

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 forward 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 overleaf.

DIRECTORATE	Business Support		
SECTION	Legal Services		
POST TITLE	Legal Support Assistant		
GRADE AND SALARY RANGE	D1		
POST NUMBER	8202		
LOCATION	Gun Wharf, 2 nd Floor		
DATE POST BECAME VACANT	1 December 2012		
MANAGER POST REPORTS TO	Legal Practice 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 Two			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Yes – the post provides specific support to the lawyers undertaking child protection cases (court bundles) as well as general support to the property and litigation teams. There is already an extremely high caseload in these areas and without this support the team would be significantly affected.			
NAME OF RECRUITING MANAGER: Chris King, Legal Practice Manager			

(* 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 request is for a full time Legal Support Assistant (grade D1) to replace an existing post.

There are 4.5 legal support assistants providing support for approximately 30

members of staff in Legal Services. There is one other 0.5 FTE vacancy. This post gives legal and administrative support to all members of staff in Legal Services and if it is not filled, the staff will have to undertake more administrative work, which will impact upon the numbers of litigation, property and child protection cases they can deal with. This post primarily deals with court bundles and if it is not filled it may also affect the relationship with the childcare courts. The post is currently being covered by a temporary member of staff due to the necessity of undertaking the 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.

If the post were not to be covered on a permanent basis until the end of March 2013 this would save approximately £3,750. However, it would impact on the number of legal cases the lawyers could undertake and our relationship with the childcare courts. There is no other realistic way of providing the service.

Please specify the funding source for this post:

This is an establishment post funded by the legal Services department budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: