

CABINET

12 MARCH 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 13 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

Business Administration Support Service/Meeting Support Officer
Meeting Support Officer - Children's Independent Safeguarding and Review Service
Server Engineer
Application Support Technician
Head of Category Management (Place)
Data Processing Clerk
Senior Accountant

Children and Adults

CYC Co-ordinator
SEN Senior Officer
SEN Team Coordinator
School Services Support Officer
Admin Assistant (Temporary)
Support Services Assistant

- 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

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

Cabinet report 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, 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		
SECTION	Business Administration Support Service, Communications Performance & Partnerships		
POST TITLE	Business Administration Support Service/Meeting Support Officer		
GRADE AND SALARY RANGE	D2		
POST NUMBER	9893		
LOCATION	Devolved Office (Lordswood)		
DATE POST BECAME VACANT	14 January 2013		
MANAGER POST REPORTS TO	Naomi Umpleby		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 1			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW -N/a			
NAME OF RECRUITING MANAGER: Naomi Umpleby			

(* 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.

This post sits within a team that was reviewed as part of Phase 1 Better for Less. This team based in Lordswood supports work for vulnerable adults. It consists of 4.4 FTE minute taking administrators, and is made up of 3 full time administrators and 3 part time administrators (1 x 0.6 and 2 x 0.4). The team is therefore made of 6 individuals and one of these posts is a vacant two day per week post.

This is a part-time vacancy for two days per week. A large and vital piece part of the work of this support post is to undertake comprehensive and high quality minute taking support to Safeguard Vulnerable Adult Meetings and Best Interest meetings.

The Lordswood integrated team office is a very busy office and this is a much needed 2 day per week post on a Thursday and Friday. This post is vital in an already stretched administration team

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until 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:

1. If the post remained vacant until 31 March, the realisable savings could be: £934.80 – cost of one D2 officer for 2 days per week.
2. Savings have already been achieved in this administration area as it was reviewed along with other elements of administration in Phase 1 of Better for Less. This will be funded from within the existing staffing 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	Business Support		
SECTION	Business and Administration Support Service – Communications Performance and Partnerships		
POST TITLE	Meeting Support Officer - Children's Independent Safeguarding and Review Service		
GRADE AND SALARY RANGE	D2		
POST NUMBER	7787		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	4 February 2013		
MANAGER POST REPORTS TO	Steve Dickens		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N/A		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW – N/A			
NAME OF RECRUITING MANAGER: Steve Dickens			

(* 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 – e.g. 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 Children's Independent Safeguarding and Review Service (CISRS) fulfils statutory responsibilities to independently chair and record Child Protection (CP) Conferences and the Review meetings of children who are in the care of the council (LAC).

A small team of Meeting Support Officers provide comprehensive high quality minute-taking support to CISRS, as well as organising and coordinating CP Conferences and LAC Reviews. These meetings are required to take place within statutory timescales.

The Better for Less Project identified a required staffing level of 8.5FTE Meeting Support Officers. The team have one FTE vacancy from 4 February following a

promotion. Permission is sought to recruit to cover this demanding and regulated area of work.

Budget Issues

Please indicate:

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

£2,506 would be saved if the post remained vacant until 31 March 2013 (bottom D2).

No alternative ways of working have been identified. Savings have already been achieved in this area as it was reviewed in Phase 2 of Better for Less.

The funding source for this post is within existing staffing 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	BSD	
SECTION	ICT	
POST TITLE	Server Engineer	
GRADE AND SALARY RANGE	B2 £27,052 – £34,549 per annum	
POST NUMBER	TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	30/11/2013	
MANAGER POST REPORTS TO	Principal Server Engineer (Storage)	
*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 4		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p>This post is essential for delivering ICT elements of the Better for Less programme, Corelogic Framework to support children and adult social care services, PCIDSS, and the implementation of thin client technology. Furthermore the post holder will be responsible for ensuring updates are applied maintaining our Code of Connection Compliance.</p> <p>The post will also be responsible for maintaining security patches ensuring that Medway Council maintains its connection to the NHS and Government PSN Networks</p>		
NAME OF RECRUITING MANAGER: Peter Good		

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) This is a new post to replace the previous Junior Server Engineer role. With the complexity of the BFL Infrastructure, the forthcoming Framework implementation, (children and adult social care and thin client implementation, it is essential the post has the required skills at the outset to be effective).

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

The current workload and knowledge required across the Council's server infrastructure and associated technologies is too great for the two members of staff involved in delivering services in this area.

There are nearing 400 servers managed and maintained by the infrastructure team for the authority, schools or partner organisations, and this number will increase as the projects details on the previous page are implemented. These servers (connected to a centralised storage solution) underpin the functions of the authority including the BFL programme. Furthermore this post will be responsible for managing operating system updates and the day to day monitoring of the overnight backup routines.

Not only will this post be responsible for managing servers running services to the Council, but it will also have a shared responsibility for ensuring that the servers in the Council's disaster recovery data centre are maintained to the required level to ensure that service can be maintained in the event of a major service disruption at Gun Wharf.

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.

- 1) £4479. However, if this recruitment is approved, it should be noted that the approval and recruitment process will not be completed in time to recruit to this vacancy by 31 March 2013.
- 2) A technically competent server engineer is essential to the authority for maintaining a reliable ICT Infrastructure. Contracting this role out will undoubtedly cost more, and is likely to be in excess of £500 per day.

Please specify the funding source for this post:

This post will be funded from the existing ICT staffing budget.

Comments from Portfolio Holder

Case well made.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	BSD	
SECTION	ICT	
POST TITLE	Application Support Technician	
GRADE AND SALARY RANGE	B2 £27,052 – £34,549 per annum	
POST NUMBER	8539	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	30/11/2013	
MANAGER POST REPORTS TO	Principal Application Support Technician	
*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 4		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p>This post is essential for delivering all phases of the Better for Less programme. This post will also be required to provide ongoing support for other software applications within the Council's portfolio. There are currently over 200 applications requiring ongoing support, and there is a reliance on individuals with specific knowledge and skills in the team, with no capacity to train others in the required support needs of the variety of applications. This therefore provides a single point of failure for the service and this has been raised a number of times within the Better for Less programme. The post holder will be also responsible for ensuring software upgrades are applied as required by the service and the supplier to ensure ongoing maintenance provision for third party products.</p>		
NAME OF RECRUITING MANAGER: Stephen Pantling		

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

1) There are currently 8 application support technicians within the team, supporting over 200 applications, many of which are business critical. The 'Better for less' programme is also introducing additional software applications, complex integrations and mobile working, all of which require technical support of a specialist nature.

2) Should the post not be appointed to, the risk of limited support for the Better for Less programme, including the new CRM Lagan and the new document management system, IDOX, the new social care systems for adult and children services, the proposed new system for building control, and the new system for parking services essential planned upgrades will increase form a situation where there are already limited resources. New installations & maintenance of ICT systems will not happen or may be delayed.

The current workload and knowledge required across the Council's application portfolio and associated technologies is too great for the eight technicians currently in post.

Budget Issues

Please indicate:

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

1) £6000. However, if this recruitment is approved, it should be noted that the approval and recruitment process will not be completed in time to recruit to this vacancy by 31 March 2013.

2) A technically competent application support technician is essential to the authority for maintaining a reliable application support service for the Council. Contracting this role out will undoubtedly cost more, and is likely to be in excess of £500 per day. However, any contractor would not have the knowledge of the systems and integrations in place within the Council, nor would they have the plethora of technical skills required by the existing support technicians to support the myriad of applications in place. If approved, it must be recognised this will be a difficult post to recruit to.

Please specify the funding source for this post:

This post will be funded from the existing ICT staffing budget.

Comments from Portfolio Holder

Case well made.

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	
SECTION	Legal & Corporate Services	
POST TITLE	Head of Category Management (Place)	
GRADE AND SALARY RANGE	Service Manager £39,015 - £56,007 + £4,633 special allowance, per annum	
POST NUMBER	10517	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	8 April 2013	
MANAGER POST REPORTS TO	Assistant Director Legal & Corporate Services	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
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: Perry Holmes		

(* 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.

There are three Heads of Category Management in the structure – this post was the last to be filled after two recruitment processes, in October 2012. The CM team now have a substantial caseload and this post is key to delivery of some key procurements including Grounds Maintenance, Housing Maintenance, Rochester Airport and SEN transport.

Budget Issues

Please indicate:

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

This service only went "live" in December with this post being recruited in October 2012. It is too early to consider reshaping the team so at this stage there are not considered to be any alternative ways of providing the service although this will be kept under review.

Please specify the funding source for this post:

Category Management team budget as part of Legal and Corporate Services

Comments from Portfolio Holder

I am supportive of this recruitment.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	BSD	
SECTION	Medway Community Learning	
POST TITLE	Data Processing Clerk – Part Time	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126 per annum	
POST NUMBER	3813	
LOCATION	Rochester Community Hub	
DATE POST BECAME VACANT	30.04.2012	
MANAGER POST REPORTS TO	Hilary Treays	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL		No
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? It is not related to Better for Less		
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: Sue Hopkins		

(* 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.

Impact on Service

The team with responsibility for preparing and returning data to the Skills Funding Agency has been carrying a 0.4fte vacancy since 30 April 2012. The roles and responsibilities of the data processing team need to align closely with the curriculum teams which were in the process of restructure during Autumn 2012. The new teams became operational in January 2013 and we now need to recruit a new DP clerk to bring the team back up to strength. The current DP team, including the vacancy, is just 2.61fte which is proving to be too slim for the current data return requirements. The level of data compliance has grown significantly since the introduction of new

funding system 2012/13 – especially as regards work with the unemployed and monitoring job outcomes – so we cannot delay recruitment to this vacancy any longer. Final data return deadlines for SFA in 2012/13 have been brought forward from the end of November 2013 to the middle of September 2013 so we need to start working towards a new deadline. An Ofsted inspection may take place at any time so we need data to be current, accurate and complete.

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.

Please specify the funding source for this post:

This post is 100% funded by the Skills Funding Agency and does not come from central Council funds. The salary attached to this post will be on NJC D2 (£15,039 - £19,126) per annum.

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	Business Support Department		
SECTION	Finance, Directorate Support (Children & Adults)		
POST TITLE	Senior Accountant		
GRADE AND SALARY RANGE	PO2(points 38-48) £31,753 to £40,741 pro rata		
POST NUMBER	9270		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	18 February 2013		
MANAGER POST REPORTS TO	Dave Reynolds, Principal Accountant		
*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. Yes – please see comments below relating to ‘Impact on Service’			
NAME OF RECRUITING MANAGER: Dave Reynolds			

(* 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 – e.g. 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

<p>1) Structure</p> <p>Structure chart attached.</p> <p>2) Impact</p> <p>The team providing finance support to the social care divisions has a current establishment comprising one principal accountant, three senior accountants and</p>
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four accounting technicians. Currently two of the Senior Accountant posts are vacant and from April 2013 the Public Health directorate, which this post also supports, increases from a gross budget of just over £1.0million to gross expenditure of £13.2 million. It is essential that both the Adult Social Care division and incoming Public Health functions are properly supported by the Finance division, in managing the implications of the budget reductions agreed by Council and the transfer of Public Health budgets to the local authority.

Budget Issues

Please indicate:

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

If this appointment is not made the Council will continue to save around £46,000 per annum.

Please specify the funding source for this post:

Council's general fund revenue budget.

Comments from Portfolio Holder

In light of the transfer of responsibility for public health functions to the local authority and the need to effectively monitor the impact of the budget reductions within Adult Social Care, I fully support recruitment to this post.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	C & A	
SECTION	Youth Service	
POST TITLE	CYC co-ordinator	
GRADE AND SALARY RANGE	PO1 - £27,849 – £36,313 per annum	
POST NUMBER	12041	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 April 2013	
MANAGER POST REPORTS TO	Youth Service Team Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: Will be a fixed term contract from 1 April 13 – 1 April 15		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A Funded by Interreg EU funding		
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 which is a co-ordination role of all involved partners for France and Suffolk this will jeopardise a three year European funded bid, worth over 4.7 million euros across several partners and for which Medway are the lead and recipient of over 1 million euros.		
NAME OF RECRUITING MANAGER: Jacqui Hackwell		

(* 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.

If this post is not filled we would not be able to offer the packages of work associated with this European project and this would affect other partners in France and Suffolk as Medway is lead partner and monitors complete bid for all concerned.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until 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:

PO1 – Post funded externally by CYC project.

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 to request approval from Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf. Also you will need to forward an electronic word version to jobs@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	Children and Adults – Learning and Care	
SECTION	Special Educational Needs	
POST TITLE	SEN Senior Officer	
GRADE AND SALARY RANGE	B1 £22,958 - £30,011	
POST NUMBER	TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New post	
MANAGER POST REPORTS TO	SEN Assessment Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<input type="checkbox"/>	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<input type="checkbox"/>	No
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
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 – e.g. 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 amount and complexity of the work for the SEN Assessment Manager and Deputy Manager has increased significantly over the past two and half years in which they have both been appointed.

Prior to January 2010, the SEN Management Team consisted of three posts (SEN Assessment Manager and 2 Senior Officers B2). One of the Senior Officer posts was upgraded to Deputy SEN Manager PO1 as a result of the increasing workload at the time. The remaining Senior Officer post remained vacant following the departure of the officer in June 2010: the costs the for Senior Officer post were used to restructure the SEN team at negative cost to include a C1 SEN Officer (Tribunals) post and to upgrade an existing C1 SEN officer post to a C2 SEN Officer (Transitions) post.

The restructuring of the SEN team and new processes introduced over the past two years have resulted in significant savings to the SEN budget which allowed Medway headroom in the DSG to then backfill the social care element of special school provision, as well as covering significant transport costs for pupils on tuition. In addition to duties specified with the job description for the role, the SEN

Assessment Manager has also taken on the complexities of liaison with Academy provisions to secure placements for pupils with SSENs including the frequent challenge when places to the same pupils are not offered and referrals and case preparation to the Secretary of State (in related cases), regular reporting to the DFE with regard to EFA funded placements for learners with learning difficulties and disabilities, reporting to the DFE on high funding needs pupils and learners, regular reporting to the Capital Planning group with regard to pressure of special schools places (including projections and potential costs), training for SENCOs in Medway (including devising of the programme, developing the materials and training delivery), and management of individual high profile cases.

In addition to duties set on in the job description, the Deputy SEN Manager has oversight and management of placement and processes for the pupils with SEN placed in local PRU provision. She also provides assistance with the training programmes (as detailed above), and the devising and continual review of the Annual Review documentation (to ensure compliance with current legislation by schools and related agencies). The Deputy SEN Manager also provides additional Team HR duties.

Both managers are fully involved in the development of new provision (the Rivermead/Mid Kent College Partnership) and the logistics around moving pupils from independent (non Academy) provisions to new maintained specialist provision (Blue Zone).

Both are fully involved in all aspects of the Pathfinder project (related to new ways in which children and young people will be assessed and agreed Single Plans drawn up), and sit on (either jointly or severally) the Project Implementation Group, the Post 14 Pathfinder Group, the Early Years Pathfinder Group, the Personal Budgets Steering Group, Pathfinder Change Board and Multi-Agency Meeting.

There are an increasing number of families moving into the Medway area who have children with SSENs. This presents increased managerial responsibilities where there is a duty to provide education from adoption of the Statement (Section 316 EA 1996), but where there are no available vacancies in maintained specialist provision. SEN Managers are having to liaise with schools and work creatively to ensure that appropriate placements are made whilst ensuring efficient use of resources.

The SEN Manager/Deputy Manager have also been requested to attend the weekly CAP meetings to ensure that appropriate educational provision is discussed for children known to the Children's Social Care Team. Presently there is no capacity to take on this additional work.

The creation of a Senior SEN Officer post will mean that the SEN Manager/Deputy manager will be able to delegate work that can be managed effectively at Senior Officer level, maintaining team performance and limiting the impact of increased services users on the independent and none maintained budget.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2011.
2. If any savings could be achieved by alternative ways of providing the service.

1.This is a proposed new post. However, there is an under spend re DSG Tribunal work. The under spend is more than 1 full time equivalent spread across the team looking at budget in the round (notwithstanding expected reductions there is funding to enable this).

2.The post is required to maintain the efficient use of resources against placement pressures

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. **You will also need to send an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.**

DIRECTORATE	Children and Adults	
SECTION	Special Educational Needs	
POST TITLE	SEN Team Co-ordinator	
GRADE AND SALARY RANGE	D2	
POST NUMBER	004 8679	
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	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3b		
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 timescales 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 (37 hours per week).

The current Team Co-ordinator post is undertaken by two members of staff (job share 22.4 hours and 14.8 hours per week respectively)

The member of staff currently working 22.2 per week has advised that she is to retire on 22 March 2013.

The other member of staff would like to increase her current working hours from 14.8 hours per week to 22.2 hours per week.

It is proposed that this role remain a full time post to ensure all statutory procedures and timelines are adhered to. It is proposed that this post remains a job share (14.8 and 22.2 hours per week). The net cost of this change is nil.

The SEN Team Coordinator 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 and post 16 admissions, moderation panels. 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, data collection to assist in reporting, collation of requests for travel arrangements for pupils with Statements, responsibility for sending statutory reminders to schools for Annual Reviews and logging on the system of received Annual Reviews to ensure that statutory records are maintained. In addition, the role has recently undertaken additional duties: stationery ordering using the Webreq system, and uploading of SEN information to the Medway Council website. 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 2012.
2. If any savings could be achieved by alternative ways of providing the service.

1. None, this post is currently filled and will remain so until (and after) 31st March 2013 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

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	C & A		
SECTION	Schools' Commissioning & Traded Services		
POST TITLE	School Services Support Officer		
GRADE AND SALARY RANGE	C1 £16,830- £22,221 0.6fte		
POST NUMBER	TBC		
LOCATION	Gun Wharf 4 th Floor		
DATE POST BECAME VACANT	N/a		
MANAGER POST REPORTS TO	Karen Hall		
*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:	1 Apr 2013 31 Mar 2014		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Nicola Fowler		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? This relates to a team which is in Better for Less Phase 2. This additional temporary capacity is required to ensure that all services can continue to be delivered effectively during this period of transition and when we are picking up additional workload from other teams that are also being restructured.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW The implications of not recruiting this temporary support are that effective support will not be provided for School Challenge & Improvement and Schools' Commissioning & Traded Services Teams.			
NAME OF RECRUITING MANAGER: Jacqui Moore			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

There are 3 posts of this type in the structure.

Budget Issues

Please indicate:

1.the realisable savings if this post remained vacant until the 31st March 2014.

Realisable savings would be £16,830 plus on costs

2.If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:

The funding for this additional temporary capacity is from underspend due to staff vacancies, which have occurred during and as part of the Better for Less process.

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 forward an electronic word version to jobs@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	Children and Adults	
SECTION	LSS/PASS/BSS/AOT	
POST TITLE	Admin Assistant (Temporary)	
GRADE AND SALARY RANGE	£11.15 per hour	
POST NUMBER	3862	
LOCATION	Elaine Centre	
DATE POST BECAME VACANT	January 2011	
MANAGER POST REPORTS TO	Rachael Burton	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	<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	Yes	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	01.04.13 to 31.03.14	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	H .K (from Agency Pool)	
NAME OF RECRUITING MANAGER: Rachael Burton		

(* 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.

This post covers the admin support for four Services. Admin support was withdrawn from these Services when they were required to move from the Area Bases at Woodlands and Redvers, and relocate temporarily within Elaine. There are therefore no other posts of the same type to support these Services.

Cabinet approval was given in October 2011 to fill this post on a temporary basis until 31 03 12. Approval was given again in March 2012 to fill this post on a temporary basis until 31 03 13. This is a request to extend the support until permanent bases for the four teams have been agreed. It is likely that the teams will not be based together, and alternative solutions to admin support will be considered.

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

The Physical and Sensory Service, Learning Support Service, Behaviour Support Service and Autism Outreach Team consists of 23 members of staff – 21 teachers and two support workers. All staff work directly with vulnerable

children who have significant needs in the areas of learning, behaviour, autism, hearing impairment, visual impairment and physical impairment. Staff work mainly in schools but also within homes. They support all maintained schools, including special schools and specialist units attached to schools, across Medway, providing early intervention work to support pupil inclusion and close the achievement gap between these groups of children and their peers. The Physical and Sensory Service also provides a comprehensive service to preschool children with a hearing, visual, physical or multi-sensory impairment.

If the post is not filled, direct support to Medway children will be reduced as Advisory Teacher time will be spent in the office fulfilling the admin role. This reduced service has a direct impact on the achievement of the pupils supported, leading to an increase in requests for Statutory Assessment and pupils requiring specialist provision in the areas of physical or sensory loss, learning, emotional and behavioural difficulties and autistic spectrum difficulties.

Under the Workload Agreement, teachers should not routinely be required to undertake tasks of a clerical or administrative nature "which do not call for the exercise of a teacher's professional skills and judgement". This includes filing, archiving, invoicing, co-ordinating training events and database management.

One member of staff is registered as physically disabled, and requires support to access certain areas of the office, for example the photocopier, and carry out certain duties such as the preparation of bulk training materials. Under the Disability Discrimination Act we are required to help him overcome work related obstacles resulting from his disability.

These teams are part of Better For Less Phase 3b, which is scheduled to run between January and September 2013.

Not filling the post is therefore an inefficient use of 'people' resources, it does not meet with Teacher's Workload Agreement, it does not enable us to fulfil DDA requirements and in the longer term it will increase the pressure on the SEN budget, including specialist placement and transport.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

1. £20,000
2. None. The integrated teams at Elaine and Woodlands have no spare capacity.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults	
SECTION	MILAC	
POST TITLE	SSA	
GRADE AND SALARY RANGE	D2 12-21	
POST NUMBER	3931	
LOCATION	Elaine Centre	
DATE POST BECAME VACANT	Post was created in Oct 12 to assist the LAC Health Co-ordinator	
MANAGER POST REPORTS TO	Tina Herberts (Acting SSO)	
*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:	Ongoing	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	None at present	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3b		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
The LAC Health Co-ordinator could not fulfil her role without the admin assistance given from this role		
NAME OF RECRUITING MANAGER:		

(* 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 already SSAs in post within the team, however this role is specifically to assist the LAC Health Co-ordinator in her role.

This role requests all of the review health assessments (as well as the initial health assessments in the MILAC team) for all LAC in Medway. All other relevant paperwork is also requested & carers are reminded of their appointments. If this post is not filled health requests would not be sent out within the agreed SLA & the young people

would not access the health assessment appointments which is a statutory requirement of LAC. Also, the required data could not be gathered, as the LAC Health Co-ordinator would not have the time needed for her role.

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.

Savings until 31st March 2013 would be £2933.36.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: