

## **CABINET**

**15 JULY 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 14 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**

Electoral Services Officer  
Electoral Services Assistants (Temporary) X 5  
Business Administration Support Service/Meeting Support Officers X 2

#### **Regeneration, Community and Culture**

Community Recycling Assistant  
Customer Services Officer  
WORK Programme Job Broker Advisors X 2

#### **Children and Adults**

DOLS Assistant  
DOLS 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	BUSINESS SUPPORT		
SECTION	ELECTORAL SERVICES		
POST TITLE	ELECTORAL SERVICES OFFICER		
GRADE AND SALARY RANGE	Range 2 £18,858 -£24,481 (incl on-costs)		
POST NUMBER	0088		
LOCATION	Gun wharf		
DATE POST BECAME VACANT	9 July 2013		
MANAGER POST REPORTS TO	Electoral Services 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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	NA		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA		
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 No longer included in BFL programme. .			
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.

The Electoral Services team comprises 4 full-time posts: Head of Elections and Member services for whom electoral registration duties represent about 50% of their work, an Electoral Services Manager, a Senior Electoral Services Officer and the Electoral Services Officer. Two part-time posts of Electoral Services Assistant have been held vacant for a number of years to contribute towards required savings. The post of Electoral Services Manager was vacant from January 2014 and filled in April

2014 after advertising twice, and the postholder requires a comprehensive induction to ensure they fully understand the complexities of electoral administration and election law, practice and procedures. The post of Senior Electoral Services Officer has been advertised twice and unfortunately no appointment has been made. It is intended to advertise again shortly but it is unlikely anyone will be in the post until September or October, if an appointment is made, and the canvass will be well under way by then. The post of Electoral Services Officer has been filled on a temporary basis since it became vacant in 2012.

The Electoral Services team have a busy work plan for the next year; the team will be implementing the introduction of IER that requires the development of new skills as well as processing of an increased volume of application forms. Preparations for, and conduct of, the annual canvass start in July and will continue until December 2014; the General and Local elections will take place on 7 May 2015 and preparations will need to start prior to the formal end of the annual canvass. Routine work on rolling registration and maintenance of postal vote records will need to continue through much of this period and volumes are increasing. The team are also legally obliged to complete a review of polling districts and polling places before May 2015.

The work plan for the team has been set out above and is extensive, politically sensitive and corporately a high priority. The core team is small and at present is relying on the experience of the Head of Electoral Services Manager and the temporary member of staff who is currently filling the ESO post. Whilst that person has been content to work on a series of temporary contracts, it is not a satisfactory situation for the team to be in, as no long-term planning can be undertaken as the temporary member of staff could wish to find a permanent position and would only need to give one month's notice. Such a situation would put the annual write-out and election preparations at risk of completion. With such a small team, the loss of one post has a significant impact on the ability of the remaining team to cover all the work required, particularly with one other key post remaining vacant (Senior Electoral Services Officer) and a new Manager who has a comprehensive induction plan to complete. Significant amounts of time and resources have been utilized, training the current temp so they can deal with a wide range of electoral registration and election issues which would need to be repeated with any new incumbent at short notice when the team could be in the middle of the annual canvass or election preparations.

It is therefore proposed to fill the ESO post on a permanent basis but to limit any recruitment exercise initially to internal candidates only as it is felt that the relevant skill sets are available within the organisation.

If the post were to become vacant at short notice, preparations for the introduction of IER to the dates and standards required by the Cabinet Office would be at risk, involving risks to the reputation of the Council. IER is aimed at addressing, amongst other things, public perception of the potential of fraudulent electoral registration activity.

Similarly, if the post were to become vacant at short notice, the preparations for and conduct of the annual canvass would also be at risk, particularly the recruitment, training and supervision of personal canvassers, which would impact on the comprehensiveness, and accuracy of the Register, particularly in low-response areas. This will not only mean fewer electors registered to vote (or achieving credit checks) but could result in a higher number of electors unmatched against the DWP data in 2014 and the need for a more comprehensive personal canvass than otherwise might be required.

Processing of applications to register through the monthly additions process and for postal or proxy votes would also be affected as would the preparations for the General and Local elections.

Budget Issues

Please indicate:

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

If this post remained vacant or was not covered by temporary cover, savings of approximately £20,000 might be achieved, based on the upper salary range of the post.

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	BUSINESS SUPPORT		
SECTION	ELECTORAL SERVICES		
POST TITLE	ELECTORAL SERVICES ASSISTANTS (TEMPORARY) (x 5)		
GRADE AND SALARY RANGE	Approximately £8 PER HOUR		
POST NUMBER			
LOCATION	GUN WHARF		
DATE POST BECAME VACANT	Required from 2 July 2014		
MANAGER POST REPORTS TO	Electoral Services Manager		
*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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	2 July 2014– 30 June 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? Delayed Phase 3b			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
See impact 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.

The Electoral Registration Officer is obliged to produce a Register of Electors each year. Individual Electoral Registration (IER) is implemented with effect from 10 June 2014, and transitional arrangements have been put in place for 2014 that will have a large impact on the way the annual canvass is conducted this year, none of which can be completed without the assistance of temporary staff. Preparations for, and

conduct of, the annual canvass start in July and will continue until December 2014; the combined General and Local elections will take place in May 2015 and preparations will need to start in October 2014. The introduction of IER makes the normal routine work on rolling registration much more complex and maintenance of postal vote records will need to continue through much of this period and volumes are increasing. The team are also legally obliged to complete a review of polling districts and polling places before May 2015.

To compile the Register the annual audit (or write-out) will be carried out from 1 July; after checking the data of existing electors against DWP data, those who match successfully will be sent confirmation letters. It is anticipated that 80-88% of electors (approximately 169,000) will successfully match and be sent confirmation letters. The remaining electors (approximately 40,000) will be sent household registration forms and encouraged to register under the new arrangements, by providing their national insurance number and date of birth to be checked against the DWP database. The volume of forms to be produced and likely to be returned will be increased dramatically, although it is hoped that increasing numbers of electors will use the Government's new digital on-line service. It is likely that a proportion of the electors who receive a confirmation letter will have queries or will have moved, prompting the new occupier to contact the team to register.

The permanent staffing structure of the team comprises the Head of Elections & Member Services, the Electoral Services Manager, the Senior Electoral Services Officer and an Electoral Services Officer. The post of Electoral Services Manager was filled in April 2014 and the postholder requires a comprehensive induction to ensure they fully understand the complexities of electoral administration and election law, practice and procedures. The post of Senior Electoral Services Officer has been advertised twice and unfortunately no appointment has been made. It is intended to advertise again shortly but it is unlikely anyone will be in the post until September or October, if an appointment is made, and the canvass will be well under way by then. The post of Electoral Services Officer has been filled on a temporary basis since it became vacant in 2013.

These staff are not sufficient to process the forms that are received during that period as well as managing the annual audit, including the recruitment, training and supervision of approximately 80 personal canvassers who make door to door visits to non-responders. In addition the core team will also be responsible for the start of the preparations for the planning and conduct of the General and Local elections

It is proposed that the core team is enhanced by up to 5 temporary staff to assist with the annual audit, and that once the 2015 Register is published on 1 December, they continue to work in the team, assisting with the processing and inputting of "rolling registration" forms as well as the preparations for the combined elections on 7 May 2015. In particular assistance will be required to assist with handling requests for postal vote applications and processing completed applications so that they are processed in accordance with the statutory timetable relating to the elections. These staff will be recruited to start with immediate effect.

If the temporary staff are not engaged:

- all the details of people eligible to be included in the Register when it is published on 1 December will not be inputted so the Register will not be comprehensive and accurate, particularly in traditionally low-response areas, resulting in a lower response rate.. It is the Register that will be used for the General and Local elections.

- Electors requesting postal votes via their registration form will not have them sent out and processed in time to be in place for those elections.
- Additions and removals from the Register will not be processed in time to be eligible for the elections
- The revised register published on 1 December will not be distributed to those entitled to copies, including Councillors, political parties and candidates in the elections
- Election equipment will not be collated in time

### 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.

If the temporary staff are not engaged the savings will be in the order of £521,881 in the financial year 2014-15, and £17,295 in 2015-16.

Please specify the funding source for this post:

Revenue budget provision of £30,969 exists in the 2014-15 Electoral Services budget (4C225), plus a proportion of the £88,700 additional funding from the Government specifically for the implementation of IER. Savings of £17,000 will also accrue from the post of Senior Electoral Services Officer remaining vacant until September 2014. Some of these costs may be reclaimable from the Elections Claims Unit as a legitimate election cost. It is likely revenue budget provision will also exist in 2015-16. The Government have announced that some funding for IER will be available in 2015-16 but have not made any decisions on the sum or how they will be allocated.

### Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Business Support	
SECTION	Communications Performance & Partnerships	
POST TITLE	Business Administration Support Service/Meeting Support Officer X 2	
GRADE AND SALARY RANGE	Range 2 (£14,733 – £19,126)	
POST NUMBER	9890 and 9893 (central and devolved administration)	
LOCATION	Various	
DATE POST BECAME VACANT	June 2014	
MANAGER POST REPORTS TO	Senior Administration Officers	
*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:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Phases, 1, 2 and 3a of BfL		
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: Julie Ince		

(\* 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. These vacant posts sit within the Business and Administration Service. Within the whole service we have a number of administration hubs supporting a range of frontline, specialist services across the council. Our established Range 2 Administration Support Officer FTE is 65.21 and we have 9.41 vacant administration posts. This is a range 2 vacancy rate of just under 15% causing pressures to frontline and existing staff. The vacancies have arisen as a result of new resignations and promotions.
2. Impact: There is a risk to frontline services not being fully delivered or services delayed if we do not recruit, our work underpins the council's key priority of putting customers at the centre of what we do.

Detailed below are examples of services our vacant posts currently support:

- Medway Adult Learning (a service still working on its improvement journey) – risk of not filling vacancies would be direct impact to adult learners in Medway and beyond. Administrators help ensure that classes are full; rooms are booked and information is available for customers, income collected
- Safer communities, environmental health and protection, community wardens, highways – risk of not filling vacancies would directly impact on police and criminal evidence interview transcription, would also risk us not being able to deliver the service we promise on our website for example Love Medway, asbestos reporting etc. which in turn could compromise public health.
- Development Management (planning) – risk of not being compliant with planning inspectorate, public enquiries and appeals and risk of not being able to research to support enforcement action.
- Adult Social Care – risk of referrals not being processed quickly and this in turn is a direct potential safeguarding risk to clients. Risk of not being able to process important information for the specialist service and therefore client records not being up-to-date and risk of not being able to minute vitally important safeguarding or best interest meetings. Additional risk is that of not being able to secure financial assessment appointments for clients which could result in loss or delay in revenue for the council.

The service has already reduced its FTE (for this type of post) by 10.65 FTE and overall the service has delivered £152,000 of savings for 2014-15 (£177,000 in a full year). Therefore the service is working at an increased pace and pressure. In addition, existing staff's well-being will be jeopardised and our service will be at risk of not being able to provide what is in our service offering. There could also be an additional overall risk to BASS and the council's wider transformation programme.

3. Keeping stability by offering good service to front-line is vital.

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:

1. If these posts remained vacant until 31 March, the realisable savings (from August 2014 until end of March 2015 could be £92,425 – excluding oncosts).
2. Savings have already been achieved in administration as it was reviewed along with other elements of administration as part of the Better for Less programme two and a half years ago. More recently we had a radical organisational change and further efficiencies delivered £177,000 savings across BASS.
3. Funding for the vacancies is within existing budget allocation and establishment.

Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration, Community and Culture		
SECTION	Waste Development Team, Waste Services		
POST TITLE	Community Recycling Assistant (INSPIRER)		
GRADE AND SALARY RANGE	Range 2, (£14,733 - £19,126)		
POST NUMBER			
LOCATION	Annex B, Civic Centre, Strood		
DATE POST BECAME VACANT	28/5/2014		
MANAGER POST REPORTS TO	Johanna Dickson		
*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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	From: 6/5/2013 To 30/9/2013		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	James Stubbs		
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: Johanna Dickson			

(\* 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.

PLEASE NOTE: this post has become vacant as officer has left authority for a permanent post. Approval has previously been granted for this post by cabinet for the substantive post. This is a 5 month temporary role as the Inspirer project completes in September 2014.

This is the only post of its nature:

- It is a key role in working with the public to encourage more composting and recycling, which in turn helps save the council approximately £50 per tonne in disposal costs (a 1% shift from landfill or energy recovery to recycling equates to a saving of approximately £34k pa).

This INSPIRER project seeks better options for dealing with waste. The focus of this 5 month appointment will be will be maximising the uptake of the current kerbside organics service, monitoring requests for 5L kitchen caddies, preparing Inspirer claim paperwork and final Inspirer report.

Previous officers that have occupied the post have already succeeded in issuing 23L food bins to households in target communities and 90,000 5L kitchen caddies to homes with a brown wheeled bins.

This work requires the support and knowledge of a dedicated officer if we are to find savings by encouraging the composting of food waste.

Impact on the services to the public, if post is not filled, would include reduced presence at summer road shows, potential delay in processing requests for missed or stolen 23L food bins and 5L kitchen caddies and a greater burden on other team members to cover tasks currently undertaken by the Inspirer project officer.

Tasks had been allocated to the Inspirer project officer until the scheduled cessation of the project in September 2014.

## Budget Issues

Please indicate:

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

Please specify the funding source for this post: EU Inspirer Project (4 months of funding remaining)

No savings could be achieved if the post remained vacant as the EU funding cannot be attributed to any other post.

A restriction of the funding is that it is a dedicated post. Reallocation of this work will have an adverse impact on service provision elsewhere. All costs for the post will be fully met by the EU funding.

Savings could not be achieved by any alternative service provision

*Funding estimate:*

£6960 estimated cost of employing a temporary EU project assistant (30hrs/wk, May-September) £8480 available EU Inspirer project budget due to current post-holder (37hr) not completing final 3.5 months of contract)

Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration Community and Culture		
SECTION	Housing and Regeneration		
	Housing Services (HRA)		
POST TITLE	Customer Services Officer		
GRADE AND SALARY RANGE	Range 2 (£14733 - £19126)		
POST NUMBER	This is to cover 9283 (but at a lower grade see below)		
LOCATION	Co-located with the Mears Team at Medway City Estate Business Park		
DATE POST BECAME VACANT	9 May 2014		
MANAGER POST REPORTS TO	Salim Khan		
*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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	9 May 2014 to maximum 30 September 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?			
None			
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: Salim Khan			

(\* 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.

The Team leader for the Repairs Call handling Team has recently tendered their resignation. The team are currently co-located with the repairs contractor in their offices. The recent award of the new repairs and maintenance contract includes

for a TUPE transfer of the call handling team to the successful contractor. This is currently not due until April 2015 although it is likely further to discussions with the contractor that this may now take place earlier.

The proposal is not to replace the Team leader role rather share responsibility for day to day management of the team with the contractor pending TUPE transfer.

However in order during the interim period to ensure effective cover on telephones is maintained the proposal is to recruit temporarily an a call handler rather than the Team Leader role – given that the Summer period will see staff on pre booked leave.

This approval form therefore covers the proposal to recruit temporarily a lower grade role – the Team leader role being grade 3 bringing immediate salary savings and future longer terms savings by this recruitment only being required temporarily.

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

Failure to recruit will leave three front line call handlers to respond to day to day calls and enquiries during the Summer period and ultimately due to annual leave already pre booked this will reduce to two at some periods. This will then prove challenging in terms of cover as the team work shifts of either “lates” or “earlies”.

## 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:

This proposal brings immediate savings by not recruiting to the Team leader role (Grade 3) instead this is a Grade 2 post

The TUPE transfer will bring savings by amalgamating two teams into one as per the contract specification but this will not occur until currently April 2015 – although as set out above this may now occur earlier than proposed subject to consultation with the Portfolio Member and Staff.

Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration, Community and Culture		
SECTION	Regeneration and Economic Development		
POST TITLE	WORK Programme Job Broker Advisors (EXTERNALLY FUNDED) (until 31 <sup>st</sup> March 2015) X 2		
GRADE AND SALARY RANGE	Range 3 (£19,126 - £24,646)		
POST NUMBER	9713		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	25.05.2014		
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 <sup>st</sup> 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:-

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

We require two externally funded replacement posts of Job Broker/ Advisor, due to the resignation of two incumbents.

Medway Council directly delivers the Department of Work and Pensions Work Programme in Medway as a subcontractor to G4S. The programme is designed to find sustained (minimum 6 month) work placements for those who have been

unemployed for two years. Clients with multiple employment barriers are referred from JobCentre Plus, and include newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language. Medway Council is paid on the basis of the number of successful work placements lasting six months.

The success of the programme is dependent upon qualified and experienced advisors, who are fully funded by the payments from DWP.

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.

The service has recently taken over approximately 70 clients from All Saints Community project and an additional 250 clients from Strood Community Project.

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

The posts are provide essential professional quality assured information, advice and guidance (IAG) to unemployed customers. Each Job Broker Advisor is responsible for a caseload of a minimum of 60-80 clients, identifying and obtaining relevant job training and skills development opportunities, supporting the individual in job searches (including engaging with local employers) and providing in-work support for the first six months.

If the Job Advisors are not replaced, Medway Council risks being unable to fulfil contract requirements, which will result in non-payment from DWP and could possibly incur financial penalties. It would have an immediate impact of 250 long-term unemployed people in Medway being unable to access jobs, with an additional 150 people per year in the longer term. Failure to fulfil this contract may affect Medway Council's future prospects for successful bidding of externally funded projects.

## Budget Issues

Please indicate:

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

No savings will be realised as the job advisor posts are 100% externally funded. There will be a nil impact on the budget. However, if the posts are not filled, Medway Council may incur financial penalties for non fulfilment of the contract with DWP.

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 and Adults		
SECTION	Mental Health		
POST TITLE	DOLS Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,126)		
POST NUMBER			
LOCATION	Compass Centre		
DATE POST BECAME VACANT	27 <sup>th</sup> May, 2014		
MANAGER POST REPORTS TO	Marilyn Kitchenham		
*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:	Date of appointment for one year		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	TBA		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A			
<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>A new deprivation of liberty safeguards service is being set up in Medway. CADMT approval 27/05/2014 DOLS is a statutory duty for Medway Council. This post supports the effective and legal functions of the DOLS Team.</p>			
NAME OF RECRUITING MANAGER: Marilyn Kitchenham			

(\* 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.

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Team Manager, 3 Senior Social Workers, 2 DOLS Administrators and this post</li> <li>2. The Service is being set up in response to the Supreme Court Judgement handed down in March 2014 which has created a tenfold increase in referrals for DOLS. If this post is not filled, the new Medway team will not be viable.</li> </ol> |
|--|

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.

Adult Social Care Revenue Budget.

Please specify the funding source for this post:

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 and Adults	
SECTION	Mental Health DOLS Service	
POST TITLE	DOLS Officer	
GRADE AND SALARY RANGE	Range 3 (£19,126 to £24,646)	
POST NUMBER	New Post	
LOCATION	DOLS Office – Compass Centre (Temporary until Dec 14)	
DATE POST BECAME VACANT	27 <sup>th</sup> May 2014	
MANAGER POST REPORTS TO	Marilyn Kitchenham	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Secondment for 12months from start date of employment	
*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		
<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>Immediate need to establish a statutory DOLS service in Medway.</p>		
NAME OF RECRUITING MANAGER: Marilyn Kitchenham		

(\* 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.

<ol style="list-style-type: none"> <li>1. 2 Dols Admin Posts will report to the Deputy Dols Manager and Dols Manager. 2 posts both currently vacant. New Service for Medway Council</li> <li>2. This is a statutory service under the Mental Health Act, Mental Capacity Act and Deprivation of Liberty Safeguards. It provides Human Rights protection to extremely vulnerable people in care homes and hospitals who lack the mental capacity to make decisions about their treatment, care and residence. The</li> </ol>
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Admin Officers will support the service which includes the provision of independent assessments provided on behalf of Medway Council as the Supervisory Body for DOLS. Reputation damage, expensive litigation and financial damage will likely occur if this service is not provided with urgency.

This is a new service for Medway Council as it pulls away from a collaborative agreement with KCC which received CADMT Approval on 27/05/2014. The DOLS Office Administrator post will support the entire function. The post is required immediately and cannot be left vacant until March, 2015. There is no opportunity for alternative ways of providing this service at the present time. Councillor Brake is aware from discussions with Assistant Director and Principal Officer for Mental Health

**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 Deprivation of Liberty Safeguards post was agreed at CADMT on 27/05/2014 and will be funded from the Adult Social Care Revenue Budget.

Please specify the funding source for this post:

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....