

CABINET

9 MAY 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 31 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

Assistant Head of Legal Services – Legal Services (Place)
Information Governance Officer - Legal Services
Information Governance Officer – Legal Services (temporary recruitment)
Locum Childcare Lawyer - Legal Services (People)

Children & Adults

Access to Resources Team (ART) Team Manager
2 x Access to Resources, Adults Placement Officer
Dynamics Project Lead
6 x Governing Board Support Officers (Children)
Partnership Commissioner – Adults Partnership Commissioning
Placement Coordinator (Children)
Placement Officer (Children)
Programme Lead (Children’s Services Transformation)
Programme Lead – Community Services
3 x Referral Information Officer
Senior Partnership Commissioner – Community Services
Senior Partnership Commissioner – Community Equipment and Technology
Student Services Administration Assistant
Team Leader – Integrated Family Support Service
Quality Assurance Manager (Children)

Public Health

Health Improvement Project Officer (Smoking Cessation, Acute Hospital Service)

Regeneration, Culture, Environment and Transformation

Communications Account Manager
Learning and Participation Officer (Command of the Heights)
Work Programme Job Broker Advisor

- 3.2 The forms attached are email copies and the Chief People Officer, 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 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	
SECTION	Legal Services	
POST TITLE	Assistant Head of Legal Services (Place)	
GRADE AND SALARY RANGE	7 £40,985 - £45,613	
POST NUMBER		
LOCATION	Gun Wharf, 2nd Floor	
DATE POST BECAME VACANT	28 May 2017	
MANAGER POST REPORTS TO	Jan Guyler	
*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)		
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, Chief Legal Officer		

(* 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 for a permanent, full time Assistant Head of Legal Services in the Place Team in Legal Services. This is an existing post which will become vacant on 28th May 2017 when the current post holder leaves the employment of Medway Council. Agreement is sought to recruit to this post permanently and to recruit a locum property/planning lawyer while we recruit to backfill for the lawyer who will Act up as the Assistant Head to provide supervision and leadership for the team.

The Assistant Head of Legal Place manages and supervises all members of staff in the Shared Legal Service with Gravesham Borough Council so it is vital that we fill this post permanently and in the interim during the recruitment process. The team covers the following areas of law: Property, Commercial (including contracts and procurement), Planning, Highways, Civil Litigation, Criminal Litigation, Licensing, Trading Standards, Consumer Protection and Employment.

The Shared Legal Services team have seen a significant increase in their caseloads since the Shared Legal Service began on 1st April.

The appointment of a new Assistant Head of Legal will ensure supervision and leadership for the Shared Legal Services providing legal advice and support to two Local Authorities, Medway Council and Gravesham Borough Council.

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.

Recruitment to this post cannot wait. Due to the workload of the team increasing since the Shared Legal Service came into effect on 1st April 2017 the appointment of an Assistant Head of Legal Place is essential to support the team to meet the demands of two local authorities.

Employment of a locum Assistant Head of Legal on a long-term basis would be much more expensive than a permanent post due to the agency fees involved.

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 Assistant Head of Legal People post is range 7, with a salary of £40,985 - £45,613 plus oncosts estimated at 27%.

The locum costs would only be incurred while the post is recruited to so would be within the existing 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	Business Support	
SECTION	Legal Services	
POST TITLE	Information Governance Officer, Information Governance Team, Place Team, Legal Services	
GRADE AND SALARY RANGE	Range 3 – Salary £19,472 - £25,093 pa plus on costs (estimated at 27% of salary costs)	
POST NUMBER	TBA	
LOCATION	Gun Wharf, 2nd Floor	
DATE POST BECAME VACANT	13 February 2017	
MANAGER POST REPORTS TO	Gayle Jones	
*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)		
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: Perry Holmes, AD Corporate Services		

(* please delete as appropriate)

Impact on Service – please include:-

3. 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.
4. Impact on the service if this post is not filled, with particular reference to services to the public.

This request is for a permanent, full time Information Governance Officer (IGO) in Legal Services. This is an existing post which became vacant in early February 2017.

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

This position is one of two IGO posts for the Information Governance Team and any gap is likely to have a detrimental effect on the team and its ability to react to the needs of the authority's information governance function. Presently only the existing IGO and the Information Governance Manager has recent information governance experience.

In addition to the primary role the post holder will be required to assist the IGM with her duties in respect of implementation of the General Data Protection Regulations that are enforced from May 2018.

Budget Issues

Please indicate:

- 3. The realisable savings if this post remained vacant until the 31st March 2018.
- 4. If any savings could be achieved by alternative ways of providing the service.

If the post remained vacant until 31 March 2018 the realisable savings would be the salary costs of the post plus on-costs.

The team has recently been subject to reorganisation as at August 2016 and it is not envisaged that any savings could be achieved by alternative means.

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 IGO post is range 3, with a salary of £xxx - £xxx pa plus on costs (estimated at 27% of salary costs).

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	Business Support	
SECTION	Legal Services	
POST TITLE	Temp to cover vacant post: Information Governance Officer	
GRADE AND SALARY RANGE	Range 3	
POST NUMBER		
LOCATION	Gun Wharf, 2 nd Floor	
DATE POST BECAME VACANT	30 January 2017	
MANAGER POST REPORTS TO	Information Governance Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	02/05/17 – 31/05/17	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Savita Shukla	
NAME OF RECRUITING MANAGER: Perry Holmes, Chief Legal Officer & Monitoring Officer		

(* 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 Information Governance team consists of two Information Governance Officers (IGO) and the Information Governance Manager (the latter is a shared post across Medway and Gravesham Councils).

This request is to extend the initial authorisation for one temp in the Information Governance Team within Legal Services to cover a vacancy.

A temp was urgently needed to a vacancy of one IGO and this now needs to be extended until the end of May on the basis that the request to recruit to this post is being made to Cabinet.

The other IGO has recently returned from long term sick leave and the team has a backlog of work to address.

Without a temp in place the Information Governance Team would not be able to

provide the necessary support regarding Freedom of Information, Data Protection and Subject Access Requests, which needs to be dealt with appropriately or within timescales prescribed in the legislation:

- Freedom of Information requests must be responded to within 20 working days.
- Subject Access Requests must be responded to within 40 calendar days.

A breach of the legislation could result in financial sanctions for the Council (up to £500,000), additionally, any sanctions imposed by the Information Commissioners Office are published on its website and thus would also cause reputational damage to the Council.

Budget Issues

Please indicate:

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

While financial savings could be made by not recruiting to the IGO post these savings could be wiped out by just one sanction against the Council if it delays matters.

There is no capacity within the team to absorb the work.

Please specify the funding source for this post: Legal Services 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	Business Support		
SECTION	Legal Services		
POST TITLE	Locum Childcare Lawyer, People Team, Legal Services		
GRADE AND SALARY RANGE	£32-£38 per hour		
POST NUMBER			
LOCATION	Gun Wharf, 2nd Floor		
DATE POST BECAME VACANT	24th April 2017		
MANAGER POST REPORTS TO	Jan Guyler		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 May – August 2017		
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, Chief Legal Officer			

(* please delete as appropriate)

Impact on Service – please include:-

5. 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.
6. Impact on the service if this post is not filled, with particular reference to services to the public.

This request is for a locum childcare lawyer to cover sick leave within the team. The Assistant Head of Legal Services People team is currently on sick leave, their recovery time is 6-8 weeks minimum but may well be extended. In their absence the Principal Lawyer will cover the work of the Assistant Head of Legal People and the locum lawyer is required to backfill for the Principal Lawyer.

There is no capacity in the team to absorb the Principal Lawyer's work as the team is

already preparing to absorb the caseloads of two lawyer colleagues who are about to go on maternity leave in May and June, dealing with Adult Services and SEN/Education matters.

Care proceedings cases have reduced recently and we reduced the number of locums in the team (covering vacant lawyer posts) accordingly. Prior to the current sick leave we had achieved the right level of staffing for the current caseloads including absorbing the caseloads of the SEN and Adult Services lawyers. The team cannot absorb the cases of the Principal Lawyer who is required to supervise the team to cover the Assistant Head's sick leave supporting a team dealing with child protection, adult services and SEN/Education matters.

Budget Issues

Please indicate:

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

We will attempt to secure a locum within the usual framework at an hourly rate ranging from £32-£38 per hour although we may have to pay a higher hourly rate if we struggle to recruit to the required level of expertise.

This expenditure will result in a budgetary pressure however, supervision and support for the dealing with such sensitive matters will reduce potential costs for the service.

Please specify the funding source for this post:

This will be met by Legal Services existing 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 and Adults		
SECTION	Commissioning, Business & Intelligence		
POST TITLE	Access to Resources (ART) Team Manager		
GRADE AND SALARY RANGE	Range 6 (£35,857 - £41,231) per annum		
POST NUMBER	13173		
LOCATION	Gun Wharf, Chatham		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Programme Lead – Accommodation and Registered Services		
*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: Kerry Tappenden			

(* 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.

Partnership Commissioning Division has recently been restructured to become the Commissioning, Business and Intelligence Division.

This post is currently being covered via an interim appointment but now recruitment to a substantive post is necessary to carry forward the growth in the team function and the development of the brokerage function within Adult Social Care and the Commissioning, Business and Intelligence Division.

Budget Issues

Please indicate:

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

This appointment would not start before 1 April 2017. A programme of work for the Adult Improvement Programme, which has to deliver significant savings, is the development of micro-commissioning and the need to stop social workers from commissioning individual packages of care. Key to this is the ART Team Manager.

Please specify the funding source for this post:

Adults' 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 and Adult Social Care	
SECTION	Partnership Commissioning	
POST TITLE	Access to Resources, Adults Placement Officer/s x2	
GRADE AND SALARY RANGE	Range 2 (£15,241 - £19,356) per annum	
POST NUMBER	N/A	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	New posts	
MANAGER POST REPORTS TO	John Britt, Head of Partnership Commissioning (Adults)	
*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?		
<i>No relevant</i>		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<i>Not relevant</i>		
NAME OF RECRUITING MANAGER:		
Kerry Tappenden.		

(* please delete as appropriate)

Impact on Service – please include:-

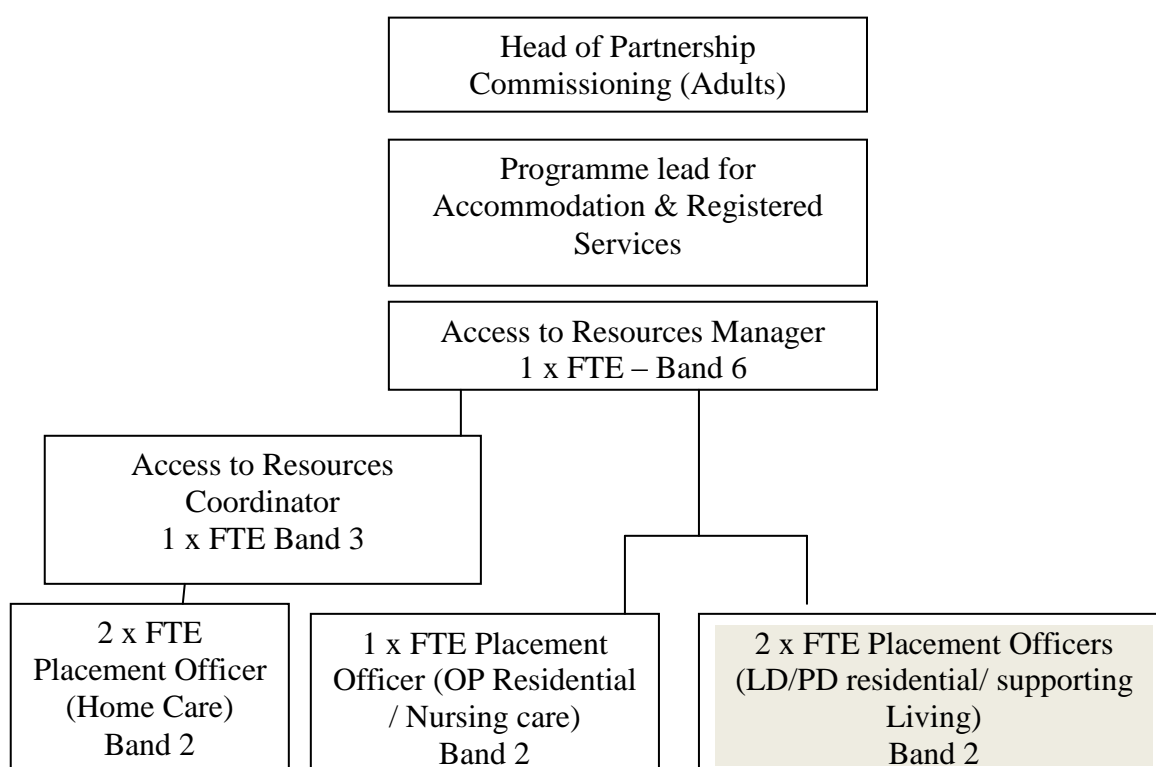
- Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

The Adult Social Care Improvement Team (PMO), as per the recommendations of Newton Europe, is developing a centralised brokerage service to source good quality and cost effective long term care packages for our clients.

The aim of establishing a centralised brokerage service is to secure greater cost efficiencies through adopting more effective market management strategies and a much tighter handle on the sourcing and decision making as to long term placements.

Social work teams will no longer need to spend their time sourcing packages of care. This activity will be directed via the brokerage service known as the Access to Resources team. The team is required to offer appropriate choice as the care and accommodation that is best able to meet the assessed needs of clients and offer best value.

The Access to Resources Team current structure is outlined below: -



The report requests approval to recruit two additional placement officers to expand the teams capacity to take on the sourcing of Learning and Physical disabilities placements such as shared lives, extra care, supported living and residential/ nursing care.

The team already support Older Peoples residential/ nursing placements and Home Care packages.

If the recruitment of these two posts is not taken forward, social workers will continue to source high cost placements. Effective market management approaches to secure more cost effective placements will not be put in place as placements will not be sourced centrally. Adult Social Care will continue to incur high cost placements impacting on ongoing spending pressures.

Newton Europe forecasted that through the implementation of an Access to Resources team, savings of £143,000 could be achieved over a two year period.

Budget Issues

Please indicate:

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

There will be no realisable savings to be achieved through vacancies, as approval is being sought for two new posts.

Please specify the funding source for this post:

The funding for these two posts will be covered initially through Partnership Commissioning using accrued funds from long term vacancies in the team. Once the Adult Social Care restructure is finalised, funding will be released to attribute to the long term funding of these two posts.

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	Children & Adults		
SECTION	School Services Commissioning		
POST TITLE	Dynamics Project Lead		
GRADE AND SALARY RANGE	Range 5 (£30,372 – £35,857)		
POST NUMBER	12063		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Extension of fixed term contract ending on March 31 2017.		
MANAGER POST REPORTS TO	Head of School Services Commissioning		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Fixed term: 1 April 2017 – 31 March 2018		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A			
NAME OF RECRUITING MANAGER: Jacqui Moore			

(* please delete as appropriate)

Impact on Service – please include:-

- 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.

This is the only post of this type funded from a ring-fenced Arts Council Grant. Receipt of this grant for 2017/18 has been confirmed. If this contract is not extended then the Music Education Hub requirements associated with the Arts Council England funding cannot be delivered.

Budget Issues

Please indicate:

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

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

Please specify the funding source for this post:

Arts Council England Grant for Music Education Hubs

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

**CABINET, DIRECTOR, DIRECTORATE PORTFOLIO HOLDER OR SERVICE
MANAGER APPROVAL
FOR RECRUITMENT TO VACANCIES**

Managers who wish to recruit should raise a Job Reference Number with the Resourcing Team before proceeding with approval. Once all required signatures are obtained it should be returned to the Resourcing Team, Organisational Change Team, Level 3, 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.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Anne Robinson	
DIRECTORATE	C and A	
TEAM	Governance Services	
POST TITLE	Governing Board Support Officers (Clerks)	
PAY RANGE	2 or 3 depending on qualification	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: / / TO: / /	N
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: / / TO: / /	N
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts		

Service Impact

Since October 2014, the clerking service that we provide to schools has grown from a zero base to the provision of service to 22 schools generating c£32,000 over a 12 month period We are targeting a revenue in excess of £45,000 in 2017/2018 We are aware of a number of schools in both Medway and further afield whose clerks have indicated they will be stepping down and have been approached both informally and formally about supporting their governing bodies going forward. (We have two new contracts starting in May) We believe future demand will continue to increase from schools across Kent.

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

effectiveness through high quality minutes.

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

All cost are offset by revenue. Due to the casual nature of the post, if the revenue is not forthcoming there will be no cost incurred.

Budget Issues

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year:*

There is no saving and we will be unable to grow the business

- *Please indicate if any savings could be achieved by alternative ways of providing the service:*

Nil

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

All cost are offset by revenue. Due to the casual nature of the post, if the revenue is not forthcoming there will be no cost incurred.

For Externally Funded posts:

- Salary amount allocated to this post £.....
- Reserves allocated in case of redundancy £.....

Comments from Portfolio Holder

Service Manager (Externally funded posts only)

Signed:

Print Name:Date:
.....

Director/Deputy Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett (only required for Cabinet Approval)

Signed:

Print Name:Date:
.....

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, Business & Intelligence		
POST TITLE	Partnership Commissioner – Adults Partnership Commissioning		
GRADE AND SALARY RANGE	Range 4 (£24,943 - £30,372) per annum		
POST NUMBER	11629		
LOCATION	Gun Wharf, Chatham		
DATE POST BECAME VACANT	14 February 2017		
MANAGER POST REPORTS TO	Head of Adults' Partnership Commissioning & BCF		
*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: John Britt			

(* 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 Partnership Commissioning Division has recently been restructured to become the Commissioning, Business and Intelligence Division. This post has become vacant following the previous post holder moving to another part of the Division in February 2017. All posts in Adults' Partnership Commissioning are jointly funded between the Council and the CCG.

This portfolio is responsible for key pieces of commissioning work such as leading on the recommissioning of Information Advice and Guidance (now within "Conversation 1" of the Getting Better Together Strategy) the reconfiguring of Day Care services, the contract management of significant pieces of work including the monitoring of the transition from grant-aided to spot-purchased services. If this post is not filled, this will also represent a deficit in operational support of Medway's Better Care Fund Plan and its associated projects, which improve outcomes for vulnerable adults 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 current post holder is employed on a basic salary of £24,943. As the previous post holder left on 14 February 2017 potential savings should this post remain vacant until March 2017 are £4,157 however as this post is 50% jointly funded with the CCG, a realised amount is £2,078 for the Council.

However if this role does remain vacant it is likely that the Programme Lead Community Services would have to absorb the Commissioning Officer post's work.

Please specify the funding source for this post:

Adults' Partnership Commissioning Budget

Comments from Portfolio Holder

Signed:
Director

Dated:

Signed:
Portfolio Holder

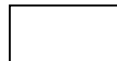
Dated:

Signed:
Councillor Alan Jarrett

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Commissioning		
POST TITLE	Placement Coordinator (Children)		
GRADE AND SALARY RANGE	Range 3 (£19241 - £24794)		
POST NUMBER	10023		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	31 December 2016		
MANAGER POST REPORTS TO	Programme Lead		
*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:-

- 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.

A key component of the strategy to reduce the costs of placements for Children in Care is to have an Access to Resources Panel and Team. The Children Placements team comprises of a Placement Co-ordinator and two children Placement Officers. This Cabinet Approval application is seeking permission to recruit to the post of Placement Coordinator (Children). The post we are seeking to recruit to has been vacant since 16 January 2017.

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:

15. the realisable savings if this post remained vacant until the 31st March 2018.
16. If any savings could be achieved by alternative ways of providing the service.

The post has been vacant since 16 January 2017. If we delay recruitment, the agreed placement savings targets will not be met. The basic salary is £22 150 per annum and if we recruit to this post by May there is only £1845 savings.

Please specify the funding source for this post:

Access to Resources 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 and Adults		
SECTION	Commissioning		
POST TITLE	Placement Officer (Children)		
GRADE AND SALARY RANGE	Range 2 (£14,733 - £19,126)		
POST NUMBER	11637		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	31 December 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:-

- 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 Placement Co-ordinator and two children Placement Officers. This Cabinet Approval application is seeking permission to recruit to one post of Placement Officer (Children). There is only one Placement Officer who is permanent in post. The post we are seeking to recruit to has been vacant since 31st of December when the interim cover left.

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:

- 17. the realisable savings if this post remained vacant until the 31st March 2018.
- 18. If any savings could be achieved by alternative ways of providing the service.

The post has been vacant since 31st of December 2016. If we delay recruitment, the agreed placement savings targets will not be met. The basic salary is £17,299 per annum and if we recruit to this post by May there is only £1441 savings.

Please specify the funding source for this post:
Access to Resources 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 and Adults' Services		
SECTION	Commissioning, Business & Intelligence		
POST TITLE	Programme Lead (Children's Services Transformation)		
GRADE AND SALARY RANGE	Range 7 (£41,478 – £46,162)		
POST NUMBER	N/A		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO	Chris McKenzie, Head of Programme Management Office		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	Yes	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Not Known		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Not applicable		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
N/A			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: Chris McKenzie			

(* 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.

On 3 April 2017, Children's Services committed to find over £6 million in savings. As of the end of April, approximately £3.6 million has been completed, however key projects around service transformation are outstanding (e.g. Review of Children's Centres, CADS Restructure). Two Transformation Lead posts were proposed for Children's Services to drive forward these projects to be able to achieve the remaining savings.

These posts will be temporary and the result of them not being approved will be that the savings promised will not be achieved in this financial year.

Budget Issues

Please indicate:

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

If this post was to remain vacant, there would be no realisable savings as alternative models of delivery would take an increased amount of officer time, which would not realise value for money.

Please specify the funding source for this post: Early Years Budget

Comments from Portfolio Holder

A vital role to deliver savings and efficiencies across Children's Services.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults'		
SECTION	Commissioning, Business & Intelligence		
POST TITLE	Programme Lead – Community Services		
GRADE AND SALARY RANGE	Range 7 (£40985 - £45613)		
POST NUMBER	13261		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 May 2017		
MANAGER POST REPORTS TO	Head of Adults' Partnership Commissioning and BCF		
*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: John Britt			

(* 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 was restructured in October 2016 to become the Commissioning, Business and Intelligence Division. This post is one of several Senior Partnership Commissioners and has become vacant following the previous post holder leaving at the end of April 2017. All posts in Adults' Partnership Commissioning are jointly funded between the Council and the CCG.

This portfolio is responsible for key pieces of commissioning work such as leading on the management, the redesign and commissioning of prevention, rehabilitation and community based services (including day care) with a focus on adults that best meets their needs and supports the achievement of Medway Council and Medway Clinical Commissioning Groups' key priorities and objectives. This will include the development and delivery of integrated and whole system commissioning strategies that are based on outcome focused solutions. The post holder will take the lead for Partnership Commissioning on Community Service Redesign and the Recovery

Pathway.

This is a crucial role in terms of monitoring a number of high profile contracts, leading on the review of the existing financial arrangements within a number of contracts and overseeing the implementation of and contractual changes which may be required.

If this post is not filled, this will represent a deficit in operational support of Medway's Better Care Fund Plan and its associated projects, which improve outcomes for vulnerable adults across the local populace, and will also adversely impact on the work of the PMO to which it is now linked.

Budget Issues

Please indicate:

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

The current post holder is employed on a basic salary of £40,985 and this post is 50% jointly funded with the CCG.

Without this appointment it is not possible to sustain the work necessary to deliver the savings required in 2017/18 for adult social care.

Please specify the funding source for this post:

Adults' 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's Services		
SECTION	Mash and Assessment Service		
POST TITLE	Referral Information Officer (RIO) x3		
GRADE AND SALARY RANGE	Range 3		
POST NUMBER			
LOCATION	Broadside		
DATE POST BECAME VACANT	1 st June 2017		
MANAGER POST REPORTS TO	MASH Manager		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Kelly Cogger, CADS Area Manager			

(* please delete as appropriate)

Impact on Service – please include:-

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

The CADS service is currently undergoing a restructure and as from the 1st June 2017, Phase 1 of MASH and Assessment goes live.

Our consultation process started on 5th April 2017 and closed on 18th April 2017, no counter proposals were received, and we have now moved into our next stage.

Within the new structure, five RIO posts Range 3 have been created. Within the current structure there are 3 range 2 posts that have been deleted and the staff currently in these posts have the opportunity to apply for the new positions. Should these applicants be successful, that will leave potentially 3 vacancies which will need to be advertised, and potentially lead to delay in the proposed implementation date.

The new posts have been created with the aim of providing member's of the public and partner agencies with an efficient and effective single point of access into

children's services, ensuring that children of Medway are safeguarded and receive the right service at the right time. The development of MASH has been approved by MSCB and these posts are integral to the delivery of this model.

I would like for these positions to be advertised throughout Medway council to avoid delay in services being provided.

Budget Issues

Please indicate:

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

Should these posts not be appointed to on a permanent basis prior to the 1st June 2017, posts will need to be filled via the temp pool.

Please specify the funding source for this post:

Funding for all positions fall within agreed total cost of the MASH and Assessment Service.

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 and Adults		
SECTION	Commissioning, Business & Intelligence		
POST TITLE	Senior Partnership Commissioner – Community Services		
GRADE AND SALARY RANGE	Range 6 (£35,857 - £41,231) per annum		
POST NUMBER	11627		
LOCATION	Gun Wharf, Chatham		
DATE POST BECAME VACANT	31 December 2016		
MANAGER POST REPORTS TO	Programme Lead – Communities		
*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: John Britt			

(* 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 recently been restructured to become the Commissioning, Business and Intelligence Division. This post is one of several Senior Partnership Commissioners and has become vacant following the previous post holder leaving the Council in December 2016. All posts in Adults' Partnership Commissioning are jointly funded between the Council and the CCG.

This portfolio is responsible for key pieces of commissioning work such as leading on the recommissioning of Information Advice and Guidance (now within "Conversation 1" of the Getting Better Together Strategy) the reconfiguring of Day Care services, the contract management of significant pieces of work including the monitoring of the transition from grant-aided to spot purchased services. If this post is not filled, this will represent a deficit in operational support of Medway's Better Care Fund Plan and its associated projects, which improve outcomes for vulnerable adults across the local populace, and will also adversely impact on the work of the PMO to which it is now linked.

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 current post holder is employed on a basic salary of £40,985. As the previous post holder left at 31 December 2016 potential savings should this post remain vacant until March 2017 are £19,833.35, however as this post is 50% jointly funded with the CCG, a realised amount is £9,916.68 for the Council.

This appointment would not start before 1 April 2017. Without this appointment it is not possible to sustain the work necessary to deliver the savings required in 2017/18 for Adult Social Care.

Please specify the funding source for this post:

Adults' 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 and Adults'		
SECTION	Commissioning, Business & Intelligence		
POST TITLE	Senior Partnership Commissioner – Community Equipment and Technology Enabled Care Services		
GRADE AND SALARY RANGE	Range 6 (£35,857 - £41,231)		
POST NUMBER	11627		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 April 2017		
MANAGER POST REPORTS TO	Programme Lead – Communities		
*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:	John Britt		

(* 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 was restructured in October 2016 to become the Commissioning, Business and Intelligence Division. This post is one of several Senior Partnership Commissioners and has become vacant following the previous post holder moving to another role within the Division in April 2017. All posts in Adults' Partnership Commissioning are jointly funded between the Council and the CCG.

This portfolio is responsible for key pieces of commissioning work such as leading on the management of the Integrated Equipment Service (MICES), ensures that the Occupational Therapist is supported as well as representing the CCG and Council on the Kent-wide group that oversees the new wheelchair contract.

This is a crucial role in terms of monitoring the activity-led MICES contract, leading on the review of the existing financial arrangements within that contract and overseeing

the implementation of and contractual changes which may be required. If this post is not filled, this will represent a deficit in operational support of Medway's Better Care Fund Plan and its associated projects, which improve outcomes for vulnerable adults across the local populace, and will also adversely impact on the work of the PMO to which it is now linked.

Budget Issues

Please indicate:

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

The current post holder is employed on a basic salary of £40,985 and this post is 50% jointly funded with the CCG.

Without this appointment it is not possible to sustain the work necessary to deliver the savings required in 2017/18 for adult social care.

Please specify the funding source for this post:

Adults' 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 and Adults		
SECTION	School Organisation and Commissioning		
POST TITLE	Student Services Administration Assistant		
GRADE AND SALARY RANGE	Range 2 - £15,241 - £19,356 per annum		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	22/1/17 [Post that became vacant was a Range 3 post, the temporary backfilling will be Range 2]		
MANAGER POST REPORTS TO	Laura Phillips		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Victoria Sawyerr		
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: Simon Harrington			

(* 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 Student Services Team currently has 3.6 fte vacancies which pose a serious risk to the ability to carry out statutory admissions functions including Main Admissions, Casual Admissions and Medway Test

A Range 2 temp is required to cover. The cost for the Range 2 temp that is being

requested is approximately £1613 per month. There would be a saving of £5594 per month on salaries until the vacant posts are filled.

See also structure chart attached.

Budget Issues

Please indicate:

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

If the post remained vacant and this temporary staffing was not taken on then the total saving would be £7207 per month until 31 March 2017.

Please specify the funding source for this post:

This post is funded from the Dedicated Schools Grant (DSG)

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 and Adults		
SECTION	Integrated Family Support Service		
POST TITLE	Team Leader		
GRADE AND SALARY RANGE	Range 4 (£24,794 - £30,191)		
POST NUMBER			
LOCATION	Broadside		
DATE POST BECAME VACANT	27.3.17		
MANAGER POST REPORTS TO	Lorraine Redmond		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	No	
*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:	27.3.17 – 8.1.18		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING 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>A Team Leader is due to go on maternity leave in March. If the post is not covered during the period outlined, the service will not have a full complement of Team Leaders and the individual pod which she currently manages will not receive supervisory support. This will result in the pod not being provided with the necessary leadership and management needed to support them in carrying out their everyday role, whilst working with vulnerable children and families. This could culminate in child protection and safeguarding matters being missed. The Family Support Service covers 4 virtual areas within Medway; if the post is not covered during this period, it will result in staff in the Luton and Rainham locality being unsupported. The work that the key workers carry out is intensive, often as a result of dealing with crises; if the role were not covered, the existing team leaders would need to manage the team which would significantly increase their work load and place immense pressure on them. This would further impact on staff supervision as most decisions are made and plans formulated for families within this forum; decisions may be made in haste, supervision will be delayed, resulting in some risk in terms of things being missed or</p>
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going adrift with regards to children and young people, and decision making being hindered. The culmination of this could have a detrimental impact on children, young people and their families, not to mention the department.

For the area based model to work successfully, partnership working is crucial. If this role were not covered, the increased work load for the existing team leaders would evidently impact on this model working effectively as they could not afford the time to network, attend partnership meetings or efficiently adhere to the Early Help methodology in which a team around the family needs to be created in order to provide families with an holistic approach.

Also pertinent to this role is the duty cover provided to keyworkers and support workers who work out of hours. Without a full compliment of team leaders the existing team leaders would be placed under huge pressure in that they would need to cover evening duty more frequently. The team leaders support staff with attending visits in an emergency and at the initial stages of a visit to reduce any risks that may be posed when carrying out home visits. Having only 4 team leaders to do this for a team of approximately 40 members of staff would place great strain on those team leaders who are required carry out these visits.

Budget Issues

Please indicate:

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

There is no over-spend predicted regarding this post as the post already exists.

Please specify the funding source for this post: No additional funding is required for this post.

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	Children Services		
SECTION	Safeguarding & Quality Assurance Service.		
POST TITLE	Quality Assurance Manager		
GRADE AND SALARY RANGE	SW4		
POST NUMBER	12852		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	May 2017		
MANAGER POST REPORTS TO	Christine Impey		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*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:	May 2017 – July 2018		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: Christine Impey			

(* 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 Quality Assurance Manager post is a unique post within Children Service and is responsible for the management and co-ordination of the Quality Assurance Framework, and oversees and reports on all audit activity and potential learning to support practice improvement.

The Quality Assurance manager does not have a team to support and direct, as the

role is to work in partnership with Children’s services colleagues, Workforce Development and Principal Social Worker. In addition to undertaking themed audits upon request of the service and provide various reports and service and high level. The proposed post to be cover for the permanent QA manager whilst in maternity leave.

Budget Issues

Please indicate:

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

Unfortunately this post could not be absorbed within other roles within the Safeguarding & Quality Assurance Service and is a vital role to ensure that the Quality Assurance framework and audit activity is maintained in the absence of the permanent post holder.

Please specify the funding source for this post:
This post will be funded via the Advance Practitioner post.

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	Public Health	
SECTION	Health Improvement (Smoking Cessation Team)	
POST TITLE	Health Improvement Project Officer (Smoking Cessation, Acute Hospital Service)	
GRADE AND SALARY RANGE	Range 4 (£24,943- £30,372) per annum	
POST NUMBER		
LOCATION	Gun Wharf for services provided at Medway Hospital (MFT)	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	Chris Ford	
*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	Yes in first instance	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	ASAP for 11 months or 31 March 2018, whichever is earlier	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER:		

(* please delete as appropriate)

Impact on Service – please include:-

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

This temporary post is intended to provide additional stop smoking capacity to support the Medway-wide policy Quit Smoking for Better, Safer Care to enable clinicians of all types and in all settings to help more people to quit smoking. This policy has been formally approved by MFT's board and Medway CCG's governing body, and has been unanimously endorsed by the Medway Health & Wellbeing Board. Medway Community Healthcare NHS Trust is also taking it up, as may other organisations in Kent.

The proposed post provides important support for MFT's Smoke Free policy by ensuring the presence of a smoking cessation counsellor on site from 9-5 every weekday. The post-holder will work in the A&E department, on the wards, outpatient

clinics and antenatal clinics to provide immediate support to patients identified by their clinicians as wanting to quit. The postholder will also provide informal training and support to staff to better enable this.

The post is temporary and will be funded from Public Health budget reserves. It will be used to prove (or disprove) its worth over (up to) 11 months by demonstrating a significant increase in the number of quitters and an associated reduction in care needs (which will also help social care needs). If this is not shown the post will not be continued.

Previously, two posts were deleted from the Smoking Cessation Team to support savings. This proposed post will temporarily replace one of these to help implement the new Quit Smoking for Better, Safer Care policy and will have to prove its worth clinically and financially.

If the post is not filled it will not be possible to sufficiently support partner organisations in the single most important way to improve people's health and reduce health inequalities.

Budget Issues

Please indicate:

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

Proposing this temporary post has been held-over to the new financial year. The service cannot be provided as efficiently or effectively in other ways; this would require using an external commercial service provider at additional cost rather than the council's own service.

Please specify the funding source for this post:

Wholly from Public Health financial reserves.

Comments from Portfolio Holder

Signed:
Director

Dated:

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

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, Culture, Environment and Transformation		
SECTION	Communications and Marketing		
POST TITLE/S	Communications Account Manager		
GRADE AND SALARY RANGE	Range 5 (£30,372 - £35,857) per annum		
POST NUMBER/S			
LOCATION	Gun Wharf, Chatham		
DATE POST/S BECAME /BECOME VACANT	05/05/17		
MANAGER POST REPORTS TO	Head of Communications and Marketing		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	YES	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	YES	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	YES	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	05.05.17 until permanent recruitment		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER:			

(* please delete as appropriate)

Impact on Service – please include:-

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

Theatres - capacity to deliver revenue generating Communications and Marketing activity to target audiences will be critically affected. Public Health, Housing, Waste and Recycling, Safer Communities - Communications and Marketing to the public will be impacted by a critical gap in capacity.

Theatres

- Revenue generating activity includes input to Medway Matters and What's On and there is evidence these delivery of these prompt sales spikes for theatre shows.
- Integrated campaign activity includes outdoor (railing banners), posters and postcards (as appropriate, for selected shows), and increasing success is being delivered through digital marketing. Regular marketing emailers are sent out weekly/bi-monthly according to target audience interests/level of support required which are carefully monitored by ticket sales.
- With RCET P&I we are about to implement intensive business intelligence data mining to inform and refine strategic and tactical theatres marketing.

Public health, waste and recycling, safer communities

A gap in Communications and Marketing capacity would immediately and negatively impact the public who would not receive targeted, timely communications that, for example, contribute to behaviour change (i.e. Public Health obesity, alcohol abuse and quit smoking campaigns) and support delivery of cost savings (i.e. flats recycling). Service objectives would be affected and Communications would be unable to implement short-medium term activity or to plan detail around longer-term activity.

Additional factor

At this time delivery of Communications and Marketing for Battle of Medway brings a resource pressure and, during the next three months, will have a knock-on effect for other account managers. While they are already alert to BoM cross-cutting opportunities for their clients, as BoM activity intensifies they will need to absorb additional corporate and service needs normally undertaken by BoM core team members.

Budget Issues

Please indicate:

- 35. The realisable savings if this post remained vacant until the 31st March 2018.
- 36. If any savings could be achieved by alternative ways of providing the service.

Communications Account Manager – vacancy

- 1. Realisable savings £35,857
- 2. Alternative savings means – nil

Please specify the funding source for this post:

Communications and Marketing budgets
Public Health budgets – 20% salary contribution

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Assistant Director

Dated:

**CABINET, DIRECTOR, DIRECTORATE PORTFOLIO HOLDER OR
SERVICE MANAGER APPROVAL
FOR RECRUITMENT TO VACANCIES**

Managers who wish to recruit should raise a Job Reference Number with the Resourcing Team before proceeding with approval. Once all required signatures are obtained it should be returned to the Resourcing Team, Organisational Change Team, Level 3, 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.

JOB REFERENCE NUMBER	R495EM	
RECRUITING MANAGER	Nicola Moy	
DIRECTORATE	Regeneration, Culture, Environment and Transformation	
TEAM	Regeneration Delivery	
POST TITLE	Learning and Participation Officer (Command of the Heights)	
PAY RANGE	Indicative Range 4 (£24,943 - £30,372) per annum	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER	n/a New Post	
DATE POST WILL BECOME VACANT	New Post	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: / / TO: / /	Y/N
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: 01/06/2017 TO: 31/05/2019 with possible extension to 31/05/2020	Y/N
<p>Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts</p>		

Service Impact

This post is necessary to deliver the Community Activity Plan that supports the Capital Delivery programme to complete the Command of the Heights (Heritage Lottery Fund -HLF) project. This post is considered to be pivotal to delivery the education programme and community activities funded by HLF.

Budget Issues

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year:*

None

- *Please indicate if any savings could be achieved by alternative ways of providing the service:*

None

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

Heritage Lottery Fund

For Externally Funded posts:

- Salary amount allocated to this post: £40,992
- Reserves allocated in case of redundancy: £ N/A, no allocation - based on 2 year contract. Funding situation will be reviewed at the end of 2 years for optional year 3.

Comments from Portfolio Holder

Service Manager (Externally funded posts only)

Signed:

Print Name:

Date:

Director/Deputy Director

Signed:

Print Name:

Date:

Directorate Portfolio Holder

Signed:

Print Name:

Date:

Councillor Alan Jarrett (only required for Cabinet Approval)

Signed:

Print Name:

Date:

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	RCET
SECTION	Regeneration Delivery
POST TITLE	WORK Programme Job Broker Advisors (EXTERNALLY FUNDED) (until 31 st June 2018)
GRADE AND SALARY RANGE	Salary Range including on-cost @ 30% (£24863 -£32039)
POST NUMBER	9713
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL
DATE POST BECAME VACANT	2.5.17
MANAGER POST REPORTS TO	Michelle Penrose

*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:	TO 30 th June 2018
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) NAME:	N/A
NAME OF RECRUITING MANAGER: MICHELLE PENROSE	

(* Please delete as appropriate)

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

<p>We require a replacement , externally funded post of Job Broker/ Advisor</p> <p>Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has seen an increase in referrals due to market share shift for higher performing providers. Employ Medway delivers employment support to customers in Medway, including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome. In addition to the increase in referrals via market share</p>
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shift, we have just agreed to take over and support approx 35 customers from The Island Partnership project to help contract performance improve overall.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need to replace a full time Advisor who has resigned with immediate effect to retain the experience and quality of service provided by the team on our externally funded contract.

The Employ Medway Service has been running a series of successful externally funded employment support and skills development programmes over the past 7 years from national, local and European funding. These have included the previous national Government's Department for Work and Pensions (DWP) two major programmes termed Flexible New Deal (Stage 4) and Future Jobs Fund, particularly focussing on providing support for those longer-term unemployed customers across all ages providing them with the necessary support, interventions and opportunities to get back to work.

Currently Employ Medway is performing above contractual targets and so, is in a good position to secure a sub contracting role in the new Work and Health Programme. Income generated throughout the latter part of the current programme will carry us through to the new programme

These factors above require the need for approval of a replacement Job broker Advisor to ensure continued delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

[Structure Chart & Job profile attached]

IMPACT on the Service

In relation to the post of WORK Programme Job Broker Advisor, this will be completely externally funded from the income received from the WORK programme

The post is absolutely essential to overseeing the operational day to day customer facing and support service in providing essential professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The Job Broker Advisor will be responsible for a caseload of clients from 60-80 customers each for which they will meet with them on a regular weekly basis and have contact by e-mail and telephone, whilst further supporting the individual address their multiple barriers to employment through sourcing relevant support agencies, identifying and sourcing relevant job training and skills development courses and further more support the individual in searching for job opportunities and providing initial support to the individuals while they are in-work for the first 6 months. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the replacement post, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non-conformance and non-performance in relation to services provided to customers and the achievement of job

outcomes.

These roles are vital in ensuring Medway Council's direct operational delivery and services are achieving the performance level targets set by Group 4 Security, without which we will be liable for non-conformance and delivery failure resulting in potential penalties imposed and loss of contract.

Budget Issues

Please indicate actual cost of filling this post:

These post will be a 100% externally funded by DWP income

The cost for the post is based on the approved Range 3 and is fully paid for by externally obtained income.

Lowest: £19126 x 1.3 (on-cost rate) = £24863

Highest: £24646 x 1.3 (on-cost rate) = £32039

If recruitment to this post is not approved this could lead to non delivery of the Subcontract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major DWP contract from central government.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: