

CABINET

8 MARCH 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 11 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

Childcare Lawyer x2

Litigation & Employment Lawyer

Children & Adults

Admin Support Officer – ASO x2

Placement Officer (Adults)

Placement Officer (Children) x2

Quality Assurance Officer

Head of Service - Provider Services (Interim)

Regeneration, Community & Culture

Project Archivist (Adlib)

- 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 forward 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 overleaf.

| | | | |
|---|--|--|--|
| DIRECTORATE | Business Support Department | | |
| SECTION | Legal Services | | |
| POST TITLE | Childcare Lawyer x2, People Team, Legal Services | | |
| GRADE AND SALARY RANGE | Range 6 (£35,643 - £40,985) per annum plus on costs (estimated at 27% of salary costs) | | |
| POST NUMBER | 0080 | | |
| LOCATION | Gun Wharf, 2 nd Floor | | |
| DATE POST BECAME VACANT | 24 th March 2016 | | |
| MANAGER POST REPORTS TO | Stephen Tucker | | |
| *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 | No | | |
| IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: | 24.03.16 – 31.07.16 | | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | Via agency | | |
| 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 | | | |

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 both of the following:

- 1) To recruit to replace a permanent, full time childcare Lawyer in the People Team in Legal Services, and

- 2) To recruit a locum childcare lawyer with effect from 24 March 2016 until a permanent lawyer joins the team, anticipated to be August 2016 following recruitment and notice period.

This is an existing post which will become vacant on 24 March 2016. The lawyer currently in this post has handed in her notice and her last day in the office is 24 March 2016.

Agreement is sought to recruit to this post permanently and recruit a locum lawyer in the interim despite the ongoing moratorium to ensure there is no gap between the lawyer leaving and a replacement starting. The current post holder, along with all the childcare lawyers, is carrying a high caseload and it is not possible to absorb these cases within the team.

Any gap in recruitment to this post, whether interim or permanent, will have a detrimental effect on the team and its ability to advise and represent the Children's Services Team in relation to child protection matters, including care proceedings, which is a statutory requirement. The current post holder is one of our more experienced members of the team so there will also be a gap in knowledge within the team.

Since September 2014 Medway Council has seen a significant increase in the number of cases being issued each month as summarised below:

- 1 January 2014 - 30 April 2014 Medway Council issued care proceedings on 9 children/9 families.
- In the same period in 2015 we issued care proceedings on 70 children/ 34 families.
- In the last 4 months of 2015 between 1 September and 31 December 2015 Medway Council issued care proceedings on 71 children/ 43 families, i.e. the same level as the first third of 2015.

The People Team currently hold 117 Care Proceedings cases, 57 Pre-Proceedings Cases and a further 30 "other" live cases. This averages 18 cases per lawyer and 9 per paralegal but 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 average caseload for lawyers in comparative Local Authorities in May 2015 was 12-15. The team are therefore unable to absorb the current post holders caseload.

The childcare lawyers' time recording is consistently far in excess of their targets. In January 2016 the average equated to each lawyer working at 44% above their chargeable time which equates to a gap of 4.8 lawyers to progress the current volume of work.

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 hourly rate for locum childcare lawyers tends to be between £35-£38 per hour, or slightly higher for experienced candidates, which will depend on the candidates available at the time of recruitment.

Based on an hourly rate of £38 per hour working a 37 hour week the locum fees will be £1406 per week.

For the anticipated 16 weeks between 24.03.16 – 31.07.16 this amounts to £22,496.

If we were to rely on locum cover for a full year instead of recruiting permanently over a period of 50 weeks this would amount to £70,300 compared to a permanent lawyer salary of £40,741.

Employment of external solicitors or counsel to undertake work of this type would be much more expensive than a permanent post, with hourly charge-out rates of between £250 - £400.

While financial savings can be made by not recruiting a locum lawyer these savings could be wiped out by one costs order made against the Council if it delays care proceedings matters, which is a real risk if this lawyer is not replaced.

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 People Team childcare Lawyer post is range 6, with a salary of £35 430 - £40 741pa plus on costs (estimated at 27% of salary costs).

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 forward 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 overleaf.

| | | | |
|---|--|--|--|
| DIRECTORATE | Business Support Department | | |
| SECTION | Legal Services | | |
| POST TITLE | Lawyer, Litigation and Employment, Place Team, Legal Services | | |
| GRADE AND SALARY RANGE | Range 6 (£35,643 - £40,985) per annum plus on costs (estimated at 27% of salary costs) | | |
| POST NUMBER | 3602 | | |
| LOCATION | Gun Wharf, 2 nd Floor | | |
| DATE POST BECAME VACANT | 4 January 2016 | | |
| MANAGER POST REPORTS TO | James Bilisland | | |
| *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 | | | |

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 Lawyer in the Place Team in Legal Services. This is an existing post which will become vacant in early March 2016. The lawyer currently in this post handed in their notice on 4 January 2016, they are required to serve a 2 month notice period so with annual leave their anticipated leaving date is late Feb, early March 2016.</p> |
|--|

Agreement is sought to recruit to this post immediately despite the ongoing moratorium to reduce the gap between the lawyer leaving and a replacement starting.

This position is the only criminal litigation lawyer post for the Place Team and any gap is likely to have a detrimental effect on the team and its ability to react to the needs of the client departments. Presently only the Assistant Head has recent Criminal Advocacy and Criminal litigation experience. The post holder is primarily an advocate and has covered nearly all the Criminal advocacy matters both in the Magistrates Court and the Crown Court in the past year, meaning that the team has spent very little Council money on instructing Counsel for its criminal prosecution matters.

In addition to running a full caseload of criminal and civil litigation matters, the present postholder has been advising and assisting the HR department in respect of employment issues and giving advice on commercial transactions on complex matters such as transfer of undertakings. When the post holder leaves, no-one in the team has experience of advising in respect of employment matters and this is an area that has given rise to substantial work in recent months.

Head of Legal Services had identified this lawyer post, along with the Assistant Head of Legal Place Team, as being key to plans to begin trading legal services with other public bodies in an attempt to bring in revenue for the Council. If this lawyer is not replaced it will significantly impact on the legal team's capacity to trade legal services and bring in additional revenue.

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.

Locum lawyers with experience in this type of work tend to command high hourly rates. Recent experience has shown that the hourly rate is often £40 - £46, so a 37 hour week would cost up to £1702. Using a locum would therefore be significantly more expensive than recruiting a permanent employee, where the annual salary would be in the region of £41,873 (which divided by 52 gives a weekly figure of £803).

Employment of external solicitors or counsel to undertake work of this type would be much more expensive than a permanent post, with hourly charge-out rates of between £250 - £400.

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 Place Team Litigation Lawyer post is range 6, with a salary of £35 430 - £40 741pa plus on costs (estimated at 27% of salary costs).

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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| | | | |
|--|---------------------------------------|--|--|
| DIRECTORATE | Children & Adults | | |
| SECTION | Childrens Services | | |
| POST TITLE | Admin Support Officer – ASO x2 | | |
| GRADE AND SALARY RANGE | Range 1 (£13,268 - £14,821) per annum | | |
| POST NUMBER | 12150 | | |
| LOCATION | Broadside | | |
| DATE POST BECAME VACANT | 9 November 2015 | | |
| MANAGER POST REPORTS TO | 12141 – Chanelle Billingham | | |
| *IS THIS REQUEST TO COVER PERMANENT RECRUITMENT | Y | | |
| *IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY | N | | |
| *IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL | N | | |
| IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: | | | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | | | |
| | | | |
| NAME OF RECRUITING MANAGER: Chanelle Billingham | | | |

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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.

Two Range 1 post's within the restructure. One post vacant due to progression to a Range 2 post and another vacant due to staff being on maternity leave.

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 support required to social care practitioner to get to 'good/ outstanding'.

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 31 March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

£13,268 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.

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| | | | |
|---|---|--|--|
| DIRECTORATE | Children & Adults | | |
| SECTION | Commissioning | | |
| POST TITLE | Placement Officer (Adults) | | |
| GRADE AND SALARY RANGE | Range 2 (£14,821 - £19,241) per annum | | |
| POST NUMBER | | | |
| LOCATION | Gun Wharf | | |
| DATE POST BECAME VACANT | 1 October 2014 | | |
| MANAGER POST REPORTS TO | Resources Coordinator Adult Social Care | | |
| *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: Wendy Edward | | | |

(* 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 Adults placements team comprises of a co-ordinator and two adult placement officers. This Cabinet Approval application is seeking permission to recruit to one post of Placement Officer (Adults). The Co-ordinator and one Placement Officer are permanently in post. The post we are seeking to recruit to permanent is currently being filled on a temporary basis by a Range 1 trainee.

This post is an integral part of the system to allocate care packages to vulnerable adults. Without the post being in place there is an increased likelihood vulnerable people will be at risk of being admitted into hospital or residential care or social workers' time will not be used effectively as they will be seeking care package providers themselves.

This post is required to monitor placements for homecare, supported living and residential care for working age adults. This is part of the action to reduce expenditure on placements. By managing price negotiations within the team and not having numerous social workers undertaking this, we are able to have a better grip on cost.

Budget Issues

Please indicate:

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

The post is currently being filled by Business Support and Engagement Trainee on a Range 1 salary (£13,268.00). If this post remains vacant until March 2016, there would be savings of potentially £6138.75 if a salary was offered on the lowest spine point in Range 2.

Continuing to back-fill this post on a Range 1 salary until March 2016 at a cost of £5528.33 for the remaining five months would create potential savings of £610.42 based on the lowest Range 2 spine point. The Range 1 postholder is undertaking the duties only on a temporary basis to get experience and we are unable to carry on this arrangement indefinitely.

Please specify the funding source for this post:

Partnership Commissioning budget

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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| | | | |
|---|--|--|--|
| DIRECTORATE | Children & Adults | | |
| SECTION | Commissioning | | |
| POST TITLE | Placement Officer (Children) x1 | | |
| GRADE AND SALARY RANGE | Range 2 (£14,821 - £19,241) per annum | | |
| POST NUMBER | | | |
| LOCATION | Gun Wharf | | |
| DATE POST BECAME VACANT | 19 February 2016 | | |
| MANAGER POST REPORTS TO | Placement Coordinator Children Social Care | | |
| *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: Helen Jones | | | |

(* 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.

The Children placements team comprises of a co-ordinator and two children placement officers. This Cabinet Approval application is seeking permission to recruit to one post of Placement Officer (Children). The Co-ordinator and one Placement Officer are permanently in post. The post we are seeking to recruit to will become vacant on 19 February 2016.

This post is an integral part of the system to allocate placements to vulnerable

children. Without the post being in place there is an increased likelihood vulnerable people will be at risk and social workers' time will not be used effectively as they will be seeking placements themselves.

This post is required to monitor placements for fostering, residential and supported living. This is part of the action to reduce expenditure on placements. By managing price negotiation within the team and not having numerous social workers undertaking this, we are able to have a better grip on cost.

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 post will become vacant on 19 February 2016. If this post remained vacant until 31 March 2016, there would be potential savings of £2,455.50.

Please specify the funding source for this post:

Access to Resources budget

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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| | | | |
|---|--|--|--|
| DIRECTORATE | Children and Adults | | |
| SECTION | Commissioning | | |
| POST TITLE | Placement Officer (Children) x1 | | |
| GRADE AND SALARY RANGE | Range 2 (£14,821 - £19,241) per annum | | |
| POST NUMBER | | | |
| LOCATION | Gun Wharf | | |
| DATE POST BECAME VACANT | 12 March 2016 | | |
| MANAGER POST REPORTS TO | Placement Coordinator Children Social Care | | |
| *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: Wendy Edward | | | |

(* 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 Children placements team comprises of a co-ordinator and two children placement officers. This Cabinet Approval application is seeking permission to recruit to one post of Placement Officer (Children). The Co-ordinator is permanently in post. Permission has been sought from Cabinet to recruit for one Placement Officer post which will become vacant on 19 February 2016. This form is to seek permission to recruit to the second Placement Officer post that will become vacant on 12 March 2016.

This post is an integral part of the system to allocate placements to vulnerable children. Without the post being in place there is an increased likelihood vulnerable children will be at risk and social workers' time will not be used effectively as they will be seeking placements themselves.

This post is required to deliver challenging budget savings for Children's Social Care as agreed as part of the budget setting process. This includes more vigorous monitoring of placements for fostering, residential and supported living. This is part of the action to reduce expenditure on placements. By managing price negotiation within the team and not having numerous social workers undertaking this, we are able to have a better grip on cost. This is a key action to deliver efficiencies.

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 post will become vacant on 12 March 2016. If this post remained vacant until 31 March 2016, there would be potential savings of £1,076.64. If we delay recruitment, however, agreed savings targets will not be met.

Please specify the funding source for this post:

Access to Resources 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 | Children and Adults | |
| SECTION | Commissioning | |
| POST TITLE | Quality Assurance Officer | |
| GRADE AND SALARY RANGE | Range 3 (£19,241 - £24,794) per annum | |
| POST NUMBER | 11630 | |
| LOCATION | Gun Wharf | |
| DATE POST BECAME VACANT | 6 December 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: Wendy Edward | | |

(* 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 to recruit one full-time Quality Assurance Officer. Within the structure of Access to Resources, there are one full time Quality Assurance Officer responsible for ensuring the efficiency of adults' placements (this is vacant) and two 0.5fte Quality Assurance Officer posts (one of these is vacant) responsible for ensuring the efficiency of children's placements.</p> |
|--|

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.

This post became vacant in December 2015. If this post was to remain vacant until March 2016, there would be savings of £5,272. This post is vital to ensuring that compliance visits are done to ensure the quality of service provision for vulnerable adults within Medway. Failure to do so could result in litigation against the authority. We have a statutory duty to QA placements and if we do not do this it could cost the Council.

Please specify the funding source for this post:

100% funding from the Council's Access to Resources Team

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| | | | |
|---|--|----------|--|
| DIRECTORATE | Children and Adults Services | | |
| SECTION | Children's Social Care | | |
| POST TITLE | Head of Service Provider Services (Interim) | | |
| GRADE AND SALARY RANGE | 12 month fixed term contract | | |
| POST NUMBER | 12199 | | |
| LOCATION | Broadside | | |
| DATE POST BECAME VACANT | 1/4/16 | | |
| MANAGER POST REPORTS TO | Assistant Director Children's Services | | |
| *IS THIS REQUEST TO COVER PERMANENT RECRUITMENT | Y/N | N | |
| *IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY | Y/N | Y | |
| *IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL | Y/N | N | |
| IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: | 1/4/16 to 31/3/17 | | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | Sabine Voigt | | |
| 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 | | | |
| Three key services will be uncovered if we do not fill this post-fostering, adoption and the Old Vicarage residential unit. These services are highly regulated and need leading by a competent social work manager. In addition, a key function for the post holder will be to source alternative delivery models from external providers over the next twelve months, with a view to reducing cost and improving service effectiveness. | | | |
| NAME OF RECRUITING MANAGER: Assistant Director | | | |

(* 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.

There is currently 1 vacant post and this post is currently being covered by an agency service manager until the end of March 2016. This proposal is designed to extend the remit of this role at reduced cost with a view to identifying a different model for delivering the service by the end of the contract.

Budget Issues

Please indicate:

- 1.the realisable savings if this post remained vacant until the 31st March 2015.
The post is currently covered by an agency member of staff.
- 2.If any savings could be achieved by alternative ways of providing the service.
The post is designed to identify savings over a twelve to eighteen month period.

Please specify the funding source for this post: Vacant post. Budget available at Service Manager grade

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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 | Greenspaces, Heritage(Archives) | | |
| POST TITLE | Project Archivist (Adlib) | | |
| GRADE AND SALARY RANGE | Range 4 (£24,794 - £30,191) per annum | | |
| POST NUMBER | 12474 | | |
| LOCATION | Medway Archives & Local Studies | | |
| DATE POST BECAME VACANT | N/A | | |
| MANAGER POST REPORTS TO | Alison Cable | | |
| *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: | Spring 2016- Spring 2017 | | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | N/A | | |
| WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? | | | |
| This is a new and temporary post linked into a specific project (see below) | | | |
| 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 Cable | | | |

(* please delete as appropriate)

Impact on Service – please include:-

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

1. Structure chart attached (separately)

2. The post involves transferring the data from our (unsupported) 'Cityark' archive online catalogue to new software supplied by Adlib. The software that we will be using is specifically for the management of archive collections and is widely used (nationally and internationally). It will be supported by the software suppliers.

If we do not undertake this work there is a danger that our current archive collections database will collapse with the loss of over 40,000 records. Public access to our online catalogue would also be lost which would lead to a deluge of complaints from current and potential archive users.

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.

1. This is a new and temporary post funded from the Capital Programme

2. Please specify the funding source for this post:

Capital Budget as part of the Relocation of MALSC project.

The relocation of MALSC to the former Strood Library site was agreed by Cabinet on 10 February 2015 and formally added to the Council's Capital Programme at Full Council on 26 February 2015. The project budget is £971,604.