

**CABINET**  
**3 SEPTEMBER 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 11 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: -

#### **Children & Adults**

Service Support Assistant  
Administrative Assistant

#### **Business Support Department**

Category Specialist  
Accounting Technician

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

European Project Officer  
Project Coordinator (GREENFIT)  
Social Regeneration Officer  
WORK Programme Administrator/Receptionist  
Head of Regeneration and Economic Development

- 3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job profile and structure chart is also held in HR Services.

### **4. Risk Management**

- 4.1 In order to assess the potential impact of posts upon the council's ability to achieve its strategic objectives, the attached forms include details of the likely impact on the service should the posts not be filled.

### **5. Financial and legal implications**

- 5.1 The recruitment freeze was instigated to support the realisation of savings against the background of a forecast of a significant overspending. It remains important to ensure that where possible the drive to pursue savings continues. It is important that no cover is taken on to fill any posts which have not been identified as exceptions or been given Cabinet approval to be filled.
- 5.2 There are no legal implications arising from this report at this stage.
- 5.3 The posts will be filled in accordance with the Council's recruitment policies.

### **6. Recommendation**

- 6.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to enable officers to commence the recruitment process.

### **7. Suggested reason for decision**

- 7.1 The posts presented to Cabinet will support the efficient running of the Council.

**Lead officer contact**

Tricia Palmer, Assistant Director Organisational Services, Gun Wharf, Dock Road,  
Chatham Telephone: (01634) 332853 Email: [tricia.palmer@medway.gov.uk](mailto:tricia.palmer@medway.gov.uk).

**Background papers:**

Cabinet report 10 December 2002

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

7 January 2003

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



## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Children's Services		
SECTION	CAMHS Tier 2 - CAST		
POST TITLE	Service Support Assistant		
GRADE AND SALARY RANGE	D2 £15,039 – £19,126 - Pro rata		
POST NUMBER	1414		
LOCATION	The Elaine Centre		
DATE POST BECAME VACANT	1 July 2013		
MANAGER POST REPORTS TO			
*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 3			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW  This is a specialist post only covered by this part time SSA.			
NAME OF RECRUITING MANAGER: Sheena Bolland			

(\* 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.

CAST team provide Solihull Approach training two days every month throughout the year for all staff employed by Medway Council (Children's services, Education, Youth Service, YOT and specialist services) and Health.

The Service Support Assistant post organises all aspects of the training which includes arranging trainers to facilitate the training, booking dates and venues, booking people on the course, ensuring all necessary materials and paperwork are

available, keeping training materials up to date organising up to date training for trainers, liaising with Solihull to order folders DVDs and other materials. On the days of training acting as receptionist and support to the trainers.

This post is crucial to the delivery of Solihull Training and is the central point for co-ordination and preparation for the training.

It was specifically developed to support all aspects of the Solihull Training.

We have had a period prior to gaining approval for a temp when this post was not occupied. The consequences for the team were immense as it is so pivotal to provide the training.

**Budget Issues**

Please indicate:

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

£14,090 point 16 on the pay scale

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

This post is part of the general team budget

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children and Adults		
SECTION	Early Years		
POST TITLE	Administrative Assistant		
GRADE AND SALARY RANGE	D1 £12,787 - £16,440 part time 18.5 hours a week		
POST NUMBER	3619		
LOCATION	All Saints Children's Centre		
DATE POST BECAME VACANT	April 2013		
MANAGER POST REPORTS TO			
*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?			
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: Carolyn Theedom			

(\* 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.

A member of the business support team, (finance officer, C2) returned from maternity leave on reduced hours, (22 per week). This has meant that she cannot undertake all of her previous duties. Additionally, another member of staff (administrative assistant D1) has reduced her hours by 15% for personal reasons, which again means that there is work that cannot be done within her new hours.

We would like to use the combination of these 'unfilled hours' to employ a further part time member of staff who could undertake the duties now not covered and to support existing staff with two new pieces of work to be undertaken by the centre.

If this post is not filled we will be unable to support front line work, such as parenting programmes and clinical supervision provided at the centre.

**Budget Issues**

Please indicate:

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

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

£8055 pa including on costs.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....



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DIRECTORATE	Business Support Directorate		
SECTION	Category Management		
POST TITLE	Category Specialist		
GRADE AND SALARY RANGE	PO1 (£27,849 - £36,313 per annum)		
POST NUMBER	10516		
LOCATION	Gun wharf		
DATE POST BECAME VACANT	Has always been vacant		
MANAGER POST REPORTS TO	Preeya Madhoo		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	16/09/2013 – 14/02/14		
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			
Category Management has been through Better for Less.			
NAME OF RECRUITING MANAGER: Preeya Madhoo			

(\* 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.

1. Category Management is a team of 24 staff. Within this structure there are 7 category specialists. 3 of these posts are currently vacant. Category management covers 3 areas, Strategy and Operation support, People and Place. All 3 vacancies are within the People area and the current workload for the people team.

2. There are current capacity challenges within the category management team. Failure to recruit to one of these vacancies will mean the team will be unable to complete the procurements planned for the remainder of the year. The People is a complex area, as this covers procurements for children and adults services. This area

requires complex design of tenders, and must often provide additional support to providers in understanding the expectation for tender documentation, as this is an area that has often had long term contracts or grants provided.

### Budget Issues

Please indicate:

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

1. This post would realise £16245.25, which equates to 7 months vacancy salary cost.
2. There is a need to fill this vacancy. No savings could be found in an additional way.

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

Category Management budget – 4C275 5048-00/000000.

### 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	Accounting Technician	
GRADE AND SALARY RANGE	C2 (points 22-31) £19,621 to £26,276	
POST NUMBER	9272	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1st May 2013	
MANAGER POST REPORTS TO	Phil Watts, Finance 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:	1 <sup>st</sup> August 2013 until PO3 returns from absence	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	JB	
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: Phil Watts		

(\* please delete as appropriate)

### Impact on Service – please include:-

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

The postholder provides regular financial information for budget managers and supports them in monitoring expenditure and controlling their revenue and capital budgets effectively.

In the absence of the Principal Accountant through long term ill health, with no clarity over the likely return to work, the Senior Accountant and Accounting Technician have been asked to act up and consequently created a temporary vacancy at Accounting Technician level. The team is small and the protracted absence of one member of

the team, means that a significant group of budget managers would not receive the support they need.

**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.

If this appointment is not made the Council will save around £16,000 between January and March 2012, but the costs are dependent upon how long the PO3 is absent. Also it should be acknowledged that from October they would move to half pay anyway, mitigating the costs of the back-fill arrangements.

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

Council's general fund revenue budget.

**Comments from Portfolio Holder**

Effective control of budgets is essential and I therefore support the filling of this post.

*Cllr Mike O'Brien*

Effective budgetary control is a key imperative for the organisation. This post provides essential support to managers in the Children's and Adult Services directorate in producing and understanding expenditure and budget information. I am convinced by the officers that a significant deterioration in the service would result from not filling this post and that this presents an unacceptable risk to financial control. On this basis I support filling the post.

*Cllr Alan Jarrett*

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](mailto: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	RCC	
SECTION	Economic Development & Social Regeneration (ED&SR)	
POST TITLE	European Project Officer	
GRADE AND SALARY RANGE	B1 (SP 27-36) £22958-£30011	
POST NUMBER	TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A – New post	
MANAGER POST REPORTS TO	Neighbourhood Improvement Coordinator	
*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:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
THIS POST IS A NEW FIXED TERM POST UNTIL 30.9.2014	YES	
NAME OF RECRUITING MANAGER: Peter Vogel		

(\* 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.

Within the Economic Development & Social Regeneration Service there are a number of EU funded projects, including the Inspirer and the Agir projects. The main aim of the INSPIRER project is to “improve the quality of life” for residents in some of Medway’s most disadvantaged neighbourhoods by undertaking improvements to the physical environment. These improvements include housing renovation, community clean up programmes, community gardens, green space enhancements and action to promote and increase uptake of recycling. This project began in September 2010 and was due to end in June 2013 but is now to be extended until the end of September 2014. The project budget at the outset was approx 5.4 million euros, making it one of Medway’s bigger European project ventures.

The main aim of the AGIR project is to undertake social regeneration outreach work

with disadvantaged communities in Medway and in the partner city of Amiens to strengthen the ability for those communities to have equal access to local services. The outreach work will include advice and support related to financial debt, skills training, personal development, health and housing issues. The focus of the project is on ensuring all communities are able to equally access local services and the benefits of regeneration.

In addition, on 3<sup>rd</sup> July, Medway Council received confirmation of the success of a bid for EU funds under a new “cluster” project initiative to assist colleagues in Waste Services to strengthen recycling, minimising food waste, whilst also working with the Public Health team to promote healthy eating.

This project includes arranging a major promotional event to be held in Medway, targeting residents from Medway, as well as France, Belgium and the Netherlands. The European Project Officer will also play a key role in co-ordinating arrangements for this event.

Medway Council is lead partner for the delivery of both the AGIR project and also the INSPIRER project and therefore it is responsible for its overall delivery. The European Project Officer will therefore carry out a whole host of day to day project management and administration tasks both at local and cross-border level in order to ensure that the projects are delivered by all cross-border partners on schedule and on budget.

The Project Officer post holder will ensure that all EU financial, project management and audit regulations are adhered, without which the Council would run the risk of having to pay money back – this is therefore a very important role for both project INSPIRER and project AGIR.

## **Budget Issues**

Please indicate:

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

This appointment will be cost neutral for Medway Council as the post will be fully funded via European Regional Development Fund contributions and partner shared cost contributions within project INSPIRER and project AGIR.

## **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	RCC		
SECTION	Economic Development & Social Regeneration		
POST TITLE	Project Co-ordinator (GREENFIT)		
GRADE AND SALARY RANGE	PO2 £31,753 - £40,741 Per annum		
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:-

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 request to approve recruitment of the European Project Co-ordinator for the GREENFIT project, one of Medway's new Interreg IVA projects.

The costs of the post will be funded out of European Regional Development Fund resources levered in by the project.

The post holder will have the following key responsibilities

- 1) To co-ordinate the delivery of the GREENFIT project and ensure achievement by Medway of target project outputs.
- 2) To ensure all GreenFit cross-border project activities and outputs are delivered on schedule, co-ordinating and facilitating their delivery where required and



maximising opportunities to disseminate these achievements.

- 3) To ensure that the GreenFit project is being implemented correctly in accordance with the EU Financial regulations and in relation to agreed targets with Basingstoke Council - the lead partner for the GREENFIT project – and the Interreg IVA Channel programme secretariat.
- 4) To work closely with colleagues from the Property Team and other services and to act as a lead contact internally and externally for the GreenFit project with local business parks, engaging them to support the delivery of the project aims.

The overall aim of the project is to design, pilot and roll out new sustainable energy initiatives that will improve energy efficiencies at established Business Centres, such as the Innovation Centre Medway, and also at existing Business Parks, such as Gillingham Business Park. This will assist in the reduction of energy revenue costs, improve the efficiency of running business centres and support business competitiveness by reducing costs that are passed on to business tenants.

### **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.

The total employer cost of this post over a 21 month period until end June 2015 will be £76,993

These costs will be paid out of European Regional Development Fund monies secured through project GREENFIT.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	RCC		
SECTION	Economic Development & Social Regeneration		
POST TITLE	Social Regeneration Officer		
GRADE AND SALARY RANGE	B1 £22,958 - £30,011 Per annum		
POST NUMBER	TBA		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Fawad Bhatti		
*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: Fawad Bhatti			

(\* 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 proceed with the recruitment of a Social Regeneration Officer, who will focus on undertaking and enabling community outreach services in association with the EU AGIR project.

This post is co-financed by European Regional Development Fund from the AGIR project and by UK government funds secured in relation to welfare benefits reform.

The post will be a fixed term contract until the end of March 2015, when the AGIR project finishes.

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 EU funds have been secured from the Interreg programme.

The Social Regeneration Officer will focus on:

- I) Working in co-operation 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) Ensuring delivery of community outreach activities associated with the AGIR / Benefits reform initiatives, facilitating greater inclusion of migrants and ethnic minorities around housing, skills / employment and health / early years, working in close partnership with local and cross-border partner organisations.
- III) Building effective partnerships with local partner agencies and employers ensuring Medway Council is implementing project activities on time, attending trans-national project meetings as required, updating partners on Medway's contribution and strengthening joint working with AGIR cross-border partners.
- IV) Act as an effective advocate for migrant and ethnic minority residents, helping them to access outreach advice services around housing, skills, employment and health alongside the broader community.
- V) Working to the Community Inclusion Co-ordinator (Fawad) and assisting him in the delivery of a Benefits reform advice and signposting service to all applicable residents that require it.

### **Budget Issues**

Please indicate:

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

The total employer cost related to this post will amount to £44,919 over an 18 month period.

This will be funded by a combination of the UK government funds related to Benefits Reform transition and European Regional Development Fund from the Interreg IVA AGIR project.

### **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	Regeneration, Community & Culture
SECTION	ED&SR
POST TITLE	WORK Programme Administrator & Receptionist part time 11.5hours
POST NUMBER	9712
GRADE AND SALARY RANGE	GRADE C1; Salary Range including on-cost @ 30% (£21,879 - £28,887) pro rata
POST NUMBER	9712
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL
DATE POST BECAME VACANT	9 <sup>th</sup> Sept 2013
MANAGER POST REPORTS TO	Michelle Penrose

*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 FIXED TERM for existing employees
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	9 <sup>th</sup> September 2013 to 31 March 2014
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A
NAME:	
NAME OF RECRUITING MANAGER: Richard Dawson	

(\* 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.

We require 11.5 hours to replace the above WORK Programme Administrator & Receptionist (p.t.e) who will be leaving this externally funded post to take up a new role within the ED&SR team as Community Centres Development Officer. The current post has already previously received approval from DMT and the Cabinet.

We currently have other existing part-time fixed term staff recruited to the externally

funded WORK Programme Administrator & Receptionist role, equating to an overall full time post, all externally funded.

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 are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need the existing contracts to staff to be extended with immediate effect to retain the experience and quality of service provided by the team on our externally funded contract.

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 June 2011.

Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

These factors above require the need for an approval to the recruitment to the 1 x p.t.e post of WORK Programme Administrator & Receptionist 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 recruitment to the 11.5 hours 1 x p.t.e. 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 p.t.e 11.5 hours 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, 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 actual cost of filling this post:

These post will be a 100% externally funded by DWP income

The cost for the post is based on the approved C1 pay scale grade and are fully paid for by externally obtained income.

Lowest: C1 Grade, SP17 = £16,830 x 1.3 (on-cost rate) = £21,879 pro rata

Highest: C1 Grade, SP26 = £22,221 x 1.3 (on-cost rate) = £28,887 pro rata

New post (Sp17 – 11.5 hours p/t) = £5,230 x 1.3 (on-cost rate) = £6,800/yr

*TOTAL COST for 1 x p.t.e 11.5 hours. = £6,800*

If this post is not approved and not recruited to this will lead to non delivery of the new Subcontract, 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: .....  
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, 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	Regeneration, Community & Culture	
SECTION	Housing & Regeneration Division	
POST TITLE	Head of Regeneration & Economic Development	
GRADE AND SALARY RANGE	Service Manager	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	22 September 2013	
MANAGER POST REPORTS TO	Assistant Director, Housing & Regeneration	
*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? Phase 4		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>This is an important service manager post responsible for 55 staff, net revenue budget of approximately £1.4 million plus income of approximately £1.1 million. It is important to fill the post from September 2013.</p>		
NAME OF RECRUITING MANAGER: Stephen Gaimster		

(\* 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.

<ol style="list-style-type: none"> <li>A proposed new structure is attached.</li> <li>The new Regeneration &amp; Economic Development service needs effective leadership to ensure 55 staff and associated budget is effectively managed. Key priorities within the service include Social Regeneration, Growing Places funding, Rochester Riverside and Chatham centre, Innovation Centre Medway,</li> </ol>
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Employ Medway, Markets, Town Centre Management and EU funded projects.

3. As the regeneration of Rochester Riverside and Chatham are key to the transformation of Medway, it is essential that this service manager post is filled to ensure delivery of these high profile projects.

**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.

Up to £60,652 per annum (plus on costs)

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

**Comments from Portfolio Holder**

Signed: .....  
Leader and Portfolio Holder for Physical Regeneration

Dated: .....

Signed: .....  
Portfolio Holder – Strategic Development & Economic Growth

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....