

## **CABINET**

**13 MAY 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 12 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**

Chief Finance Officer

Democratic Services Officer (0.6FTE up to 1.0FTE)

Civic and Ceremonial Officer

#### **Children & Adults**

Assistant Director, Inclusion

SEN Case Officer

SEND Pathfinder Project Officer

SEND Pathfinder Project Manager and Personal Budget Practitioner Lead

SEN Team Co-ordinator

Partnership Commissioning Officer, Maternity Cover for one year

Head of Partnership Commissioning

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

RCC Business Support Officer

Graduate Trainee Project Officer

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

### **4. Risk Management**

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

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

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

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

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

### **6. Recommendation**

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

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

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

**Lead officer contact**

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

**Background papers:**

Cabinet report 10 December 2002

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

7 January 2003

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

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	<b>BSD</b>	
SECTION	<b>Finance</b>	
POST TITLE	<b>Chief Finance Officer</b>	
GRADE AND SALARY RANGE	<b>Chief Finance Officer £99,000 inclusive of special allowance</b>	
POST NUMBER	<b>0134</b>	
LOCATION	<b>Gun Wharf</b>	
DATE POST BECAME VACANT	<b>February 2015</b>	
MANAGER POST REPORTS TO	<b>Chief Executive</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Yes</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>	
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: Neil Davies, Chief Executive		

(\* 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 Chief Finance Officer has overall responsibility for the financial services within the authority, as well as undertaking the statutory role of Section 151 Officer. The current post holder is due to retire in February 2015 and failure to recruit a suitable replacement could have significant impact on the financial management of the authority. It is therefore hoped to have a replacement in place by January 2015 at the latest to ensure a smooth transition period.

## Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

The current postholder is intending to retire following Full Council in February 2015, therefore if the post was not filled until April 2015, there could be a potential saving of £8,500 for one month's salary.

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

This post is funded from the revenue budget

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Business Support	
SECTION	Democratic Services	
POST TITLE	Democratic Services Officer	
GRADE AND SALARY RANGE	Range 6 /PO2 (£35 430 – £40 741)	
POST NUMBER	3865	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Not applicable – new part-time post	
MANAGER POST REPORTS TO	Head of Democratic Services	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>N/A</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	<b>N/A</b>	
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		
NAME OF RECRUITING MANAGER: Julie Keith		

(\* 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

This proposal is to increase capacity in Democratic Services by 0.6 FTE

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

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

As outlined above, the work of this team relates to statutory member level decision -

making directly connected to the major programmes and functions of the authority. One of the existing very experienced Democratic Services Officers, currently on maternity leave, has indicated an intention to exercise her statutory right to apply for a variation to her contract to reduce her hours under the Council's Flexible Working Policy. In order to sustain current levels of service delivery agreement to this request could only be granted if additional capacity is created elsewhere in the team. Therefore an additional part-time post of Democratic Services Officer has been created. within existing budgets, equating to 0.6FTE and Cabinet approval is sought to recruit to this vacancy. In the event that another of the existing team members may wish to reduce their hours to take on the 0.6FTE role, approval is also sought to increase this vacancy up to a maximum of 1FTE if necessary.

## **Budget Issues**

Please indicate:

3. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
4. If any savings could be achieved by alternative ways of providing the service.

Democratic Services Officers are graded at Range 6 under the new pay and grade scheme. Gross pay (including on costs) for 1 fte in Range 6 is £44 729 - £ 51 588. The cost of a 0.6fte is £26 837 – £30, 953. This is a new part-time post so there will be no realisable savings if approval to recruit is refused.

Unless there is a reduction in member level activity there are no alternative options for provision of this service other than to refuse any request received for flexible working arrangements from a valued and experienced member of the team who is due to return from maternity leave shortly. The responsibilities assigned to professional Democratic Services Officers require a high level of experience, a detailed knowledge of the law and procedures for local authority meetings together with an ability to exercise excellent judgement and political skills. Any reduction in the hours of one of the six Democratic Services Officers cannot be absorbed by others in the team given existing workloads, the ongoing demand for unplanned activity in support of the Council's decision-making processes and the work associated with delivery of the local and parliamentary elections in 2015 and support for the new Council. Experience of recruiting to vacancies in Democratic Services over the last year has shown that anything less than 0.6fte is unlikely to attract applicants of the right experience and calibre.

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

This 0.6fte part-time post can be funded from within the existing budget for Democratic Services – principally from funding of £12,000 previously allocated for support to the Health and Wellbeing Board and the saving to be realised from the reduction in hours of a member of staff when she returns from maternity leave. This presents an opportunity to create some much needed additional capacity in the team of 0.4fte which can be funded from the existing budget and to backfill for a member of the team who wishes to reduce her hours for reasons associated with childcare (expected to be the equivalent of 0.2fte to be met from the consequential saving in staffing costs for that individual).

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....



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DIRECTORATE	<b>BUSINESS SUPPORT</b>		
SECTION	<b>MAYORAL SERVICES</b>		
POST TITLE	<b>CIVIC AND CEREMONIAL OFFICER</b>		
GRADE AND SALARY RANGE	<b>MC-D1 range 2 £18,711-£24,290 (incl on-costs)</b>		
POST NUMBER	<b>0092</b>		
LOCATION	<b>Gun wharf</b>		
DATE POST BECAME VACANT	<b>3 April 2014</b>		
MANAGER POST REPORTS TO	<b>Mayor's PA</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Y/N</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Y/N</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Y/N</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>NA</b>		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	<b>NA</b>		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Delayed 3b			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: Jane Ringham			

(\* please delete as appropriate)

### Impact on Service – please include:-

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

<p>The current complement of Civic and Ceremonial Officers (CCOs) is 2 FTE covered by 3 staff; one post is full-time with both of the other posts being part-time (18.5 hours). As well as being chauffeurs, the CCOs act as Macebearer and personal attendant to the Mayor/Deputy and ensure that the correct dignity and courtesies are observed. The total number of officer hours being available a year is 3848, including annual leave entitlements. The Mayor and Deputy attend an average of 600 civic, charity and Mayoral engagements a year and all three CCOs often exceed their</p>
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contractual hours, although sometimes this is counterbalanced by periods with fewer engagements. Several key civic events during the year require the attendance of two CCOs if the Mayor and Deputy are in attendance or for one to act as Chauffeur and one to act as Macebearer.

If the vacant post is not filled, it will not be possible for the Mayor or Deputy to accept the current level of invitations or attend some civic events because of a lack of cover for annual leave or unexpected absence or for the correct personal service and protocols to be carried out. As Chauffeurs, the CCOs are covered by road transport working hours regulations that limit the number of working hours per week and month, and having three people in post provides the flexibility to ensure those regulations are met as well as providing the service required to the Mayoralty.

## Budget Issues

Please indicate:

5. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
6. If any savings could be achieved by alternative ways of providing the service.

If this post remained vacant for the period May 2014 to March 2015 or was not covered by temporary cover, savings of approximately £19,139 might be achieved (based on costs of mid-spine point of grade).

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

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	C&A	
SECTION	Inclusion	
POST TITLE	Assistant Director Inclusion	
GRADE AND SALARY RANGE	Assistant Director £71,057 to £84,977 + special allowance of £5,213	
POST NUMBER	7606	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	June 2014	
MANAGER POST REPORTS TO	Director of Children and Adults	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*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:		
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: Barbara Peacock, Director of Children and Adults		

(\* 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 Assistant Director, Inclusion has overall responsibility for a range of services to some of the most vulnerable children and young people, as well as taking a lead on improving standards within Medway's schools. Failure to recruit to this post will have a detrimental impact on our ability to deliver these services within a strategic framework as well as providing value for money.

## Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

The current post holder is intending to leave at the end of June 2014, and therefore if the post was not filled until April 2015, there could be a potential saving of £62,381 for nine month's salary, however this would leave the authority vulnerable in terms of leadership for key services to children and young people.

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

This post is funded from the revenue budget

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children and Adults – Learning and Care	
SECTION	Special Educational Needs	
POST TITLE	SEN Case Officer	
GRADE AND SALARY RANGE	Range 3 £19,126 - £24,646 x 4	
POST NUMBER	1135	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	See above	
MANAGER POST REPORTS TO	SEN Assessment Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes*</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes*</b>	
<b>IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:</b>		
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: Genny Cherriman		

(\* please delete as appropriate)

### Impact on Service – please include:-

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

New SEN legislation comes into effect in September 2014: this will entail different, more intensive SEN work related practices for SEN officers. Furthermore, the Department for Education has specified that all current Statements of Special Educational Needs (SSENs) will need to be converted to Education Health and Care Plans: the proposed time scale currently being proposed is one year for all conversions (ending September 2015). The DFE has also published guidance on the duties of LAs with regard to Key-Working responsibilities expected to be undertaken by LAs. Medway SEN currently maintain 1689 SSENs: with the expectation that all

young people will stay in education to 18 years old, this will increase the number of Statements/EHCPs to around 2000 (at least). The new legislation also means that the LA will have responsibility for the provision and maintenance of EHCPs naming FE College provision: this will further increase workload as we currently have Medway learners with SEN placed in four local FE Colleges.

The current SEN team does not have the capacity to convert 1689+ Statements to EHCPs in line with the guidance and practice specified by the DFE.

For each conversation, an Annual Personal Centred Review (APCR) will need to be convened, attended by the SEN officer, school professionals involved in each case. The SEN officer will need to collate information to replace the Statement objectives with Outcomes discussed at each APCR.

The conversion of the actual document essentially requires a complete re-write as an EHCP using new information.

SEN Officers will then have to liaise with parents with regard to the Proposed EHCP.

The SEN team is seeking permission to recruit 4 SEN Officers on an initial one year basis to assist with the conversions.

Impact on the service without this post:

The work of SEN would suffer as other officers will be unable to manage the case load of at least 150-200 pupils (per year over the next three years) in addition to their own.

Regular contact and work with the special schools on this caseloads of the two officers on maternity leave would not be possible. One of the officers due to go on maternity leave has special responsibility for Post 16 pupils. There are increasing legislative responsibilities for pupils aged 16 – 25 due to come into effect from September 2014. This post would be left unfilled.

Service to parents, children and young people would be significantly affected.

Additional expenditure could possibly not be kept down if other SEN officers are overloaded.

There would be difficulty in meeting statutory targets without affecting the work of other officers.

## **Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

1. None, these are new posts for an initial one year. Posts will be funded through grant funding for conversions of statements.

2. Expenditure to the LA may increase if the LA cannot defend appeals to the FTT, and if statutory work is ruled (by the LGO) not to have been undertaken properly, and if the LA has to place children and young people with SEN in independent provision as a result of work (currently undertaken by SEN officers) that cannot be carried out as a result of the increased workload

**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: .....

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DIRECTORATE	Children and Adults		
SECTION	Educational Psychology/Pathfinder		
POST TITLE	SEND Pathfinder Project Officer		
GRADE AND SALARY RANGE	Range 2		
POST NUMBER	10310		
LOCATION	GUN WHARF		
DATE POST BECAME VACANT	01 April 2014		
MANAGER POST REPORTS TO			
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	NO	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	NO	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	NO	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	FIXED TERM CONTRACT 01.04.14 TO 31.03.15		
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:	JANE MARRIOTT		

(\* 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 major national changes to the SEND legislation. All LAs are required to undertake specific work to ensure that they are compliant with the new processes and that existing children undergo “conversions” to place them with the new legislation expectations.  
 Small project team of Project Manager (vacant), project support officer and 0.5 Educational Psychologist.  
 If the post is not filled this high profile project will fail to meet statutory deadlines of



Children and Families Act.

**Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

Funded from specific grant funding.

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

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children & Adults		
SECTION	Educational Psychology/Pathfinder		
POST TITLE	SEND Pathfinder Project Manager and Personal Budget Practitioner Lead		
GRADE AND SALARY RANGE	Range 5		
POST NUMBER	10196		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	01 April 2014		
MANAGER POST REPORTS TO			
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	NO	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	NO	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	NO	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	FIXED TERM CONTRACT 01.04.14 TO 31.03.15		
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:	JANE MARRIOTT		

(\* 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 – 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.

There are major national changes to the SEND legislation. All LAs are required to undertake specific work to ensure that they are compliant with the new processes and that existing children undergo “conversions” to place them with the new legislation expectations.  
Small project team of Project Manager (vacant), project support officer and 0.5 Educational Psychologist.  
If the post is not filled this high profile project will fail to meet statutory deadlines of

Children and Families Act.

### Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

**Please specify the funding source for this post:**  
Funded from specific grant funding

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children & Adults	
SECTION	Special Education Needs	
POST TITLE	SEN Team Co-ordinator	
GRADE AND SALARY RANGE	Range 2	
POST NUMBER	6755	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	This post is not vacant	
MANAGER POST REPORTS TO	SEN Assessment Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y**	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 year only initially	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>Not filling this post would have a detrimental effect on delivery of statutory/front line services</p>		
NAME OF RECRUITING MANAGER: Genny Cherriman		

(\* please delete as appropriate)

### Impact on Service – please include:-

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 SEN Team Co-ordinator is an essential role to the delivery of statutory SEN services to Medway. The role requires a high level of specialist knowledge and procedure to ensure that statutory timescales and requirements are met. The role is essential to the organisation, weekly recording, and production of the decisions of the Medway Decision Making Group, statutory procedures relating to secondary transfer, year R admissions for pupils with SEN, statutory procedures relating to Post 16 transfer, informing schools regularly of their Annual Review, statutory duties and

collating management information.

The SEN Team Co-ordinator role is a full time post (37 hours per week).

The post is a job share: 0.6 and 0.4 (3 days and 2 days per week respectively) 0.6 of the post is already filled.

The SEN team has been granted permission by cabinet to recruit for the remaining 0.4 of the post.

New SEN legislation is due to come into force in September 2014. As part of the new legislation, the SEN team will be required to convert the existing 1689 Statements of SEN to Education, Health and Care Plans (EHCPs). The conversion process will begin in April 2014.

As part of the conversion, the team co-ordinator post will be required to collate all assessment and review reports in to the new parental booklets. In addition, photocopying, filing and meeting arrangements with parents and schools will need to be co-ordinated and arranged by the team co-ordinator.

SEN officers will not have the capacity to undertake these administrative tasks.

Therefore, permission is sought to increase the 0.4 team coordinator post (already agreed) to 0.8 (4 days per week).

The additional 0.4 (2 days per week) would be for an initial one year only, with review.

## **Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

None.

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

The additional 0.4 (2days required) will be funded through grant funding to assist the LA with the conversion process.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Children & Adult Services	
SECTION	Partnership Commissioning Team	
POST TITLE	Partnership Commissioning Officer – Maternity Cover for one year	
GRADE AND SALARY RANGE	Range 3	
POST NUMBER	9704	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	23 <sup>rd</sup> May 2014	
MANAGER POST REPORTS TO	Jane Love – Head of Partnership Commissioning (Adults)	
*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:	26 <sup>th</sup> May 2014 – 18 <sup>th</sup> March 2015	
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: Jane Love – Head of Partnership Commissioning (Adults)		

(\* please delete as appropriate)

### Impact on Service – please include:-

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

<p>The Partnership Commissioning Team plays a key role in ensuring that excellent care and support is commissioned and provided to Medway's most vulnerable adults. The team is comprised of eight Partnership Commissioning Managers and seven Partnership Commissioning Officers (PCOs), although currently there are three posts that are vacant and one other PCO on maternity leave. Until now the team has tried</p>
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to manage on a risk basis the monitoring of services in light of the Council's financial challenges.

The team is responsible for managing and monitoring contracts to the value of around £60 million pounds per annum (Adult Social Care only) on behalf of the Council and in addition support the commissioning and contact monitoring of a range of services on behalf of Medway Clinical Commissioning Group (MCCG). The service is part funded by MCCG.

The key function within this team is the need to monitor providers of care and support to ensure that what has been commissioned is actually delivered and to a high quality. Where concerns are identified, it is the team's role to work with those providers, to improve the standard and quality of the care/support provided to service users. PCOs work closely with Care Quality Commission (CQC) colleagues to ensure that the Local Authority and regulator work together in partnership. In addition the role ensures that the Council is receiving value for money.

The partnership Commissioning Officer role is essential to ensuring that this vital monitoring function continues to be delivered and that Medway's most vulnerable adults remain safe and are receiving appropriate care/support.

The PCO role will continue to be important in supporting the implementation of the Better Care Fund Plan and the wider transformation of health and social care as these officers will be working closely with providers as the market changes to ensure that they continue to provide services of a high quality and have the mechanisms in place to ensure that vulnerable adults remain safe and able to exercise choice and control, thereby enabling them to maintain their independence for as long as possible.

Without this post being filled these important functions will not be appropriately supported.

## **Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

As stated in the section above, there are already a number of vacancies for this role in the team. This means that there is no flexibility in providing this service in a different way. In addition, not covering this post represents a real risk in the team's ability to proactively monitor the services which support Medway's most vulnerable residents to ensure that safe, quality, services continue to be delivered

As the period of maternity leave does not commence until 23<sup>rd</sup> May there are no realisable savings in this financial year (13/14)

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

Partnership Commissioning Budget – Cost Centre 30901



**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	<b>Children and Adults</b>		
SECTION	<b>Partnership Commissioning</b>		
POST TITLE	<b>Head of Partnership Commissioning</b>		
GRADE AND SALARY RANGE	<b>SM Grades - £45,194 - £60,010</b>		
POST NUMBER			
LOCATION	<b>Gun Wharf</b>		
DATE POST BECAME VACANT	<b>Head of Children's – December 2013 – Head of Adults – July 2014</b>		
MANAGER POST REPORTS TO	<b>Helen Jones</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Y</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Y/N</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Y/N</b>		
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: Helen Jones			

(\* please delete as appropriate)

### Impact on Service – please include:-

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

<p>The post of Head of Partnership Commissioning (Children) has been vacant since December 2013. The post of Head of Partnership Commissioning (Adults) will be vacant from July 2014. The intention is to have a single Head of Partnership Commissioning. This role is key to the delivery of Integrated Commissioning for Health and Social Care across the Council and CCG. Failure to recruit will impact on improvements to commissioned services for Children in Care and Care Leavers, a programme of efficiency savings through smarter commissioning as well as an extensive commissioning programme for adults.</p>
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**Budget Issues**

Please indicate:

- 7. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
- 8. If any savings could be achieved by alternative ways of providing the service.

**Please specify the funding source for this post:**  
 50:50 funded between the Local Authority’s general fund and the other half from the CCG via a S256 Agreement.

**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	RCC	
SECTION	Director's Office	
POST TITLE	RCC Business Support Officer	
GRADE AND SALARY RANGE	Range 4	
POST NUMBER	TBA	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 April 2014	
MANAGER POST REPORTS TO	Robin Cooper	
*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 - No		
NAME OF RECRUITING MANAGER: Stephen Gaimster/Robin Cooper		

(\* 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.

Following the retirement of Joy Kirby (Business Quality Assurance Manager), a review of her role has been carried out. A schedule of her duties is attached. Some of these duties have been distributed to other staff but it is essential to the effective operation of the RCC Director's Office that this post is filled.

Key priority duties will be:

1. Managing Gillingham Pier
2. NNDR – Gillingham Pier Properties
3. Officer Project Board – minutes, agenda etc
4. Member Project Board – minutes, agenda etc
5. DJCC/DHS – minutes, agenda etc
6. Director’s Office revenue monitoring and budget related duties
7. Organising and minuting Star Chamber (4 per year)
8. SLA from Legal – managing and obtaining contributions from individual services
9. Processing purchase orders and paying invoices to be sent to relevant team

**Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

Revenue budget – budget head no TBA

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

Not filling the post would save £26,826 per year.

**Comments from Portfolio Holder**

This post serves the whole RCC directorate. Portfolio holders include Cllr Rodney Chambers, OBE, Cllr Howard Doe, Cllr Jane Chitty, Cllr Phil Filmer; Cllr Peter Hicks.

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	RCC		
SECTION	Regeneration & Economic Development – Communications and Marketing		
POST TITLE	Graduate Trainee Project Officer		
GRADE AND SALARY RANGE	Graduate £20,000 per annum		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Chatham Regeneration Project Manager; Sunny Ee		
*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:	Two year fixed term contract		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 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: Sunny Ee			

(\* 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 post will be line managed within the RED service but their workload/time will be split as follows:

**Regeneration & Economic Development - 3 days a week;** the Council has a fast growing agenda/programme for regeneration and town centre management with a number of major projects, some of which are externally funded, that need additional resources to support and deliver as provided by this post. The delivery of key

milestones will be compromised without this post in place.

**Communications & Marketing - 2 days a week;** working with Communications and Marketing to schedule and maintain The Big Screen. This post will be a cost effective but essential resource to programme the proposed “Big Screen” in Chatham. A significant amount of investment is being made to implement the screen using external funding and it is a high profile project. Beyond physical implementation, running a proactive and high quality schedule of programmes is vital to ensure the Council’s investment is fully realised.

## Budget Issues

Please indicate:

9. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.

**N/A**

10. If any savings could be achieved by alternative ways of providing the service.

No savings will be made as the post is new. However, as the post will be for a graduate trainee it does represent a saving over a standard project officer grade/post which, to reflect the quality of candidates the graduate trainee programme often provides, would have to be advertised at a higher grade and salary.

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

The Growing Places Fund (GPF) will fund 2 days a week, the remaining 3 days a week will be funded from the RED core budget.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....