

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report.

DIRECTORATE	<b>Children and Adults</b>	
SECTION	<b>Children's Social Care</b>	
POST TITLE	<b>Assistant Director Children's Social Care</b>	
GRADE AND SALARY RANGE	<b>Assistant Director</b>	
POST NUMBER	<b>0947</b>	
LOCATION	<b>Gun Wharf</b>	
DATE POST BECAME VACANT	<b>21 November 2012</b>	
MANAGER POST REPORTS TO	<b>Director of Children and Adults</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Yes</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? <b>3B</b>		
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: Barbara Peacock, Director Children & Adults		

(\* 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.

This post works closely with the Director and other senior management colleagues to sustain a high quality service for vulnerable and at risk children, young people and their families.

## Budget Issues

Please indicate:

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

This post is covered by an interim appointment. There will be no realisable savings.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	<b>Children and Adults</b>	
SECTION	<b>Children's Social Care</b>	
POST TITLE	<b>Children's Service Manager LAC Lead</b>	
GRADE AND SALARY RANGE	<b>Service Manager, 1-12</b>	
POST NUMBER	<b>0999</b>	
LOCATION	<b>Medway</b>	
DATE POST BECAME VACANT	<b>23 October 2012</b>	
MANAGER POST REPORTS TO	<b>Assistant Director Children's Social Care</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Yes</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? <b>3B</b>		
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: Duncan Clark, Interim Assistant Director		

(\* 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.

There are three service manager posts within Children's Care Division, of which two (including this post) are vacant.

This is a key role which provides strategic leadership, advocacy and management to the division of Looked After Children and ensures integrated targeted and specialist services are delivered, monitored and reviewed in order to improve outcomes for children, young people and their families.

## Budget Issues

Please indicate:

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

This post is covered by an interim appointment. There will be no realisable savings.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	RCC		
SECTION	Economic Development & Social Regeneration		
POST TITLE	Community Inclusion Co-ordinator		
GRADE AND SALARY RANGE	PO2 SP39 £32,800PA		
POST NUMBER	6824		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Not applicable – Requesting Contract Extension to end April 2013		
MANAGER POST REPORTS TO	Clem Smith		
*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:	N/A		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW NOT APPLICABLE			
NAME OF RECRUITING MANAGER: N/A – Seeking contract extension			

(\* 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.

This request is for the contract extension of the Community Inclusion Co-ordinator from 30 November 2012 to 30 April 2013.

The Community Inclusion Co-ordinator is currently overseeing the delivery of an EU Interreg project called AIMER, in partnership with French and Belgian organisations. In Medway the focus has been on delivery of neighbourhood outreach benefiting the All Saints and Luton areas of Medway. Its aim has been to improve relations and reduce tensions between new migrants, particularly from the Slovak Roma community and the broader host community. It has enabled a number of measures in the heart of these neighbourhoods in order to strengthen the integration of new migrants and improve the extent to which communities from different cultural backgrounds get on well together.

These measures have included the following:

- I) ESOL English language classes
- II) Housing liaison services and housing advice drop in surgeries to improve communications between landlords, new migrant tenants and the broader community;
- III) Football coaching for young people from the host and new migrant communities and a football tournament
- IV) A regular youth club evening session at All Saints church for young people from both the host and new migrant communities.
- V) ICT, numeracy and literacy training programmes
- VI) "Coffee and Culture" parent and toddler sessions for families from different cultural backgrounds at the All Saints Children's Centre
- VII) Love to Learn entry level construction training programme for youngsters from both the host and the Roma communities
- VIII) Provision of volunteer interpreters to support communication and liaison with the Roma
- IX) Informal dialogue workshops between the Council, the host community and the Roma

The AIMER project has made a major contribution to diffusing community tensions, improving relations and to facilitating the integration of Roma migrants.

The contract extension of the Community Inclusion Co-ordinator will be fully funded through the EU and UK government funding already allocated to the post and by other EU project funding available.

The extension will enable the Community Inclusion Co-ordinator to complete the final stages of the project and then to compile the project final report and to draw up the final financial claim and undertake the financial completion of the project. The Co-ordinator will also engage in regular liaison with the Joint Technical Secretariat of the Interreg programme, ensuring that all queries about the AIMER project final claim and report are dealt with. The Co-ordinator will also ensure successful completion of a final audit of Medway and the French and Belgian partners. The aim is to complete the project, address any final queries and draw down the final EU funding payment before the end of the Co-ordinator's contract at the end of April 2013.

### **Budget Issues**

Please indicate:

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

The total employer cost of this five-month contract extension will be £17,385, all paid for by a combination of EU and UK government funding and cost neutral to the Council revenue budget.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	RCC		
SECTION	Economic Development & Social Regeneration		
POST TITLE	Principal ESF Programme Officer		
GRADE AND SALARY RANGE	PO2 SP39 £34,549 PA		
POST NUMBER	6199		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Not applicable – Requesting Contract Extension to end May 2013		
MANAGER POST REPORTS TO	Clem Smith		
*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:	N/A		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW NOT APPLICABLE			
NAME OF RECRUITING MANAGER: N/A – Seeking contract extension			

(\* 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.

This request is for the contract extension of the Principal ESF Programme Officer from 30 November 2012 to 31 May 2013.

The Principal ESF Programme Officer is currently overseeing the delivery of a European Social Fund project called Eco-Advantage.

The following actions have been implemented as part of the Eco-Advantage programme:

- To develop and deliver a series of carbon reduction training programmes for local residents, tutoring them in sustainable living and adapting to global climate change;
- To develop a Sustainable Living educational booklet as a tool for local schools
- To support local unemployed people in accessing training to enter employment in the “green” economy



- 4) To develop tailored training seminars in sustainable business to support local companies and assist them to improve their energy efficiencies and so reduce costs
- 5) Its aim has been to improve relations and reduce tensions between new migrants, particularly from the Slovak Roma community and the broader host community. It has enabled a number of measures in the heart of these neighbourhoods in order to strengthen the integration of new migrants and improve the extent to which communities from different cultural backgrounds get on well together.
- 6) To develop a sustainable living training programme for adults consisting of the following modules: Save food / save waste / safer environment / food waste recycling / environmental and waste recycling awareness for business / Carbon & Energy management training
- 7) To develop sustainable living community development initiatives, working with local residents group – such as the new community garden allotment scheme in Gillingham.

The extension of the contract of the Principal ESF Programme Officer will enable her to complete the above activities and also to draft and complete the Final report and final financial claim successfully. In addition the Officer will need to ensure that a full final audit is undertaken successfully the project. She will have to deal with any outstanding queries from the programme secretariat in Birmingham. Ultimately she will ensure that the final European Social Fund income payments to the Council are made at the closure of the project.

**Budget Issues**

Please indicate:

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

The total employer cost of this five-month contract extension will be £21,996 and this will be paid entirely via European Social Fund monies secured from the Eco-Advantage project.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	<b>RC&amp;C</b>	
SECTION	<b>Waste Services</b>	
POST TITLE	<b>Weekly Collections Project Officer</b>	
GRADE AND SALARY RANGE	<b>B1</b>	
POST NUMBER	<b>New Post</b>	
LOCATION	<b>Civic Centre, Strood</b>	
DATE POST BECAME VACANT	<b>As soon as approved</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>N</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>N</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>N</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>Jan 2013 – Mar 2015</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	<b>New Post</b>	
NAME OF RECRUITING MANAGER: <b>Steve Baker, Waste Development Manager</b>		

(\* 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.

New post to be funded by award won from DCLG's Weekly Collections Support Fund. The funding is un-ring fenced.

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

The postholder will be responsible for the delivery of critical operational and communications objectives that will allow Medway to fulfil its commitment under the funding agreement. The postholder will be required to:

- Organise and oversee the delivery of a 5 litre kitchen food caddy and a roll of liners to all kerbside-collected houses.
- Develop and deliver a full range of tools that will promote the weekly collection of recycling and organic waste and ensure a vastly increased diversion from landfill/energy recovery that will maximise disposal savings and environmental benefit.

The size of the project (£14million), its tight 3-year funding timetable and the potential financial benefits that could be realised from the outset, not only makes this a viable position but essential if Medway is to launch weekly collections during the summer of 2013. There is not capacity within the current structure of the Waste Team to deliver this work.

## Budget Issues

Please indicate actual cost of filling this post:

The post will be pitched as a B1 grade - spine point 27 (£22,958) to spine point 36 (£30,011)

The full budget for the post was accepted within Medway's successful bid under the DCLG's funding scheme and is scheduled as follows:

2012/13 £8,750  
2013/14 £35,000  
2014/15 £35,000

The full cost of the post (including on-costs and essential car user allowance) will be within the above schedule with any excess being taken as revenue savings.

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....