadline for getting person in post is early August or the scheme will not run in 2012/13.		
Please note that this is a new post and will be appointed on a fixed term basis for a period of two years only. Future continuation will depend upon the success of the scheme and future funding. The post will be located within the Integrated Prevention Team.		
NAME OF RECRUITING MANAGER: Keith Gulvin		

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 post is being created to provide ten additional social work student placements within the specialist education settings within Medway, PRUs special schools and academies, directly supporting the authorities commitment to provide placements to the local social work training consortium.

The main benefits that this project will deliver will be to provide a strong social care preventative presence with the establishments providing the placements. The Senior Practitioner grade social worker will be able to provide a degree of professional support and rigor in respect of the cases held by the students (up to six each) and possibly prevent referrals on to Children's Services, whilst offering a specialist service to the educational establishments.

There will also be the opportunity to assess final year students with a view to filling future social work vacancies across the Directorate.

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

This post is being funded in two ways, first of all by the student placement fees paid to Medway by the universities who will nominate students to placements (£1800 per student).

The remainder (£10,000) is coming from the YOT/IPS prevention grant and has been set-aside for this purpose. There would be no actual savings in not filling this post as it is grant and income fund.

Comments from Portfolio Holder

This is a really important piece of work given the pressure the qualified teams are under and the high level of need that is still below the threshold for Children's Services involvement. This will strengthen the preventative work.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults	
SECTION	Research & Information Team	
POST TITLE	Research and Information Officer	
GRADE AND SALARY RANGE	C2 - £19,621 - £26,276	
POST NUMBER	3288	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	February 2011	
MANAGER POST REPORTS TO	Michelle Lofting	
*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	– six months
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	May to October 2012 to fall in line with the BFL Performance Management Review and consultation	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Thomas Cogley	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
The team has a challenging workload including, for example, the review of the children and young people's plan and the implementation of the participation strategy. The team is struggling to meet demand for its services. The team did try to manage without the post but recently had to appoint a temp person, which is due to run out at the end of April 2012.		
NAME OF RECRUITING MANAGER: Michelle Lofting		

(* 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.

The post sits within a team of five, which includes the manager, two Apprentices and a Participation Worker. The main focus of this post is to support the manager in the interpretation of quantitative and qualitative data/information being collected by the rest of the team and to be able to help identify and assess trends, best practice, emerging issues and requirements that will help inform effective service planning and delivery in terms of children, young people and their families.

There would be a huge financial implication should we not be able to appoint to this post. We would not be able to carry out some of our statutory functions such as the annual Child Poverty Needs Assessment among others.

The Children's Trust has agreed that Medway will continue to produce a Children and Young People's Plan. The plan demonstrates clearly our priorities for children and young people and how we aim to achieve them. The Research and Information team and, in particular, this role carries out six monthly reviews on the progress made on achieving the goals that have been agreed across the children's trust. The information gathered is also used to support the self-assessment of children services that is also sent to OFSTED as evidence on an annual basis.

This position also work with children, young people, families and staff across Medway to obtain feedback on service planning and delivery, which is important in making sure that the services we are delivering are the right services and delivered in the right way

Budget Issues

Please indicate:

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

If we couldn't appoint to this post we would have to cost out for the work to be completed. This post plays an important role in the reviewing and monitoring of children services in terms of what is working well, what is not working well and potentially any emerging themes and gaps within children services.

As well as undertaking primary and secondary research using quantitative and qualitative methods that will help assist in identifying and assessing trends, best practice, emerging issues and requirements that will help inform effective service planning and delivery that will assist in enable good outcomes for Medway's children, young people and their families.

To cost out for this type of work is usually very expensive as it's very specialised work. For example: to carry out one focus group that usually last 90 minutes and write up a report, on average we could expect to be quoted over £1,000. To design, carry out one street survey of 100 respondents that meet a cert criteria/demographic and report on findings you would expect quotes of £10,000. To carry out a basic needs assessment starting quotes we expect around £10,000 per project.

Due to the numerous quantities of such projects, by filling this post it invites a saving of tens of thousands of pounds per year, not only for this team but also across children's services.

The post would be expected to carry out those roles as part of their job.

By proving what we do in house cuts down costs greatly. Research project work is expensive to cost out.

Please specify the funding source for this post:

Funding amount already in the research and information team budget. Initially we are looking to extend the temp person currently in the role for 6 months as this will fall in line with the BfL Performance Management review and consultation that is associated with that.

Comments from Portfolio Holder

Essential post

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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 & Adults		
SECTION	Psychology and Inclusion		
POST TITLE	SEND Pathfinder Project Officer		
GRADE AND SALARY RANGE	C1 - £16,830 - £22,221		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	April 2012		
MANAGER POST REPORTS TO	Keith Wyncoll		
*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 Fixed term contract to 31.3.2013 initially, but may be extended for a further period if funding is secured.	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1.4.2012 – 31.3.2013 (possible extension)		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
This post is essential to the delivery of the SEN and Disability Pathfinder (externally funded). It is part of Medway's commitment to a regional partnership (SE7)			
NAME OF RECRUITING MANAGER: Keith Wyncoll			

(* 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. This is the only Project Officer post
2. The post is key to the coordination and administration of the project and it is first point of contact for the public.

Budget Issues

Please indicate:

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

No savings possible. Medway is closely monitored to deliver specific targets against tight timetables. Not filling the post would jeopardise delivery.

Please specify the funding source for this post:

This post is funded by Dept for Education as part of a £75,000 annual grant to deliver Pathfinder activities.

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	Children & Adults	
SECTION	Children & Adults Services	
POST TITLE	Children's Trust Support Officer	
GRADE AND SALARY RANGE	C1 - £16,830 - £22,221	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	Sally Morris, AD Commissioning & Strategy	
*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:	21.5.12 – 31.7.12	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Lesley-Anne Broome	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2 part of commissioning and category management		
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: Sally Morris		

(* 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 post provides vital support to the Children's Trust Board and sub partnership groups, and the overall running of the Children's Trust arrangements. The current post holder has been seconded to the Placement Officer post in Commissioning.

Budget Issues

Please indicate:

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

Please specify the funding source for this post:
 50% base funding LA, 50% PCT funding

Comments from Portfolio Holder

I support this application

Signed:
 Portfolio Holder

Dated:

Signed:
 Councillor Alan Jarrett

Dated:

Signed:
 Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults	
SECTION	Schools' Commissioning & Traded Services	
POST TITLE	Schools' ICT Project Officer	
GRADE AND SALARY RANGE	B1 - £22,958 - £30,011	
POST NUMBER	6309	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Maternity leave from May 2012	
MANAGER POST REPORTS TO	Head of Schools' Commissioning & Traded Services	
*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	NO	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 year from May 2012 (potentially may not require cover for whole year)	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 4		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Service cannot be delivered adequately		
NAME OF RECRUITING MANAGER: Jacqui Moore		

(* 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.

<p>There are two Schools' ICT Project Officers, one of which will become vacant whilst this postholder is on maternity leave. The project officer concerned supports a range of ICT projects mostly relating to Medway Grid for Learning, but also supports other activities relating to communications with schools and academies. An external review by SOCITM is nearing completion. The resulting actions from this will need to be</p>

implemented swiftly to ensure that the service meets schools' needs effectively. If the service is not viable as a result of not meeting schools' needs effectively then some of our most vulnerable primary schools are at risk of not having access to appropriate ICT Services.

Budget Issues

Please indicate:

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

There are no realisable savings up until March 31 2012. There would be a salary saving if the post remained vacant, however this would have an adverse affect on ability to deliver the service.

Please specify the funding source for this post:

The post is externally funded

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	Children & Adults		
SECTION	Early Years		
POST TITLE	Temporary Staff – Family Information Service		
GRADE AND SALARY RANGE	D2 - £15,039 - £19,126		
POST NUMBER	3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	To commence 1 January 2012		
MANAGER POST REPORTS TO	Esther Olawande		
*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:	01.06.2012 – 31.10.2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Hardeep Matharoo Julie Bennett		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2			
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: Mark Holmes			

(* 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>The FIS team has had a number of standing vacancies, and now has a further two resignations and one maternity leave. In total the staff team comprises:</p> <p>Manager – 1.0 fte FIS Officers (4.1 fte) – 1.0, 0.8, 0.4 (maternity leave), 0.4 Vacancy (arising from resignation in December 2011), 0.5 Vacancy (arising from resignation/retirement in December 2011), 1.0 Vacancy resigned October 2011, but absent since January 2011) FIS Data Officer – 1.0 Vacancy (resigned April 2011) FIS Administrator – 1.0</p>
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In summary, aside from the manager and admin, the team is down from 5 fte to 1.8 fte.

In the medium term, the structure and location of the service needs to be reviewed – within the B4L programme. And we shall need to make the necessary staff recruitment to ensure that the team is fit for purpose.

But in the short term there are tasks and functions that need to be done but are not being carried out due to lack of staff.

Primarily this involves updating the records on the core databases, which are now seriously beyond the date at which they should have been refreshed.

We are covering two posts by temporary staff for the equivalent of 1.67 fte and are seeking permission to continue their employment and engage one additional temporary data-inputter to keep the core databases (which cover all childcare, family services and Youth activities) up to date.

This request is endorsed by Juliet Sevier, Assistant Director.

Budget Issues

Please indicate:

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

Budget provision is in place for these staff. Financially it is significantly less than the cost of the staff we have lost. Temps would be supervised by the remaining two FIS officers who would focus on the more complex issues.

Estimated cost for three staff (D2 pt180 is £3,826.43 pcm).

Please specify the funding source for this post:

The post is funded from general fund

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	BSD	
SECTION	Medway Safeguarding Children Board (MSCB)	
POST TITLE	MSCB Learning and Development Coordinator (15 hours per week)	
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741 pro rata	
POST NUMBER	10207	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New Post	
MANAGER POST REPORTS TO	Sally Mortimore	
*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	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	12 month contract	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2		
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: Sally Mortimore		

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.

The MSCB is a statutory body with responsibility for coordinating work to safeguard children and promote their welfare in Medway and also to ensure the effectiveness of this work. The Munro report into safeguarding children in 2011 recommended that LSCB's have a key role in promoting and supporting learning across the children's workforce. The report highlighted that it is important for LSCBs to continue to make multi-agency training and development opportunities available, and is also important that LSCBs evaluate the effectiveness of such training. The MSCB Learning and Development Coordinator will support this process and ensure a coordinated approach for joint training/learning opportunities.

In early 2012, the DFE provided funding to LSCBs (including Medway to the value of £22,00) to support the implementation of this Munro recommendation. This post will

be funded using this grant. It is expected that new statutory guidance in Working Together, will provide further support to this when it is published in April 2012 for consultation.

Budget Issues

Please indicate:

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

N/A – This post is not paid from Medway Council’s existing budgets but through the MSCB pooled budget,

Please specify the funding source for this post:
MSCB pooled budget, to which all statutory partners contribute. This includes the grant from the DFE for £22,000

Comments from Portfolio Holder

Learning and Development was considered an important role to fill at MSCB.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	BSD		
SECTION	Exchequer Services		
POST TITLE	Exchequer Officer Type 2 x 2		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	4066		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Posts currently filled with temporary staff since May 2011		
MANAGER POST REPORTS TO	Systems, Exchequer and Insurance Service Manager		
*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)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW.			
Although administrative posts, these are required to ensure monies due to Suppliers are paid promptly. Failure to pay there in a timely way impacts upon cash flow to organisations including local businesses.			
NAME OF RECRUITING MANAGER: Mark Breathwick			

(* 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.

<p>1. Within the Exchequer Services part of the team the structure is as follows: Supervisor (1 FTE) Debt Collection Officer (1 FTE) Exchequer Services Type 1 & 2 (6.75 FTE) Exchequer Assist (1 FTE)</p>
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2. These posts are responsible for processing of invoices to suppliers, maintaining supplier records, payments to Housing Benefit suppliers, etc

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

The posts are presently filled by temporary staff and intention is to now recruit on a permanent basis. Funding is available through the exchequer services budget.

Comments from Portfolio Holder

The payment of suppliers' invoices promptly is of critical importance to the business community and more so in times of economic difficulty as at present. These two posts have been filled by temporary appointments to date pending clarification of the way forward for the billing and payments hub component of the BfL programme. These staff are now not part of the effected population in the current consultation so I am content that they are now filled on a permanent basis.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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	BSD	
SECTION	ICT	
POST TITLE	Junior Technical Support Engineer	
GRADE AND SALARY RANGE	C1 £16,830 - £22,221	
POST NUMBER	New post	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	See detail below	
MANAGER POST REPORTS TO	Technical Support Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*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:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? All phases		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
There are reduced resources within the team to provide technical support for the network , for telephony, for PCs and laptops, and for handheld devices.		
NAME OF RECRUITING MANAGER: Sean Hale		

(* 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>1) There are currently no junior posts within the technical support team. However, the resignation of a senior technical support engineer has enabled us to review the structure of the support team, and to introduce more junior roles rather than replace at a senior level. This will help to support vacancy saving targets, but will also introduce more junior and younger staff ensuring that we plan for the future within the current workforce, building and developing the younger members of the workforce.</p>

The team is currently comprised of a Principal, 3 seniors, and 5 engineers serving all users within Medway Council, Healthy Living Centres, Libraries, Customer Contact centres and over 100 schools. This is therefore already a team that is significantly under-resourced.

- 2) Should the post not be appointed to, there will be a reduced level of support resources available in the team, leading to a longer response time for the customer, waiting for faults to be fixed. This in turn decreases productivity, as the customer will be without ICT services. A SOCITM benchmarking exercise previously identified that Medway Council ICT services are already the lowest in resources across the SE7 partnership per workstation supported, and so the team is already lean.

Budget Issues

Please indicate:

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

- 1) £738
- 2) A contractor could be appointed, but this would be at significantly higher cost – a minimum hourly rate of £25 is the least that a contractor could be appointed for.

Please specify the funding source for this post:

Funding is available from within the current ICT budget whilst continuing to achieve annual vacancy savings.

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	BSD		
SECTION	ICT		
POST TITLE	ICT Business Development Manager		
GRADE AND SALARY RANGE	PO3 £36,313 - £45,341		
POST NUMBER	8579		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	31 December 2011		
MANAGER POST REPORTS TO	Head of ICT		
*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:	1 April 2012 to 30 November 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			

WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?

All phases

ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW

This post is to replace the existing change manager post. Whilst the name of the post has changed, and some elements of the post updated, the basic remit of the post remains the same. Key requirements of this post are to:

Support the Better for Less programme by leading the application rationalisation programme, developing a fully costed prioritised action plan to reduce the number of applications in the Council in a proactive and planned manner, thus significantly reducing contract maintenance costs and ensuring that only systems with a long term future are integrated through the Better for Less programme.

Ensure that Master Data Management, within the scope of the Better for Less programme, initially, is achieved.

Support technical developments across the Council, ensuring that any new requirements are aligned with the Better for Less programme and achieve more efficient ways of working. These include significant developments such as the replacement of Children and Adults social care case management system, the upgrade and integration of Confirm, the highways applications with Volkars, the highways contractors, and the integration of Academy, the housing system, with Mears the repairs contractors to achieve efficiencies within service delivery, and a number of other projects taking place across the council to improve service delivery.

Identify new ways of working, ensuring that the Council's technical infrastructure meets both legislative requirements, and internal requirements as part of the Better for Less programme, taking advantage of more efficient initiatives such as thin client technology to enable the Council to embrace technology whilst working more efficiently.

Provide a partnership liaison role, creating new opportunities both internally and externally, and expanding on mutually beneficial partnership agreements. This is essential to encourage existing and new joint working relationships with health, schools, regional partnerships such as SE7 and others, to achieve more efficient ways of working together.

Provide the lead for data security and legislative submissions, such as the annual requirements to maintain GCSX and N3 connectivity for the Healthy Living Centres and datacentre hosting. This is a key role to ensure that the Council's data remains secure, to manage and minimise security breaches, to enable more innovative solutions to be enabled whilst ensuring that the appropriate policies are in place to protect Council data, such as the potential for staff to use their own devices in the future, and to assure continued connectivity with partners such as SE7, Health and Central Government.

NAME OF RECRUITING MANAGER: Moira Bragg

(* 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) A recent ICT reorganisation to meet budget pressures in April 2011 reduced the ICT management team from 5 to 4. With the resignation of the previous post-holder, the ICT management team is now at 50% of its original level this time last year, with only two managers in post to provide support and infrastructure services. There are no other posts in the structure with a development lead, and so there is no one resource that can take over the duties of this role, thus there is no post supporting the strategy and delivery of technical developments for the future.

2) Should the post not be appointed to, any changes required to be supported by technology could be more fragmented, and may not be managed as efficiently in the future, impacting on the ability of other services across the Council to improve service delivery through the use of technology, and losing the potential to achieve more efficient ways of working.

3) Not maintaining the submissions for the Code of Connection regulations and N3 could see the authority disconnected from the GCSX network, and the N3 (Connecting for Health) network, which serves the Healthy Living Centres. In addition, the loss of the N3 connection could impact on the data centre, as other organisations may not be confident in using the venue for hosting their servers in the future.

Budget Issues

Please indicate:

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

1) This post has remained vacant as of 1st January, with a saving of £11560. The ICT budget has achieved the required vacancy savings as required within the budget process of 2011-2012.

2) A contractor could be appointed, but with the required skills would command in excess of £500 per day, thus costing at least two times the annual salary, and therefore proving uneconomical in the longer term. Any local knowledge gained would, at some point, be lost to the Council in the future. It would also be inappropriate for a contractor to form part of the ICT management Team.

Please specify the funding source for this post:

Funding is available from within the current ICT budget whilst continuing to achieve annual vacancy savings.

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	BSD		
SECTION	ICT		
POST TITLE	Principal Network Engineer		
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741		
POST NUMBER	0259		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	17 February 2012		
MANAGER POST REPORTS TO	Infrastructure Manager		
*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):			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? All phases			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
<p>This post is essential for delivering ICT elements of the Better for Less programme, and to support the technical elements of the Better for Less programme. Furthermore the post holder is responsible for core network services that support essential communication systems i.e. telephony & email, the Wide Area network connecting all Council-owned sites, partner sites such as the PCT and Healthy Living Centres, Children’s Centres, and all schools on the Medway Grid for Learning.</p>			
NAME OF RECRUITING MANAGER: Peter Good			

(* 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) A recent ICT reorganisation to meet budget pressures (April 2011) reduced the resources within the ICT Service, including the removal of the network and security manager post. The principal network engineer is now the post responsible for

covering the duties of the redundant network & security manager post, in addition to those within the principal network engineer job description. This is therefore a key post within the structure.

2) Should the post not be appointed to, essential planned upgrades, new installations & maintenance of existing ICT systems will not happen or may be delayed.

3) Not maintaining the equipment breaches Code of Connection regulations and could see the authority disconnected from the GCSX network, an essential requirement of the public facing Revenues & Benefits service. This could also impact on our N3 (Connecting for Health) circuit, which serves the Healthy Living Centres.

Other risks to the authority include significant periods of downtime whilst contractors with the necessary skills are found to rectify faults with the network. The following public services could all be affected during this period

- The authorities communication systems including email, telephony and our web presence.
- All ICT systems.
- Better for Less, including customer contact and administration services.
- Public Access for Medway's citizens.
- The library service, including public access terminals.
- Medway School's IT service.

Budget Issues

Please indicate:

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

1) £5500

2) A technically competent network strategist is essential to the authority for maintaining a reliable ICT Infrastructure. Contracting this role out will cost significantly more. Whilst contractors may have the required technical skills, they will not have the inherent knowledge of the Medway Council infrastructure and so any work undertaken by a contractor will take significantly longer, thus increasing the period of service unavailability.

Please specify the funding source for this post:

Funding is available from within the current ICT budget whilst continuing to achieve annual vacancy savings.

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	BSD		
SECTION	ICT		
POST TITLE	ICT Service Delivery Manager		
GRADE AND SALARY RANGE	PO3 £36,313 - £45,341		
POST NUMBER	8579		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 July 2012		
MANAGER POST REPORTS TO	Head of ICT		
*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):			

WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?

All phases – this post has responsibility for providing technical support to the Better for Less technology programme. Overall, including application support, mobile working, desktop infrastructure and local networking and telephony requirements.

ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW

This post is to replace the existing technical support manager. Whilst the name of the post has changed, and some elements of the post updated, the basic remit of the post remains the same. Key requirements of this post are to:

Support the Better for Less programme for the provision of the support requirements for both the Better for Less overall technical programme, and for the application rationalisation programme. This resource leads and manages the support teams for all applications and integrations into Lagan, the new Customer Relationship Management programme, ensuring ongoing support to ensure the applications remain stable and efficient, and also leads both the hardware and software teams for mobile working technology, a key element of the Better for Less programme.

A key part of the Better for Less programme is to ensure that the correct desktop environment is available for each resource, particularly in relation to the organisational moves connected to the programme. In addition to Better for Less, key moves outside of the programme, such as moves to integrate the Public Health service into the Council, for example, are required, in a timely and efficient manner. These all require overall management and co-ordination of resources to ensure a successful outcome.

An exciting programme to replace a significant amount of the existing desktop PCs and laptops with thin client technology, achieving significant savings across the Council, if approved, will be led by this post, managing the implementation of the new technology and the replacement and disposal of the existing desktop infrastructure. This is a significant programme of works, taking up to three years to deliver, and this post is instrumental in achieving success.

This post also has responsibility for providing technical support to schools through the Medway Grid for Learning service, and is the key contact for school technicians and head teachers both in the case of managing service level agreements and ensuring that services are provided to the customer's satisfaction. Attendance at a number of meetings with schools, on an individual basis and as part of regular quarterly meetings, is key to building successful relationships with the schools and suppliers of services to schools.

This post leads on customer contact for the ICT service, and is currently reviewing service desk technology, to ensure optimum value for the council whilst improving customer satisfaction, ensuring the right technical skills are available to fix the optimum number of faults at the first point of contact.. Connected with customer service are Service Level Agreements – this post leads on developing and delivering services according to Service Level Agreements, both internally and externally, ensuring service delivery needs are met, whilst taking opportunities to secure external investment with new agreements as and when required, leading to additional income for the Council.

NAME OF RECRUITING MANAGER: Moira Bragg

(* 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) A recent ICT reorganisation to meet budget pressures in April 2011 reduced the ICT management team from 5 to 4. With the resignation of one manager, and this vacant post, the ICT management team is now reduced to the Head of ICT and just one team manager, a situation which is unsustainable in the longer term. There are no other posts in the structure who could assume overall responsibility for this role. ICT, over the past months, has experienced a major restructure and a number of resignations (10% of the workforce), and within a quarter, the loss of two out of the three team managers (66% of the ICT Management team). ICT is also instrumental in delivering a major organisational transformation programme, and it is important that team leadership is reinstated as soon as possible to provide strong leadership to motivate and generate commitment and a shared sense of purpose.

2) Should the post not be appointed to, support services could become very fragmented, and the impact on the other services delivered by ICT could be significant. Thin client technology, if approved, could not be delivered within the perceived timeframe.

Budget Issues

Please indicate:

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

1) Should the post remain vacant, the savings will be £38785. However, it must be noted that implementation of thin client technology will exceed these savings annually in the saving of energy costs alone.

2) A contractor could be appointed, but with the required skills would command in excess of £500 per day, thus costing at least two times the annual salary, and therefore proving uneconomical in the longer term. Any local knowledge gained would, at some point, be lost to the Council in the future. It would also be inappropriate for a contractor to form part of the ICT management Team.

Please specify the funding source for this post:

Funding is available from within the current ICT budget whilst continuing to achieve annual vacancy savings.

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	RCC		
SECTION	Development Management		
POST TITLE	Planning Enforcement Derelict Buildings Officer		
GRADE AND SALARY RANGE	B1 £22,958 - £30,011		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New temp post		
MANAGER POST REPORTS TO	Dave Harris		
*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	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	12 months		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable):			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase One			
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: Dave Harris			

(* 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 post has been of significant debate since the empty homes and properties team in Housing services disbanded. The post proposed will not take over all the functions of that team but will just focus on improving the appearance of the buildings and in this respect will not be restricted to residential properties. The added benefit of utilising the powers available to improve the external fabric of the buildings will not only be the appearance of the property itself, but will also make the building more attractive to occupy should it be vacant while also improving the appearance of the building in the street with the knock on benefits of encouraging regeneration and occupations in the area.

The post is a temporary one, initially for one year and will sit within the planning

enforcement team reporting to the Service manager. The post holder will be the only one doing this work within the team although it will require corporate working with other teams such as conversation, STG, housing and legal.

If the post is not filled then this work will not be undertaken, properties will be left to decline without action being take, this will impact on occupations and the perception of Medway as a place to live, work and spend leisure time.

Budget Issues

Please indicate:

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

GIS team has secured work from EU funded projects being progressed/managed by GGKM

Total income = up to c40k

It is recommended that this fund be used to fund the post for 12 months

Please specify the funding source for this post:

GGKM

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	Regeneration, Community and Culture	
SECTION	Greenspace, Heritage and Libraries	
POST TITLE	Administration / Reception Officer	
GRADE AND SALARY RANGE	D2: £15,039 - £19,126	
POST NUMBER	3338	
LOCATION	Based – Riverside Country Park	
DATE POST BECAME VACANT	1 st April 2012	
MANAGER POST REPORTS TO	Nigel Holman	
*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:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Phase 2.		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
The position is very public interfaced within the visitor centre at Riverside Country Park. The park receives around 350,000 visitors per annum, many passing through the visitor centre for information, enquiries, reporting incidents, using facilities etc...If the position is not filled the visitor centre will have to remain closed.		
NAME OF RECRUITING MANAGER: Nigel Holman		

(* 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.

The establishment level for the service is 1.5 Administration/Reception Officers in each of the two country parks covering a rota over 363 days per annum.

Administration/Reception Officers have core responsibilities for the following:

- To work in the visitors centre on a two week rota basis maintaining a clean, well kept area and greet all visitors in a courteous and polite manner.
- Provide holiday and sick cover for reception colleagues.
- Monitor the main radio that connects the ranger team.
- Monitor CCTV as required.
- Arrange the meeting room to the desired layout of the customer.
- Ensure visitors are signed in and out and are fully aware of evacuation procedures and range of facilities / amenities available to them.
- Provide an effective point of contact and resolve issues for customers.
- Develop effective working relationships with the council's contractors and monitor their performance.

The Park Ranger Team is a small unit providing a seven day service on a rota basis. Not filling this post has a much bigger impact on the work of the section as compared to the Warden Service. No savings could be made without compromising public safety due to the reduced ranger presence around the flagship park as visitor numbers now exceed 350,000 per annum.

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.

- There is no salary saving up to 31st March 2012 – salary saving up to 31st March 2013 would range from £15,039 - £19,126.
- There are no other alternative salary savings as the job is niche to the country parks.

Please specify the funding source for this post:

- Medway Council

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: