

CABINET

5 MARCH 2019

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 21 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 posts requiring approval

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

Regeneration, Culture, Environment and Transformation

Graduate Trainee – Economic Development
Employment Support Manager

Business Support Department

Lawyer – Child Care x 5 (2 maternity cover until November 2019)
Lawyer – SEN
Lawyer – Adult
Part Time Lawyer – Child Care
Solicitor Advocate x 2
Paralegal x 2
Lawyer – Place Team x3
Finance Assistant

Children and Adults

Leaving Care Personal Advisor – Permanent
Leaving Care Personal Advisor - Temp
Quality Assurance Admin Support

- 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

Appendix 1

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	Graduate Trainee – Economic Development	
PAY RANGE	Fixed - £20K p.a.	
POST NUMBER	New post - tbc	
PREVIOUS/CURRENT POST HOLDER	n/a	
DATE POST WILL BECOME VACANT	1 April 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N Two-year fixed term.
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: TO:	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

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 Economic Development Officers within the Regeneration team. The proposed creation of this post responds to the intention of the Economic Development and Business Support officer to reduce their hours to 0.6FTE as of 1 January 2019, as part of a two-year phased retirement programme.

This proposal seeks to support the workload that will be un-resourced following the reduction in hours, and brings additional benefits, **all while remaining in budget**. The additional benefits are set out as follows:

A Graduate Trainee can work alongside the current post holder for their remaining period of employment. This would ensure a thorough transfer of the experience the post holder has gained in almost twenty years in the role. Potentially, the Graduate Trainee could then apply for the Economic Development and Business Support Officer role when the postholder retires. (The proposed creation of the Graduate Trainee post echoes a model which has successfully been used within the team in recent history, and which led to two Graduate Trainees becoming highly-respected Range 5 officers).

A Graduate Trainee will benefit from being skilled in work across the Regeneration Team, but in particular will accommodate the 40% reduction in the Economic Development and Business Support officer's capacity.

This will be a fixed term two-year post at £20K per annum. This equates to £25,300 per annum including on-costs. Salary savings from the reduction in hours of the Economic Development and Business Support Officer are in excess of this sum, at c. £26K per annum. It is proposed that this saving is used to fund the Graduate Trainee role.

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

If the post is not filled, we will need to reduce the Economic Development and Business Support workload by 40% to reflect the reduction in hours. There is one other Economic Development officer, who would not be able to absorb this workload. The support we offer local businesses would need to be reduced accordingly. This would impact on 1:1 advice, as well as support for business events, and planning for the Innovation Park Medway. It would result in reduced job creation and intensive assist outcomes, which form part of Council and Directorate Plan targets.

Budget Issues

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

The post will not be occupied until 1 April 2019. The three month delay between the Economic Development and Business Support officer reducing their hours, and the appointment of the Graduate Trainee will result in £6.5K of savings in 18/19.

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

No viable other ways of providing the service have been identified. The proposed creation of the Graduate Trainee post is considered to offer optimum momentum for delivery whilst remaining within budget.

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

Internal council revenue budget (already existing).

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 Chitty
.....

Date:

Councillor Alan Jarrett

Signed:

Print Name: Cllr Jarrett
.....

Date:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	MICHELLE PENROSE	
DIRECTORATE	RCET	
TEAM	RD	
POST TITLE	EMPLOYMENT SUPPORT MANAGER	
PAY RANGE	RANGE 4	
POST NUMBER	14155	
DATE POST WILL BECOME VACANT	24.12.18	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS	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.

The Work and Health Programme has reached the stage where customer caseloads are increasing due to number of referrals from the local Jobcentreplus in Medway. Referrals include, long term unemployed, newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with multiple barriers to overcome. Our contract dictates that we must ensure no Support Manager has a caseload of above 42 clients. Our current caseload is 87 between .81fte and a colleague who is currently acting up to cover a post made vacant in December 2018

In order to provide a high quality service to the Work and Health Programme customers and to obtain maximum income we need to replace the Employment Support Officer with immediate effect to support the current staff and ensure quality of service going forwards. The additional post is absolutely essential to overseeing the operational day to day customer facing and support service, providing essential professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The Employment Support Officer will be responsible for a caseload of clients from 30-42 customers for which they will meet with them on a regular weekly basis and have contact by e-mail and telephone, whilst further supporting the individual address their multiple barriers to employment through sourcing relevant support agencies, identifying and sourcing relevant job training and skills development courses and further more support the individual in searching for job opportunities and providing initial support

to the individuals while they are in-work for the first 6 months. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the post, the direct operational services provided to the public will not function and the contract requirements will not be met. These roles are vital in ensuring Medway Council's direct operational delivery and services are achieving the performance level targets set by Group 4 Security for the Work Programme and Shaw Trust for Work and Health Programme, without which we will be liable for non-conformance and delivery failure resulting in potential penalties imposed and loss of contract.

Budget Issues

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

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

In relation to the post of Employment Support Manager, this will be completely externally funded from the income received from the Work and Health programme. Employ Medway is externally funded via two national Government initiatives from the Department for Work & Pensions (DWP) termed the Work Programme and more recently The Work and Health Programme which commenced in January 2018 and runs for five years.

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

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.

When completing the Service Impact and Budget Issues sections of this document, please be aware that once approved this will be published in a Cabinet Agenda on the council's website and it will be in the public domain so please refrain from detailing commercially sensitive information, or using names, job titles or anything that could easily identify a person and/or their personal circumstances.

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Sameera Khan	
DIRECTORATE	Business Support	
TEAM	Legal	
POST TITLE	5 – Full time Lawyers – Child care (including 2 for maternity cover until November 2019) 1 – Full time Lawyer - SEN 1 – Full time Lawyer - Adult 1 – Part-time Lawyer – Child care 2 – Full time – Solicitor Advocates 2 – Full-time – Paralegals	
PAY RANGE	Range 6	
POST NUMBER	-	
PREVIOUS/CURRENT POST HOLDER	Locums in post	
DATE POST WILL BECOME VACANT	Ongoing recruitment with Locum temporary cover	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Temporary Locums while recruitment is in progress
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: 01 /02/2019 ongoing	

Job Profile must be attached

Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.

These posts were already authorised in 2017 and Cabinet approval sought. However, since then we have managed to recruit a couple of Lawyers, but at the same time lost 3 Lawyers; two for Maternity and one for change of location.

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 – e.g. 20 care workers 2 posts vacant.*

The Cabinet is asked to note that the temporary recruitment of locum is due to expire in March and authorisation is sought to continue with the current temporary staff. In addition 2 new temporary Locums' authorisation is required, one to cover the SEN area of work and one for a staff member who is due to commence her maternity leave from March 2019.

The Cabinet is therefore asked to approve the appointments as outlined below for which temporary authorisation has been obtained.

5 – Full time Lawyers – Child care (including 2 for maternity cover until November 2019)

1 – Full time Lawyer - SEN

1 – Full time Lawyer - Adult

1 – Part-time Lawyer – Child care

2 – Full time – Solicitor Advocates

2 – Full-time – Paralegals

While the legal department successfully recruited a couple of lawyers in the first round of recruitment a number of Lawyers left. At present the team is heavily dependent on Locum Lawyers to provide the ongoing support that the team needs. It is therefore imperative that the vacant posts are filled almost immediately as well as Locums retained to ensure service delivery.

The team currently has 60 care proceeding with around 50 pre-proceeding which is a total of 110 cases in total which is not possible to maintain without the recruitment of permanent Lawyers.

In addition the team deals with Adult and Education work which is also on the increase by approximately 50%. Despite the above the team continues to deal with Judicial Review, community Care matters, Adoption and injunctions. Approval is therefore sought to continue with the various Locums in the team while recruitment is ongoing and while the maternity cover is required.

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

In the event that the posts are not filled there is a very high risk that the service delivery will be effected. The team currently provides a statutory service to the Social Care Team which they will not be able to delivery if the staff are not appointed.

It is also important that the permanent recruitment is made to ensure that we are able to provide a quality service to the client but at the same time to ensure that the temporary locums are retained in the interim to ensure there is least disruption as possible to the service delivery.

Budget Issues

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

Furthermore due to its statutory responsibility it is not possible to make any budgetary saving.

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

Unfortunately there are no other options but to continue with the current locums. We are already heavily dependent on Locum Lawyers to deal with the urgent cases, but there is no stability in the team which is essential for the efficient service of the team.

8. Please specify the funding source for this post:

All posts are already in the current structure for Legal Services People team.

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	B517VR	
RECRUITING MANAGER	Vicky Nutley Assistant Head of Legal Services	
DIRECTORATE	BSD	
TEAM	Legal Services Place Team	
POST TITLE	Lawyer x3	
PAY RANGE	6	
POST NUMBER	3602	
PREVIOUS/CURRENT POST HOLDER		
DATE POST WILL BECOME VACANT	14 March 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	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 post which will become vacant is currently one of 7 within the structure, although as part of a proposed restructure this will be increased to a total of 9 posts. The newly vacant post is that of the team's senior property lawyer who is instrumental in bringing forward a number of the Council's significant regeneration projects, such as the Riverside developments in both Rochester and Strood. Whilst permission is sought to recruit to this post externally, we are also asking for permission to recruit to two new lawyer posts created

through a minor restructure. These posts will be filled internally and therefore will not attract any recruitment costs.

6. The lawyers within the team provide a comprehensive internal service across a wide range of areas with overlapping areas of expertise however the newly vacant post is held by one of the teams few specialist lawyers providing high level property expertise. The two newly created posts are both at a less senior level providing development roles for newly qualified staff one in property and one in litigation.
7. If we are unable to recruit to these posts there will be a significant impact on the ability of the team to continue to deliver the required support to the Council's regeneration ambitions. It is likely that a much higher proportion of work will need to be outsourced to external firms resulting in the Council incurring much higher fees and increased pressure on already restricted budgets.
8. There would also be a significant impact on the ability of the team to generate income.

Budget Issues

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

None as the post would only be vacant for 2 weeks, and in any event recruitment would not take place until April.

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

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

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

11. Please specify the funding source for this post:

One is an existing post and is therefore currently provided for in the Legal Services department budget. The Place Team Litigation Lawyer post is range 6, with a salary of £35 430 - £40 741pa plus on costs (estimated at 27% of salary costs). The other two posts are reallocation of existing resources so will also be covered within the legal services budget.

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

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 (0.5 fte)		
GRADE AND SALARY RANGE	R2		
POST NUMBER	11697		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	September 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:-

- 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	Exchequer Services Principal Officer (Range 7)
7.24	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 £2000

2 The service is constantly under review and has seen the numbers reduce from 18.5 fte's in September 2014, to 9.03 to date (part of this reduction was to see 2.5 staff transferred to social care)

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	Children Services		
SECTION	Leaving Care Team		
POST TITLE	Leaving Care Personal advisor		
GRADE AND SALARY RANGE	Range 3		
POST NUMBER	5629		
LOCATION	Broadside		
DATE POST BECAME VACANT	Vacancy from 25 January 2019		
MANAGER POST REPORTS TO	Head of service		
*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	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Joanne Kavanagh			

(* 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.

Please ensure you include information regarding where this post is being funded from and the implications of not filling this post. Rationale forms without this information will not be considered.

A position as a Leaving Care Personal Advisor will become vacant on 25 January 2019 following a member of staff handing in their resignation on 28 December 2018.

The funding for this post is already allocated with the Leaving Care staffing budget and will not lead to increased incurred costs.

The Leaving Care Team when fully staffed comprises of the Team Manager, One Senior Social Worker and 8 Leaving Care Personal advisors. We are currently carrying one vacancy since September 2018 and will be interviewing to fill post in

January 2019. This post is unlikely to be active until late Feb at the earliest.

Since the implementation for the Children and Social Work Act 2018 and the introduction of extending the role of the Leaving Care PA to all care leavers we have seen a significant increase in workload in the team with over a quarter of the workload now aged 21+. There has not been an additional staff made available so this work has been in addition to ongoing work which has led to a significant increase in workload across the team which in the long term is unsustainable.

Therefore to carry an additional vacancy will have significant impact on the service we deliver to young people and our statutory duties as a leaving care team.

The impact of this post not being filled with immediate effect will result in caseloads exceeding 40 plus in the team which will have a significant impact on support and service delivery to young people in care and leaving care. This would also place a huge strain on the team impacting detrimentally on our work with young people, team performance and morale.

This post remaining vacant would also have significant impact on our support to those vulnerable care leavers who are not in education training or employment and who require ongoing support from us and our partners. This is an area of work where we continue to underperform and a reduction in PA support would have a significant impact in supporting and tracking young people's progress at a crucial time in their lives.

This position will need to be recruited to immediately so that all young people will be allocated a leaving care personal advisor and our statutory responsibilities met.

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.

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

The costs will come from the Leaving Care 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 Services		
SECTION	Leaving Care Team		
POST TITLE	Leaving Care Personal Advisor		
GRADE AND SALARY RANGE	Range 3		
POST NUMBER	5629		
LOCATION	Broadside		
DATE POST BECAME VACANT	Immediate – new post		
MANAGER POST REPORTS TO	Head of service		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	January 2019 to 31 st March 2020		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Joanne Kavanagh			

(* 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.

Please ensure you include information regarding where this post is being funded from and the implications of not filling this post. Rationale forms without this information will not be considered.

In October 2018, Medway Council received a letter from Nadhii Zahawi MP Parliamentary Under-Secretary of State for Children and Families regarding **ADDITIONAL FUNDING TO SUPPORT DELIVERY OF THE ROUGH SLEEPING STRATEGY** in which he stated that, the Government published in August its rough sleeping strategy, setting out the action it will take to meet its objectives to halve rough sleeping by the end of this Parliament and to eradicate it by 2027. The DfE has agreed to provide extra funding to a number of local authorities, which include Medway, to enable us to provide additional support to care leavers who are judged to be at highest risk of rough sleeping.

The latest data for care leavers aged 19-21 (for year ending March 2017) show that approximately 640 (around 2.5% of the cohort) are at high risk of homelessness/rough sleeping because they fall into one of the following categories:

- they are homeless/no fixed abode (300 young people);
- they are in 'other accommodation', which has been deemed by the local authority to be unsuitable
- surfing with friends (180 young people); or
- they are in either emergency or Bed & Breakfast accommodation (160 young people).

The funding will enable Medway to provide extra support to our most vulnerable care leavers and it has been calculated on the basis that it will allow you to employ one or more specialist Personal Advisers to provide intensive support to a small caseload of around 5-10 care leavers who you judge to be at highest risk of rough sleeping for example where using that approach,.

Medway has been allocating funding from October to March 2018 - £ 24000 and this will be double in the financial year.

The proposal is to second a current PA into this post and recruit a temporary Leaving Care PA until the next financial year 20/21 when funding will be again reviewed. This post will be required to be back filled position and enable team to remain fully staffed. There will be no additional costs to the Council.

The Dfe have also appointed a Specialist Advisor who will be visiting us in the New Year to assess and support us with this new initiative and he will be reporting to DfE and Ministry for Housing, Communities and Local Government (MHCLG) on how we are using this funding is progressing.

I am proposing therefore that we second a current Leaving Care PA into this post and that we back fill this post with a temporary post which we will need to recruit to this position.

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.

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

The costs will come from the additional funding made available by DFE to the Leaving Care budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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

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

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Christine Impey	
DIRECTORATE	Children's Services – S&QA	
TEAM	Quality Assurance team	
POST TITLE	Admin support 0.5 FTE	
PAY RANGE	SW2	
POST NUMBER	6011	
PREVIOUS/CURRENT POST HOLDER	John McGovern	
DATE POST WILL BECOME VACANT	04-02-2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	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

The current QA admin support officer will be leaving the council on 4 February 2019 and therefore will need to be replaced, as without the admin support to the QA team the support to the quality assurance and audit activity will be a challenge.

The audit function within Medway Children's Services is far reaching across the whole of the directorate and provides the oversight and challenge to social work practice.

To not have the QA team fully functioning at this time when an Ofsted focus visit is anticipated to be imminent, will be a significant risk.

The audit schedule is a full activity reaching across all teams and the admin support co-ordinates the allocation of audit and collation of information from completed audits

which assists the QA manager and auditor to produce analytical data reports.

This functions highlights the practice across the whole of children's services and assists with inspection preparation, and audit activity when inspection is announced as a selection of cases audits will need to be completed in a very short timeframe and assist the service with any remedial actions necessary.

I am requesting authorisation for an agency worker to cover the post in the short term whilst going out to advert for a permanent appointment.

Budget Issues

- *Please indicate the realisable savings if this post remained vacant until the end of the financial year:*
It would not be possible to hold this as a vacancy
- *Please indicate if any savings could be achieved by alternative ways of providing the service:*
- *Please specify the funding source for this post:*
Funding will be sourced from my existing establishment 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: Christine Impey.....Date: 21-01-2019

....

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:
.....