

CABINET
25 AUGUST 2015
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 16 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

Assistant Category Manager x2
Assistant Head of Legal Services (People)
Lawyer (People) x4
Paralegal (People) x3

Children and Adults

Data and MI Officer
Support Services Assistant
Support Services Assistant – Solihull Training
Temporary Admin Assistant

Regeneration, Community and Culture

Assistant Engineer
Assistant Waste Contracts 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>

Appendices:

Appendix 1 Recruitment Freeze Forms

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	Category Management		
POST TITLE	Assistant Category Manager x2		
GRADE AND SALARY RANGE	Range 3 (£19,241 - £24,794) per annum		
POST NUMBER	10520		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	10 July 2015		
MANAGER POST REPORTS TO	Carl Rogers		
*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: Carl Rogers			

(* please delete as appropriate)

Impact on Service – please include:-

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

The post is currently held by a member of the team who is will be leaving the council in July. The implications to the service/s by not filling the Assistant Category Managers post, will risk delivery of current Category Management targets currently set at £1.8m, F/Y 15/16, and will ultimately put additional strain on current resources.

The post holder will provide necessary support to current work streams and maintain pace on forthcoming tender activity forecasted over the coming months. All work has been pre-agreed with Assistant Directors and Service Managers of the services the Category Management team are working with.

Budget Issues

Please indicate:

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

There are no realisable savings by not filling this current post

Please specify the funding source for this post:

The funding source for this post is from the current Category Management staffing budget agreed in April 2015

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department		
SECTION	Legal Services		
POST TITLE	Assistant Head of Legal Services (People)		
GRADE AND SALARY RANGE	Range 7 (£40,985 - £45,613) per annum		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 July 2015		
MANAGER POST REPORTS TO	Jan Guyler		
*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 Two			
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: Perry Holmes, AD Corporate Services			

(* 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 request is for a permanent, full time Assistant Head of Legal Services in the People Team in Legal Services. This is an existing post which became vacant on 1st July 2015 when the previous Assistant Head of Legal People was appointed Head of Legal. Agreement is sought to recruit to this post now to reduce the gap between the lawyer leaving the post and a replacement starting.</p>

The Assistant Head of Legal People manages and supervises the People Team within Legal Services dealing with the following areas of law: childcare, Adult Services, SEN and Education. Any gap would have a detrimental effect on the team and its ability to react to the needs of the client department particularly in relation to childcare work which is currently under scrutiny of the local courts.

The Legal Services team have seen a significant increase in their caseloads which has impacted on the lawyers' ability to progress matters requiring a greater level of supervision to ensure compliance with court directions. This is due to a number of factors:

- a) The number of pre-proceedings cases which have gone onto commence care proceedings has increased from 17% in June 2014 to 37% in March 2015.
- b) As at 16th July 2015 there were 58 children/ 27 sibling groups awaiting issue of proceedings i.e. a decision to issue has been taken in Legal Gateway Meeting and the papers are being prepared for issue.
- c) The number of care applications made have increased recently. Legal Services on behalf of Medway Council have issued care proceedings on 53 children/25 families between 1st January 2015 and 30th April 2015 compared with 9/9 between the same period in 2014.
- d) In addition to the 89 care proceedings cases (sibling groups, not individual children) the Legal Services team also carry 62 pre-proceedings matters and 47 "other" matters which averages 18 cases per lawyer. New cases continue to come through from Legal Panel at a faster rate than we are able to conclude matters so the number continues to rise. The net increase in new cases in legal is 7 per month, therefore a full caseload will be reached every two months.
- e) Two supernumerary lawyers were agreed in July 2014 as legal had become a bottleneck. A third supernumerary was agreed in December 2014 and a fourth agreed in March 2015 to meet demand. The Leader of the Council agreed on 29th June that the money used to pay the 4 locums could be utilised instead to recruit 7 permanent members of staff i.e. 4 lawyers and 3 paralegals.
- f) Administrative support available to the team has been reduced.
- g) The team have been successful in significantly reducing the average duration of care proceedings from 52 and 58 weeks in July and August 2013 to below 30 weeks. However, the team is under pressure to maintain these timescales due to statutory requirements to conclude care proceedings within 26 weeks and the Local Authority will risk facing costs orders if it fails to progress care proceedings within these timescales.
- h) The lawyers time recording is far in excess of their contracted hours and the additional time recorded in June 2015 totalled 400% i.e. the additional hours were equivalent to 4 additional full-time lawyers. The workload continues to require this level of work but it is unsustainable without the support of an Assistant Head of Legal People.

The appointment of a new Assistant Head of Legal will ensure the significant impact on improving the teams efficiency and ensuring the team meets the demands of its client departments, namely Children's Services, Adult Services and Education (SEN). Judges are showing increasing willingness to make costs orders against the Council. The Assistant Head of Legal People post is key to try to avoid such issues through supervision.

Budget Issues

Please indicate:

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

Recruitment to this post cannot wait. Due to the workload of the team doubling since January 2014 (please see figures above) the appointment of an Assistant Head of Legal People is essential to support the team to meet the demands of childcare work. Employment of a locum Assistant Head of Legal on a long-term basis would be much more expensive than a permanent post due to the agency fees involved.

Please specify the funding source for this post:

This is an existing post and is therefore currently provided for in the Legal Services department budget. The Assistant Head of Legal People post is range 7, with a salary of £40,985 - £45,613 plus oncosts estimated at 27%.

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department	
SECTION	Legal Services	
POST TITLE	4 Lawyers & 3 paralegals - Legal Services (People)	
GRADE AND SALARY RANGE	Lawyers – Range 6 (£35,643 - £40,985) per annum Paralegals – Range 3 (£19,241 - £24,794) per annum	
POST NUMBER		
LOCATION	Gun Wharf, 2 nd Floor	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	Assistant Head of Legal People	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Two		
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: Perry Holmes, AD Corporate Services		

(* 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 request is for 7 permanent posts made up of 4 lawyers and 3 paralegals for the People Team in Legal Services.

This was agreed in principal by the Leader of the Council on 29 June 2015.

It is proposed that these additional posts are funded by utilising the money currently used to employ 4 supernumerary childcare locum to meet demand.

The 4 supernumerary locum posts currently cost the Local Authority £259,981.

Locums were appointed in the anticipation that the demand would fall enabling the Local Authority to end their locum contracts but the number of cases have not dropped.

There continues to be 7 net new childcare cases in Legal Services every month, taking into account the cases that have concluded in court or withdrawn from Pre-Proceedings. This level would fill a lawyer's caseload every 2 months.

Children's Services are reporting that the number of new cases coming through the front door have dropped but it takes a while for those cases to work through the system and through to legal.

The most economical way of meeting demand is to have Council-employed staff. The cost of a childcare lawyer is £45,000 (including on-costs) and the cost of a paralegal is £25,000 (including on costs).

The cost of employing 4 lawyers (4 x £45,000=£180,000) and 3 paralegals (3 x £25,000=£75,000) totals £255,000.

In relation to Council-employed staff employment rights regarding redundancy payments and unfair dismissal are only relevant after 2 years of continuous service.

The Legal Services team have seen a significant increase in their caseloads which has impacted on the lawyers' ability to progress matters. This is due to a number of factors:

- a) The number of pre-proceedings cases which have gone onto commence care proceedings has increased from 17% in June 2014 to 37% in March 2015.
- b) As at 16th July 2015 there were 58 children/ 27 sibling groups awaiting issue of proceedings i.e. a decision to issue has been taken in Legal Gateway Meeting and the papers are being prepared for issue.
- c) The number of care applications made have increased recently. Legal Services on behalf of Medway Council have issued care proceedings on 53 children/25 families between 1st January 2015 and 30th April 2015 compared with 9/9 between the same period in 2014.
- d) In addition to the 89 care proceedings cases (sibling groups, not individual children) the Legal Services team also carry 62 pre-proceedings matters and 47 "other" matters which averages 18 cases per lawyer. New cases continue to come through from Legal Panel at a faster rate than we are able to conclude matters so the number continues to rise. The net increase in new cases in legal is 7 per month, therefore a full caseload will be reached every two months.
- e) Administrative support available to the team has been reduced.
- f) The team have been successful in significantly reducing the average duration of care proceedings from 52 and 58 weeks in July and August 2013 to below 30 weeks. However, the team is under pressure to maintain these timescales due to statutory requirements to conclude care proceedings within 26 weeks

and the Local Authority will risk facing costs orders if it fails to progress care proceedings within these timescales.

- g) The lawyers time recording is far in excess of their contracted hours and the additional time recorded in June 2015 totalled more than 400% i.e. the additional hours were equivalent to 4 additional full-time lawyers. The workload continues to require this level of work but it is unsustainable in the long-term as there is a risk that experienced lawyers will leave as other local authorities offer higher salaries and lower caseloads, especially our neighbours in London and KCC.

Judges are showing increasing willingness to make costs orders against the Council. These additional lawyers and paralegals will result in a significant improvement in the legal team's ability to meet court deadlines and avoid costs orders. It will also enable in-house lawyers to cover more hearings themselves instead of instructing external Counsel which in turn will reduce the spend on Counsel's fees.

Budget Issues

Please indicate:

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

Recruitment of these permanent staff cannot wait. Due to the workload of the team doubling since January 2014 (please see figures above) the appointment of these 7 permanent members of staff is essential to support the team to meet the demands of childcare work.

The employment of locums on a long-term basis would be much more expensive than a permanent post due to the agency fees involved and it is more cost effective to employ 7 permanent staff for the cost of 4 locums.

Please specify the funding source for this post:

The Council have agreed to pay the additional costs of the locums to meet demand. Employing permanent staff would be more cost effective as the demand in this area of work continues.

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Commissioning		
POST TITLE	Data and MI Officer		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	11637		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	20 July 2015		
MANAGER POST REPORTS TO	Head of Access to Resources		
*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: Sabine Voigt			

(* please delete as appropriate)

Impact on Service – please include:-

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

A key component of the strategy to reduce the costs of placements for Children in Care is to have an Access to Resources Panel and Team. This post holder will provide the business support to both and track cases and resources.
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Budget Issues

Please indicate:

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

Whilst there is savings for a salary if there were no recruitment, this post is supporting the realisation of saving.

Please specify the funding source for this post:
Partnership Commissioning Budget

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	CAMHS Tier 2- Single Point of Access		
POST TITLE	Support Service Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	7277		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	13 th September 2013		
MANAGER POST REPORTS TO	MANAGER IS EMPLOYED THROUGH SPFT		
*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 3			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW:			
This position cover the administration of all the Referral and enquiries into the CAMHS Tier 2 Service which includes the data recording of the patient/client journey.			
The Team currently have only 1.0 WTE permanent admin.			
<u>This post is jointly by funded by Medway Council and Medway CCG.</u>			
NAME OF RECRUITING MANAGER: Tina Russell (Project 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 team Support Service Assistant working for the SPA. The role main duty involves logging referrals, sole responsibility for activity Data including information required from the CCG plus Sussex Partnership Foundation Trust, supporting the other administrative staff with day to day management of the telephone calls incoming and outgoing.

Providing administrative support to clinicians, sending out appointments, GP and closures, advice letters etc. diary management, taking accurate messages and communications between parents/carers and professional's.

The post is crucial to the functioning of the Single Point of Access and Tier 2 CAMHS.

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

We receive £70k per annum from Health Commissioning to provide the Single Point of Access (SPA) – this post is crucial to the functioning of this service and is funded through the SPA money.

There will be no alternative method of providing this service.

Comments from Portfolio Holder

Please note this position has been available since September 2013, this post has been covered by the same temp since October 2013 to date on a month to month contract.

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults	
SECTION	QA and Safeguarding	
POST TITLE	Support Services Assistant	
GRADE AND SALARY RANGE	Range 2, £15,129	
POST NUMBER	6011a	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	02 March 2015	
MANAGER POST REPORTS TO	QA Manager & Head of QA	
*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:	01.09.2015-31.12.2015	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Andrea McBride	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
<p>This is part of Medway's improvement journey in ensuring that there is a sustainable QA framework in place to safeguard children. It would be impossible to have a sustainable QA framework without this role.</p> <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>See above.</p>		
NAME OF RECRUITING MANAGER: Gulcin Ardic & Janet Bailey		

(* 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 provision of a Support Services Assistant (SSA) role within the Quality Assurance Team provides the capacity for professional members of the team (Head of QA, QA Manager, Principal Social Worker, Advanced Practitioners) to focus on the primary goals of the team. This is part of Medway's improvement journey in ensuring that there is a sustainable QA framework in place to safeguard children. It would be impossible to have a sustainable QA framework without this role. Additionally it is important that the QA Team and its admin support are independent of the Children Social Care, ensuring confidentiality of data and free from conflict of interest. The SSA performs the following tasks on an ongoing basis:

- Administrative management of the entire Learning Audit process including maintaining up to date staff lists of Auditors and Social Workers,
- Allocation of cases to audit, dissemination of audits and correction / reminder process,
- First point of contact for all Learning Audit queries, creation / maintenance of Learning Audit data from which the QA Manager extrapolates themes when reporting to External Improvement Board
- Scheduling / Booking / Amending calendar invites and room booking for Practice Development Workshops / Quality Assurance Performance Management meetings, Management Development Sessions etc
- First point of contact with Workforce Development when determining workshop schedule queries, delegate list and espresso forms
- Promotion / Awareness of Practice Development Workshops through poster creation and e-mail campaigns
- Administration and completion of themed audits; management and maintenance of secure shared drive
- Administrative contact, for all QA team queries, when members of the team are in workshops, performing learning audits, meetings etc; technical and administrative support for all members of the QA Team.

Budget Issues

Please indicate:

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

Please specify the funding source for this post:

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Early Years		
POST TITLE	Temporary admin assistant		
GRADE AND SALARY RANGE	Not known		
POST NUMBER	3619		
LOCATION	All Saints Children's Centre		
DATE POST BECAME VACANT	19 June 2015		
MANAGER POST REPORTS TO	Trevor Poulter		
*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:	Mid July to first week in September		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	n/a		
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: Carolyn Theedom			

(* 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 six post holders in this role but only one other is full time. The full time equivalent in the team including this vacancy is 4.7 during term time but falls to 3.4 fte during the holiday periods due to term time working by two of the team. The team combines the roles of admin support and front of house. It provides admin support for over 40 directly employed front line workers and undertakes reception work for these and a further 18 (midwives and health visiting). It is the first point of contact for all visitors to the centre, (there are approximately 1000 visitors per month and many more phone enquiries) which requires two of the team to be at reception at all times. A welcoming and informative front of house is key to the continued success of the centre. Were this post to remain unfilled, particularly in the holidays it would not be possible to maintain either the high standard front of house or the level of support to front line staff at the centre that enables them to spend more of their time in direct work with families. A request for approval to permanently recruit was turned down and temporary staff cover in the holidays recommended. Approval is requested for a temporary member of staff to cover the summer holiday period

Budget Issues

Please indicate:

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

Savings of up to £14,000 pa are being made by not recruiting permanently to this post.

Please specify the funding source for this post: Early Years, All Saints children's centre budget

Comments from Portfolio Holder

Endorsement by Service Manager

As service manager I endorse this request for Temporary staff cover for the summer holiday period. The Children's Centre will be seeking to appoint an Apprentice to undertake this work in future following the resignation and departure of a full time, permanent staff member. This is in support of the authority's policy of increasing Apprenticeship opportunities in Medway, and will contribute to budget savings. However, in the short term, it is essential that Temp cover is provided during the particularly busy summer period when there will be up to 1000 visitor contacts per week at All Saints.

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	Regeneration Community and Culture		
SECTION	Highways and Parking Services		
POST TITLE	Assistant Engineer		
GRADE AND SALARY RANGE	Range 4 (£24,794 - £30,191) per annum		
POST NUMBER	9215		
LOCATION	Civic Centre		
DATE POST BECAME VACANT	Due to be vacant on 1 st Sept 2015		
MANAGER POST REPORTS TO	Stuart Pickard		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*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:	1/9/15 – 1/9/18		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Was Phase 3 however this phase has now been completed.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
<i>Not applicable</i>			
NAME OF RECRUITING MANAGER: Phil 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.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

Please find attached a team structure, showing where this post sits within the Highways department.

The current post holder will begin their flexible retirement on the 1st Sept 2015, which will entail changing their working pattern from five days to three day weeks. To

ensure that the service needs are still met we require another member of staff to cover the remaining two days per week. Prior approval has been provided to backfill this post, but unfortunately we have been unable to appoint a suitable person to fill this role following numerous advertisements. We have also looked at the temporary recruitment pool, but there are no suitable matches. Therefore we feel that the best option would be to recruit from an external agency, which will have the expertise required and that we can let go when the current employee decides to fully retire. This will enable us to advertise for a full time post in the future, which from previous experience is easier to fill.

This post is part of the Planned Maintenance Team, which provides services such as planned and reactive footway and carriageway schemes, winter maintenance, major drainage works and maintenance of signs and lines across the whole borough.

The team is highly operational, maintaining the largest overall asset that the Council owns (the highway) on both a reactive and planned level. The delivery of the services involved is highly dependent on this team, which includes the Assistant Engineers in delivering the schemes, expected by our customers. This team maintains the network in terms of safety and improve it for long-term asset management. This post requires interaction with members of the public and numerous stakeholders (emergency services, bus companies, utility companies, members etc) to help bring about these improvements to the network.

If the post was only partially filled by the existing post holder for three out of five days, the delivery of these services and schemes would be affected, resulting in the integrity of the highway and customer satisfaction with it, being reduced.

Budget Issues

Please indicate:

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

Salary on the appointed scale (£24,794 - £30,191 Pro rata)

Please specify the funding source for this post: Current Budget provision

Comments from Portfolio Holder

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Regeneration Community and Culture		
SECTION	Waste Services		
POST TITLE	Assistant Waste Contracts Officer		
GRADE AND SALARY RANGE	10761		
POST NUMBER	Range 3 (£19,241 - £24, 794) per annum		
LOCATION	Civic Centre		
DATE POST BECAME VACANT	1 July 2015		
MANAGER POST REPORTS TO	Johanna Dickson		
*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: Johanna Dickson			

(* 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.

Information on Structure:

Approval is sought for the "Assistant Waste Contracts Officer" post within Waste Services that became vacant on 23 July 2015.

This position is significant in maintaining high standards of service delivery across contract monitoring, pest control operations, recycling promotions and finance processing.

The post holder will support the Waste Team in data collection and input, report writing, customer service, contract monitoring, stock control, promotional campaigns, event coordination and work scheduling.

Impact on Service if post is not filled:

This post provides a vital link across all areas of Waste Services, delivering support to all of the waste team officers. Not filling the post will have significant impact on the financial processing of bills in excess of £800,000 per month and tonnage of data processing that feeds into the statutory data returns; as well as significantly reducing customer satisfaction as the role is a key specialist link between the service, customer contact and contractors.

Budget Issues

Please indicate:

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

The Assistant Waste Contracts Officer post is range 3 with a starting salary of £19,241

Please specify the funding source for this post:

Provision within the waste services budget (replacing existing role).

Comments from Portfolio Holder