

CABINET
30 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 13 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

Senior Administration Officer
Project Manager x2
Assistant Building Services Engineer
Political Assistant
Political Assistant

Children and Adults

Social Care Business Manager
Programme Manager – Care Act
Head of Service Safeguarding and Quality Assurance

Regeneration, Community and Culture

Local Growth Fund (LGF) Strategic Manager
Head Of Integrated Transport
Processing Assistant - Processing & Income Recovery
External Funding 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	Business Administration Support Service		
POST TITLE	Senior Administration Officer		
GRADE AND SALARY RANGE	Range 3 (£19,126 - £24,646 per annum)		
POST NUMBER	9892		
NUMBER OF VACANT POSTS OF THIS TYPE	1		
LOCATION	Devolved Administration Office (various locations)		
DATE POST BECAME VACANT	30 September 2014		
MANAGER POST REPORTS TO	Julie Ince		
*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?			
Phase 1			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
<p>The implications for not filling this post would be that there would be no line management to a team, who require support, guidance and supervision. The administration involved with this key role, supports front-line service delivery in very busy health and social care community teams as well as the integrated hospital discharge unit (based at Medway Maritime Hospital). This administration team is split over a number of sites currently with mostly single administrators (one or maximum of two at each site). The role of the senior includes undertaking administration themselves as well as covering and supporting the specialist Adult Social Care Teams. This role sits in a front-line service with the specialist team and is vital to ensuring that our customers are served</p> <p>There would be a risk to not being able to have minute takers at safeguarding meetings, at a range of locations, if this post is not permanently filled as well as a lack of provision of senior administration support and performance management to a very busy front-line service.</p>			
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.

Impact on the service if we do not fill this post:

- The Older People's service have a large number adult safeguarding alerts. The alerts infrequently become Safeguarding Vulnerable Adult meetings. It is vital that the meetings are co-ordinated by a senior officer to ensure that the minutes and organisation of meetings are shared and the workload is manageable for the administration team and to provide the best support for vulnerable service users.
- Team Managers, Senior Practitioners, social workers, cannot manage their day to day work without the essential administration elements for safeguarding meetings, best interest meetings as well as other day-to-day administration in the integrated teams.
- Minutes from these meetings could be required in a court of law and the administration around this is vital to the service and service users alike. This activity needs a senior admin officer to allocate and have oversight on strict timelines and procedures.
- The senior officer ensures administration resources are available for front-line service delivery.
- The integrated discharge team needs to have a better and improved resilience administration presence and this needs managing by the senior administration officer.
- Processes need aligning as the Adult Social Care review takes place the teams become East/West and Integrated Discharge Team for the Hospital. Good co-operation and co-ordination with health colleagues is also an essential part of this role.

Background:

- This is a senior administration post within the Business Administration Support Service. This is one of five off-site senior administration posts directly supporting front line services. The service would be at a loss without this crucial post to co-ordinate a number of administration processes that have a direct impact with vulnerable service users.
- The current senior administrator is leaving this post.
- This senior post has direct line management for the team of 8 administrators (including 2 part-time staff). There are a total of 6 sites currently where admin are based. The senior post resources all units accordingly, moving people around when necessary and maintains close liaison with other senior administration officers.
- This senior post is responsible for ensuring that processes are followed and that good practice is maintained. The Senior Administration Officer is responsible for performance development reviews of administrators, supervision meetings as well as other important adherence to council's process and procedures. It is important to ensure that social work teams can concentrate on front-line service delivery without being concerned with

- the above in line with the council's principles of transformation.
- The senior role is pivotal in this complex service area providing direction and support and guidance and working on administration support to the service users and social work team.

Budget Issues

Please indicate:

1. The savings if this post remained vacant until 31 March 2013 are £11,156.
2. There is no other way of providing this service. It came about and was evaluated as part of the council's phase 1 of transformation and is essential to service users and the team. It was reviewed again in the BASS re-structure earlier this year and still felt an important role to keep.

Please specify the funding source for this post:

Existing budget

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Business Support Department		
SECTION	Property & Capital Project (Building & Design Services)		
POST TITLE	Project Manager x2		
GRADE AND SALARY RANGE	Range 5 (£30,011 to £35,430 per annum)		
POST NUMBER	0295		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 st August 2014		
MANAGER POST REPORTS TO	Anthony Wallner		
*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?			
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: Anthony Wallner			

(* 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.

Building & Design Services cost centre (4T090) has 3x FTE and 1x 0.6 FTE Project Manager posts, one of the FTE posts is currently vacant and we have been granted approval to appoint to this. Currently our service operates by being resourced to the 'trough' but over the last few years the inability to have recruited to positions that

become vacant, combined with an increase of workload due to more Education project workload, we have been increasingly reliant on the engagement of external consultants in lieu of internal resources.

The engagement of external consultants in lieu of internal permanent staff has come at a cost to both the capital project and also as a pressure to our revenue code for consultants.

This application is to seek approval to create an additional two Project Manager posts within the Capital Projects team which will enable for better continuity to delivery through having sufficient resourcing to replace temporary external consultants in addition to providing better cover for staff absences due to holidays leave, sickness etc.

The importance of this recruitment exercise is fundamental since Building & Design Services provide key delivery of capital projects across the council, with our main internal client departments being Education and Housing. The team operates as an 'expert' client for Medway Council in the commissioning of external consultants and contractors and to oversee the delivery of key capital programmes of work. These programmes include the refurbishment and building of new schools, maintaining schools operational and improvement of the Councils Housing stock in line with it's statutory landlord duties and to ensure best values across all projects.

These two positions would be to work on a mixture of both Housing and Education projects.

The impact of the service if these positions are not recruited into would be a potential failure to deliver elements of the service as external consultants do not provide the same level of continuity as its equivalent internal resource. This could result in failure to complete programmes on time and could result in a loss of capital investment from the Department for education on both existing committed projects and future funded projects. Consequences could also mean a failure to have schools operational in time and for essential Housing works not being delivered efficiently and thus reflecting badly on the service and department.

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.

There is no associated salary saving should these positions not be appointed to as the position is currently being funded from project specific capital budgets. As the Building & Design Services cost centre is zero budgeted, all staff salaries are covered by income generated from fees earned via the capital projects. These capital projects are funded from capital funds (Education) or ring fenced funds (Housing) and therefore do not have a direct revenue pressure. The team's ability to ease the revenue pressure. As it would therefore be more financially efficient to recruit a permanent position rather than a consultant, then there is the potential for more of the fee income raised by our service to be retained within the Council rather than be expended on external consultants.

The average cost for an external project manager is £1,295 per week. This equates to a gross cost of £59,550 per annum (allowing for 30 days annual leave for comparative purposes) per project manager. For an internal equivalent recruited to an internal position this would equate to £39,286 and therefore there is the potential for the service to earn around £20,000 per permanent position appointed to in lieu of external consultants. These two positions should therefore allow for a potential additional fee income to the service of around £40,000 per annum due to the associated savings.

Please specify the funding source for this post:

The funding for the two posts will come from the Building & Design Services cost centre 4T0909. Whilst there is a revenue cost centre, it's income is generated from Capital and not revenue fees and therefore there is no direct revenue pressure on this recruitment requirement. An increase, and foreseeable continued increase, in capital projects from the Education sector mean that the posts will continue to be funded entirely from capital fee income whilst having the positive effect of enabling an increase in the services fee income as described above.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Business Support Department		
SECTION	Property & Capital Projects (Strategic Property & Energy Management)		
POST TITLE	Assistant Building Services Engineer		
GRADE AND SALARY RANGE	Range 3 (£19,126 to £24,646)		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1st October 2014		
MANAGER POST REPORTS TO	Nick Anthony		
*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? None			
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: Nick Anthony			

(* 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 strategic property & energy management cost centre (4R303) currently has funded vacancy for an Assistant Building Services Engineer. This application is to seek approval to appoint to the vacant post.

A significant proportion of the work undertaken by the team relates to the delivery of a building services maintenance and renewal function across the Council's portfolio of

operational buildings. The service is also supporting the delivery of schemes for both Education and Housing capital projects. The mechanical and electrical components of buildings form a critical element of their safe and efficient function and it is therefore essential they are properly maintained and where necessary renewed. The function is also essential to delivering energy saving schemes, which in turn lead to both a reduction in carbon emissions and utility costs.

At the present time the team employs only one qualified Building Services Engineer and given the current workload it is often necessary to commission the services of external consultants to enable the delivery of capital schemes. By recruiting an Assistant Building Services Engineer the Council would reduce its reliance on external support, provide greater resilience and an element of succession planning for the service.

The impact on the service if this position is not recruited into would be a potential failure to deliver elements of the service and a continued reliance upon the current level of external support. This could result in failure to complete programmes on time, increase the risk of buildings being non-compliant and delay any revenue savings associated with particular schemes.

Budget Issues

Please indicate:

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

The budget allocated to the post in 2014/15 is £23,747. As the post is vacant the realisable savings up to the 31st March 2015 would be the allocated budget of £23,747. If the post were filled from 1st October 2015 a realisable saving would remain but would be reduced to £11,874.

Whilst difficult to quantify, the costs of providing a greater proportion of the service in-house will be lower as the cost of consultants exceeds that of directly employed staff.

Recruitment for this position will also assist in maintaining the ability of the service to earn the current level of fee income and provide the potential to earn additional fee income from the increase in internal capacity.

Please specify the funding source for this post:

The funding for the vacancy will come from the Strategic Property and Energy Management cost centre (4R303)

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Business Support		
SECTION	Member Services		
POST TITLE	Political Assistant To Conservative Group		
GRADE AND SALARY RANGE	SCP 32 – 36 (£27,052 - £ 30,011 per annum)		
POST NUMBER	To be confirmed		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	26 September 2014		
MANAGER POST REPORTS TO	Conservative Group Leader / Dd Customer Contact, Leisure, Culture, Democracy & Governance		
*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:	NA		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA		
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 N/A			
NAME OF RECRUITING MANAGER: Richard Hicks			

(* 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 two largest Political groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The current post holder of the Conservative Political Assistant post is leaving with the effect from 26 September 2014.

Under the Act, a group qualifies for a political assistant post if (a) the membership of that group comprises at least one-tenth of the membership of the authority; and (b) the number of the other groups which are larger than that group does not exceed two. The impact on the service if this post is not filled is that the Conservative Group would not receive the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council. Due to the fact that the current contract of employment is due to expire on 31 May 2015 it is proposed that officers recruit someone on the basis of a fixed-term contract until that date when it will be clearer what the arrangements need to be post-election.

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.

Savings in the order of £14,991 would be realised if the post is not filled until after 31 March 2015. Assuming that a new appointee would have been appointed at the lowest point in the salary range.

Due to the statutory framework for the allocation of these posts and the political nature of their role, it is not feasible for alternative ways of providing the service.

Please specify the funding source for this post: specific revenue allocation in salaries budget attached to 4C222.

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	Member Services		
POST TITLE	Political Assistant To Labour Group		
GRADE AND SALARY RANGE	SCP 32 – 36 £27,052 - £ 30,011 (Pro-Rata) 18.5 Hours		
POST NUMBER	4031		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Head of Elections & Member Services & Leader Of Labour Group		
*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:	NA		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA		
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 N/A			
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 two largest Political groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The current post holder of the Labour Political Assistant post has resigned from the position.

Under the Act, a group qualifies for a political assistant post if (a) the membership of that group comprises at least one-tenth of the membership of the authority; and (b) the number of the other groups which are larger than that group does not exceed two. The impact on the service if this post is not filled is that the Labour Group would not receive the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council. Due to the fact that the current contract of employment is due to expire on 31 May 2015 it is proposed that officers recruit someone on the basis of a fixed-term contract until that date when it will be clearer what the arrangements need to be post-election.

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.

Savings in the order of £7495.50 would be realised if the post is not filled until after 31 March 2015.

Assuming that a new appointee would have been appointed at the lowest point in the salary range.

Due to the statutory framework for the allocation of these posts and the political nature of their role, it is not feasible for alternative ways of providing the service.

Please specify the funding source for this post: specific revenue allocation in salaries budget attached to 4C222.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	C&A	
SECTION	Adult Social Care	
POST TITLE	Social Care Business Manager	
GRADE AND SALARY RANGE	Service Manager £45,194 - £60,010 plus special allowance £4,633 per annum	
POST NUMBER	11699	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	01 June 2014	
MANAGER POST REPORTS TO	Deputy Director – Children and Adults	
*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:	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?		
Better for Less Phase 1		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
None		
NAME OF RECRUITING MANAGER: David Quirke-Thornton Deputy Director – Children & Adults		

(* please delete as appropriate)

Impact on Service – please include:-

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

The 2014 restructure of Adults Social Care realised savings by deletion of a Service Manager post and this post is the final appointment to the new structure, with all remaining services under one "business" line. The post is necessary to provide support and management to these services

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.

Nil – An existing Team Manager is acting up into the post until filled

Please specify the funding source for this post:

Fully funded from Adults Social Care base budget

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adults	
SECTION	Adults Social Care	
POST TITLE	Programme Manager – Care Act	
GRADE AND SALARY RANGE	Service Manager £45,194 - £60,010 plus special allowance £4,633 per annum	
POST NUMBER	New post	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New post – September 2014	
MANAGER POST REPORTS TO	Deputy Director – Children and Adults	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y	
*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? Phase 1		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW None		
NAME OF RECRUITING MANAGER: David Quirke – Thornton		

(* 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.

This is a stand-alone project post.

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.

There are no realisable savings.

Please specify the funding source for this post:

Memorandum of understanding with Department of Health and funding received.

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 & Adults	
SECTION	Safeguarding & Quality Assurance	
POST TITLE	Head of Service Safeguarding & Quality Assurance	
GRADE AND SALARY RANGE	Service Manager £45,194 - £60,010 plus special allowance of £4,633 per annum	
POST NUMBER	7911	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	08 September 2014	
MANAGER POST REPORTS TO	Deputy Director – Children & Adults	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y	
*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		
NAME OF RECRUITING MANAGER: David Quirk-Thornton		

(* 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.

This is for the Head of Service Safeguarding & Quality Assurance which is 1.0 FTE

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 post is currently being undertaken by an interim

Please specify the funding source for this post:

Deputy Director 'Base 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	RCC		
SECTION	Frontline Services		
POST TITLE	1. LGF Strategic Manager 2. Head Of Integrated Transport		
GRADE AND SALARY RANGE	Service Manager For Both Posts £45,194 - £60,010 plus special allowance of £4,633 per annum		
POST NUMBER	1. New post 2. 0316		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1. New post 2. When post 1 is filled		
MANAGER POST REPORTS TO			
*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?			
Head of Integrated Transport - Phase 2 (complete) LGF Strategic Manager – not applicable			
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: Andy McGrath			

(* 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.

£28.6m investment in major transport projects funded from the Local Growth Fund results in the need for appropriate resources to ensure the successful delivery of the projects in terms of programme, budget and quality. Key to successful delivery is the early appointment to a new post of Local Growth Fund Strategic Manager with responsibilities for:

- a) leading on the delivery of the LGF programme;
- b) operating at a high level with transport professionals at the DfT (Department for Transport) and across the SE LEP including leading on negotiating programme and project changes, project assessment with the Independent Technical Evaluator and new projects;
- c) high value budgets associated with the projects;
- d) production of robust evidence that supports each project (including business case, environmental assessment, etc) to enable funding to be secured;
- e) overseeing the project management of each project and quarterly reporting to SE LEP/DfT;
- f) leading on the interface with members and key stakeholders;
- g) overseeing the development of further major project bids to the SE LEP and government.

The post reports directly to the Assistant Director – Frontline Services and the post will have changing levels of management responsibility as the LGF programme progresses. The grade of the post has been evaluated at Service Manager level.

The existing Head of Integrated Transport is well placed to manage the LGF programme, having a broad range of skills and experience necessary to undertake the responsibilities at a high level associated with the management of the LGF projects. No other officer within the Council has been identified with the necessary skills at a senior level. The existing Head of Integrated Transport has shown an interest in moving across to undertake the new role of LGF Strategic Manager.

The following management actions are recommended:

1. The existing Head of Integrated Transport transfer to the new role of LGF Strategic Manager.
2. Recruit to the vacant post of Head of Integrated Transport as a result of the vacancy created.

There is a significant amount of work to be undertaken to ensure LGF transport projects are progressed and funding is secure. There is a high risk to the delivery of the programme if the role of LGF Strategic Manager is not undertaken.

The role of Head of Integrated Transport has responsibilities for a very broad range of high profile transport services, including:

- Traffic management - network management, Traffic Operations Room, traffic signals, coordination of streetworks, temporary traffic management for events;
- Transport operations - supported bus services, passenger transport services, concessionary fares, management of Chatham Waterfront Bus Station, partnership working with the bus and rail industry;

- On-street parking - reviews and installation of new regulations;
- Road safety - safer journey initiatives, road safety engineering, *Bikeability* training, school crossing patrols;
- Transport advice on land-use proposals.

Not filling the Head of Service role would result in a lack of management capacity across a range of frontline services that are very high profile.

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 post of LGF Strategic Manager will be fully externally funded from the LGF from April 2015. Expenditure prior to this will be charged to an established Local Transport Plan major scheme development budget.

The post of Head of Integrated Transport is fully revenue funded.

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	RCC		
SECTION	Highways & Parking Services		
POST TITLE	Processing Assistant -Processing & income Recovery		
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,126)		
POST NUMBER	0344		
LOCATION	Annexe B Civic Centre		
DATE POST BECAME VACANT	01/09/14		
MANAGER POST REPORTS TO			
*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? FOUR			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Yes			
NAME OF RECRUITING MANAGER: Rubena Hafizi			

(* 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.

A processing assistant from the Parking team has been successful in applying for a senior post. Therefore we are requesting to permanently fill this existing post in order for the parking processing team to continue to run smoothly and deliver the same service. This post is currently being filled by a short-term contract, which is due to expire on 15 September 2014. I am therefore requesting to fill this post permanently

and also extend the current contract while the recruitment process takes place.

Parking currently deal with over 1400 appeals per month and this post is a key role in this process and directly deals with this workflow. This post deals with around 200 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £12,000 per month.

This post is dealing with all types of appeals within the Parking Processing team. To not fill this post will mean appeals will not be responded to within the specified Council timescales and also timescales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. The parking team also deal with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on existing team members. This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN and thus losing that source of income. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. In addition to this if this post were not to be covered we would not be in a position to take as many PCN payments over the telephone, which will also reflect in our income collection and could lead to an influx in complaints.

Approval is sought to fill this post.

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. We expect to fill this post at the start of the grade, which is £15,039. Therefore the saving for this post if it remained vacant would be £7,519.50

2. None.

Please specify the funding source for this post:

This will be met from existing budget provision

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	Regeneration Community and Culture		
SECTION	Regeneration and Economic Development		
POST TITLE	External Funding Officer		
GRADE AND SALARY RANGE	Range 5 (£30,011 - £35430 Per annum)		
POST NUMBER	tbc		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	A similar post become vacant on 29.08.14 (European Programmes Manager)		
MANAGER POST REPORTS TO	tbc		
*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? Final phase.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
This post will have a significant impact on Medway Council’s ability to secure external funding in support of corporate priorities. The new EU programming period is expected to open for applications from November 2014, so any delay to recruitment will have a detrimental impact on EU funding in particular.			
NAME OF RECRUITING MANAGER: Fran Toomey, Head of Regeneration and Economic Development			

(* 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.

This is the only officer position with responsibility for securing external funding.

If this post is not filled there will be a significant impact on Medway Council’s ability to secure external funding in support of corporate priorities.

The total value of EU investment alone for Medway was £1.2m in 2012-13, and £2.8m in 2011-12. Levels like this could not be secured without an External Funding Officer in post. Not filling the post would have a particular impact on non-statutory services which are heavily supported by external funding, such as social regeneration.

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.

Keeping the post vacant until 31st March 2015 would save c. £24,000, but this does not take into account the external funding which is likely to be lost through the lack of a dedicated bidding resource.

Some savings will be achieved by allocating certain aspects of the role of the previous Range 6 postholder (European Programmes Manager) to existing principal officers, and allowing the role to be redefined as Range 5.

Please specify the funding source for this post:

The post will be funded by the Regeneration and Economic Development budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: