

CABINET
17 JANUARY 2017
RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Chief People Officer

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: -

Business Support

Civic & Ceremonial Officer

Children & Adults

Housekeeper

Partnership Commissioning Programme Lead – Access to Resources

Partnership Commissioner

Partnership Commissioner

Business and Systems Information Officer

Admin Support Officer

Head of Service – Integrated SEN and Disability

Regeneration, Culture, Environment and Transformation Directorate

Guardians of the Deep – Project Officer

- 3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job profile and structure chart is also held in HR Services.

4. Risk Management

- 4.1 In order to assess the potential impact of posts upon the council's ability to achieve its strategic objectives, the attached forms include details of the likely impact on the service should the posts not be filled.

5. Financial and legal implications

- 5.1 The recruitment freeze was instigated to support the realisation of savings against the background of a forecast of a significant overspending. It remains important to ensure that where possible the drive to pursue savings continues. It is important that no cover is taken on to fill any posts which have not been identified as exceptions or been given Cabinet approval to be filled.
- 5.2 There are no legal implications arising from this report at this stage.
- 5.3 The posts will be filled in accordance with the Council's recruitment policies.

6. Recommendation

- 6.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to enable officers to commence the recruitment process.

7. Suggested reason for decision

- 7.1 The posts presented to Cabinet will support the efficient running of the Council.

Lead officer contact

Carrie McKenzie, Chief People Officer, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332261 Email: 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, 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	Member Services		
POST TITLE	Civic & Ceremonial Officer		
GRADE AND SALARY RANGE	MC-D1 range 2 £18,711-£24,290 (incl on-costs)		
POST NUMBER	0092		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	27/10/ 2016		
MANAGER POST REPORTS TO	Mayor's PA		
*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:	NA		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA		
NAME OF RECRUITING MANAGER: JANE RINGHAM			

(* please delete as appropriate)

Impact on Service – please include:-

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

The current complement of Civic and Ceremonial Officers (CCOs) is 1.5 covered by 2 staff; one post is full-time with the other post being part-time (18.5 hours). As well as being chauffeurs, the CCOs act as Macebearer and personal attendant to the Mayor/Deputy and ensure that the correct dignity and courtesies are observed. The total number of officer hours being available a year is 2886, including annual leave entitlements. The Mayor and Deputy attend an average of 600 civic, charity and Mayoral engagements a year and both CCOs often exceed their contractual hours, although sometimes this is counterbalanced by periods with fewer engagements. Several key civic events during the year require the attendance of both CCOs if the Mayor and Deputy are in attendance or for one to act as Chauffeur and one to act as Macebearer.

The CCO holding the part-time post resigned with effect from 27 October 2016; to

cover the immediate engagements in the Mayoral diary where the Mayor and Deputy Mayor were due to be at separate or the same engagement after that date and to deal with expected new engagements over the busy period leading to Christmas, Cabinet approval was obtained to engage two people who had previously either worked here in a permanent capacity in this role, or on a temporary basis when we were in a similar position in 2014 to undertake the duties of CCO for specific engagements.

That arrangement has been in place since the end of October and whilst it has provided sufficient cover to enable us to get through the busy period, the situation of staff being on short-term contracts with no guarantee of working hours is not a viable long-term alternative so approval is being sought to recruit to the position on a permanent basis so that the stability of the team can be rebuilt.

Neither of the two people currently assisting will want to continue for an extended period as they have both retired. If the vacant post is not filled on a permanent basis the team will be in a position of having to rely on temporary staff who are likely to have less commitment to the role, and who may find other positions at short notice, leaving the team without a CCO and possibly training a succession of people to carry out the important role to the required quality. It will not be possible for the Mayor or Deputy to accept the current level of invitations or attend some civic events because of a lack of cover for annual leave or unexpected absence or for the correct personal service and protocols to be carried out.

Budget Issues

Please indicate:

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

Please specify the funding source for this post: Member Services budget – 4C222

If this post remained vacant for the period January to March 2017 or was not covered by temporary cover, savings of approximately £2541 might be achieved (based on costs of mid-spine point of grade).

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:

Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults		
SECTION	The Old Vicarage		
POST TITLE	Housekeeper		
GRADE AND SALARY RANGE	Range 2 (£15,241 - £19,356) per annum		
POST NUMBER	1025		
LOCATION	The Old Vicarage		
DATE POST BECAME VACANT	20 November 2016		
MANAGER POST REPORTS TO	Jamie Coniam		
*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: Jamie Coniam			

(* 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 post of housekeeper at the Old Vicarage is due to become vacant.

The role of the housekeeper is to keep the home clean and tidy and to also to prepare the evening meal.

This role is vital to the effective functioning of the home and needs to be replaced. Historically there were 2 posts. 1 for a fulltime cleaner and 1 for a full time cook. These posts were deleted in August 2015 and the housekeeper post introduced. Therefore cuts have already been made to make better use of resources.

Budget Issues

Please indicate:

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

This post will need to be filled permanently and may have to be filled on a temporary basis until recruitment has taken place.

Please specify the funding source for this post:

Funding is already in place for this post within the Old Vicarage budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults		
SECTION	Commissioning, Business & Intelligence		
POST TITLE	Partnership Commissioning Programme Lead – Access to Resources		
GRADE AND SALARY RANGE	Range 7 (£41,231 - £45,887) per annum		
POST NUMBER	TBA – New Post		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	26/09/2016		
MANAGER POST REPORTS TO	Head of Children’s (0-25) Partnership Commissioning		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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.

Partnership Commissioning Division has been restructured to become the Commissioning, Business and Intelligence Division. This post is newly created within the structure and has not been filled as a result of the slotting process.

This role is to manage a number of key projects to ensure savings are made within the micro-commissioning unit of the Children’s Commissioning Team. These include the CSC savings programme, the placement brokerage function, Children’s CHC panel, the Social Impact Bond as well as looking at services for Medway’s Looked After Children.

If this post is not filled, this will represent a deficit in strategic support of vital projects, which improve outcomes for vulnerable children across the local populace.

Budget Issues

Please indicate:

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

The Programme Lead – Access to Resources is forecasted on a salary of £43,559, which is the mid-point of the range. This post is 50% jointly funded with the CCG, therefore savings, should this role remain vacant until 31 March 2016 are £9,074.79 for the Council. However if this role does remain vacant it is likely that the Head of Children’s (0-25) Partnership Commissioning would have to continue this work. This means that approximately half of the Head of Service’s time would be spent on this project. Therefore this would be a cost of £12,577.08 (based on current salary of £60,370). This means that there is a potential overall unbudgeted pressure of £3,502.29 should this role be kept vacant.

Please specify the funding source for this post:

Partnership Commissioning Budget

Comments from Portfolio Holder

Signed:
Director

Dated:

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

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DIRECTORATE	Children & Adults		
SECTION	Commissioning, Business & Intelligence		
POST TITLE	Partnership Commissioner		
GRADE AND SALARY RANGE	Range 4 (£24,943 - £30,372) per annum		
POST NUMBER	TBA – New Post		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	26/09/2016		
MANAGER POST REPORTS TO	Head of Children’s (0-25) Partnership Commissioning		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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.

Partnership Commissioning Division has been restructured to become the Commissioning, Business and Intelligence Division. This post is newly created within the structure and has not been filled as a result of the slotting process.

This role is pivotal to the provision of support to the Children’s (0-25) Partnership Commissioning Team and a number of key projects taking forward commissioning and contract management activity.

This post has been established as part of a restructure on the Partnership Commissioning division. If this post is not filled it represents a deficit in the efficient commissioning of service provision for the children and families of Medway. This post is key to delivering a number of longer term efficiencies for the Council and the CCG.

Budget Issues

Please indicate:

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

The Partnership Commissioner is forecasted on a fixed term salary of £27,657.50, which is the mid-point of the range, for two years. This post is 50% jointly funded with the CCG, therefore savings, should this role remain vacant until 31 March 2016 are £5,761.98 for the Council.

Please specify the funding source for this post:

Partnership Commissioning Budget

Comments from Portfolio Holder

Signed:
Director

Dated:

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

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SECTION	Commissioning, Business & Intelligence		
POST TITLE	Partnership Commissioner		
GRADE AND SALARY RANGE	Range 4 (£24,943 - £30,372) per annum		
POST NUMBER	TBA – New Post		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	26/09/2016		
MANAGER POST REPORTS TO	Partnership Commissioning Programme Lead		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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.

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This role is pivotal to the provision of support to the Children's (0-25) Partnership Commissioning Team and a number of key projects taking forward commissioning and contract management activity.

This post has been established as part of a restructure on the Partnership Commissioning division. If this post is not filled it represents a deficit in the efficient commissioning of service provision for the children and families of Medway. This post is key to delivering a number of longer term efficiencies for the Council and the CCG

Budget Issues

Please indicate:

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

The Partnership Commissioner is forecasted on a fixed term salary of £27,657.50, which is the mid-point of the range, for two years. This post is 50% jointly funded with the CCG, therefore savings, should this role remain vacant until 31 March 2016 are £5,761.98 for the Council.

Please specify the funding source for this post:

Partnership Commissioning Budget

Comments from Portfolio Holder

Signed:
Director

Dated:

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults		
SECTION	Children's Service – Tier 2 CAMHS		
POST TITLE	Business and Systems Information Officer		
GRADE AND SALARY RANGE	Range 5 (£30,372 - £35,857) (Fixed term to September 2017)		
POST NUMBER	TBA – New Post		
LOCATION	New Horizons Building		
DATE POST BECAME VACANT	New Post Created From Additional CCG Funding		
MANAGER POST REPORTS TO	Zoe Jackson		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Zoe Jackson			

(* 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 team structure is attached. The primary function of this team is to provide a Tier 2 CAMHS service (assessment, targeted intervention and review of children and young people with mild to moderate mental health difficulties). A second core function of the team is the delivery and reporting relating to the Single Point of Access for CAMHS – SPA is the referral portal for all CAMHS referrals across Medway.

The impact that this will have on the service will be a positive, although indirect impact on service user waiting times. Currently all performance and intelligence tasks are carried out by the Team Leader, Administrators and Clinicians within the team (time from Range 7 – Range 2 staff). The current set up means such tasks take a significant amount of time to carry out and detract from time taken to carry out

service user tasks, in particular the organisation of appointments for families which reduce waiting times.

The service is currently in the process of moving across to Frameworki and therefore filling this role would not only support in freeing up Range 7 and Range 6 Team Leader and Clinicians to carry out client focused work, it would support with our development and relocation to a Frameworki based information management system ensuring better record keeping, faster and more accurate QAPM.

The post is created from new money through CCG funding and the post will create sustainability for the post to be deleted after the contracted time allowing reporting to be pulled from managers.

The post will develop and embed a model allowing practitioners to stay within timescales in the delivery of work and assessments further reducing waiting times.

The post will also be able to create an understanding of analysis of need ensuring commissioning priorities are configured to meet the needs in the future.

Budget Issues

Please indicate:

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

Range 5 Business and Systems Information Officer Mid Range approximately £27500

Please specify the funding source for this post:

Funding has been agreed via the Clinical Commissioning Group from NHS England. It will not come out of the existing Tier 2 / Medway Council budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults
SECTION	Children's Service – Tier 2 CAMHS
POST TITLE	Admin Support Officer
POST NUMBER	12600
GRADE AND SALARY RANGE	Range 2 (£15,241 - £19,356)
LOCATION	New Horizons Building
DATE POST BECAME VACANT	5th September

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*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:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER	Zoe Jackson	

(* 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 created from new money through CCG funding and the post will create sustainability for the post to be deleted after the contracted time allowing reporting to be pulled from managers.

The post will develop and embed a model allowing practitioners to stay within timescales in the delivery of work and assessments further reducing waiting times.

The post will also be able to create an understanding of analysis of need

ensuring commissioning priorities are configured to meet the needs in the future.

These admin support carry out all support to Tier 2 which includes telephone contact, written correspondence, statistical / data input, multiagency liaison. They also cover full time, daily reception duty – telephones, seeing families in and out of the building. They also provide administrative assistance to the Single Point of Access for all of CAMHS – telephone, email, logging, correspondence.

The impact on the service if this is not filled will be that a backlog of work will ensue. Such a backlog will mean that the service will become unsafe for service users – admin is crucial to getting timely correspondence to service users and referrers. Delays would pose a risk.

Budget Issues

Please indicate actual cost of filling this post:

Range 2

Please specify the funding source for this post:

Funding has been agreed via the Clinical Commissioning Group from NHS England. It will not come out of the existing Tier 2 / Medway Council budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults		
SECTION	Children's Services		
POST TITLE	Head of Service – Integrated SEN & Disability		
GRADE AND SALARY RANGE	Service Manager (£45,738 to £60,732) per annum		
POST NUMBER	New Post		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO			
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Pauline Maddison/Ann Domeney			

(* please delete as appropriate)

Impact on Service – please include:-

1. Under the restructure of Children and Adult Services directorate, the SEN team from School Effectiveness and Inclusion and the 0-25 disability team from Adult Services are to be integrated under a new service. This has a number of benefits. It will improve transition to adulthood for the young people and their families; it will enable more effective team working around a family which should have long term benefits and be more efficient. Furthermore, the recently implemented SEND inspection framework assumed integration and it is a structure which most authorities are now adopting.
2. It is proposed that the new service will start from 1st April under the Deputy Director Children's Services. The Head of Service could influence the structure and procedures etc of the new service before its start, either on appointment or through part time release from a current employer, depending on notice arrangements.
3. The new service must be led by a highly skilled and experienced professional who has considerable budget acumen. Any delay in the appointment will delay the full directorate restructure and the security of management savings which emanate from that restructure.

Budget Issues

Please indicate:

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

- 3. The Salary range for this post is £45738 to £60732 plus special allowance
- 4. This is a new role and will be critical to the development and success of the service.

Please specify the funding source for this post:

The integrated SEN and Disability Service will be set up through the merger of the SEN and 0-25 teams. This will release one Head of Service post and the new Head of Service will be primarily funded from the DSG (High Needs) block.

It is important that they start by February, either full time or on a day release basis from the current employer, to assist the transition to the new service so it is fully operational from 1st April.

Advertising and any salary costs of the post for this financial year will be met from the ringfenced SEND Reform grant as the transitional work to be done meets the criteria for that grant.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Regeneration, Culture, Environment and Transformation Directorate	
SECTION	Physical and Cultural Regeneration Division	
POST TITLE	Guardians of the Deep – Project Officer	
GRADE AND SALARY RANGE	Range 4 (24,943 – 30,372 Pro-rata)	
POST NUMBER	13195	
LOCATION	MSEP Office – Allington Lock	
DATE POST BECAME VACANT	March 2017	
MANAGER POST REPORTS TO	Mark Loos (MSEP 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	N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Feb 2017 – Feb 2020	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Martin Hall (Greenspace Development and Skills 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.

Guardians of the Deep is a 3 year HLF funded project, covering the coast of Kent from the Hoo Peninsula to Romney Marsh. Within Medway, there will be one Project Officer, who will be line managed jointly by the Medway Swale Estuary Partnership Manager (part of Greenspace Development Team) and Kent Wildlife Trust. They will deliver a number of community focused events, aimed at increasing the understanding of the Kent coast, in particular its Marine Conservation Zones (which include the Medway and Swale). Alongside these events, they will also manage a network of coastal volunteers, who will undertake a number of activities, including citizen science projects, litter picks and the reporting of various issues, such as non-native invasive marine species.

Without the officer in post, the project will not be able to proceed in the area covering

Medway and Swale, which would adversely affect the project as a whole, with at least the staffing elements of the HLF funding needing to be returned.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2017.
None as the post externally funded.
2. If any savings could be achieved by alternative ways of providing the service.
Not applicable as post externally funded.

Please specify the funding source for this post:

Heritage Lottery Fund.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: