

CABINET
7 AUGUST 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 20 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

Functional Family Therapist
Service Support Assistant
Support Assistant (YOT)
SEN Team Coordinator
Commissioning Portfolio Manager

Business Support Department

Debt Collection Officer
Income Officer (Financial Assessment Assistant)
Register Compiler (Temporary) x 6
Accounting Technician

Regeneration, Community and Culture

Processing Assistant
Employee Coach x 2
Employer Co-ordinator x 2
IMPRESS Project Co-ordinator.

- 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

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	Educational, Child and Community Psychology Service	
POST TITLE	Functional Family Therapist (Band 8a)	
GRADE AND SALARY RANGE	PO3 £36,313 to £45,341 plus oncosts. Maximum of £55,000 per annum as directed by the grant money funding this post.	
POST NUMBER	TBA	
LOCATION	Gun Wharf, Level 4	
DATE POST BECAME VACANT	New post as part of a government project	
MANAGER POST REPORTS TO	Rachael Burton	
*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:	To March 2014	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		

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

This post is outside of the scope of Better For Less. It is contained within the successful bid for DfE funding to deliver evidence-based specialist services for Looked After Children and those on the edge of Care or custody and their families.

Agreement has been given by the DfE to fund a Functional Family Therapist to provide direct support, and to provide casework supervision for other professionals within the Council undergoing training of systemic methodologies. This enables us to maximise outcomes of 'CYP point of arrest diversion and liaison' funding within the YOT/ prevention team; reduce the numbers of YOT clients and siblings who offend; strengthen the range of interventions on offer that magistrates have confidence in thereby reducing custodial sentences; reduce serious violent crime by YP; reduce adolescents being taken into care; rebuild positive relationships within the family; reduce aggressive and antisocial behaviour from YP at home/school leading to specialist placements; offer a therapeutic strong arm that works in conjunction with existing interventions (Triple P (an evidenced based parenting programme), etc) to improve parenting skills/maximise pro social skills. The goals of the project are to:

- Understand our population and efficacy of intervention/ services
- Reduce the number of adolescents and sibling groups being taken into care particularly at 12yrs +
- Reduce the numbers of CYP placed in specialist behavioural, emotional and social difficulties (BESD) provision
- To have better integrated prevention services built on strong on going analysis and evaluation.

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

We will not be able to deliver the outcomes expected by the DfE and will have to repay the grant money.

NAME OF RECRUITING MANAGER: Rachael Burton

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.

There are currently no posts of the same type within the Council. This post is specifically set up to deliver the outcomes of the project and is specified within the agreed bid.

Budget Issues

Please indicate:

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

N/A

Please specify the funding source for this post:

DfE Grant for £55,000 per annum specified for this post.

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 and Adults		
SECTION	Children's social care – Fostering Team		
POST TITLE	Service Support Assistant		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	0973		
LOCATION	Elaine Centre		
DATE POST BECAME VACANT	30 April 2012		
MANAGER POST REPORTS TO	Sue Pinchen		
*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 3			
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: Sue Pinchen			

(* 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.

Currently the Fostering Admin team consists of 4.27FTE Support Service Assistants (SSA).

There is an Ofsted inspection of Fostering Services imminent.

One of the permanent SSAs who was off with long term sickness has now resigned, leaving the post vacant.

The post currently already has authorisation from Cabinet for pool staff to assist with the day to day admin tasks whilst the permanent member of staff was on sick leave and to assist the Fostering Team generally with preparation for the Ofsted inspection.

2 SSAs (1.27FTE) are specifically finance assistants. The other 3 SSAs are responsible for providing a wide range of support and front line telephone response for a team of 15 social and family workers. Other admin time consuming and essential duties include providing the facilitation, preparation and minute taking at the fostering panel. Also managing the duty phone requiring a trawl of suitable placements either with foster carers or independent fostering agencies for the placement of some of our most vulnerable children and young people into foster or residential care.

The impact on the service if this post is not filled will be a lack of professional admin support to the fostering panel, delays in providing placements for our most vulnerable children and young people and an ineffective support service to the fostering team and clients.

I am now seeking authorisation from the Cabinet to recruit to this vacant post on a 12 month contract having taken into account that Children's social care are in phase 3 of 'Better for Less'.

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.

There will be no savings if this 12 month contract post is agreed.
There is no other alternative to providing an effective service.

Please specify the funding source for this post:

Council 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	Children and Adults	
SECTION	Inclusion and Improvement	
POST TITLE	Support Assistant (YOT)	
GRADE AND SALARY RANGE	D2 £15,039 – £19,126	
POST NUMBER	3247	
LOCATION	Youth Offending Team – Balfour Road	
DATE POST BECAME VACANT	Extension of 6 month fixed term contract	
MANAGER POST REPORTS TO	YOT Information Officer (also vacant January 2012) Interim: Assistant to Business Manager – YOT	
*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:	6 month extension of fixed term contract (from 18 th June 2012)	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Michelle Healey	
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 Support for statutory service		
NAME OF RECRUITING MANAGER: Carl Melia		

(* 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.

I am seeking approval for a 6 month fixed term post.

Following the Integrated Youth Support (IYSS) admin review and the start of Better for Less we have been unable to permanently recruit to this post. I now require approval to extend the YOT Support Officer's fixed term contract. This post is critical to the new admin structure, as the admin cover has been consolidated from 4 posts to 2.

The post holder will be responsible for supporting the Assistant to Business Manager in duties that help the YOT office in Balfour Road run smoothly. Due to the rationalised admin team at Balfour Road, this post is required to cover the YOT office between the hours 9-5.

This post is subject to Better for Less phase 2 restructuring.

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.

The postholder is currently paid on the NJC D2 scale point 12 (£10.36 including temp pool charge).

The monthly saving of not filling this post via the Internal Staff Pool is approx £1,533.

Please specify the funding source for this post:

Council 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	Children and Adults		
SECTION	Special Educational Needs		
POST TITLE	SEN Team Co-ordinator		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	6755		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	This post is not vacant		
MANAGER POST REPORTS TO	SEN Assessment 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 Not filling this post would have a detrimental effect on delivery of statutory/front line services.			
NAME OF RECRUITING MANAGER: Genny Cherriman			

(* 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 SEN Team Co-ordinator is an essential role to the delivery of statutory SEN services to Medway. The role requires a high level of specialist knowledge and procedure to ensure that statutory time scales and requirements are met. The role is essential to the organisation, weekly recording, and production of the decisions of the Medway Decision Making Group, statutory procedures, relating to secondary transfer, year R admissions for pupils with SEN, and with the raising participation age due to come into effect from September 2012, statutory procedures relating to Post 16 transfer, informing schools regularly of their Annual Review statutory duties and collating management information.

The SEN Team Co-ordinator role is a full time post (37hrs per week)

The current Team Co-ordinator would like to reduce her working hours to 22.5 per week leading up to proposed retirement within the next year to 18 months, and it is proposed that the post become a job share. This would also enable time to train another Team Co-ordinator fully and appropriately prior to the current co-ordinator's retirement and ensure a smooth transition and continuation of an efficient and effective service.

It is proposed that this role remain a full time post to ensure that all statutory procedures and timelines are adhered to. It is proposed that this is a job share initially with the current SEN Team Co-ordinator, post her retirement this could remain a job share or revert to the full 37 hours per week for one employee. The net cost of this change is nil.

The SEN Team Co-ordinator role is embedded into the working practice of the department and carries expertise that ensures that SEN Officers, SEN Manager and Deputy SEN Manager are able to carry out their roles effectively and efficiently with full support, thus releasing valuable time to deal with complex case issues, work on statutory documentation and attend meetings, and ensure the full delivery of requirements set out in current SEN legislation. The role incorporates the recording and production of the statutory decisions of the weekly Medway Decision Making Group (DMG Panel), the collation of information and arrangements for all statutory Panels, including DMG, secondary transfer, primary admissions, YPLA decisions. Detailed and specialised record keeping relating to statutory procedures around phase transfer, responsibility for the production and sending of information relating to phase transfer to all parents of relevant pupils, responsibility for arranging and co-ordinating SEN training days for Medway school staff. There is currently no other staff member within the department that has the capacity to undertake this additional work.

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.

None, this post is currently filled and will remain so until (and after) 31 March 2012 for 37 hours per week.

Please specify the funding source for this post:

Funding is already allocated in the SEN budget: no additional cost involved.

Comments from Portfolio Holder

Essential to SEN provision.

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	Social Care Commissioning		
POST TITLE	Commissioning Portfolio Manager		
GRADE AND SALARY RANGE	Grade A - £30,851 to £38,961		
POST NUMBER	1090		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	N/A New post		
MANAGER POST REPORTS TO	Jane Love		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	NO	2 YEAR FIXED TERM	
*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)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
<i>Phase 2 Category Management</i>			
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: Jane Love			

(* 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 is a new post to the Council that is wholly funded by NHS Kent & Medway through Section 256 monies that has been transferred to the Council from NHS Kent & Medway. The funding fully covers a 2-year fixed term post.

This post holder is required to take responsibility for and manage the Section 256 money to ensure that the money is used appropriately and for the

purposes intended. The post holder will also be required to work across the Council and the NHS to commission and manage contracts for services in Medway as agreed between the Council and the NHS. The value of the Section 256 agreements is £3,868,000.

The services that will be commissioned will support some of Medway's most vulnerable residents and for a number of these services, there will be a statutory requirement for their provision, such as Homecare and Residential and Nursing Care.

The post will initially sit within the Social Care Commissioning Team during the consultation process for category management as part of phase 2; it will then move across to sit within the Children's and Adults Commissioning Team from October 2012. Both the existing structure for Social Care Commissioning and the proposed structure are included with this approval to recruit.

The post has been based on that of the existing Commissioning Portfolio Manager role, as the responsibilities are broadly the same and with the same level of responsibility.

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

If approval is not given to recruit to this post Section 256 services commissioned cannot be properly managed and monitored in the interests of both the Council and the NHS.

Budget Issues

Please indicate:

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

N/A

Please specify the funding source for this post:

Section 256 funding received.

"PCT have agreed to fund redundancy costs from any under-spend c£50k."
Tricia Palmer

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	Exchequer Services		
POST TITLE	Debt Collection Officer Officer		
GRADE AND SALARY RANGE	C1 (Points 17-26) £16,830 - £22,221		
POST NUMBER	0224		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Post currently filled with temporary staff since August 2011		
MANAGER POST REPORTS TO	Gary Thomas 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?			
This post was part of a team (Billing & Payments) reviewed as part of BFL Phase Two. Following the review of the service, this post remains in the structure			
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 involved in the chasing of monies due to the Council raised for Corporate Debt activities.			
NAME OF RECRUITING MANAGER: Gary Thomas			

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. Assuming BFL Phase Two remains unchanged the structure for the Billing & Payments Team will be as follows: |
|---|

Supervisor (1 FTE) Debt Collection Officer (1FTE)
--

Income Officer (Social Care) (1.7 FTE)
Exchequer Assistants (6.93 FTE)
Contract Administrators (5 FTE)
Exchequer Assistant (1 FTE)

2. Failure to fill this post will impact on the Council's ability to collect monies due to it

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

4R504 Exchequer Services budget

Comments from Portfolio Holder

Although an administrative post, this is required to ensure monies due to the Council are paid promptly. Failure to collect this money will have a negative impact on the services Medway Council can provide to the people of Medway. In 2011/12 in excess of 18,000 invoices were raised for a total in excess of £44m which is a very significant contribution to our overall funding requirement. The impact of not having a resource to collect monies due would have a detrimental impact to the business community.

Signed:

Portfolio Holder

Dated:

Signed:

Councillor Alan Jarrett

Dated:

Signed:

Director

Dated:

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DIRECTORATE	BSD		
SECTION	Exchequer Services		
POST TITLE	Income Officer – Financial Assessment Assistant		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	3739		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Posts currently filled with seconded member of staff since beginning of 2012		
MANAGER POST REPORTS TO	Gary Thomas 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?			
<p>This post was part of a team (Billing & Payments) reviewed as part of BFL Phase Two. Following the review of the service, this post remains in the structure</p> <p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>This post is involved in dealing with social care clients who arrange payment of their invoices or request details of debts due to them. Failure to resolve these issues may result in delay for this debt to be collected or queries answered to a vulnerable part of the community.</p>			
NAME OF RECRUITING MANAGER: Gary Thomas			

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. Assuming BFL Phase Two remains unchanged the structure for the Billing & Payments Team will be as follows:

Supervisor (1 FTE)
Debt Collection Officer (1FTE)
Income Officer (Social Care) (1.7 FTE)
Exchequer Assistants (6.93 FTE)
Contract Administrators (5 FTE)
Exchequer Assistant (1 FTE)

2. Failure to fill this post would impact on collection rates for social care invoices as well as providing a poor service to a number of vulnerable people

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

WE1F5 (Will move to 4R504 as part of BFL Phase Two)

Comments from Portfolio Holder

Failure to deal with customer queries will result in a reduction of income collected from social care clients as well as providing a poor service to a number of vulnerable people within the community

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department	
SECTION	Electoral Services	
POST TITLE	Register Compiler (Temporary) x 6	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126 per annum pro rata (plus temp agency oncosts)	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Required from 2 July 2012	
MANAGER POST REPORTS TO	Electoral Services 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	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	2 July – 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? Phase 3		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW See impact below		
NAME OF RECRUITING MANAGER: Suzanne Martin		

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 Electoral Registration Officer (ERO) is obliged to produce a Register of Electors each year. To maximise its accuracy for the Police and Crime Commissioner (PCC) elections being held on 15 November 2012, the ERO is obliged to publish a Register on 16 October this year, rather than 1 December. To compile that Register the usual annual audit will be carried out from July (rather than September), during which period each of the 110,000 households in Medway are sent a registration form in order to identify those eligible to be included. Two reminders are sent to non-responders. Approximately 99,000 forms are returned to the section during the period, to be processed, including 75% of which require changes to the database</p>

holding the details of all electors.

The permanent staffing structure of the team comprises the Head of Elections & Member Services, the Electoral Services Manager, the Senior Electoral Services Officer and 1.5 Electoral Services Officers (the half post is being held vacant). These staff are not sufficient to process the forms that are received during that period as well as managing the annual audit, including the supervision of approximately 80 personal canvassers who make door to door visits to non-responders. In addition the core team will also be responsible for the planning and conduct of the PCC elections

The core team is usually enhanced by 3 or 4 temporary staff to assist with the annual audit, but this year 6 temporary staff are required to assist with the processing and inputting of the registration forms as well as the processing of requests for postal vote applications so that they are processed in accordance with the statutory timetable relating to the PCC elections. These staff will be recruited to start with effect from 2 July when the first household forms start being delivered. Once the Register is published on 16 October they will assist with other duties including the distribution of the new Register in data and hard copy formats, and tasks relating to the elections, such as collation of election equipment and inputting additions and removals to the Register as a result of rolling registration which will continue until as late as 31 October.

If the temporary staff are not engaged:

- all the details of people eligible to be included in the Register when it is published on 16 October will not be inputted so the Register will not be comprehensive and accurate. It is the Register that will be used for the PCC elections.
- Electors requesting postal votes via their registration form will not have them sent out and processed in time to be in place for those elections and the vital.
- Additions and removals from the Register will not be processed in time to be eligible for the PCC elections
- The revised register published on 16 October will not be distributed to those entitled to copies, including Councillors, political parties and candidates in the PCC elections
- Election equipment will not be collated in time

Budget Issues

Please indicate:

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

If the temporary staff are not engaged the savings will be in the order of £30,969.

Please specify the funding source for this post:

Revenue budget provision of £30,969 in Electoral Services budget (4C225). Some of these costs may be reclaimable from the Elections Claims Unit as a legitimate election cost.

Comments from Portfolio Holder

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	Business Support Department	
SECTION	Finance, Directorate Support (Children & Adults)	
POST TITLE	Accounting Technician (0.4 FTE)	
GRADE AND SALARY RANGE	C2 £19,621 to £26,276 pro rata	
POST NUMBER	1271	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 January 2012	
MANAGER POST REPORTS TO	Phil Watts, Finance Manager	
*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)		
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 Yes – please see comments below relating to ‘Impact on Service’		
NAME OF RECRUITING MANAGER: Phil Watts		

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.

This vacancy recruitment request represents the balance of an established full time accounting technician post, which is currently occupied by a member of staff working three days a week, under a flexible retirement arrangement.

The team is now required to take on two additional workloads:

- Scrutiny of schools bank statements and implementation of other controls, in response to internal audit recommendations.
- Additional support to the Public Health directorate in preparation for the transfer of around 70 staff and an £11.5 million budget from Medway PCT to the local authority with effect from April 2013.

Recruitment of another part time member of staff for two days a week, would allow the team to respond principally to the audit recommendations, however it would also provide some flexibility to deal with the Public Health workload, without exceeding the team's agreed establishment.

Budget Issues

Please indicate:

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

If this appointment is not made the Council will continue to save around £10,000 per annum.

Please specify the funding source for this post:

Council's general fund revenue budget.

Comments from Portfolio Holder

In light of recent incidences of fraud perpetrated within Medway schools, it is important that the Council seeks to deploy additional resources in response to the internal audit recommendations. This proposal achieves this within the Council's existing approved budget.

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	Highways & Parking Services	
POST TITLE	Processing Assistant - Processing & Income Recovery	
GRADE AND SALARY RANGE	D2 £15039 - £19126	
POST NUMBER	0344	
LOCATION	Annexe B Civic Centre, Strood	
DATE POST BECAME VACANT	18 May 2012	
MANAGER POST REPORTS TO	Rubena Hafizi	
*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:	18/05/12 – Better for less phase two is complete	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Ross Crayford	
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 Yes		
NAME OF RECRUITING MANAGER: Rubena Hafizi		

(* 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>This post is dealing with CCTV appeals with the Parking Process team. To not fill this post will mean appeals will not be responded to within the specified Council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. Parking Services now have two static cameras enforcing bus lane contraventions along with the two CCTV Enforcement vehicles, which have resulted in a higher number of appeals received. The parking team also deal with high volume of telephone calls on a daily basis, responding to</p>

these calls will be affected and extra pressures will be placed on existing team members. This post directly assists with the parking collection rates for the local authority, our appeals process is set out by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be required to cancel the PCN. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a potential position of having to cancel PCNs that were legally issued.

Historically, parking service has been structured that meets the needs of the service whilst still being very efficient and effective, the balance between workload and staffing critical, staff need to keep on top of all processes. However when staff leave we note an inability to absorb the work flow even after the relatively short period of absence, which indicates we are working to capacity and if the on street issuing rate of PCNs increase so does the work flow in the back office, which is why we try and bring in cover ahead of someone leaving where possible.

As part of the better for less phase two, the processing team are under going a review. Currently there are two Parking supervisors in the processing area, who supervises the team on a day-to-day basis, but are also involved with the appeals process both at informal and formal stages. Under the review it was suggested that the net savings for the service area would be achieved by reducing these posts to one. Due to a member of staff leaving, parking services had an opportunity to implement the proposed structure, which has been in place now for over 1 month. However this reduction in supervisor within the processing section has had an adverse effect on meeting the volume of work especially around the appeals. The service manager asked for a existing member of staff to cover the gap in service provision and to back fill the processing staff through the internal agency.

This form seeks the continued support for this agency staff member whilst we reassess the structure and how we can maintain the income stream and meet the BfL saving targets.

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.

If the post remained vacant for four months, this would make a saving of around £5,500.

Parking currently deal with over 1,400 appeals per month. This post is a key role in the process and directly deals with this workflow. This post deals with around 200 appeals per month, each valued at an average of £60.00, therefore if this post was left vacant it could cost the parking account over £12,000 per month.

Please specify the funding source for this post:

Parking Processing teams budget.

Comments from Portfolio Holder

I support this temporary use of the agency subject to the BfL review.

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	Economic Development & Social Regeneration Service		
POST TITLE	2 x Employee Coach (Fixed Term 30 th Sept 2013). Fully Externally Funded – 37 Hours Full Time		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276 (excludes on-costs @ 30%)		
POST NUMBER	TBC by HR		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	9 July 2012		
MANAGER POST REPORTS TO	Matt Jenkins (WP Contract & Partnership 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	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	9 July 2012 to 30 Sept 2013		
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			
<p>Yes the contract has been provided in June 2012 and failure to commence will impact on meeting external contract requirements and local performance targets required within the overall EU project with cross border and local partners.</p> <p>It will also detrimentally affect our delivery of current employment support programmes without the ability to draw on these additional external funded resources to support the team, customers and meet service objectives by unlocking recruitment opportunities and providing support to in-work customers.</p>			
NAME OF RECRUITING MANAGER: Matt Jenkins			

(* 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 is solely funded through the provision of external funding from European funded project termed IMPRESS, which is solely funded by the EU ERDF Interreg 4A Channel programme.

This supports the full costs (including salary, any training costs, IT equipment needs) and office space that is already in existence.

Impact on the Service

The impact on the service if the Full Time Employee Coach posts for the new Impress project are not filled will mean the failure to deliver a quality programme and a much greater risk of not fulfilling our contractual obligations (including performance targets) with the EU ERDF Interreg IVA Channel programme. Already we have over 150 people employed who will access this support and various levels of support provided.

This will also have a direct impact on delivery of the Work Programme, funding for which is derived from ensuring customers stay in work for up to 2 years after their start date.

This will directly impact on the delivery of the new IMPRESS project providing essential recruitment and post employment support services over the following three years due to the importance of the tasks to be completed. The EU ERDF IMPRESS project is worth 1.2 Million Euros (approximately £1 Million to Medway Council) and in total over £4 million with 7 x cross border partners involved.

This could result in external funds having to be paid back as we are not meeting our contractual obligations to serve customers with 1-2-1 personalised post employment support and employers to improve their business performance and productivity ensuring sustainable employment for the individual and growth in the employers business, alongside the project's requirement to develop and undertake the cross border requirements of the project with partners our EU partners in France and Belgium.

Without these posts the services to the public will cease, the contract will not be performed and Medway council will be liable for non-conformance and non-performance in relation to policies, procedures, practices being established and maintained across all the cross border partners.

The Employee Coach will provide essential customer support services in support of the Employ Medway programmes in obtaining and retaining individuals in employment, whilst working with employers to improve their business performance. Specifically:

- To offer a professional in work support service of information, advice and guidance (IAG) to beneficiaries throughout the Medway area on both a one-to-one and remote basis
- To co-ordinate with local support providers to ensure that in work customers receive relevant and timely support in all areas
- To work in conjunction with local training providers to develop courses which support customers with career development
- To create and maintain accurate In Work Action Plans for all Work Programme customers
- To develop guides and documentation to provide assistance and signposting for in work customers
- To co-ordinate workplace learning with all in work customers to ensure IMPRESS beneficiaries receive the highest levels of support
- To work with partners including SUCCES project officers, Work Programme delivery centres and other IMPRESS partners to ensure optimum levels of service delivery
- To assist out of work customers with career development and job searching
- To maintain records of contact with all customers on Medway Council's Work Programme IT system
- To provide assistance with other aspects of the IMPRESS Project and the Work Programme including employer engagement and out of work customer support

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.

No savings will be made as the post is completely externally funded by the EU and income generated from the WORK programme

Please specify the funding source for this post:

Fully Externally Funded by the EU ERDF Interreg IVA Channel programme

The cost for this Post is based on the approved C2 pay scale grade.

Depending upon the individual successful recruited to the post, the cost of which can range from the following:

Lowest: B2 Grade, SP22 = £19,621 x 1.3 (on-cost rate) = £25,507

*Highest: B2 Grade, SP31 = £26,276 x 1.3 (on-cost rate) = £34,159

*However the post could be awarded to someone on 'salary protection' via redeployment who could be on one grade higher @ B1 grade.

If this post is not approved and not recruited to this will lead to non delivery of the new contract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to support local employers with post employment support services boosting their performance and retaining recruited staff.

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	Economic Development & Social Regeneration Service		
POST TITLE	2 x Employer Co-ordinator (Fixed Term 30 th Sept 2013). Fully Externally Funded – 37 Hours Full Time		
GRADE AND SALARY RANGE	B2 £27,052 - £34,549 (excludes on-costs @ 30%)		
POST NUMBER	TBC by HR		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 July 2012		
MANAGER POST REPORTS TO	Matt Jenkins (WP Contract & Partnership 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 Yes Fixed Term recruitment but not necessarily from the temp pool	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 July 12 to 30 Sept 2013		
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			
Yes the contract has been provided in June 2012 and failure to commence will impact on meeting external contract requirements and local performance targets required within the overall EU project with cross border and local partners.			
It will also detrimentally affect our delivery of current employment support programmes without the ability to draw on these additional external funded resources to support the team, customers and meet service objectives by unlocking recruitment opportunities and providing support to businesses to boost their performance.			
NAME OF RECRUITING MANAGER: Matt Jenkins			

(* 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 is solely funded through the provision of external funding from European funded project termed IMPRESS, which is solely funded by the EU ERDF Interreg 4A Channel programme.

This supports the full costs (including salary, any training costs, IT equipment needs) and office space that is already in existence.

IMPACT on the Service

The impact on the service if these Full Time Employer Co-ordinators posts for the new Impress project are not filled will mean the failure to deliver a quality programme and a much greater risk of not fulfilling our contractual obligations (including performance targets) with the EU ERDF Interreg IVA Channel programme.

This will directly impact on the delivery of the new IMPRESS project providing essential recruitment and post employment support services over the following three years due to the importance of the tasks to be completed. The EU ERDF IMPRESS project is worth 1.2 Million Euros (approximately £1 Million to Medway Council) and in total over £4 million with 7 x cross border partners involved.

This could result in external funds having to be paid back as we are not meeting our contractual obligations to serve customers with 1-2-1 personalised post employment support and employers to improve their business performance and productivity ensuring sustainable employment for the individual and growth in the employers business, alongside the project's requirement to develop and undertake the cross border requirements of the project with partners our EU partners in France and Belgium.

Without these posts the services to the public will cease and the contract will not be performed and Medway council will be liable for non-conformance and non-performance in relation to policies, procedures, practices being established and maintained across all the cross border partners.

Specifically the Employer Co-ordinators will provide essential employer engagement services in support of the Employ Medway programmes in obtaining and retaining individuals in employment, whilst working with employers to improve their business performance. Specifically in terms of:

- To be responsible for providing employer engagement and in-work support services to local employers through the new IMPRESS (Innovative and Meaningful Post Recruitment Employment Support Service) Project, which is part funded by the EU ERDF Interreg IVA Channel programme in support of the programmes and services run by the flagship Employ Medway service.
- To directly promote, drive forward and achieve the successful delivery of post employment support services to recruited employees and businesses in

Medway.

- To devise and implement an employer engagement strategy and oversee a comprehensive contact programme to ensure we engage with employers across Medway and within the sub-region of North Kent/Mid Kent.
- To directly provide essential in-work support services to local employers and further signposting support services to enable employers to boost and develop business performance and retain staff recruited through Employ Medway.
- To ensure strong links are established across local Employer networks, Chambers of Commerce, Town Centre Management, regional partnership forums, other key regional networks in order to raise the profile of the IMPRESS project and Employ Medway Services.
- To work with colleagues across the organisation of Medway Council (within the Economic Development and Social Regeneration Service linking with both economic development colleagues and other EU funded project staff, Procurement and Planning colleagues, and other council service departments and their senior officers and management, alongside working with external partners to systematically reflect the views and priorities of employers into the work of Employ Medway and its delivery partners.
- To develop relationships with other key stakeholders and players (such as the JCP/DWP, Skills Funding Agency, Group 4 Security (G4S), NHS, Trades unions, Medway Community Learning, local employment support providers like Strood Community Project, All Saints Community Project, Island Partnership etc, in order to develop opportunities for partnership working.
- To contribute to the development of the IMPRESS project and Employ Medway organisational processes and systems in relation to Employer Engagement to ensure the most efficient and effective delivery of work programmes.
- To ensure effective gathering of employer views to contribute to the requirements of the IMPRESS Project and seek new opportunities to feed the views of employers into our work, including the development of online communities and interactive channels of communications.
- To be responsible for ensuring effective collection and record keeping of activity undertaken meeting the EU claim requirements and Medway Council performance

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.

No savings will be made as the post is completely externally funded by the EU and income generated from the WORK programme

Please specify the funding source for this post:

Fully Externally Funded by the EU ERDF Interreg IVA Channel programme

The cost for this Post is based on the approved B2 pay scale grade.

Depending upon the individual successful recruited to the post, the cost of which can range from the following:

Lowest: B2 Grade, SP32 = £27,052 x 1.3 (on-cost rate) = £35,168

*Highest: B2 Grade, SP41 = £34 549 x 1.3 (on-cost rate) = £44,914

*However the post could be awarded to someone on 'salary protection' via redeployment who could be on one grade higher @ A grade or PO1 grade.

If this post is not approved and not recruited to this will lead to non delivery of the new contract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to support local employers with post employment support services boosting their performance and retaining recruited staff.

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	Economic Development & Social Regeneration Service		
POST TITLE	IMPRESS Project Co-ordinator (Fixed Term 30 th June 2015). Fully Externally Funded – 37 Hours Full Time		
GRADE AND SALARY RANGE	PO1 £27,849 - £36,313 (excludes on-costs @ 30%)		
POST NUMBER	TBC by HR – JE36		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	11 June 2012		
MANAGER POST REPORTS TO	Matt Jenkins (WP Contract & Partnership 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 Yes Fixed Term recruitment but not necessarily from the temp pool	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 July 12 to 30 June 2015		
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			
Yes the contract has been provided in June 2012 and failure to commence will impact on meeting external contract requirements and managing the overall EU project with cross border and local partners.			
It will also detrimentally affect our delivery of current employment support programmes without the ability to draw on these additional external funded resources to support the team, customers and meet service objectives.			
NAME OF RECRUITING MANAGER: Matt Jenkins			

(* 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 is solely funded through the provision of external funding from European funded project termed SUCCES, which is solely funded by the EU ERDF Interreg 4A Channel programme.

This support the full costs (including salary, any training costs, IT equipment needs) and office space that is already in existence.

Impact on the Service

The impact on the service if this Full Time IMPRESS Project Co-ordinator post is not filled will mean the failure to deliver a quality programme and a much greater risk of not fulfilling our contractual obligation (including performance targets) with the EU ERDF Interreg IVA Channel programme.

This will directly impact on the delivery of the new IMPRESS project providing post employment support services over the following three years due to the importance of the tasks to be completed. The EU ERDF IMPRESS project is worth 1.3 Million Euros (approximately £1.1 Million to Medway Council) and in total over £4m with 7 x cross border partners involved.

This could result in external funds having to be paid back as we are not meeting our contractual obligations to serve customers with 1-2-1 personalised post employment support and employers to improve their business performance and productivity ensuring sustainable employment for the individual and growth in the employers business, alongside the project's requirement to develop and undertake the cross border requirements of the project with partners our EU partners in France and Belgium.

Without this post the services to the public will cease and the contract will not be performed and Medway council will be liable for non conformance in relation to policies, procedures, practices being established and maintained across all the cross border partners.

Specifically the IMPRESS Project Co-ordinator will provide effective management and co-ordination of the overall delivery of the IMPRESS Project. Specifically in terms of:

- To lead on and effectively coordinate and manage the IMPRESS (Innovative and Meaningful Post Recruitment Employment Support Service) project funded by the Interreg IVA Channel programme operating in England and France.
- Overall responsibility for both project management and partnership management of the IMPRESS project (in Medway and with cross border partners), alongside undertaking effective performance monitoring and review

of the post employment support services provided to recruited employees and businesses.

- Overall responsible for financial and budget management, producing EU Interreg financial claims, evidencing expenditure to EU and Medway Council, and producing regular progress reports to all necessary parties.
- Instigate, promote, drive forward and achieve the successful delivery of post employment support services to recruited employees and businesses in Medway and in partner areas in France.
- Oversee the line management and supervision of workload of the IMPRESS in-work job coaches and apprentice).

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.

No savings will be made as the post is completely externally funded by the EU and cross border partners.

Please specify the funding source for this post:

Fully Externally Funded by the EU ERDF Interreg IVA Channel programme and by cross border partner = cost neutral.

The cost for this Post is based on the approved PO1 pay scale grade.

Depending upon the individual successful recruited to the post, the cost of which can range from the following:

Lowest: PO1 Grade, SP33 = £27,849 x 1.3 (on-cost rate) = £36,204

*Highest: PO1 Grade, SP43 = £36,313 x 1.3 (on-cost rate) = £47,207

*However the post could be awarded to someone on 'salary protection' via redeployment who could be on one grade higher @ A grade or PO2 grade.

If this post is not approved and not recruited to this will lead to non delivery of the new contract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major EU funded contract, alongside managing our partners performance.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: