

CABINET

10 JUNE 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 8 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

Data Compliance Officer
Review & Disposals Surveyor

Children & Adults

School Service Project Officer
Action For Families Data Analyst
Action For Families Administrator
Student Services Administrator
Programme Manager – Better Care Fund

Regeneration, Community and Culture

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.

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		
SECTION	Medway Adult & Community Learning		
POST TITLE	Data Compliance Officer		
GRADE AND SALARY RANGE	Range 2 (£14,733 – £19,126) (post to be evaluated/benchmarked)		
POST NUMBER	New post		
LOCATION	Rochester Community Hub		
DATE POST BECAME VACANT	n/a – new post		
MANAGER POST REPORTS TO	Carole Nisbet		
*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: Carole Nisbet			

(* 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 new post is to ensure compliance with funding regulations. Non compliance can result in clawback of funding.
It is being funded by one data processing clerk reducing from full time to 0.6 – giving a vacancy of 0.4, an existing vacancy for a data processing clerk of 0.41. An

additional 0.19 is required to create a new full time vacancy.

Budget Issues

Please indicate:

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

1. £14,733 plus on costs
 2. No capacity within the service to undertake these duties

Please specify the funding source for this post:

Skills Funding Agency

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Business Support	
SECTION	Property & Capital Projects	
POST TITLE	Review & Disposals Surveyor	
GRADE AND SALARY RANGE	Range 6 TBC (£35,430 - £40,741 per annum)	
POST NUMBER	TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A New Post	
MANAGER POST REPORTS TO	Noel Filmer Valuation & Asset Management 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	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	2 Years from a date to be agreed.	
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: Noel Filmer Valuation & asset management manager		

(* 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 no other posts of the same type within the section. The only other posts at this level in the Valuation & asset management section are the 3.6 FTE, Senior Valuation Surveyors. Other than this post there are no vacancies
2. If the post is filled this will speed up the process of reviewing the council's property portfolio and disposing of the Council's surplus assets which will help:
 - The council towards achieving its capital receipts of £4M per annum.
 - To reduce revenue costs.
 - To reduce the Council's required maintenance liabilities.
 - To improve the customer and staff experience at Council properties.

Budget Issues

Please indicate:

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

1. N/A the post will not be filled until 1 April 2014.
 2. it is cheaper and more efficient for review and disposals work to be done in house rather than outsourced.
- Please specify the funding source for this post:
- From Capital receipts. (From levy of up to 4% on sales and by retaining income from easements and covenants)

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Partnership Commissioning		
SECTION	School Service, Quality and Commissioning		
POST TITLE	School Service Project Officer		
GRADE AND SALARY RANGE	Range 3 (£19,126 - £24,646 per annum)		
POST NUMBER	9689		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	30 th May 2014		
MANAGER POST REPORTS TO	School Services Manager		
*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? 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: Karen Hall			

(* 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.

Three fte posts and one vacant.

Not recruiting to this post will have a major impact on the amount of support that can be dedicated to the high priority school improvement activities in this department. The ability to support schools in a category and requiring improvement would be affected. Capacity to support ongoing projects such as the Medway University Technical College would also be impacted. School Services are the first port of call for most schools needing to contact Medway. Reducing the team by a full time member of staff would seriously impact on our ability to deal with requests for assistance. We support the training and development of both experienced and new

teachers and we also produce the School Information Bulletin that gets vital information out to schools.

Budget Issues

Please indicate:

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

Please specify the funding source for this post: C1 at bottom of Range 3

- 1. The cost of the post for one year is (including oncosts @ 30%) would be £24,863.80
 10 months @ £2017.98 would be £20719.80
- 2. The team has already been restructured to deliver services in the most cost effective way.

Comments from Portfolio Holder

[Empty box for comments]

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adults		
SECTION	Inclusion and Improvement		
POST TITLE	Action for Families Data Analyst		
GRADE AND SALARY RANGE	TBC Range 4 (£24,646 – £30,011 per annum)		
POST NUMBER	Not yet set up.		
LOCATION	Medway buildings		
DATE POST BECAME VACANT	April 2014		
MANAGER POST REPORTS TO	Medway Action for Families (MafF) Project 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	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	April 2013- July 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 complete the administrative tasks monitoring families to ensure the programme achieves payment by results. A critical part of this is the data tracking and data inputting needed, drawing on information across partners including academies, police and housing associations. The complexities of the data gathering and using data to evidence positive impact has become a far bigger task as the numbers of families entering the programme has increased. It is no longer possible to meet the requirements of the programme from the existing team.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NO. This could potentially reduce redundancies made within the local authority. The central team can no longer manage the data centrally and support is needed with immediate effect.			
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. 0 posts in place

2. This will affect our monitoring and support of Payment by Results (PBR) and the tracking of families. We are at a critical point in the programme. The programme has grown as more families have been identified (-30 per month) and a dedicated resource is needed to focus on the tracking, data inputting and integrity of data across partners so that we can evidence the positive changes for families that underpin the validity of the payment by results claim. Every claim must be underpinned by evidence such as screen shots from the police computer, attendance records printed from SIMS.

The current team does not have the capacity to do this due to the increasing scale of the task. Unless we can properly evidence the validity of our claim, we will not receive the PBR and the programme will falter.

Budget Issues

Please indicate:

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

1. £0 (Zero). This will be externally funded by the Department for Communities and Local Government (DCLG) for its Troubled Families Programme that will deliver direct intervention and also champion Troubled Families within their own team and organisation. The post will enable further funding to be drawn into Medway via the PBR mechanism.

Please specify the funding source for this post:

DCLG -Troubled Families Programme.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Director

Dated:

Signed:
Councillor Alan Jarrett

Dated:

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DIRECTORATE	Children and Adults		
SECTION	Inclusion and Improvement		
POST TITLE	Action for Families Administrator		
GRADE AND SALARY RANGE	TBC Range 2 (£14,733 – £19,126 per annum)		
POST NUMBER	Not yet set up.		
LOCATION	Medway building		
DATE POST BECAME VACANT	April 2014		
MANAGER POST REPORTS TO	Medway Action for Families (MafF) Project 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	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	April 2013- July 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 complete the administrative tasks monitoring families to ensure the programme achieves payment by results. As the programme has grown in size it has become apparent that administrative support is essential to the delivery of results. There are highly process driven, evidence gathering systems that need to be in place to enable the payment by results claims to be 'approved' by audit. Maintaining these processes is time consuming and can no longer be carried out by the manager given the number of individual records requiring updating – there are now over 1000 individuals involved in programme.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NO. This could potentially reduce redundancies made within the local authority. The central team can no longer manage the data centrally and support is needed with immediate effect.			
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. 0 posts in place

2. This will affect our monitoring and support of Payment By Results (PBR) and the tracking of families. We are at a critical point in the programme. The absence of administrative support is inhibiting the ability of MAfF to track and evidence the impact of support on families and therefore is affecting Medway's ability to draw down the PBR.

Budget Issues

Please indicate:

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

1. £0 (Zero). This will be externally funded by the Department for Communities and Local Government (DCLG) for its Troubled Families Programme that will deliver direct intervention and also champion Troubled Families within their own team and organisation.

Please specify the funding source for this post:

DCLG - Troubled Families Programme.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Director

Dated:

Signed:
Councillor Alan Jarrett

Dated:

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DIRECTORATE	Children and Adults	
SECTION	Student Services	
POST TITLE	Student Services Administrator	
GRADE AND SALARY RANGE	Range 2 (£14,733 – £19,126 per annum)	
POST NUMBER	5333	
LOCATION	4 th Floor, Gun Wharf	
DATE POST BECAME VACANT	Maternity leave started 20.01.2014	
MANAGER POST REPORTS TO	Student Services Operations 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	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Until November 2014	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
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

If Student Services are unable to recruit to this administrator post it will:

- Delay any free school meal permit, whether entitled or not, will have an impact on the child and how quickly they are granted their free school meal.
- Parents are expected to pay for their child's meal or provide a packed lunch whilst an application is pending and therefore this has an impact on the applicant, many of which are unable to fund the meal, by virtue of the fact that they are claiming benefits.
- Have a significant negative impact on the children and families of Medway.
- Safeguarding children would become an issue, as vulnerable children in particular would not be getting a meal during the day, which in some cases is their only hot meal.
- Jeopardise the number of academies buying into our service and therefore reducing the income being received by Medway Council.
- The high level of customer service being provided will reduce as applications will not be processed within a reasonable time, this will in turn increase the number of calls, emails and complaints being received.
- The length of time it will take to process the applications will have an impact on the schools/academies themselves and therefore could have a negative effect on the relationships built with the staff.
- The team would not have the capacity to streamline and develop the service, particularly with on-line systems, which in turn could have a negative impact on the service provided for academies and therefore the income being received as other authorities may be able to provide this sooner.
- A delay in a free school meal review will have a significant impact on the funding received by a school in pupil premium. This is not something that can be carried out in advance to spread the workload because, too early the benefit status of the applicant may change and too late the schools do not have the accurate data available to report to Government and inaccurate figures for the pupil premium will be supplied.
- A number of academies have already raised concerns over the amount of time it is taking for a free school meal application to be processed and may then opt out of our service if they are not satisfied, the income being received by Medway Council would then be reduced.

NAME OF RECRUITING MANAGER: Shelley Marsh

(* 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.

Team Structure

The Student Services Department is made up of two teams, Admissions and Operations. This post sits within the Operations Team.

The Student Services Operations Team structure is made up of the following:

- 1x Student Services Operations Manager
- 2x Student Services Officers
- 2x Student Services Administrators – this includes the post we are hoping to temporarily recruit to, therefore one post is currently full and one is currently vacant (staff member of maternity leave)
- 2x Student Services Apprentices

Carrying out the following roles:

- 1x administrator, 1x officer and 2x apprentices casual in year admissions.
- 1x officer home to school transport.
- 1x administrator free school meals.

Number of free school meal applications received and processed:

- Academic year 2012 – 2013 - 2896 applications, which is an average of 241 per month.
- Academic year 2013 – 2014 so far to date 1375 applications, which is an average of 275 per month. If this trend continues then the total number of applications for the year will have increased by approximately 500 application forms.

Average turn around time depends on the outcome of the eligibility check as further evidence maybe required. Pupil and household information may need to be input onto the core of the system and further investigation may need to be carried out before a permit can be issued. It is important to highlight that the processing of applications has to take place at the same time of other tasks, for example; the review, cancellations, reporting for census returns, queries, reports to academies, reporting for invoicing to academies.

Please see the implications listed above. Other members of the team are currently covering the work however; this is having an impact on other areas. During the summer period, which is the busiest time for Student Services across all products, this is less likely to be possible and would have a greater impact.

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 current Student Services budget and the income generated from the free school meals traded service.

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	Partnership Commissioning	
POST TITLE	Programme Manager – Better Care Fund	
GRADE AND SALARY RANGE	SM Grade - £45,194 – £60,010 per annum	
POST NUMBER	TBC	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New Post	
MANAGER POST REPORTS TO	Assistant Director Partnership Commissioning	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	
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		
The BCF is in line with the principles of Better for Less ie integrated delivery and commissioning		
NAME OF RECRUITING MANAGER: Helen Jones		

(* 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 new post which was part of the Better Care Fund (BCF) submission to NHS England and the LGA. This post is key to the delivery of health and social care outcomes for Medway residents and providing leadership to drive forward the whole system transformation in health and social care. It is intended to reduce the number

of Heads of Service for Partnership Commissioning from 2 to 1 and create this new strategic role. Although 2015-16 will see the full implementation, including a pooled budget, 2014-15 is key to ensuring that all programmes of work are underway and that there has been engagement of partners, service users and stakeholders to deliver the change necessary. Failure to recruit to the post will not be in line with our BCF submission and will put the programme at risk.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st 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 through the reserves transferred from health to the Local Authority as part of the S256.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	RCC		
SECTION	Regeneration and Economic Development		
POST TITLE	Project Officer		
GRADE AND SALARY RANGE	Range 4		
POST NUMBER	N/A		
LOCATION	GUN Wharf		
DATE POST BECAME VACANT	NEW post – 13 months maximum		
MANAGER POST REPORTS TO	IMPRESS Project Lead Co-Ordinator		
*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:			
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: Matt Jenkins			

(* 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>1- There are currently 4 identical posts within the RED service – however, each post is focussed on delivery of a specific project. Currently, there is no-one fulfilling this role within the IMPRESS team</p> <p>2- If this post is not created, we run the risk of under-performing on our targets</p>
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under the IMPRESS project. This means that we would risk having to lose funding from the European Union that we currently use to deliver support to local businesses and to support local residents in their employment. This would have a detrimental effect on the capacity of local businesses and the employment prospects of local residents, leading to increased unemployment and skills shortages in the area.

Budget Issues

Please indicate:

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

1- This is a new post is shared between all project partners which means that Medway Council is covering only 50% of the total costs. Out of these 50%, the EU pays for half of the money. The rest of the funding is found through existing posts contributing Match funding. There will be no increase in internal contributions towards the project.

2-It is not possible to provide the service in another way as the funding has been allocated under the specific budget line staff. We would not be able to use the EU money under external services.
We have also tried using existing staff but the workload and the requirements of the tasks make it impossible to reach the set targets within the restrictions of the current staffing levels.

Please specify the funding source for this post:

This is fully funded by the IMPRESS project. There will be no cost to Medway core funding. The overall cost should be a maximum of £30,001

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: