

CABINET

12 JUNE 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 17 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

Specialist Occupational Therapist – Integrated Community Equipment Contract
Admin Support Assistant
Admin Support Officer
Interim Project Manager/ Commissioner for Transforming Care and Learning Disabilities
Virtual School Deputy Headteacher
Virtual School Practice Support Officer
Senior Admin Support Officer (Legal)
Senior Admin Support Officer (Roi/Cafcass)
Senior Admin Support Officer (Recruitment & Retention)

Business Support Department

Electoral Services Officer
Systems Manager
Finance Assistant
Operations Officer
Head of Category Management
Electoral Services Manager

Regeneration, Culture, Environment and Transformation

Administrative Support Officer
Processing Appeals Officer – Processing & Income Recovery

- 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

Appendices:

Appendix 1 - Recruitment Freeze Forms

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>

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, so that the approval form can be inserted into the cabinet report.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Head of Partnership Commissioning (Adults), Justine Henderson	
DIRECTORATE	Children's and Adults	
TEAM	Partnership Commissioning	
POST TITLE	Specialist Occupational Therapist – Integrated Community Equipment Contract	
PAY RANGE	SW3 - £37,429 - £40,985	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	01/07/2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: April 2018 TO: March 2019	N/A
Job Profile must be attached - Job description attached		
Attach a structure chart - Not Applicable		

Service Impact

- 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.*

The post holder is a key point of reference for operational equipment issues relating to the Medway Integrated Community Equipment Service (MICES), and is jointly accountable to Medway Council and Medway CCG, the holders of the contract.

The post holder will be managed by the Programme Lead for Community Services, who reports to the Head of Adults Commissioning, in the Children and Adults Directorate.

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

Without the support of an Occupational Therapist (OT), it will be difficult to curb the issue of unnecessary prescribing of equipment in local health and social care system covered by the MICES contract.

The post holder who is a qualified professional is able to challenge clinical prescribing and prevent waste on the contract.

Without the support from any OT there is the risks of increased expenditure on the MICES contract, resulting in an overspend on the MICES budget.

A variation to the MICES contract was implemented on the 1 April to enable improved management action to be taken on the finances of the contract. The changes require a professionally trained OT to validate all urgent, emergency and 'specials' prescription.

Without the support of an OT it will be a health and safety risk for an untrained officer to validate MICES equipment.

The post holder is a key point of reference for operational equipment issues, as they provide clinical justification on matters relating to issuing of community equipment.

The role of the OT is invaluable in feeding into the preparation work being undertaken to procure the MICES contract next year. The role is responsible for working with the provider to ensure best value in purchasing and recycling of equipment. It provides support, research and evidence of good practice from elsewhere and lower prices achievable from potential suppliers.

The role will be a combination of "business as usual" and special projects designed to reduce cost on the MICES contract. It is not a clinical role and the post holder will not have a caseload.

Budget Issues

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

There are no realised savings on this post. It is a full time position with a SW grade £37,429 - £40,985. Full time cover is required because it is a specialist position.

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

We tried using Occupational Therapist from Medway Social Care to cover holidays and sickness leave for the existing OT but, this ad hoc arrangement could not be sustained because it was impacting negatively on their Adult Social Care caseload.

There is no alternative arrangement within the service that could cover this position; therefore full time specialist OT cover is required.

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

The post is funded from the Better Care Fund which is jointly managed by Medway Council and NHS Medway Clinical Commissioning group (CCG).

For Externally Funded posts:

Salary cots: - SW3 - £37,429 - £40,985

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

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, so that the approval form can be inserted into the cabinet report.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	TINA HERBERTS	
DIRECTORATE	CHILDREN & ADULTS	
TEAM	CASS	
POST TITLE	ADMIN SUPPORT ASSISTANT (ASA)	
PAY RANGE	R1 £13576 - £15501	
POST NUMBER	NEW POST	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	Y/N
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts.		

Service Impact

The Children's Admin Support Service went through a re-structure last year; however an increase in the volume of work and differing tasks that need to be supported has resulted in the need for an additional ASA & the outcome of a recent LGA Peer Review highlighted areas where increased admin support is urgently needed. There is currently no Admin Support Asst in the Area teams. This role will provide admin support freeing up the PSOs to complete their role more effectively in the pods, tasks will include booking rooms, uploading documents onto fwki, scanning, photocopying and applying for birth certificates/passports etc.

To administer processes and procedures using available equipment and ICT packages to meet organisational standards and requirements.

Deal efficiently with telephone and other queries and requests for information to assist in ensuring that service performance levels are met.

To support the work of other administrative support staff during periods of absence or high volume of work to maintain the efficient provision of administrative services

across Children's Services.

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

This post will be funded from the current part time hours not currently being utilised

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:**Date:**
.....

Directorate Portfolio Holder

Signed:

Print Name:**Date:**
.....

Councillor Alan Jarrett

Signed:

Print Name:**Date:**
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	TINA HERBERTS	
DIRECTORATE	CHILDREN & ADULTS	
TEAM	CASS	
POST TITLE	ADMIN SUPPORT OFFICER	
PAY RANGE	R2 £15501 - £19686	
POST NUMBER	NEW POST	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	Y/N
<p>Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts.</p>		

Service Impact

The Children's Admin Support Service went through a re-structure last year; however an increase in the volume of work and differing tasks that need to be supported has resulted in the need for an additional ASO & the outcome of a recent LGA Peer Review highlighted areas where increased admin support is urgently needed. The role of the ASO is to provide complete and comprehensive administration and meeting support to Children's Services, arranging and minuting meetings and panels as required ensuring an accurate record of the meeting is produced within the required timescale. This post will primarily support the ASO already in post to administer both the Fostering & Adoption panels to provide resilience within Provider Services as a whole.

To administer processes and procedures using available equipment and ICT packages to meet organisational standards and requirements.

Deal efficiently with telephone and other queries and requests for information to assist in ensuring that service performance levels are met.

To support the work of other administrative support staff during periods of absence or high volume of work to maintain the efficient provision of administrative services across Children's Services.

To provide a competent and effective finance support service, including cashiering, debt collection, processing certain payroll activities, income and cash reconciliation, invoice processing and issuing of travel warrants where appropriate.

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

This post will be funded from the current part time hours not be utilised

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES/ ITEMS

Managers who wish to recruit should raise a Job Reference Number with the Resourcing Team before proceeding with approval. Once all required signatures are obtained it should be returned to the Resourcing Team, Organisational Change Team, Level 3, Gun Wharf. **You will also need to send an electronic word version to resourcing@medway.gov.uk**, so that the approval form can be inserted into the cabinet report.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Head of Partnership Commissioning (Adults), Justine Henderson	
DIRECTORATE	Children's and Adults	
TEAM	Partnership Commissioning	
POST TITLE	Interim Project Manager/Commissioner for Transforming Care and Learning Disabilities	
PAY RANGE	Not applicable	
POST NUMBER	Not applicable	
PREVIOUS/CURRENT POST HOLDER	Not applicable	
DATE POST WILL BECOME VACANT	It is a new post	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: June 2018 TO: July 2019	Y
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

- 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.*

The post will report into Lorraine Foster who is a Programme Lead within the Partnership Commissioning team.

The post will be expected to work across Social Care and Health leading on the Transformation Care Programme (TCP) which will be jointly funded out of the Better Care Fund.

The Band 6 post that was originally agreed remains vacant. Partnership Commissioning have tried on three separate occasions to recruit to the post unsuccessfully. We have not attracted suitable candidates for the role. We are now seeking approval to recruit an interim for the remaining 8 months of the TCP period.

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

There is a national 'Transforming Care programme' (TCP) which is to support our most complex clients in long stay in-patient secure hospitals to be discharged back into the local community and to prevent admissions. This post will be responsible for commissioning services that can both enable step down into the community and prevent admissions. If the post is not recruited too in the next three months, Medway Council may not meet the requirements of Kent and Medway TCP.

The permanent role was signed off at JCMG on the 30 May 2017 but due to recruitment challenges, no appointment has been made. Three attempts were made to recruit to the permanent post. In May 2018, JCMG signed off on the request to recruit an interim subject to approval from Cabinet.

The council has been reliant on interim staff supporting delivery against the TCP Programme and we wish to continue to do so.

The post will also ensure that the commissioning of services for residents with learning disabilities and autism and reconfigure them to meet the needs of users and carers, whilst ensuring best value for money.

Budget Issues

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

There are no realisable savings to be achieved in this post remained vacant.

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

There are no alternative ways of providing the service at this current time

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

We are seeking agreement to recruit an interim project management resource 4 days a week.

The estimated cost for an interim post would be £550 per day including agency fees, over an eight month period (34.66 weeks) is estimated to cost £69,200.

Agreement was previously given to recruit a Band 6 post with on-costs over an eight month period which would have costed £36,900 inclusive of 35% on-costs. The increased expenditure is £32,300 to recruit an interim.

The post will be funded from the TCP within the Better Care Fund.

For Externally Funded posts:

- Salary amount allocated to this post £69,200
- Reserves allocated in case of redundancy £.....

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Children & Adults		
SECTION	Virtual School		
POST TITLE	Virtual School Deputy Headteacher		
GRADE AND SALARY RANGE	Solbury 20-23 (+3 SPA points)		
POST NUMBER			
LOCATION	Broadside		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Virtual School Headteacher		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	n/a		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	n/a		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
n/a			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
n/a			
NAME OF RECRUITING MANAGER: Virtual School Headteacher - Sarah Hall			

(* 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.

Current team:

Virtual Headteacher, Virtual School Officer

Proposed team:

Virtual Headteacher , Virtual deputy Headteacher (requesting new post), Virtual School Officer , Virtual School Practice support officer (requesting new post)

Role and responsibilities of the Virtual School have increased under the most recent statutory guidance from the DfE – Promoting the education of looked-after children and previously looked-after children.

For the work of Medway Council to improve there must be greater capacity within the virtual school. The current capacity puts at risk statutory duties which would be a detriment to the service and the wider council duties.

The post of virtual school Deputy Headteacher is required to support the strategic development and delivery of the work of the virtual school. This added capacity would bring resilience to a provision that must secure improved outcomes for children and young people who are looked-after or previously looked-after. The improvements would bring greater life chances to these individuals and as such support all aspects for Medway Council's core priorities.

The extension of the statutory duties requires an expansion of the Virtual School Medway. Without this there is a risk to the fulfilment of statutory duties and the deliver of Medway's core priorities. We need to secure excellent educational outcomes for children and young people.

Training and support for Medway Council practitioners, Schools, foster carers and families must be improved and extended so that practice across the directorate improves rapidly.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2019.
2. If any savings could be achieved by alternative ways of providing the service.

There are no savings if this post is not created. The additional capacity will need to be secured to meet statutory obligations. Without the creation of this post the service is vulnerable and will be judged as inadequate in effectiveness.

Please specify the funding source for this post:

A top slice of the pupil premium plus funding could be made to secure this post as the guidance identifies that centrally pooled funding could be used to provide support best delivered at a local authority wide level however the exemplification within the guidance suggest central training rather than staffing.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Children & Adults		
SECTION	Virtual School		
POST TITLE	Virtual School Practice Support Officer		
GRADE AND SALARY RANGE	L3		
POST NUMBER			
LOCATION	Broadside		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Admin Team leader CASS		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	n/a		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	n/a		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
n/a			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
n/a			
NAME OF RECRUITING MANAGER: Sarah Hall / Tina Herberts			

(* 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.

There is currently no practice support officer post within the virtual school and no administrative support available.

Current team:

Virtual Headteacher, Virtual School Officer

Proposed team:

Virtual Headteacher , Virtual deputy Headteacher (requesting new post), virtual School Officer , Virtual School Practice support officer (requesting new post)

Role and responsibilities of the Virtual School have increased under the most recent statutory guidance from the DfE – Promoting the education of looked-after children and previously looked-after children.

For the work of Medway Council to improve there must be greater capacity within the virtual school. The current capacity puts at risk statutory duties which would be a detriment to the service and the wider council duties.

The post of Practice support officer is required to support the work of the virtual school, to service the requirements of the VSM GB and oversee and manage small scale projects with partners to secure improved outcomes for children and young people and to help stabilise placements in schools through an efficient and timely response to schools, social workers and carers.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31st March 2019.
2. If any savings could be achieved by alternative ways of providing the service.

There are no savings if this post is not created. The additional capacity will need to be secured to meet statutory obligations. Without the creation of this post the service is vulnerable and will be judged as inadequate in effectiveness.

Please specify the funding source for this post:

A top slice of the pupil premium plus funding could be made to secure this post as the guidance identifies that centrally pooled funding could be used to provide support best delivered at a local authority wide level however the exemplification within the guidance suggest central training rather than staffing

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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JOB REFERENCE NUMBER		
RECRUITING MANAGER	TINA HERBERTS	
DIRECTORATE	CHILDREN & ADULTS	
TEAM	CASS	
POST TITLE	SENIOR ADMIN SUPPORT OFFICER (LEGAL)	
PAY RANGE	R3 £19686 - £25369	
POST NUMBER	NEW POST	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	Y Temp – until post is recruited to permanently
<p>Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts.</p>		

Service Impact

The Children's Admin Support Service went through a re-structure last year; however an increase in the volume of work and differing tasks that need to be supported has resulted in the need for an additional Senior Admin Officer & the outcome of a recent LGA Peer Review highlighted areas where increased admin support is urgently needed. The role of this Senior Administrator is to provide complete and comprehensive administration support to Children's Services, mainly around legal processes. The role will include arranging and minuting complex legal panels and meetings, collecting & analysing data and ensuring court work is sent to the legal department and uploaded to fwki timely. Also, to work closely with key social work staff diarising court/hearing dates & ensuring all payments/invoices are processed and paid.

To administer processes and procedures using available equipment and ICT packages to meet organisational standards and requirements.

Deal efficiently with telephone and other queries and requests for information to assist in ensuring that service performance levels are met.

To support the work of other administrative support staff during periods of absence or high volume of work to maintain the efficient provision of administrative services across Children's Services.

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

Budget Issues

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

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, so that the approval form can be inserted into the cabinet report.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	TINA HERBERTS	
DIRECTORATE	CHILDREN & ADULTS	
TEAM	CASS	
POST TITLE	SENIOR ADMIN SUPPORT OFFICER (ROI/CAFCASS)	
PAY RANGE	R3 £19686 - £25369	
POST NUMBER	NEW POST	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	N – 12 month fixed term contract
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

The Children's Admin Support Service went through a re-structure last year; however an increase in the volume of work and differing tasks that need to be supported has resulted in the need for an additional Senior Admin Officer & the outcome of a recent LGA Peer Review highlighted areas where increased admin support is urgently needed. The role of this Senior Administrator is to provide complete and comprehensive administration support to Children's Services, mainly around completing requests for information from partners, including CAFCASS, accurately & within timescale. They will also be required to manage the Freedom of Information requests and MP enquiries & support the completion of Subject Access Requests when needed. This post is urgently required due to the changes in data protection law (GDPR) that come into effect on 25th May 2018.

To administer processes and procedures using available equipment and ICT packages to meet organisational standards and requirements.

Deal efficiently with telephone and other queries and requests for information to

assist in ensuring that service performance levels are met.

To support the work of other administrative support staff during periods of absence or high volume of work to maintain the efficient provision of administrative services across Children's Services.

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

Budget Issues

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:

.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

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, so that the approval form can be inserted into the cabinet report.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	TINA HERBERTS	
DIRECTORATE	CHILDREN & ADULTS	
TEAM	CASS	
POST TITLE	SENIOR ADMIN SUPPORT OFFICER (RECRUITMENT & RETENTION)	
PAY RANGE	R3 £19686 - £25369	
POST NUMBER	NEW POST	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	N – 12 month fixed term contract
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

The Children's Admin Support Service went through a re-structure last year; however an increase in the volume of work and differing tasks that need to be supported has resulted in the need for an additional Senior Admin Officer & the outcome of a recent LGA Peer Review highlighted areas where increased admin support is urgently needed. The role of this Senior Administrator is to provide complete and comprehensive administration and meeting support to Children's Services, mainly around HR processes; including recruitment & retention of social work staff. They will need to arrange and minute complex meetings and panels as required ensuring an accurate record of the meeting is produced within the required timescale. Support the Heads of Service', Area & Practice Managers with all aspects of the recruitment process on JobsGoPublic, arranging interviews and ensuring compliance, new starters are set up on Medway Council systems & leavers removed timely.

To administer processes and procedures using available equipment and ICT packages to meet organisational standards and requirements.

Deal efficiently with telephone and other queries and requests for information to assist in ensuring that service performance levels are met.

To support the work of other administrative support staff during periods of absence or high volume of work to maintain the efficient provision of administrative services across Children's Services.

This role is vital in moving Children's Services forward, assisting the service & Council to improve their Ofsted rating, ensure the children & families of Medway have the best possible outcomes and increase permanent staffing levels and retention making budgetary savings.

Budget Issues

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	BUSINESS SUPPORT	
SECTION	ELECTORAL SERVICES	
POST TITLE	ELECTORAL SERVICES OFFICER	
GRADE AND SALARY RANGE	Range 2 £19,686 -£25,001 (incl on-costs)	
POST NUMBER	0088	
LOCATION	Gun wharf	
DATE POST BECAME VACANT	5 January 2018	
MANAGER POST REPORTS TO	Electoral Services Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	NA	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? NA		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW No longer included in BfL programme.		
NAME OF RECRUITING MANAGER: Jane Ringham, Head of Elections & Member Services		

(* please delete as appropriate)

Impact on Service – please include:-

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

The Electoral Services team comprises 6 posts: Head of Elections and Member Services for whom electoral registration & election duties represent about 50% of their work, an Electoral Services Manager, a Senior Electoral Services Officer and 3 x Electoral Services Officer (ESO). Two of the ESOs work 30 hours a week, and one works 37 hours a week. The full-time ESO left the Council early in the New Year.

Preparations for, and conduct of, the annual canvass start in July and will continue until December 2018 and the team will be trialling the use of tablets by some canvassers with the aim of making cost savings on printing and postage and making other efficiency savings; whilst there are no scheduled elections until 2019, preparations will need to start before the formal end of the annual canvass in December if they are to be run efficiently and effectively. Routine work on rolling registration and maintenance of postal vote records will need to

continue through much of this period and volumes are increasing. The team are also legally obliged to complete a review of polling districts and polling places before October 2018.

The work plan for the team is extensive, politically sensitive and corporately a high priority. The core team is small and the loss of one post has a significant impact on the ability of the remaining team to cover all the work required.

It is therefore proposed to fill the ESO post on a permanent basis.

Significant amounts of time and resources will need to be utilized to train the new incumbent so that they acquire the knowledge and understanding of the complexities of electoral registration and elections before they can fully contribute to the teams' work plan. It is recommended that a permanent appointment is made rather than a temporary appointment, to minimise the likelihood of undergoing comprehensive induction and then have the temporary appointee leave at short notice, resulting in a significant gap in the teams' resources at a crucial time. This could have an impact on the comprehensiveness, and accuracy of the Register, particularly in low-response areas and the preparations for the Local and Parish elections in 2019. Processing of applications to register through the monthly additions process and for postal or proxy votes would also be affected.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31st March 2019.
2. If any savings could be achieved by alternative ways of providing the service.

If this post remained vacant savings of approximately £25000 might be achieved, based on the upper salary range of the post.

Please specify the funding source for this post: revenue budget provision exists in the Democracy and Governance Division.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	BSD		
SECTION	Finance Operations		
POST TITLE	Systems Manager		
GRADE AND SALARY RANGE	R7		
POST NUMBER	11693		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Post Vacant April 2018		
MANAGER POST REPORTS TO	Gary Thomas		
*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?			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Systems were reviewed as part of the Finance Division restructure in October 2014			
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.

<p>Staffing Nos</p> <ul style="list-style-type: none"> 1 Systems Manager (Range 7) 1 Systems Accountant (Range 5) (Please note that this post to be deleted with a R2 being created in Exchequer Services in its place) 4 Accounting Technicians (Systems) (Range 4)

- 1 HR Systems Administrator
- 1 Apprentice

This post is responsible for establishing and maintaining sound financial systems and procedures, ensuring that these are standardised across the division to improve efficiency and effectiveness, and meet any legislative and statutory obligations. This includes the following systems

- * Integra
- * Icon
- * Sage Pay
- * Bankline
- * Resource Link (Since April 2018)

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2019.
2. If any savings could be achieved by alternative ways of providing the service.

1 £60000

Please specify the funding source for this post:

Funding will be met from existing budget provision

Comments from Portfolio Holder

The role is responsible for ensuring the integrity of a number of systems but will play a pivotal role in ensuring the products are delivered to the maximum potential with the support of the systems team

Signed:

Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	BSD		
SECTION	Finance Operations		
POST TITLE	Finance Assistant		
GRADE AND SALARY RANGE	R2		
POST NUMBER	11697		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	June 2018		
MANAGER POST REPORTS TO	Gary Thomas		
*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?			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Exchequer Services were reviewed as part of the Finance Division restructure in October 2014			
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.

Staffing Nos

1 Exchequer Services Principal Officer (Range 7)
 9.59 Finance Assistants Exchequer (Range 2)
 0.54 Exchequer Assistant (Range 1)

Budget Issues

Please indicate:

- 1. the realisable savings if this post remained vacant until the 31st March 2019.
- 2. If any savings could be achieved by alternative ways of providing the service.

1 £9000 2 The service is constantly under review and has seen the numbers reduce from 18.5 FTEs in September 2014 to 11.03 todate.
Please specify the funding source for this post: 4R713

Comments from Portfolio Holder

This post is one of two posts within the team ensuring supplier records are accurately maintained, payruns occur as well as processing of information for agency payments. These roles are specific and cannot be shared across all of the team due to division of duty issues
--

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	BSD		
SECTION	Finance Operations		
POST TITLE	Operations Officer		
GRADE AND SALARY RANGE	R3		
POST NUMBER	0216		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	June 2018		
MANAGER POST REPORTS TO	Gary Thomas		
*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:	Post will be filled initially temporarily due to staff acting up in posts but would be made permanent on acting up positions being confirmed later in the year		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: 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 – 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.

Staffing Nos

- 1 Operations Manager (R7)
- 1 Payroll Officer (R6)
- 1 Payroll Team Leader (R5)
- 2 Operations Team Leaders (R4)
- 0.81 Pensions Team Leader (R4)
- 1 Pensions Assistant
- 1 HR Apprentice Schools
- 1.25 Employee Expenses & Benefits Officers (R2)
- 0.78 Trainee Operations Assistant (R2)
- 6.98 Payroll/Operation Officers

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2019.
2. If any savings could be achieved by alternative ways of providing the service.

1 £15000

2 The service will be reviewed this year following a change in management. This will be carried out as part of the development of the payroll system

Please specify the funding source for this post:

Funding will be met from existing budget provision

Comments from Portfolio Holder

This post is one responsible for carrying out a number of payrolls and this would be at risk of not getting staff paid accurately and on time should there not be sufficient resources in place

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, so that the approval form can be inserted into the cabinet report.**

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Chief Legal Officer	
DIRECTORATE	Business Support	
TEAM	Category Management	
POST TITLE	Head of Category Management	
PAY RANGE	SMGR	
POST NUMBER	14042	
PREVIOUS/CURRENT POST HOLDER	Acting up arrangement in place at the moment	
DATE POST WILL BECOME VACANT	Say 1 July 2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	N
Job Profile must be attached Attached		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts. Attached		

Service Impact

1. Following a restructure in late 2017, there is now a single post of Head of Category Management, which marks a reduction from the three posts that were created, when the Category Management team was created in 2012.
2. The team has had a positive impact on the Council's spending over that period with £50 million of whole life savings being realised of a mix of revenue and capital budgets.
3. A Head of Service is needed to drive the Procurement Strategy approved at Cabinet, to ensure good liaison with key services on significant category management projects in order to realise continued revenue savings. These savings underpin the Council's Medium Term Financial Strategy. A Head of Service is also needed to ensure the efficient deployment of Category Managers on a range of high, medium and some low level category management and pure procurement projects.

4. A Head of Service will also focus on the extent to which the Council's Category Management team can, where it does not impact on internal delivery of projects, offer their services to other organisations.

Budget Issues

1. Part year effect of a vacant post for 18/19 would be circa £56,250.
2. The Council is in discussions with other north Kent Councils about a range of potential shared services, including procurement. No assessment has been made at this point of the likely budgetary impact. That work will be completed this financial year.
3. This post is a funded from the Legal and Corporate Services revenue budget.

For Externally Funded posts:

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

Comments from Portfolio Holder

I am pleased to support this recruitment. The Category Management team has shown since inception, a flexibility about its structure. Two levels of the team have been removed after successive reviews and the Heads of Category Management posts have been reduced from 3 to 2 and then last year to this single post.

The team continue to perform to a high standard, supporting and enabling efficient category management projects and procurements that are allowing services to drive out significant revenue and capital savings. The Head of Service is key for the reasons set out above and to seek innovative and sustainable ways to ensure that team remains a key part of the Council's future financial viability.

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	BUSINESS SUPPORT	
SECTION	ELECTORAL SERVICES	
POST TITLE	ELECTORAL SERVICES MANAGER (ESM)	
GRADE AND SALARY RANGE	ESM RANGE 5 £30,890-£36,469 (excl on-costs)	
POST NUMBER	3992	
LOCATION	Gun wharf	
DATE POST BECAME VACANT	15 July 2018	
MANAGER POST REPORTS TO	Head of Elections & Member Services	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	NA	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? NA		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
No longer included in programme.		
NAME OF RECRUITING MANAGER: Jane Ringham		

(* please delete as appropriate)

Impact on Service – please include:-

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

The Electoral Services team comprises 6 FTE posts: 1 x Head of Elections and Member Services for whom electoral registration duties represent about 50% of their work, 1 x Electoral Services Manager, 2 x Senior Electoral Services Officer (SESO) of which one post is vacant and 2 Electoral Services Officer posts (ESO). Separate approval is being sought to recruit to the vacant post of ESO.

The Electoral Services team have a busy work plan. The conduct of the annual canvass is due to start on 1 July and continue until the end of November with the publication of the new Register on 1 December. The ESM, as well as being the Deputy to the Head of Elections and Member Services, is responsible for the overall co-ordination and management of the annual canvass including the matching of records against other data sources that are vital for improving the scope and accuracy of the register as well as oversight of the processing the thousands of forms received in the period; in particular this year the team are committed to the introduction of tablet devices for use by canvassers which will save costs on printing forms and postage and the ESM would be responsible for the implementation of this innovation.

From November onwards, preparations for the Local and Parish elections on 2 May 2019 will need to start and the ESM is particularly responsible for the co-ordination of the postal vote processes, oversight of the booking of over 100 polling stations and recruitment of over 700 election staff as well as assisting with the checking of 300 nomination papers; oversight of the routine work on rolling registration and maintenance of postal vote records will need to continue through much of this period and volumes are increasing. The team are also legally obliged to complete a review of polling districts and polling places before May 2019. It is essential that the team has sufficient suitably trained and experienced staff in place in order to prepare for the Local and Parish Elections.

It is not feasible to fill this ESM post with a temporary member of staff because experience in electoral administration is required and it is unlikely to attract suitably experienced staff if advertised on a temporary basis. It is also important that the staffing situation is suitably robust in order to start preparations for the planning and conduct of the Local and Parish elections. Significant amounts of time and resources will need to be utilized to induct the new incumbent so that they acquire the local knowledge and understanding before they can fully contribute to the teams' work plan. It is also recommended that a permanent appointment is made rather than a temporary appointment, to minimise the likelihood of undergoing comprehensive induction and then have the temporary appointee leave at short notice, resulting in a significant gap in the teams' resources at a crucial time.

If the preparations for and conduct of the annual canvass are not completed, canvassers will not be adequately supervised and trained to carry out the door-knocking stages which will have an impact on the scope and accuracy of the register, particularly in low-response areas, resulting in a lower response rate. This is of particular importance in the run up to the Local and Parish elections and for the achievement of expected savings using tablet devices.

A polling district and polling place review is required by law to be held every 5 years. The purpose of the review is to consider the arrangements for polling districts and polling stations, with a view to improving the facilities for voters. It is important these arrangements are finalised well in advance of the Local and Parish elections.

The reputation of the Council is at stake if the planning and conduct of the Local and Parish elections is undermined by the lack of experienced staff.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2019.
2. If any savings could be achieved by alternative ways of providing the service.

If the ESM post remained vacant for the remainder of the financial year or was not covered by temporary cover, savings of approximately £25,300 might be achieved (excluding on-costs). There are no realistic alternative ways of providing the service.

Please specify the funding source for this post: revenue budget provision

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, so that the approval form can be inserted into the cabinet report.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Kerrie Skiggs	
DIRECTORATE	RCET	
TEAM	MAE	
POST TITLE	Administrative Support Officer	
PAY RANGE	Range 2, £15,501 - £19,686	
POST NUMBER	12407	
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	4/5/17	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: ASAP TO: 31/07/18	Y/N
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts.		

Service Impact

- 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.*

7 admin posts plus one apprentice post (5.31fte), one part-time vacancy and one apprentice vacancy.

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

We are looking to recruit a full-time administrator on a temporary basis until 31/7/2018 to cover the part-time finance administrator vacancy, who has been seconded to cover a project administrator post within the service, and the full-time apprentice vacancy whilst we recruit a new apprentice. These are key posts within the admin team administering all aspects of administration, including financial transactions eg processing invoices for services or goods

received, raising invoices for fees, following up outstanding balances etc.

Budget Issues

- Please indicate the realisable savings if this post remained vacant until the end of the financial year:*
- Please indicate if any savings could be achieved by alternative ways of providing the service:*
There is no capacity within the service to cover this work.
- Please specify the funding source for this post:*
Externally funded (ESFA)

For Externally Funded posts:

- Salary amount allocated to this post £15,173
- Reserves allocated in case of redundancy £N/A

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Chief People Officer		Date signed				

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	RCET		
SECTION	Highways & Parking Services		
POST TITLE	Processing Appeals Officer -Processing & income Recovery 1 FTE		
GRADE AND SALARY RANGE	Range 2		
POST NUMBER	0344		
LOCATION	Parking Services		
DATE POST BECAME VACANT	07/02/18		
MANAGER POST REPORTS TO	Jayne Webb		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? FOUR			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
Yes			
NAME OF RECRUITING MANAGER: Jayne Webb			

(* please delete as appropriate)

Impact on Service – please include:-

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

We are requesting to permanently fill this existing post in order for the Parking Processing Appeals team to continue to run smoothly and deliver the same service.

Parking currently deal with over 1400 appeals per month and these posts are a key role in this process and directly deals with this workflow. These posts deal with around 400 appeals per month, each valued at an average of £60, therefore if this post was left vacant it could cost the parking account over £24,000 per month.

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

Approval is sought to fill this post.

Budget Issues

Please indicate:

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

1. We expect to fill these posts at the start of the grade, which is £15241. Therefore the saving for these posts if they remained vacant would be £2540

The above posts deals with around 400 appeals per month, each valued at an average of £60, therefore the income produced from these posts is over £24,000 per month.

Please specify the funding source for this post:

This will be met from existing budget provision

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: