

CABINET

16 DECEMBER 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 7 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: -

Children and Adults

SEN Team Co-ordinator (3 Years)
SEN Team Co-ordinator (2 Years)
Quality Assurance Officer
Placement Officer (Children's) x2
Performance and Improvement Analyst
Resources Coordinator Adult Social Care

- 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	Children and Adults	
SECTION	Special Educational Needs	
POST TITLE	SEN Team Co-ordinator (3 Years)	
GRADE AND SALARY RANGE	Range 2	
POST NUMBER	004 8679	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	This post is not vacant: New Post	
MANAGER POST REPORTS TO	SEN Assessment 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	N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 December 2014 to 1 December 2017	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Phase 2		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Not filling this post would have a detrimental effect on delivery of statutory/front line services and statutory requirements for the statutory conversion of Statements of SEN to Education Health and Care Plans		
NAME OF RECRUITING MANAGER: Genny Cherriman		

(* please delete as appropriate)

Impact on Service – please include:-

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

The SEN Team Co-ordinator is an essential role to the delivery of statutory SEN services to Medway. This role will be central to fulfilling the statutory requirements of the transfer of 1410 Medway Statements of SEN to Education, Health and Care Plans from September 2014 – March 2018. The role requires a high level of specialist knowledge and procedure to ensure that statutory timescales and requirements are met. The role is essential to the organisation, weekly recording, and production of decisions of the Medway Decision Group, statutory procedures relating to secondary transfer, year R admissions for pupils with SEN, statutory procedures relating to post 16 transfer, informing schools regularly of their Annual Review statutory duties and collating management information. The role has recently extended to inputting requests for statutory assessment onto the database for SEN Officers to action, logging of Annual Reviews and production of letters to parents following scrutiny by SEN Officers, and production of letters to send to parents regarding new processes at relevant times of the academic year.

There are currently two part time SEN Team Co-ordinators In place to cover 7 days (already approved) per week.

The implementation of new SEN legislation in September 2014 to cover statutory assessment and provision for children and young people aged 0-25 has increased the workload of the SEN team. All statements of SEN will have to be converted to Education, Health and Care Plans by March 2018: Medway has 1410 statements and around 7.5 hours of work by SEN Officers is required on each for a proper and legally compliant conversation.

The SEN team were provided with permission to recruit an additional 4 SEN officers for 3 years to assist with the conversions. Due to the expertise required and not having sufficient time to train new recruits (1 year to 18 months training required) the SEN team was only able to recruit to two posts.

Therefore in order to relieve SEN officers of some more administration duties to enable them to concentrate on the conversions, it is proposed that another full time SEN team co-ordinator is recruited.

This would actually reduce the planned expenditure as the SEN team co-ordinator is at Range 2 whilst SEN officers are at Range 4.

Budget Issues

Please indicate:

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

1. This post will be funded through the SEN implantation grant. As such there would be no savings or expenditure from the existing grant funding

2. Savings in recruiting Range 2 SEN co-ordinator against (agreed cost) SEN Officer Range 4 = approximately £10,00 per year.

Please specify the funding source for this post:

Please see 1

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	Special Educational Needs	
POST TITLE	SEN Team Coordinator (2 Years)	
GRADE AND SALARY RANGE	Range 2	
POST NUMBER	004 8679	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	This post is not vacant	
MANAGER POST REPORTS TO	SEN Assessment Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT		
*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:	2 Years	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Phase 2		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Not filling this post would have detrimental effect on delivery of statutory/front line services, particularly with the statutory duty of LQ to ensure the conversation of all statements of SEN to Education, Health and Care Plans within a given timescale.		
NAME OF RECRUITING MANAGER: Genny Cherriman		

(* please delete as appropriate)

Impact on Service – please include:-

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

The SEN team coordinator is an essential role to the delivery of statutory SEN services to Medway. The role requires a high level of specialist knowledge and procedure to ensure that statutory timescales and requirements are met. The role is essential to the organisation, weekly recording, and production of the decisions of the Medway decision making group, statutory procedures relating to secondary transfer, year R admissions for pupils with SEN, statutory procedures relating to post 16 transfer, informing schools regularly of their annual review statutory duties and collating management information.

The SEN team coordinator role is a full time post (37 hours a week).

We already have cabinet approval to recruit to a 0.4 of the post, but in the light of the additional work that is required for the implantation of the new SEN legislation and requirements, a full time post is required to assist the SEN team.

As part of the new legislation the SEN team will be required to convert the existing 1689 statements of SEN to Education, Health and Care Plans (EHCPs). The conversion process will begin in April 2014. A proper and legal conversion takes 7.30 hours for each.

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

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

Budget Issues

Please indicate:

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

None

Please specify the funding source for this post:

Funding will be available through the SEN implementation grant.

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	Commissioning		
POST TITLE	Quality Assurance Officer		
GRADE AND SALARY RANGE	Range 3 (£19,126-£24,646)		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 October 2014		
MANAGER POST REPORTS TO	Partnership Commissioning Programme Lead		
*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? 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: 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.

<p>This post is critical as Medway Council must ensure that providers are complying with their contracts. This includes nursing homes, IFAs, Childrens Home etc.</p>
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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.

Although we could save on the salary of a post there is a risk that compliance visits are not undertaken and these are safeguarding or health and safety issues.

Please specify the funding source for this post:
50% Council, 50% CCG
from partnership commissioning 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	Commissioning	
POST TITLE	Placement Officer (Children's) x2	
GRADE AND SALARY RANGE	Range 2 (£14,744 - £19,126)	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 October 2014	
MANAGER POST REPORTS TO	Placement Coordinator Children Social Care	
*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?		
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: 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.

<p>This post is required to move placements for Supported Living from Children's Social care into Partnership Commissioning. This is part of the action to reduce expenditure on placements.</p>
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Budget Issues

Please indicate:

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

The saving will be a post but we will not be able to move supported living into the team and implement a DPS to reduce costs.

Please specify the funding source for this post:
Partnership Commissioning

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	Performance and Intelligence	
POST TITLE	Performance and Improvement Analyst (C&A)	
GRADE AND SALARY RANGE	Range 6	
POST NUMBER	10536	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	19 December 2014	
MANAGER POST REPORTS TO	Head of Performance and Strategic Planning	
*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? The post was created as part of an earlier phase of Better for less. No further re-organisations involving this post are planned.		
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: Chris McKenzie		

(* 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 three Performance and Improvement Analyst posts in the Children and Adults Directorate, each with responsibility for a different area: Children's Social Care; Adults Social Care; Inclusions (Including School Improvement, Early Years, SEN and Youth Services).

Due to the resignation of the Analyst for Children's Social Care, this would leave 2 vacant posts out of three, as the Inclusions lead post is also vacant, and recruitment to that post has not been approved.

The vacant post supports the Children's Social Care division, and has a crucial role in supporting the Children's Social Care improvement plan. The postholder manages a small team of Business Information officers, who support Social Care managers with the provision of performance reporting and intelligence, to enable managers to manage their teams and to improve performance. The postholder leads on the production of performance reports for the Children's Services Management team, the C&A Directorate Management team and the External Improvement Board.

Recruitment to this post is essential to ensure that the council continues to make good progress against the actions and objections set out in the improvement plan, and outlined in the Improvement Notice.

Not recruiting to this post would have a negative impact on the council's ability to continue to improve Children's Social Care services. The reduction in capacity in the team, would result in the need to reduce the work undertaken in support of the service, and could ultimately result in an unfavourable Ofsted inspection judgement, and could impact on the quality of services delivered to our most vulnerable children and young people.

There is no capacity within the team to pick up these responsibilities, particularly due to the other Performance Analyst vacancy in the team.

Due to the crucial nature of this post, it is intended to fill the post initially with an interim post holder until recruitment of a permanent staff member is complete. This will ensure continuity of service.

Budget Issues

Please indicate:

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

The potential savings from not recruiting to this post would be approximately £10,000. This assumes that the post is filled from January 2014.

Please specify the funding source for this post:

Performance & Intelligence 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	Commissioning		
POST TITLE	Resources Coordinator Adult Social Care		
GRADE AND SALARY RANGE	Range 3 £19,126 - £24,646		
POST NUMBER	N/A		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 October 2014		
MANAGER POST REPORTS TO	ART Manager		
*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: Helen Jones			

(* please delete as appropriate)

Impact on Service – please include:-

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

This post is required to manage the placement and allocation process for homecare, supported living and residential and nursing care.

Budget Issues

Please indicate:

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

If there is no one in post we will have to employ a temp which costs more. We cannot leave the post vacant as people have to be placed.

Please specify the funding source for this post:

Partnership Commissioning

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: