

## **CABINET**

**29 OCTOBER 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 16 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**

School Support Assistant  
SEN Team Co-ordinator  
Support Services Assistant (Safeguarding)  
Support Services Assistant (Safeguarding)  
Social Worker

#### **Business Support Department**

Head of Service Adult Learning  
Head of Quality  
Employer Liaison Coordinator  
Senior Electoral Services Officer  
MCSC Coordinator  
Electoral Services Manager  
Democratic Services Officer  
Exchequer Officer/Contract Administrator

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

Economic Development Manager

#### **Public Health**

Health Improvement Assistant x2

- 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 and Adults		
SECTION	Schools Commissioning and Traded Services		
POST TITLE	School Support Assistant		
GRADE AND SALARY RANGE	D2 (£15,039 – £19,126 per annum)		
POST NUMBER	10570		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	20 September 2013		
MANAGER POST REPORTS TO	Karen Hall		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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>We will not be able to provide development backup required to maintain the current projects being undertaken. These activities, undertaken by School Challenge and Improvement Team and the Schools Commissioning and Traded Service Team are a high priority in ensuring improvement in standards in Medway.</p>			
NAME OF RECRUITING MANAGER: Karen Hall			

(\* 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 is only 1 FTE D2 post in the team, this is the post that will become vacant on 20 September.

Project development backup for School Challenge and Improvement team and Schools' Commissioning and Traded Services Team will be severely curtailed which will impact on their ability to improve standards in Medway.

### **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.

1.6 months @ £1235.25 - £7519.50  
6 months on service costs @ 27% = £2030.28  
Total costs = £9549.78

2. Direct client liaison around specific projects. Team restructured last year under BfL2 to make sure the team is fit for purpose and meet the needs of the service.

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

SCTS23861 – Part funded income target across team.

### **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	Special Educational Needs		
POST TITLE	SEN Team Co-ordinator		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126 per annum)		
POST NUMBER	6755		
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	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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
<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>Not filling this post would have a detrimental effect on delivery of statutory/ front line services.</p>			
NAME OF RECRUITING MANAGER: Genny Cherriman			

(\* 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>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 primary and secondary transfer, year R admissions for pupils with SEN, and with the raising</p>
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participation age which came into effect in 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: 22.2 hours and 14.8 hours per week respectively).

It is proposed that the 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 member of staff remaining in post works 22.2 hours per week.

Permission is sought to seek a replacement to cover the remaining 14.8 hours.

The SEN Team Co-ordinator role is embedded into the working practice of the department and carries expertise that ensures that SEN Officer, SEN Managers and Deputy SEN Managers 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 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 and schools. Responsibility for arranging and Co-ordinating SEN Training days for Medway schools 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 Webreq systems, 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 31<sup>st</sup> March 2014.
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 4 October 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: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....



## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Safeguarding		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126 per annum)		
POST NUMBER	0969		
LOCATION	Woodlands Place		
DATE POST BECAME VACANT	22/11/13		
MANAGER POST REPORTS TO	Amber Dyson		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Better for less has been put on hold due to an upcoming restructure within Children's Services.			
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: Amber Dyson			

(\* 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 for a Support Services Assistant within the Medway Safeguarding Team (soon to be Children Protection and Proceedings Service). The SSA Team currently supports one Service Manager, two Group Managers, 6 Senior Practitioners and approximately 40 Social and Family Workers. Within the upcoming restructure 1.5 FTE administrative staff will support a Social Work Manager, two Senior Social Workers, 4 Social Workers and 2 Family Workers.

At full capacity we have 7.5 FTE and will shortly have 5.5 FTE due to retirement and maternity leave. This leaves 2 full time posts to recruit to (please see separate form RE Maternity Leave). This post holder will be permanent to replace a post holder who officially retires on 22/11/2013.

A lack of administrative staff would have negative impact on the Improvement Plan, which has been implemented due to the results of the latest Ofsted inspection. Without sufficient administrative staff, front line staff will be under added pressure to complete their own admin tasks, resulting in less time being spent with vulnerable children and their families.

In this period of change for Children's Services it would be unsettling to appoint a series of temps to cover this post, thus both Social Work and administrative staff would benefit from the presence of a stable, long term member. The changes taking place within the service, for example the implementation of Frameworki and paperless working, has temporarily increased staff workload, meaning that the SSA team cannot afford the time to train numerous staff members without compromising the standard of the work they already undertake. This would of course impact upon the service that they are able to provide to the public who rely on the SSA team to relay messages, arrange meetings and send out important documentation.

Although less than ideal, I intend to use temporary cover until I can recruit permanently to the post.

### **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.

Savings from Nov 13 to March 14 = £8144.48

This most cost effective way to fill this post would be to recruit a permanent employee, the alternative would be to recruit agency staff as the work needs to be covered.

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

Council's General Fund.

### **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	Safeguarding		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126 per annum)		
POST NUMBER	0939		
LOCATION	Woodlands Place		
DATE POST BECAME VACANT	30/10/2013		
MANAGER POST REPORTS TO	Amber Dyson		
*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:	Oct 2013 – Oct 2014		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	V.S		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Better for less has been put on hold due to an upcoming restructure within Children's Services.			
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: Amber Dyson			

(\* 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 for a Support Services Assistant within the Medway Safeguarding Team (soon to be Child Protection and Proceedings Service). The SSA team currently supports one Service Manager, two Group Managers, 6 Senior Practitioners and approximately 40 Social and Family Workers. Within the upcoming restructure 1.5 FTE administrative staff will support a Social Work Manager, two Senior Social Workers, 4 Social Workers and 2 Family Workers.

At full capacity we have 7.5 FTE and will shortly have 5.5 FTE due to retirement and

maternity leave. This leaves 2 full time posts to recruit to (please see separate form re retirement). This post will be fixed term until October 2014 to cover maternity leave for the current post holder.

A lack of administrative staff would have negative impact on the Improvement Plan, which has been implemented due to the results of the latest OFSTED inspection. Without sufficient administrative staff, front line staff will be under added pressure to complete their own admin tasks, resulting in less time being spent with vulnerable children and their families.

In this period of change for Children's Services it would be unsettling to appoint a series of temps to cover this post, thus both Social Work and administrative staff would benefit from the presence of a stable, long term member. The changes taking place within the service, for example the implementation of Frameworki and paperless working, has temporarily increased staff workload, meaning that the SSA team cannot afford the time to train numerous staff members without compromising the standard of the work they already undertake. This would of course impact upon the service that they are able to provide to the public who rely on the SSA team to relay messages, arrange meetings and send out important documentation.

### **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.

Savings from Oct 13 to March 14 = £9000

Recruiting to this post under a fixed term contract would be the most cost effective means of covering the workload during maternity leave.

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

Council's general fund.

### **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	Children's Social Care	
POST TITLE	Safeguarding Social Worker – Cookham Wood YOI	
GRADE AND SALARY RANGE	PO1 (£27,849 - £36,313 per annum)	
POST NUMBER	9962	
LOCATION	Cookham Wood YOI	
DATE POST BECAME VACANT	29.11.12	
MANAGER POST REPORTS TO	Phil Watson, Assistant Director	
*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:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p>		
NAME OF RECRUITING MANAGER:		

(\* 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 social work post is based within Cookham Wood Young Offenders' Institute, and line managed by the Operational Safeguarding lead for Children's Social Care. It is the only Social Work post at this grade in the YOI Safeguarding service. This post was created with central funding from the Youth Justice Board to support and enhance quality assurance arrangements within YOIs such as Cookham Wood, to ensure that good safeguarding practice is intrinsic within all service development, policies and procedures and staff training programmes.

The post has been created to contribute to the YOI Fulfilling its statutory safeguarding duties towards young people effectively, whilst responsible for managing a caseload, within a framework of appropriate supervision.

The post holder is responsible for completing assessments, developing plans and undertaking direct work with young people, and providing targeted support, information, advice and counselling to young people who are looked after or have left care, are designated as children in need under section 17 Children's Act 1989, are vulnerable or who have complex needs.

The post is key to developing and enhancing the quality of existing safeguarding services within the prison to a group of very vulnerable young people; assuring their safety and welfare whilst in custody; improving potential outcomes for young people in terms of their future life chances on release, and providing support to the YOI staff and senior management team in respect of key areas of safeguarding practice within the establishment to support continuous improvement.

**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:**

The post is fully funded by a Youth Justice Board Grant and funding has been approved indefinitely. The post sits within the CT55P budget, and all costs related to the post are recharged to the YOI.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....



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DIRECTORATE	Business Support Department	
SECTION	Adult Education	
POST TITLE	Head of Service Adult Learning	
GRADE AND SALARY RANGE	Service Manager £39,015 - £56,007 + £4,633 special allowance per annum	
POST NUMBER	9257	
LOCATION	Rochester	
DATE POST BECAME VACANT	4 April 2013	
MANAGER POST REPORTS TO	AD Organisational Services	
*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:		
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		
NAME OF RECRUITING MANAGER: Tricia Palmer		

(\* 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.

As head of service there are no other posts of the same type within the service.

Since the last post holder left on 4 April 2013, the post has been covered on an interim basis, which ended on 13 October 2013. The service was subject to an unsatisfactory OFSTED inspection early this year, and the interim manager has been working extremely hard with the service to improve standards and give a more focused approach to adult learning. Following the review meeting early October 2013, OFSTED have found that the service has made significant improvements. Failure to

recruit to the head of service on a permanent basis could undermine the stability of the service and ultimately affect services to the public.

**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:**

This is a self funded posts from grant income and fees.

**Comments from Portfolio Holder**

This post is crucial to the service and needed urgently!

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Business Support Department	
SECTION	Adult Education	
POST TITLE	Head of Quality	
GRADE AND SALARY RANGE	PO2 (£31,754 – £40,741 per annum)	
POST NUMBER	3344	
LOCATION	Medway	
DATE POST BECAME VACANT	31.10.2013 (current secondee returning to substantive post)	
MANAGER POST REPORTS TO	Head of Service (Medway Adult Learning)	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y	(if required)
*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)	S L	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 4		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
This post is vital to ensure that the improvement journey for OFSTED continues.		
NAME OF RECRUITING MANAGER: Tricia Palmer		

(\* 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>This post is vital to ensure that the improvement journey for OFSTED continues, it is responsible for leading on the quality aspects of teaching and learning, performance management and ensuring the SFA funding requirements are met. It is currently filled by a secondee from Thurrock, who will be returning to his substantive post at the end of the month.</p>
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**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:**

Grant income and fees.

**Comments from Portfolio Holder**

This is an essential post to maintain our grant income and OFSTED profile.

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	Medway Adult Community Learning Service (MACLS)		
POST TITLE	Employer Liaison Coordinator		
GRADE AND SALARY RANGE	TBC		
POST NUMBER	TBC		
LOCATION	Rochester Centre		
DATE POST BECAME VACANT	New post under the ESF workforce project		
MANAGER POST REPORTS TO	Dan Mace		
*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:	November 2013 until November 2014 (12 month contract)		
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: Hanife Dacosta			

(\* 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 need to recruit under the ESF project an Employer Liaison Coordinator to raise awareness to the local employers/businesses, regarding FREE training that is available under the project. Look at where the training skills gaps are plan and deliver a range of courses that meet the local employers/employee needs. If we are unable to fill this post we will not be able to reach the allocated target that have been set and this will have a huge impact on the success of the overall project. With our current staffing we do not have the capacity to fulfil the tasks required. By employing the Employer Liaison Coordinator this will also open up opportunities of working closely with the Regeneration Team at the Council and sharing information with other departments as to what exactly local business are requiring, offer further support to businesses and progression routes.

## 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:

ESF Funding under the Workforce Programme. (not funded by the SFA)

## 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	Business Support		
SECTION	Electoral Services		
POST TITLE	Senior Electoral Services Officer		
GRADE AND SALARY RANGE	C2 £24,649-£33,274 per annum (incl on-costs)		
POST NUMBER	0090		
LOCATION	Gun wharf		
DATE POST BECAME VACANT	15 November 2013		
MANAGER POST REPORTS TO	Electoral Services Manager		
*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:	NA		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Delayed 3b			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
<p>The Electoral Services team have a busy work plan for the next 2 years: the conduct of the annual canvass started on 1 October and will continue until February 2014; this postholder is responsible for the on-going supervision and training of the personal canvassers that are vital for improving the scope and accuracy of the register as well as day to day supervision of the team of staff processing the thousands of forms received in the period; from November onwards, preparations for the elections for the European Parliament on 22 May 2014 will need to start; routine work on rolling registration and maintenance of postal vote records will need to continue through much of this period and volumes are increasing. The team are also legally obliged to complete a review of polling districts and polling places before May 2014. It is essential that the team is suitably trained and robust in order to prepare for the Local and General Elections on 7 May 2015 which will be the most challenging election combination conducted by Medway.</p>			
NAME OF RECRUITING MANAGER: Jane Ringham			

(\* 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 Electoral Services team comprises 4 full-time posts: 1 x Head of Elections and Member Services for whom electoral registration duties represent about 50% of their work, 1 x Electoral Services Manager, 1 x Senior Electoral Services Officer and the Electoral Services Officer. This latter post has also recently become vacant and approval was given to appoint to the post on a temporary basis to June 2014. Two part-time posts of Electoral Services Officer have been held vacant for a number of years to contribute towards required savings.

The work plan for the team has been set out above. With such a small team, the loss of one post has a significant impact on the ability of the remaining team to cover all the work required. With a temporary member of staff filling the ESO post it is not sustainable to fill the more senior post of SESO with a temporary member of staff because experience in electoral administration is required and it is unlikely to attract suitably experienced staff if advertised on a temporary basis. It is also important that the staffing situation is suitably robust in order to start preparations for the planning and conduct of the Local and General elections on 7 May 2015.

If preparations for the introduction of IER are not completed to the dates and standards required by the Cabinet Office, there are risks to the reputation of the Council.

If the preparations for and conduct of the annual canvass are not completed, canvassers will not be adequately supervised and trained to carry out the delivery and door-knocking stages which will have an impact on the scope and accuracy of the register, particularly in low-response areas, resulting in a lower response rate.

If applications to register through the monthly additions process are not processed according to the monthly statutory dates, electors will find their registrations delayed, affecting credit checks amongst other things.

A polling district and polling place review is required by law to be held every 5 years. The purpose of the review is to consider the arrangements for polling districts and polling stations, with a view to improving the facilities for voters. It is important these arrangements are finalised well in advance of the European Parliamentary elections in May 2014.

The Electoral Commission produced a report on establishing electoral services teams and their benchmark for Medway is a team of 4.75 in addition to a manager. The Elections Team is currently staffed at a level of 3 full-time members of staff and a manager. If the SESO post is not filled, the team will be reduced to 2 experienced staff plus a manager.

## **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.



If this post remained vacant for the remainder of the financial year or was not covered by temporary cover, savings of approximately £8200 might be achieved. There are no alternative ways of providing the service.

**Please specify the funding source for this post:** revenue budget provision

**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 Services		
SECTION	Medway College of Social Care		
POST TITLE	MCSC Coordinator		
GRADE AND SALARY RANGE	Indicative C1, £16,830 - £22,221 per annum		
POST NUMBER	6696		
LOCATION	1283 (Rochester Community Hub)		
DATE POST BECAME VACANT	07/10/2013		
MANAGER POST REPORTS TO	Collette Lambert		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 year		
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			
NAME OF RECRUITING MANAGER: Angela Rowe			

(\* 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 Medway College of Social Care sits within MACLS providing social care training to the P&V sector within Medway. It currently has one full time staff member reporting to the Head of Business Development at MACLS. The co-ordinator post was originally filled but the staff member left of maternity leave and will not be returning to work. Her post became vacant in December 2013.

MCSC has increased its contribution to the income generated into MACLS by offering a larger range of courses and working on bespoke training for various organisations including Medway Council's Self Directed Support team and Adult Social Care. Capacity for one remaining staff member is a serious issue and in order to continue with business development opportunities, which will result in external funding into the organisation, we urgently need a resource for support. We have projected an additional income of £74k.

Our work with Personal Assistants from the Self Directed Support team means direct contact with the public who care for our most vulnerable adults. This work over stretches the current resource and will only increase as the sector grows larger.

## 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 realisable saving would only amount to the salary costs saved but will result in loss of income due to capacity issues.

Savings would not be achieved in any other way. There is currently only one other staff member dealing with the work of MCSC. There is no cross working with other departments within MACLS.

If the post remained vacant this would cost no more than approximately £9258 (plus oncosts) if the new employee was to start at the beginning of November.

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

Medway Council general fund

## 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	Electoral Services	
POST TITLE	Electoral Services Manager	
GRADE AND SALARY RANGE	PO1 (£35,312 - £46,281 per annum) (incl on-costs)	
POST NUMBER	3992	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	22 December 2013	
MANAGER POST REPORTS TO	Head of Elections & Member Services	
*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:	NA	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Delayed 3B		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p>The Electoral Services team have a busy work plan for the next 2 years and is concurrently seeking approval to fill the post of Senior Electoral Services Officer that will become vacant with effect 15 November: the conduct of the annual canvass started on 1 October and will continue until February 2014; this postholder, as well as being the Deputy to the Head of Elections and Member Services, is responsible for the overall co-ordination and management of the annual canvass including the matching of records against other data sources that are vital for improving the scope and accuracy of the register as well as oversight of the processing of thousands of forms received in the period; from November onwards, preparations for the elections for the European Parliament on 22 May 2014 will need to start and this postholder is particularly responsible for the co-ordination of the postal vote processes; routine work on rolling registration and maintenance of postal vote records will need to continue through much of this period and volumes are increasing. The team are also legally obliged to complete a review of polling districts and polling places before May 2014. The team are also undertaking considerable amounts of work planning for the implementation of Individual Electoral Registration (IER) that will have significant impact on work processes and volumes of forms. It is essential that the team is suitably trained and robust in order to prepare for the Local and General Elections on 7 May 2015 that will be the most challenging election combination conducted by Medway.</p>		

NAME OF RECRUITING MANAGER: Jane Ringham

(\* 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 Electoral Services team comprises of 4 full-time posts: 1 x Head of Elections and Member Services for whom electoral registration duties represent about 50% of their work, 1 x Electoral Services Manager, 1 x Senior Electoral Services Officer (SESO) and the Electoral Services Officer (ESO). The ESO post has also recently become vacant and approval was given in July to appoint to the post on a temporary basis to June 2014. The post of SESO will become vacant with effect 15 November and approval is being sought concurrently to fill that post on a permanent basis. Two part-time posts of Electoral Services Officer have been held vacant for a number of years to contribute towards required savings.

The work plan for the team has been set out above. The loss of another senior post means there is only one temporary member of staff in the team, in addition to the Head of Service that obviously has a significant impact on the ability to cover all the work required. It is not feasible to fill this ESM post with a temporary member of staff because experience in electoral administration is required and it is unlikely to attract suitably experienced staff if advertised on a temporary basis. It is also important that the staffing situation is suitably robust in order to start preparations for the planning and conduct of the Local and General Elections on 7 May 2015.

If preparations for the introduction of IER are not completed to the dates and standards required by the Cabinet Office, there are risks to the reputation of the Council.

If the preparations for and conduct of the annual canvass are not completed, canvassers will not be adequately supervised and trained to carry out the door-knocking stages which will have an impact on the scope and accuracy of the register, particularly in low-response areas, resulting in a lower response rate.

If applications to register through the monthly additions process are not processed according to the monthly statutory dates, electors will find their registrations delayed, affecting credit checks amongst other things.

A polling district and polling place review is required by law to be held every 5 years. The purpose of the review is to consider the arrangements for polling districts and polling stations, with a view to improving the facilities for voters. It is important these arrangements are finalised well in advance of the European Parliamentary elections in May 2014.

The Electoral Commission produced a report on establishing electoral services teams and their benchmark for Medway is a team of 4.75 in addition to a manager. The Elections Team is currently staffed at a level of 3 full-time members of staff and a

manager. If the ESM post is not filled, the team will be reduced to 2 staff plus a manager (assuming approval is given to fill the SESO).

### Budget Issues

Please indicate:

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

If this post remained vacant for the remainder of the financial year or was not covered by temporary cover, savings of approximately £9083 might be achieved. There are no alternative ways of providing the service.

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

Revenue Budget Provision

### 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	Democratic Services	
POST TITLE	Democratic Services Officer	
GRADE AND SALARY RANGE	PO2 (£31 754 – £40 741 per annum)	
POST NUMBER	3865	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	16 December 2013	
MANAGER POST REPORTS TO	Head of Democratic Services	
*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 3		
<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>The work of this post holder relates to the statutory functions of the Council. Following a reduction of 2.5 posts in Democratic Services and Members Services it was necessary, with effect from 2011/12, to reduce member level activity commensurately with a reduction in the number and frequency of Council, Cabinet and Overview and Scrutiny Committees. This new vacancy will require the remaining five Democratic Services Officers to cover meetings of the RCC Overview and Scrutiny Committee, associated Task Groups, the Licensing and Safety Committee, its Sub Committees and all Licensing Hearing Panels, some school admission appeals as well as management of the Council's scheme for handling petitions. Should the vacancy extend beyond a few weeks this will be unsustainable without a further reduction in member level activity. This could be done by ceasing support for all non-statutory meetings (eg Scrutiny Task Groups) and further reducing the frequency of other meetings.</p>		
NAME OF RECRUITING MANAGER: Julie Keith		

(\* 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 Democratic Services Team consists of the Head of Democratic Services, six Democratic Services Officers and two Democratic Services Support Officers (who also provide members services reporting to the Head of Elections and Members Services). CIPFA benchmarking shows that the Medway Democratic Services Team is smaller and less costly than most in other Unitary Councils.

As outlined above, the work of this team relates to statutory member level decision - making directly connected to the major programmes and functions of the authority. A reduction of capacity equating to 1 FTE represents a requirement for other members of the team to cover a significant number of additional member level meetings, which is unsustainable for more than a few weeks without a commensurate reduction in member level activity. Otherwise there will be a risk that arrangements for meetings and related paperwork will fall short of statutory requirements with consequential risks affecting the quality of decision-making, accessibility of the formal processes of the Council to the public and potentially generating legal challenge and unfavourable publicity. In addition there may be weeks where there are simply too few staff to cover the number of meetings scheduled, given staff annual leave and unplanned absences and the frequency of un-programmed but essential additional meetings.

## Budget Issues

Please indicate:

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

If the post remained vacant until 31 March 2014 the realisable saving would be approximately  
£8 500

There are no alternative options for provision of this service as the post holder is required to be an experienced Democratic Services professional with a detailed knowledge of the law and procedures for local authority meetings and an ability to exercise excellent judgement and a high level of political skills.

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

Budget for Democratic Services

**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	Exchequer Services		
POST TITLE	Exchequer Officer/Contract Administrator		
GRADE AND SALARY RANGE	D2 (Points 12-21)		
POST NUMBER	4066 and 3764		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	30 <sup>th</sup> November 2012		
MANAGER POST REPORTS TO	G Thomas		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? The section was reviewed under BFL Phase Two			
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: G Thomas			

(\* 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.	Staffing Nos
1	PO1 Exchequer Services Supervisor
1.	C1 Debt Officer
1.71	D2 Income Officers (Currently 0.21 Vacant)
5	D2 Contract Administrators (Currently 3 vacant plus 1 filled temporarily)
5.91	D2 Exchequer Officers (1 filled temporarily)
1	E2 Exchequer Assistant (Currently 0.57 Vacant)

2. These posts have been filled with a temporary appointment since January 2013 and to ensure the level of service is maintained a request is to fill the posts permanently. The posts are currently covered with temporary appointments up to 31<sup>st</sup> December 2013

Vacancies not covered by temporary staff total 3.78 fte)

## Budget Issues

Please indicate:

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

£4,250 and £4,667 saving for the respective posts between January and March 2014

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

This is to be met from 4R504(exchequer services budget)

## Comments from Portfolio Holder

Although administrative posts, these are required to ensure monies due to Suppliers are paid promptly. Failure to pay these will ensure cash flow to organisations including local businesses will be impacted on

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 and Culture		
SECTION	Economic Development		
POST TITLE	Economic Development Manager		
GRADE AND SALARY RANGE	PO3 (£36,313 - £45,341 per annum)		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Head of Regeneration and Economic Development		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 4 (postponed)			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
The new post of Head of Regeneration and Economic Development has 8 direct reports including this Economic Development Manager post. It would be unwieldy for the Head of Regeneration and Economic Development post to have more than 8 report and the creation of this Economic Development Manager post will ensure effective operational reporting for the Economic Development section of the Regeneration and Economic Development service.			
NAME OF RECRUITING MANAGER: Stephen Gaimster			

(\* 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.

Impact on service: as above.

**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.

Realisable savings until March 2014: about £5,000 (as the processed Economic Development Manager post replaces an existing post which would be deleted. If the council is going to continue to provide an effectively managed Economic Development Service, this post is key to efficient communication and management of Economic Development staff.

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

Council revenue budget.

**Comments from Portfolio Holder**

This post is key to the continued effective provision of the council's Economic Development service with the new Regeneration and Economic Development service structure.

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Public Health		
SECTION	Business Development		
POST TITLE	Health Improvement Assistant x 2		
GRADE AND SALARY RANGE	D2 (£15,039- £19,126) per annum		
POST NUMBER	10791 & 10810		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	11.10.13 & 18.10.13		
MANAGER POST REPORTS TO	Richard Griffiths		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 4			
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: Richard Griffiths			

(\* 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>Currently 5 Health Improvement Assistants in post. Two of these have handed in their notices resulting in replacements to existing posts being required.</li> <li>Not filling the posts would leave a significant gap in our Health Improvement Advice Centre of two people which would leave just 2.85 FTE to manage the stop smoking, Exercise and Referral &amp; Tipping the Balance referral services. If there were not replacements this would negatively impact the timely booking of patient referrals and administration support, data input and analysis that the team are responsible for. There would also be a negative impact on making</li> </ol>
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timely follow up calls to service users to check the success of their chosen intervention type, providing telephone support, and ensuring correct correspondence is sent to people who access services.

**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.

37 hours per week £16,054. Full time post x 2. Total £32,108.

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

Public Health Budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....