

## **CABINET**

**11 MARCH 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 15 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**

Lawyer, Contracts and Commercial – Property and Contracts Team  
Lawyer, Children’s Services x4  
Legal Support Assistant x3  
Lawyer, Property  
Lawyer, Adult Services

#### **Children & Adults**

Social Worker (Youth Offending Team, Cookham Wood)  
Support Services Assistant

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

STEPS Cluster Coordinator  
Housing Assistant  
Housing Assistant (Temporary)

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

### **4. Risk Management**

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

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

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

### **6. Recommendation**

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

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

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

### **Lead officer contact**

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

### **Background papers:**

Cabinet report 10 December 2002

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

7 January 2003

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



## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Business Support		
SECTION	Legal Services		
POST TITLE	Lawyer, Contracts and Commercial – Property and Contracts team		
GRADE AND SALARY RANGE	PO2 (£31,754 - £40,741 per annum)		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	TBC		
MANAGER POST REPORTS TO	Barbara Graham		
*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 Two			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW  N/A			
NAME OF RECRUITING MANAGER: Christine Wilson, Head of Legal Services			

### 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 – e.g. 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

This request is for a permanent, full time lawyer in the Property and Contracts Team in Legal Services). This is a new post that will be funded by abolishing two of the three trainee solicitor posts on the establishment.

This would be the only full time solicitor post for commercial law and contracts. Two other staff members have some responsibility for this type of work. One is the Senior Solicitor (who is responsible for managing the team as well as adult services and property, so has limited time to devote to contracts or commercial law) and the other post is a legal assistant post (so the postholder cannot undertake the more complex contracts or give advice on commercial transactions on complex matters such as public procurement or state aid).

As the Council moves towards commissioning services rather than providing them, it will increasingly need to advise on the procurement of those services and enter into contracts with service providers. The recent cancellation of the West Coast Mainline franchise competition due to flaws in the procurement process is a high profile

example of the risks surrounding contracting and procurement and the need to ensure that all legal requirements are met.

The Management Information for the Property and Contracts team for August and September 2013 shows that each team member recorded in excess of 100% of their chargeable hours targets, with two team members recording between 123% and 135% in both months, which is clearly unsustainable.

At present, the Council has a significant unmet need for contract and commercial advice. This is resulting in legal advice being purchased on an ad hoc basis by the Council from external firms of solicitors.

### **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.

Locum solicitors with experience in this type of work tend to command high hourly rates. Recent experience has shown that the hourly rate is often £40 - £46, so a 37 hour week would cost up to £1702. Using a locum would therefore be significantly more expensive than recruiting a permanent employee, where the annual salary would be in the region of £41,873 (which divided by 52 gives a weekly figure of £803).

Employment of external solicitors to undertake work of this type would be much more expensive than a permanent post, with hourly charge-out rates of between £250 - £400.

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

This would be an establishment post funded by abolishing two trainee solicitor posts currently provided for in the Legal Services department budget. The trainee solicitor posts are graded C1 (17-26) and each has a budget of £21,018. The budget required for the new post would be £41,783.

### **Comments from Portfolio Holder**

Signed: .....

Portfolio Holder

Dated: .....

Signed: .....

Councillor Alan Jarrett

Dated: .....

Signed: .....

Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Business Support	
SECTION	Legal Services	
POST TITLE	Lawyer, Children Services (x 4)	
GRADE AND SALARY RANGE	PO2 (£31,754 - £40,741 per annum)	
POST NUMBER	10767 & 0080	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	December 2013 and March 2014	
MANAGER POST REPORTS TO	Senior Lawyer, Children's Services	
*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? 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: Christine Wilson, Head of Legal Services		

### 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 – e.g. 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 request is for 4 full time lawyers in the Children's Services team (within Legal Services) to replace four lawyers who have recently left Medway Council.

There are 6 lawyer posts in the team and 4 are now vacant. The posts provide legal advice to the Children & Adults Directorate and representation at court in child protection cases. It is particularly important these positions are filled because of the recent client department Ofsted report and because of the national initiative to reduce care proceedings durations from the current national average of 48 weeks to 26 weeks. In order to facilitate this, it is very important to maintain permanent staffing levels. Analysis of monthly time-recording figures shows that the permanent members of the team are working persistently in excess of their contractual hours and exceeding their chargeable hours targets. The volume of work is leading to the increased use of external counsel to cover court hearings, which involves more expense than if the team members covered their own hearings in all but the more complex of cases.

## 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.

When 3 of the posts became vacant at the end of the last calendar year, it was not possible to leave them vacant because of the importance and volume of the work involved (described above) and so the Children & Adults Directorate agreed to fund locum lawyers to cover the vacancies at a cost of £5,180/month for each locum. There was no alternative way of providing the service.

If we were permitted to recruit permanent staff, the monthly cost of a lawyer would be £3,365/month - so a saving of £1,815/month for each lawyer.

There is no alternative way of providing this service.

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

These are establishment posts funded by the Legal Services department budget.

## Comments from Portfolio Holder

To be recruited to in new financial year 14/15

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....



## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Business Support	
SECTION	Legal Services	
POST TITLE	Legal Support Assistant (x 3)	
GRADE AND SALARY RANGE	D1 (£12,787 - £16,440 per annum)	
POST NUMBER	8202	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	January 2014	
MANAGER POST REPORTS TO	Legal Practice 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	Yes - in the short term until permanent recruits in place	
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 Two		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A		
NAME OF RECRUITING MANAGER: Christine Wilson, Head of Legal Services		

### 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 – e.g. 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

This request is for:

- 3 full time permanent Legal Support Assistants to fill three vacant posts.
- Temporary cover to fill two of those posts until the three posts can be filled on a permanent basis.

There are 2 permanent legal support officers providing support for approximately 37 members of staff in Legal Services, Licensing and Land Charges.

If the vacant posts are not filled, lawyers and other staff will have to undertake more administrative work themselves, which will impact upon the numbers of litigation, property, planning and child protection cases they can deal with. It is not a good use of solicitors' time to undertake this work

As well as routine administration, the following tasks are also carried out by these two posts, these are important roles which will have a big impact if not completed:

- preparing court bundles for child care court cases
- the administration of Criminal Injury Compensation Authority (CICA) claims
- preparing bundles and papers for employment tribunals

The Legal Support Assistants posts also provide administrative support to Licensing, who have a legal obligation to deal with applications under the Licensing Act and other legislation in prescribed periods of time, dependant on the type of application. Failure to do so, results in the application being granted as applied for (without taking into account any representations received) and may result in Judicial Review for failing to comply with legislation. Such challenges would involve the Council incurring legal fees including barristers' fees and would also damage the Council's reputation.

To avoid detriment to the service, it is proposed to fill two of the posts with temporary staff. In addition to the reasons set out above, the use of temporary admin staff to fill these two posts in the short term will also enable the department to cover the sickness absence of one of its Senior Licensing & Enforcement Officers without recruiting a temporary replacement on a like-for-like basis (which would have incurred a greater cost).

### **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.

Each Legal Support Assistant costs £1,317/month. If Cabinet approval is given in March, because of the time required for recruitment, it is unlikely that anyone will be in post by 31/3/14 and so if the posts remain vacant until the end of March, £2,634 would be saved, however, it would have an impact on the number of legal cases the lawyers could undertake, our relationship with the child care courts and CICA and also increase the risk of falling foul of licensing legislation. There is no other realistic way of providing the service other than lawyers and other staff doing their own administration, which is undesirable for the reasons set out above.

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

These are establishment posts funded by the legal services department budget.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Business Support	
SECTION	Legal Services	
POST TITLE	Lawyer, Property	
GRADE AND SALARY RANGE	PO2 (£31,754 - £40,741 per annum)	
POST NUMBER	New Post - TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	21/02/14	
MANAGER POST REPORTS TO	Senior Lawyer, Property & Contracts	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes until permanent post holder is in place	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Ne	<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 Two		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A		
NAME OF RECRUITING MANAGER: Christine Wilson, Head of Legal Services		

### 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 – e.g. 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 request is for a permanent full time lawyer (property) in the Property and Contracts Team in Legal Services to replace a member of staff who has resigned and left Medway Council on 21/2/14.

The current member of staff worked very closely with the Asset & Property, Capital Projects and Category Management teams and is working on many of the Council's top 10 strategic projects including Strood Hub and Rochester Airport, as well as the capital receipts programme.

This is particularly important because:

1. This is the **only** full time solicitor post for property transactions. Two other staff members have some responsibility for property transactions - one is the Senior Solicitor (who is responsible for managing the team as well as adult services and commercial contracts caseload, so has limited time to devote to property transactions) and the other post is a legal assistant post (so the postholder cannot undertake the more complex property transactions).
2. Every member of the Adults, Property and Contracts team has exceeded their chargeable hours target for the current financial year to date. The lowest

- performance is 111% of target.
3. The staff member who is leaving has time recorded a year to date figure of 117% of her chargeable hours target. In December 2013 (traditionally a month of lower chargeable time because of Christmas holidays) she recorded 123% against her chargeable hours target.
  4. This clearly demonstrates the volume of workload across the team consistently over the whole year, the current workload peak and in particular the high caseload of the person who is leaving.

**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 monthly cost of the current member of staff is £4,931. If Cabinet approval is given in February, because of the time required for recruitment, it is unlikely that anyone will be in post by 31/3/14 and so if the post remains vacant until the end of March, approximately £6,000 would be saved, however, it would have a serious impact on the Council's property related legal work, the Council's ability to realise capital receipts and the reputation of the Council if important property and regeneration transactions are not progressed in line with timescales agreed with our partners, such as Homes and Communities Agency and Rochester Airport .

The only other realistic way of providing the service is to outsource the work, but this would cost more than recruiting a permanent member of staff and would be less efficient as it wouldn't allow for internal ad hoc meetings and progression of work between Council teams involved in project work.

In order to continue the important project work related to this post, whilst we await the outcome of the Cabinet meeting and any recruitment process, we request that a locum solicitor is employed to bridge the gap and ensure continuity. This is also essential to minimise the detrimental effect on the health and wellbeing of existing team members due to high workloads.

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

These are establishment posts funded by the legal services department budget.

**Comments from Portfolio Holder**

Signed: .....  
 Portfolio Holder

Dated: .....

Signed: .....  
 Councillor Alan Jarrett

Dated: .....

Signed: .....  
 Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Business Support		
SECTION	Legal Services		
POST TITLE	Lawyer, Adult Services (part time)		
GRADE AND SALARY RANGE	PO2 (£31,754 - £40,741 per annum)		
POST NUMBER	3600		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 April 2014		
MANAGER POST REPORTS TO	Barbara Graham		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<del>No</del>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<del>No</del>		
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 Two			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW  N/A			
NAME OF RECRUITING MANAGER: Christine Wilson, Head of Legal Services			

### 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 – e.g. 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 request is for a permanent, part-time lawyer in the Adult Services, Contracts and Property Team in Legal Services.

A lawyer from the Litigation team has covered this post for a period of time and a locum has covered the gap created by the secondment. The secondment ends on 31 March 2014 and a new permanent, part-time lawyer needs to be recruited.

There is only one Lawyer, Adult Services in the team.

## 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.

It is planned to recruit a new member of staff from the 1 April 2014 onwards. There is no alternative way of providing this service, especially as there is only one Lawyer, Adult Services in Legal Services.

The cost of the locum who is backfilling the post of the secondee currently undertaking this role is £3,000 per month. The cost of employing a permanent post holder is £2,019 (salary and on-costs). It therefore makes sense to recruit to this role as soon as possible.

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

This is an establishment post funded by the Legal Services department budget.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Children and Adults		
SECTION	Youth Offending Team (Cookham Wood)		
POST TITLE	Social Worker		
GRADE AND SALARY RANGE	PO1 (£27,849 - £36,313 per annum)		
POST NUMBER	0992		
LOCATION	HMYOI Cookham wood		
DATE POST BECAME VACANT	15/01/14		
MANAGER POST REPORTS TO	Keith Gulvin / Louise Balderston		
*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?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p>			
NAME OF RECRUITING MANAGER: Keith Gulvin/Louise Balderston			

### 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 – e.g. 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 vacancy has occurred due to the incumbent resigning to take up a post with another local authority. The current post is that of Senior Practitioner, it is proposed to transform this post into an experienced social worker post within the same team. The post forms part of the detached YOT Team at YOI Cookham Wood, who fulfils an important Resettlement function of young people whilst in custody.

The current team structure has a FT Team manager & Senior Practitioner, 3.5 Social Workers 4 resettlement workers, family support worker and admin support.

The impact of not filling this post would place the team under considerable pressure as there are already 2 unfilled vacancies and a retirement due in March. All the team are preparing for uplift in numbers of young people due to an expansion of Cookham Wood just about to come on stream. Under the existing partnership agreement Medway Council is obliged to provide qualified staff to an agreed staffing level, the full costs of this service are met by the Youth Justice Board and Prison Service.

**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.

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

There is no direct budget implications for filling this post. The full salary costs of this post are reimbursed by the Youth Justice Board/Prison Service under an existing partnership agreement. Full costs are invoiced on a quarterly basis.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....



## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Children and Adults		
SECTION	Children's Services		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 £15,039 – £19,126 per annum		
POST NUMBER	1414		
LOCATION	The Elaine Centre, Strood		
DATE POST BECAME VACANT	13 September 2013		
MANAGER POST REPORTS TO	Sheena Bolland		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
<p>This post is the only Single Point of Access admin, thus the team would be left with no administration support, which would be unmanageable.</p> <p><u>This post is externally funded by Health Commissioning. Any costings to this post do not come out of the teams' Medway Council budget.</u></p> <p>Should this post not be filled then monies from commissioning would need to be returned.</p>			
NAME OF RECRUITING MANAGER: Sheena Bolland			

(\* 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 – e.g. 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 the only team Support Service Assistant working for the SPA. The role involves logging referrals, sending out appointment letters, booking appointments, dealing with parents / children who wish to change appointments, taking messages for staff.

In Tier 2 CAMHS all families have an initial assessment and reports are provided for other agencies the Support Service Assistant checks / oversees and sends these reports.

Due to the nature of the service there is a great deal of data collection and presentation of the information for agencies such as social services, health and education.

The post is crucial to the functioning of the team. There is regular contact with the public and it is essential that there is a telephone contact for the public and the staff team.

**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.

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

We receive £70k per annum from Health Commissioning to provide the Single Point of Access (SPA) – this post is crucial to the functioning of this service and is funded through the SPA money.

There will be no alternative method of providing this service.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	RCC	
SECTION	RED	
POST TITLE	STEPS cluster coordinator	
GRADE AND SALARY RANGE	PO1 (£27,849 - £36,313 per annum)	
POST NUMBER	TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New post – 10 months	
MANAGER POST REPORTS TO	Contracts and partnership manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	01/03 to 31/12/14	
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 this is European funded		
NAME OF RECRUITING MANAGER: Solène Ferreira		

### 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 – e.g. 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 6 other posts of the same type and none of them are vacant. However this is the only post to be an average of 1 day a week.
- 2- If we do not fill this post, officers already in post from Employ Medway will have to take the duties on board and this could affect our delivery to the public regarding the work programme and support to get people back into work.

If this first phase is successful, we will have the possibility to get an additional €45,000 to spend on a pilot project to be implemented in Medway.

## Budget Issues

Please indicate:

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

1- This is not applicable: This is a post 100% funded by the European programme, no match funding required

2-Yes we could ask existing staff to undertake the duties and then claim their cost back from the EU. However, this is unfeasible due to the fact that members of staff are already stretched for time.

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

This is 100% European funded through the STEPS cluster. There will be no cost to Medway core funding.

### **Possibility of secondment**

N/A

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Regeneration, Community & Culture Directorate	
SECTION	Housing Services	
POST TITLE	Housing Assistant x 1	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126 Per annum	
POST NUMBER		
LOCATION	2 <sup>nd</sup> Floor Gun Wharf	
DATE POST BECAME VACANT	It is proposed that this post be created with effect from 1 April 2014	
MANAGER POST REPORTS TO	Marc Blowers	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Possibly	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Possibly	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	JT	
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: Marc Blowers		

### 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.

No additional funding is required as fundamentally the salary cost will come from the posts within the repairs call handling team where it is intended to remove two of these posts and create two new ones in the housing management team using this source of funding.

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

The post holder will be critical role in managing low level rent arrears, administrating the void properties of Council owned and undertaking other housing management admin functions in relation to providing a pro active tenancy management service. On the award of the new repairs and maintenance contract much less intensive void administration will be required due to the new model and working arrangements within the contract.

At least two of the areas of work voids and arrears are key performance areas for the Council and this post is crucial in assisting in improving performance here.

There is also a developing requirement for a Housing Asst to assist with low level welfare reform work and one of these post holders will be assigned work around this part of the service.

The post holder will also have garage lettings, visiting new tenants to ensure they have settled in and rent is being paid on time and repairs completed.

Dealing with and responding to customer enquiries in relation to tenancy and estate management issues.

**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 of filling this post per annum is circa 16k each. **All funded from the HRA.**

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

DIRECTORATE	Regeneration, Community & Culture Directorate	
SECTION	Housing Services	
POST TITLE	Housing Assistant x 1	
GRADE AND SALARY RANGE	D2 £15,039 – £19,126 per annum	
POST NUMBER	N/A	
LOCATION	2 <sup>nd</sup> Floor Gun Wharf	
DATE POST BECAME VACANT	It is proposed that this post be created on a temporary 1 year basis from 1 April 2014 to 31 March 2015.	
MANAGER POST REPORTS TO	Marc Blowers	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Possibly	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Possibly	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	31 March 2015	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	DS	
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: Marc Blowers		

### 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.

No additional funding is required as fundamentally the salary cost will come from the posts within the repairs call handling team where it is intended to remove two of these posts and create two new ones in the housing management team using this source of funding.

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

The post holder will be critical role in managing low level rent arrears, administrating the void properties of Council owned and undertaking other housing management admin functions in relation to providing a pro active tenancy management service. On the award of the new repairs and maintenance contract much less intensive void administration will be required due to the new model and working arrangements within the contract.

At least two of the areas of work voids and arrears are key performance areas for the Council and this post is crucial is assisting in improving performance here.

There is also a developing requirement for a Housing Asst to assist with low level welfare reform work and one of these post holders will be assigned work around this part of the service.

The post holder will also have garage lettings, visiting new tenants to ensure they have settled in and rent is being paid on time and repairs completed.

Dealing with and responding to customer enquiries in relation to tenancy and estate management issues.

### **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 of filling this post per annum is circa 16k each. **All funded from the HRA.**

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....