

CABINET

27 OCTOBER 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 15 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

PA to the Mayor

Legal Support Assistant

Children and Adults

Admin Support Officer – ASO (12172) X 3

Admin Support Officer – ASO (12169) X 3

Admin Support Officer – ASO (12173)

Team Leader X 2

Performance and Improvement Analyst x 3

Regeneration, Community and Culture

Strood Regeneration 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>

Cabinet report 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	Member And Mayoral Services	
POST TITLE	PA to the Mayor	
GRADE AND SALARY RANGE	Range 3 £19,241 - £24,794	
POST NUMBER	3033	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	26 October 2015	
MANAGER POST REPORTS TO	Head Of Elections & Member Services, Jane Ringham	
*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	Y	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	during the period of recruitment	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
NAME OF RECRUITING MANAGER: Jane Ringham		

(* please delete as appropriate)

Impact on Service – please include:-

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

<p>This is a unique post that reports directly to the Head of Member Services & Elections and has managerial responsibilities for 2 FTE posts of Civic and Ceremonial Officer. The HoEMS also jointly manages 2 Democratic Services Support Officer posts that provide some back-up support to the Mayor's PA to cover absence due to annual leave but these posts could not incorporate all the work of the Mayor's PA on a more</p>

substantive basis without a significant review of their workloads and a negative impact on their support to the Democratic Services and Councillors.

If this post is not filled, there will no-one to coordinate the Mayor/Deputy Mayor's diary or the 250 or so engagements that they attend over a 6 month period, the 100 or so invitations they decline or to effectively provide secretarial and administrative support to the Mayor or Deputy Mayor.

The impact of this will be that the Mayor nor Deputy Mayor will be able to accept or attend the wide variety of engagements to which they are invited by schools, voluntary and community groups, individuals and businesses in Medway, as First Citizen unless they coordinate their diaries themselves.

Similarly, none of the planning, organisation or conduct of the civic and ceremonial functions due to take place in the next 6 months or immediately after that period will take place including the various Remembrance Services. Neither will it be possible for the support for any of the Mayor's charity fund-raising events scheduled for the next few months to be provided, resulting in the Mayor and his organising Committee undertaking more of the tasks themselves. At this moment the following events are scheduled: An Indian night on 17 November, an open bus tour on 19 December, a night at the Opera on 14 January, a Chinese night on 2 Feb and the flagship dinner dance on 2 April.

Budget Issues

Please indicate:

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

The savings that would be achieved if this post was not filled in the remainder of the financial year 2015 -16 would be in the order of £5862. This estimate is based on the lowest salary point.

Please specify the funding source for this post:

Members and Mayoral Services budget 4C222

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	Business Support Department		
SECTION	Legal Services		
POST TITLE	Legal Support Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 – £19,241) per annum		
POST NUMBER	8202		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	23 October 2015		
MANAGER POST REPORTS TO	Chris King		
*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 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: Chris King, Legal Practice Manager			

(* please delete as appropriate)

Impact on Service – please include:-

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

<p>There are 4 Legal Support Assistants in the Legal Support Team and 1 of these posts is now vacant, (a member of staff has resigned). This post carries out administrative duties for the Legal Services team, which includes, processing post, sealing legal documents, file - opening, closing & archiving, administering and reconciling a cheque book account, administering KPIs, preparing court bundles, processing invoices, reconciling land registry transactions, co-ordinating training courses and administering the legal case management system. This team also provides administration support to Category Management for the Procurement Board. The</p>
--

team also provide PA services to the Head of Legal (Jan Guyler) and the Assistant Director – Legal & Corporate Services (Perry Holmes). The PA role involves diary and email management, arranging meetings and booking rooms, taking and writing up meeting minutes, printing packs of meeting papers, often acting as the first point of telephone contact and other PA duties as and when required.

The Head of Legal Services and the AD (Legal & Corporate Services) manage a number of teams comprising of approximately 100 staff and oversee and provide a range of services which involve liaising with councillors and members of the public. The AD (Legal & Corporate Services) is also the Monitoring Officer and this team provides PA support for this role.

One of the most important roles for the Legal Support Team is the preparation of court bundles for childcare lawyers. Because of the increase in childcare cases, the increase in social workers and the increase in childcare lawyers (Legal Services have 5 supernumerary lawyers in an already busy team) this area of work has significantly increased and the support team are consistently struggling to cope with the demand for court bundles. If this vacancy is not filled it will have a big impact on the team's ability to prepare childcare bundles.

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 annual cost of this post is £18,281 (incl on-costs). So the cost to 31/3/16 will be approximately £7,617.

The Legal Support team is already under-resourced and if this post remains vacant they would struggle to fulfil their basic duties for the legal team and certainly would not be able to provide PA services to the Head of Legal and the Assistant Director – Legal & Corporate Services. They would also struggle to continue to provide admin support for the Procurement Board and meet the demand for court bundles. It will also be necessary to arrange temporary cover whilst the recruitment process is taking place.

Please specify the funding source for this post: Legal Services salary 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	Childrens & Adults		
SECTION	Childrens Services		
POST TITLE	Admin Support Officer - ASO		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	12172		
LOCATION	Broadside		
DATE POST BECAME VACANT	02 October 2015		
MANAGER POST REPORTS TO	1433 – 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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
The service requires a temp member of staff to cover whilst advertisement and recruitment for a permanent member of staff is being undertaken.			
NAME OF RECRUITING MANAGER: Chanelle Billingham			

Impact on Service – please include:-

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

10 general admin support officers – 3 posts vacant as of 02 October 2015

It would have a huge negative impact on the service should the above post not be filled. It is paramount that Children’s social care has full capacity of admin staff to offer the required support.

There has recently been an admin restructure within Children Services.

Budget Issues

Please indicate:

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

£14821 Plus on costs.

Savings have already been made through the restructure that took place in May 2015, further savings would have a huge negative impact on the service that is currently being provided.

Please specify the funding source for this post:

Children's Service Admin Budget – Andrew Willetts budget holder.

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	Childrens & Adults		
SECTION	Childrens Services		
POST TITLE	Admin Support Officer - ASO		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	12169		
LOCATION	Broadside		
DATE POST BECAME VACANT	29 September 2015		
MANAGER POST REPORTS TO	1433 – 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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
The service requires a temp member of staff to cover whilst advertisement and recruitment for a permanent member of staff is being undertaken.			
NAME OF RECRUITING MANAGER: Chanelle Billingham			

Impact on Service – please include:-

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

10 general admin support officers – 3 posts vacant as of 29 September 2015.

It would have a huge negative impact on the service should the above post not be filled. It is paramount that Children's social care has full capacity of admin staff to offer the required support.

There has recently been an admin restructure within Children Services.

Budget Issues

Please indicate:

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

£14821 Plus on costs.

Savings have already been made through the restructure that took place in May 2015, further savings would have a huge negative impact on the service that is currently being provided.

Please specify the funding source for this post: Children's Service Admin Budget
– Andrew Willetts budget holder.

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	Admin Services (Adoption Team)		
POST TITLE	Admin Support Officer		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER	12173		
LOCATION	Broadside		
DATE POST BECAME VACANT	02 October 2015		
MANAGER POST REPORTS TO	12146		
*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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	01.10.15 – 30.12.15		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
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: TINA HERBERTS			

Impact on Service – please include:-

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

The adoption team currently have 3fte admin support. 0.5fte will become vacant on 02.10.15 the post needs to be filled as soon as possible.

Admin support within this specialised service is vital in the smooth running of the team & giving children & families incl. adopters both current & prospective and adopted children the service & outcomes they deserve. The role includes

organising/minuting the monthly adoption panel, adoption decision & matching meetings as well as attending the South East Consortium meetings & keeping the website updated. This ensures children are matched with adopters as soon as possible and assists in the Authority keeping within statutory timescales. The administrator also carries out checks received from other Local Authorities & and assists with people tracing their birth families.

It is vital to have Admin support to ensure the best possible result.

Budget Issues

Please indicate:

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

The Council's general fund

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	Integrated Family Support Service	
POST TITLE	Team Leader x2	
POST NUMBER	10708 (Family Support Team Leader)	
GRADE AND SALARY RANGE	Range 4 (£24,794 - £30,191) per annum	
POST NUMBER	10708	
LOCATION	Broadside MHS	
DATE POST BECAME VACANT	20 September 2015	
*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)	N/A	
NAME:		
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:		
<p>The Family Support Service Recruitment to 3 x team leader posts will result in a full team compliment, and provide the team with the supervisory support needed within the service. A significant consequence of this post not being filled is that an entire team will not be provided with the necessary leadership and management needed to support them (through guidance and supervision) in carrying out their everyday role in working with children and families. This could culminate in child protection and safeguarding matters being missed. The Family Support Service will cover 4 virtual areas within Medway creating a multi agency hub for each area on 1 September 2015. For this to progress, the service requires four team leaders to cover the specific teams allocated to each locality. In addition to this, the Family Support Service will be gaining a further 4 family support workers from the Disabilities Team who will be working across the 4 localities. This addition will require the recruitment of another team leader to manage these support workers and to bring the service to its full complement of staff. If these posts are not filled, partnership working in the area based model will not work.</p> <p>Should the position not be filled, it would culminate in a number of staff going without supervision; therefore case discussions would be hampered. This could have a detrimental effect on the families within the service as supervision is a crucial element to the work that is being undertaken with families as it is where most</p>		

decisions are made and plan/objectives for the families are formulated. Further to this, if these posts are not recruited to, it would result in 2 team leaders managing a total of 14 staff each which would place the service at some risk in terms of things being missed or going adrift with regards to children, young people and families.

Also pertinent to this post is the duty cover provided to the team who work out of hours. Having only 2 team leaders would impact and put pressure on these team leaders who need to cover evening duty more regularly. The team leaders support staff with attending visits in an emergency and at the initial stages of a visit to reduce any risks that may be posed. Having only 2 team leaders to do this for a team of approximately 31 members of staff would place great pressure on those team leaders who would need to carry out these visits.

Currently there are 2 members of staff filling 2 of these posts on a 1 year fixed term contract.

NAME OF RECRUITING MANAGER: Lorraine Redmond

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 family support service has 4 team leaders, two of which is leaving the service. The family support service is also acquiring additional family support workers from the Disabilities Team and therefore an additional team leader will need to manage these staff. If these posts were not filled, this would create some vulnerabilities within the team and for families (as above).

Budget Issues

Please indicate actual cost of filling this post:

There is no overspend predicted regarding this post as the vacancy already exists.

Please specify the funding source for this post: Medway Council Integrated Family Support Service

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	Performance and Intelligence	
POST TITLE	Performance and Improvement Analyst (C&A) x3	
GRADE AND SALARY RANGE	Range 6 (£35,643 - £40,985) per annum	
POST NUMBER	10536, 10537 and 10872	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	11 February 2014, 19 December 2014 and 13 May 2015	
MANAGER POST REPORTS TO	Head of Performance and Strategic Planning	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	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?		
The post was created as part of an earlier phase of Better for less. No further re-organisations involving this post are planned.		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
N/A		
NAME OF RECRUITING MANAGER: Chris McKenzie		

Impact on Service – please include:-

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

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

All three posts are vacancy and are currently being filled by interim agency staff. Attempts to recruit to these posts with permanent recruits earlier in the year were unsuccessful.

Each post managers a small team of Business Information Officers, who support managers with the provision of performance reporting and intelligence, to enable them to manage their teams and to improve performance. Each postholder leads on the production of performance reports for the relevant divisional management team meetings, the C&A Directorate Management Team and in the case of the Children's Social Care postholder, the External Improvement Board.

One of the vacancy posts supports the Children's Social Care division, and has a crucial role in supporting the Children's Social Care improvement plan. Recruitment to this post is essential to ensure that the council continues to make good progress against the actions and objectives set out in the improvement plan, and outlined in the Improvement Notice. Not recruiting to this post would have a negative impact on the council's ability to continue to improve Children's Social Care services. The reduction in capacity in the team, would result in the need to reduce the work undertaken in support of the service, and could impact on the quality of services delivered to our most vulnerable children and young people.

Another of the vacant posts supports the School Effectiveness division, and has a crucial role in supporting the improvement plan post Ofsted. One of the areas highlighted in the Ofsted report for improvement was, "Use data more effectively to identify weaknesses and to target direct support and challenge to areas of greatest need"

There is no capacity within the team to pick up these responsibilities.

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.

Recruitment to these posts will result in savings as the posts are currently being filled by temporary agency staff.

Please specify the funding source for this post:

Performance & Intelligence budget.

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 & Culture		
SECTION	RED		
POST TITLE	Strood Regeneration Project Manager		
GRADE AND SALARY RANGE	Range 7 (£40,985 - £45,613) per annum		
POST NUMBER	11949		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	27 November 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	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
N/A – Externally Funded			
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			

(* 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 a key role, delivering the Strood Riverside and Watermill Wharf development projects to extremely tight deadlines within a constrained budget from external funding sources. Failure to maintain momentum will result in missed deadlines and potential loss of a major funding source, and stalled development in significant regeneration area.

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:

This post will be funded through capital project's

Comments from Portfolio Holder