

**CABINET**  
**12 FEBRUARY 2013**  
**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 six 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: -

#### **Business Support Department**

Head of Business and Administration Support Services  
HR Support Assistant

#### **Regeneration, Community and Culture**

Project Support Assistant  
Bikeability Officer  
Programme Coordinator  
Project 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](mailto:tricia.palmer@medway.gov.uk).

#### **Background papers:**

Cabinet report 10 December 2002

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1834&Ver=4>  
7 January 2003

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1835&Ver=4>

## 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. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	Business Support		
SECTION	Administration Team		
POST TITLE	Head of Business and Administration Support Services		
GRADE AND SALARY RANGE	Service Manager, £39,015 - £56,007 + £4,633 special allowance, per annum		
POST NUMBER	9527		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	28 April 2013 end of notice period		
MANAGER POST REPORTS TO	Stephanie Goad		
*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>The Head of Business and Administration Support Services Manager post was created as part of BFL Phase 1 to lead and manage implementation of remaining BFL phases of establishment of the shared admin service.</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>			
NAME OF RECRUITING MANAGER: STEPHANIE GOAD			

(\* 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 service manager post was created to oversee the establishment of the shared administration service across the four phases of the BFL admin project. Two phases have now been implemented and the new service now comprises 102 number of staff with a salary build to date of £2.2m. The post is required to oversee the ongoing management of the new shared service and implement the shared admin service for the remaining two BFL phases. The third phase includes children's care and this post will be crucial in overseeing the review of current admin arrangements to support the delivery of both cashable and non-cashable savings associated with rationalising admin and reducing the admin activity which accompanies the introduction of the new core logic system.

To date £1.2m savings has been delivered through review of admin and the creation of the shared service. This equates to saving 23% of the admin spend so far reviewed. The admin project is targeted to deliver a further £1.5m saving. The accompanying review and standardisation of processes means the council can deliver savings whilst sustaining the quality of admin support. The admin manager is also responsible for key customer facing services including customer relations and complaints handling, blue badges and disabled bays. The next phases of review and associated savings, along with the sustainability of the shared service model, will be jeopardised if this post is not filled.

### 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.

£64,464 for 2013/14  
£10,753 for remainder of 2012/13  
In base budget build for 2013/14

**Please specify the funding source for this post:**

4C4740480000000000 – Administration hub salary budget

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	BSD	
SECTION	Organisational change	
POST TITLE	HR support assistant	
GRADE AND SALARY RANGE	D2 point 12-21	
POST NUMBER	0024	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	11.02.13	
MANAGER POST REPORTS TO	Head of organisational change	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	11.02.13 – 30.08.13	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Michal Small	
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		
A permanent member of staff is leaving on 8 February 2013, therefore, a temporary replacement is needed until the new structure is in place for Better for Less.		
NAME OF RECRUITING MANAGER: Sharon Alimo		

(\* 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>Structure</p> <p>1 x E2</p> <p>4 x D2</p> <p>4 x C1</p> <p>At the moment I have one permanent D2, two temporary D2 and a D2 vacancy</p> <p>If this post is not filled it will have a major impact on the administration support of the</p>
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Better for Less programme and to the HR schools team which are income generating. Permission is sought to fill the temporary D2 on a fixed term basis until the restructure proposed for phase 4 of Better for Less (September 2013) has been undertaken.

**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.

There would be no savings if this post remained vacant as overtime would be needed to allow the volume of work to be completed. Savings will be achieved as the post that is vacant the salary was at point 19 and the new person employed would be on point 12. The savings would be £2763 pa pro rata over the temporary contract.

**Please specify the funding source for this post:**

Organisational change salary budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	RCC	
SECTION	ED & SR	
POST TITLE	Project Support Assistant	
GRADE AND SALARY RANGE	D2 Grade £15,039 - £19,126 per annum (Spinal Point 12-21) [The Post Is Fully Externally Funded] Part time = 30 Hours (4 days per week) for 9 months	
POST NUMBER	TBC by HR	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	2 <sup>nd</sup> Jan 2013	
MANAGER POST REPORTS TO	Rachael Fulford	
*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 <b>Yes Fixed Term recruitment but not necessarily from the temp pool</b>	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 <sup>st</sup> Feb 2013-31 <sup>st</sup> Oct 2013	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
<p>Not relating to B4L yet as service within the Phase 3B starts in Feb 2013. The post is fully externally funded.</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>Yes the implications for not filling the post before B4L are as follows:</p> <ul style="list-style-type: none"> <li>- Currently, the Impress Principal Officer has been managing two x EU funded projects since Sept 2012 (i) the SUCCES project and (ii) our new IMPRESS project on a 50/50 basis full-time.</li> <li>- It is now absolutely imperative that the ‘IMPRESS Principal Officer’ works at least 4 days per week (30 hrs) on the new IMPRESS project in order to develop and ensure we meet our contractual obligations on spend, co-ordinate project actions with all 10 x EU partners and local partners, otherwise we are in jeopardy of not meeting targets and potentially may have to give back some funding.</li> <li>- Whilst in relation to the Impress Principal Officer’s other role as SUCCES Project Officer which is currently being performed for 2.5 days / week, this requires less time and less senior officer support time as the project comes towards the close down of its activities by Sept 2013, with most actions completed and spend on profile. We therefore need to manage the close down of this highly successful project and have</li> </ul>		

a staff member in place who is competent and can effectively carry out these duties.

- The new post enables the effective delivery and close down of the SUCCES project based on 4 days per week (30 hours) on a lower D2 graded post than previously B1 for Rachael – thus providing a saving in terms of salary which is fully externally funded anyway.

NAME OF RECRUITING MANAGER: Rachael Fulford

(\* 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.

- Please see attached structure chart

- This post is 100% externally funded through the European project SUCCES

The overall aim of SUCCES Project is to undertake a programme of activities providing accessible employment support services to those longer term unemployed within key neighbourhoods in Medway enabling people to access skills and training and opportunities to progress back into employment.

**IMPACT on the Service**

It is necessary to recruit on a fixed term position in order to deliver the final result and successful closure of the project according to the EU requirements. To fail to continue to deliver the project could create issues and a claw back of the European money with regards to non-conformance and non-performance of all cross border partners and activities. The role of the Project Support Assistant is essential to the good delivery of the management of the project as well as all the financial aspects.

It has been identified that it would not be possible to share the additional work of the project through colleagues from the service:

- The qualifications required are very specialised (French speaker, able to administer a European project (especially 2Seas programme)
- The amount of work is too high to be shared by existing staff as already tried and proven to cause issues with partners and tasks to be performed and financial claims.
- One contact point only should be identified to be in contact with the French partners to continue the delivery and close down operations of the project.

The Project Support Assistant will provide the following essential tasks for the project:

- ✓ Ensuring excellent communication with EU & UK project partners in relation to



the progress of the project.

- ✓ Working closely with line manager the SUCCES Project Officer - in charge of the local delivery of the project and ensuring that all local actions are delivered according to the European rules of publicity.
- ✓ Ensuring the coordination of cross border activities, events and actions are undertaken in a timely and efficient manner.
- ✓ Organising and preparing thoroughly cross border visits and meetings with French partners and ensuring participation and involvement of UK partners.
- ✓ Disseminating SUCCES project information, whilst ensuring all partners are aware of their responsibilities and of the progress made in respect to the implementation of the project,
- ✓ Ensuring the good management of the project on a daily basis, whilst ensuring that the funding and information, including financial data, related to the project is carefully recorded and archived in accordance with EU regulations.
- ✓ Drafting regular minutes (both in French and in English), in relation to the progress of the project.
- ✓ Preparing project claims, ensuring they are checked by line manager and EU Support team before submission.
- ✓ Liaising with the appointed first level controller.
- ✓ Organising logistics for the UK partners related to cross border visits and meetings that will take place in France, whilst ensuring that UK participants are well briefed and that their visit is well organised in liaison with the other partners.
- ✓ Liaising, when appropriate, with the Joint Technical Secretariat in Lille (France)

Working in close collaboration with colleagues from the Economic Development & Social Regeneration team, Employ Medway and especially with the EU Support Team, Principal European Officer and the SUCCES Project Officer - responsible for the local delivery of the project.

## 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.

This is an externally funded position so there will be no costs to Medway Council core budgets.

No savings will be made as the post is completely externally funded by the EU

The fixed term post until 31<sup>st</sup> October 2013 will be on a D2 grade Part / time for 30 hours (4 days per week).

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

Lowest: D2 Grade, SP12 = £15,039 x 1.3 (on-cost rate) = £19,550 / 5 days x 4 days = £15,640 / 12 months x 9 months only = £11,730

\*Highest: D2 Grade, SP21 = £19,126 x 1.3 (on-cost rate) = £24,863 / 5 days x 4 days

= £19,890 / 12 months x 9 months only contract = £14,918

\*However the post could be awarded to someone on 'salary protection' via redeployment who could be on one grade higher @ D1 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 people with employment support and getting back to work.

**Please specify the funding source for this post:** Fully externally funded by EU.

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	RCC		
SECTION	Integrated Transport		
POST TITLE	Bikeability Officer		
GRADE AND SALARY RANGE	D1 (Points 7-16) £6.62 – £8.52 per hour		
POST NUMBER	4369		
LOCATION	C/o Gun Wharf		
DATE POST BECAME VACANT	1 December 2012		
MANAGER POST REPORTS TO	Mark Johnson		
*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			
<p>Bikeability officers are employed on a zero hour contract. The numbers of bikeability courses vary with the season and school timetables. There are approximately 1500 children trained each year. The Integrated Transport Service plan seeks to increase the number of people receiving Bikeability training and reducing the number of trainers would compromise this objective.</p> <p>Funding for Bikeability mainly comes through a grant from DfT. The number of children trained reflects the amount of the grant received. With one member of staff less, when the course allocations increase in the peak it will cause difficulty in covering all the booked courses scheduled for the coming year. This will have an impact on the level of grant received from DfT.</p>			
NAME OF RECRUITING MANAGER: Mark Johnson			

(\* 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 – e.g. 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.  
 Within the current Integrated Transport structure there are 7 Bikeability officers shown, this allows up to 6 courses ( 3each morning and 3 in the afternoon at different schools) to be run during the school term each day with one person spare to cover any sickness if this occurs. The additional person also allows courses to be run with more challenging children i.e. recently run course with deaf children

2.  
 All Bikeability officers are on a zero hour contract and only paid when they teach a Bikeability Course. Reduced courses will impact on the numbers of school children able to be taught during the school term and this would reduce the amount of income from DfT.

**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.

1.  
 There are no realisable savings if the post remains vacant until 31<sup>st</sup> March 2013 because staff are only paid if they are teaching a Bikeability course.

2.  
 This service does not allow alternative ways of delivery as all trainers must be Bikeability trained.

3.  
 A cost will be incurred to train the new member of staff as a Bikeability officer

**Please specify the funding source for this post:**  
 DfT Grant based on the number of children trained.

**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	Programme Co-ordinator		
GRADE AND SALARY RANGE	PO2 SP39 £34,549 PA		
POST NUMBER	TBA		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Not applicable – New Post		
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: Clem Smith			

(\* 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 of Programme Co-ordinator is a new post, set up in order to lead and co-ordinate the delivery of the RECREATE project – a town centre economic regeneration initiative focused on the conversion of vacant town centre commercial premises into work space, exhibition space and studio space for creative industry businesses, artists and university graduates. The project was recently approved for European Regional Development Fund co-financing by the Interreg IVA programme and is worth over £5.5 million, involving eleven different partner areas from northern France, southern England and East Anglia. Medway Council is the lead partners. Other partners include KCC, Brighton & Hove, Ipswich, Bournemouth, Lens, Calais and Flers in France. The project will finance:

1) The costs of refurbishing and preparing vacant premises for use by creative

enterprises;

II) The design and delivery of a programme of tailored business start up and small business growth programmes for the creative industries and a programme of cross-border enterprise networking to enable new business partnership ventures that generate new jobs;

III) The provision of workforce skills development for the creative industries, action to facilitate access to jobs in the sector by local unemployed, the development of an arts & crafts market, a film festival engaging university graduates and students, a network of pop up shops and action to enable local creative enterprise input into future public realm improvements.

The post of Programme Co-ordinator is a unique post that will take responsibility for the successful delivery of the entire RECREATE programme both Medway's local project delivery and also delivery of the entire project across the eleven partner areas (as Medway Council is the lead partner). The post-holder will drive maximum impact of the project in economic regeneration terms and build strong partnership working locally and across the partnership. The post-holder will also be responsible for the effective financial management and day to day project management, vitally important in view of the size of the project and the strict nature of EU financial regulations. Failure to recruit to such a post will render impossible our ability to deliver the project and bring about many tangible benefits to Medway, including an influx of businesses and jobs into Chatham town centre.

**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 per annum of recruiting to this position is likely to be approximately £42,000 and this will be met by European Regional Development Fund and by "shared cost" contributions from the other RECREATE partner areas, paying towards the cost of the post. There will be no costs to Council revenue budget for this post.

**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	Project Officer		
GRADE AND SALARY RANGE	B1 – SP27-36 £22,958 - £30,011		
POST NUMBER	TBA		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Not applicable – New Post		
MANAGER POST REPORTS TO	Programme Co-ordinator		
*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: Clem Smith			

(\* 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 of Creative Industries Project Officer is to undertake the day to day project management, financial management and partner liaison for two successful EU project bids recently secured by the ED&SR team: RECREATE and INCOMPASS. The RECREATE project focuses on the transformation of vacant town centre commercial premises into vibrant work, studio and exhibition space for the creative industries, alongside business support programmes for creative enterprise start up and growth and action to unlock social regeneration benefits for local residents. It involves 16 partner organisations from across eleven partner areas in northern France and southern England. Medway is the lead partner.

The INCOMPASS project is a EU project network across six different countries, which brings together local authorities, cultural bodies and university partners to exchange good practice on the conversion of commercial and cultural premises into work,

studio and exhibition space for the creative industries. The project is led by Dundee and Medway is a partner. The good practice exchange will help inform and enhance the positive impact of the RECREATE project.

Both projects are co-financed by the European Regional Development Fund  
The post of Project Officer is a unique post that will undertake the enormous amount of day to day project management, records compilation, data gathering, partnership liaison via e-mail and financial data record keeping that is required of EU funded projects. This post is vital particularly to free up the time of the Programme Co-ordinator to focus on the delivery of the project content and the achievement of its broad strategic goals. Failure to recruit to this role will mean the Programme Co-ordinator becoming bogged down in relatively menial project management tasks seriously undermining their ability to lead and ensure delivery of the very large RECREATE project at both cross-border and local level. There will also be a serious danger of an inability to achieve project management in accordance with EU regulations, which could risk EU funds having to be paid back.

The overall purpose of the Project Officer also includes:

- I) To co-ordinate the successful organisation and delivery of cross-border project activities, meetings and events in association with the RECREATE project.
- II) To assist the Programme Co-ordinator to service RECREATE monitoring committee meetings and other formal project meetings.
- III) To co-ordinate and ensure completion of the regular interim progress reports and financial claims to the Interreg IVA Channel programme Joint Technical Secretariat.

### **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 per annum of recruiting to this position is likely to be approximately £30,000 and this will be met by European Regional Development Fund and by "shared cost" contributions from the other RECREATE partner areas, paying towards the cost of the post. There will be no costs to Council revenue budget for this post.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....