

CABINET
9 FEBRUARY 2016
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 18 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 Department

Administration Support Officer
Electoral Services Assistants x5
Senior Press Officer

Children & Adults

Dynamics Project Lead
Senior Commissioning Officer
Casual Clerks x6
SEN Manager

Regeneration, Community & Culture

Housing Finance Assistant
Housing Support Assistant

- 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	
SECTION	Communications Performance and Partnerships – Business and Administration Support Officer	
POST TITLE	Administration Support Officer	
GRADE AND SALARY RANGE	Range 2	
POST NUMBER	9890	
NUMBER OF POSTS	1 FTE supporting Adult Social Care	
LOCATION	Gun Wharf	
DATE POSTS BECAME VACANT	Maternity leave commences 15 February 2016.	
MANAGER POST REPORTS TO	Fiona Wilson	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Fixed term contract to cover maternity leave. Contract to start 1 April 2016.	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Phases 1 and 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: Tina Larby		

(* please delete as appropriate)

Information on structure and post

In the last two budget rounds BASS has delivered financial savings of £174,000 and £115,000. For the start of 2016-17 another £75,000 will be delivered through staffing reductions. Across these savings rounds, 2 FTE have already been deleted from the hub supporting Adult Social Care with 0.61FTE to be deleted in 2016-17.

The establishment for the hub is 8.82FTE range two administrators, made up of a mixture of full and part time staff. Of that 8.82 FTE we are already carrying a 0.41 FTE vacancy and are supporting 1 FTE secondment from this hub into specialist service arena. We have not sought to backfill that secondment.

We now have 1 FTE administrator starting maternity leave in the middle of February. We cannot carry this vacancy in addition to those above without impacting on service to adult social care colleagues and customers.

The hub provide support for the following frontline service areas:

Adult Social Care

Occupational Therapy, Intake Team, Self Directed Support, Older People's Integrated Teams, and Social Care Commissioning

Customer Contact

Financial Assessment Officers

Support from the hub includes:

- Meeting arrangement and minute taking – Safeguarding Vulnerable Adults and Best Interest meetings.
- Processing Adult Social Care referrals - updating information on the social care system or adding new client and important client information.
- Direct contact with customer - appointment bookings for Financial Assessment Officers to review customers' contribution to cost of care.
- Respond to customer contact/liaison - daily sorting and despatch of Revenue and Benefit letters (around 3,000 a day). Monthly production of review letters for Financial Assessment Officers.
- Disclosure and Barring Service checks for Self Directed Support - external customers employing carers/personal assistants.

Permission sought

Permission is sought to cover the 1 FTE maternity leave by offering a fixed term contract to an apprentice whose apprenticeship/training contract expires on 31 March 2016. The fixed term contract would start on 1 April 2016 and would run for six months with the option of extending to one year, depending on period of maternity leave.

As well as supporting a young person into employment, business continuity would be achieved as the apprentice is familiar with the work of the hub.

Impact on services

- Financial Assessment Reviews will be delayed.
- Referrals via Framework I for Adult Social Care will be delayed and vulnerable clients will be put at risk.
- Revenue and Benefit letters will not be processed and sent out in timescale, which in turn will mean that the council will not be able to enforce any reduction in benefits.

- Minutes from Safeguarding Vulnerable Adults, Best Interest meetings will be outside statutory timescale at best or potentially not minuted at all.
- There would be an increase in customer dissatisfaction and complaints – and the associated work this generates.

Budget Issues

1. Efficiencies and savings have already been achieved in this area of administration through phases one and two BfL and in the budget processes of 2014, 2015, 2016.
2. Funding for bottom of range 2 (currently £14,821 per annum plus on-costs) is within existing staffing budget and would be offset by not backfilling the secondment.

Comments from Portfolio Holder

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DIRECTORATE	Business Support Department		
SECTION	Electoral Services		
POST TITLE	Electoral Services Assistants (Temporary)		
GRADE AND SALARY RANGE	Approximately £12 per hour		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Required From 1 January 2016		
MANAGER POST REPORTS TO	Electoral Services 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	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 January – 31 March 2016		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? NA ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW See impact below			
NAME OF RECRUITING MANAGER: Daune Ashdown			

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 Electoral Registration Officer is obliged to produce a Register of Electors each year. Individual Electoral Registration (IER) which came into effect from 10 June 2014, and the transitional arrangements which were put in place have had a large impact on the way the annual canvass is conducted, none of which could have been completed without the assistance of temporary staff. Even though the 2016 Register has now been published, the on-going expectations of IER involve more pro-active work to identify and chase people to encourage them to register, particularly those who were not included in the Register at the end of the transition period. Whilst the number of paper applications has diminished, the

processing of on-line applications is still onerous and the team are now undertaking increased levels of data matching and checking of other records to improve the accuracy and completeness of the register. The period January to March 2016 will also see the statutory process to refresh postal vote personal identifiers, assessment and inputting of hundreds of postal vote applications received during the annual canvass as well as preparations for the elections for the Kent Police and Crime Commissioner on 5 May 2016.

The permanent staffing structure of the team comprises the Head of Elections & Member Services, the Electoral Services Manager, the Senior Electoral Services Officer and an Electoral Services Officer. The post of Senior Electoral Services Officer has been advertised twice and unfortunately no appointment has been made and has been covered by the Electoral Services Officer on an "Acting up" basis for nearly two years.

These permanent staff are not sufficient to process the paper and on-line applications to register and other workload outlined above and the core team has been enhanced since the run up to the Local, Parish and General elections, by up to 5 temporary staff to assist. Their temporary contracts expire on 31 December 2015 and to ensure the continuity of experience and completion of the work required, it is intended to extend the contracts of 3 of the temporary staff (for 97 hours a week in total) to 31 March 2016 while a strategic review is undertaken to formulate the long-term staffing structure required to successfully meet the challenges facing electoral registration and elections.

If the temporary staff are not engaged:

- Applications to register, notifications of movers and processes to identify electors for removal will not be completed within statutory timescales
- Incoming postal vote applications and renewed postal vote identifiers will not be processed in time for them to be current for the PCC elections
- Preparations for the PCC elections such as booking polling stations and recruitment of polling station staff will be seriously hampered, impacting on the successful delivery of the elections

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.

If the temporary staff are not engaged the savings will be in the order of £15,130 in the financial year 2015-16.

Please specify the funding source for this post:

Revenue budget provision of around £16,700 exists in the 2015-16 Electoral Services budget (4C225), for the costs of temporary staff. Savings of £7,809 will also accrue from the post of Senior Electoral Services Officer remaining vacant between December 2015 and March 2016.

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DIRECTORATE	Business Support Department		
SECTION	Communications and Marketing		
POST TITLE	Senior Press Officer		
GRADE AND SALARY RANGE	Range 5 (£30,191 - £35,643) per annum		
POST NUMBER	12135		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	6 February		
MANAGER POST REPORTS TO	Ashley Wilcox, Head of Communications and Marketing		
*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: Ashley Wilcox			

(* 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 Press Office as part of the communications and marketing restructure in 2015 was reduced to a team of two (from four). At the time it was agreed two press officers is the minimum for an authority of this size. It has resulted in a strategic approach to media relations being undertaken and the active involvement of the head of communications and marketing in serious matters. With around 30 enquiries weekly including a high number of sensitive issues, the press office plays a major part in managing the council's reputation. With a significant amount of trade and specialist media liaison now underway the capacity of the team is at maximum. If the post is not filled there will be a reduction in the service. Trade and specialist media liaison will cease immediately.

The 24/7 service will cease, meaning that any out of hours issues will not be supported and often these can mean ensuring public messaging via social media. It is likely that many enquiries will not be answered which could damage the council's reputation. Support and advice to senior officers and Cabinet Members will be reduced. The service provides support to Academies on a fee basis. This income generation stream will cease.

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 savings on this post being vacant to 31 March 2016 have been accounted for in the budget reporting.

There are currently no alternative ways of providing the service.

Please specify the funding source for this post: Communications and Marketing budget

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DIRECTORATE	Children & Adults		
SECTION	School Services Commissioning		
POST TITLE	Dynamics Project Lead		
GRADE AND SALARY RANGE	Range 5 (£30,191 – £35,643) per annum		
POST NUMBER	12063		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Extension of fixed term contract ending on March 31 2015.		
MANAGER POST REPORTS TO	Head of School Services Commissioning		
*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:	Fixed term: 1 April 2016 – 31 March 2017		
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: Jacqui Moore			

(* please delete as appropriate)

Impact on Service – please include:-

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

This is the only post of this type funded from a ring fenced Arts Council Grant. Receipt of this grant for 2016/17 has been confirmed. If this contract is not extended then the Music Education Hub requirements associated with the Arts Council England funding cannot be delivered.

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.

There would be no savings to the Council if this post was not filled as the grant is ringfenced through a funding agreement for the implementation of a Music Education Hub.

Please specify the funding source for this post:

Arts Council England Grant for Music Education Hubs

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Partnership Commissioning		
POST TITLE	Senior Commissioning Officer		
GRADE AND SALARY RANGE	Range 6 (£35,643 - £40,985) per annum		
POST NUMBER	11632		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	July 2015		
MANAGER POST REPORTS TO	Graham Tanner		
*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:	Two year fixed term contract		
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: Alison Shepherd			

(* 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 is one Senior Commissioning Officer reporting to the Programme Lead for Disability and Mental Health. The Government has given every Clinical Commissioning Group money to transform child and adolescent mental health services locally. Medway has been given an allocation of £1.8M. The money is recurrent. In the CAMHS transformation plan provision has been made for a post to drive through the transformation and recommissioning of the CAMHS and associated services. This is because there is insufficient staffing capacity in the team to

undertake this large project. This second senior commissioning officer post will provide additional capacity in the team which will allow the Programme Lead to drive through the commissioning changes required, and capacity for other work to continue whilst the CAMHS Transformation project is underway for the next two year. If this post is not filled, the public will not benefit from the optimal use of the additional £1.8M investment in local services. Alternatively, other projects will not be delivered, some of which will ensure that Medway is complying with statutory requirements and missed opportunities for savings.

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 post will be funded by CCG monies from the Department of Health. There will be no impact on Medway Council budgets. Furthermore, due to NHS accounting rules, there is no ability to roll money over to the forthcoming financial year. Any of this money unspent will therefore be lost.

This post will save the Council and the CCG money by recommissioning a transformed CAMHS service.

Please specify the funding source for this post:

The post will be funded by the Local Transformation Fund for CAMHS.

Comments from Portfolio Holder

Funding is by CCG and as such is a key post with CAMHS. Helen Jones.
Note 100% funded by CCG. (Barbara Peacock)

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults
SECTION	School Improvement
POST TITLE	Casual Clerks x6
POST NUMBER	
GRADE AND SALARY RANGE	Range 2/3 depending on qualification (Range 2, £14,821 - £19,521) (Range 3 £19,241 - £24,794) per annum pro rata
LOCATION	Medway
DATE POST BECAME VACANT	N/A

*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)		
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		
NAME OF RECRUITING MANAGER: Anne Robinson		

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.

Since October 2014, the clerking service that we provide to schools has grown from a zero base to the provision of service to 22 schools generating a predicted £35,000 over a 12 month period at a cost of £21,000. We are also aware of a number of schools whose clerks have indicated they will be stepping down in the next few months and have been approached informally about supporting their governing bodies going forward. We believe future demand will continue to increase from schools in Medway and potentially beyond.

We are keen to provide for this demand, not only from a financial standpoint but from the perspective of placing us in a stronger position to influence the practice of governing bodies to drive school improvement and to tell the story of their effectiveness through high quality minutes.

I am seeking to recruit up to 6 additional casual governing body support officers (clerks) to supporting the existing workforce of 7 to add capacity to the service to provide for this growing demand.

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.

As stated above these posts will be self-funding and indeed profit generating as a traded service with schools.

Comments from Portfolio Holder

Please note – we agreed to do this for schools – they will “buy back” these clerks so no cost to LA and it will add to our school improvement work

Barbara Peacock

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults		
SECTION	SEN		
POST TITLE	SEN Manager (Interim)		
GRADE AND SALARY RANGE	Range 7 (£40,985 - £45,613) per annum		
POST NUMBER	1133		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Pauline Maddison		
*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:	3 months		
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: Pauline Maddison			

(* 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.

Service Manager SEN; Request for Interim Management Arrangements

The purpose of this paper is to request an immediate interim arrangement to be put in place for the current SEN Manager to enable Medway to be “Ofsted ready” for the impending inspection of SEND.

Background

The world of SEND is complex and challenging.

A new inspection framework has been introduced from May 2016 which will inspect all aspects of SEND procedures and provision. We are not OFSTED ready on a number of counts, particularly our SEN strategy and written reference to strategy. We will need to bring someone in to do this. However, this is an area which the current post holder could undertake and in which they are interested and capable.

Proposal

The proposal is to second the current post holder for a period of three months to develop:

- A 5 year strategy for SEN and Inclusion
- A provision map for SEN and Inclusion
- A policy and procedure document
- The SEN chapter for the JSNA

In order for the current post holder to undertake this work, they will need to be released from their day to day management duties temporarily. We expect an interim manager to cover for a three month period and to:

- Oversee the work of the SEN team and advise on complex casework issues
- Review the current practices, policies and procedures to recommend improvements (which will also support preparation for inspection)
- Monitor the SEN budget (over 35 million) with advise from the SEN business manager
- Provide management stability in a period of change

This proposal will help the council towards inspection readiness and will enable the current post holder to continue in the area in which they are so highly regarded and experienced before returning them to their current post.

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.

Please specify the funding source for this post:

There will be no cost to the Council. There is a ring fenced SEND Reform grant which is primarily used for staffing to effect the changes required of the new legislation and use of the grant to achieve the outcome of the secondment is appropriate.

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

100% HRA FUNDED

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DIRECTORATE	Regeneration, Community & Culture		
SECTION	HRA Housing – Client Side Team		
POST TITLE	Housing Finance Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241) per annum		
POST NUMBER			
LOCATION	Gun Wharf Level 2		
DATE POST BECAME VACANT	30 April 2016		
MANAGER POST REPORTS TO	Salim Khan		
*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:	1 January 2016 – 30 April		
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 – Fully HRA 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 – Fully HRA Funded.			
NAME OF RECRUITING MANAGER: Salim Khan			

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. This is one of only two posts on the structure. There is currently an additional vacant senior officer finance role which has been held vacant for 9 months on the structure. The request is for temporary recruitment pending a review of the structure in early 2016. This time of year is exceptionally busy with pending year end work, rent and service charge setting work underway.

2. This post is also a vital link between the HRA Repairs Team, our repairs contractor Mears and tenants, ensuring works are completed on time and problems are resolved. Furthermore the post holder is responsible for liaison between the HRA and other contractors/service providers such as Green Spaces, NORSE and Tree Team. These vital links will be lost without this post.

Overall left unfilled this will lead to a drastic drop in the current excellence of the service including performance and customer satisfaction and payments to contractors and year end work.

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.

If the post is not filled potential savings circa £7,000 for the three months

Please specify the funding source for this post:
Fully HRA Funded within current structure

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

100% HRA FUNDED

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	Housing Services (HRA)		
POST TITLE	Housing Support Assistant		
GRADE AND SALARY RANGE	Range 2 (£14,821 - £19,241)		
POST NUMBER	11386		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 January 2016		
MANAGER POST REPORTS TO	Titilola Akinboro		
*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:	1 January 2016 – 30 September 2016		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Denise Salter		
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			
None			
NAME OF RECRUITING MANAGER: Marc Blowers			

(* 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 front line Officer post. The currently post holder has secured a secondment to the role of Housing Officer.

The role of Housing Assistant involves much of the admin tasks for void management have now been assumed by this post holder.

As well as undertaking void administration the post holder undertake a wide and generic range of housing management frontline duties including low level debt chasing, garage lettings, database updates and dealing with front line housing management enquiries from customers.

Failure to recruit will result in difficulties in providing an effective front line customer service and support to the remaining Housing Officer posts which could result in ineffective management of voids (empty properties) and low level arrears.

The post is 100% HRA funded.

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 pay grade is Range 2 ranging from £14,821 - £19,241 per annum pro rata

Please specify the funding source for this post:

100% HRA funded