

CABINET

16 JUNE 2015

RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Tricia Palmer, Assistant Director, Organisational Services

Summary

This report brings forward 24 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

Admin Assistant – BASS x3
Admin Assistant – BASS x3
HR Support Assistant
Management Accountant – School Funding & Support
Finance Assistant (Full Time)
Finance Assistant (Part Time)
Auditor
ICT Business Services Assistant

Children and Adults

Admin Support Officer x4
ROI/Access to Records
Admin Support Assistant x2
Student Services Admissions Programme Officer (Maternity Cover)
Student Services Admissions Programme Officer
Student Services Administrator

Regeneration, Community and Culture

Command of Heights Project Officer
Rochester Riverside Project Manager

- 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 Department	
SECTION	Communications Performance & Partnerships	
POST TITLE	Business Administration Support Service	
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum	
POST NUMBER	9890	
NUMBER OF POSTS	1 FTE 1x 0.61 post 1.0.64 post	
LOCATION	Gun Wharf	
DATE POSTS BECAME VACANT	25 March 2015 18 April 2015 8 May 2015	
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 BfL administration and Phase 2 Bfl administration		
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.

We have three vacant Range 2 (administration support officer) posts within the BASS team:

The first is for a full time post supporting the Medway Adult and Community Learning Service in Rochester. This is a new vacancy which will arise with effect 8/5/15 when a current and experienced administrator leaves us.

The second is for a 0.64 vacancy supporting the same service. This post becomes vacant on 18/4/15.

The full time vacancy is only one of two such full-time administration support officer posts within the current cohort of staffing (which is mainly made up with part-time staff) for this hub and is therefore vital to the smooth running of the office.

The part-time vacancy is also vital and whilst still performing core administration function ensures that room bookings/hall lettings are invoiced and charged and that sessional tutor pay is entered on the system.

Both posts ensure that the front line is supported and that courses are put onto the system, information is available for customer contact to be able to inform learners, rooms, equipment and supplies are available. Another key function is to also ensure that information is put onto the electronic learning platform for staff and learners. The cost of courses as well as course information is entered onto the system to ensure that information for Medway's learners is available to them when they need it and so they can book their courses.

Additional responsibility falls to this team to help ensure that debts are followed up with customers, and discretionary learner fund is maintained and clients can access learning despite occasional mitigating circumstances. This is a very busy hub office and it is vital these posts are available to deal with queries from customers, tutors, customer contact as well as the busy management team.

The post sits within an admin team of 5.03 plus one senior administration officer who has line management responsibility for this hub office.

The impact of not filling these vacancies would be that information for customers is not available and they may not therefore book onto a learning course in Medway. Vulnerable learners in Medway may be disadvantaged by this.

A further 0.61 post is currently vacant which sits within an admin hub team supporting adult social care. The team is made up of 8.42 FTE administrators (Range 2) and 1 FTE Senior administrator (Range 3) and the vacancy has arisen due to a retirement of a long standing member of staff. The staffing ratio in this office is 3 permanent full time Range 2 administrators and 7 part-time administrators. This team undertake vital work on referrals for adults coming into the social care system as well as others who have an OT requirement, it has also provided a vital additional support for the social care team supporting the Hospital's integrated discharge team and their very high volume of referrals.

The impact if we do not fill this vacancy is that the referrals for this service will not be processed in a timely way and clients would not therefore be seen by a social care professional as quickly as they should be. This could lead to complaints and increased risk for service users.

There could also be a drop in performance on numbers of financial assessment appointments completed within a timely fashion of 5 working days. This could lead to complaints from service users/families.

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 the three posts remained vacant from 1 June until 31 March 2016, the realisable savings if these posts had to remain vacant (from June 2015 would be: £27,009. It is unlikely we will complete recruitment for these vacancies until June.
2. Savings have already been achieved in this administration area as it was reviewed along with other elements of administration at phase one BfL and in the budget process of 2014 and 2015.

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department	
SECTION	Communications Performance & Partnerships	
POST TITLE	Business Administration Support Service	
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum	
POST NUMBER	9893	
NUMBER OF POSTS	1 FTE supporting Community Safety; 1 Blue Badge/Integrated Transport 1 0.72 0-25 Disability (previously Parklands)	
LOCATION	Gun Wharf	
DATE POSTS BECAME VACANT	6 June 2015	
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 BfL administration and Phase 2 Bfl administration		
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.

BASS supporting Community Safety

One FTE vacancy has arisen with effect from 6/6/15 – this is for our hub supporting community safety, (including environmental protection, environmental health, environmental enforcement, food and safety, trading standards, noise and nuisance, community officers, street scene officers). This hub also supports highways and customer contact admin. Other tasks that this hub supports are sending out applications for school administrations etc and pest control booking revisits.

The administrators in this hub make sure that the jobs are logged for community officers are put onto the relevant system to avoid delays and action for our customers. Some of the tasks that come into this hub from our customers require a high priority and therefore have to be dealt with urgently.

This hub undertakes minute taking function including Domestic Abuse Forum and Community Safety Partnership.

The admin in this area also provides information for land registry searches and fixed penalty notices.

This admin hub consists of 4 FTE Range 2 officers and 1 range 3 senior, therefore recruitment of the 1FTE vacant is vital.

BASS supporting Blue Badge and Integrated Transport

One FTE vacancy has arisen with effect from 6/6/15 – this is for our admin hub undertaking administration in respect of Blue Badge processing, integrated transport – concessionary fares and school bus pass admin. This hub has a very high degree of interactions and direct dealing with customers as well as with customer contact. It supports a vulnerable client group and volumes of processing mean that it is not possible to manage this hub without the recruitment to this role.

If we do not recruit to this key role it will mean delays to processing applications of Blue Badge, school bus passes, concessionary bus fares or disabled parking bays. This would undoubtedly lead to a decline in customer satisfaction and potential complaints.

This admin hub consists of 5 FTE Range 2 officers, 1 Range 3 senior officer and an occupational therapist responsible for assessments.

BASS supporting disability (children and adults)

0-25 disability. We have a 0.72 vacant administration post in the 0-25 disability team. There are large numbers of children in need review meetings that require minutes (volume of these reviews for June is in the region of 60). There is other important administration to support this team of social workers and the children and families they work with.

There are currently two administrators covering these meetings and the volumes mean that it is unsustainable without the full strength of this team. This team has not previously been a part of the BASS service, however, it will become a part of BASS with effect from 1/6. The previous FTE for this service was 2.5 administrators although it will join the administration hub supporting 25+.

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 the 3 posts remained vacant from 1 July 2015 until 31 March 2016, the realisable savings would be: £40500.
2. Savings have already been achieved in these areas of administration phases one, two and three of BfL and in the budget process of 2014 and 2015.

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department		
SECTION	Organisational Change Team		
POST TITLE	HR Support Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	0024		
LOCATION	HR Support Team, Gun Wharf		
DATE POST BECAME VACANT	04/12/2014		
MANAGER POST REPORTS TO	Elaine Mansfield		
*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? N/A			
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: Elaine Mansfield			

(* 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 vacancy for 1 FTE at Range 3 was reduced to 0.5 FTE at a recent budget review. The post has been vacant since 04/12/2014. Funding is to be received from the payroll team due to additional work that the HR Support team will be undertaking for them. This has enabled a vacancy of 1 FTE at Range 2 level to be created. This will supplement the 3 FTE Range 2's that the team currently have supporting 8 HR Support Officers.

The HR Support Team would not have the resources to support the additional work received from the payroll team if this post is not recruited to. This would impact on the payroll team workload.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

By converting the 0.5 Range 3 vacancy to 1 FTE at Range 2, with additional funding from payroll, this would be more effective use of the HR Support Team resources, enabling provision of support to the wider HR and Organisational Team.

Please specify the funding source for this post:

0.5 Range 3 vacancy plus 0.5 Range 2 funding from payroll, resulting in a saving of £2210 per annum for the HR Support Team.

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department	
SECTION	Finance Strategy	
POST TITLE	Management Accountant – School Funding & Support	
GRADE AND SALARY RANGE	Range 6 (£35,643 - £40,985) per annum	
POST NUMBER	11736	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	TBC	
MANAGER POST REPORTS TO	Maria Beaney – Finance Business Partner - Education	
*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 2		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Yes - please see comments below about the impact on the service.		
NAME OF RECRUITING MANAGER: John Chance		

(* 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. Structure

The finance strategy structure comprises one service manager, four finance business partners and one principal technical accountant (R7 grade), 10.5 management accountants and two technical accountants (R6 grade) together with two accountancy trainee posts.

This structure includes the finance business partner for education, who manages three accounts. One of these accountants is on maternity leave until January 2016 and another has now become vacant following resignation of the post holder.

2. Impact

The vacant post is responsible for formulating and consulting upon the schools funding formula and for managing the distribution of the DSG and all other schools related funding streams. The DSG, including the academies component, amounts to £208m for 2015/16 and is the largest single source of funding received by the Council.

This post is also responsible for completing statutory returns, in particular both the Section 251 budget and outturn statements. Finally this post also provides financial advice and support to school governors, head teachers and bursars.

Without approval to fill this post the authority would not be able to distribute schools funding, resulting in schools being unable to pay for expenditure and preventing them from carrying out proper financial planning. This would result in inadequate financial management of the schools delegated budget and significant reputational damage to the Council. Medway would also be unable to fulfil its statutory duties.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

The full year cost of appointing at the top of the scale equates to £51,588.

If the post is advertised purely via the website the recruitment costs would be negligible.

Please specify the funding source for this post:

Council's general fund revenue budget.

Comments from Portfolio Holder

This is an extremely specialist post within the Finance function and it is imperative that the Finance division be permitted to recruit a suitably qualified and experienced schools funding accountant as soon as possible. I fully support this recommendation.

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department		
SECTION	Finance Operations		
POST TITLE	Finance Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	11697		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	31 st March 2015		
MANAGER POST REPORTS TO	Gary Thomas		
*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?			
<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>Exchequer Services were reviewed as part of the Finance Division restructure in October 2014</p>			
NAME OF RECRUITING MANAGER: Gary Thomas			

(* 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.

Establishment:

- 1.0 Exchequer Services Principal Officer (Range 7)
- 16.5 Finance Assistants Exchequer (Range 2)
- 1.0 Exchequer Assistant (Range 1)

These posts are responsible for a whole range of tasks including payment of supplier invoices, calculating payments to social care providers, calculating income due from client contributions towards care and processing cash received into the Council's cash receipting system.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

1 £18,487

2 The service has recently (October 2014) been reviewed as part of a wider review of the division and this post was identified as required.

Please specify the funding source for this post:

The Council's general fund (4R713)

Comments from Portfolio Holder

Although an administrative post, this is required to ensure monies due to suppliers are paid promptly and invoices raised correctly. Failure to fulfil these tasks will impact on the Council's revenues and the cash flow of other organisations including local businesses, as well as impacting adversely on the service provided to our clients and the Council's relationships with other stakeholders. I fully support recruitment to this post.

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department		
SECTION	Finance Operations		
POST TITLE	Finance Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum (Part Time 28 Hours per week)		
POST NUMBER	11697		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	This post has been occupied by a temporary member of staff since October 2014		
MANAGER POST REPORTS TO	Gary Thomas		
*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			
Exchequer Services were reviewed as part of the Finance Division restructure in October 2014			
NAME OF RECRUITING MANAGER: Gary Thomas			

(* 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.

Establishment:

- | | |
|------|--|
| 1.0 | Exchequer Services Principal Officer (Range 7) |
| 16.5 | Finance Assistants Exchequer (Range 2) |
| 1.0 | Exchequer Assistant (Range 1) |

These posts are responsible for a whole range of tasks including payment of supplier invoices, calculating payments to social care providers, calculating income due from client contributions towards care and processing cash received into the Council's cash receipting system.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

1 £10,400

2 The service has recently (October 2014) been reviewed as part of a wider review of the division and this post was identified as required.

Please specify the funding source for this post:

Council's general fund (4R713)

Comments from Portfolio Holder

Although an administrative post, this is required to ensure monies due to suppliers are paid promptly and invoices raised correctly. Failure to fulfil these tasks will impact on the Council's revenues and the cash flow of other organisations including local businesses, as well as impacting adversely on the service provided to our clients and the Council's relationships with other stakeholders. I fully support recruitment to this post.

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 Department	
SECTION	Internal Audit and Counter Fraud	
POST TITLE	Auditor	
GRADE AND SALARY RANGE	Range 4 (£24,794 - £30,191) per annum	
POST NUMBER	3875	
LOCATION	Gun wharf	
DATE POST BECAME VACANT	22/05/15	
MANAGER POST REPORTS TO	Philip Honeybone – Principal Auditor	
*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	Y	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Pending perm recruitment	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Unknown	
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		
N/A		
NAME OF RECRUITING MANAGER: Katey Arrowsmith		

(* 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>Structure Following restructure during 2014/15 the team has been reduced by a Principal Auditor post and now comprises one Principal Auditor and four Auditors.</p> <p>Impact With the Service Manager working only 0.6FTE under a shared management arrangement and one of the other Auditors working 0.73FTE, the Council's Audit Plan</p>

would not be deliverable if recruitment to this post were not to be approved.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

The full year cost of appointing at the top of the scale equates to £37,755.

If the post is advertised purely via the website the recruitment costs would be negligible.

Please specify the funding source for this post:

Council's general fund revenue budget.

Comments from Portfolio Holder

With the deletion of a Principal Auditor as part of the 2015/16 budget build and the decision to enter into a shared management arrangement with Gravesham BC in respect of the Head of Internal Audit, there would be significant risk over the delivery of the Council's agreed Audit Plan if the post were not to be filled. That is why I support recruitment to this post.

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department		
SECTION	ICT		
POST TITLE	ICT Business Services Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	0228		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	24 th April 2015		
MANAGER POST REPORTS TO	Tina Martin		
*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? Not Applicable.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Not Applicable.			
NAME OF RECRUITING MANAGER: Avtar Minhas			

(* 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.

Within the ICT Business Services Team there are three members of staff that deal with ICT administration, one of whom line manages the other two members of staff. There is one vacancy that has occurred due to a member of the team moving onto a new role, external to the Council.

The post being vacated is the ICT Business Services Assistant role (formerly known as ICT Support Assistant) and this role plays a pivotal part in the Business Services Team. The team is customer facing and activities include providing full administrative support to the ICT department along with undertaking the procurement of all computer related software, hardware and supplies for the Council

The Business Services Team have a direct relationship with the ICT Service Desk, with the large majority of helpdesk calls being assigned to the ICT Business Services team. The majority of customer contact is through phone or email, with some face-to-face when staff members come to collect supplies from the team.

Not appointing to this role could have the following impact:

- Longer waiting times for customers to receive updates, orders, supplies etc.
- Reduced hours of cover due to lack of resources
- Less resilience in terms of holiday and sickness

With a reduction in team resources it will become increasingly difficult to maintain the existing standard that the team currently provides especially in line with the new ways of working and the offering of remote working, as the set up and configuration of mobile devices is very demanding and has an overall impact on the team.

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) Alternative ways of providing the service, such as externalisation have been explored will not be as cost effective or as flexible as the provision of an in-house service.

Please specify the funding source for this post:

Within the overall ICT budget.

Comments from Portfolio Holder

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 & Adults	
SECTION	Children's Social Care	
POST TITLE	Admin Support Officer x 4 ROI/Access to Records x 1 Admin Support Assistant x 2	
GRADE AND SALARY RANGE	Range 2 x 5 / Range 1 x 2	
POST NUMBER	Various	
LOCATION	Broadside	
DATE POST BECAME VACANT	April 2015	
MANAGER POST REPORTS TO	Tina Herberts/Chanelle Billingham	
*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		
NAME OF RECRUITING MANAGER: Tina Herberts/Chanelle Billingham		

(* 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.

Following the review and restructure of the Children's Social Care admin resource to create a single hub and deliver 100k of recurrent savings, a number of vacancies remain unfilled. In view of the efficiencies achieved it is imperative that the above posts are filled in order to ensure that admin support can continue to be provided to the CSC structure and support the statutory work of the social work teams.

Admin Support Officers x 16.5fte – 4.00fte vacant
ROI/Access to Records x 1fte – 1.00fte vacant
Admin Support Assistant x 2.00fte – 2.00fte vacant

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 of £100k have been achieved through the delivery of the new structure.

Please specify the funding source for this post: CSC Budget

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults		
SECTION	Student Services		
POST TITLE	Student Services Admissions Programme Officer		
GRADE AND SALARY RANGE	Range 3 (£19,241 - £24,794) per annum		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	TBC – Maternity Leave		
MANAGER POST REPORTS TO	Student Services Programme Officer		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	27 July 2015 for 14 months		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Fit for the Future/Phase 4			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Yes, the Admissions Team will not be able to full their statutory obligations or effectively deliver the Medway Test in September 2015 and 2016.			
NAME OF RECRUITING MANAGER: Catherine Grace			

(* 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.
 1 full-time Student Services Manager, post not vacant
 1 full-time Student Services Programme Officer, post not vacant
 2 full-time Admissions Programme Officers, 2 posts vacant. One post temporarily due to maternity leave, the other permanently as a result of retirement from Medway Council on 29 May 2015
 1 full-time Student Services Data Officer, post not vacant
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The Admissions Team will be unable to meet their statutory obligations –
To administer both the primary and secondary admissions processes in accordance with the statutory framework and code and the LA co-ordinated admissions scheme. This results in some 4500+ primary & junior offers and 3000+ secondary offers.
To administer the primary main round and casual appeals process in accordance with the statutory framework including the preparation of case papers. To support own admissions authorities appeals by providing relevant information and dealing with enquiries from parents and schools.

The Admissions team will be unable to deliver the Medway Test –
Administer the Medway Test/11+selection procedure for some 2500+ Medway and out of area pupils, including those that test in their own Medway school and those that test in test centres, both during the school week and on a Saturday.

Specific responsibility for the secure and accurate packing of personalised test papers and the sorting of used and unused papers for marking.

The Admissions Team will be unable to fulfil their customer service responsibilities -
Handles service related enquiries and low level complaints including those that come in over the telephone, Lagan and by email from parents, schools, test centres.

Produces work instructions and process documentation for the services and products delivered by the team.

Contributes to the development of information and other literature about the services and products delivered by the team.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2015.

Not applicable

2. If any savings could be achieved by alternative ways of providing the service.

None at this time. Fit for the Future may highlight alternative and more cost efficient ways of providing the service, however, the timescales for this do not meet the determined deadlines for the statutory admissions process 2015 and 2016 and the Medway Test 2015.

Please specify the funding source for this post:
Student Services and School Organisation Budget

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults	
SECTION	Student Services	
POST TITLE	Student Services Admissions Programme Officer	
GRADE AND SALARY RANGE	Range 3 (£19,241 - £24,794) per annum	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Friday, 29 May 2015	
MANAGER POST REPORTS TO	Student Services Programme Officer	
*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? Fit for the Future/Phase 4		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Yes, the Admissions Team will not be able to full their statutory obligations or effectively deliver the Medway Test in September 2015 and 2016.		
NAME OF RECRUITING MANAGER: Catherine Grace		

(* 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.
 1 full-time Student Services Manager, post not vacant
 1 full-time Student Services Programme Officer, post not vacant
 2 full-time Admissions Programme Officers, 2 posts vacant. One post temporarily due to maternity leave, the other permanently as a result of retirement from Medway Council on 29 May 2015
 1 full-time Student Services Data Officer, post not vacant
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The Admissions Team will be unable to meet their statutory obligations –
To administer both the primary and secondary admissions processes in accordance with the statutory framework and code and the LA co-ordinated admissions scheme. This results in some 4500+ primary & junior offers and 3000+ secondary offers.
To administer the primary main round and casual appeals process in accordance with the statutory framework including the preparation of case papers. To support own admissions authorities appeals by providing relevant information and dealing with enquiries from parents and schools.

The Admissions team will be unable to deliver the Medway Test –
Administer the Medway Test/11+selection procedure for some 2500+ Medway and out of area pupils, including those that test in their own Medway school and those that test in test centres, both during the school week and on a Saturday.

Specific responsibility for the secure and accurate packing of personalised test papers and the sorting of used and unused papers for marking.

The Admissions Team will be unable to fulfil their customer service responsibilities -
Handles service related enquiries and low level complaints including those that come in over the telephone, Lagan and by email from parents, schools, test centres.

Produces work instructions and process documentation for the services and products delivered by the team.

Contributes to the development of information and other literature about the services and products delivered by the team.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2015.
Not applicable
2. If any savings could be achieved by alternative ways of providing the service.

None at this time. Fit for the Future may highlight alternative and more cost efficient ways of providing the service, however, the timescales for this do not meet the determined deadlines for the statutory admissions processes 2015 and 2016 and the Medway Test 2015.

Please specify the funding source for this post:
Student Services and School Organisation Budget

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults	
SECTION	Student Services	
POST TITLE	Student Services Administrator	
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum	
POST NUMBER	5333	
LOCATION	3 rd Floor, Gun Wharf	
DATE POST BECAME VACANT	November 2014	
MANAGER POST REPORTS TO	Student Services Operations Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes 22.2 hours per week	
*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	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?	Phase 4	
<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>If Student Services are unable to recruit to the remainder of this administrator post of 22.2 hours it will:</p> <ul style="list-style-type: none"> • Continue to delay any free school meal permit, whether entitled or not, which will have an impact on the child and how quickly they are granted their free school meal. • Parents are expected to pay for their child's meal or provide a packed lunch whilst an application is pending and therefore this has an impact on the applicant. • Any impact on the timeliness of processing applications could increase the number of calls, emails and complaints being received. This in turn could reflect badly on the council. • It will further impact on the service offered to academies that buy into our service, which could result in them opting out if they are not satisfied. The income being received by Medway Council would then be reduced. • It will impact on our ability to ensure that all eligible claims are processed, and existing entitlements are checked before the school census, which could impact on the funding received by schools for the pupil premium. 		
NAME OF RECRUITING MANAGER: Shelley Marsh		

(* 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.

Team Structure

The Student Services Department is made up of two teams, Admissions and Operations. This post sits within the Operations Team and equates to 22.2 hours per week.

The Student Services Operations Team structure is made up of the following:

- 1x Student Services Operations Manager
- 2x Student Services Officers
- 2x Student Services Administrators – this includes the post we are hoping to recruit to, therefore one post is currently full and the other is occupied for 14.8 hours (2 days) per week.
- 2x Student Services Apprentices (1x currently vacant)

Carrying out the following roles:

- 1x administrator, 1x officer and 2x apprentices casual in year admissions.
- 1x officer home to school transport.
- 1x administrator free school meals.

Number of free school meal applications received and processed:

- Academic year 2013 – 2014 – 2676 applications, which is an average of 223 per month.
- Academic year 2014 – 2015 so far to date 1670 applications, which is an average of 238 per month. If this trend continues then the total number of applications for the year will have increased by approximately 200 application forms.

Average turn around time depends on the outcome of the eligibility check as further evidence maybe required. Pupil and household information may need to be input onto the core of the system and further investigation may need to be carried out before a permit can be issued. It is important to highlight that the processing of applications has to take place at the same time of other tasks, for example; the review, cancellations, reporting for census returns, queries, reports to academies, reporting for invoicing to academies.

Please see the implications listed above. Other members of the team are currently covering the work however; this is having an impact on other areas. During the summer period, which is the busiest time for Student Services across all products, this is less likely to be possible and would have a much greater impact.

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:

The current Student Services budget and the income generated from the free school meals traded service.

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Regeneration Community and Culture	
SECTION	Regeneration and Economic Development	
POST TITLE	Command of the Heights Project Officer.	
GRADE AND SALARY RANGE	Expected Range 5 (£30,191 - £35643)	
POST NUMBER	tbc	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New Post	
MANAGER POST REPORTS TO	Heritage and External Funding 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:	-	
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		
<p>The Command of the Heights project has been submitted to the Heritage Lottery Fund (HLF) for consideration at their June 2015 board meeting. If successful, project delivery is expected to commence in July 2015. HLF projects are delivered in two phases – development and delivery. The development phase lasts for one year only. A failure to hit the ground running with a dedicated project officer in post could jeopardise the chances of securing a stage two award.</p>		
NAME OF RECRUITING MANAGER: Joanne Cable, Heritage and External Funding Manager		

(* 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.

This is the only post of its type.

If the post is not filled, the chances of securing a stage two HLF award will be greatly reduced. This would mean £2m of public realm improvements at Chatham Waterfront and Fort Amherst are not delivered, and community engagement / education initiatives would not be implemented. This includes the demolition of Riverside One, the creation of a new public entrance to Fort Amherst, and significant restoration and access works within the Great Lines Heritage Park.

Budget Issues

1. Please indicate actual cost of filling this post:

This is a fixed term post from July 2015 until September 2016, with a potential two-year extension until September 2018 if an HLF stage two pass is awarded. Assuming the post is graded at range 5 and a stage two pass is awarded, the total cost, including employers on-costs, is estimated at £128,800.

Please specify the funding source for this post:

100% Heritage Lottery Funded

(Note, the overall project is supported by £200K from the capital programme, agreed in July 2014, and £200K from the Local Growth Fund, secured in March 2015).

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Regeneration, Community and Culture	
SECTION	Regeneration	
POST TITLE	Rochester Riverside Project Manager	
GRADE AND SALARY RANGE	Range 7, (£40,985 - £45,613) per annum plus on-costs	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	21 st July 2015	
MANAGER POST REPORTS TO	Head of Regeneration and Economic Development	
*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: Frances Toomey		

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 Rochester Riverside Project Manager post is a key role, delivering Medway Council's flagship residential development and associated physical and social infrastructure, as well as working with Network Rail to ensure that a new station is open in December 2015. The developer procurement process is at a crucial stage, requiring continuity of management.

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.

No savings would be made, as the position is funded by the Homes and Communities Agency.

Please specify the funding source for this post:

Capital receipts.

Comments from Portfolio Holder