

## **CABINET**

**23 MAY 2013**

### **RECRUITMENT FREEZE**

Portfolio Holder: Councillor Alan Jarrett, Deputy Leader and Finance

Report from: Neil Davies, Chief Executive

Author: Tricia Palmer, Assistant Director, Organisational Services

#### **Summary**

This report brings forward 10 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**

Customer Contact Officer (Community Interpreting Service)  
ICT Support Assistant  
Eastgate House Visitor Development Officer

#### **Regeneration, Community & Culture**

Community Inclusion Coordinator  
Employer Coordinator (x2)  
Employee Coach (x2)  
WORK Programme Support Administrator  
European Programme Manager

- 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 forward 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 overleaf.

DIRECTORATE	BSD	
SECTION	Customer Contact, Community Interpreting Service	
POST TITLE	Customer Contact Officer	
GRADE AND SALARY RANGE	D2 £15,039 – £19,126 per annum	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	25 March 2013	
MANAGER POST REPORTS TO	Operational Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT		No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	ASAP ongoing position	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	L.W.	
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: Sharon Watson		

(\* 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.

<p><b>Structure Information</b> – (Community Interpreting Service) 3 Officers in post, 1 vacant post.</p>
---

**Impact to service if post not filled** – Due to a continuing increased requirement for this service; interpreters and translators can be difficult to source.

This post is key to the prompt booking and confirmation of appointments to public and private sector services, where there is a need for an interpreter or translator to support the welfare of a non English speaking individual within the local authority.

**Budget Issues**

Please indicate actual cost of filling this post:

Basic pay plus 33% (on costs and internal agency fee) = £20,001 - £25,437

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

Existing budget

**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, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to forward 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 overleaf.

DIRECTORATE	BSD	
SECTION	ICT	
POST TITLE	ICT Support Assistant	
GRADE AND SALARY RANGE	D2 £15,039 – £19,126 per annum	
POST NUMBER	0228	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	31 March 2013	
MANAGER POST REPORTS TO	Senior ICT Support Officer	
*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:	Unit BFL process is completed	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	J.K.	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? <b>Phase 4</b>		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Impact on service delivery for ICT and for the Council as the post supports all ICT orders and payments.		
NAME OF RECRUITING MANAGER: Tina Martin		

(\* 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 currently 4 posts within this structure, two of which are permanently filled, and two of which are vacant. This post is to temporarily cover one of the vacant posts.

If this post is not filled the team will have difficulty in fulfilling order requests, payments and mobile phone billing for the Council.

**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.

Post budget is £18,693.00

No further savings can be achieved.

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

ICT Revenue 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

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	RCC		
SECTION	Heritage		
POST TITLE	Eastgate House Visitor Development Officer		
GRADE AND SALARY RANGE	C2 (19,621 - £26,276)		
POST NUMBER	TBC		
LOCATION	Eastgate House		
DATE POST BECAME VACANT	New post – externally funded		
MANAGER POST REPORTS TO	Project Manager – Eastgate House		
*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	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>Fixed term for maximum of 2 years and 6 mths</b>		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? The post is externally funded and outside of 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			
NAME OF RECRUITING MANAGER: Simon Swift			

(\* please delete as appropriate)

### Impact on Service – please include:-

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

This post is essential to delivery of the £1.28m grant award to Eastgate House Project. This post is externally funded for 2 years 6 months. The contract will be fixed term and will run for a period to coincide with the available funding only.

**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 a new externally funded post.

**Please specify the funding source for this post:**  
Heritage Lottery Fund 59% Medway Council 41%  
As per approved HLF grant application signed by Neil Davies Sept 2012

**Comments from Portfolio Holder**

[Empty box for 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, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to forward 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 overleaf.

DIRECTORATE	<b>RCC</b>		
SECTION	<b>Economic Development &amp; Social Regeneration</b>		
POST TITLE	<b>Community Inclusion Co-ordinator</b>		
GRADE AND SALARY RANGE	<b>PO2 SP39 £32,800 PA</b>		
POST NUMBER	<b>6824</b>		
LOCATION	<b>Gun Wharf</b>		
DATE POST BECAME VACANT	<b>Not applicable – Requesting Contract Extension to end October 2013</b>		
MANAGER POST REPORTS TO	<b>Clem Smith</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>No</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>N/A</b>		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?	<b>N/A</b>		
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 current Community Inclusion Co-ordinator.

The extension of this contract will allow the postholder to take a lead role in the rolling out of a Benefits Reform Advice programme to those Medway residents from disadvantaged communities on out of work benefits who will need to manage effectively the reforms and changes to the welfare benefits system.

This Benefits Reform Advice programme has been made possible thanks to £75,000 of funding from the government, which has been passed to the Economic Development & Social Regeneration Team to manage, by colleagues from the Revenue and Benefits team. The post holder will focus on:

- I) Developing strong partnership co-operation and working relationships with colleagues from the Housing Service and Revenue and Benefits Team as well as with local welfare advice, debt management and employment support services from housing associations and the voluntary and the community sector.
- II) Acting as a consistent source of practical support and guidance to local residents from all backgrounds on the Benefits Reform programme, in addition to local community organisations, Members and officers across the Council. The postholder will articulate the implications for local residents and its broader impact in Medway
- III) Recruit and manage a specialist telephone advice team on the benefits reforms to residents across Medway, also offering advice on an outreach basis from an “advice centre” with voluntary sector partners in the Pentagon Centre.
- IV) Overseeing the development and delivery of the Benefits Reform outreach programme, working closely with the Housing Service, the Revenue & Benefits team and voluntary sector partners.
- V) Ensuring that the programme is being implemented correctly, achieving the targets.
- VI) Ensuring that affected residents from all social, cultural and economic backgrounds and circumstances are able to access these benefits reform advice services.
- VII) Signposting residents effectively to complementary services that can help residents manage the benefit reforms – such as debt management (Citizens Advice Bureau, Medway Credit Union), employment support (Employ Medway) and housing (Council Housing Service etc)

### **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 six-month extension will be £20,882 and this will be paid entirely out of funds secured from the UK government.

The costs of this contract extension will be cost neutral to Council revenue budget.

**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, 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	R,C,C	
SECTION	Economic Development & Social Regeneration Service (ED&SR)	
POST TITLE	<p><b><u>EXTENSION TO CONTRACT PERIOD FORM PREVIOUS VAF:</u></b></p> <p><b><u>PREVIOUS VAF FORM APPROVED UNTIL 30<sup>th</sup> SEPT 2013.</u></b></p> <p><b><u>FOLLOWING REQUEST FOR EXTENSION to March 2015 (18 months):</u></b></p> <p><b>2 x Employer Co-ordinator (<u>FIXED TERM 31<sup>st</sup> March 2015</u>). FULLY EXTERNALLY FUNDED – 37 HOURS FULL TIME</b></p>	
GRADE AND SALARY RANGE	<b>GRADE B2 SALARY RANGE: £27,052 - £34,549 (SP32- 41) (excludes on-costs @ 30%)</b>	
POST NUMBER		
LOCATION	Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR	
DATE POST BECAME VACANT	N/A as request for extension to contract period	
MANAGER POST REPORTS TO	Matt Jenkins (WP Contract & Partnership Manager)	
*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><u>Y</u>      <b>YES (See below)</b></b>
<b>YES FIXED TERM – individual already in post – extension to contract</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		<b>1<sup>st</sup> October 2013 to 31<sup>st</sup> March 2015</b>
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
<p>A) WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3B</p> <p>B) 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 contract has been provided in June 2012 and failure to continue with the successful delivery of the IMPRESS project will impact on meeting our external contract requirements and local performance targets required within the overall EU project with cross border and local partners.</p> <p>It will also detrimentally affect our delivery of current employment support programmes without the ability to draw on these additional external funded resources to support the team, customers and meet service objectives by unlocking recruitment opportunities and providing support to businesses to boost their performance.</p>		
NAME OF RECRUITING MANAGER: Matt Jenkins		

(\* please delete as appropriate)

## Impact on Service – please include:-

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

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

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

Currently we have only recruited to 1 x Employer Co-ordinator but have funding for 2 x posts.

### *IMPACT on the Service*

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

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

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

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

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

- To be responsible for providing employer engagement and in-work support services to local employers through the new IMPRESS (Innovative and Meaningful Post Recruitment Employment Support Service) Project, which is part funded by the EU ERDF Interreg IVA Channel programme in support of

the programmes and services run by the flagship Employ Medway service.

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

## Budget Issues

Please indicate:

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

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

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

FULLY EXTERNALLY FUNDED by the EU ERDF Interreg IVA Channel programme

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

The cost of the current staff member in post is B2 (spinal point 32 bottom of grade):

£2,858 per month x 12 = £34,296 / yr (includes on-costs)

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

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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	R,C,C	
SECTION	Economic Development & Social Regeneration Service (ED&SR)	
POST TITLE	<p><b><u>EXTENSION TO CONTRACT PERIOD FORM PREVIOUS VAF:</u></b></p> <p><b><u>PREVIOUS VAF FORM APPROVED UNTIL 30<sup>th</sup> SEPT 2013.</u></b></p> <p><b><u>FOLLOWING REQUEST FOR EXTENSION to March 2015 (18 months):</u></b></p> <p><b>2 x Employee Coach (FIXED TERM 31<sup>st</sup> March 2015). FULLY EXTERNALLY FUNDED – 37 HOURS FULL TIME</b></p>	
GRADE AND SALARY RANGE	<b>GRADE C2 SALARY RANGE:</b> <b>£19,621 - £26,276 (SP22-31) (excludes on-costs @ 30%)</b>	
POST NUMBER	TBC by HR	
LOCATION	Medway Council, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR	
DATE POST BECAME VACANT	N/A as request for extension to contract period	
MANAGER POST REPORTS TO	Matt Jenkins (WP Contract & Partnership Manager)	
*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><u>Y</u>                      <b>YES (See below)</b></b>
<b>YES FIXED TERM – individual already in post – extension to contract</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>1<sup>st</sup> October 2013 to 31<sup>st</sup> March 2015</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
<p>A) WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?  <i>Phase 3B</i></p> <p>B) 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 contract has been provided in June and failure to continue with the successful delivery of the IMPRESS project will impact on meeting external contract requirements and local performance targets required within the overall EU project with cross border and local partners.</p> <p>It will also detrimentally affect our delivery of current employment support programmes without the ability to draw on these additional external funded resources to support the team, customers and meet service objectives by unlocking recruitment opportunities and providing support to in-work customers.</p>		
NAME OF RECRUITING MANAGER: Matt Jenkins		

(\* please delete as appropriate)

### **Impact on Service – please include:-**

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

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

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

Currently we have recruited to 1 x Employee Coach (and the person has recently provided their notice so we need to re-recruit to this post), however in total we have funding for 2 x posts.

#### *IMPACT on the Service*

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

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

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

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

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

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

Specifically:

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

## **Budget Issues**

Please indicate:

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

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

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

FULLY EXTERNALLY FUNDED by the EU ERDF Interreg IVA Channel programme

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

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

Lowest: C2 Grade, SP22 = £19,621 x 1.3 (on-cost rate) = **£25,507 per post**

\*Highest: C2 Grade, SP31 = £26,276 x 1.3 (on-cost rate) = **£34,159 per post**

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

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

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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	R,C,C	
SECTION	Economic Development & Social Regeneration	
POST TITLE	WORK Programme Support Administrator (F/T – 37 Hours)	
GRADE AND SALARY RANGE	D2 (SP 12 for staff member – bottom of grade) including on-costs @ 30% = £19,550.	
POST NUMBER	9907	
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL	
DATE POST BECAME VACANT	1 <sup>st</sup> April 2013	
MANAGER POST REPORTS TO	WORK Programme Centre Manager	
*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>Yes</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 <sup>st</sup> April 2013 to 31 <sup>st</sup> March 2014	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	E.I.	
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		
<p>Yes there are major implications for the contract if this post is not filled. We need to serve the public on the front desk and specifically process a series of administrative tasks on a daily basis to ensure our customers are sent letters, sanctioned, job searches are made, information loaded onto the government system and general admin duties supporting the job brokers at the centre. Without this role being filled we will seriously jeopardise the performance of the Employ Medway team in achieving job starts that meet our contractual requirement each Month, alongside the necessary serving of customers.</p>		
NAME OF RECRUITING MANAGER: Michelle Penrose		

(\* 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 IS A FULLY EXTERNALLY FUNDED POST**

We require approval for WORK Programme Support Administrator (full time) externally funded post, which has already received previous approval from DMT.

The previous staff member in this role successfully applied and was promoted and recruited to the WORK Programme Job Advisor role. Therefore we need to back fill this now vacant role and have ourselves developed a highly competent and suitable advanced apprentice Emma Inch within the team who is capable of applying for the job. This will enable the post to be filled asap.

Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseload's and administrative support are increasing due to number of referrals of unemployed customers in Medway. In addition, we have had to take a surplus of approx 120 customers transferred to EMAC from All Saints Community Project which is no longer delivering the Work Programme.

The Employ Medway Service has been running a series of successful externally funded employment support and skills development programmes over the past two years from national, local and European funding. These have included the previous national Government's Department for Work and Pensions (DWP) two major programmes termed Flexible New Deal (Stage 4) and Future Jobs Fund, particularly focussing on providing support for those longer-term unemployed customers across all ages providing them with the necessary support, interventions and opportunities to get back to work.

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13<sup>th</sup> June 2011.

These factors above require the need for an approval to the extension of the 1 x f.t.e post of WORK Programme Support Administrator to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

#### *IMPACT on the Service*

The post will be completely externally funded from the income received from the WORK programme through three types of payments.

The first being the payment by attachments (starter fees) for each customer served by Employ Medway approx £240.00. The second by the achievement of job outcomes (£950.00) and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between

1.5 – 2 years depending upon the customer group (approx £140.00 / month retained in work).

The request for this approval for a full time post is absolutely essential to overseeing and maintaining the building operations, front facing customer service functions and day to day IT systems and administration support required in completion of paperwork for customers and on behalf of Job Broker Advisors (appointment cards, letters, sanction paperwork, accepting new customers via IT system).

Without the 1 x f.t.e post, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non-conformance and non-performance in relation to services provided to customers and the achievement of job outcomes.

This role is vital in ensuring Medway council's direct operational delivery and services are achieving the performance level targets set by Group 4 Security (G4S), without which we will be liable for non-conformance and delivery failure resulting in potential penalties imposed and loss of contract.

### **Budget Issues**

Please indicate:

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

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

FULLY EXTERNALLY FUNDED FROM THE WORK PROGRAMME.

#### **Cost of Post:**

D2 Grade, SP12 = £15,039 x 1.3 (on-cost rates) = £19,550

If this post is not approved and not recruited to this will lead to non delivery of the new Government Subcontract we have secured in Medway, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major DWP contract from central government.

### **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, 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	RCC		
SECTION	Economic Development & Social Regeneration		
POST TITLE	European Programme Manager		
GRADE AND SALARY RANGE	PO3 SP44-46 £37,206 - £38,961		
POST NUMBER	TBA		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	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.

This request is for approval to recruit a new post of European Programme Manager.

The need for this post has come about because of the significant scale of EU funding and project management that we are now having to address, due to the major successes we have achieved in securing European Regional Development Fund resources.

There are currently 17 EU funded projects and Medway Council is the “lead partner” in 11 of these, meaning that we are responsible for overseeing the successful delivery and project management of over £30 million worth of European Regional

Development Fund alongside match funding from other sources.

In view of the levels of funding involved, it is vital that we recruit an overall Programme Manager who will co-ordinate the successful delivery, project and financial management of these 17 different EU funded projects.

The postholder will maximise the high quality of financial and project management across these 12 projects, ensuring ongoing comprehensive adherence to EU financial regulations, funding eligibility and audit requirements

The postholder will also lead, co-ordinate and manage the Project Support Team of the Economic Development & Social Regeneration Service as well as a team of EU Project officers responsible for the day-to-day management of individual EU funded projects.

Equally importantly, the postholder will undertake a lead responsibility for the strategic development of new EU project funding applications in advance of and during the new EU Structural Funds programming period 2014-2020.

If Medway Council is to continue to participate in Interreg V partnership projects in the future and secure European Regional Development Fund and European Social Fund resources to invest in the delivery of economic development, social regeneration and other corporate priorities, then it is essential that we start work on preparing a suite of new project proposals from now.

The postholder will play a vital lead role in working with colleagues and local organisations to engage them in partnerships with local authorities from France, Belgium, Holland and other EU member states, in order to plan, submit and secure further EU projects and funding.

With the significant reductions in UK government funding, this course of action is essential to enable the Council to continue its work in support of economic development.

## **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 will be approximately £49,000 – approximately 50% of the postholder's time will be spent on EU programme management and the rest on EU project development. This means that we should legitimately be able to charge the postholder's time to individual projects. Therefore approximately 50% of the costs of the post (£24,500) would be met by the EU funded projects and 50% would be met by Council revenue budget from within existing budgets. The postholder will minimise the risk of the Council having to pay EU funds back by ensuring comprehensive adherence to EU audit procedures. The post-holder will also maximise European Regional Development Fund and ESF income into the Council. We estimate the post can secure £2 million per year of EU funds – which would represent eighty-one times the Council's annual revenue budget investment in the post salary costs.

The costs of this contract extension will be cost neutral to Council revenue budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....