

CABINET

2 SEPTEMBER 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 21.41 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

Business Administration Support Service/Meeting Support Officer x7.41
Category Support Officer
Database Administrator (DBA)

Regeneration, Community and Culture

Prison Library Assistant
Finance Assistant

Children and Adults

Troubled Families Coordinator
CYC Administrative Assistant
Operations Assistant
Admin Assistant (Temporary)
Partnership Commissioning Programme Lead x 5
Deputy Director - Children & Adults Services

- 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	Communications Performance & Partnerships	
POST TITLE	Business Administration Support Service/Meeting Support Officer x7.41	
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	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
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 (2.0 FTE was approved at 5 August Cabinet meeting). 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 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:

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:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support		
SECTION	Category Management		
POST TITLE	Category Support Officer		
GRADE AND SALARY RANGE	10520		
POST NUMBER	Range 3 (£19,126 - £24,646)		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Part of restructure June 2014		
MANAGER POST REPORTS TO	Carl Rogers		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>Threaten effectiveness of the team and the savings to deliver.</p>			
NAME OF RECRUITING MANAGER: Carl Rogers			

(* 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.

There are 5 CSO posts in total with one vacant post. The ability to deliver the low value procurement support to enable the senior members of the team to focus on more value added projects will be affected.

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.

£19,126 - £24,646 from the existing budget.

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:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department	
SECTION	ICT	
POST TITLE	Database Administrator (DBA)	
GRADE AND SALARY RANGE	Range 5 (£30,011 - £35,430)	
POST NUMBER	8544	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	31 October 2012	
MANAGER POST REPORTS TO	Principal Database Administrator	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>This post is essential for delivering ICT elements of the Better For Less programme, and will be critical for phase 4, and also for the remainder of the transformation programme going forward. Furthermore the post holder is responsible for core databases that support Customer Contact Service delivery, that were developed during previous phases of Better for Less.</p>		
NAME OF RECRUITING MANAGER: Peter Good		

(* 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 is only 1 DBA post in the structure but at the present time the Principal DBA post is also vacant. Consideration is currently being given to whether a principal post is required, but the DBA post is essential to maintain service delivery.
2. Should the post not be appointed to, essential planned upgrades, new installations & maintenance of ICT systems will not happen or may be delayed. This could therefore impact on the ability for the Council officers to deliver services using technology.

The current workload and knowledge required across the Council's multiple databases and associated technologies is too great for one database administrator to manage, especially during periods of absence i.e. leave, sickness when only one DBS be available. The DBA team are currently supporting 5 different enterprise RDBMS; Oracle, SQL Server, Ingres, Sybase and MySQL on multiple operating systems and multiple versions.

There are approximately 300 servers in the Council hardware infrastructure, 63 of these are hosting a RSBMS; this equates to almost 20% of all servers being database servers.

A number of other database and high availability technologies are in use which the DBA team have specific knowledge of and responsibility for managing and maintaining. This includes; PolyServe, Neverfail, Oracle Recovering Manager. Oracle Application Servers, Apache and JBoss Application Servers.

Other risks to the Council include significant periods of downtime whilst contractors with the necessary skills are found to rectify faults. The following public services could all be affected during this period.

ICT systems for vulnerable adults and children
Customer Contact
Public Access for Medway's citizens from Libraries

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. £20,000
2. A technically competent database administrator is essential to the authority for maintaining a reliable ICT Infrastructure. Contracting this role out will undoubtedly cost more. An indication of contract costs was sought from a recruitment agency range from £450 - £500 per day.

Please specify the funding source for this post:

ICT Salary Budget – this post is included and budgeted for within the ICT budget.

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	Libraries and Archives		
POST TITLE	Prison Library Assistant (16 hours)		
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,126)		
POST NUMBER	9339		
LOCATION	Rochester and Cookham Wood Prison Libraries		
DATE POST BECAME VACANT	New Prison Library Assistant post		
MANAGER POST REPORTS TO	Megan Silver		
*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: Duncan Mead			

(* 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.

The post is fully funded externally, at no cost to Medway by the National Offender Management Service.
Currently Rochester has two Prison Library Assistants and Cookham Wood one. They also share one Librarian, who manages both buildings.
The service has received extra funding and has flexibility within it's current budget to recruit to a new post (one of the current post holder's also wants to reduce their hours.)

The extra hours will allow for the Libraries to open longer due to increased demand from the prisons to make more effective use of the new Libraries at Cookham and Rochester.

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:

This post is fully externally funded by the National Offender Management service

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	Theatres		
POST TITLE	Finance Assistant		
GRADE AND SALARY RANGE	3889		
POST NUMBER	Range 2 (£14,733 - £19,126)		
LOCATION	Central Theatre		
DATE POST BECAME VACANT	01 March 2014		
MANAGER POST REPORTS TO	Carl Madjitey		
*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?			
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: Verne Sanderson			

(* 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.

Only one finance post in the theatres structure, which has been vacant since April 1st. In the meantime the work has been carried out by a casual member of staff on a part-time basis and the backlog is now getting to be major problem.

Banking is being delayed by many days which gives us audit and insurance issues. Payments are being delayed which will cause us a major problem in the entertainment industry. If we don't pay performers on time they may not wish to return, and if we get a reputation in the industry for late payments other performers may not wish to come to the venues

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:
Existing staffing budget

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	Children and Adults	
SECTION	Childrens Social Care	
POST TITLE	Troubled Families Coordinator	
GRADE AND SALARY RANGE	Range 7 – waiting to be evaluated	
POST NUMBER	New Post	
LOCATION	Medway buildings	
DATE POST BECAME VACANT	June 2014	
MANAGER POST REPORTS TO	Andrew Willetts – Service Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<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?		
<p>None.</p> <p>This is a government initiative (Troubled Families) looking at how we develop work with families and reduce the cost on the public purse.</p> <p>Medway needs to increase its capacity to complete the work needed not just now but the expansion planned in phase 2 (2015-2020).</p> <p>We will be audited by central government on how we use the money from DCLG to fund post coordinating the programme. We have recently extended the remit of the previous coordinator and as such some of the funds are diluted. This has been agreed at CMT.</p> <p>A critical part of this is the partnership working, coordination and developing business cases for the future. The numbers of families entering the programme has increased and will continue to do so. It is no longer possible to meet the requirements of the programme from the existing team.</p>		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p>No. This could potentially reduce redundancies made within the local authority. The central team can no longer manage the programme centrally and support is needed with immediate effect.</p>		
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 – e.g. 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

1.
 - One Troubled Families Coordinator and one vacancy.
2.

This will effect our:

 - Monitoring and support of PBR
 - Programme development and sustainability
 - Workshops and operational management of work flows
 - Management of the operational board for Medway Action For Families
 - Preparation and sign off for new families
 - Acting on new nominations
 - The tracking of families
 - We are at a critical point in the programme as we go onto phase 2
 - Family monitoring data
 - ECROYS the commissioned evaluation programme
 - Partnership engagement for phase 2
 - Business cases moving forward to ensure sustainability through service level agreements
 - Quality assurance of cases
 - We are also using the funds to manage Early Help, AASSA, YPDE, CME, MISPERs and CAF to name a few and DCLG have made it clear this is not acceptable.

The programme has grown as more families have been identified (30 per month) and a dedicated team is needed. The current team does not have the capacity to do this due to the increasing scale of the task and also other responsibilities not on the previous manager.

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.
£0 (Zero). This will be externally funded by DCLG for its Troubled Families. 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:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Youth Service		
POST TITLE	CYC Administrative Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,126)		
POST NUMBER	3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	27 July 2014		
MANAGER POST REPORTS TO	Marie Bertel		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1/9/2014 – 31/3/2015		
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: Marie Bertel			

(* 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"> 1. For the moment, only one person is working full time on the CYC project. 2. Ensure the delivery of the CYC project and ensure that the Medway council meets its commitments as lead partner. <p>Please note it will be a part time post.</p>
--

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:
This post will be fully funded by the Interreg Programme (ERDF).

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	Children and Adults		
SECTION	Youth Service		
POST TITLE	Operations Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,126)		
POST NUMBER	9628		
LOCATION	Medway East		
DATE POST BECAME VACANT	22 August 2014		
MANAGER POST REPORTS TO	Area Youth Manager – Medway East		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	whilst recruiting	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	2/08/14 – 02/10/14		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? MYS Covered in phase 2 (PI, CS and Admin)			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A comments as before			
NAME OF RECRUITING MANAGER: Karen Self			

(* 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 is currently one other Operational Assistant in Medway West, currently filled with a permanent member of staff. There is one vacant post. Current service structure attached.

Requested posts –

Medway East – x1 Operational Assistant post. The budget for this post currently sits in the Medway East Area budget.

This post is essential to the overarching operations of all youth work projects across

the Medway East area, The post holder undertakes:
HR Admin/ Support
Finance (including banking and Payroll)
Data and input, monitoring (Quality Control) on the IYSS system.
Health and Safety of buildings and main key holder of 3 buildings
Operational Management of 3 buildings including the generation and management of hirers, many out of usual working hours
Acquisitions
Administrational duties
CYC administration and Finance

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.

New vacancy in Medway East, area budget = NJC £23,748 including on-costs

Total cost = £23,748 (could be less if starting at bottom of the grade)

Total budget available = £23,748

Please specify the funding source for this post:
Medway East Area budget

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, 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	Children and Adults		
SECTION	PASS		
POST TITLE	Administration Assistant		
GRADE AND SALARY RANGE	£11.15 per hour		
POST NUMBER	3862		
LOCATION	Woodlands		
DATE POST BECAME VACANT	January 2011		
MANAGER POST REPORTS TO	Rachael Burton		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	01.10.2014 – 31.03.2015		
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: Rachel Burton			

(* 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. Admin support was withdrawn from the Physical and Sensory Service (PASS) when it was required to move from the Area Base at Woodlands in January 2011, and relocated 'temporarily' within Elaine Centre. The team are being moved back to Woodlands on 8 August. They will be moved again on 28 November but no location has yet been identified. No arrangements for admin support have been made in any of these locations. There are therefore no other posts of the same type to support the team.</p>
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Cabinet approval was given in October 2011 to fill this post on a temporary basis until 31/03/2012. Approval was given again in March 2012 to fill this post on a temporary basis until 31/03/2013, and again between April 2013 and March 2014.

A request was made to cover April 2014 to March 2015 but was only agreed until the end of September 2014 due to the impending move to Elaine.

This is a request to extend the support to cover the temporary location in Woodlands and transition to a hopefully more permanent base after November 2014. A more permanent arrangement for admin support will be raised for consideration as part of these discussions, which will more fully meet the needs of the team.

2. The physical and Sensory Service consists of 6 members of staff – 4 teachers and two support workers. All staff work directly with vulnerable children who have significant needs in the areas of hearing impairments, visual impairment and physical impairment. Staff work in schools and within homes. They support all maintained schools, including special schools and specialist units attached to schools, across Medway, providing early intervention work to support pupil inclusion and close the achievement gap between these groups of children and their peers. The team also provides a comprehensive service to preschool children with a hearing, visual, physical or multi-sensory impairment.

If the post is not filled, direct support to Medway children will be reduced as Advisory Teacher time will be spent in the office fulfilling the admin role. This reduced service has a direct impact on the achievement of the pupils supported, leading to an increase in requests for Statutory Assessment and pupils requiring specialist provision in the areas of physical or sensory loss.

Under the Workload Agreement, teachers should not routinely be required to undertake tasks of a clerical or administrative nature “which do not call for the exercise of a teachers’ professional skills or judgement”. This includes filing, archiving, invoicing, coordinating training events and database management.

One member of staff is registered as physically disabled, and requires support to access certain areas of the office, for example the photocopier, and carry out certain duties such as the preparation of bulk training materials. Under the Disability Discrimination Act we are required to help him overcome work related obstacles resulting from his disability.

These teams are part of Better for Less Phase 3B, and no date is set for this currently.

Not filling the post is therefore an inefficient use of ‘people’ resources, it does not meet with Teachers Workload Agreement, it does not enable us to fulfil DDA requirements and in the longer term it will increase the pressure on the SEN Budget, including specialist placement and transport.

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. £3,000. All three teams are funded from the Direct Schools Grant, as they directly support children with disabilities.

2. None. The teams moving to Woodlands have no spare capacity.

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:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children's and Adults	
SECTION	Partnership Commissioning	
POST TITLE	Partnership Commissioning Programme Lead x 5	
GRADE AND SALARY RANGE	Range 7 (£ 40,741 - £45,341)	
POST NUMBERS	11621, 11622, 11624,11625,11626	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New posts following a restructure	
MANAGER POST REPORTS TO	Head of Partnership Commissioning – Children's & Adults	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
<p>Following a restructure of the Partnership Commissioning service (which is jointly funded by Medway CCG) the above posts remain vacant. These are key roles within the new service which are fundamental to the successful delivery of the portfolios</p> <p>Please see attached structure chart.</p>		
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.

These roles will support Medway Council and Medway Clinical Commissioning Group to achieve their strategic and overarching objectives

There are five Programme Lead roles within the new structure. Each Programme lead will be responsible for managing one of the following portfolios:

Children's Social Care
Children's health and maternity services
SEN and Disabilities
Accommodation and registered services
Community Services

The impact of not recruiting presents a significant risk to the Council and CCG as many of the staff from the old structure are leaving or in the process of leaving. Replacing them with interims does not present value for money and is a risk to the work required both for service transformation and to drive efficiencies

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.

If we do not recruit we run the risk of the CCG withdrawing their funding. They have agreed to fund with no reductions in 2015-16 despite the need for them to reduce their running costs. Not recruiting will in the short term cost more as we will have to use agency staff. Also these posts are key to commissioning plans to achieve efficiencies in children and adults.

Please specify the funding source for this post:

These posts will be jointly funded by Medway Council and Medway CCG

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	Children's and Adults	
SECTION	Children's and Adults	
POST TITLE	Deputy Director - Children & Adult Services	
GRADE AND SALARY RANGE	Deputy Director - £84,000 - £93,243 + special allowance of £5,213	
POST NUMBERS	0745	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	27 October 2014	
MANAGER POST REPORTS TO	Director of Children & Adults	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<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 N/A		
NAME OF RECRUITING MANAGER: Barbara Peacock, Director Children & 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.

There is 1 Deputy Director – Children & Adults post and this post will be vacant.

The Deputy Director – Children & Adults has overall responsibility for a range of services to some of the most vulnerable adults, children and young people, as well as Deputising for the Director of Children & Adults. 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 31st March 2015.
2. If any savings could be achieved by alternative ways of providing the service.

The current post holder is intending to leave 23 October 2014, and therefore if the post was not filled until April 2015, there could be a potential saving of £38,851, equal to 5 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: