

## **CABINET**

**7 JUNE 2016**

### **RECRUITMENT FREEZE**

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Head of HR & Organisational Change

#### **Summary**

This report brings forward 9 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: -

#### **Regeneration, Culture, Environment & Transformation**

Data Entry Clerk

Project Officer

Processing Appeals Officer - Processing & Income Recovery

#### **Business Support Department**

Paralegal – People

Legal Support Assistant

#### **Children & Adults**

Senior Commissioning Officer – Accommodation and Registered Services for Vulnerable Adults

Apprentice Case Worker

Finance Officer

#### **Public Health**

PA to Director of Public Health

- 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**

Carrie McKenzie, Head of HR & Organisational Change, Gun Wharf, Dock Road,  
Chatham Telephone: (01634) 332261 Email: [carrie.mckenzie@medway.gov.uk](mailto:carrie.mckenzie@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, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto: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, Culture, Environment And Transformation		
SECTION	HRA Housing Services (Asset Management)		
POST TITLE	Data Entry Clerk		
GRADE AND SALARY RANGE	Range 2 (£15,241 - £19,356) per annum		
POST NUMBER	Temp		
LOCATION	Level 2 Housing HRA		
DATE POST BECAME VACANT	Temp Post		
MANAGER POST REPORTS TO	Lee Gilbert		
*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 May 2016 To 31 July 2016		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	None		
NAME OF RECRUITING MANAGER: Lee Gilbert			

(\* 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 interim recruitment will be fully funded by the HRA (housing revenue account). The role is required to provide additional support to the asset management team, undertaking office administration and data entry duties that are required as a result of a recent system health check and subsequent supporting action plan.

The Asset Management Database is a key tool for developing the future HRA Business Plan which is even more critical given recent and proposed Government Financial changes in terms of financing the service in the coming years. A review of the HRA Business Plan is due in June 2015 and it will be essential that as much data updates are completed on the Asset Management software database which will be used to feed into the review.

Longer term, we will look to restructure roles and responsibilities to absorb those additional duties within the structure. However the immediate need and urgency to

do this is critical at this point and additional resources are therefore required.

This post will be 100% HRA funded and contained within existing salary budgets.

#### Budget Issues

Please indicate:

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

Please specify the funding source for this post:

100% HRA funded and from within existing salary budgets

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DIRECTORATE	Regeneration, Culture, Environment and Transformation		
SECTION	Physical and Cultural Regeneration; Regeneration Delivery		
POST TITLE	Project Officer		
GRADE AND SALARY RANGE	Range 4 (£24,943 - £30,372) per annum		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO	Sunny Ee		
*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:	25 June 2016 to 31 March 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?			
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: Sunny Ee			

(\* 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 post is externally funded as part of the Local Growth Fund (LGF) programme and is essential to deliver the Chatham Placemaking Project. Support for the Chatham Placemaking Project and other regeneration work streams such as the Chatham Waterfront is currently fulfilled by a Graduate Trainee Project Officer post. However, this is a specific national programme with a 2 year fixed term contract and there is no scope as advised by HR to extend this.

The smooth delivery of the project would be severely threatened if the Project Officer role was not recruited as part of transitioning from the Graduate Trainee Project Officer. Not only would this impact on the delivery programme but there would also be a reputational issue with the funding body; the South East Local Economic Partnership (SELEP) and a risk, if the project is not delivered on time, of funding clawback. In addition the spend programme includes the post till 31 March and has been approved by the SELEP, any change to this would need a change request and further approval from the SELEP.

In addition to regeneration delivery responsibilities the Graduate Trainee provides crucial support to Communications on programming the Big Screen and is currently reviewing options to get a revenue income stream from commercial advertising. An element of this could continue in the new role.

The Graduate Trainee has been trained in all of the relevant Council processes and achieved ILM and Prince2 certification whilst also gaining significant experience in delivering capital projects. Recruiting to the new Project Officer post would give the Council the opportunity to retain the investment and training made in the Graduate if they were suitable for the new post.

## Budget Issues

Please indicate:

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

The cost of the post for the proposed period of time would be £55-60k including on costs, however, it would be difficult to identify this as a saving as it is external funding that has already been accounted for and approved by the funder; the SELEP.

Please specify the funding source for this post: LGF Programme; Chatham Placemaking Project.

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DIRECTORATE	RCC		
SECTION	Highways & Parking Services		
POST TITLE	Processing Appeals Officer -Processing & income Recovery (0.4 FTE)		
GRADE AND SALARY RANGE	Range 2		
POST NUMBER	0344		
LOCATION	Annexe B Civic Centre		
DATE POST BECAME VACANT	04/05/16		
MANAGER POST REPORTS TO	Rubena Hafizi		
*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? FOUR			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Yes			
NAME OF RECRUITING MANAGER: Jayne Webb			

(\* please delete as appropriate)

### Impact on Service – please include:-

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

We are requesting to permanently fill this existing post in order for the parking processing appeals team to continue to run smoothly and deliver the same service.

Parking currently deal with over 1400 appeals per month and this post is a key role in this process and directly deals with this workflow. This post deals with around 100 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £6,000 per month.



This post is dealing with all types of appeals within the Parking Processing Appeals team. To not fill this post will mean appeals will not be responded to within the specified Council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. The parking team also deal with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on other existing team members. This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN and thus losing that source of income. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCNs that were legally issued. In addition to this if this post were not to be covered we would not be in a position to take as many PCN payments over the telephone, which will also reflect in our income collection and could lead to an influx in complaints.

Approval is sought to fill this post.

#### Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2017.
2. If any savings could be achieved by alternative ways of providing the service.

1. We expect to fill this post at the start of the grade, which is £6175.34. Therefore the saving for this post if it remained vacant would be £5146.15.

0.4 FTE post deals with around 100 appeals per month, each valued at an average of £60, therefore the income produced from this post is over £6,000 per month.

**Please specify the funding source for this post:**

This will be met from existing budget provision

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DIRECTORATE	Business Support Department		
SECTION	Legal Services		
POST TITLE	Paralegal - Legal Services (People)		
GRADE AND SALARY RANGE	Range 3 (£19,356 - £24,943) per annum		
POST NUMBER	0065		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	13 <sup>th</sup> May 2016		
MANAGER POST REPORTS TO	Assistant Head of Legal People		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Two			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW  N/A			
NAME OF RECRUITING MANAGER: Perry Holmes, AD Corporate Services			

(\* please delete as appropriate)

Impact on Service – please include:-

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

This request is to replace a permanent, full-time childcare Paralegal in the People Team in Legal Services.  
This is an existing post which became vacant on 13 May 2016, when the current post holder left.  
Agreement is sought to recruit to this post permanently to ensure cover for pre-proceedings cases carried by paralegals in the team and to provide vital support to lawyers carrying care proceedings matters. The current paralegal in this post holds 9

cases of her own and supports one of the more experienced childcare lawyers in the team who also carries a full care proceedings caseload.

After careful consideration it has been concluded that the team cannot absorb their colleagues cases when she leaves as well as provide the requisite support to the linked lawyer due to the continuing high number of cases held across the team. It is essential to recruit to this post.

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 Medway Council issued care proceedings on 70 children/34 families.
- In the last 4 months of 2015 (between 1 Sept- 31 Dec 2015) Medway Council issued care proceedings on 71 children/ 43 families, i.e. the same level as the first third of 2015.
- 1 January – 30 April 2016 Medway Council issued care proceedings on 30 children / 21 families.

The People Team currently hold 88 Care Proceedings cases, 67 Pre-Proceedings Cases and a further 34 “other” live cases (these figures relate to sibling groups, not individual children – the number of individual children is much higher).

This averages 9 cases per Paralegal. In addition to carrying their own cases the Paralegals provide 121 support to their linked lawyer in progressing care proceedings.

The introduction of paralegals has also been instrumental in improving the team’s performance in the preparation of court bundles for all hearings. Prior to employing Paralegals, Medway Council was repeatedly criticised by the courts for the late delivery and quality of court bundles as our admin team were unable to cope with the volume of work. This is now much improved with the majority of bundles being delivered on time and in good order. Any reduction in the number of paralegals risks delays in bundles and progressing court cases.

## **Budget Issues**

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2017.
2. If any savings could be achieved by alternative ways of providing the service.

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

There is no capacity within the team to absorb the caseload carried by the Paralegal about to leave.

A locum paralegal would not be cost effective. The hourly rate for locum paralegals averages £24 per hour.

Based on this hourly rate of £24 working a 37 hour week the locum fees will be £888

per week. If a locum was employed on this basis for 6 months this amounts to £23,088 which is much more expensive than a permanent paralegal who can be employed for a year for £19,126.

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 Paralegal post is range 3, with a salary of £19,356 - £24,943 pa plus on costs (estimated at 27% of salary costs).

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DIRECTORATE	Business Support Department		
SECTION	Legal Services		
POST TITLE	Legal Support Assistant		
GRADE AND SALARY RANGE	Range 2 (£15,1241 - £19,356) per annum		
POST NUMBER	8202		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	30 May 2016		
MANAGER POST REPORTS TO	Stephen Tucker		
*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:-

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>There are 4 Legal Support Assistants in the Legal Support Team and 1 of these post will become vacant on 30 May 2016 as 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 &amp; 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.</p>
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The 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 115 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 31<sup>st</sup> March 2017.
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 31/3/17 will be approximately £16,757.

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 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.

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DIRECTORATE	Children & Adults		
SECTION	Partnership Commissioning		
POST TITLE	Senior Commissioning Officer: Accommodation and Registered Services for Vulnerable Adults		
GRADE AND SALARY RANGE	Medpay Range 6		
POST NUMBER	11632		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	March 2016		
MANAGER POST REPORTS TO	Kerry Tappenden		
*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: Alison Shepherd			

### Impact on Service

Partnership Commissioning is a relatively new team and is responsible for driving significant savings out of contracts that are held by the Children and Adults Directorate. This programme area is responsible for driving savings out of contracts totalling over £25,000,000.

As well as driving savings, this post is responsible for line managing the adults placements team (Adults ART, comprising a placement co-ordinator and two placements officers). Effective management of this team is imperative to ensure that packages of care are in place for vulnerable adults, particularly those that are leaving hospital and need care putting in place promptly.

Within the programme area, and liaising closely with Adults ART is a contract monitoring and quality assurance officer that also reports to this post. This post is responsible for making sure that the services delivered by care homes and

domiciliary care agencies are safe, and that service providers are adhering to their contracts.

If this post is not filled there is a risk that large savings will not be made in this programme area, that best value will not be achieved from contracts, that service delivery is poor quality and potentially unsafe, and that discharges from hospital are delayed because of poor allocation processes for care packages.

## **Budget Issues**

If the post was left vacant savings to contracts of the degree mentioned on this form (ie £30M plus) will not be made. There is insufficient staffing capacity in this programme area to be able to deliver all of the cost saving negotiations, tender processes and delivering the dynamic purchasing system improvements that are currently underway.

### **Please specify the funding source for this post:**

The post is half funded by Medway Clinical Commissioning Group and half funded by the Council; Partnership Commissioning staffing budget.



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DIRECTORATE	Children & Adults	
SECTION	Cookham Wood YOI/ YOT Service	
POST TITLE	Apprentice Case Worker	
GRADE AND SALARY RANGE	Apprentice - £122 per week	
POST NUMBER	11671	
LOCATION	Cookham Wood YOI	
DATE POST BECAME VACANT	1.6.2016	
MANAGER POST REPORTS TO	Danielle Anderson – SSA	
*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:	12-18 Months fixed term contract	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) N/A	N/A	
NAME OF RECRUITING MANAGER: Louise Balderston – Head of Case Work		

(\* 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.

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.

We currently have the following Medway staff members in the detached Youth Offending Team placed at Cookham Wood:

- Team Manager: x1
- Social Workers: x4 (x1 due to leave in Aug after completing the ASYE)
- Casework/YOT Worker: x5
- Case Work Assistant (ex LAC Apprentice)
- LAC Apprentices: x 2 (x1 due to end apprenticeship on 01JUN16 therefore leaving 2 vacancies)

- SSA: x1

Impact on the service if this post is not filled, with particular reference to services to the public.

We currently have a LAC care leavers apprenticeship scheme at Cookham Wood YOI, we currently have x 2 in post, one of whom will be leaving on 1.6.2016 as her apprenticeship has come to an end.

The agreement with the Prison is to offer three places for LAC Care Leavers to not only offer a supportive work experience environment but to help care leavers gain skills in order to begin their career. Applicants are referred from Medway's LAC Team.

We have already seen the benefits of this scheme with our first apprentice gaining full time employment with us as a Case Work assistant now being supported to study with the Open University and finding paid employment by sitting on a London Boroughs Fostering Panel as an "expert".

Our second apprentice, with our support, has now gained skills and qualifications and as she nears the end of her apprenticeship has been confident to apply for employment with the Education Provider here at Cookham Wood as a Learning Support Assistant.

Our third apprentice has recently started and we have every confidence that with support she too will blossom and be able to reach her potential.

We are now becoming more experienced in supporting LAC apprentices and appreciate the additional issues that they have to manage, as a result we have been able to provide support and advice, work with other agencies in order to enable them to go from strength to strength.

As well as employment, we have mentored, coached and provided advice on a variety of subjects – some of these are to do with issues outside of work, but have all assisted with providing the apprentices with 'life skills'.

As a group they have been open to educating Social Work Students; and other professionals at events and presentations offering an insight into their lives and experiences and always received positive feedback. The scheme has been nominated successfully at the Local Government Awards and Medway Council's Make A Difference Award.

We have promoted the role of the Corporate Parents as part of this initiative and are supported by the Corporate Parenting Board, to support Medway LAC and Care Leavers into employment.

If these posts are not recruited to, we will as Medway Council Corporate Parents have two less opportunities in the work place to offer two young people cared for by Medway Council, and as a result two lives may be irreversibly affected but not having supported employment.

## Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2017.
2. If any savings could be achieved by alternative ways of providing the service.

There would be no cost or savings to be made to Medway Council as this initiative is fully funded by the Prison Service.

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto: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	Early Years		
POST TITLE	Temporary finance officer, maternity cover		
GRADE AND SALARY RANGE	Range 3 (£19,356 - £24,943) per annum pro rata 22 hours per week		
POST NUMBER	5402		
LOCATION	All Saints Children's Centre		
DATE POST BECAME VACANT	Maternity from mid-July 2016		
MANAGER POST REPORTS TO	Trevor Poulter		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY – may be necessary if no suitable Agency pool candidates	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 <sup>st</sup> July 2016 for 6 months		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	n/a		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p>			
NAME OF RECRUITING MANAGER: Carolyn Theedom			

(\* please delete as appropriate)

Impact on Service – please include:-

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

There is only one post of this type in the Centre.

Were this post to remain vacant it would not be possible to undertake the daily financial processes required to keep the centre running, eg petty cash, budget monitoring, payment of invoices, ordering of goods, nursery finances or end of year work. No other members of staff undertake this function or are qualified to do so.

### Budget Issues

Please indicate:

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

Were this post to remain vacant the savings would be approximately £12,000 pa

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

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DIRECTORATE	Public Health		
SECTION			
POST TITLE	PA to Director of Public Health		
GRADE AND SALARY RANGE	Range 2 (£19,356 - £24,943) per annum		
POST NUMBER	1056		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	6 June 2016		
MANAGER POST REPORTS TO	Interim Director of Public Health		
*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:	06 June 2016 to 31 August 2016 Initially		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Andrew Burnett			

(\* 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.

Permission to recruit a temporary PA is sought pending a decision being made on the future direction of the Director of Public Health position, when a decision regarding permanent recruitment can be made.

The DPH requires PA support in order to:

- Provide complex diary management in order to ensure best use of DPH time
- Liaison with internal/external stakeholders is undertaken to ensure DPH has all necessary information in good time to support mandatory and other work
- Line manage two PAs within the Directorate (1.53 wte)
- Act as first point of contact and ensure DPH sees urgent/priority information for response where ever is working at that time.
- Manage, contribute to and minute Directorate, management and performance management meetings and Directorate meetings..

- Support Directorate with admin, meeting, ICT and other matters

Due to staffing reductions within administration in the Directorate over the past two years, there is not the capacity or capability to fulfil the above functions within the existing team.

The Directorate, led by the Interim DPH, is involved in complex projects requiring information, meetings and liaison across teams within the council and other councils/stakeholders and it is necessary for the information to be requested, received, stored and responded to appropriately to maintain confidence in these processes and Medway Council's position reflected in these projects.

### Budget Issues

Please indicate:

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

Please specify the funding source for this post:

Funded from salary allocated for this post 2016-2017.