

CABINET
20 NOVEMBER 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 13 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

Placement Officer

Performance and Intelligence Analyst

Performance and Intelligence Graduate

Practice Support Officer – Children’s Admin Support Service x2

Leaving Care Personal Advisor

Admin Support Officer x2

Business Support Department

Legal Support Assistant – Children

Paralegal – Children x2

Regeneration, Culture, Environment and Transformation

Catering Assistant - Innovation Centre Medway

Innovation Centre Medway – Receptionist

- 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

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	Katie Beadle	
DIRECTORATE	Children and Adults	
TEAM	ART (Placement Team)	
POST TITLE	Placement Officer	
PAY RANGE	Range 2 - £12,160	
POST NUMBER		
DATE POST WILL BECOME VACANT	N/A – New Post	
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

- 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 post creates an extra 0.5 FTE of ART (Access to Resources Placement Team) resource, to join the existing team of 6 FTE (including the team manager).

The budget for this post has been transferred from a partially unfilled role in Adults Social care team, under the Head of Service budget. This role is a Range 2 role for an additional 0.5 FTE of a Placement officer and slightly below the initial numbers presented to the Adults Improvement Board in March 2018.

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

Not filling this role will result in ART not being able to take on Respite applications. In

this situation the public would not receive the current experience and service level.

Not using the ART team gives an increased chance that the Social Worker does not know what Respite accommodation is available and when, resulting in placements that suit the patient less, slower placements or higher prices, plus less reliable notifications about the placement being sorted. Not using ART also leaves an increased potential for Framework-I to be incorrectly filled in, resulting in missing invoices, financial assessments or simultaneous care packages since few Social Workers do Respite bookings regularly enough to know the process well.

Budget Issues

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

Not filling this role will result in failure to deliver the savings already agreed and expected from the Adults Improvement Plan in March 2018.

Expected savings will come from a number of areas, due to the standardisation of Respite booking process. This will partially be through more accurate assessing/invoicing of service users, partially through correctly closing simultaneous care packages and partially through more careful management of entitlement to Respite.

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

Some of the savings might be achievable through training of the social worker teams, however it is likely to take significantly longer and not to release the same level of saving.

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

The funding from this role will come from the Adults Social Care Team, under the Heads of Service budget, specifically, it has come from part of an Assistant Integrated Practitioner (AIP) role that has not been filled.

For Externally Funded posts:

- Salary amount allocated to this post £12,160
- Reserves allocated in case of redundancy £.....

Comments from Portfolio Holder

Based on the need to achieve savings, it is recommended that this post be cleansed as critical to the organisation.

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Children and Adults		
SECTION	Business and Intelligence		
POST TITLE	Performance and Intelligence Analyst		
GRADE AND SALARY RANGE	Range 5 £30,890 to £36,649		
POST NUMBER	13163		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1/9/18		
MANAGER POST REPORTS TO	Business and Intelligence Programme Lead (
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Dan Harper			

(* 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.

1 The service was restructured in summer 2016, with the new structure coming into effect in November 2016. In September 2017 the contract with Medway Youth Services was not renewed and the work bought back 'in house' Career Vision were contracted to part provide management information services for the 2017-18 academic year. This terminates on 31/8/18 and the responsibility for this work will be taken up by the C&A Business and Intelligence Performance team. This post has been budgeted for and will not be filled until 1/9/18.

Currently the team comprises 4 Analysts working to support Children's Services, Early Help and Troubled families, Adult Social Care and School Improvement. One of these Analysts left on 30/9/18.

2. If this post is not filled the Service will be unable to absorb the management information side of the work formally carried out by MYT. This would result in an

inability to complete statutory returns regarding young people Not in Employment Education and Training (NEET), the September guarantee and the Activity survey. Performance management requirements applicable to existing Council Plan measures and service support will not be tenable. Service development through data analysis and informed decision making will not be possible.

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 Not filling this post would avoid paying approximately £23,300 in salary costs.

Please specify the funding source for this post: Base budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 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	Business and Intelligence		
POST TITLE	Performance and Intelligence Graduate x1		
GRADE AND SALARY RANGE	£20,000		
POST NUMBER	10966		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1/4/18		
MANAGER POST REPORTS TO	Performance and Intelligence Officer		
*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: Dan Harper			

(* 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.

1 The team has 1 graduate officer position

2 These posts are responsible for supporting the producing the metrics and dashboards for Adult Social care, Children’s Services and Schools Effectiveness. They are also responsible for supporting the data quality information and performance management data to support service managers with strategic service planning. A key aspect of their responsibilities will be supporting and assisting the completion of the statutory returns for all areas of the Children’s and Adult division.

Failure to fill these posts will endanger the ability of Business and Intelligence to deliver key aspects of its roles including:

The production and analysis of quality, regular, performance management information that drives operational and strategic change.

The development of systemic workflows and pathways designed to deliver efficient

practice and excellent service delivery to clients.

Graduates form an integral part of team development and the growing of 'in house talent', which is important in maintain high levels of service and business continuity.

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 £25293 including the 4 months the post has been vacant so far this year.

Please specify the funding source for this post: Base Budget

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

JOB REFERENCE NUMBER		
RECRUITING MANAGER	STACEY ALLSOP	
DIRECTORATE	CHILDREN & ADULTS	
TEAM	AREA 2	
POST TITLE	PRACTICE SUPPORT OFFICER	
PAY RANGE	19686 - 25369	
POST NUMBER	14002	
DATE POST WILL BECOME VACANT	12/08/2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	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

Within Children's Safeguarding Service, there are 16 pods divided into 4 areas. Each area has 2ft PSOs. Currently, Area 2 has 1.5fte as a member of staff has now left the service.

This post pro-actively provides key administrative support across the Area2 to ensure timely appropriate interventions with children & their families.

Tasks include contributing to practice pod meeting & group supervisions by updating members of the pod on relevant statistical information such as caseloads, reviews, timescales etc to assist with decision making

To support the provision of services to families through direct contact with children and families as deemed appropriate

To service case & strategy meetings by ensuring papers are prepared, relevant professionals are invited, taking minutes and maintaining accurate records of decisions and actions required

Ensure case records on fwki are correct and kept up to date and act as first point of contact.

As this role is vital to the service I am requesting the post is approved to recruit for this 0.5post.

Budget Issues

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

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

3. Please specify the funding source for this post:

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:
.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Leanne Peters	
DIRECTORATE	Children and Adults	
TEAM	CASS	
POST TITLE	Practice Support Officer	
PAY RANGE	19,686 – 25,369	
POST NUMBER	14003	
DATE POST WILL BECOME VACANT	1 st November 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 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

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.*

Due to the current pod structure being 0.5 to a pod, this will have a major impact on the pods. Service and children of Medway.

An Ofsted inspection is imminent and currently due to shortage of staff we are unable to provide adequate support to Social workers and the families they work with.

Retention of social work is being impacted by effective pod support so it is vital that this post is replaced to avoid further disruption to the service.

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

Part of the duties of a Practice support officer is to provide consistent support to families on behalf of social workers, building relationships and taking the pressure off of social work staff. Reducing the time they spend on office tasks giving them more time to focus on “social work”.

Without the support of the practice support officer calls will go unanswered leading to complaints and the possibility of vital information being missed. Potentially safeguarding concerns from schools and partner agencies will not be picked up in a timely manner.

Budget Issues

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

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

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

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:
.....

**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	Joanne Kavanagh	
DIRECTORATE	Children and Adults' Services	
TEAM	Leaving Care Team	
POST TITLE	Leaving Care Personal Advisor	
PAY RANGE	Range 3	
POST NUMBER	5629	
DATE POST WILL BECOME VACANT	Vacancy from 30 September 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 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.

The Leaving Care Team consists of a Team Manager, Senior Social Worker, and Eight Leaving Care Personal Advisors. Currently we are working with on average 200 young people aged 16-25 who require ongoing support from the leaving care team. Leaving Care Personal Advisors play a key role in providing practical and emotional advice, support and assistance to young people leaving care.

The current post holder (Leaving Care Personal Advisor) is leaving the team following their successfully completing her social working training and they will be starting the Medway Social Work AYSE programme in October in Medway Children's Services. This change will have a significant impact on the capacity of the team as we will be losing an experienced worker.

Impact of PA on services or immediate recruitment to this post.

- This would enable all young people to be allocated a PA (16-25 years) as stipulated in the Children Act (Leaving Care) 2000 and to receive the support they require.
- It would enable the service to ensure all young people continue to have effective and comprehensive pathway plans in place
- It would enable the team to work more effectively in supporting young people into education training and employment
- It would enable the team to plan more effective young people's transitions into living independently in their own accommodation.

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:*

The plan is to actively recruit to this post to minimise disruption and endeavour to support young people in their transition.

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

The costs will come from the Leaving Care 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	Cheryl Lowther	
DIRECTORATE	Children & Adults	
TEAM	CASS	
POST TITLE	Admin Support Officer	
PAY RANGE	£15,501 to £19,686	
POST NUMBER	12174	
DATE POST WILL BECOME VACANT	01/10/2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
No	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.

1fte will become vacant as of 1 October 2018 and the post needs to be filled as soon as possible.

The role involves organising and minuting meetings and panels as required. The role also includes requesting medicals – references – Local Authority checks – payment of invoices for medicals undertaken the timescale of which is imperative to maintain that the child/ren are placed into care as soon as possible.

The CASS team receive a high level of telephone calls from clients and other agencies regarding safeguarding concerns. It is imperative these calls are answered and passed on in a timely manner to ensure any concerns are dealt with promptly.

Should the post not be filled, it would have a significant detrimental effect to Children's Social Care. It is imperative Children's Social Care has full capacity of admin staff to provide the support required to get to the required OFTED level of good/outstanding & provide the level of service the children's & families of Medway deserve.

Budget Issues

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

A salary of £15,501 to £19,686. Savings to the administration service have already been considered and made a reality in the restructure that took place in May 2015 and December 2017.

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

As above

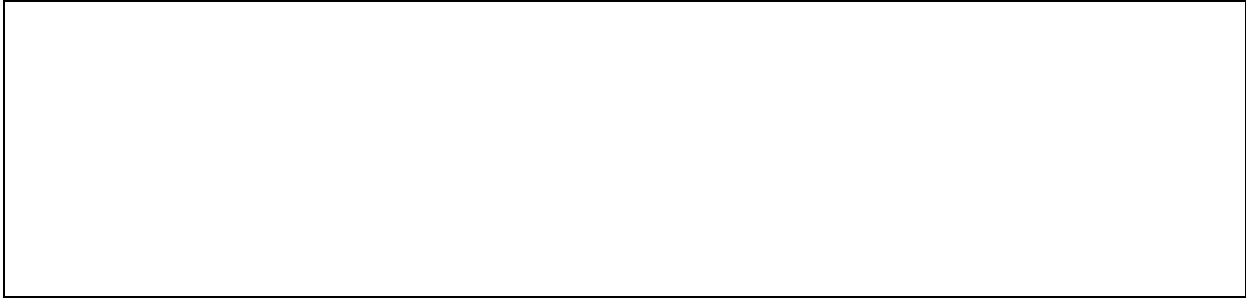
- *Please specify the funding source for this post:*

The Council's general fund.

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

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	Natalie Morgan	
DIRECTORATE	Children and Adults	
TEAM	CASS	
POST TITLE	Admin Support Officer	
PAY RANGE	Range 2 (£15,501 - £19,686)	
POST NUMBER	12174	
DATE POST WILL BECOME VACANT	01/10/2018	
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

- 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.*

Due to staff promotion a part time role of 22.2 hours became vacant as of 1 October 2018 and the post needs to be filled as soon as possible.

The role involves processing incoming invoice payments via Integra2, raising purchase orders, set up of new suppliers, keeping accurate financial records, and dealing with any payment queries both internally and externally.

In addition to this the post will involve answering calls from the hunt group. The CASS team receive a high level of telephone calls from clients and other agencies regarding safeguarding concerns. It is imperative these calls are answered and passed on in a timely manner to ensure any concerns are dealt with promptly.

Should the post not be filled, it would have a significant detrimental effect to Children's Social Care. It is imperative Children's Social Care has full capacity

of admin staff to provide the support required to get the required OFSTED level of good/outstanding and provide the level of service the children's and families of Medway deserve.

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

Budget Issues

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

A salary of £15,501 - £19,686. Savings to the administration service have already been considered and made a reality in the restructure that took place in May 2015 and December 2017.

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

As above

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

The council's general fund.

For Externally Funded posts:

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

Comments from Portfolio Holder

Approved if from established budget.

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

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		
SECTION	Legal		
POST TITLE	Legal Support Assistant – Children		
GRADE AND SALARY RANGE	Grade 2		
POST NUMBER	8202		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	2 nd November 2018		
MANAGER POST REPORTS TO	Jan Guyler		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	November to January – 3 months while we recruit to this post.		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Sameera Khan			

(* please delete as appropriate)

Impact on Service – please include:-

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

This request is for a 1 permanent Legal Support Assistant in the Legal – People.

The post has become vacant following resignation of the individual concerned with immediate effect.

The post is required to be filled due to an increase in child care work which has resulted in an increase in child care personnel generally.

During the last quarter of 2018 child care cases have steadily increased with a large number of complex cases which requires extensive amount of input from the Para-legal and Lawyers in the team.

Legal Support Assistant & Para-legal provide a vital support to the team in preparing for cases, bundles, instructing counsel and experts and it is vital that the posts are filled to maintain continued stability in the team. They are the backbone of our People team a resource which we are not able to do without.

Locums with experience in this type of work tend to command high hourly rates. Recent experience has shown that the hourly rate for Legal Support Assistant between £20 - £25 per hour so an average 37 hour week would cost up to £1,000 per week to hire on a locum basis.

The current annual salary of a Legal Support Assistant is up to £16,000 which is attractive enough to seek good candidates for this position.

These are existing posts and are therefore currently provided for in the Legal Services department budget which will not mean any additional increase in the budget.

On a final note Medway pay considerably less than their neighbouring Boroughs such as Kent and Bromley who tends to pay their legal staff substantially more as well as have attractive packages such as PRP or Market Supplement. This was the added factor when meant we did not attract qualified candidates during our last round of recruitment.

Accordingly agreement is sought to recruit to this post.

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.

It is a permanent post accounted for within the current structure. Essential to the needs of the service.

Please specify the funding source for this post:

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET 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	Legal		
POST TITLE	Para legal – Children		
GRADE AND SALARY RANGE	Grade 3		
POST NUMBER	0065 x 2		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	17 th September 2018		
MANAGER POST REPORTS TO	Jan Guyler		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y – Already approved		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y – Already approved		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	N/A		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Sameera Khan			

(* please delete as appropriate)

Impact on Service – please include:-

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

This request is for a 2 permanent Para-legal in the Legal – People.

The two posts have become vacant following resignation of the individual concerned with immediate effect.

The posts are required to be filled due to an increase in child care work which has resulted in an increase in child care personnel generally. Given the current resignation the total number of vacant Para-legal post have increased from 2 to 3 which is not sustainable and need to be filled.

During the last quarter of 2018 child care cases have steadily increased with a large number of complex cases which requires extensive amount of input from the Para-legal and Lawyers in the team.

Para-legal provide a vital support to the team in preparing for cases, bundles, instructing counsel and experts and it is vital that the posts are filled to maintain continued stability in the team. They are the backbone of our People team a resource which we are not able to do without.

Locum Para-legal with experience in this type of work tend to command high hourly rates. Recent experience has shown that the hourly rate for Para-legal is between £30 - £35 per hour so an average 37 hour week would cost up to £2,500 per week to hire.

Using a Locum would therefore be significantly more expensive than recruiting a permanent employee even with the add on salary expenses.

The current annual salary of a Para-legal is in the range of £19,500 to £22,500 (which divided by 52 gives a weekly figure of £400 per week in comparison to £2,500 on a locum basis).

These are existing posts and are therefore currently provided for in the Legal Services department budget which will not mean any additional increase in the budget.

On a final note Medway pay considerably less than their neighbouring Boroughs such as Kent and Bromley who tends to pay their legal staff substantially more as well as have attractive packages such as PRP or Market Supplement. This was the added factor when meant we did not attract qualified candidates during our last round of recruitment.

Accordingly agreement is sought to recruit to these posts.

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.

Both of these post are permanent post and within the current structure. Essential to the needs of the service.

Please specify the funding source for this post:

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET 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	Joanne Cable	
DIRECTORATE	RCET	
TEAM	Regeneration Delivery	
POST TITLE	Catering Assistant - Innovation Centre Medway	
PAY RANGE	Range 1	
POST NUMBER	13994	
DATE POST WILL BECOME VACANT	Currently vacant	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: TO:	N
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts.		

Service Impact

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.*

The Innovation Centre Medway café currently operates with two full-time catering assistants with overlapping shifts. At present, when one takes leave, the other is expected to cover. This has two unfortunate consequences:

- The opening hours of the café must reduce. Typically it is open from 8.00am – 4.30pm. However, when one of the assistants is on leave, this reduces to 8am – 3pm, with resulting loss in income.
- The assistant who is providing cover accrues flexi-leave. When this is then taken, the second assistant is required to provide cover. This means they then accrue flexi-leave – i.e. a vicious circle is begun.

In addition, during these periods, the café has no resilience for unexpected absence, e.g. due to sickness.

This request is to recruit to a zero-hours contract post to cover eight weeks annual leave p.a. and any periods of sickness.

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

The opening hours of the café reduce considerably - for eight weeks a year annual leave (i.e. the annual leave periods of both staff members), and then for the consequent flexi-leave accrued.

This reduces the hours during which we can offering catering to accompany meeting room hire, and means there is no income through the tills in the late afternoon.

This lack of consistency in late opening is also to the detriment of the good reputation of the cafeteria.

Budget Issues

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

This would be in the region of £1,200 (assuming three weeks annual leave remain between the two staff, and that there is one week of sickness).

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

If the status quo is retained, the vicious circle of each assistant building up flexi-leave will continue, with an ongoing impact on the opening hours of the café, and a regular loss of income during the 3.00 – 4.30 period.

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

The Innovation Centre Medway café has been operating successfully in house for ten months, and the revenue budget build allows provision for a zero-hours contract Catering Assistant to provide cover for periods of leave. (This has been confirmed by Accountant Paul Woollven).

Whilst there is budgetary provision to pay a zero-hours contract assistant for annual leave cover, it is also anticipated that income will increase thanks to this post, to at least partially recoup the outlay.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name: Richard Hicks
.....

Date:

Directorate Portfolio Holder

Signed:

Print Name: Cllr Chambers
.....

Date:

Councillor Alan Jarrett

Signed:

Print Name: Cllr Jarrett
.....

Date:

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	Joanne Cable	
DIRECTORATE	RCET	
TEAM	Regeneration Delivery	
POST TITLE	Innovation Centre Medway – Receptionist	
PAY RANGE	Range 2	
POST NUMBER	13455	
DATE POST WILL BECOME VACANT	Currently temporarily vacant	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: asap TO: unconfirmed	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

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.*

There are two Receptionists at the Innovation Centre Medway who cover the Centre opening hours of 7am – 7pm, split across a 7am – 3pm shift, and a 1pm – 7pm shift. The late shift postholder is temporarily absent on sickness leave (ongoing since 21 August 2018).

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

The Managed Workspace Co-ordinator (who works 0.5FTE at the Innovation Centre) has been covering the reception from 3pm – 7pm. This takes her away from her core duties.

The other receptionist is working alone from 7am to 3pm, meaning there is no time for a reception handover, and that she must undertake her other duties (processing invoices, meeting room bookings and handling tenant and

contractor enquiries) whilst trying to service the front desk and telephones.

Whilst both staff members have risen to the challenge of reduced staffing with a significant amount of goodwill, this situation is unsustainable - at present, neither of the staff members can take leave (as this would result in the other having to undertake a 12 hour shift, or in the closure of the reception) and there is no resilience should either of them fall ill.

There are delays in e.g. processing meeting room bookings, or responding to tenant and prospective tenant enquiries. This could result in lost business and therefore income generation, in terms of meeting room bookings, and the take-up of new tenancies. There are also longer queues at the reception desk, and longer waiting times for the phone to be answered, as well as increased missed calls.

This request is for temporary reception cover for a 3pm – 7pm period to cover the period of sickness absence. The postholder's current sickness certificate covers up to and including 16 November, but may extend beyond this. She has been referred to Occupational Health for their support.

Budget Issues

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

Temporary cover can be provided by Ocelot for £245 per week. If the postholder were to remain absent until the end of the financial year, and assuming a temp would start on 3 December, this would cost c.£4,165. This would be offset by a reduction in the current postholder's pay (once the six month's full sickness pay has expired in late January) of approximately £1,650. Therefore total costs – should cover be required for the full length of this period - will be £2,515.

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

The alternative of continuing with the status quo is not sustainable, as the Receptionist and Managed Workspace Co-ordinator are at present unable to take annual leave, and there is no resilience should either of them fall ill. They are also drawn away from their other duties, which is placing them under significant pressure.

At present, the PA to the AD for Physical and Cultural Regeneration is providing 8 hours a week reception support, which is possible due to the temporary vacancy of the AD post. This does not represent a full solution, and will not be sustainable once the new AD arrives at the start of December.

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

This will be funded from the Innovation Centre Medway revenue budget. Savings of £1,200 have been identified from cancelling subscriptions, and £300 from returning outsourced social media work to the Council's Communications team. The balance – should cover be required for the full length of this period - would be met by meeting room hire income exceeding target.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name: Richard Hicks
.....

Date:

Directorate Portfolio Holder

Signed:

Print Name: Cllr Chambers
.....

Date:

Councillor Alan Jarrett

Signed:

Print Name: Cllr Jarrett
.....

Date: