

CABINET

9 APRIL 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 30 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

Innovation Centre Medway – Receptionist
Customer and Business Support Officer x 5
Command of the Heights – Learning and Participation Officer
Greenspace Development Officer
Operations Officer
Data Processing Clerk
Head of HR Medway and Gravesham
HR Consultant, HR Officer, HR Assistant (1 form)

Business Support Department

Trainee Solicitor x 2
Senior Valuation Surveyor
Lawyer, Contracts, Place Team (Legal Services)
Capital Programme Manager
Finance Business Partner
Finance Business Partner (Secondment)
Team Leader – Corporate
Finance Assistant Exchequer
Accounting Technician Systems
Information Governance Officer x 2

Children and Adults

Senior Meeting Support Officer
Head of Service Business and Intelligence
Head of Adult Services

Public Health

Partnership Commissioning Programme Lead Children Emotional Well-Being and Mental Health

- 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	Graham Trueman	
DIRECTORATE	RCET	
TEAM	Regeneration Delivery	
POST TITLE	Innovation Centre Medway – Receptionist	
PAY RANGE	Range 2	
POST NUMBER	13455	
DATE POST WILL BECOME VACANT	Vacant from 11 March 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	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

- 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 – 6pm, split across a 7am – 3pm shift, and a 12noon – 6pm shift. The late shift postholder has moved to a new role within the Council

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

If this post is not filled, the Innovation Centre Medway will have very limited capacity to maintain opening times, as there will be no staff available to keep the Centre reception open in the late afternoon / early evening. This will impact on tenants' satisfaction and the good reputation of the building. Opening times are

currently being maintained by one of the café assistants having taken on reception duties as an additional casual role, covering a short shift.

In addition, the ability of the remaining receptionist to fulfil their administrative duties (processing invoices, meeting room bookings and processing tenant and contractor enquiries, etc) would be severely curtailed, as they would have no time to attend to non-frontline tasks (the reception shifts have a three hour overlap). In a similar vein, they would be unable to take a break from duties for lunch. Delays in e.g. processing meeting room bookings, or responding to tenant and prospective tenant enquiries could result in lost business and therefore income generation. There would also be longer queues at the reception desk, and longer waiting times for the phone to be answered, as well as increased missed calls.

Finally, if the post is not filled, there would be no resilience in the event that the remaining receptionist falls unwell, or wishes to take annual leave.

This form seeks permission to recruit to the permanent 0.8FTE receptionist role, and in the interim to continue the 0.54FTE casual role.

Budget Issues

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

If the post remained vacant for the year a saving of c. £16,000 would be realised.

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

There are no alternative ways of providing the service, as the Centre does not have the resource capacity to alter other staff members' hours or roles.

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

This post is budgeted for within the Innovation Centre Medway core 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: Richard Hicks Date:

Directorate Portfolio Holder

Signed:

Print Name: Cllr Chambers Date:

Councillor Alan Jarrett

Signed:

Print Name: Cllr Jarrett Date:

For HR use only

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

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JOB REFERENCE NUMBER	R615RS	
RECRUITING MANAGER	Julie Ince / Tina Larby	
DIRECTORATE	RCET	
TEAM	Customer and Business Support Services (CABS)	
POST TITLE	Customer and Business Support Officer x 5	
PAY RANGE	Range 2 (£15,501 - £19,686)	
POST NUMBER	14363	
DATE POST WILL BECOME VACANT	January – March 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	Y – if necessary whilst permanent recruitment is secured
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

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.*

In October 2019 the Business and Administration Support Service and Customer Contact merged and restructured to make Transformation savings. The restructure achieved £1,017,000 savings for a full year, primarily through staff reductions. This represented a resource reduction of around 47 FTE between the two services.

The newly formed CABS service (Customer and Business Support) came in to operation on 1 October and provided a blended frontline telephony and administration support function across the council. The service also included the distinct areas of Customer Relations, Community Interpreting and Macmillan Welfare Benefits.

Recruitment is required to fill posts that have become vacant through and since the reorganisation, and which sit within the approved CABS staffing structure. Vacancies exist across CABS and this includes (i) support for Revenues, Benefits and Housing Team (Kingsley House) providing essential face to face and telephony first line support to customers. The team deals with clients who may present as “homeless on the day” or have other Housing-related queries and/or enquiries relating to council tax, housing benefits or business rates. This is an extremely busy and demanding area of work; on average the team receives around 13,000 phone calls and deals with 2,500 face to face customers per month; (ii) support for Adults’ and Children’s Social Care Team, handling telephony and email contacts, including safeguarding reports and taking minutes at safeguarding meetings; (iii) support for other council services, including Blue Badge telephony and applications.

This frontline team are operational between 8.30am – 6.00pm and nearly 50% of the staff work part-time. Staff receive expensive specialist training in the complex field of revenues and benefits to equip them to deal with our customers. The team also work closely and liaise with managers from Revenues and Benefits, Client Financial Affairs, Housing Options as well as landlord representatives.

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

Failure to recruit will:

- Place unreasonable burden on the remaining team members, adversely affecting their well-being and morale;
- Worsen wait times for customer to receive help both face to face and on the phone;
- Place Medway Council at risk of reputational damage, particularly during annual billing;
- Adversely affect income flow from the council tax billing and other cost recovery actions;
- Increase complaints from external and internal customers.

Permission is sought to permanently recruit 5 FTE at Range 2. It has become necessary to recruit through a specialist temp agency for Revenues, Benefits and Housing roles, with attendant costs, until permanent post holders can be found.

Budget Issues

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

- Efficiencies and savings in excess of £1m have already been achieved for 2019-20 in addition to other extremely large savings in the past four years budget processes.
- Funding for the vacancies at Range 2 is within existing staffing budget, but with the caveat stated above.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name: Date:

Directorate Portfolio Holder

Signed:

Print Name:Date:

Councillor Alan Jarrett

Signed:

Print Name:Date:

For HR use only

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

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JOB REFERENCE NUMBER	N/A	
RECRUITING MANAGER	Fiona Leadley	
DIRECTORATE	RCET	
TEAM	Greenspace Development – Regeneration Delivery	
POST TITLE	Command of the Heights – Learning & Participation Officer	
PAY RANGE	4 (£25,369 - £30,890)	
POST NUMBER	13500	
PREVIOUS/CURRENT POST HOLDER	N/A - this is to request a change in the contract	
DATE POST WILL BECOME VACANT	N/A – this is to request a change in the contract.	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N/A
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	N/A
<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. <i>Please see enclosed</i></p>		

Service Impact

5. *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 Command of the Heights (COTH) project is delivered by the Project Officer (Range 5, full-time) and the Learning & Participation Officer (Range 4, currently 0.6 FTE). Both these posts are funded by this Heritage Lottery Fund project until 31 March 2020. The COTH team sit within Greenspace Development.

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

The current post holder is employed as the Learning & Participation Officer for the Command of the Heights project (COTH). COTH is externally funded by Heritage Lottery Funding. The post holder is employed on a fixed-term contract for 3 days a week and the project is due to finish on 31 March 2020.

We would like to increase the post holder's days to 4 days a week from March to September 2019 as there are a number of major elements which have to be delivered by September including the marketing, education and big launch event for COTH.

Our accountant has confirmed that we are able to fund the increase in the post holders days to 4 days from March to September and that they can return to a 3 day week following this and finish the contract on 31 January 2020 (instead of 31 March 2020).

This has also been supported and agreed by the Heritage Lottery Fund at the February 2019 client meeting.

We seek your approval to increase the days as detailed above.

Budget Issues

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

N/A – this is an externally funded post and is vital to the delivery of the Command of the Heights project.

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

N/A – this is an externally funded post and is vital to the delivery of the Command of the Heights project.

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

This post is funded by the Command of the Heights project through Heritage Lottery Funding. The contract should finish on 31 March 2020. If the hours are revised the budget is as follows:

If the postholder works a 4 day week from March – September 2019 and then reverts back to a 3 day week to 31 January 2020 and finishes in post then:

postholder costs (@ 4 days: March - Sep 2019) = 7 months (allowing for 1% salary increase from April onwards)	18,645.94
postholder costs (@ 3 days: Oct 19 – Jan 2020) = 4 months	7,991.12
Total	£26,637.06

If the post holder continued on a 3-day a week contract from March 2019 finishing on 31 March 2020 the cost would be £27,703.20. Therefore, to alter the post holders days above would mean a slight saving.

For Externally Funded posts:

- Salary amount allocated to this post: This is already in the budget until 31 March 2020.
- Reserves allocated in case of redundancy £1,250 (£500 a week for each year of employment. The contract is for 2 years 7 months)

Comments from Portfolio Holder (Cllr Howard Doe)

Director

Signed:

Print Name: Richard Hicks

Date:

Directorate Portfolio Holder

Signed:

Print Name: Cllr Howard Doe

Date:

Councillor Alan Jarrett

Signed:

Print Name:Date:

For HR use only

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

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JOB REFERENCE NUMBER	tbc	
RECRUITING MANAGER	Fiona Leadley / Martin Hall	
DIRECTORATE	RCET	
TEAM	Greenspace Development – Regeneration Delivery	
POST TITLE	Greenspace Development Officer	
PAY RANGE	4 (£25,369 - £30,890)	
POST NUMBER	5870	
DATE POST WILL BECOME VACANT	10/08/2018	
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. <i>Please see enclosed</i></p>		

Service Impact

7. *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 Greenspace Development team sits within the wider Regeneration Delivery service and currently consists of the Service Manager (R7), SAMMS/Birdwise Officer (R6), Principal Greenspace Development Officer (R6), Greenspace Development Officer (R4 – position vacant), Partnership Officer (Greenspace &

Piers) (R5, 0.8), 2 x Public Rights of Way Officers (R5), 2 x seasonal Birdwise Rangers (R3), Medway Swale Estuary Partnership Officer (R4 0.6) and an Apprentice.

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

The previous Greenspace Development Officer (part-time), gave his notice last summer to take up a full-time job. The Greenspace Development Officer (GDO) is a vital role within the Greenspace Development Team as they lead on play improvements, delivering Section 106 projects, improvements to Green Flag Award sites and community engagement.

If this post is not filled we will not be able to deliver a number of these work areas including improvements to play areas due to start this summer, the Talking Telescopes project which requires overseeing the project, setting up a Friends group at the Strand, working with students from Mid Kent College and meeting HLF deadlines. The previous post holder was also working on the delivery of a large Section 106 project for the Horsted Valley to improve parks in this area and further improvements at the Strand. Local councillors are keen to see the improvements to Horsted Valley and we are under pressure to deliver this. The GDO also contributes towards Green Flag improvements across Medway. We have a number of major projects on the horizon including the Esplanade and Jacksons Recreation Ground. The previous post holder was also working on the Playing Pitch Strategy and this links in with the emerging Local Plan.

We would also request that the GDO position is now made full-time. This is due to the difficulty previously in recruiting and retaining a part-time staff member. The previous post holder joined us in January 2018 and it can take a number of months to get up to speed on projects. Only 6 candidates applied for the position previously.

The GDO post has been frozen since August 2018 which has led to a backlog of projects. Our key time to be delivering projects is in the late spring/summer months and in order to hit the ground running we seek your approval to advertise now for the new GDO post so that we can recruit at the start of the new financial year in early April 2019.

Budget Issues

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

For this post to remain vacant for another financial year (FY19-20) would mean a cost saving of £21,885 but this would extend the existing impact on the remainder of the team in terms of health and stress levels.

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

No – this is a specialist area. We could recruit consultants but this will cost more and they will have no ownership and knowledge of projects in the long-term (i.e. Green Flag and play).

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

£32,513 (Bottom Range 4) to £36,172.42 (Mid Range 4)
(This includes all overheads and pension)

The part-time element (0.6) is already funded from the existing salary budget (£21,855).

In addition, the Partnership Officer (R5) has reduced their hours to 0.8 so has provided a cost savings towards the Greenspace Development Officer post (£8,082), as well as when the Technical Officer left (Range 2) we replaced this post with an Apprentice allowing a further cost saving (£4,847). Thereby providing a total cost of £34,784 for the full-time GDO post.

Going forward, any additional monies will be funded based on existed Section 106 predictions which cannot be used for any other purpose.

For Externally Funded posts: Not applicable

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

Comments from Portfolio Holder (Cllr Howard Doe)

Director

Signed:.....

Print Name:.....

Date:

Directorate Portfolio Holder

Signed:

Print Name:

Date:

Councillor Alan Jarrett

Signed:

Print Name:Date:

For HR use only

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

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JOB REFERENCE NUMBER	CCO0261	
RECRUITING MANAGER	Hilary Treays	
DIRECTORATE	RCET	
TEAM	MAE	
POST TITLE	Operations Officer	
PAY RANGE	Range 3, £19,686 - £25,369	
POST NUMBER	5107	
DATE POST BECAME VACANT	09/08/18	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT from 1/4/19	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

9. *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.*

Sole post within service.

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

Key role administering the contracts of employment and other recruitment related issues for our part-time tutor team (approx. 80 employees), in addition to other operational tasks for the service including financial and health and safety tasks. The role requires knowledge of the terms and conditions of employment for these staff (Local Agreement terms and conditions, not MedPay) and Teachers Pension. There is no capacity within existing staff to take on this role and Corporate HR do not have the capacity to absorb this work. Failure to recruit may lead to tutors not

being recruited and set up on the system, putting course delivery at risk and potential clawback of funding.

Budget Issues

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

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

There is no capacity within the existing structure to take on this work.

13. Please specify the funding source for this post:

Externally funded - ESFA

For Externally Funded posts:

- Salary amount allocated to this post £25,353
- 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:

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Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Carole Nisbet	
DIRECTORATE	RCET	
TEAM	MAE	
POST TITLE	Data processing clerk	
PAY RANGE	Range 2. £15,501 - £19,686	
POST NUMBER	3813	
PREVIOUS/CURRENT POST HOLDER	Lesley Weston	
DATE POST WILL BECOME VACANT	17 May 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

11. 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.

There are two data processing posts for the service, and this is to replace one post made vacant by retirement of the current post holder.

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

This work is vital to ensure that the funding claims we submit to the ESFA are accurate and that external audit will be passed without clawback of funding. Reduction in funding will impact on the number of courses we can provide for the public. One post is not sufficient to deal with the amount of data generated by the number of enrolments we process each year

Budget Issues

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

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

No, two posts are the minimum required to cover this work.

16. Please specify the funding source for this post:
Externally funded - ESFA

For Externally Funded posts:

- Salary amount allocated to this post £20,551
- Reserves allocated in case of redundancy £.....

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
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JOB REFERENCE NUMBER	R488CR	
RECRUITING MANAGER	Carrie McKenzie	
DIRECTORATE	RCET	
TEAM	HR	
POST TITLE	Head of HR Services Medway and Gravesham	
PAY RANGE	Service Manager	
POST NUMBER	14333	
DATE POST WILL BECOME VACANT	The post has been covered in an Acting Up capacity since 17 September 2017.	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	YES
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	NO
<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

13. 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.

As Head of HR, the post has no equivalents within the HR Service and the post holder has direct management responsibility for 6 direct reports and a budget responsibility of £2.6m, covering a total HR service FTE of 38.31.

Medway Council and Gravesham Borough Council entered a joint HR Service in HR April 2018. This post will be the HR Services lead for both organisations.

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

The post holder acts as the overarching HR subject matter expert across the whole of the HR Service directly managing 4 X R7, 1 x R6 HR Business Partners and 1x other officer that cover the broad spectrum of HR from Recruitment, Employee Relations (including case work and TU engagement), Business Partners (dedicated to specific service areas managing restructures, TUPE transfers, and closures), Workforce Development, Health and Safety, to HR Support.

The post-holder has further responsibility for the preparation of reports and associated papers for Employment Matters Committee and attends this Committee with the Assistant Director – Transformation and ensures the provision of accurate and timely HR performance data to inform a number of service related reports and statutory returns.

Due to the nature of the work within HR, any loss of a senior post with a consequential diminution in skills and experience can only have a negative impact across the Council including in particular Social Care, where the demand for HR support is greatest.

Budget Issues

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

The post has been covered under an "Acting Up" contract since 17 September 2017, due to the nature of the post and the wider impact across the whole of the council maintaining cover in this post under existing arrangement is not sustainable.

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

The delivery of a fit for purpose and effective HR Service is key to the council meeting any number of deliverables across all of its service areas. The role provides a high level of protection to the council in mitigating risks and exposures from employment related matters and the post holder is required to hold a relevant high level of professional accreditation with demonstrable experience in the delivery of a broad suite of HR related services.

19. Please specify the funding source for this post:

This post is fully funded from the HR Services revenue budget.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:
 Richard Hicks
 Print Name:Date:

Directorate Portfolio Holder

Signed:
 Cllr. Adrian Gulvin
 Print Name:Date:

Councillor Alan Jarrett

Signed:
 Cllr. Alan Jarrett
 Print Name:Date:

For HR use only

Job Reference	Raised by	Date		Allocated to Resourcing Officer	Date	
Structure chart attached		Y/N		Job Profile updated	Date	Uploaded to Idox
Authorised by Assistant Director - Transformation		Date signed				

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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	TIM SILVER ACTING HEAD OF HR	
DIRECTORATE	RCET	
TEAM	HR SCHOOLS	
POST TITLE	HR Consultant HR Officer HR Assistant	
PAY RANGE	Range 5, Range 3 & Range 2	
POST NUMBER	1275, 1276, 13633	
DATE POST WILL BECOME VACANT	1 ST & 15 TH MARCH 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: 01 / 03 / 19 TO: / /	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. ATTACHED</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts. ATTACHED</p>		

Service Impact

15. 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 roles provide a front-facing service to clients as a traded service, offering HR consultancy, advice and support on a buy-back basis in conjunction with payroll (Finance). These are income generation roles for the Council. The posts are located within a small HR team that achieves income exceeding £200,000 per annum. The

filling of the roles are crucial to ensuring the good reputation of the Council and its HR service amongst school-based staff.

There are currently 30 Schools buying HR Services, of these 21 Medway and Kent schools and academies buy the HR advice and consultancy contract. In addition, the team offer training and development programmes to all Medway schools and Academy Trusts. They also broker contracts with external providers such as an Employee Value Programme with Carefirst and occupational health services with East Kent Hospital Trust, which are chargeable services.

The proposal ensures the effective and efficient delivery of the SLA to maintained schools and academies and it maintains the main income stream into the HR service with the average income from both the HR and Recruitment areas being £247K p.a. over the past three financial years, comfortably exceeding running costs but falling somewhat short of the income targets. These have been removed for the new financial year, with that in turn creating its own pressure to deliver and the new structure provides not only a delivery model but creates the space for business development, with work already underway in offering an integrated service combining HR with a payroll offer.

Savings have been achieved from restructuring the team on three previous occasions, resulting in the deletion of 2.5 FTE posts from the structure to achieve efficiencies.

There is a requirement to recruit to the 0.43 FTE Range 3 post that has been held vacant since January 2018, with this proposal increasing this to a 0.50 FTE being funded by overall salary savings within the team, with a further requirement to recruit into the vacant 0.40 FTE Range 5 post

We are proposing to delete the 1 FTE Range 2 post (the post holder recently secured an alternative role within the Payroll team) and to establish a L2 Apprentice post.

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

The service needs to be provided under the terms of the service level agreements (SLAs) with schools.

If the posts are unable to be filled, the recruitment of temporary staff to cover the SLA contractual duties would be required. It is likely to cost more to recruit temporary staff to cover than to appoint to the permanent role as interim/agency staff would cost more.

Income from schools (over £200,000 per annum) covers the cost of the HR Advice and Consultancy roles and other team members. (See structure)

Budget Issues

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

HR CONSULTANT Range 5:

2 days a week – schools work £16,620 per annum

Total: £24,930

SUPPORT POSTS:

HR Officer Range 3 - 0.43 fte – vacant since January 2018 £10,568 per annum

HR Assistant Range 2 - £19,515 per annum

Total: £30,083

Savings made in 2018/19 = £10,568

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

Savings were achieved from restructuring the service on three recent occasions: in October 2014 and October 2017 2.5 vacant posts were deleted from the structure to achieve efficiencies. In 2017/18 a reduction of 0.4 fte HR Consultant role was deleted from the structure. Throughout 2018/19 a 0.43 fte Range 3 post has not been recruited to. Any further reductions at consultancy and officer levels would seriously impact on the team's ability to deliver the service and is likely to lead to a loss of clients and income to the council and be a potential risk to the Council.

We would use some savings from the Range 2 post to fund an apprenticeship post releasing savings. **There would be a NET saving of around £7k per annum by changing the structure. i.e.**

	Current Budget (incl on-costs):	Budget for New Structure (incl on- costs):
HR Business Partner	£74,000	£74,000
HR Consultants	£41,550	£41,550
HR Officers/Assistant	£45,868	£33,335
Apprentice	£0	£5,500
Total	£169,728	£162,695

Savings to be realised in 2019/2020 = £7033

22. Please specify the funding source for this post:

HR Consultant: 2 days per week are funded through income generated from Medway and Kent schools.

HR Officer (0.43) and apprentice (1 fte) posts paid from income generated from Medway and Kent schools.

For Externally Funded posts:

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

Comments from Portfolio Holder

These posts are essential to ensuring the delivery of existing contracts with schools which generates income streams for the local authority from Medway and Kent schools.

Director

Signed:

Print Name:Date:

Directorate Portfolio Holder

Signed:

Print Name:Date:

Councillor Alan Jarrett

Signed:

Print Name:Date:

For HR use only

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	Business Support	
SECTION	Legal Services	
POST TITLE	Trainee Solicitor x2	
GRADE AND SALARY RANGE	Range 3 - £19,126 - £24,646	
POST NUMBER	9643	
LOCATION	Gun Wharf, 2 nd Floor	
DATE POST BECAME VACANT	1 April 2019	
MANAGER POST REPORTS TO	Assistant Head of Legal Services (People and Place)	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	N	
*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:	01.05.2019 – 30.04.2021 Fixed term	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Jan Guyler, Head of Legal Services		

(* please delete as appropriate)

Impact on Service – please include:-

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

This request is to recruit 2 Trainee Solicitors within the Legal Services Team. A training contract is a temporary contract for a period of 2 years, at the end of that period the trainee will qualify as a solicitor, subject to complying with various formal training requirements set by the Law Society.

The team currently has three Trainee Solicitors, all of whom were previously employed by Medway Council Legal Services as paralegals. Their contracts end in August, September and October 2019 however, all 3 trainees have been granted a 6 month reduction on their 2 year training contract due to the fact that they have undertaken work that is equivalent to the work of a trainee solicitor for a period of 6 months immediately prior to commencing their training contract. This is permitted by the Solicitors Regulatory Authority and will result in all 3 trainees qualifying as a

solicitor in March, April and June 2019. It is anticipated that all 3 trainee solicitors will apply for existing vacant lawyer posts (separate cabinet recruitment forms have been submitted) when these are advertised in April.

We can therefore utilise two of the vacant trainee posts within the Legal Team. The capacity and workload of the legal team requires the support of these two posts. Without them there will be a significant impact on the timeliness of responses by the legal team.

The salary of a trainee solicitor is the same salary range as a paralegal. The only additional cost for employing a trainee solicitor is approx. £1500 per trainee to fund a specific course required by the Law Society before the trainee can qualify as a solicitor.

The Legal Services team have a good track record for employing paralegals as they leave university to enable them to develop vital hands on experience and later taking those paralegals on as Trainee Solicitors to enable them to obtain the necessary practical experience within a legal practice in order to qualify as a solicitor.

In addition to the 3 current trainees who were previously employed as paralegals at Medway, three of the lawyers in the team originally joined as paralegals and progressed to trainee solicitors before qualify as solicitors. The team has consistently had trainees, ranging from one to three at a time which have consistently proven to be a good investment and value for money.

The team currently employs 7 paralegals. We have experienced a significant turnover of staff in these posts as they have been successful in obtaining training contracts with other legal teams/firms to progress their career.

By offering further training contracts it will reduce the turnover of paralegal staff and retain staff who have already gained experience working within the team due to the commitment by the Local Authority to enable them develop in their chosen career.

Trainees have the added advantage of being able to undertake the role of advocate at court on cases appropriate to their experience and can undertake more complex work than paralegals which would provide further support to the lawyers.

The Legal Team has two sections, the People Team dealing with children and adult social care matters including child protection and the Place Team deals with property, contract, planning and litigation matters. Each team would benefit from a trainee solicitor and they would move between the teams for the second year of their training contract to gain the requisite experience and provide more resilience in the team in times of annual leave and sickness.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2020.
2. If any savings could be achieved by alternative ways of providing the service.

While financial savings could be made by not recruiting these two trainee solicitor posts this would have a detrimental impact on the legal team if we did not recruit due to capacity issues and from a budgetary aspect as the trainees carry similar workloads to solicitors at a lower salary. The workloads within the team require the two posts.

To provide cover through locum staff would not be cost effective. The hourly rate for locum paralegals averages £24 per hour. Based on this hourly rate of £24 working a 37 hour week the fee for one locum paralegal would be £888 per week or employed on this basis for 12 months this amounts to £46,173 which is more expensive than a trainee solicitor at £19126 per annum.

Locum lawyers with experience tend to command high hourly rates often as high as £40-46 costing £1702 per week or £88,504 per annum compared to a trainee solicitor salary of £19,126 - £24,646 pa plus on costs (estimated at 27% of salary costs).

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.

Please specify the funding source for this post:

We would utilise two existing posts, one trainee solicitor post that becomes vacant on 01.04.19 and a paralegal post being utilised for one of the current trainee solicitor posts which will become vacant on 01.04.19, both of which are currently provided for in the Legal Services department budget. The trainee solicitor post is range 3, with a salary of £19,126-£24,646 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 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.

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JOB REFERENCE NUMBER	TBA	
RECRUITING MANAGER	Noel Filmer	
DIRECTORATE	Business support	
TEAM	Valuation & Asset Management	
POST TITLE	Senior Valuation Surveyor	
PAY RANGE	7	
POST NUMBER	3603	
DATE POST WILL BECOME VACANT	31/03/2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Yes
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	No
<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

17. 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.

There is one Service manager and 2.8 FTE Senior Valuation Surveyors and 1FTE Property Systems Manager report to him.

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

- Failure to acquire investment properties and generate revenue returns, (For example our latest purchase is producing income of around £350,000pa and a purchase which is underway will result in income of over £2,600,000 pa.)
- Failure to obtain capital receipts (we have a target of £4M pa average capital receipts)
- Failure to obtain rental income (we currently bring in over £1.6M in rent) which will result in increasing pressure on the council's finances.
- Failure to bring in fee income. (We generate fee income of around £416,000 pa with 4.45 FTE so the loss of one member of staff equates to a £93,485pa loss.)
- Failure to respond to requests to deal with leases, this is a legal requirement which if not met, will result in the council being sued which will cost a significant amount of money and be bad for the council's reputation.
- Failure in helping the council to deliver its key regeneration priorities for example Chatham Town Centre, Chatham Waterfront, Rochester Riverside and Strood Riverside.
- Failure to complete asset valuations which is a legal requirement and will mean that the council's accounts and budget cannot be agreed.
- Unacceptable stress for the remaining staff, some of which are already above retirement age are doing large amounts of unpaid overtime and are likely to retire earlier if they are put under even more pressure.

Budget Issues

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

N/A

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

No as other methods of delivery. e.g. Outsourcing are less efficient and more expensive.

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

From surveyor's fees income (Generated from third parties when we complete transactions) and charging for our involvement in capital schemes.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:

Directorate Portfolio Holder

Signed:

Print Name:Date:

Councillor Alan Jarrett

Signed:

Print Name:Date:

For HR use only

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support	
SECTION	Legal Services	
POST TITLE	Lawyer, Contracts, Place Team, Legal Services	
GRADE AND SALARY RANGE	Grade 6 – Salary £35430 - £40741pa plus on costs (estimated at 27% of salary costs)	
POST NUMBER	3602	
LOCATION	Gun Wharf, 2nd Floor	
DATE POST BECAME VACANT	20th April 2019	
MANAGER POST REPORTS TO	Vicky Nutley	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	April 2019 – April 2020	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Two		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A		
NAME OF RECRUITING MANAGER: Perry Holmes, AD Corporate Services		

(* please delete as appropriate)

Impact on Service – please include:-

19. 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.
20. Impact on the service if this post is not filled, with particular reference to services to the public.

This request is for a Locum Lawyer in the Place Team in Legal Services to cover maternity leave. This is an existing post which will become vacant on 23 April 2019. The Current post holder is instrumental in ensuring that the Council is able to continue with the establishment of companies and continue with its commercialisation agenda.

Agreement is sought to recruit to this post immediately despite the ongoing moratorium to reduce the gap between the lawyer leaving and a replacement starting.

In addition to running a very full caseload of procurement and contract matters, the present post holder has been heading up the contracts team on a number of major projects. Any vacancies in this area are likely to have a very detrimental effect on the team's ability to deliver the Council's aims in this area. The Contracts team works to a very high capacity with many matters have extremely tight deadlines and any vacancy here will severely affect the team's ability to effectively deliver this service.

If this lawyer is not replaced it will have a significant impact on the Council's ability to successfully deal with procurement matters and will lead to a significant increase in external legal spend as the team will no longer be in a position to undertake all contract and procurement work in house.

Budget Issues

Please indicate:

3. the realisable savings if this post remained vacant until the 31st March 2020.
4. If any savings could be achieved by alternative ways of providing the service.

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.

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 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).

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	TBC	
RECRUITING MANAGER	Rob Dennis	
DIRECTORATE	Business Support	
TEAM	Capital Projects	
POST TITLE	Capital Programme Manager	
PAY RANGE	Range 7	
POST NUMBER	7658	
DATE POST WILL BECOME VACANT	Vacant since 07/09/2018	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Yes
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	No
<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

21. 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.

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 Head of Capital Projects (Service Manager). The post holder will be responsible for the Senior Technical Financial Officer, Technical Support Officer, Capital Project Managers x 5, Building Maintenance Project Manager and Apprentices x 3.

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

The Capital Programme Manager is pivotal to the team managing and delivering key delivery of capital projects across the council, with our main internal client departments being Education, Housing and Corporate portfolio 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. We are also the Corporate Client for Corporate building works carried out by Medway Norse.

These programmes include the refurbishment and building of new schools, maintaining schools operational and improvement of the Council's Housing stock in line with statutory landlord duties and to ensure best value across all projects. Ensuring Corporate assets are maintained and essential works are being carried out with sufficient funding. In all these matters this post effects programmes of building and maintenance works ensuring the public and officers can work and visit our various built assets in a safe environment, by effective planning of works programmes.

For 2019/2022 there is currently no position managing the overall Education, Housing, Corporate, (Medway Norse Client programme checks impacted), and budget constraints and Funding challenges that the Capital Programme Manager works on, affecting Heritage Capital programmes affecting delivery, with Medway Council Client officers raising concerns on progress of Education compliance works. Housing officers are impacted on accuracy of poorly submitted working programming of works, and slow progress on Heritage and Leisure works. Impact on services to the Public:

All these matters impact the public in Housing delivery works not being optimised, and for the public the unavailability of open, safe effective facilities being jeopardised through ineffective programming and reporting. With examples of Rochester Castle is not fully open, Splashes was been shut down and remains a concern.

Specific example areas that will impact the public if the post is not filled.

The Housing service currently pays for temporary accommodation for circa 80 families, by converting a Chatham Office to flats families can be provided with safe, permanent, economic accommodation that will generate revenue savings, and an estimated £12m of revenue savings can be reinvested into the public facilities.

The impact on the service if this position is not recruited into would be an inability to proceed with key projects and a decline in performance and compliance issues with regard to delivering essential works, maintaining Health and Safety across Housing, Education, and Corporate buildings.

Budget Issues

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

The new post has been graded as Range 7 with a salary range of between £41,934 to £46,670, per annum.

The post has been vacant since 07/09/2018. No savings achieved through loss of post this financial year. Next financial year Capital projects have more projects that require this post to secure income.

The post will be required to proceed with direct input and team control of the regular programmes of work, plus major new schemes as examples below:

Education: The new post would enable us the resource for a new Medway SEN school estimated £23m build cost, fee income £3m

Housing: Flats via office conversion of a Chatham office (ahead of London Borough approaches), £7m build costs, fee income £0.875m.

Corporate: New Community Centres such as Wigmore £500k - £1m

Corporate: BRMF works, Increased Corporate portfolio programme £500k pa - £90k Fees

Associated saving to Housing temporary accommodation for new flats and transferring 80 families from annual saving circa £400k p.a, for a period of 30 years, MC Housing revenue saving £12m.

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

Consultant Spend for this senior post based on our existing Consultant Framework would cost by way of a mean average in Lot 1 £ 498 per day 210 working days £ 104,580

The service has been detrimentally affected by the loss of the post, on delivery, on compliance, on income stream, and reputation. This is not sustainable and we are looking to fill this position in the new financial year

28. Please specify the funding source for this post:

This post is already in the structure and funding is in the budget. The post has been vacant since 07/09/2018 creating a loss in revenue income. There is a range 7 post available to fund the position, and Finance have confirmed a £9k supplement that was implemented previously to secure the right candidate for this key position.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:

Directorate Portfolio Holder

Signed:

Print Name:Date:

Councillor Alan Jarrett

Signed:

Print Name:Date:

For HR use only

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

**CABINET, 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	Katey Durkin	
DIRECTORATE	Business Support	
TEAM	Finance Strategy	
POST TITLE	Finance Business Partner	
PAY RANGE	Range 7	
POST NUMBER	11727	
PREVIOUS/CURRENT POST HOLDER	N/A	
DATE POST WILL BECOME VACANT	1 April 2019	
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

The Finance Business Partner post provides dedicated accountancy support to one of the council's Directorate Management Teams, working with services to prepare the budget, check and challenge budget monitoring forecasts and support services and the Technical Team in finance with year end and external audit related work.

With direct line management responsibility to a team of management accountants the council, this post is vital to ensuring they are supervised and supported and that all work is completed in to deadlines, to a high quality and in line with the statutory and professional requirements.

Budget Issues

The annual budget for the current postholder for 2019/20 is £56,568.

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	Katey Durkin	
DIRECTORATE	Business Support	
TEAM	Finance Strategy	
POST TITLE	Finance Business Partner (Secondment)	
PAY RANGE	Range 7	
POST NUMBER	11730	
DATE POST WILL BECOME VACANT	18 March 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	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

The current postholder is being seconded out of the Finance Strategy Team, with the backfill of this post funded for the duration of the secondment period.

The Finance Business Partner post provides dedicated accountancy support to one of the council's Directorate Management Teams, working with services to prepare the budget, check and challenge budget monitoring forecasts and support services and the Technical Team in finance with year end and external audit related work.

With direct line management responsibility to a team of management accountants the council, this post is vital to ensuring they are supervised and supported and that all work is completed in to deadlines, to a high quality and in line with the statutory and professional requirements.

Budget Issues

The annual budget for the current postholder for 2019/20 is £58,444.

The current postholder is being seconded out of the Finance Strategy Team, with the backfill of this post funded for the duration of the secondment period.

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	BSD		
SECTION	Finance Operations – Payroll Operations		
POST TITLE	Team Leader - Corporate		
GRADE AND SALARY RANGE	R4		
POST NUMBER	0217		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	May 2019		
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?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>The team was reviewed and new structure agreed in December 2018</p>			
NAME OF RECRUITING MANAGER: Gary Thomas			

(* please delete as appropriate)

Impact on Service – please include:-

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

<p>1 Payroll Manager (R7) 1 Deputy Payroll Manager (R5) 2.81 Team Leaders (R4) (Corporate/Schools/Pension & GBC) 8.98 Payroll & Pension Officers 1.25 Expenses & Payroll Officers (R3) 1 Trainee Operations Assistant (R2)</p>

1 Apprentice (Currently vacant)

Budget Issues

Please indicate:

- 5. the realisable savings if this post remained vacant until the 31st March 2020.
- 6. If any savings could be achieved by alternative ways of providing the service.

1 £25,000 2 The Payroll Operations Team have had a mini review with a new structure in place as from January 2019.
Please specify the funding source for this post: 4C321

Comments from Portfolio Holder

The team have had one review to bring stability to the team following a number of changes. The whole of the Payroll Operations Team will be going through a transformation programme over the next eighteen months but this post is essential in ensuring our main payroll is properly paid on time

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**

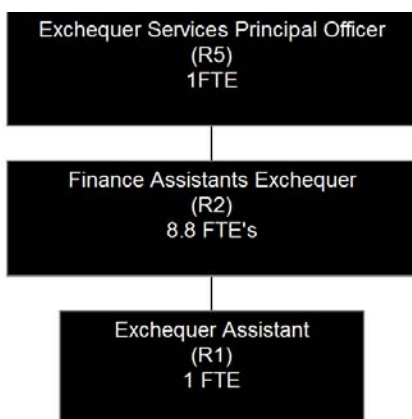
Managers who wish to recruit should raise a Job Reference Number with the Resourcing Team before proceeding with approval. Once all required signatures are obtained it should be returned to the Resourcing Team, Organisational Change Team, Level 3, Gun Wharf. You will also need to send an electronic word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

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Gary Thomas	
DIRECTORATE	BSD	
TEAM	Finance Operations – Exchequer	
POST TITLE	Finance Assistants Exchequer	
PAY RANGE	R2	
POST NUMBER	11697	
DATE POST WILL BECOME VACANT	30 May 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	INTERNAL STAFF POOL / TEMPORARY RECRUITMENT FROM: / / TO: / /	N
	RECRUIT FROM AN EXTERNAL AGENCY PERMANENT OR IF TEMPORARY 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 *Please see below structure related to Exchequer Team only*



Within the 8.8 there is currently 1.6 FTE vacant

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.

These posts are responsible for the following:

Payment of invoices to suppliers

Calculation of payments due to social care providers

Calculation of income due for clients receiving social care services

Processing of cash received into the Council’s cash receipting system

Budget Issues

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

£15,000

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

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

This cost would be met from 4R713

For Externally Funded posts:

- Salary amount allocated to this post £.....18,000
- Reserves allocated in case of redundancy £...None.....

Comments from Portfolio Holder

This post is a key post in ensuring that invoices are processed promptly and suppliers are paid on time.

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:

For HR use only

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

DIRECTORATE	BSD		
SECTION	Finance Operations - Systems		
POST TITLE	Accounting Technician Systems		
GRADE AND SALARY RANGE	R4		
POST NUMBER	11695		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	April 2019		
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?			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>This post was part of the transfer of the payroll service to Finance in April 2018</p>			
NAME OF RECRUITING MANAGER: Gary Thomas			

(* please delete as appropriate)

Impact on Service – please include:-

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

<p>1 Systems Manager (R7) 5 Accounting Technicians (Systems)(R4) 1 Assistant Accounting Technician (Systems) (R2)</p>
--

Budget Issues

Please indicate:

7. the realisable savings if this post remained vacant until the 31st March 2020.
8. If any savings could be achieved by alternative ways of providing the service.

1 £33,000 2 The Systems Team had a major review in September 2014 with a number of smaller changes then. The last being the transfer of the HR and Payroll System to fiancé in April 2018
Please specify the funding source for this post: 4R712

Comments from Portfolio Holder

<p>This post is part of a team responsible for the system maintenance of</p> <ul style="list-style-type: none">• Integra (Financial Management)• Resourcelink (HR and Payroll)• Icon (Cashiering) <p>There is major development to transform the use in particular of the HR and Payroll System (Resourcelink) and the System Poats posts will be at the forefront of this</p>
--

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	Gayle Jones, Information Governance Manager	
DIRECTORATE	Business Support	
TEAM	Information Governance	
POST TITLE	Information Governance Officer	
PAY RANGE	3	
POST NUMBER	12999/14168	
DATE POST WILL BECOME VACANT	06/05/19 & 26/03/19	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	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>		

<p><u>Service Impact</u></p> <p><i>Describe the impact on the service if this post is not filled, with particular reference to current employees and services to the public.</i></p> <p>This request is to recruit 2 x Information Governance Officers.</p> <p>The Information Governance Team has the following posts becoming vacant:</p> <ul style="list-style-type: none"> • Information Governance Officer (IGO) (Range 3): retiring, last day of employment 6 May 19, last working day 30 April 19. • Information Governance Paralegal (IGP) (Range 3): Leaving, last working day 26 March 19. <p>The intention is to replace each post with an Information Governance Officer (2 x IGO), and <u>not</u> to recruit another IGP.</p>

The Information Governance Team is a shared service with Gravesham Borough Council. The team provides IG support to all services across both Medway and Gravesham Councils which assists with compliance to various legislation, including but not exclusive to: Freedom of Information Act 2000, Data Protection Act 2018/GDPR.

Without these posts Medway Council would not be able to fulfil the shared service agreement with Gravesham and would limit the service that could be provided to Medway services, thus risking compliance with legislation that could result in fines of up to 20 million euros

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:*

While financial savings could be made by not recruiting these two IGO posts this would have a detrimental impact on the Information Governance Team and the shared service agreement with Gravesham Borough Council, which could result in a loss of income. Due to capacity issues, the workloads within the team require both posts.

Not recruiting to these posts could also have adverse effects which could result in non-compliance and opening the council up to a risk of reputational damage and fines, which could exceed the costs of recruitment and could be up to 20 million euro for each incident of non-compliance.

To provide cover through locum staff would not be cost effective. We do not have specific figures for a locum IGO as we have never had to use locums for such posts previously. It is anticipated that it will be extremely difficult to find suitably experienced IGO's given our experience in recruiting to these posts in the past and the effect of GDPR requiring all organisations to recruit such staff has made experienced staff highly sought after. If we did recruit locum staff, their salary is anticipated to be significantly higher than the salary for the IGO permanent posts.

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

Legal Services Salaries Budget: 4C201 048-00/000000

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:

For HR use only

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

CABINET, 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	Admin team	
POST TITLE	Senior Meeting Support Officer	
PAY RANGE	SW3	
POST NUMBER	12083	
DATE POST WILL BECOME VACANT	01-03-2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: 01 / 03/2019 TO:01/ 03/2020	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>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts</p>		

Service Impact

The current Senior Admin will be leaving the service to take up a 12 month secondment on 1 March 2019 and therefore will need to be replaced, as without the close management of the admin support team for the Lac reviewing & CP conferencing functions may have an impact on efficient facilitation and minute taking functions within Safeguarding & QA Service. The senior Admin Officer has responsibility for 10.8 FTE admin support officers who operate all admin functions.

The senior provides management direction, supervision and team meeting support, is a member of the management team and is accountable for the performance of the team as a whole, which is integral to the service delivery for three teams.

I am requesting agency cover for the period of the secondment as there had been no interest expressed within the team for an acting up position covering the 12 month period.

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: 15-02-2019

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:

For HR use only

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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	Chris McKenzie	
DIRECTORATE	Children and Adults	
TEAM	Adult Social Care	
POST TITLE	Head of Service Business and Intelligence	
PAY RANGE	Service Manager	
POST NUMBER	TBC	
DATE POST WILL BECOME VACANT	Already Vacant	
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

23. 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.
24. Impact on the service if this post is not filled, with particular reference to services to the public.

This is an essential post covering a number of support services across the Children and Adults directorate. A staff member is currently acting up into this position to ensure continued management of the service. If this post was not recruited to it

would impact our ability to drive forward essential transformation work within Adult Services.

Budget Issues

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

The post is currently filled by a staff member who is acting up therefore there will not be any realisable savings. Recruitment to this post will not incur any additional costs.

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

The responsibilities of this post are broad and there is no capacity to distribute work and responsibilities to the other two Heads of Service within Adult Services,

31. Please specify the funding source for this post:

Base 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:

For HR use only

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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	Chris McKenzie	
DIRECTORATE	Children and Adults	
TEAM	Adult Social Care	
POST TITLE	Head of Adult Services	
PAY RANGE	Service Manager	
POST NUMBER	TBC	
DATE POST WILL BECOME VACANT	Already Vacant	
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

25. 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.

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

Two Heads of Service manage Adult Social Care Services. An interim Head of Service has been covering one of these posts and following a recent restructure we are now in a position to recruit permanently to this post. This

will reduce cost to the service as we will be paying permanent staff rates rather than locum costs.

It is not possible for the responsibilities of the role to be covered by any other post holder, due to the significant budgetary and staffing responsibilities that sit under each current Head of Service.

Budget Issues

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

The post is currently filled by an interim staff member. Savings will be made by employing a permanent staff member rather than locum costs.

In 2018/19 the cost of the interim cover is forecast to be around £140k compared to a budgeted cost for a permanent member of staff of £85.5k.

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

The Service was restructured 18 months ago where Head of Service posts were reduced from three to two. Both remaining posts have a broad responsibility for operations and specialist services. Further reduction is not possible.

34. Please specify the funding source for this post:

Base 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:

For HR use only

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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	Aeilish Geldenguys	
DIRECTORATE	Public Health	
TEAM	Public Health Commissioning	
POST TITLE	Partnership Commissioning Programme Lead Children Emotional Well-being and Mental Health	
PAY RANGE	Range 7	
POST NUMBER	13259	
DATE POST WILL BECOME VACANT	1 April 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

27. 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.

There are two posts that work to the Local Transformation Plan, one Range 7 Commissioner and 1 Range 5 Project Officer – both of these will be vacant from 1 April 2019. This seeks to recruit to the vacant Range 7 post.

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

This is a crucial post responsible for managing the CAMI-IS contract — a vital service for children's social care and one which will be significant in any Ofsted inspection. There is also a role in managing the Local Transformation Plan which is scrutinised at a national level and provides opportunities to invest additional external funding in the Medway system. Following unsuccessful recruitment last summer a decision was made to fill this post with an interim (Ann McNichol), this contract ends in March and is neither cost effective or a sustainable approach to managing this crucial work programme.

Budget Issues

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

N/A as post is currently filled by an interim and is therefore more expensive

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

37. Please specify the funding source for this post:

Post is 50% funded via BCF and 50% funded via Council

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:

Directorate Portfolio Holder

Signed:

Print Name:Date:

Councillor Alan Jarrett

Signed:

Print Name:Date:

For HR use only

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