

CABINET

14 JANUARY 2014

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 eight 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: -

Regeneration, Community and Culture

Casual Prison Library Assistant

Processing Assistant – Processing & Income Recovery (Maternity Cover)

Processing Assistant – Processing & Income Recovery

WORK Programme Administrator & Receptionist

WORK Programme – Contract & Partnership Manager

WORK Programme – Employ Medway Centre Manager

WORK Programme Job Broker Advisor x 3.4 FTE

WORK Programme Support Administrator x 0.81 FTE

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

4. Risk Management

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

5. Financial and legal implications

- 5.1 The recruitment freeze was instigated to support the realisation of savings against the background of a forecast of a significant overspending. It remains important to ensure that where possible the drive to pursue savings continues. It is important that no cover is taken on to fill any posts which have not been identified as exceptions or been given Cabinet approval to be filled.

- 5.2 There are no legal implications arising from this report at this stage.

- 5.3 The posts will be filled in accordance with the Council's recruitment policies.

6. Recommendation

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

7. Suggested reason for decision

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

Lead officer contact

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

Background papers:

Cabinet report 10 December 2002

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

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Regeneration, Community & Culture		
SECTION	Libraries and Archives		
POST TITLE	Casual Prison Library Assistant		
GRADE AND SALARY RANGE	D2 £15,039 – £19,126		
POST NUMBER	0568		
LOCATION	Rochester and Cookham Wood Prison Libraries		
DATE POST BECAME VACANT	New casual role		
MANAGER POST REPORTS TO	Megan Silver		
*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)			
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 N/A			
NAME OF RECRUITING MANAGER: Duncan Mead			

(* please delete as appropriate)

Impact on Service – please include:-

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

The post is fully funded externally, at no cost to Medway by the National Offender Management Service.
 Currently Rochester has two Prison Library Assistants and Cookham Wood one. They also share one Librarian, who manages both buildings.
 To cover for leave, sickness, training and any expansion in Library opening hours the prison requests we would like to appoint a casual Prison Library Assistant.
 They would be used only when required and only within the externally funded budget.

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

This post is externally funded by the National Offender Management service

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	Highways & Parking Services		
POST TITLE	Processing Assistant – Processing & Income Recovery (9 month maternity cover)		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	0344		
LOCATION	Annexe B Civic Centre Centre		
DATE POST BECAME VACANT	23 December 2013		
MANAGER POST REPORTS TO			
*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:	23 December 2013 to 29 Sept 2014		
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			
Yes			
NAME OF RECRUITING MANAGER: Rubena Hafizi			

(* 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.

A processing assistant from the Parking team will be leaving in December on maternity leave. Therefore we are requesting to temporarily fill this existing post for nine months in order for the parking processing team to continue to run smoothly and deliver the same service.

Parking currently deal with over 1400 appeals per month and this post is a key role in this process and directly deals with this workflow.

This post is dealing with all types of appeals within the Parking Processing team. To not fill this post will mean appeals will not be responded to within the specified Council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. Parking Services now have two static cameras enforcing bus lane contraventions along with CCTV Enforcement vehicles. The parking team also deal with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on existing team members. This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. In addition to this if this post were not to be covered we would not be in a position to take as many PCN payments over the telephone, which could lead to an influx in complaints.

Approval is sought to temporarily fill this post.

Budget Issues

Please indicate:

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

1. We expect to fill this post at the start of the grade, which is £15,039. Therefore the saving for this post if it remained vacant would be £3,759.

2. None.

Please specify the funding source for this post:

This will be met from existing 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	Regeneration, Community & Culture		
SECTION	Highways & Parking Services		
POST TITLE	Processing Assistant – Processing & Income Recovery (3 days per week)		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	0344		
LOCATION	Annexe B Civic Centre Centre		
DATE POST BECAME VACANT	13 November 2013		
MANAGER POST REPORTS TO			
*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:	13 November 2013 to 29 Sept 2014		
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			
Yes			
NAME OF RECRUITING MANAGER: Rubena Hafizi			

(* 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.

A processing assistant from the Parking team has been successful in applying for a temporary senior post. Therefore we are requesting to temporarily fill this existing post for nine months in order for the parking processing team to continue to run smoothly and deliver the same service.

Parking currently deal with over 1400 appeals per month and this post is a key role in this process and directly deals with this workflow.

This post is dealing with all types of appeals within the Parking Processing team. To not fill this post will mean appeals will not be responded to within the specified Council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. Parking Services now have two static cameras enforcing bus lane contraventions along with CCTV Enforcement vehicles. The parking team also deal with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on existing team members. This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. In addition to this if this post were not to be covered we would not be in a position to take as many PCN payments over the telephone, which could lead to an influx in complaints.

Approval is sought to temporarily fill this post.

Budget Issues

Please indicate:

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

1. We expect to fill this post at the start of the grade, which is £15,039. Therefore the saving for this post if it remained vacant would be £3,759.

2. None.

Please specify the funding source for this post:

This will be met from existing 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	Regeneration, Community & Culture		
SECTION	Regeneration and Economic Development		
POST TITLE	EXTENSION TO CONTRACT PERIOD REQUEST ONLY: WORK Programme Administrator & Receptionist (0.96fte)		
GRADE AND SALARY RANGE	C1; Salary Range including on-cost @ 30% (£21,879 - £28,887) pro rata		
POST NUMBER	9712A		
LOCATION	Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
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 employee
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	JAN 2014 to 31st March 2016		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Removed for this version of the form		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
N/A as confirmed by council cabinet in Phase 4.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
N/A as current staff within role this is simply an extension to contract request with post fully externally funded.			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* 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.

We require extension periods to the above WORK Programme Administrator & Receptionist (.96F.t.e) externally funded post, which has already received previous approval from DMT.

We have existing staff recruited to the externally funded WORK Programme Administrator & Receptionist role on a part-time basis equating to .96FTE post.

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.

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 with approx 40 jobs per month and 25 per month achieving 65 months sustained employment.

These factors above require the need for an approval to the extension of the 1 x 0.96f.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 £120.00. 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 extension to the existing 1 x 0.96f.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 0.96f.t.e post, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non conformance and non performance in relation to services provided to customers and the achievement of job outcomes.

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

Budget Issues

Please indicate:

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

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

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

Details of individual's pay have been removed from this form.

TOTAL COST for 1 x 0.96 p.t.e from Jan 2014 to March 2016 = £51,815

Please specify the funding source for this post:

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

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Regeneration, Community & Culture	
SECTION	Regeneration and Economic Development	
POST TITLE	APPROVAL FOR EXTENSION TO CONTRACT PERIOD: WORK Programme – Contract & Partnership Manager (FULL – TIME)	
GRADE AND SALARY RANGE	PO2; Salary Range including on-cost @ 30% (£41,280 - £52,963)	
POST NUMBER	9711	
LOCATION	Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO	Richard Dawson	
*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 employee	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 Jan 2014 to 31st March 2016	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Removed for this version of the form	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
N/A as confirmed by council cabinet in Phase 4.		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
N/A as current staff within role this is simply an extension to contract request with post fully externally funded.		
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 extension periods to the above WORK Programme Contract & Partnership Manager post that is fully externally funded post, which has already received previous approval from DMT.

We have existing staff recruited to this role.

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.

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 13th June 2011. Currently Employ Medway is performing above contractual targets with approx 40 jobs per month and 25 per month achieving 65 months sustained employment.

These factors above require the need for an approval to the extension of the 1 x f.t.e post of WORK Programme Contract & Partnership Manager to ensure overall delivery of our contract across three sites working with external partner organisations, with this post fully externally funded through Income derived from the WORK programme.

IMPACT on the Service

Specifically in relation to this post of WORK Programme Contract & Partnership Manager, this is completely externally funded by a service level fee contribution from the three partner organisations delivering the new subcontract, alongside Medway Council.

This post is absolutely essential to overseeing the development, delivery and performance and risk management of the WORK programme contract on behalf of Medway Council and managing the performance of our partner organisations in achieving the collective results required.

Without this post the services to the public will cease and the contract will not be performed and Medway council will be liable for non conformance and non performance in relation to policies, procedures, practices being established and maintained across the four delivery centres and of course the performance levels achieved on job outcomes. This role is integral in ensuring that the consortium of partners achieves the performance and service levels expected by those unemployed customers seeking work for which we are serving.

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

FULLY EXTERNALLY FUNDED FROM DWP INCOME RECEIVED and Partner income.

The cost for this Post is based on the approved PO2 pay scale grade and is fully paid for by externally funding from the service fees paid by the partners.

Details of individual's pay have been removed from this form.

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, alongside managing our partners performance delivery.

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	Regeneration and Economic Development		
POST TITLE	APPROVAL FOR EXTENSION TO CONTRACT PERIOD: WORK Programme - Employ Medway Centre Manager		
GRADE AND SALARY RANGE	PO2; Salary Range including on-cost @ 30% (£41,280 - £52,963)		
POST NUMBER	9716		
LOCATION	Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Richard Dawson		
*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 employee		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 Jan 2014 to 31st March 2016		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Removed for this version of the form		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
N/A as confirmed by council cabinet in Phase 4.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
N/A as current staff within role this is simply an extension to contract request with post fully externally funded.			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* 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.

We require extension periods to the above WORK Programme Employ Medway Centre manager post that is fully externally funded post, which has already received previous approval from DMT.

We have existing staff recruited to this role.

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.

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 with approx 40 jobs per month and 25 per month achieving 65 months sustained employment.

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

IMPACT on the Service

Specifically in relation to this post of WORK Programme Employ Medway Centre Manager, this is completely externally funded from the income received from the WORK programme.

This post is absolutely essential to overseeing the operational day to day delivery and management of staff and the building operations at Employ Medway. The post holder will be responsible for co-ordinating the work of the internal operational team including job advisors, administration staff and an apprentice. The role will involve taking the lead on ensuring performance targets are met and being achieved by staff and taking a lead role in developing the links with local partner organisations to ensure support services are provided to the customers served, alongside engaging with employers to support their recruitment needs.

Without this post the operational direct 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 policies, procedures, practices being established and maintained at the Employ Medway delivery centres and of course the performance levels achieved on 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:

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

Please specify the funding source for this post:
FULLY EXTERNALLY FUNDED FROM DWP INCOME RECEIVED.

The cost for this Post is based on the approved PO2 pay scale grade and is fully paid for by externally funding from the service fees paid by the partners.

Details of individual's pay have been removed from this form.

If this post is not extended with approval this will lead to non delivery of the 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:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Regeneration, Community & Culture		
SECTION	Regeneration and Economic Development		
POST TITLE	Extension of Contract periods: 3.4 f.t.e. WORK Programme Job Broker Advisors (EXTERNALLY FUNDED) (until 31st June 2016)		
GRADE AND SALARY RANGE	C2; Salary Range including on-cost @ 30% (£25,507.30 - £34,159)		
POST NUMBER	9713		
LOCATION	Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
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 employee		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 Jan 2014 to 31st March 2016		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Removed for this version of the form		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
N/A as confirmed by council cabinet in Phase 4.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
N/A as current staff within role this is simply an extension to contract request with post fully externally funded.			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* 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.

We require extension periods to the above 3.4 f.t.e externally funded posts, which have already received previous approval from DMT.

We have existing staff recruited to the externally funded WORK Programme (WP) Job Broker Advisors roles.

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.

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 with approx 40 jobs per month and 25 per month achieving 65 months sustained employment.

These factors above require the need for an approval to the extension of the 3.4 posts of Job broker Advisor to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

In relation to the 3.4 posts of WORK Programme Job Broker Advisor, this 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 £120.00. 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 extension to the existing 3.4 f.t.e. posts is absolutely essential to overseeing the operational day to day customer facing and support service in providing essential professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The Job Broker Advisor will be responsible for a caseload of clients from 60-80 customers each for which they will meet with them on a regular 2 weekly basis and have contact by e-mail and telephone, whilst further supporting the individual address their multiple barriers to employment through sourcing relevant support agencies, identifying and sourcing relevant job training and skills development courses and further more support the individual in searching for job opportunities and providing initial support to the individuals while they are in-work

for the first 6 months. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the 3.4 x f.t.e posts, 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.

These roles are 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. If the extension to these posts are not approved 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

Budget Issues

Please indicate:

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

The cost for the post is based on the approved C2 pay scale grade and are fully paid for by externally obtained income.

Details of individual's pay have been removed from this form.

Please specify the funding source for this post:

Please specify the funding source for this post: These post will be a 100% externally funded by DWP income.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Regeneration, Community & Culture		
SECTION	Regeneration and Economic Development		
POST TITLE	Extension of Contract periods: WORK Programme Support Administrator .81 fte 30 Hours (externally funded until 31st June 2016)		
GRADE AND SALARY RANGE	D2 including on-costs @ 30%		
POST NUMBER	9907		
LOCATION	Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
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 employee	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 Jan 2014 to 31st March 2016		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Removed for this version of the form		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
N/A as confirmed by council cabinet in Phase 4.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
N/A as current staff within role this is simply an extension to contract request with post fully externally funded.			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* 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.

We require extension periods to the above WORK Programme Support Administrator (0.81F.t.e) externally funded post, which has already received previous approval from DMT.

We have existing staff recruited to the externally funded WORK Programme Support Administrator role on a full-time basis.

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.

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 with approx 40 jobs per month and 25 per month achieving 65 months sustained employment.

These factors above require the need for an approval to the extension of the 1 x .81 f.t.e post of WORK Programme Support Administrator to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

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

The first being the payment by attachments (starter fees) for each customer served by Employ Medway approx £120.00. 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 extension to the existing 1 x 0.81 f.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 0.81 f.t.e post, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non conformance and non performance in relation to services provided to customers and the achievement of job outcomes.

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

Budget Issues

Please indicate:

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

The cost for this Post is based on salary costs on a D2 Grade @ SP12 with the post being fully paid for by externally funding from the WORK Programme.

Details of individual's pay have been removed from this form.

Please specify the funding source for this post:

EXTERNALLY FUNDED FROM DWP INCOME TO JUNE 2016

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: