

## **CABINET**

**6 MARCH 2018**

### **RECRUITMENT FREEZE**

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Carrie McKenzie, Assistant Director, Transformation

#### **Summary**

This report brings forward 20 posts to be considered for approval.

#### **1. Budget and Policy Framework**

1.1 It is the responsibility of Cabinet to manage income and expenditure to remain within the budget approved by Council.

#### **2. Background**

2.1 At Cabinet on 7 January 2003 Members agreed a process by which directors could request approval to fill posts that are not on the list of exempted posts agreed by Cabinet on 10 December 2002. This process was introduced at a time of high concern about overspending as one measure to assist budgetary control. Members have indicated they wish to retain this direct detailed control of recruitment decisions while budgets remain difficult to manage.

2.2 The posts requiring approval to fill are being presented to this Cabinet with the following information: -

- Details of the post including directorate and section, post title, grade and location.
- Length of time post has been vacant.
- Impact on service if the post is not filled with particular reference to services to the public.
- Numbers of posts of this type within the function.
- Realisable savings including any proposals to provide the service in alternative ways, which could also lead to savings.
- Comments from the relevant portfolio holder.

### **3. Details of the post requiring approval**

- 3.1 The following posts are coming forward for approval, the details of which are shown at Appendix 1: -

#### **Business Support Department**

Lawyer, Child, Adult and Education, People Team, Legal Services x 2  
Locum Childcare Lawyer, People Team, Legal Services x 2  
Locum Education/SEN Lawyer, People Team, Legal Services  
Locum Childcare Lawyer, People Team, Legal Services  
Locum SEN Lawyer, People Team, Legal Services  
Audit & Counter Fraud Manager  
Management Accountant – Social Care  
Trainee Accountant x 2

#### **Children & Adults**

Assistant Director – Commissioning, Business & Intelligence  
Referral Information Officer x 2  
Young Persons' Wellbeing and Mental Health Transformation Lead  
Placement Officer (Children)  
Admin Support Assistant

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

Head of Festivals, Arts, Theatres and Events  
Command of the Heights Project Manager  
PA to Director and Deputy Chief Executive

- 3.2 The forms attached are email copies and the signed copy, job profile and structure chart is 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, Assistant Director, Transformation, 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 forward 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 overleaf.

DIRECTORATE	<b>Business Support</b>	
SECTION	<b>Legal Services</b>	
POST TITLE	<b>Lawyer, Child, Adult and Education, People Team, Legal Services X 2</b>	
GRADE AND SALARY RANGE	<b>Grade 6 – Salary £35430 - £40741pa plus on costs (estimated at 27% of salary costs)</b>	
POST NUMBER		
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>	
DATE POST BECAME VACANT	<b>1<sup>st</sup> January 2018</b>	
MANAGER POST REPORTS TO	<b>Sameera Khan</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 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: Sameera Khan – Assistant Head of Legal (people team)		

(\* 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, 2 full time Lawyers in the People Team in Legal Services.

The posts have been vacant for some time now and has been backfilled by various Locums over the period of 18 months. However, due to an increase in caseload this is beginning to seriously impact on service delivery as Locums are covering on short term and leaving having gained the experience from LA.

In addition we have had a spade of permanent staff going on maternity leave which has again impacted on reallocation of work. We currently have 2 Lawyers on maternity leave, one who use to deal with Education/SEN work and the other who dealt with child care.

Additionally, we have had 2 Lawyers return from maternity leave. One of the Lawyers who returned has subsequently given formal notice which is most unfortunate. Consequently there is no capacity in the team to absorb any additional work as staff are already covering for colleagues.

Going forward it is anticipated that the recruitment of permanent staff provide some stability in the team.

Care proceeding cases have increased substantially as well as Pre-proceedings which again is impacting on capacity in the team.

Agreement is sought to recruit to these post immediately.

## **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.

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

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

However due a national shortage of Lawyers we have continued to cover the vacancies via Locums which has meant considerable expenditure for the Legal Team.

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

These are existing posts and is therefore currently provided for in the Legal Services department budget. The People Team Lawyer post are range 6, with a salary of £35,430 - £40 741pa plus on costs (estimated at 27% of salary costs), although this

may need to be reviewed, if we are unsuccessful in recruiting suitable candidates.

Medway Lawyer's salary is considerably lower than our neighbouring Borough such as Kent who tend to pay their Lawyer substantially more. This was the added factor when we last recruited in 2016 and received any little interest in the vacancies.

**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	<b>Business Support</b>		
SECTION	<b>Legal Services</b>		
POST TITLE	<b>Locum Childcare &amp; Education/SEN Lawyer, People Team, Legal Services x 3</b>		
GRADE AND SALARY RANGE	<b>£23-£25 per hour</b>		
POST NUMBER			
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>		
DATE POST BECAME VACANT	<b>1st January 2018</b>		
MANAGER POST REPORTS TO	<b>Jan Guyler</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>1<sup>st</sup> January 2018 June 2018</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: Perry Holmes, Chief Legal Officer			

(\* 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 3 additional Locum Para-legal. 2 for Childcare and 1 for Education SEN to deal with the increased caseload of pre-proceedings.

There is no capacity in the team to absorb their work as the team is already absorbing the caseloads of 2 Lawyers (Adult Services and SEN/Education) who are both on maternity leave.

Originally cases reduced in 2017 which meant a reduction in the number of locums in



the team (covering vacant lawyer posts) however, since then our cases have seen a dramatic increase which has meant a lot more Locums to deal with the child care cases. Some of which has been very complex and demanding consisting of 10 to 18 fact finding hearings.

While 2 permanent lawyers had returned from maternity leave, one is still offsetting her extensive annual leave owing to her with the other who has just handed her resignation from her post.

This has meant a further resources needs for Para-legal and Lawyer support in the child care team.

We are also dealing with a number of very high profile cases which requires a lot of hands-on Administrative support to protect Medway staff. Locum Para-legal are therefore required to assist the Assistant Head and the Principal Lawyer to deal with that area of work in the child care team due to reduce Lawyers capacity.

Initial 4 week approval for recruitment to these posts was provided by Carrie McKenzie.

Authorisation is therefore sought for recruitment of 3 Para-legal to deal with administrative caseload and to provide support to the team.

## **Budget Issues**

Please indicate:

3. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
4. 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 £23-£25 per hour.

**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

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 forward 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 overleaf.

DIRECTORATE	<b>Business Support</b>		
SECTION	<b>Legal Services</b>		
POST TITLE	<b>Locum Childcare Lawyer, People Team, Legal Services</b>		
GRADE AND SALARY RANGE	<b>£38 per hour</b>		
POST NUMBER			
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>		
DATE POST BECAME VACANT	<b>1st January 2018</b>		
MANAGER POST REPORTS TO	<b>Jan Guyler</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>1<sup>st</sup> January 2018 October 2018</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: 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 1 Senior Lawyer to deal with the investigation on the Trimega cases as well as case management and provide advocacy to the team on child care cases.

In December all Legal Department were asked to review their cases in relation to the use of forensic hair strand tests undertaken by Trimega Laboratories Limited.

Having identified the cases it was established that there was lack of capacity to deal with this large piece of work in the legal department.

While limited resources were found to identify the cases, very little progress has been made to investigate the cases. This is because the team is already short of 2 Lawyers (1 child care and one SEN) who remain on maternity leave until the end of 2018 and with the increase in cases both proceedings and pre-proceedings there is limited capacity for any lawyer to take on this big task of dealing with a backlog.

There is also a deadline for this piece of work which needs to be done within the next 12-14 weeks.

Experienced Lawyer is therefore sought to undertake that preliminary task alongside providing case support and advocacy to the team.

Initial agreement was provided by the Chief Legal Officer for an experienced Senior Lawyer to be appointed in December 2017 but this has been difficult to recruit due to the expertise in this field as well as a national shortage of experienced Senior Lawyers.

Authorisation is therefore sought to recruit 1 Senior Lawyer to deal with caseload and to provide support to the team.

## Budget Issues

Please indicate:

5. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2015.
6. 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 £38 per hour.

**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	<b>Business Support</b>		
SECTION	<b>Legal Services</b>		
POST TITLE	<b>Locum SEN Lawyer, People Team, Legal Services</b>		
GRADE AND SALARY RANGE	<b>£32-£38 per hour – although it might be necessary to increase the rate to £40 due to specialism.</b>		
POST NUMBER			
LOCATION	<b>Gun Wharf, 2<sup>nd</sup> Floor</b>		
DATE POST BECAME VACANT	<b>23<sup>rd</sup> February 2018</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>February to August 2018</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: Perry Holmes, Chief Legal Officer			

(\* please delete as appropriate)

### Impact on Service – please include:-

7. 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.
8. Impact on the service if this post is not filled, with particular reference to services to the public.

This request is for a SEN Locum Lawyer to cover Education/Transport/SEND work, alongside a Trainee Solicitor.

There is no capacity in the team to absorb their work as the team is already absorbing the caseloads following the current Lawyer being on maternity leave.

The trainee Lawyer has been dedicated to deal with the ongoing work relating to SEN, however due to increase in workload of SEN and Transport it has necessitated a Lawyer to be appointed to deal with the Education work as well as oversee the Trainee Lawyer.

It is paramount that we recruit to a SEN Lawyer which is a much specialised area of work and there are very few Locum Lawyers dealing with this type of work. Agreement is therefore sought so the appointment can be made as soon as a suitable candidate is available.

## 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 there may be a need to increase the rate to £40 due to the specialised area.

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

JOB REFERENCE NUMBER	B456RS	
RECRUITING MANAGER	James Larkin	
DIRECTORATE	BSD	
TEAM	Audit & Counter Fraud	
POST TITLE	Audit & Counter Fraud Manager	
PAY RANGE	R7 (£41,478 - £46,162) per annum	
POST NUMBER	10087	
PREVIOUS/CURRENT POST HOLDER	James Larkin	
DATE POST WILL BECOME VACANT	01/11/17	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y/N</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS 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</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.*

Medway Council operates in a shared service with Gravesham Borough Council and is responsible for delivering their internal audit and counter fraud services. The team works to an agreed plan for the year based on the resources of the full establishment, so failure to recruit to this post would mean that the team cannot deliver the full plan for either Medway Council, or fulfil its obligations in the Shared Service agreement with Gravesham. If the team cannot complete the full work plans for the year, the Head of Audit & Counter Fraud may not be able to deliver a sound overall opinion on the control environment of either council, required to support the Annual Governance Statements. 36% of the cost of this post is met by Gravesham Borough Council.



**Budget Issues**

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

The post has been vacant since 01 November 2017 and is unlikely to be filled before the end of the financial year. Based on the previous post-holder's costs this equates to a saving of £22,653.

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

A mini restructure of the Audit & Counter Fraud Service has already taken place and it is proposed to recruit an additional Team Leader rather than a new Manager. This post will be range 6 would deliver savings in the initial years.

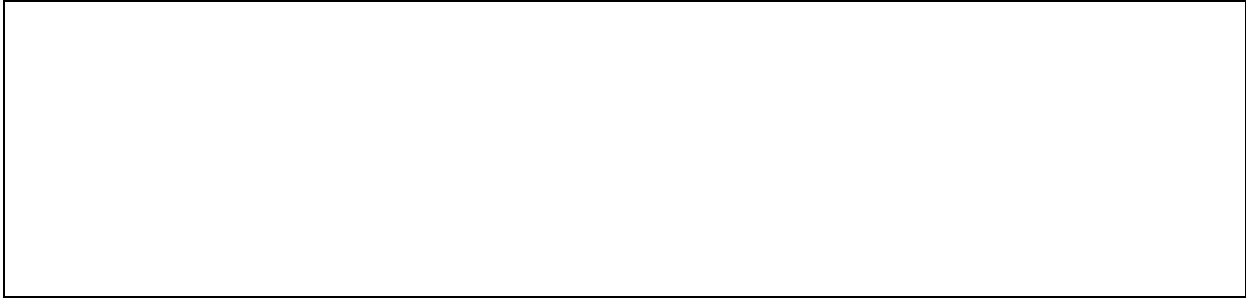
- *Please specify the funding source for this post:*

Salaries budget within 4R402

**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: .....

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

<b>JOB REFERENCE NUMBER</b>	B463RS	
RECRUITING MANAGER	Katey Arrowsmith	
DIRECTORATE	Business Support	
TEAM	Finance Strategy	
POST TITLE	Management Accountant – Social Care	
PAY RANGE	R6	
POST NUMBER	11733	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS 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**

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

The Finance Strategy Team provides accountancy support to the Council and the demands on the team are growing as the council's operations become more complex, requiring support for alternative delivery models, changing funding streams and transformational change programmes. This post will be working within the team supporting Adult Social Care, specifically to...

**Budget Issues**

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

*Seeking approval to recruit to post from early in the 2018/19 financial year. Full year budget for post is £51,000*

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

NA/ - continuation of the provision of in-house accountancy support is considered essential to help the C&A Directorate to monitor and manage expenditure and income on Adults Social Care.

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

Base budget for 2018/19 for 4R710 includes £51,000 for this post.

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

<b>JOB REFERENCE NUMBER</b>	B464RS	
RECRUITING MANAGER	Katey Arrowsmith	
DIRECTORATE	Business Support	
TEAM	Finance Strategy	
POST TITLE	Trainee Accountant (TWO POSTS)	
PAY RANGE	R2 – R4 (career grade)	
POST NUMBER	11737	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS 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**

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

The Finance Strategy Team provides accountancy support to the Council; these trainee posts provide a cost effective means of supporting the day to day operations of the team. They will deliver fundamental, operational accountancy services, freeing up the Management Accountant resources in the team so that they can be used to deliver additional services including supporting the transformation of services.

**Budget Issues**

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

*We are seeking approval to recruit to both posts from early in the 2018/19 financial year. Full year budget for each post is £27,000, total therefore £54,000.*

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

N/A – these Trainee Accountant posts will carry out professional qualification training funded from the Apprenticeship Levy and represent excellent value for money in providing accountancy support to the Council. The additional two posts will help free up the Management Accountant resources in the team so that they can be dedicated to appropriately senior work therefore increasing the cost effectiveness of the team.

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

Base budget for 2018/19 for 4R710 includes £54,000 for this post.

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

JOB REFERENCE NUMBER	C965CR	
RECRUITING MANAGER	Ian Sutherland	
DIRECTORATE	Children and Adults' Services	
TEAM	Commissioning, Business & Intelligence	
POST TITLE	AD – Commissioning, Business & Intelligence	
PAY RANGE	Assistant Director	
POST NUMBER	8397	
PREVIOUS/CURRENT POST HOLDER	Helen Jones	
DATE POST WILL BECOME VACANT		
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	Y/N
<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

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

This post forms a vital part of the management team for the Children and Adults' Directorate as a joint appointment between Medway Council and Medway Clinical Commissioning Group. It oversees the key business and commissioning elements of the Directorate such as the joint Partnership Commissioning team as well as the Directorate's Business & Intelligence teams and our teams responsible for our ongoing relationship with schools and academies.

If this post is not filled, there would be a pressure of line management for four Head of Service posts as well as a reputational risk on a strong existing partnership with health colleagues at the CCG. This would mean that there would be a damaging effect to key projects within the Council's ongoing work programme such as

reprovisioning Aut Even to Parklands, as well as the strategic leadership of key transformation programmes in Children and Adults' Directorate.

### **Budget Issues**

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

The current postholder's salary is approximately £95,000. This is jointly funded in a 50:50 split with Medway Clinical Commissioning Group. This would mean that there is an approximate saving of £3,958 for the remaining month until the end of the financial year. However there would be risks both financial and reputational already mentioned if there was a delay in recruitment.

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

All alternative ways of providing the service have been scoped with no savings being achieved through other means.

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

Children and Adults' Management Team Staffing Budget

### **For Externally Funded posts:**

**Comments from Portfolio Holder**

This post holder will have responsibility and accountability to both the Portfolio Holder / Lead Member – Children’s Services, and the Portfolio Holder – Adult Services and Health. The post holder will report to the Director of Children and Adult Services, but will also be accountable to the Chief Operating Officer at Medway CCG for Partnership Commissioning.

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

<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	KELLY COGGER	
DIRECTORATE	CHILDREN & ADULTS	
TEAM	MASH – CHILDREN’S SERVICES	
POST TITLE	REFERRAL INFORMATION OFFICER	
PAY RANGE	RANGE 3	
POST NUMBER	13390	
PREVIOUS/CURRENT POST HOLDER	NEW POSTS	
DATE POST WILL BECOME VACANT	IMMEDIATE	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y/N</b> 1 x Full Time post
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: 01 /01/2018 TO: 25/05/2018	<b>Y/N</b> 1 x Temp to cover maternity
<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 CADS service was restructured on 1<sup>st</sup> June 2017. Within the new structure, five RIO posts Range 3 have been created.

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.

The RIO posts were frozen to enable staff at risk within the Children's Centre's to apply in the first instance. Having completed this exercise, we are now in the position of requiring approval to advertise 1 x Full Time post and 1 x Full Time Temp (until May 2018) to cover maternity leave.

**Budget Issues**

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

£4000

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

-

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

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

**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) – N/A**

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

<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Wendy Edward	
DIRECTORATE	Children and Adults	
TEAM	Children's (0-25) Partnership Commissioning	
POST TITLE	Young Persons' Wellbeing and Mental Health Transformation Lead	
PAY RANGE	Range 6 (subject to evaluation)	
POST NUMBER	New post	
PREVIOUS/CURRENT POST HOLDER	NA	
DATE POST WILL BECOME VACANT	NA	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT  (fixed term – 1 year and 11 months)	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	<b>N</b>

**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

This is a new fixed term post within the Children's (0-25) Partnership Commissioning Team, the post will report to the Programme Lead for Targeted Services (Range 7) who, in turn, reports to the Head of Children's (0-25) Partnership Commissioning.

## **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 Medway system (health, education and social care) has always been clear that the main justification for the recent re-commissioning CAMHS on a Medway footprint is the opportunity to tailor the service within the wider continuum of support for children and young people's emotional health and wellbeing. Changes will be achieved more quickly and sustainably if they are developed collaboratively, so that key players providing frontline emotional health and wellbeing support to children and families understand each others' position, new approaches are embedded widely across the workforce and we make the best use of available resources and expertise.

Medway's early help strategy acknowledged the importance of good emotional wellbeing to preventing family breakdown, domestic violence and a range of poor outcomes which were adversely affecting children and young people in Medway. The strategy stated our intention to invest in good support for emotional wellbeing and mental health as a long term, sustainable way of building resilience and helping children and families to thrive.

In addition "Transforming Children and Young People's Mental Health Provision: a Green Paper" was published in early December 2017 which will focus in particular on the support offer for children and young people in schools.

The appointment of a transformation lead to help align and embed the NELFT led Young Persons' Wellbeing Service with schools, early help and other frontline services is essential to maximising the success of the new service in relation to its interface with the wider children's workforce.

This work has been led by an interim consultant for the last 18 months which is not a cost effective arrangement longer term. The work of this consultant is having to be rationed within budget (due to the high cost) and whilst the quality of outputs has been high, the impact is limited by to the need to limit the role to 2 to 3 days a week. The continued funding of a consultant to undertake a substantive role and function does not represent value for money and it is, therefore, proposed that this arrangement is terminated.

## **Budget Issues**

This post will be 100% funded from Local Transformation Plan monies from NHS England. The funding is allocated within Medway CCG's baseline funding and is allocated through Joint Commissioning Management Group to the delivery of improved services for children and young people's emotional wellbeing and mental health.

The funding is committed through to 2020/21 and there is, therefore, no additional financial risk or budgetary pressures for the council.



**For Externally Funded posts:**

- Salary amount allocated to this post                      £ Range 6 (indicative) £46,524 to including overheads.  
£53,666
  - Reserves allocated in case of redundancy    £ N/A
- In order to mitigate redundancy costs, the post will be appointed to a fixed date of 1 year and 11 months from date of appointment.

**Comments from Portfolio Holder**

Following approval of this proposal by Joint Commissioning Management Group on Friday 19 January 2018, I support this appointment and the justifications as out in this approval pro-forma.

**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.

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DIRECTORATE	<b>Children and Adults</b>		
SECTION	<b>Commissioning</b>		
POST TITLE	<b>Placement Officer (Children)</b>		
GRADE AND SALARY RANGE	<b>Range 2 (£14,733 - £19,126)</b>		
POST NUMBER	<b>11636</b>		
LOCATION	<b>Gun Wharf</b>		
DATE POST BECAME VACANT	<b>16 February 2018</b>		
MANAGER POST REPORTS TO	<b>Placement Coordinator Children Social Care</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? 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:-

- 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.

<p>The Children Access to Resources team comprises of a Placement Co-ordinator and two Placement Officers. This Cabinet Approval application is seeking permission to recruit to one post of Placement Officer (Children). We are in the process of appointing one Placement Officer who will start in the six weeks pending outcome of checks. The Placement Officer post we are seeking to recruit will be vacant from the 16th of February 2018 due to the post holder being successfully appointed to another</p>
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post in Legal department.

The Placement Officer 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 Services as agreed as part of the budget setting process. This includes more vigorous monitoring of placements for fostering, residential and supported accommodation. A savings target of £335,000 has been set for 2018/19 which will be delivered through cost negotiation and contract management. The Placement Officer post will have responsibilities around monitoring placement spend. This is a key action to deliver efficiencies.

### **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.

The post will be vacant from 16 February 2018. If we delay recruitment, the agreed placement savings targets will not be met and should the other appointed Placement Officer decline the offer this will pose a major risk of both posts being vacant resulting with the local authority failing to discharge its statutory duties. The basic salary is £17,299 per annum and this role is key to the placement function.

### **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

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

DIRECTORATE	CHILDREN & ADULTS		
SECTION	CHILDREN'S ADMIN SUPPORT SERVICE		
POST TITLE	ADMIN SUPPORT ASSISTANT		
GRADE AND SALARY RANGE	R1 - £13428 - £15332		
POST NUMBER	TBA		
LOCATION	BROADSIDE		
DATE POST BECAME VACANT	PART OF CASS RE-STRUCTURE		
MANAGER POST REPORTS TO	ANDREW WILLETTS		
*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: TINA HERBERTS & CHANELLE BILLINGHAM			

(\* please delete as appropriate)

### Impact on Service – please include:-

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

The Children's Admin Support Service is currently undergoing a re-structure. An ASA role has been created to provide basic administrative support, including reception cover and answering telephone calls in order to ensure services deliver required outcomes.

To administer straightforward processes using available equipment and ICT packages.

Respond to straightforward queries and requests for information, to meet organisational standards and requirements

This role is vital in moving Children's admin forward, to assist the service & Council to improve their Ofsted rating & ensure the children & families of Medway have the best possible outcomes.

**Budget Issues**

Please indicate:

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

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

**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**

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JOB REFERENCE NUMBER	R684CR	
RECRUITING MANAGER	Tomasz Kozlowski	
DIRECTORATE	RCET	
TEAM	FATE	
POST TITLE	Head of Festivals, Arts, Theatres and Events (FATE)	
PAY RANGE	Service Manager - £46,012 - £61,096 plus Special Allowance of £4,717 per annum	
POST NUMBER	0505	
PREVIOUS/CURRENT POST HOLDER	Carl Madjitey	
DATE POST WILL BECOME VACANT	31 March 2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	<b>N</b>

**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**

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

Due to the essential nature of this role, it is not considered possible to cover this within existing resources, as it will require management of a very high profile service, comprising a wide range of 33 festivals and events plus overseeing two Theatre operations and a comprehensive Arts Programme.

## **Budget Issues**

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

None for 2017/18

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

Savings unlikely to be made as agency staff would be needed to cover the role if a permanent position is not filled.

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

Within existing budget for new financial year 2018/19

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

<b>JOB REFERENCE NUMBER</b>	TBC	
RECRUITING MANAGER	Emma Mulcrow	
DIRECTORATE	RCET	
TEAM	Regeneration Delivery	
POST TITLE	Command of the Heights Project Manager	
PAY RANGE	5	
POST NUMBER	12215	
PREVIOUS/CURRENT POST HOLDER	Nicola Moy (Previous)	
DATE POST WILL BECOME VACANT	1/4/18	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>N</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: TO:	Fixed term post April 2018 to March 2020.
<p><b>Job Profile must be attached - 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>Attached</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 post is 100% funded by Heritage Lottery Fund. The role of the post is to ensure the delivery of the Command of The Heights project at Fort Amherst and Riverside 1. This project is now entering the critical 'post tender' delivery phase and a failure to appoint to this vacancy will expose the Council to risk of failure in the delivery of the demolition of Riverside 1 and new public realm.

## **Budget Issues**

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

Not application as post commencing 1<sup>st</sup> April 2018.

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

This post is fully funded by HLF. They dictate the range of works / job profile.

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

Heritage Lottery Fund

### **For Externally Funded posts:**

- |  |  |
|--|--|
| • Salary amount allocated to this post                         | £...100% externally funded   |
| • Reserves allocated in case of redundancy termination budget. | £...Cost incurred by early contract termination will be covered by the HLF |

### **Comments from Portfolio Holder**

**Service Manager (Externally funded posts only)**

Signed: .....

Print Name: Sunny Ee ..... Date:  
.....

**Director/Deputy Director**

Signed: .....

Print Name: Tomasz Kozlowski .....Date:  
.....

**Directorate Portfolio Holder**

Signed: .....

Print Name: Councillor Howard Doe .....Date:  
.....

**Councillor Alan Jarrett (only required for Cabinet Approval)**

Signed: .....

Print Name: .....Date:

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

<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Richard Hicks, Director RCET & Deputy Chief Executive	
DIRECTORATE	RCET	
TEAM	Director's Office	
POST TITLE	PA to Director and Deputy Chief Executive	
PAY RANGE	Range 3 (£19,472- £25,093)	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER	Vacant	
DATE POST WILL BECOME VACANT	Vacant since October 2017	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	<b>N/A</b>

**Service Impact**

Since the previous holder moved roles in October 2017, the Executive Assistant has been covering this position. There is now the requirement for a PA position to support the current Executive Assistant with the significant demands and workload from the Director, in keeping with the establishment structure.

If this position is not recruited to, the Director/Deputy Chief Executive would have limited support and a risk that urgent matters as well as day-to-day support could not be managed effectively.

The current Executive Assistant also supports the Chief Executive as and when required, in particular covering during leave periods.

**Budget Issues**

The budget for this position is available within the Director's office budget.

**Comments from Portfolio Holder**

**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: