

CABINET

11 FEBRUARY 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 23 posts to be considered for approval.

1. Budget and Policy Framework

1.1 It is the responsibility of Cabinet to manage income and expenditure to remain within the budget approved by Council.

2. Background

2.1 At Cabinet on 7 January 2003 Members agreed a process by which directors could request approval to fill posts that are not on the list of exempted posts agreed by Cabinet on 10 December 2002. This process was introduced at a time of high concern about overspending as one measure to assist budgetary control. Members have indicated they wish to retain this direct detailed control of recruitment decisions while budgets remain difficult to manage.

2.2 The posts requiring approval to fill are being presented to this Cabinet with the following information: -

- Details of the post including directorate and section, post title, grade and location.
- Length of time post has been vacant.
- Impact on service if the post is not filled with particular reference to services to the public.
- Numbers of posts of this type within the function.
- Realisable savings including any proposals to provide the service in alternative ways, which could also lead to savings.
- Comments from the relevant portfolio holder.

3. Details of the post requiring approval

- 3.1 The following posts are coming forward for approval the details of which are shown at Appendix 1: -

Business Support Directorate

Application Support Engineer
Business Improvement Assistant
Democratic Services Support Officer x 2
GIS Coordinator
Head of Communications & Marketing
HR Support Officer (Schools)
Integration and Transition Engineer x 2
Lagan Administration Manager
Senior System Administrator
Technical Support Engineer

Children & Adults

Admin Assistant (Temporary)
Action for Families Keyworkers x 5
Prevention Service Practitioner
Resettlement/YOT Officer x2

Regeneration, Community & Culture

Private Sector Housing Enforcement Officer x 2

- 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	Business Support Directorate	
SECTION	ICT	
POST TITLE	Application Support Engineer	
GRADE AND SALARY RANGE	B2 £27,052 – £34,549	
POST NUMBER	8539	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	30/11/13	
MANAGER POST REPORTS TO	Principal Application Support Engineer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>
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 3a		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>This post is essential for delivering all phases of the Better for Less programme. This post will also be required to provide ongoing support for other software applications within the Council's portfolio. There are currently over 200 applications requiring ongoing support, and there is a reliance on individuals with specific knowledge and skills in the team, with no capacity to train others in the required support needs of the variety of applications. This therefore provides a single point of failure for the service. The post holder will be also responsible for ensuring software upgrades are applied as required by the service and the supplier to ensure ongoing maintenance provision for third party products.</p>		
NAME OF RECRUITING MANAGER: Stephen Pantling		

(* please delete as appropriate)

Impact on Service – please include:-

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

1) There are currently only 6 application support engineers within the team, and so it is already a small team, supporting over 200 applications, many of which are business critical. The 'Better for Less' programme is also introducing additional software applications, complex integrations and mobile working, all of which require technical support of a specialist nature.

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

The current workload and knowledge required across the Council's application portfolio and associated technologies is too great for the six engineers currently in 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) £12385. However, if this recruitment is approved, it should be noted that the approval and recruitment process will not be completed in time to recruit to this vacancy by the 1st January 2014, and so savings of £4954 will be achieved.

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

Please specify the funding source for this post:

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

Comments from Portfolio Holder

To be recruited to after 1/4/14

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Business Support Directorate	
SECTION	Customer Contact	
POST TITLE	Business Improvement Assistant	
GRADE AND SALARY RANGE	D2 £15,039 – £19,126	
POST NUMBER	New Post	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New Post	
MANAGER POST REPORTS TO	Senior Systems Administrator	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? All Phases		
<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 Better for Less transformation programme has developed a corporate administration and customer contact service delivery model and this has resulted in the implementation of two key strategic ICT systems essential for supporting this model of service delivery – Lagan and IDOX. However, when these systems were implemented, the model for on-going support was not established as the use of these systems was limited and any development required included within the better for Less programme. However, now that we are moving to a 'business as usual' state, it is important that these two major systems are underpinned by the appropriate resources to ensure that they are managed in line with other strategic systems.</p> <p>At the Better for Less Transformation Board on 13th November 2013, the Board approved the formation and funding of a small system team for the on-going support of Lagan, the Council's Customer Relationship Management (CRM) system, to be established. This is a business critical system and is used corporately, but the key service owner is the Customer Contact service, and so it was agreed that this team would be managed by Customer Contact.</p> <p>It was agreed that there were two roles for this team – one to lead on the management of the administration service for Lagan, and the other role to provide administrative functions and support for the system.</p> <p>This paper addresses the Lagan Business Improvement Assistant role.</p>		

NAME OF RECRUITING MANAGER: Angela Ashton

(* please delete as appropriate)

Impact on Service – please include:-

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

There is currently no system administration support for Lagan, which is a key business critical system.

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) There are no realisable savings, as this post does not currently exist. However, there is a vacant Business Improvement team Officer role currently at C2 grade, and the funding from this role will be used to subsidise the salary for the Business Improvement Assistant.

2) Alternative options have been considered for the provision of the duties required by this post. All system owners of existing support teams were consulted to determine whether there was any space capacity within these teams to deliver this service, but there was none. This is also a role requiring some knowledge of the Lagan product, and there is no-one else providing this role currently.

Please specify the funding source for this post:

Funding source to be identified by Mick Hayward, Chief Finance officer, on instruction from the Better for Less transformation board.

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 Directorate		
SECTION	Democratic Services		
POST TITLE	Democratic Services Support Officers (DSSO) x 2		
GRADE AND SALARY RANGE	C1 £16,830 – £22,221		
POST NUMBER	0114		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	31 March 2014		
MANAGER POST REPORTS TO	Head of Democratic Services/Head of Elections and Members Services		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>	<input type="checkbox"/>
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? Not applicable			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Not applicable			
NAME OF RECRUITING MANAGER: Julie Keith and Jane Ringham			

(* please delete as appropriate)

Impact on Service – please include:-

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

There are two experienced, long serving officers providing support within the Democratic Services Team and delivering Member's Services. One of these post holders has decided to retire on 31 March 2014 and the other has decided to resign for personal reasons, with effect from the same date. Given the specialist knowledge

and experience of these two post holders this creates an urgent need for succession planning.

Benchmarking has shown that the Democratic Services Team and the Members Support function in Medway are lean compared to other Unitary Councils. There has been a year on year requirement to make budget reductions and as a consequence the two DSSOs are currently performing duties previously undertaken by four full time posts. This has only been made possible by the introduction of efficiencies such as the installation of modern.gov, the integrated committee management system for which the DSSOs are the systems administrators.

Given the loss of two full time Democratic Services Officers as a consequence of budget reductions it would be impossible for the Head of Democratic Services and the Democratic Services Team to absorb the work of the DSSOs or function without the day to day support provided by them. Without these posts there would be no support at all for Members of the Council.

These posts will take on a particular significance in the run-up to the 2015 Parliamentary and Local Elections, and in the immediate aftermath, when there will be a massive volume of work involved in planning for, and setting up, the new Council, supporting new members whilst maintaining service standards for other work such as the main tranche of school admission appeals.

These post holders work in a political and sensitive environment with a wide range of responsibilities including the following statutory and essential functions of the Council, all of which require the daily application of specialist knowledge and sound judgement:

Modern.gov – systems administration to ensure that agendas and minutes are published in line with statutory requirements, that member's details and the register of interests are accurate and up to date and that petitions are handled in accordance with provisions in the Constitution.

Day to day responsibility for web publishing – with frequently urgent deadlines for updates to the Democratic Services and Member's web pages

Maintenance and updating of the Council's Constitution

The Council's weekly meetings schedule and all room bookings and catering for formal member level meetings

School Admission appeals and Exclusion Reviews – setting these up in compliance with statutory timescales and handling confidential correspondence with parents and other parties involved.

Arrangements for the Annual Council meeting and follow-up action including administration of the Council's representation on outside bodies throughout the year

Overview and Scrutiny – support for in depth reviews including setting up meetings and inviting/briefing expert witnesses all of which would otherwise fall to Democratic Services Officers

Production of the Councils Year Book

Processing of members allowances each month and administering changes to the

scheme and allowances payable to individual Councillors together with support to the Head of Elections and Members Services in administration of the Independent Remuneration Panel, another statutory body.

Member correspondence, stationery and general enquiries

Organisation of member development sessions and support for the Head of Elections and Members Services in servicing the Member Development Advisory Group

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:

Democratic Services staffing budget

These posts will become vacant on 31 March 2014 so there will be no realisable savings in 2013/14.

It is considered there are no viable alternative ways of providing the service given the specialist knowledge and skills required.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Business Support Directorate		
SECTION	Communications, Performance and Partnerships		
POST TITLE	GIS Coordinator		
GRADE AND SALARY RANGE	B2 £27,052 - £34,549		
POST NUMBER	3971		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	15 January 2014		
MANAGER POST REPORTS TO	Corporate Intelligence Analyst		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Phase 2			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: David Holloway			

(* 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 Corporate Performance and Intelligence (CPI) hub is responsible for managing the Corporate GIS service and systems. The team administers all geographic information, including all Ordnance Survey map data for the council and the local land and property gazetteer (LLPG). The GIS function of the CPI hub consists of 2.6 FTE. The GIS Co-ordinator post is 1 FTE, which will be vacant from 15 January 2014.

Geographical Information Systems (GIS) is much more than just creating a map; it is a means of capturing, managing, analysing and displaying data that has a geographic element. With it being estimated that 80% of information has a geographic element to it, much of the data the Council collects, links to and uses to make decisions can be harnessed within a GIS. By utilising this data within a GIS we can combine different data sources to better understand an area, the people within it, reasons for demand in services and from this shape our services to best meet our customer's needs

The GIS Co-ordinator is vital in providing a cohesive and well-managed GIS service, managing the data and relationships with different teams around the council. The post being vacant will have an impact on the capacity to support teams around the council with evidence-based decision-making, designing and managing services and infrastructures, achieving and enforcing regulatory compliance, describing and monitoring changes in local conditions, and improving understanding of and meeting customer need.

The vacant GIS Co-ordinator post will mean that there will be limited progress in key projects which will help improve and enable change in the way services are offered. Examples include: -

- Maintaining links to business critical systems – the GIS Co-ordinator is responsible for ensuring the links to business critical systems such as Lagan, M3, Framework-i are maintained. The GIS Co-ordinator post is responsible for maintaining and problem solving issues as they arise. The post remaining vacant will expose the council to increased possibility of a failure of a link to one of these key system links which would pose both financial and reputation risks for the Council.

- Channel Shift - Channel shift as an approach will be taken forward as the strategy for Medway.gov.uk from now on. The eForm work relies heavily on the LLPG for address lookup so there is a need for the data to be as up to date as possible to avoid issues for the customers. We will also be implementing new developments going forward utilising GIS mapping such as replacing Bing Maps with GISMO. The current Bing contract costs the authority £4,000 per year so this would make a saving for the Council if this contract could be cancelled. GIS provides the context to queries in the form of mapped information; as such it is a key route for customers to self serve by finding information about their local area through the web e.g. Medway Map Service or providing mapping to new applications that enable self service e.g. Lagan Mobile. Without a GIS Co-ordinator in post there is an increased risk that:-

- applications could breach agreements with the Ordnance Survey for use of their data,
- there may be unnecessary spend on applications which could be delivered through existing GIS solutions, and
- there will not be the capacity to effectively support the use and ongoing development of the GIS elements of systems.
- Ultimately if customers cannot easily access location information or report issues then channel shift will be limited.

- Streamlining web services – Currently the find my nearest service is provided at

additional cost to the current GIS service, there is an opportunity to utilise the Medway Map Service (web GIS) to deliver this service. The GIS Co-ordinator is key to the development and implementation of this change; with the post vacant there will not be the opportunity to start making savings through the simplification and streamlining of information on the Medway Council website.

- Agile Working – There are increasing possibilities to streamline access to mapping for employees and contractors who are not desk based. Enabling Mobile GIS will simplify access to consistent and up to date GIS information, as well as the possibility to edit data in real time onsite. This will enable teams such as Greenspaces to access accurate mapping in the field and increase efficiencies in current working practices. The lack of a GIS Co-ordinator will mean that the technical capability to test and deliver a comprehensive system that complements our existing GIS will be severely limited, as will the opportunity to make access to mapping data more agile and responsive.
- Integration with systems – The GIS Co-ordinator role is important in liaising with teams throughout the council to identify opportunities to share datasets. For example linking the LLPG to systems that use addresses will improve the quality of information available and can save significant amounts of time for individual departments in not having to create new addresses, estimates put this at 11.1 working days (based on input time of 3 minutes per address and 1600 new addresses). The lack of a GIS Co-ordinator will mean that the capacity of the team is reduced to a point where only the minimum development and integration of GIS tools and datasets can happen. This increases the risk of inaccurate geospatial data being used to resolve queries and limited resources not being focused in the areas of greatest priority.
- Management of datasets – The way we look after our data is fundamental to the authority in order to recognise the full benefits that can be gained from it. The GIS Co-ordinator is responsible for the overall management of geospatial data; ensuring that the data is stored effectively and efficiently and is in the correct format in order that all users can access it across multiple different formats. This is increasingly important as initiatives such as INSPIRE place obligations on local authorities to publish some of their data according to given standards. The GIS Co-ordinator will be key in delivering compliance against a EU technical framework to facilitate the access and sharing of spatial data to assist environmental policy-making.

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.

There are no savings to be accrued for not starting the recruitment process for this post as it could not be recruited and filled before 1 April 2014

Please specify the funding source for this post:

Corporate Performance and Intelligence Budget

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Business Support Directorate		
SECTION	Communications, Performance and Partnerships		
POST TITLE	Head of Communications and Marketing		
GRADE AND SALARY RANGE	Service Manager £39,015 - £56,007 + £4,633 special allowance		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	21/4/14		
MANAGER POST REPORTS TO	Stephanie Goad		
*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:	This is a request to fill on temporary basis through internal recruitment until 31/3/15		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	To be confirmed through recruitment		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Communications and marketing team were in phase 2 in BfL. The service itself was restructured last year.			
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: Stephanie Goad			

(* please delete as appropriate)

Impact on Service – please include:-

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

This post needs to be filled to manage the communications and marketing team at Medway and to contribute to the management of communications partnership with East Sussex which is due to launch in April.

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:
The post will be funded from the communications and marketing budget. No savings will be realised in 2013. This form seeks authorisation to carry out internal recruitment so that there is a proper handover from the current postholder.

Comments from Portfolio Holder

This post is critical to the continuation of Medway’s excellent communications service as well as the partnership with East Sussex. A one year recruitment from internal staff for a full time head of communications and marketing post to manage the Medway team and share responsibility for managing the shared service is an appropriate response that allows both Medway and East Sussex to review the position one year on as the partnership matures.

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 Directorate		
SECTION	Organisational Change Team		
POST TITLE	HR Support Officer (Schools)		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221		
POST NUMBER	1276 x 1.51		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	01/04/2014 (maternity) & 17/03/2013		
MANAGER POST REPORTS TO	HR Support Team Leader		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	1.0 fte	
*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:	01/02/2014 – 31/03/2014 (0.51 fte maternity cover)		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
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			
NAME OF RECRUITING MANAGER: Elaine Mansfield			

(* please delete as appropriate)

Impact on Service – please include:-

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

There are 3 C1s totalling 2.07 FTE. One of the post holders is going on maternity leave beginning of April 2014 and 1FTE has been a vacant since the post holder left on 17/03/2013. All the posts provide support to the schools HR Team and are funded by the schools that buy our services.

Without these staff we will not meet the SLA, which will result in schools not buying into Medway Council services and this will affect the income generated.

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.

We would require the maternity cover to be asap in order that training can be undertaken to provide continuity of support to schools in order to meet the SLA.

The 1 FTE permanent post would be required to be in post on 01/03/2014 for the new restructure and SLA.

Please specify the funding source for this post:

Funding is through schools buying into the HR Services function.

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 Directorate		
SECTION	ICT		
POST TITLE	Integration and Transition Engineer		
GRADE AND SALARY RANGE	B2 £27,052 - £34,549		
POST NUMBER	11050		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	4/11/2013		
MANAGER POST REPORTS TO	Principal Integration and Transition Engineer		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Phase 4.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
<p>This post is essential for delivering all phases of the Better for Less programme. This post is required to provide ongoing support for the extensive and complex integrations between applications within the Council's portfolio. As the council becomes more focussed on having more integrated systems with Lagan and other applications (eg community hubs, and flexible mobile working / Framework I integration), the landscape for support and the level of integrations becomes more complex and applications cannot be considered in isolation..</p> <p>The post is also necessary to ensure that new developments taken on by the council meet the correct standards of quality and documentation, so that they can be supported fully and that the council is not at risk.</p> <p>The post will also be fundamental to the Agile Working project, ensuring that any mobile applications are thoroughly tested, any integrations documented and managed, and will also ensure that the application is transferred smoothly into the application support team for ongoing support.</p> <p>The post will also facilitate the capacity for knowledge transfer within the team ensuring that the single point of failure risk that has been raised several times by the BfL team is mitigated. The post holder will be also responsible for ensuring certain software upgrades are applied as required by the service and the supplier to ensure ongoing maintenance.</p>			
NAME OF RECRUITING MANAGER: Stephen Pantling			

(* please delete as appropriate)

Impact on Service – please include:-

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

1) There are currently 3 integration and transition engineers within the team – one of whom is leaving in November to join a different team, and one post is currently vacant. There will be a shortfall of two competent members of staff from November, and the provision of integration support services for initiatives such as mobile working and Better for Less are likely to be compromised. Supporting the integrations requires technical support of a specialist nature.

2) Should the post not be appointed to Better for Less initiative and Mobile working for members of staff (including the new proposed solution for adult social care assessment) will be compromised from a support perspective. This could affect the interaction with the public regarding any public facing hub service, on line services (such as bulky waste) and in future members of the public who make use of our social care assessment services.

The current workload and knowledge required across the Council's application portfolio and associated technologies is too great for the current engineers in 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) £24770 for the two posts. However, if this recruitment is approved, it should be noted that the approval and recruitment process will not be completed in time to recruit to this vacancy by the 1st January 2014, and so savings of £9908 will be saved automatically for November and December.

2) A technically competent Integration and Transition Engineer is essential to the authority for maintaining a reliable integration service for the Council. Contracting this role out will undoubtedly cost more, and is likely to be in excess of £600 per day. However, any contractor would not have the knowledge of the integrations in place within the Council, nor would they have the plethora of technical skills required by the existing engineers to support the myriad of applications in place. If approved, it must be recognised this will be a difficult post to recruit to.

Please specify the funding source for this post:

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

Comments from Portfolio Holder

Recruitment after 1/4/14

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	Business Support Directorate		
SECTION	Customer Contact		
POST TITLE	Lagan Administration Manager		
GRADE AND SALARY RANGE	PO1 £27,849 - £36,313		
POST NUMBER	New Post		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO	Business Improvement Manager		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			

WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?

All phases

ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW

The Better for Less transformation programme has developed a corporate administration and customer contact service delivery model and this has resulted in the implementation of two key strategic ICT systems essential for supporting this model of service delivery – Lagan and IDOX. However, when these systems were implemented, the model for on-going support was not established as the use of these systems was limited and any development required included within the better for Less programme. However, now that we are moving to a 'business as usual' state, it is important that these two major systems are underpinned by the appropriate resources to ensure that they are managed in line with other strategic systems.

At the Better for Less Transformation Board on 13th November 2013, the Board approved the formation and funding of a small system team for the on-going support of Lagan, the Council's Customer Relationship Management (CRM) system, to be established. This is a business critical system and is used corporately, but the key service owner is the Customer Contact service, and so it was agreed that this team would be managed by Customer Contact.

It was agreed that there were two roles for this team – one to lead on the management of the administration service for Lagan, and the other role to provide administrative functions and support for the system.

The new Lagan Administration Manager role (indicative grade PO1, subject to job evaluation) will report to the Customer Contact Business Improvement Manager and will be partly funded through the deletion of one of the existing Business Improvement Officer roles (graded B1).

The Business Improvement Team was established as part of the BfL Transformation Programme and is critical to the success of Customer Contact. It is responsible for the operations technically complex ICT infrastructure, providing first line technical support and is responsible for resource management, its performance and quality systems, process design and control and customer engagement and feedback activity.

NAME OF RECRUITING MANAGER: Angela Ashton

(* 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 Customer Contact Business Improvement Team currently consists of four Business Improvement Officers and four Business Improvement Assistants, reporting to the Business Improvement Manager.

The release and/or reassignment of the current BfL Team means that there will

shortly be no system management/administration support for Lagan. This presents significant operational and reputational risks for the organisation with the success of the Customer Contact operating model being dependent on maintaining system effectiveness through good system administration and effective control and change management arrangements.

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) There are no realisable savings as this is a new post
- 2) Alternative options have been considered for the provision of the duties required by this post. All system owners of existing support teams were consulted to determine whether there was any space capacity within these teams to deliver this service, but there was none. This is also a role requiring some knowledge of the Lagan product, and there is no-one else providing this role currently.

Please specify the funding source for this post:

Funding source to be identified by Mick Hayward, Chief Finance Officer, on instruction from the Better for Less transformation board.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	BSD		
SECTION	ICT		
POST TITLE	Senior System Administrator		
GRADE AND SALARY RANGE	PO1 £27,849 - £36,313.		
POST NUMBER	New Post		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO	ICT Change Manager		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? All phases			
<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 Better for Less transformation programme has developed a corporate administration and customer contact service delivery model and this has resulted in the implementation of two key strategic ICT systems essential for supporting this model of service delivery – Lagan and IDOX. However, when these systems were implemented, the model for on-going support was not established as the use of these systems was limited at that point in time, and any development required included within the Better for Less programme. However, now that we are moving to a 'business as usual' state, it is important that these two major systems are underpinned by the appropriate resources to ensure that they are managed in line with other strategic systems.</p> <p>At the Better for Less Transformation Board on 13th November 2013, the Board approved the formation and funding of a small system team to develop and support the corporate document management system, IDOX. As this is a corporate system with no clear system owner the Board also agreed that this team would be managed by ICT.</p> <p>It was agreed that there were two roles for this team – one more senior role to lead on the corporate development of the IDOX product, ensuring that system development is driven forward across the Council and embraced by as many services as possible as the corporate document management system; and the other role which is already established, to provide system administrative functions and enhanced support services for the system.</p> <p>This paper addresses the senior role, which will have responsibility for managing the small team and for the corporate development in the use of IDOX.</p>			

NAME OF RECRUITING MANAGER: Bob Wilde

(* please delete as appropriate)

Impact on Service – please include:-

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

There is no existing senior administrator role. There is currently a post supporting IDOX administration at a lower level in the business administration support services (BASS) team, and the postholder is currently on maternity leave and due to return from leave in January 2014. This post is at Grade B1 level, SP 27. Close liaison with BASS and HR will be maintained throughout the recruitment process, and the transitioning of this service to ICT.

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) There are no realisable savings as this is a new post.
- 2) Alternative options have been considered for the provision of the duties required by this post. All system owners of existing support teams across the Council were consulted to determine whether there is any space capacity within these teams to deliver this service, but there is no capacity. This is also a specialist role requiring knowledge of the IDOX product, and there is no-one else with the level of knowledge required.

Please specify the funding source for this post:

Funding source to be identified by Mick Hayward, Chief Finance officer, on instruction from the Better for Less transformation board.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	BSD		
SECTION	ICT		
POST TITLE	Senior System Administrator		
GRADE AND SALARY RANGE	PO1 £27,849 - £36,313.		
POST NUMBER	New Post		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO	ICT Change Manager		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? All phases			
<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 Better for Less transformation programme has developed a corporate administration and customer contact service delivery model and this has resulted in the implementation of two key strategic ICT systems essential for supporting this model of service delivery – Lagan and IDOX. However, when these systems were implemented, the model for on-going support was not established as the use of these systems was limited at that point in time, and any development required included within the Better for Less programme. However, now that we are moving to a 'business as usual' state, it is important that these two major systems are underpinned by the appropriate resources to ensure that they are managed in line with other strategic systems.</p> <p>At the Better for Less Transformation Board on 13th November 2013, the Board approved the formation and funding of a small system team to develop and support the corporate document management system, IDOX. As this is a corporate system with no clear system owner the Board also agreed that this team would be managed by ICT.</p> <p>It was agreed that there were two roles for this team – one more senior role to lead on the corporate development of the IDOX product, ensuring that system development is driven forward across the Council and embraced by as many services as possible as the corporate document management system; and the other role which is already established, to provide system administrative functions and enhanced support services for the system.</p> <p>This paper addresses the senior role, which will have responsibility for managing the small team and for the corporate development in the use of IDOX.</p>			

NAME OF RECRUITING MANAGER: Bob Wilde

(* please delete as appropriate)

Impact on Service – please include:-

3. 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.
4. Impact on the service if this post is not filled, with particular reference to services to the public.

There is no existing senior administrator role. There is currently a post supporting IDOX administration at a lower level in the business administration support services (BASS) team, and the postholder is currently on maternity leave and due to return from leave in January 2014. This post is at Grade B1 level, SP 27. Close liaison with BASS and HR will be maintained throughout the recruitment process, and the transitioning of this service to ICT.

Budget Issues

Please indicate:

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

- 3) There are no realisable savings as this is a new post.
- 4) Alternative options have been considered for the provision of the duties required by this post. All system owners of existing support teams across the Council were consulted to determine whether there is any space capacity within these teams to deliver this service, but there is no capacity. This is also a specialist role requiring knowledge of the IDOX product, and there is no-one else with the level of knowledge required.

Please specify the funding source for this post:

Funding source to be identified by Mick Hayward, Chief Finance officer, on instruction from the Better for Less transformation board.

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 Directorate		
SECTION	ICT		
POST TITLE	Technical Support Engineer		
GRADE AND SALARY RANGE	C2 £19,621 – £26,276		
POST NUMBER	0247		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	14/10/2013		
MANAGER POST REPORTS TO	Principal Technical Support Engineer		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Phase 4.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
<p>This post is essential for supporting council owned end user desktops, laptops and mobile devices (eg blackberry and ipad) within the council; this includes not only the hardware provision, but also activities such as installation of software and support.</p> <p>The post holder will also be responsible for supporting the network and desktop services for all external sites including community hobs, schools, libraries, children's centres, leisure centres, etc..</p> <p>The post is critical for the success of rolling out the desktop hardware required as part of the "Thin Client" project.</p>			
NAME OF RECRUITING MANAGER: Stephen Pantling			

(* please delete as appropriate)

Impact on Service – please include:-

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

1) Following a restructure, there are currently 1 senior engineer, 4 Technical Support Engineers, and a junior, with a current shortfall of 1 engineer. Prior to the restructure there were 2 senior technical support engineers, 5 technical support engineers and a junior, and so the team has already been significantly reduced. The reaction time and provision of support services is therefore currently reduced.

2) Should the post not be appointed to, the provision of services will continue to remain reduced and the mobile working project and Thin Client project will both be adversely affected. There will also be a significant impact on the out of hours service provided by ICT to Customer Contact, the community hubs and other council services, as there will be limited resources to go onto the out of hours rota.

The current workload is too great for the existing engineers in 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) £10780. If this recruitment is approved, it should be noted that the approval and recruitment process will not be completed in time to recruit to this vacancy before 1st January 2014; any delay will critically affect the Thin Client project. Savings of £4312 will therefore be achieved.

2) A technically competent engineer is essential to the authority for maintaining a reliable integration service for the Council. Contracting this role out will undoubtedly cost more, and is likely to be in excess of £450 per day for someone who can cover the networking aspects as well as the client hardware aspects. However, any contractor would not have the knowledge of the Council infrastructure.

Please specify the funding source for this post:

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

Comments from Portfolio Holder

To be recruited to start not before 1/4/14

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	Children & Adults		
SECTION	LSS/PASS/BSS/AOT		
POST TITLE	Admin Assistant (Temporary)		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221 per annum pro rata (0.4 fte)		
POST NUMBER			
LOCATION	Woodlands		
DATE POST BECAME VACANT	January 2011		
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:	06.01.14 to 31.03.14		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Hannah King (from Agency Pool) 0.6 fte		
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: Rachael Burton			

(* please delete as appropriate)

Impact on Service – please include:-

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

This is a request to recruit as the current post-holder will be reducing her hours from 6 January 2014 to three days per week, and we are looking to recruit for the remaining two days per week.

The following information is taken from the request agreed in February 2013.

The full-time post cover the admin support for four services. Admin support was withdrawn from these services when they were required to move from the area bases at Woodlands and Redvers, and relocate temporarily within Elaine. There are therefore no other posts of the same type to support these services.

It is proposed that the current post-holder continues to support PASS, LSS and BSS for three days a week and the new post-holder supports AOT for two days a week. This reflects the funding contributions from each team.

Cabinet approval was given in October 2011 to fill this post on a temporary basis until 31.03.12. Approval was given again in March 2012 to fill this post on a temporary basis until 31.03.13. This is a request to extend the support until permanent bases for the four teams have been agreed. It is likely that the teams will be based together, and alternative solutions to admin support will be considered.

The Physical and Sensory Service, Learning Support Service, Behaviour Support Service and Autism Outreach Team consists of 23 members of staff – 21 teachers and two support workers. All staff work directly with vulnerable children who have significant needs in the areas of learning, behaviour, autism, hearing impairment, visual impairment and physical impairment. Staff work mainly in schools but also within homes. They support all maintained schools, including special schools and specialist units attached to schools, across Medway, providing early intervention work to support pupil inclusion and close the achievement gap between these groups of children and their peers. The Physical and Sensory Service also provides a comprehensive service to preschool children with a hearing, visual, physical or multi-sensory impairment.

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

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

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

These teams are part of Better For Less Phase 3. This has been delayed and currently there is no information on when it will be implemented.

Not filling the post is therefore an inefficient use of 'people' resources, it does not

meet with Teacher's Workload Agreement, it does not enable us to fulfil DDA requirements and in the longer term it will increase the pressure on the SEN budget, including specialist placement and transport.

Budget Issues

Please indicate:

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

£2,000 for 0.4 fte until 31 March 2014

Please specify the funding source for this post:
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

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

DIRECTORATE	Children & Adults	
SECTION	Inclusion and Improvement	
POST TITLE	Action for Families Keyworkers	
GRADE AND SALARY RANGE	C2 £19,621 - £26,276	
POST NUMBER	TBC	
LOCATION	To be confirmed as IPS/MAfF due to move	
DATE POST BECAME VACANT	April 2013	
MANAGER POST REPORTS TO	MAfF Project Manager (Andrew Willetts will be overseeing the process for recruitment)	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	April 2013 – March 2015	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
None.		
This is a new government initiative (Troubled Families) looking at how we develop work with families and reduce the cost on the public purse.		
Medway needs to increase its capacity to do intensive work with families to ensure the programme in year 2 and 3 is sustained and achieves payment by results that increase in successive years.		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
No. This will be integrated into processing already in place.		
This could potentially reduce redundancies made with the local authority.		
NAME OF RECRUITING MANAGER: Andrew Willetts		

(* 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 will be 5 vacancies (initial recruitment of 4) to develop a pool of skilled practitioners that can support and increase the work needed in year 2 and 3 to turn these families around.

These will be 18 month contracts

2. Failure to engage and change these families will cost the local authority thousands per family and also payment by results will become at risk.

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.

£0 (Zero). This will be externally funded by DCLG for its Troubled Families Programme that will deliver direct intervention and also champion Troubled Families within their own team and organisation.

The cost nationally is at £32,000 by not working with these families so year 2 alone could see a local authority cost of £12,160,000.

Please specify the funding source for this post:

DCLG – Troubled Families Programme

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	Children & Adults		
SECTION	Inclusion and Improvement		
POST TITLE	Prevention Service Practitioner		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	10880		
LOCATION	67 Balfour Road		
DATE POST BECAME VACANT	Dec 2013		
MANAGER POST REPORTS TO			
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	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?			
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: Andrew Willetts			

(* please delete as appropriate)

Impact on Service – please include:-

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

- 1. 1x Manager
- 5x FT Practitioners (x1 vacancy)
- 1x Team Leader
- X 4 PT Support Workers
- X 5 Sessional Staff

Case worker holds 30 families a year so these families would not be supported. The post also supports the 'Troubled Families' agenda, which is key in ensuring families meet 'payment by results'.

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.

£0 Budget already in place

Please specify the funding source for this post:

Early intervention grant – delivery on targets essential to bring down full grant next year and grant funded (BP)

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	Children & Adults		
SECTION	Youth Offending Team/Cookham Wood		
POST TITLE	Resettlement/YOT Officer		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	0992		
LOCATION	HMYOI Cookham Wood		
DATE POST BECAME VACANT	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	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: Keith Gulvin			

(* 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.

These posts form part of the agreed establishment of the detached resettlement team at HMYOI Cookham Wood. These are three other existing workers in these posts. The vacancy for a group worker is to be converted to a resettlement worker as these functions are now fulfilled by other means. The recruitment has been approved by the Governor at Cookham Wood, Jonathon French.

The impact of not filling this post will be a failure to meet our responsibilities under the existing partnership agreement with Cookham Wood. The numbers being held at the establishment have increased and will continue to do so when the new build comes on stream in February 2014. It is important to get the replacement staff in post and trained before April 2014.

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.

There are no direct budget implications for filling these posts.

Please specify the funding source for this post:

The full salary costs of this post are reimbursed by HMPS as per the partnership agreement. Additional costs are met via an agreed management fee for operating the arrangement.

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 and Culture		
SECTION	Strategic Housing		
POST TITLE	Private Sector Housing Enforcement Officer x 2		
GRADE AND SALARY RANGE	B1 £22,958 - £30,011		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Susan Pledger		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Post 1 – 13 Jan – 31 March 2014 Post 2 – 13 Jan – 31 March 2015		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? One – already completed			
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: Susan Pledger			

(* 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 Council has made a successful bid to DCLG for funding to tackle rogue landlords. A copy of the bid confirmation is attached. The bid states that the funding will be used to employ two dedicated private sector housing enforcement officers. However, the actual funding allocated is over a different timescale and level than originally bid for.

Approval is sought to recruit 2 posts. The first being to assist with the establishment of the initiative and to ensure performance targets are met up to the 31 March 2014 and post to continue until the 31 March 2015. It may be possible to second a member of current staff to provide cover to all or part of this role. Recruitment will therefore be either via secondment and backfilling and or through external agency.

If it is possible to second a member of staff a further Recruitment Approval form will be brought to back fill that post.

The PSH team currently consists of one team leader, 2 senior PSH technical officers and 2.4 fte PSH technical officers and 2fte assistant PSH technical officers.

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.

Using the normal hourly rate for temporary private sector housing technical officers - and assuming the officers will be in post by Monday 20th January the expected cost until 31st March 2014 is £22,940. This will be against allocated funding of £25,600. The additional funding will be used to pay for Land Registry, management, mileage etc.

A further £38,400 has then been allocated for 2014/15 against this expected staff costs will be in the region of £50k, the additional funding required will be provided through the use of further external funding which has been secured from the Government's Prevention of Eviction fund.

Please specify the funding source for this post:

Based on the above the proposed staffing arrangements will all be funded through external out-put related funding.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: