

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	<b>Children &amp; Adults</b>	
SECTION	<b>School Services Quality &amp; Commissioning</b>	
POST TITLE	<b>Contracts Monitoring Officer</b>	
GRADE AND SALARY RANGE	<b>Range 3 (£19,126 - £24,646) per annum</b>	
POST NUMBER	<b>7956</b>	
LOCATION	<b>Gun Wharf</b>	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	<b>School Contracts Lead</b>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>No</b>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes</b>	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>From current to September 30 2015</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	<b>Ruby Bains</b>	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>This post has become vacant as a result of the substantive postholder taking on additional duties as School Contracts Lead. The Contracts Monitoring Officer is responsible for monitoring implementation of catering and cleaning services for schools provided by external contractors. If the post is not filled there are significant risks relating to quality of service, in particular relating to health and safety and food hygiene.</p>		
NAME OF RECRUITING MANAGER: Jacqui Moore		

(\* 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 two posts of this type in the structure, one post is currently vacant as a result of the postholder taking on additional duties as School Contracts Lead. The current postholder in the other post has given official notification that she will retire at the end of March 2015. If this post is not filled, it has significant impact on the service's ability to monitor school catering and cleaning contracts. In turn this presents a significant risk in relation to health and safety and food hygiene standards.

## Budget Issues

Please indicate:

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

If the post remained vacant until March 31 2015, the realisable savings would be approximately £3474.

**Please specify the funding source for this post:** The post is funded through income generation via service level agreements with schools

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....