

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.

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|---|---|--|--|
| DIRECTORATE | RED | | |
| SECTION | Development, Economy and Transport | | |
| POST TITLE | WORK Programme Job Broker Advisor (EXTERNALLY FUNDED) (until 31 st March 2015) | | |
| GRADE AND SALARY RANGE | GRADE C2; Salary Range including on-cost @ 30% (£25,507.30 - £34,159) | | |
| POST NUMBER | 9713 | | |
| LOCATION | Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL | | |
| DATE POST BECAME VACANT | 14.03.2014 | | |
| MANAGER POST REPORTS TO | Michelle Penrose | | |
| *IS THIS REQUEST TO COVER PERMANENT RECRUITMENT | N | | |
| *IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY | N | | |
| *IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL | N | | |
| IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: | TO 31 st March 2015 | | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | na | | |
| 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 | | | |
| Yes see below | | | |
| NAME OF RECRUITING MANAGER: Richard Dawson | | | |

Impact on Service – please include:-

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

We require an additional externally funded post of Job Broker/ Advisor
Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseloads are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer

term unemployed customers with multiple barriers to overcome. In addition to this we agreed to take over and support approx 70 customers from All Saints Community project to help contract performance improve overall.

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

The Employ Medway Service has been running a series of successful externally funded employment support and skills development programmes over the past two years from national, local and European funding. These have included the previous national Government's Department for Work and Pensions (DWP) two major programmes termed Flexible New Deal (Stage 4) and Future Jobs Fund, particularly focussing on providing support for those longer-term unemployed customers across all ages providing them with the necessary support, interventions and opportunities to get back to work.

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13th June 2011.

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

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

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[Structure Chart & Job profile attached]

IMPACT on the Service

In relation to the post of WORK Programme Job Broker Advisor, this will be completely externally funded from the income received from the WORK programme through three types of payments.

The first being the payment by attachments (starter fees) for each customer served by Employ Medway approx £240.00. The second by the achievement of job outcomes (£950.00) and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between 1.5 – 2 years depending upon the customer group (approx £140.00 / month retained in work).

The post is absolutely essential to overseeing the operational day to day customer facing and support service in providing essential professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The Job Broker Advisor will be responsible for a caseload of clients from 60-80 customers each for which they will meet with them on a regular 2-4 weekly basis and have contact by e-mail and telephone, whilst further supporting the individual address their multiple barriers to employment through sourcing relevant support agencies, identifying and sourcing relevant job training and skills development courses and further more support the individual in searching for job opportunities and providing initial support to the individuals while they are in-work for the first 6 months. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the new post, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non-conformance and

non-performance in relation to services provided to customers and the achievement of job outcomes.

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

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.

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

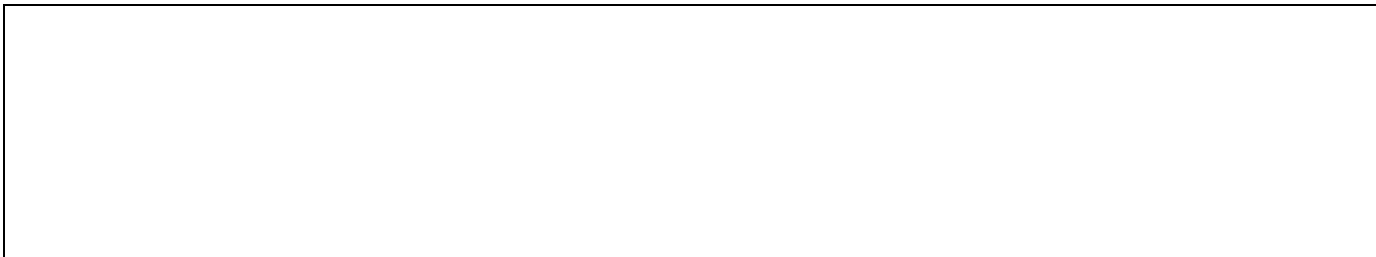
The cost for the post is based on the approved C2 pay scale grade and is fully paid for by externally obtained income.

Lowest: C2 Grade, SP22 = £19,621 x 1.3 (on-cost rate) = £25,507

Highest: C2 Grade, SP31 = £26,276 x 1.3 (on-cost rate) = £34,159

If the extension to these posts are not approved this will lead to non delivery of the new Subcontract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major DWP contract from central government.

Comments from Portfolio Holder



Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: