

CABINET

10 JULY 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 12 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

Early Help and Targeted Services Team Leader – Wayfield Hub
Early Help and Targeted Services Team Leader x3

Business Support Department

Information Governance Officer, Information Governance Team, Place Team, Legal Services

Locum SEN Lawyer – People Team, Legal Services

Locum Para-legal – People team x2

Capital Project Manager (Heritage, Conservation, Housing, Education)

Regeneration, Culture, Environment and Transformation

Rough Sleeper Coordinator

Receptionist x2

- 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

Background papers:

Cabinet report 10 December 2002

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

Cabinet report 7 January 2003

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

Appendices:

Appendix 1 Recruitment Freeze Forms

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Children and Adults		
SECTION	Early Help and Targeted Services		
POST TITLE	Team Leader		
GRADE AND SALARY RANGE	Range 4 (£25,369 - £30,890)		
POST NUMBER	14016		
LOCATION	Broadside		
DATE POST BECAME VACANT	10.5.18		
MANAGER POST REPORTS TO	Lorraine Redmond		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	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?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p>			
NAME OF RECRUITING MANAGER:			

(* please delete as appropriate)

Impact on Service – please include:-

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

The Family Support Service Recruitment to 1 x team leader post is as a result of the resignation of a Team Leader. This is to ensure that there is a full team compliment, and provide the team with the supervisory support needed within the service. A significant consequence of this post not being filled is that a team who work intensively with families based across the Wayfield Hub will not receive the necessary leadership and management needed to support the team (through guidance and supervision) in carrying out their everyday role in working with children and families at an intensive level. This could culminate in child protection and safeguarding matters being missed.

If this post were not recruited to, it would significantly impact upon area based working and the hub model in this area as the other Team Leaders in this hub would need to increase their management of workers. This will impact on supervision being undertaken effectively and the likelihood of decisions being made in haste

For the area based/hub model to work successfully, partnership working is crucial. If this post is not filled, the increased work load for the Wayfield Hub will impact on this model working effectively as they could not afford the time to network, attend partnership meetings or efficiently adhere to the Early Help approach in which a team around the family needs to be created in order to provide families with an holistic approach.

Also pertinent to this post is the duty cover provided to Early Help Workers who work out of hours. Without a full compliment of Team Leaders in this hub, the existing Team Leaders and Hub Managers would be placed under huge pressure in that they would need to cover evening duty more frequently and an increased number of staff. The team leaders support staff with attending visits in an emergency and at the initial stages of a visit to reduce any risks that may be posed when carrying out home visits.

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

Please specify the funding source for this post: Medway Early Help and Targeted Services

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Mackness

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Early Help and Targeted Services		
POST TITLE	Team Leader		
GRADE AND SALARY RANGE	Range 4 (£25,093 - £30,554)		
POST NUMBER	10708, 11702, 11946		
LOCATION	Broadside		
DATE POST BECAME VACANT	2.4.18		
MANAGER POST REPORTS TO	Lorraine Redmond		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	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?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p>			
NAME OF RECRUITING MANAGER:			

(* please delete as appropriate)

Impact on Service – please include:-

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

The Family Support Service Recruitment to 3 x team leader post is as a result of the resignation of three Team Leaders over the period of 12 months. This is to ensure that there is a full team compliment, and provide the team with the supervisory support needed within the service. A significant consequence of this post not being filled is that 3 teams who work intensively with families based across the Gillingham, Strood and Wayfield Hub will be provided with the necessary leadership and management needed to support them (through guidance and supervision) in carrying out their everyday role in working with children and families at an intensive level. This could culminate in child protection and safeguarding matters being missed.

If this post were not recruited to, it would significantly impact upon area based working and the hub model in these areas, which is currently the case in one area in particular as one Team Leader is supervising more supervisees and the Hub Manager is carrying out her management duties as well as temporarily managing some of the responsibilities of a Team Leader and Case Worker. The posts in Gillingham and Wayfield are currently being covered by 2 members of staff who are Acting Up in this role (previous Key Workers).

The additional work pressures are impacting on supervision, culminating in decisions being made in haste, delays in supervision which could result in some risk in terms of things being missed or going adrift with regards to children and young people.

For the area based/hub model to work successfully, partnership working is crucial. If these posts are not filled, the increased work load for the Strood Hub in particular would evidently impact on this model working effectively as they could not afford the time to network, attend partnership meetings or efficiently adhere to the Early Help approach in which a team around the family needs to be created in order to provide families with an holistic approach.

Also pertinent to these posts is the duty cover provided to Early Help Workers who work out of hours. Without a full compliment of Team Leaders the existing Team Leaders and Hub Managers would be placed under huge pressure in that they would need to cover evening duty more frequently and an increased number of staff. The team leaders support staff with attending visits in an emergency and at the initial stages of a visit to reduce any risks that may be posed when carrying out home visits.

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

Please specify the funding source for this post: Medway Early Help and Targeted Services

Comments from Portfolio Holder



Signed:
Portfolio Holder

Dated:

Signed:
Councillor Mackness

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 forward an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown overleaf.

DIRECTORATE	Business Support	
SECTION	Legal Services	
POST TITLE	Information Governance Officer, Information Governance Team, Place Team, Legal Services	
GRADE AND SALARY RANGE	Range 3 – Salary £19,686 - £25,369 pa plus on costs (estimated at 27% of salary costs)	
POST NUMBER	TBA	
LOCATION	Gun Wharf, 2nd Floor	
DATE POST BECAME VACANT	June 2018	
MANAGER POST REPORTS TO	Gayle Jones	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	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? Phase 2		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A		
NAME OF RECRUITING MANAGER: Perry Holmes, AD Corporate Services		

(* please delete as appropriate)

Impact on Service – please include:-

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

This request is for a permanent, full time Information Governance Officer (IGO) in Legal Services. This is an existing post which became vacant in early June 2018 due to the existing post holder successfully applying for the Senior Information Governance Officer post, which was created as part of the Information Governance Team Shared Service with Gravesham Borough Council.

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

This position is one of two IGO posts for the Information Governance Team and any gap is likely to have a detrimental effect on the team and its ability to react to the needs of the authority's information governance function and the agreed provision of a shared service with Gravesham BC.

In addition to the primary role the post holder will be required to assist the IGM with their duties in respect of the ongoing implementation of the General Data Protection Regulations across both councils, that were enforced from May 2018.

Budget Issues

Please indicate:

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

If the post remained vacant until 31 March 2019 the realisable savings would be the salary costs of the post plus on-costs.

The team has recently been subject to reorganisation as at 1 April 2018 due to the implementation of the shared service with Gravesham and it is not envisaged that any savings could be achieved by alternative means.

Please specify the funding source for this post:

This is an existing post and is therefore currently provided for in the Legal Services department budget. The IGO post is range 3, with a salary of £19,686 - £25,369 pa plus on costs (estimated at 27% of salary costs).

Comments from Portfolio Holder

Signed:

.....

Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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

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

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Sameera Khan	
DIRECTORATE	Business Support	
TEAM	Legal	
POST TITLE	Locum SEN Lawyer – People Team, Legal Services	
PAY RANGE	£32-£38 per hour – although it might be necessary to increase the rate to £40 due to specialism	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	23 rd February 2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	No
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: /August 18 / TO: /August 2019 /	Yes

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.

This request is for a continued SEN Locum Lawyer to cover Education/Transport/SEN work. Initial authorisation is already in place until August 2018.

Due to an increase in child care work, there is currently no capacity in the team to absorb this area of work.

The permanent member of staff is returning from maternity leave but she will only be returning part-time.

At present the work is being covered by a Trainee and a Junior Barrister who are both due to leave at the end of June.

The trainee Lawyer is due to transfer to another team to resume his contract and the Junior Barrister is returning back to chambers.

This will consequently leave a massive gap in the team who do not have the SEN specialism to cover this area of work. The permanent member of staff will also not have the capacity to cover the additional 20-30% increase in SEN work.

Agreement is therefore sought so the appointment can be made as soon as a suitable candidate is available.

Budget Issues

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

Unfortunately as this is a statutory service which the authority provides there is no realistic option of making any saving.

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

Again there is no other way that any saving can be made as this is a specialised area of work and despite trying to recruit in the past it has not been possible to achieve that.

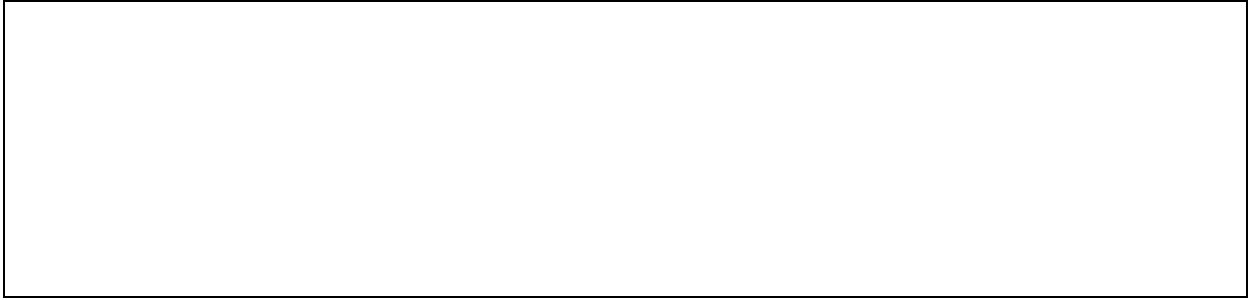
- *Please specify the funding source for this post:*

This will be met by Legal Services Existing budget.

For Externally Funded posts:

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

Comments from Portfolio Holder



Service Manager (Externally funded posts only)

Signed:

Print Name:Date:
.....

Director/Deputy Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett (only required for Cabinet Approval)

Signed:

Print Name:Date:
.....

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

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

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Sameera Khan	
DIRECTORATE	Business Support	
TEAM	Legal	
POST TITLE	Locum Para-legal – People team	
PAY RANGE	£23-£25 per hour	
POST NUMBER		
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	June 2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	No
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: /June 18 / TO: /June 2019 /	Yes
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.

This is a continued request for 2 Locum Para-legal supports for the child care team.

There is no capacity in the team to absorb any additional work as the team is already absorbing a child care lawyer who is currently on maternity leave.

Cases have reduced since August 2017 however, there has been an increase in the pre-proceeding cases which the para-legal undertake as well as provide admin support to the Lawyers in the team.

The team is also dealing with a number of 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 Lawyers, Assistant Head of Legal and the Principal Lawyer to deal with this area of work in the child care team.

Agreement is therefore sought so the appointment can be renewed further for a 12 month period.

Budget Issues

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

Unfortunately as this is a statutory service which the authority provides there is no realistic option of making any saving.

We will attempt to secure a locum within the usual framework at an hourly rate ranging from £23-£25 per hour.

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

Again there is no other way that any saving can be made as this is a specialised area of work and despite trying to recruit in the past it has not been possible to achieve that.

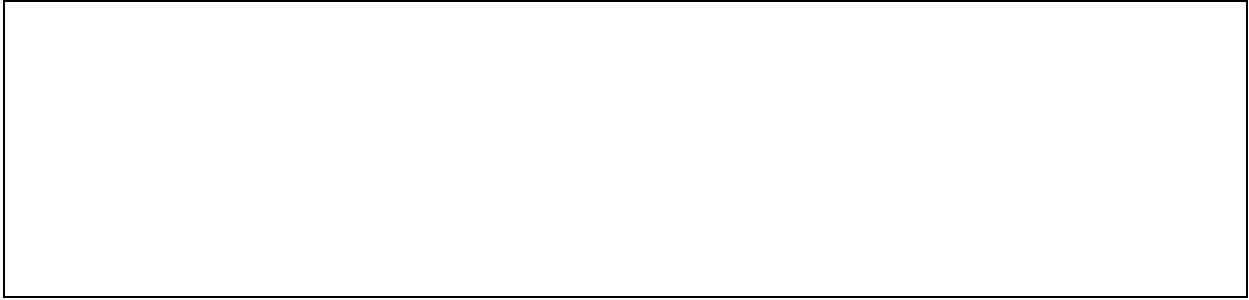
- *Please specify the funding source for this post:*

This will be met by Legal Services Existing budget.

For Externally Funded posts:

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

Comments from Portfolio Holder



Service Manager (Externally funded posts only)

Signed:

Print Name:Date:
.....

Director/Deputy Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett (only required for Cabinet Approval)

Signed:

Print Name:Date:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 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 (Legal)	
SECTION	Property & Capital Projects	
POST TITLE	Capital Project Manager (Heritage, Conservation, Housing, Education)	
GRADE AND SALARY RANGE	Range 6	
POST NUMBER	TBC	
LOCATION	Gun wharf	
DATE POST BECAME VACANT	2016	
MANAGER POST REPORTS TO	Capital Programme Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Robert Dennis		

(* 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.

1. Structure within this function:

Building & Design Services cost centre has 5x FTE and 1x 0.8 FTE Project Manager posts, two of the FTE Project Manager posts are currently vacant. This application is to seek approval to appoint to one of the vacant posts at this time, and may require the second vacant role subject to future income opportunities, such as is being investigated at present with the North Kent Councils works.

Please see the attached organogram that shows the position of the Vacancy within the team. As shown on the organogram the vacancy will report to the Capital Projects Programme Manager. There are no posts reporting into this position.

2. Impact on the service/Council:

The property

Building & Design Services provide key delivery of capital projects across the council,

with our main internal client departments being Education, Housing and Corporate including heritage works. The team operates as an 'expert' client for Medway Council in the commissioning of external consultants and contractors and to oversee the delivery of key capital programmes of work. These programmes include the refurbishment and building of new schools, maintaining schools operational and improvement of the Councils Housing stock in line with it's statutory landlord duties and to ensure best value across all projects.

A key project manager position became vacant circa two years ago which the team managed to absorb into their current workload combined with engaging consultants from the Medway Framework to bridge the staffing gap. The pressure of workload and financial penalty of engaging consultants to bridge this gap has reached a point where it would be more cost effective to recruit permanently to this position.

Whilst the position needs a primary expertise in Heritage and conservation works, it would however be expected to also cover projects for Housing and Education. The impact on the service if this position is not recruited into would be continued expenditure on consultants that now would be no longer cost effective to the Council.

Budget Issues

Please indicate:

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

1. The post has been graded as Range 6 with a salary range of between, £36,469 to £41,934 per annum. Should this post remain vacant until the 31st March 2019 that the savings would equate to this full range for the financial year from 1st April 18 through to 31st March 2019.

2. No, this position is required in order to both maintain the ability for Building & Design Services to earn the current fee income and furthermore to earn additional fee income from the increase in current projects.

Please specify the funding source for this post:

The posts can be funded from the existing staff budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

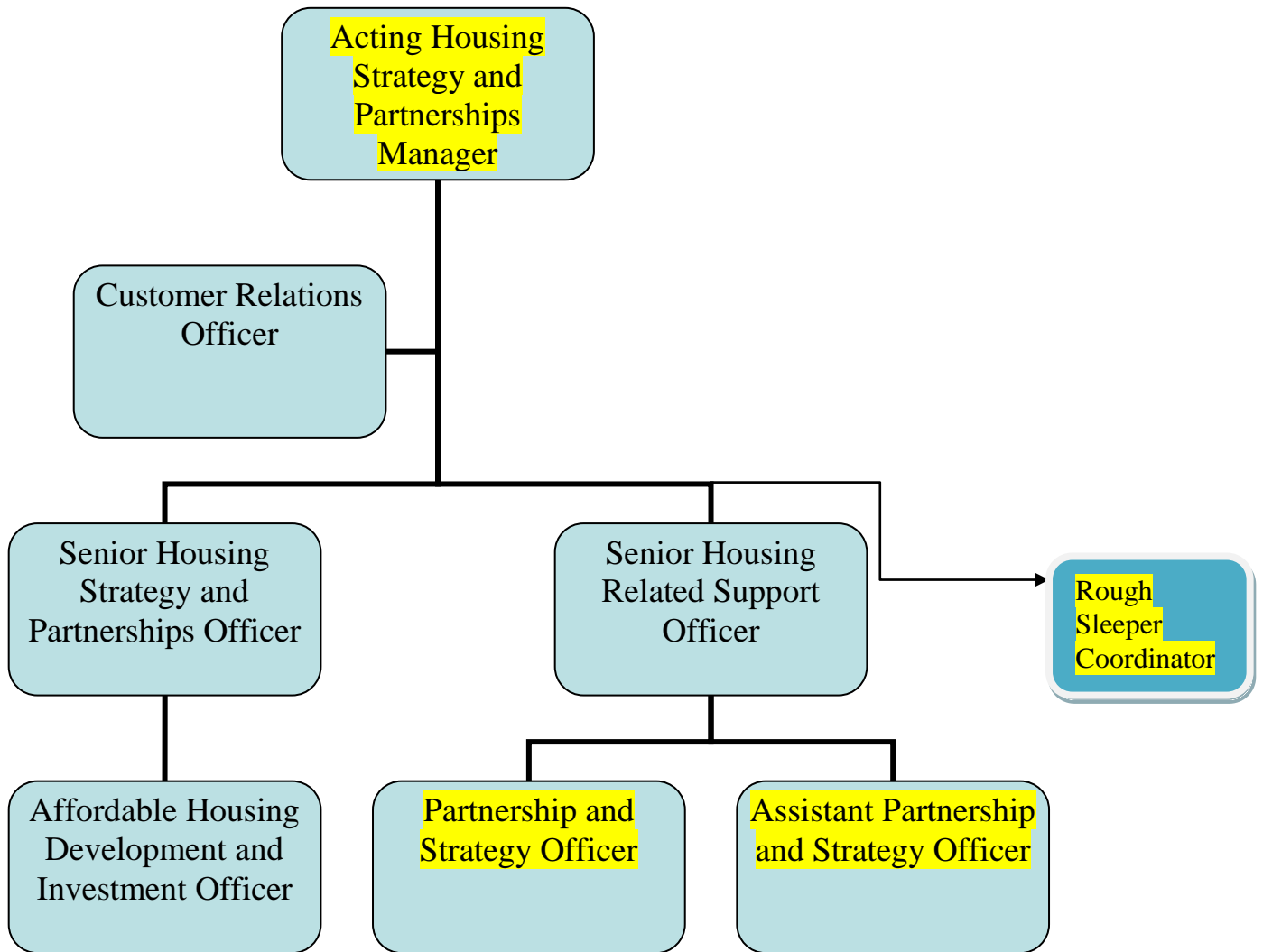
Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Chris Giles	
DIRECTORATE	RCET	
TEAM	Housing Strategy and Partnerships	
POST TITLE	Rough Sleeper Coordinator	
PAY RANGE	5	
POST NUMBER	14285	
PREVIOUS/CURRENT POST HOLDER	New Post	
DATE POST WILL BECOME VACANT	N/A	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: 02/ 07/2018 TO: 31 /03 /2019	Y
<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>		

Attach a structure chart to this form that details all established posts, highlighting all vacant posts.



Service Impact

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.

This is a unique post sitting within the Strategic Housing service – there are no current posts of the same type.

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

public.

There will be no dedicated role providing coordination of rough sleeper services. This will lessen our impact on reducing the street population of rough sleepers. Additionally, we would not receive wider funding around our rough sleeper work so savings would result in net loss of income.

Budget Issues

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

£36,550

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

No, we will only receive the funding agreed if we recruit to this post.

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

External funding from the Ministry of Housing , Communities and Local Government

For Externally Funded posts:

- Salary amount allocated to this post £...£36,550.....
- 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:
.....

**CABINET, DIRECTOR, DIRECTORATE PORTFOLIO HOLDER OR SERVICE
MANAGER APPROVAL
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JOB REFERENCE NUMBER	New post	
RECRUITING MANAGER	Kerrie Skiggs	
DIRECTORATE	RCET	
TEAM	Medway Adult Education	
POST TITLE	Receptionist x 2	
PAY RANGE	Range 1 (tbc)	
POST NUMBER	TBC	
PREVIOUS/CURRENT POST HOLDER	New post	
DATE POST WILL BECOME VACANT	Need receptionists in post from start of new academic year – 10/9/18	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	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

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

This new post (x2) will provide a reception function at the Rochester Community Hub following a decision to increase security in the building after the library and Customer Contact desk have closed. The postholders will ensure only legitimate people are in the building after 6pm. There is no capacity within the existing structure to deliver this function and having a permanent post will ensure adequate and continuity of cover rather than relying on the goodwill of current employees.

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:*

No savings – no alternative ways of providing this service

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

Externally funded - ESFA

For Externally Funded posts:

- Salary amount allocated to this post £1,950 (x 2 posts)
- 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:
.....