

**CABINET**  
**11 JULY 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 15 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:

#### **Children & Adults**

Social Worker – Youth Offending Team  
Senior Partnership Commissioner (Children)

#### **Business Support Department**

Trainee Solicitor  
Locum Adult Services Lawyer  
Accounting Technician Control Team  
Information Governance Paralegal  
Finance assistants exchequer  
System support officer (finance)

#### **Regeneration, Culture, Environment and Transformation**

Communications Account Manager  
Parking processing assistant x2  
Admin Support Officer x3

#### **Public Health**

Senior Public Health Intelligence Manager

- 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](mailto:carrie.mckenzie@medway.gov.uk)

**Background papers:**

Cabinet report 10 December 2002

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1834&Ver=4>

Cabinet report 7 January 2003

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1835&Ver=4>

**Appendices:**

Appendix 1 Recruitment Freeze Forms

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	<b>Children and Adults</b>		
SECTION	<b>Youth Offending Team</b>		
POST TITLE	<b>Social Worker / Youth Offending Team</b>		
GRADE AND SALARY RANGE	<b>SW2 (£28,981 - £36,750) per annum</b>		
POST NUMBER	<b>0992A</b>		
LOCATION	<b>Youth Offending Team, Strood Youth Centre</b>		
DATE POST BECAME VACANT	<b>The post has been covered by a rolling fixed term contract.</b>		
MANAGER POST REPORTS TO	<b>Kenneth Dance</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Y</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>N</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>N</b>		
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? <b>(is this still applicable?).</b>			
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: <b>Kenneth Dance</b>			

(\* 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 – e.g. 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 YOT is currently holding 6 vacancies. This is the only social worker vacancy that is being held. This post has been vacant for a significant period of time (about 2 years) due to a halt on any recruitment on account of plans to outsource the team. Those plans have now been withdrawn and the team is to remain in the council.

The team has sought to fill the gap in social worker provision by having a temporary contract to fill this vacancy. This arrangement has been in place for two years. Now that the team is not being outsourced there is no reason not to address the issue of this post. Rather than seeking to continue with this being a temporary contract we are seeking to make it a permanent one.

The post is required to undertake core statutory duties of the Youth Offending Team.

- Preparing reports for the youth court.
- Supervising young people on orders made by the youth court.
- Supervising young people subject to custodial sentences and licences in the community.
- Undertaking statutory responsibilities in respect to out of court disposals.
- Undertaking early help assessments and interventions in respect to out of court disposals.

Currently, caseloads in the team are high (between 15 – 20 cases / families in respect to early help assessments). If we do not recruit to this post the YOTs ability to meet its statutory responsibilities will be affected.

## **Budget Issues**

Please indicate:

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

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

BF62M YOT core budget. The YOT budget is comprised of a grant from the Youth Justice Board of £305,104 (confirmed on 04/04/2017 and a contribution from the council - the precise amount is not yet confirmed at the point of completing this form).

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children and Adults		
SECTION	Commissioning		
POST TITLE	Senior Partnership Commissioner (Children)		
GRADE AND SALARY RANGE	Range 6 (£36,072 - £41,478)		
POST NUMBER	13190		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Programme Lead ART		
*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: <b>Wendy Edward</b>			

(\* 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 Cabinet Approval application is seeking permission to recruit to one post of Senior Commissioning Officer (Children). The post we are seeking to recruit to has been back filled via internal secondment which commenced on 7 November 2016 and ends on 1 June 2017.

This post is an integral part of the system to commission services for vulnerable children. Without the post being in place there is an increased likelihood that

vulnerable children will be at risk and the local authority would fail to meet its statutory duty to ensure that there are sufficient resources for looked-after children.

This post is required to deliver challenging budget savings for Children's Social Care. This involves undertaking the analysis of need, demand, spend and performance data. This includes the development of early intervention and community-based provision that is equipped to deliver high quality care at the right cost. This contributes to the action to reduce expenditure on commissioned resources, including placements.

## Budget Issues

Please indicate:

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

The post has been backfilled via secondment since 7 November 2016.

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

Children's 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	<b>Business Support Department</b>		
SECTION	<b>Legal Services</b>		
POST TITLE	<b>Trainee Solicitor</b>		
GRADE AND SALARY RANGE	<b>Range 3 (£19,126 - £24,646) per annum</b>		
POST NUMBER	<b>9643</b>		
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>		
DATE POST BECAME VACANT	<b>14 June 2017</b>		
MANAGER POST REPORTS TO	<b>Assistant Head of Legal Services (People and Place)</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>N</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>N</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>N</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>01.08.2017 – 30.07.2019 Fixed term</b>		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER:	<b>Perry Holmes, Chief Legal Officer &amp; Monitoring Officer</b>		

(\* 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 – e.g. 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 request is to recruit one Trainee Solicitor from within the Legal Services Team. A training contract is a temporary contract for a period of 2 years, at the end of that period the trainee will qualify as a solicitor, subject to complying with various formal training requirements set by the Law Society.

Cabinet approval was granted in April 2017 to recruit to two Trainee Solicitor posts. We advertised the posts internally and interviewed 4 candidates, all of the interviewees were excellent candidates. We have appointed two trainee solicitors. Given the calibre of the candidates we propose to offer a third training contract now rather than in one year's time as originally proposed to avoid the risk of existing paralegals leaving Medway Council to obtain a training contract elsewhere. Instead

we can invest and develop existing members of staff and benefit from continuity and their experience. We have struggled to recruit permanently in the People Team and may be able to offer permanent lawyer posts on qualification, depending on budget/workloads at the time.

We can create a third Trainee Solicitor post by utilising a currently vacant paralegal post within the Legal Team. The capacity and workload of the legal team requires the support of this post. It will not increase the staffing numbers or wage costs as we would not backfill to the paralegal position vacated by the paralegal taking up a training contract.

The salary of a trainee solicitor is the same salary range as a paralegal. The only additional cost for employing a trainee solicitor is approx. £1500 per trainee to fund a specific course required by the Law Society before the trainee can qualify as a solicitor.

The Legal Services team have a good track record for employing paralegals as they leave university to enable them to develop vital hands-on experience and later taking those paralegals on as Trainee Solicitors to enable them to obtain the necessary practical experience within a legal practice in order to qualify as a solicitor.

Three of the lawyers in the team originally joined as paralegals and progressed to trainee solicitors before qualify as solicitors. The team has consistently had trainees, ranging from one to three at a time which have consistently proven to be a good investment and value for money.

The team currently employs 7 paralegals. We have experienced a significant turnover of staff in these posts as they have been successful in obtaining training contracts with other legal teams/firms to progress their career.

By offering further training contracts it will reduce the turnover of paralegal staff and retain staff who have already gained experience working within the team due to the commitment by the Local Authority to enable them to develop in their chosen career.

Trainees have the added advantage of being able to undertake the role of 'advocate at court' in cases appropriate to their experience, and can undertake more complex work than paralegals which would provide further support to the lawyers.

The Legal Team has two sections, the People Team dealing with children and adult social care matters, including child protection, and the Place Team which deals with property, contract, planning and litigation matters. It is proposed that the third trainee solicitor would work initially in the People Team due to current workloads and then move to the Place Team for the second year of their training contract to gain the requisite experience and provide more resilience in the team in times of annual leave and sickness.

There would be further turnover in the paralegal posts if we do not offer an additional trainee solicitor post. It would be a further drain on resources in the team to repeatedly train new paralegals and would require cases to be reallocated to new staff providing an inconsistent service to client departments across the council, including cases involving vulnerable children and adults.

## Budget Issues

Please indicate:

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

No financial savings (save for the £1500 training course to qualify as a solicitor) could be made by not recruiting to a third trainee solicitor post as we would merely move an existing paralegal employee into the trainee solicitor post on the same salary.

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

We would utilise one existing vacant paralegal post to create a third trainee solicitor post which is currently provided for in the Legal Services department budget. The trainee solicitor post is range 3, with a salary of £19,126-£24,646 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: .....

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DIRECTORATE	<b>Business Support</b>		
SECTION	<b>Legal Services</b>		
POST TITLE	<b>Locum Adult Services Lawyer, People Team, Legal Services</b>		
GRADE AND SALARY RANGE	<b>£32-£38 per hour</b>		
POST NUMBER			
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>		
DATE POST BECAME VACANT	<b>16<sup>th</sup> July 2017</b>		
MANAGER POST REPORTS TO	<b>Jan Guylar</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>No</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>Yes</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>Yes</b>		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	<b>16 July – June 2017</b>		
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: <b>Perry Holmes, Chief Legal Officer</b>			

(\* please delete as appropriate)

### Impact on Service – please include:-

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

This request is for a locum Adult Services Lawyer to cover maternity leave within the team.  
The permanent Adult Services lawyer went on maternity leave in early May 2017 and could take up to one year of maternity leave. There were plans in place for a permanent Childcare Lawyer to take on the 1 FTE Adult Services role to cover this maternity leave at no additional cost to the council but that employee handed in their notice on 16 May and will serve 2 months notice leaving on or around 16 July.

We have no one else in the team with the necessary experience to take on the Adult Services Lawyer role and the Childcare Lawyers do not have the capacity to absorb this along with the childcare matters. The Adult Services Lawyer role is an extremely busy role supporting our Adult Social Care colleagues and needs an experienced lawyer dedicated to that area of work.  
The team have already managed to absorb the caseload of a second lawyer in the team who is also about to go on maternity leave in June, dealing with SEN/Education matters.  
The team therefore needs a locum lawyer to cover the Adult Services work.

### **Budget Issues**

Please indicate:

- 7. the realisable savings if this post remained vacant until the 31<sup>st</sup> 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 dealing with such sensitive matters will reduce potential costs for the service. In addition, we have reduced the pressure on the budget by covering a second maternity leave in the team within the existing team.

**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

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](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report.

DIRECTORATE	<b>Business Support</b>	
TEAM	<b>Finance Operations – Control Team</b>	
POST TITLE	<b>Accounting Technician Control Team</b>	
PAY RANGE	<b>Range 3 (£19,472 - £25,093) per annum</b>	
POST NUMBER	<b>11720</b>	
PREVIOUS/CURRENT POST HOLDER	<b>Carol Wickens</b>	
DATE POST WILL BECOME VACANT	<b>30 April 2017</b>	
MANAGER POST REPORTS TO	<b>Gary Thomas</b>	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>/N</b>
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: 01 / 06 /17 TO: 30 / 11 /17	<b>Y/N</b>
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: / / TO: / /	<b>Y/N</b>
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts <b><i>Please see attached relating to Control Team only</i></b></p>		

### Service Impact

*Describe the impact on the service if this post is not filled, with particular reference to current employees and services to the public.*

This is one post within a team that is responsible for school accounts/claims, bank reconciliations, VAT claims, charity management and day-to-day Treasury as well as other various reconciliations to ensure systems are working correctly.

From April, the team will see the following changes:

- Principal Team leader not being replaced and post deleted as part of the budget changes for 2017/18;
- Another post member reducing their hours from full time to 0.8 fte;
- Another post member retiring and not being replaced at this time.

This further post will need to be replaced in order to maintain the level of service. However with changes in work practices and further schools moving to academy status there will be a further review of the team in the second half of the year. As a result, the request is to seek a six-month temporary placement possibly by secondment within the Finance Division which would not only enhance the skill set of existing staff, but also would not commit the council to a permanent change at this moment.

**Budget Issues**

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year:*  
  
£27,500
- *Please indicate if any savings could be achieved by alternative ways of providing the service:*
- *Please specify the funding source for this post:*

This cost would be met from 4R711.

**For Externally Funded posts:**

- Salary amount allocated to this post            £.....30,000.....
- Reserves allocated in case of redundancy    £...None.....

**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

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DIRECTORATE	<b>Business Support</b>		
SECTION	<b>Legal Services</b>		
POST TITLE	<b>Information Governance Paralegal, Information Governance Team, Place Team, Legal Services</b>		
GRADE AND SALARY RANGE	<b>Range 3 – Salary £19,472 - £25,093 pa plus on costs (estimated at 27% of salary costs)</b>		
POST NUMBER	<b>TBA</b>		
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>		
DATE POST BECAME VACANT	<b>N/A</b>		
MANAGER POST REPORTS TO	<b>Gayle Jones</b>		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>		
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 Paralegal in Legal Services. This is a newly proposed post which has arisen as a result of the increase in work within the Information Governance team and the introduction of the General Data Protection Regulation in May 2018. Agreement is sought to recruit to this post immediately despite the ongoing

moratorium because there is a necessity to correctly resource the Information Governance team to enable it to deal with the challenge of increasing workloads within the team and more rigorous enforcement from the ICO.

Failure to recruit another member of staff 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. A further IGO is presently being recruited to fill an existing vacancy, but it is not believed that this recruitment will be sufficient to ensure the councils' duties and responsibilities from an IG perspective will be adequately covered. A dedicated Information Governance paralegal will enable the team to provide more focussed legal advice and support to teams within the council.

The post holder will be required to assist the IGM with their duties in respect of implementation of the General Data Protection Regulations that are enforced from May 2018.

## Budget Issues

Please indicate:

9. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2018.
10. 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:**

The IG Paralegal post is range 3, with a salary of £19,472 - £25,093pa 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	Finance Operations - Exchequer		
POST TITLE	Finance Assistants Exchequer		
GRADE AND SALARY RANGE	R2		
POST NUMBER	11697		
LOCATION	Gun Wharf - Finance		
DATE POST BECAME VACANT	30 May 2017		
MANAGER POST REPORTS TO	Julia Hoare		
*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: Gary Thomas			

(\* 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 – e.g. 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

Please see below structure related to Exchequer Team only

Exchequer Services Principal Officer  
(R5)  
1FTE

Finance Assistants Exchequer  
(R2)  
8.8 FTE's

Exchequer Assistant  
(R1)  
1 FTE

Within the 8.8 FTEs there is currently 1.6 FTE vacant

### **Service Impact**

These posts are responsible for the following:

Payment of invoices to suppliers

Calculation of payments due to social care providers

Calculation of income due for clients receiving social care services

Processing of cash received into the council's cash receipting system

### **Budget Issues**

Please indicate:

11. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2016.  
£15,000

12. If any savings could be achieved by alternative ways of providing the service.

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

Salary amount allocated to this post - £18,000

Reserves allocated in case of redundancy - none

### **Comments from Portfolio Holder**

This post is a key post in ensuring that invoices are processed promptly and suppliers are paid on time.

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, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.

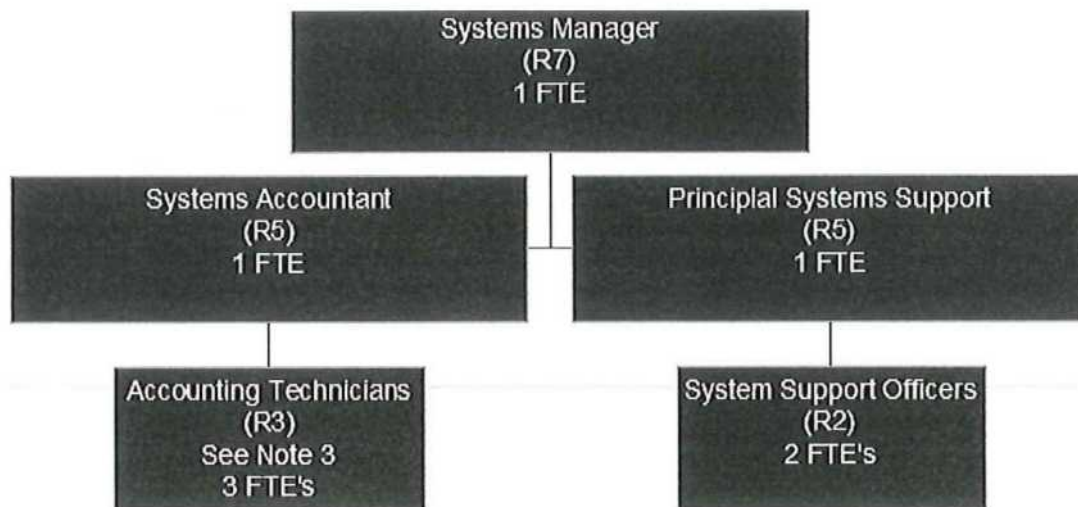
DIRECTORATE	Business Support		
SECTION	Finance Operations - Systems		
POST TITLE	System Support Officer		
GRADE AND SALARY RANGE	R2		
POST NUMBER	05250		
LOCATION	Gun Wharf - Finance		
DATE POST BECAME VACANT	31 May 2017		
MANAGER POST REPORTS TO	Patrick Knight		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	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: Gary Thomas			

(\* 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.

Attach a structure chart to this form that details all established posts, highlighting all vacant posts  
*Please see below structure related to TeamTeam only*



### Service Impact

*Describe the impact on the service if this post is not filled, with particular reference to current employees and services to the public.*

This is one of two posts responsible for ensuring housing benefit payments are processed in accordance with the various timetables, system reconciliations, security etc. The lack of resource could pose an issue in ensuring that payments are made etc

### **Budget Issues**

Please indicate:

13. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2016.  
£17,300
14. If any savings could be achieved by alternative ways of providing the service.

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

This cost would be met from 4R713

**Comments from Portfolio Holder**

This is one of two key posts involved in the production and processing of the weekly housing benefit payment files. Reconciliations of cash received for Council Tax as well as ensuring the integrity of the system are key functions carried out by this post

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		
SECTION	Communications and Marketing		
POST TITLE	Communications Account Manager		
GRADE AND SALARY RANGE	Range 5 (£30,554 - £36,072) per annum		
POST NUMBER	0071760		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	27.7.17		
MANAGER POST REPORTS TO	Head of Comms and Marketing		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N	NO	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y	YES	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N	NO	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Post: 0071760/Maternity 27.7.17 to 11.11.17		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: <b>Cathy Collins</b>			

(\* 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.

<ol style="list-style-type: none"> <li>3 x Communications Account Managers – 1 vacancy, 1 post maternity cover</li> <li>Communications account manager – maternity cover: Comms and marketing to the public for revenue generating activity delivered by sports, leisure, heritage, festival and events will be impacted by a critical gap in capacity.</li> </ol>
--

## Budget Issues

Please indicate:

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

Comms account manager – maternity

1. Realisable savings £5,559
2. Alternative savings means - nil

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

Comms and marketing budgets.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET 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](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report.**

DIRECTORATE	RCET	
TEAM	Parking Services	
POST TITLE	Parking Processing Assistant	
PAY RANGE	Range 2	
POST NUMBER	0344	
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	09.05.17	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>N</b>
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: 15 /05 /17 TO: 15 /11/17	<b>Y</b>
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: / / TO: / /	<b>N</b>
MANAGER POST REPORTS TO:	Jayne Webb	
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts</p>		

### Service Impact

We are requesting to recruit to this post on a temporary basis for a 6 month period in order for the parking processing appeals team to continue to run smoothly and deliver the same service.

On 1 November 2016 Parking Services introduced a new Parking Enforcement Model, which included extending the enforcement operation hours. The impacts of this means that more Penalty Charge Notices are being issued and the Parking Processing team are receiving more appeals, which has caused the team to incur a backlog.

This post will deal with around 300 appeals per month, each valued at an average of £60. To not recruit to this post could cost the parking account over £18,000 per month.

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

Parking Services are currently working with the Digital Transformation team to improve the range of services that can be accessed online specifically permits and the renewal process. Therefore we are asking to recruit to this post on a temporary basis of six months only, as once the new online services are implemented this year, this will allow existing team members to respond to more appeals and keep to specified timescales.

Approval is sought to fill this post.

## **Budget Issues**

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

This post would be additional to the Parking Processing team, and the post would start at the bottom of range 2 which will be £15332, therefore six months recruitment will cost £7,665.

1FTE post deals with around 300 appeals per month, each valued at an average of £60, therefore the income produced from this post is over £18,000 per month.

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

There are no alternative ways of providing this service.

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

This post will be funded by the Parking Services budget.

### **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, DIRECTOR 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](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report.**

<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Jayne Webb	
DIRECTORATE	RCET	
TEAM	Parking Services	
POST TITLE	Parking Processing Assistant	
PAY RANGE	Range 2	
POST NUMBER	0344	
PREVIOUS/CURRENT POST HOLDER	Caroline Raisey	
DATE POST WILL BECOME VACANT	09.05.17	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: / / TO: / /	<b>N</b>
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: / / TO: / /	<b>N</b>
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts</p>		

### Service Impact

We are requesting to fill this existing post for a 12 month period in order for the parking processing appeals team to continue to run smoothly and deliver the same service.

Parking currently deal with over 1200 appeals per month and this post is a key role in this process and directly deals with this workflow. This post deals with around 300 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £18,000 per month.

This post is dealing with all types of appeals within the Parking Processing Appeals team. To not fill this post will mean appeals will not be responded to within the specified council time scales and also time scales set by the Traffic Management Act legislation and could result in parking tickets having to be cancelled. The parking

team also deals with a high volume of telephone calls on a daily basis, responding to these calls will be affected and extra pressures will be placed on other existing team members. This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN and thus losing that source of income. If this post were not to be covered this would create a backlog of outstanding appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. In addition, if this post were not to be covered we would not be in a position to take as many PCN payments over the telephone, which will also reflect in our income collection and could lead to an influx in complaints.

Approval is sought to fill this post.

### **Budget Issues**

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

We expect to fill this post at the start of the range, which is £15,332. If this post remains vacant the saving until the end of the financial year would be £12,776.

1FTE post deals with around 300 appeals per month, each valued at an average of £60, therefore the income produced from this post is over £18,000 per month.

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

There are no alternative ways of providing this service.

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

This post will be funded by the Parking Services budget.



**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, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	RCET	
SECTION	Transformation Division Business and Administration Support Service (BASS)	
POST TITLE	Administration Support Officer (x3)	
GRADE AND SALARY RANGE	Range 2	
POST NUMBER	9890	
NUMBER OF POSTS	3 FTE	
LOCATION	Gun Wharf	
DATE POSTS BECAME VACANT	June 2017	
MANAGER POST REPORTS TO	Range 3 officers in Hubs 2a and 4d	
*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	Yes, if necessary while we secure permanent recruitment.	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	See above.	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER:	Tina Larby and Julie Ince	

### Information on structure and post

In previous budget rounds BASS delivered savings of £174,000 and £115,000. Further savings of £75,000 were requested from the 2016-17 budget and those savings came from deleting posts - one Senior Administration Officer post and 2.25 FTE Administration Support Officer posts. For the start of 2017-18 we delivered savings of £80,609 by deleting five more posts.

A number of Administration Support Officer (ASO) vacancies have arisen and we are now seeking to recruit to the following vacant posts:

Two FTE ASOs in Hub 2a. Part of our coping mechanism for delivering savings in 2017-18 included merging two admin hubs where the work supports frontline delivery in a variety of areas including Customer Contact, Housing, Student Services and Blue Badges. This newly merged hub provides minute taking support at partnership/strategic meetings such as ex-offenders, rough sleepers, Mears, Norse, Corporate Procurement Board as well as other housing related focus groups. The work of the hub includes support to Council Tax / Revenues and Benefits,

Homechoice, Disabled Facilities Grants, Disabled Bays, Concessionary Bus Passes and School Bus Passes.

The hub are directly in touch with customers answering queries, making appointments for customers to attend independent mobility assessments and ensuring that applications are assessed and processed through to allocation. Demand for support is increasing: the hub is taking on additional work for Category Management, Public Health as well as an extended licensing initiative for Integrated Transport. Unfortunately three officers in this busy hub have left the council since April and they do not have enough minute takers to support the partnership/strategic meetings. The establishment for this hub is 10.69 FTE ASOs at range 2, one Senior at range 3 and two part-time Occupational Therapists. They work across four different council sites.

One FTE ASO in Hub 4d. This hub supports one the council's most vulnerable client bases: children and adults with a disability. A key element of work in this hub is ensuring that adult safeguarding meetings, children in need meetings, best interest meetings and professional meetings are minuted to a high level of accuracy and quick turnaround. They minute in excess of 55 meetings a month in a variety of locations. Additionally they support Shared Lives, and the front line respite care and supported living provision for adults with disabilities (both of these are regulated provision). The establishment for this hub is 6.25 FTE ASO at range 2 and one Senior at range 3 (currently vacant). One ASO is already on maternity leave and another will be starting her maternity leave next month. This hub work across two different council sites: Gun Wharf and off-site both in the respite care provision at Birling Avenue.

### **Impact on services**

- Minutes from Safeguarding, Children in Need and Best Interest meetings will be outside statutory timescale at best, or potentially not minuted at all.
- Customers will have to wait longer to receive a blue badge, concessionary bus pass and school bus pass.
- Increase in customer complaints.
- Minute taking support will not be provided for the Procurement Board and other partnership/strategic meetings with contractors.

We cannot carry these vacancies without impacting on the service to our external customers and children and adult social care colleagues.

### **Permission sought**

Permission is sought to recruit three FTE with the emphasis on minute taking as detailed above.

### **Budget Issues**

3. Efficiencies and savings have already been achieved in all areas of BASS year one since 2012 and in the budget processes 2014, 2015, 2016 and 2017.
4. Funding for bottom of range 2 (currently £15,332 per annum plus on-costs) is within existing staffing budget.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Director / Assistant Director

Dated: 27/06/17.....

## CABINET 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](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report.**

DIRECTORATE	<b>Public Health</b>	
TEAM	<b>Public Health Intelligence</b>	
POST TITLE	<b>Senior Public Health Intelligence Manager</b>	
PAY RANGE	<b>Range 7 (£41,478 - £46,162) per annum</b>	
POST NUMBER	<b>10793</b>	
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	<b>Currently vacant</b>	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Yes</b>
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: / / TO: / /	<b>No</b>
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY FROM: / / TO: / /	<b>No</b>
<b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding		
<b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts		

### **Service Impact**

*Describe the impact on the service if this post is not filled, with particular reference to current employees and services to the public.*

The Public Health Intelligence team is being re-established after losing several personnel, with the last remaining member of the team leaving at the end of June. A new Senior Analyst and an Assistant Analyst will be starting in July.

The Public Health Intelligence team analyses and interprets health and other information for a range of purposes, including the provision of analysis and reports for the Health and Wellbeing Board, the Health and Adult Social Care Overview and Scrutiny Committee, the CCG governing body (a duty under the Health and Social Care Act 2012) and to support the delivery of public health services. The Public Health Intelligence team also delivers the council's Joint Strategic Needs Assessment

(JSNA).

To function effectively, the team requires a manager with strong analytical skills to ensure that the team can:

- maintain the public health dashboard, which is used to create the reports for the committees listed above;
- keep the JSNA up-to-date;
- support the public health services, including the payment of invoices for health checks and other services;
- provide the substantial ad hoc analytical support to the Public Health directorate.

If the post is not filled it will not be possible to provide an effective performance and intelligence service for the Public Health directorate and the CCG (a duty under the Health and Social Care Act 2012). This will adversely affect the delivery of frontline public health services.

### **Budget Issues**

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

N/A

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

N/A

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

Ring-fenced Public Health grant

### **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: .....