

CABINET

11 JUNE 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 20 posts to be considered for approval.

1. Budget and Policy Framework

1.1 It is the responsibility of Cabinet to manage income and expenditure to remain within the budget approved by Council.

2. Background

2.1 At Cabinet on 7 January 2003 Members agreed a process by which directors could request approval to fill posts that are not on the list of exempted posts agreed by Cabinet on 10 December 2002. This process was introduced at a time of high concern about overspending as one measure to assist budgetary control. Members have indicated they wish to retain this direct detailed control of recruitment decisions while budgets remain difficult to manage.

2.2 The posts requiring approval to fill are being presented to this Cabinet with the following information: -

- Details of the post including directorate and section, post title, grade and location.
- Length of time post has been vacant.
- Impact on service if the post is not filled with particular reference to services to the public.
- Numbers of posts of this type within the function.
- Realisable savings including any proposals to provide the service in alternative ways, which could also lead to savings.
- Comments from the relevant portfolio holder.

3. Details of the post requiring approval

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

Children and Adults

Placement Officer
Admin Support Officer
Senior Commissioning Officer
Support Services Assistant
Meeting Support Officer
Quality Assurance and Engagement Officer

Business Support Department

Category Manager x2
Category Support Officer x3
Audit & Counter Fraud Intelligence Analyst

Public Health

ART Manager
Data and Monitoring Officer
Partnership Commissioning Programme Lead - Accommodation and Registered Services
Programme Manager – Wider Determinants
STP Prevention Programme Officer
Outreach Project Officer – Health Checks

Regeneration, Culture, Environment and Transformation

GIS Analyst
Head of Festivals Arts Theatre and Events (FATE)

- 3.2 The forms attached are email copies and the signed copy, job profile and structure chart is held in HR Services.

4. Risk Management

- 4.1 In order to assess the potential impact of posts upon the council's ability to achieve its strategic objectives, the attached forms include details of the likely impact on the service should the posts not be filled.

5. Financial and legal implications

- 5.1 The recruitment freeze was instigated to support the realisation of savings against the background of a forecast of a significant overspending. It remains important to ensure that where possible the drive to pursue savings continues. It is important that no cover is taken on to fill any posts which have not been identified as exceptions or been given Cabinet approval to be filled.
- 5.2 There are no legal implications arising from this report at this stage.
- 5.3 The posts will be filled in accordance with the Council's recruitment policies.

6. Recommendation

6.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to enable officers to commence the recruitment process.

7. Suggested reason for decision

7.1 The posts presented to Cabinet will support the efficient running of the Council.

Lead officer contact

Carrie McKenzie, Assistant Director, Transformation, Gun Wharf, Dock Road,
Chatham Telephone: (01634) 332261 Email: carrie.mckenzie@medway.gov.uk

Appendices:

Appendix 1 - Recruitment Freeze Forms

Background papers:

Cabinet report 10 December 2002

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

Cabinet report 7 January 2003

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Katie Beadle	
DIRECTORATE	Children and Adults	
TEAM	ART (Placement Team)	
POST TITLE	Placement Officer	
PAY RANGE	Range 2 (£15,840 – £20,001)	
POST NUMBER	TBC	
DATE POST WILL BECOME VACANT	n/a – New post	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	Y/N
<p>Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts.</p>		

Service Impact

- 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.**

Placement Officer Range 2 part-time £12,160 was agreed at Cabinet in March 2019. There is now funding for this agreed post to become full time post. Following the JCMG meeting on 07 March 2019 they agreed £15k for ART which is from the non-weight bearing pathway for 2019/20, the long term BCF funding is reviewed annually. The job was advertised as part time and those applications that met the criteria were approached to see

if they would consider full time. There is a suitable candidate for the full-time and following DBS / References could start immediately which would mean the ART team could implement the Respite service and deliver savings quicker.

This post creates an extra FTE of ART (Access to Resources Placement Team) resource, to join the existing team of 7 FTE (including the Team Manager).

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

Not filling this role will result in ART not being able to take on the Respite. In this situation the public would receive the current experience and service level. Not using the ART team gives an increased chance that the Social Worker doesn't know what Respite accommodation is available and when, resulting in placements that suit the patient less, slower placements or higher prices, plus less reliable notifications about the placement being sorted. Not using ART also leaves an increased potential for Framework-I to be incorrectly filled in, resulting in missing invoices, financial assessments or simultaneous care packages since few Social Workers do Respite bookings regularly enough to know the process well.

Budget Issues

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

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

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

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

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

3. Please specify the funding source for this post:

The funding from this role will come from the Adults Social Care Team, under the Head of Service budget, specifically it has come from part of AIP role that has not been filled.

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:

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Sue Mitchell	
DIRECTORATE	Children and Adults	
TEAM	Children's Administration Support Service	
POST TITLE	Admin Support Officer	
PAY RANGE	£15,501 to £19,686	
POST NUMBER	12171	
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

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.*

A part time role of 0.8 fte will become vacant from 1 April 2019 due retirement of current post holder on the 31 March 2019 and this post needs to be filled as soon as possible.

This post covers a range of tasks:

- Responding to general adoption enquiries and sending out relevant information
- Undertaking statutory checks for adoption applications
- Undertaking statutory Local Authority Checks
- Responding to non-agency adoption enquiries and sending out the relevant information
- Administration of the children's best interest Panel – completing and sending out statutory letters regarding adoption decisions to birth parents
- Administration of the Adoption Panel.
- Minuting Adoption Panel Meetings.
- Updating essential adoption records for quarterly returns.
- Processing invoices.

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

The post also involves answering telephone calls from the Central Admin hunt group within Children's Services. This hunt group deals with a high volume of calls coming through from members of the public covering issues such as safeguarding and therefore it is imperative that there are sufficient members of staff to deal with these calls.

In addition, if the tasks of the post are not covered it would have an impact on the lives of children in terms of delay in the administration of adoption plans and the matching of children with their forever families.

Budget Issues

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

A salary of £15,501 to £19,686. Savings to the administration service have already been considered in the previous restructure in May 2015 and December 2017.

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

As above.

6. Please specify the funding source for this post:

The Council's general fund.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett

Signed:.....

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

RECRUITING MANAGER	Lorraine Foster		
DIRECTORATE	Children and Adults Social Care		
SECTION	Partnership Commissioning		
POST TITLE	Senior Commissioning Officer		
GRADE AND SALARY RANGE	Grade 6		
POST NUMBER	13194		
LOCATION	Medway Council Offices, Gun Wharf		
DATE POST BECAME VACANT	1 April 2019		
MANAGER POST REPORTS TO	Aeilish Geldenhuys, Head of Childrens' Partnership Commissioning		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	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>			

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.

A new role of senior partnership commissioner for Learning Disabilities and Autism was agreed at JCMG on 30 May 2017. There is no other commissioner allocated to this portfolio and as such progressing this agenda is restricted due to a lack of human resource. Filling this post will ensure that the commissioning of services for residents with learning disabilities and autism can be reviewed and reconfigured to meet the needs of users and carers, whilst ensuring best value for money. At present services in Medway are fragmented and in some instances i.e. post diagnostic support very limited. Filling this post will also ensure that the Council makes progress on the requirements of the Autism Act 2009, which states that the Council should develop local services and support for people with Autism based on assessed needs. This approach will ensure that the local health and social care economy delivers on the requirements of the Autism Strategy 2014. In addition, this role will support delivery of the transforming care programme, which is already making strides in ensuring that people with learning disabilities, autism and or challenging behaviour currently in in-patient secure hospitals are discharged into their local communities. The discharges of our most complex residents in long stay in-patient secure hospitals can only be facilitated by ensuring that local services are fit for purpose. The role of senior

partnership commissioner for Learning Disabilities and Autism will ensure that a dedicated resource exists to create local support and services for this and other groups of individuals with a learning disability and autism. This post will lead on the necessary visioning, planning including financial planning and delivery of integrated quality support and services.

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.
3. Please specify the funding source for this post

Please specify the funding source for this post:

The post will be funded from Better Care Fund

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett

Signed:.....

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER	AD005RS	
RECRUITING MANAGER	Angela Maduabuchi	
DIRECTORATE	Children and Adults	
TEAM	Adult Social Care	
POST TITLE	Support Services Assistant	
PAY RANGE	Range 2 (£15,840 - £20,001)	
POST NUMBER	10059	
DATE POST WILL BECOME VACANT	16/05/2019	
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

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 established structure has 5.00 FTE Support Services Assistant post at a budgeted cost of £100,793. Two posts will become vacant.

The post is fully funded within Adult Social Care (Cost code GT78P)

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

The impact of the current vacancy will put pressure on the remaining staff within the Admin function. Each locality have an administrator who supports the team and this vacancy means they won't have an Administrator and all the support work will be left undone. Also there are many central tasks (e.g. Homecare requests, invoice queries etc.) that the administrators do on a rota and these tasks will suffer if we are not fully staffed. The pressure that will be put on the remaining team members may well manifest in symptoms of stress leading to increases in sickness significantly increasing the risk that the team may not be able to discharge their duties.

Budget Issues

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

£26,037

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

There is no alternative way of providing this service.

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

The post is fully funded within Adult Social care budget (cost code GT87P)

For Externally Funded posts:

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

Comments from Portfolio Holder

One post only to be recruited to.

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 NUMBER		
RECRUITING MANAGER	Christine Impey	
DIRECTORATE	Children's Services – S&QA	
TEAM	Meeting Support Team	
POST TITLE	Meeting Support Officer	
PAY RANGE	Range 2	
POST NUMBER	12062	
DATE POST WILL BECOME VACANT	01-04-2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	
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 IRO admin team consists of 9.8 FTE and cover a number of functions within the Safeguarding and QA Service, namely general admin support, CP conference minute taking and meeting convening.

The Admin manager and Head of Service have worked closely to streamline the service to ensure processes are strictly adhered to and to alleviate the stress of individuals in the team leading to poor performance and low morale. The changes will be in place on the 1 March whereby creating support areas of business support.

There will be a FTE vacancy within the meeting convening team from 1 April which will need to be replaced to ensure the processes continue to be timely and support the services provided to Looked after Children and those subject to CP planning and

their families.

This post couldn't be covered within the team as this would lead to delay in timescales and impact on the overall performance of the service delivery.

I am requesting to recruit to the post as soon as possible to avoid a vacancy in the team.

Budget Issues

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

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

12. Please specify the funding source for this post:

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:
.....

Councillor Alan Jarrett

Signed:

Print Name:Date:
.....

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Michelle Lofting	
DIRECTORATE	Children and Adults	
TEAM	Quality Assurance and Engagement Team	
POST TITLE	Quality Assurance and Engagement Officer	
PAY RANGE	Grade 3: £19,686 - £25,369	
POST NUMBER	11635	
DATE POST WILL BECOME VACANT	April and 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

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 team consists of five members of staff (one team manager and four Quality Assurance Officers). Three of these posts are now vacant due to the staff members gaining promotions elsewhere.

The approved rationale form refers to three officers needing to be recruited. A matrix management structure has been in place between the engagement and QA team and Children's Commissioning, meaning that one officer is dedicated to that area. Rather

than recruit to this particular post, it has been agreed to transfer the budget for one post to children's commissioning, to enable that team to recruit.

This means that we are recruiting for two posts, rather than the three posts stated on the rationale.

Number of current providers that the team is monitoring that require a quality assurance visit at least once a year:

Children's area

There are 35 children placements supported by ten providers placed in 17 addresses across the South East

Adults' area

Older people – 30 providers

Home care – 29 providers

Mental health – 9 providers

Learning and physical disability – 32 providers

Day centres – 22 providers

Respite and Rehab – 5 providers

Supported living – 36 providers supporting 193 clients across 102 addresses

Out of borough providers – 131, supporting 287 Medway residents

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

The role of Quality Assurance and Engagement Officer is to ensure that commissioned services for both children and adults, which are regulated and unregulated services, are meeting the required standard in terms of social care.

The Care Act requires local authorities to help develop a market that delivers a wide range of sustainable high-quality care and support services that will be available to their communities. Local Authorities must make sure that people who live in their areas:

- Receive services that prevent their care needs from becoming more serious, or delay the impact of their needs
- Have a range of provisions of high quality, appropriate services to choose from

Quality Assurance Officers work closely with the Care Quality Commission, in house Social Workers (Adults), clinical Commissioning Group colleagues and care providers to raise standards in care homes, day centres, respite units, home care and supported living establishments.

The types of clients that providers are supporting: older people, those with mental health, learning disabilities, physical disability and young people. The QA team also assists with developing the market in terms of vetting and checking potential new providers.

In addition to the Quality Assurance function, the team is also responsible for formal consultation and engagement across children and adult services.

The implication of not filling these posts would be an increased workload for both Medway Council Commissioners and Social Workers because of the increased

number of concerns and safeguarding and the would be raised. In addition, greater risk would be placed on vulnerable children and adults as there would be limited checks on whether the social care provisions that the Council is using are safe, as not all social care provision is regulated by Care Quality Commission or Ofsted.

To maintain the local offer in Medway, the QA team spend a large amount of time supporting care providers assessed as poor performers or at risk of becoming so, to help raise their standards.

The team is also assisting and supporting Social Workers with 'Establishment' safeguarding. A reduction in the team would have a quality impact across social care provision and therefore not meet its Care Act duty of ensuring there is a range of high quality provision.

The team has built up a good working relationship and reputation across their work area. They have helped a number of providers to raise their standards.

In addition to the above, the team is currently working on an engagement project with children's services, which involves mapping engagement throughout the service, to evidence our activities during Ofsted inspections. So far this year, there are four consultations planned for Quarter 1. This work entails considerable resources in time and staff, placing additional pressure on the team.

Budget Issues

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

If the post were to remain unfilled the savings would be £39,372 - £50,738

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

None

15. Please specify the funding source for this post:

This post is 100% funded from the Business and Intelligence budget (C&A)

For Externally Funded posts:

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

Comments from Portfolio Holder

1 post only

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 NUMBER	B522LS & B523LS	
RECRUITING MANAGER	Michael Kelly	
DIRECTORATE	BSD	
TEAM	Category Management	
POST TITLE	Category Manager (x2 -B522LS) Category Support Officer (x3 – B523LS)	
PAY RANGE	Category Manager: Range 7 Category Support Officer: Range 3	
POST NUMBER	Category Managers: 10522 10515 Category Support Officers: 10518 13540 11827	
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
Job Profile must be attached 'Range 3 Category Support Officer - Job Description' and 'Range 7 Category Manager- Job Description'.		
Structure Chart Attached		

Service Impact

9. *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.*

These posts are to be funded from Category Management which allows for: One Head of Service, Seven range 7s and One Range 2. The team is currently comprised of One Head of Service, One range 7 and Two consultants who are backfilling range 7 posts. The team structure therefore has 5 vacancies.

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

Should these posts not be filled then the backdated workload for procurement projects will either be put on hold and put the Council in a position of contractual breach or the workload will be split amongst the current staff who do not have the required capacity to take it on. If the latter is adopted then the team risks resignations due to unmanageable workloads and an even greater risk of contractual breaches.

Budget Issues

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

By keeping these posts vacant the team will achieve a saving of approximately £12k per month. This sum is, however, offset against the risk of further resignations and the need to recruit into the posts with agency staff to manage the workload.

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

By recruiting into these vacancies the team can save on the potential costs of legal challenge on awarded contracts by being able to backfill the deficit of requirements.

18. Please specify the funding source for this post:

The team's 19/20 resourcing budget can accommodate this recruitment proposal.

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:

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

Directorate Portfolio Holder

Signed:.....

Print Name:..... Date:

Councillor Alan Jarrett

Signed:.....

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

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

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	James Larkin	
DIRECTORATE	BSD	
TEAM	Audit & Counter Fraud	
POST TITLE	Audit & Counter Fraud Intelligence Analyst	
PAY RANGE	R3 (£20,001 - £25,775) per annum	
POST NUMBER	14107	
DATE POST WILL BECOME VACANT	01/06/19	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS	Y/N
	FROM: / / TO: / /	
<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

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

Medway Council operates in a shared service with Gravesham Borough Council and is responsible for delivering their internal audit and counter fraud services. The team works to an agreed plan for the year based on the resources of the full establishment, so failure to recruit to this post would mean that the team cannot deliver the full plan for either Medway Council, or fulfil its obligations in the Shared Service agreement with Gravesham.

If the team cannot complete the full work plans for the year, the Head of Audit & Counter Fraud may not be able to deliver a sound overall opinion on the control environment of either council, required to support the Annual Governance Statements.

In addition, the team's ability to generate savings/income through counter fraud

activity will be severely impacted as the intelligence analyst is responsible for undertaking pro-active internal data matching and assessing matches received from wider data matching exercises, which in 2018-19 resulted in an additional £51,000 of business rates being billed.

36% of the cost of this post is met by Gravesham Borough Council.

Budget Issues

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

The post will become vacant on 1 June 2019. If left vacant until the end of the financial year, there would be savings of £25,058.

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

This is a straight replacement of another officer Based on likely date of recruitment and starting salary, there could still be a salary saving of £7,500.

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

Salaries budget within 4R402

For Externally Funded posts:

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

Comments from Portfolio Holder

Service Manager (Externally funded posts only)

Signed:.....

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

Director/Deputy Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett (only required for Cabinet Approval)

Signed:.....

Print Name:.....Date:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Rachael Horner	
DIRECTORATE	Public Health	
TEAM	Children's Partnership Commissioning	
POST TITLE	ART manager	
PAY RANGE	R6	
POST NUMBER		
DATE POST WILL BECOME VACANT		
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Yes
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	Y/N
<p>Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts.</p>		

Service Impact

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 will only be one ART Manager in the children's partnership commissioning team.

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

This role is a new role that has been designed to separate out the operational function of the commissioning lead to enable a greater focus on delivering savings and ensuring positive outcomes for young people.

In the first instance this role will be able to pick up closer operational oversight of individual cases to ensure all placements are delivering optimum outcomes for young people and reducing the likelihood for placement breakdowns. This and other measures such as negotiating with providers to ensure best value for placements. The role will also deliver an increased level of risk management by having close oversight of all external placements.

The role will also have greater potential to develop the analysis of themes and trends to inform commissioning intentions and provider negotiations.

In addition, there are increasing numbers of children coming in to care and an increase in the complexity of those children once in care. This means that freeing up the existing Placements Coordinator to focus on sourcing complex placements that take time especially in the eventuality of the young person having SEN or offending backgrounds increases the capacity of the team to deliver not only on the rising rate of incoming referrals but also on the overarching issues of analysis that improve performance.

Having this dedicated operational role in place will free up the strategic commissioning lead to focus on the development of holistic landscape of commissioned services for children in care to address issues such as prevention of the need for care, rehabilitation to home where possible, innovative interventions to support young people and reduce the level of long term support they require, and ensure appropriate pathways are in place to make full use of existing services. All of which will serve to decrease the pressure on the children's social care budget.

Budget Issues

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

1 x R6 post for 11 months

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

The only way to provide this service is to continue to allocate the operational duties to the strategic lead which removes the opportunity to develop savings and innovative services to children in care.

21. Please specify the funding source for this post:

Children's Partnership Commissioning team budget

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett

Signed:.....

Print Name:.....Date:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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JOB REFERENCE NUMBER		
RECRUITING MANAGER	Rachael Horner	
DIRECTORATE	Public Health	
TEAM	Children's Partnership Commissioning	
POST TITLE	Data and Monitoring officer	
PAY RANGE	R3	
POST NUMBER		
DATE POST WILL BECOME VACANT		
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Yes
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	Y/N
<p>Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p>Attach a structure chart to this form that details all established posts, highlighting all vacant posts.</p>		

<p><u>Service Impact</u></p> <p><i>13. 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.</i></p> <p><i>There will only be one Data and Monitoring Officer in the children's partnership commissioning team.</i></p> <p><i>14. Impact on the service if this post is not filled, with particular reference to services to the public.</i></p>
--

The role has several key functions as outlined below.

- monitors, tracks and validates financial information including both administering the children's social care external placements monthly pay runs and queries to and from providers.
- Monitors, tracks and validates manual invoicing arrangements for multi-funded placements again including ensuring accurate and timely manual invoices are paid and fielding queries to and from providers.
- Inputs placement data on to framework I so that correct tracking of children in care is up to date and care packages can be progressed.
- Provides the administration of the Joint Agency Panel that meets monthly to review and allocate funding for tripartite and continuing healthcare placements
- Is the team's support for maintaining integra accuracy and loading new provider data on to Integra for paying.

The above-described functions of the role would create a significant pressure on the team to be able to undertake them within the timeframe required to be able to pay providers on time and accurately as well as ensure that care package information is kept up to date.

Other functions that would impact the team negatively are the volume of the below tasks that will need replacing.

- Admin support to entire children's commissioning team
- Be the contact focal point for the ART invoices email box

Budget Issues

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

1 x R3 post for 11 months

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

One way to provide this service is to allocate the duties to the placement officers which removes their ability to source best value for money placements for children in care.

Another would be to recruit an apprentice but it is unlikely that they would be able to deliver the level of financial management and clerical duties that are required under pressure and within tight timeframes for this post.

24. Please specify the funding source for this post:

Children's Partnership Commissioning team budget

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett

Signed:.....

Print Name:.....Date:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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@medwav.gov.uk, so that the approval form can be inserted into the cabinet report,

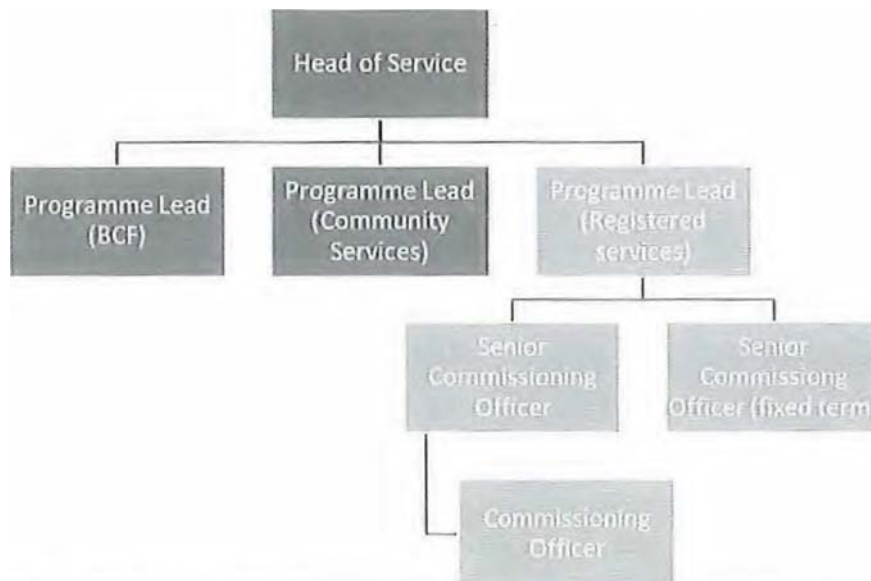
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JOB REFERENCE NUMBER	
RECRUITING MANAGER	Su Ormes
DIRECTORATE	Public Health
TEAM	Partnership Commissioning - adults
POST TITLE	Partnership Commissioning Programme Lead -Accommodation and registered services
PAY RANGE	7
POST NUMBER	13265
DATE POST WILL BECOME VACANT	October 2018
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT

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

- f. 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 post is required to support the implementation of the two new Extra Care Schemes and ensure that Medway's three existing new schemes operate at full capacity and prevent Medway Council paying for any void costs.

The risk of not replacing the post may impact on Medway Council not achieving the Adult Social Care Improvement savings attributed to Extra Care and the two Extra Care Schemes not being effectively implemented.

The post is responsible for the contract management of all our residential and nursing block contracts with Agincare, Strode Park Foundation and Avante Care. If the post is not recruited to, this will result in these contracts not been effectively managed and resulting in reduced occupancy of the block beds.

The post holder is responsible for the contract management of over 30 contracts with care homes for Older People and Working Age Adults with a Learning or Physical disability and Mental Health needs. If this post is not replaced, there will be no capacity within the team to manage these contracts especially when there are safeguarding concerns and quality assurance issues that arise.

The post holder is required to manage the Adult Social Care brokerage team manager to ensure that the brokerage team source good quality and best value placements and packages of care. The post holder also supports the team in provider negotiations. If the post is not replaced there is a risk that Medway will pay higher placement fees.

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

The post holder is also responsible for the robust management of the Home Care Framework and ensuring that packages of care are sourced through framework providers and not spot purchased at higher costs. If this post is not replaced this could result in an increase in spot purchasing at higher fees. A critical project for 2019 is the recommissioning of this framework, failure to recruit to this post will seriously jeopardise this programme, resulting in considerable financial, reputational and people risk.

Budget Issues

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

£47,000

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

There are no alternatives.

3. Please specify the funding source for this post:

Partnership Commissioning Payroll (50% Better Care Fund)

For Externally Funded posts:

Salary amount allocated to this post	£...£42,605 £47,417
Reserves allocated in case of redundancy	£.....

Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett

Signed:.....

Print Name:.....Date:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

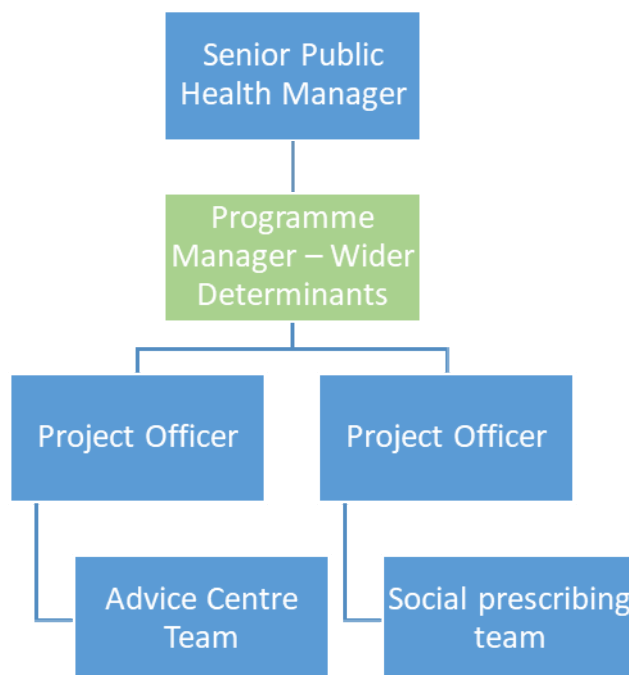
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JOB REFERENCE NUMBER	
RECRUITING MANAGER	Kate Bell
DIRECTORATE	Public Health - Peoples
TEAM	Social Prescribing
POST TITLE	Programme Manager – Wider Determinants
PAY RANGE	6
POST NUMBER	11196
DATE POST WILL BECOME VACANT	26 May
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT Y

Job Profile must be attached

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

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



Service Impact

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 programme manager is a stand alone post that works across a range of projects. This includes managing the new social prescribing service that we have recently received external funding for. This service will support a number of socially isolated older people in Medway, funded via European funds. The programme manager will line manage a project officer who will directly line manage a team of 5 people. The new manager will also take over the line management responsibility of the Public Health advice centre team.

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

Failure to recruit this post will mean Medway cannot deliver against the externally funded, high profile social prescribing project.

Budget Issues

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

£37,053 - £42,605

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

No suitable alternatives have been identified.

27. Please specify the funding source for this post:

Ring fenced public health grant

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett

Signed:.....

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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JOB REFERENCE NUMBER	PUBH002RS	
RECRUITING MANAGER	Jacqui Moore	
DIRECTORATE	Public Health	
TEAM	Public Health Programmes	
POST TITLE	STP Prevention Programme Officer	
PAY RANGE	Range 6	
POST NUMBER	14743	
DATE POST WILL BECOME VACANT	New post	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	N
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	Y
	1 Year fixed term contract	
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts.		

Service Impact

1. *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.*

This Prevention Workstream Programme Officer Post will be a new 1 year fixed term post funded through Kent and Medway Sustainability and Transformation Partnership (STP) funding. he post will be the only one of its type working to the Senior Public Health Manager: STP Prevention Programme Manager.

The post has been agreed by STP Finance and Programme Boards under the STP governance process as part of the 2019/20 business planning.

The publication of the NHS Long Term plan in January set out a heightened focus on prevention. In light of the NHS Long Term Plan aspirations, a significant piece of work will need to be undertaken to develop and implement a new, updated STP wide plan for prevention.

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

The implications of not filling this post are that the quality of the Kent and Medway STP response to the NHS Long Term plan will be negatively impacted. In particular, the ability to accurately identify population health need, target resource most effectively and identify areas where benefits can be realised. The NHS Long Term Plan has a particular focus on health inequality and this post will support the ability of the Kent and Medway STP to tackle the unfairness of health inequality.

Budget Issues

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

As the post is externally funded there is no opportunity for cashable savings by not creating or filling the post.

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

As the post is externally funded no savings could be achieved for the Council by providing the service in alternative ways.

30. Please specify the funding source for this post:

The post is to be funded through the Kent and Medway Sustainability and Transformation Partnership.

For Externally Funded posts:

- Salary amount allocated to this post £ Range 6 mid point £39,593
- Reserves allocated in case of redundancy £N/A 1 year fixed term post

Comments from Portfolio Holder

Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett

Signed:.....

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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JOB REFERENCE NUMBER	PUBH007RS	
RECRUITING MANAGER	Kate Bell	
DIRECTORATE	Public Health	
TEAM	Health Checks	
POST TITLE	Outreach Project Officer – Health Checks	
PAY RANGE	Range 4	
POST NUMBER	13637	
PREVIOUS/CURRENT POST HOLDER	Not Applicable	
DATE POST WILL BECOME VACANT	On approval	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	No
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	No

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.*

There is one other project officer that works in health checks, their role is to work with primary care to ensure service delivery, however they are also responsible for smoking cessation in GP practices. This post is a temporary post.

The STP has allocated funding of £40,000 to recruit a Project Officer for the Outreach Health Checks programme to deliver an additional 800 health checks over 1 year to Medway residents.

The aim of the health check programme is to prevent heart disease, stroke, type 2 diabetes and kidney disease, and raise awareness of dementia across the population. In April 2013, the NHS Health Check became a statutory public health service in England. The postholder will be responsible for increasing uptake for health checks in our most at risk groups for developing cardiovascular disease.

Currently only 9.9% of the total eligible population attend a check and STP funding enables additional resource to increase uptake for those that need it most. The Project Officer will work with a range of stakeholders and agencies throughout Medway including:

- Third sector
- Faith groups
- Local organisations and various community settings
- Workplace Health

They will also undertake specific work to target at risk groups including routine and manual workers and BME groups. There will be a further requirement to organise and hold a number of events.

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

Implications of not recruiting to this post will result in failing to meet the objectives agreed at the STP Prevention Board and not receiving the allocation of funding to allow targeting of hard to reach groups.

Budget Issues

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

None, this post is externally funded and funds will not be available without a postholder being appointed.

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

Not applicable

33. Please specify the funding source for this post:

Sustainability and Transformation Partnership

For Externally Funded posts:

- Salary amount allocated to this post £...32,500....
- Reserves allocated in case of redundancy £...10,000.....

Comments from Portfolio Holder

Director

Signed:

Print Name:Date:
.....

Directorate Portfolio Holder

Signed:

Print Name:Date:

.....

Councillor Alan Jarrett

Signed:

Print Name:Date:

.....

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

JOB REFERENCE NUMBER	R526LS	
RECRUITING MANAGER	Colin Garner	
DIRECTORATE	RCET	
TEAM	RCET Business Intelligence Hub	
POST TITLE	GIS Analyst	
PAY RANGE	Range 4 £25,775 - £31,385	
POST NUMBER	14239	
DATE POST WILL BECOME VACANT	Post currently vacant	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	N
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts.		

Service Impact

5. *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.*
6. *Impact on the service if this post is not filled, with particular reference to services to the public.*

The Regeneration Community Environment & Transformation Business Intelligence (RCET BI) Hub is responsible for managing the Corporate GIS service and systems. The team administers all geographic information, including all Ordnance Survey map data for the Council, the Local Land and Property Gazetteer (LLPG) and the Local Street Gazetteer (LSG). This post has been vacant since April 2018.

The vacancy already means that the team has limited capacity to meet its existing duties and the responsibility of maintaining the LSG (which will be a key responsibility of the vacant post). If the vacant post is not filled this will have a significant impact on delivery of several key projects, including compliance with a number of GIS related

statutory obligations. Examples include: -

- **Funding from Central Government** – Every few years Councils are asked by the Department for Transport (DfT) to complete a 'R199b' form which states the length of road they are responsible for maintaining. It is used as a basis for determining funding from central government. The current process is very time consuming on both ends and difficult to challenge/amend. The process is changing and in future will be based on street lengths in a Council's LSG. Therefore it's vital that Medway's LSG is an accurate reflection of the reality of the highway network i.e. captures all publicly maintained roads, paths, and their classifications. We need the capacity of the post to conduct a project to ensure that all publicly maintained highway is included within the Local Street Gazetteer. Any missing roads or paths will need to be identified and added to the LSG, otherwise Medway will not receive the full funding entitlement for maintenance of the highway network.
- **Meeting our statutory duties** - The Council are contractually obliged under the Public Sector Mapping Agreement and Data Cooperation Agreement to upload local street and address data to the national hub. The GIS Analyst is responsible for the day to day maintenance of over 3,000 street records in the LSG and supports the maintenance of the 135,000 associated property records in the LLPG; responding to update requests, data queries and problem solving issues as they arise. The post remaining vacant will expose the council to increased possibility of a failure to meet statutory update deadlines, which would pose both financial, and reputation risks for the Council.
- **Maintaining the quality of the LSG** – the LSG links to business critical systems and is vital for the work of Waste Services, Highways and Planning. For example, statutory undertakers of highways duties (telecoms and utility companies) have to apply for a permit if they wish to perform work on a particular road via reference to Unique Street Reference Numbers (USRN). The LSG is critical for data held within the Confirm system, without which it would not be possible to accurately manage Council street assets, allocate permits or waste service requests. The LSG plays a key role in providing information to support the Council's Streetworks Permitting Scheme giving Streetworks Promoters the information they need to accurately plan and co-ordinate works to help traffic flow throughout Medway.
- **Data quality standard** – Geoplace, the national organisation responsible for the National Street Gazetteer (NSG), assesses the quality of Medway's LSG data on a monthly basis. Geoplace has an ongoing aim of improving the quality of the NSG, targets are revised annually with new measures being introduced. If the team does not have the capacity to maintain these standards the LSG risks being rated as 'Below National Standard'. There are potential financial implications of remaining at 'Below National Standard' – Geoplace are able to charge a consultancy fee for generating a plan to raise a council's LSG to at least 'Above National Standard'. The GIS Analyst role is vital in maintaining Medway's LSG at 'Above National Standard' or higher without this additional capacity, there is an increased risk of the Council's LSG being graded as 'Below National Standard' and the direct potential financial implications of such a grading.
- **Integration with systems** – Having accurate address data – knowing where people and assets are – makes a substantial difference to the efficiency with which services are delivered. The Council has many distinct address datasets

across various departments. Without the LSG this leads to inaccuracy in address data, duplication of work and deficiencies in service delivery. The role is important in liaising with teams throughout the council to identify opportunities to share datasets and resolve technical issues with systems that are already linked. For example linking the LLPG and LSG to systems that use addresses or street information will improve the quality of information available and can save significant amounts of time for individual departments in not having to create new addresses, estimates put this at 11.1 working days per year (based on input time of 3 minutes per address and 1600 new addresses). The lack of the GIS Analyst will mean that the capacity of the team is reduced to a point where the team will not have the capacity to engage in such projects.

- **Maintaining the GIS service** - The GIS Analyst is vital in providing a cohesive and well-managed GIS service, managing GIS software and relationships with different teams around the Council. Keeping the post vacant will have an impact on the capacity to support teams around the council with evidence-based decision-making, designing and managing services and infrastructures, achieving and enforcing regulatory compliance, describing and monitoring changes in local conditions, and improving understanding of and meeting customer need. For example supporting directorate projects such as asset mapping, school routing and electoral services mapping as well as corporate projects such as support for transformation.

Budget Issues

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

The savings of this post being vacant to 31 March 2020 would be around £37,585 including 'on costs'.

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

There are no alternative ways this service could be provided as the role has day to day responsibility for maintaining the LSG and providing support to help maintain the LLPG. Other team members are currently covering the maintenance of the system but this is not sustainable in the long term as it means no capacity for other important work.

36. Please specify the funding source for this post:

4T98304800000000 – RCET Business Intelligence Hub

For Externally Funded posts:

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

Comments from Portfolio Holder

Director

Signed:.....

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

Directorate Portfolio Holder

Signed:.....

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

Councillor Alan Jarrett

Signed:.....

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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

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

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Dawn Hudd	
DIRECTORATE	RCET	
TEAM	Festivals, Arts, Theatres and Events (FATE)	
POST TITLE	Head of FATE	
PAY RANGE	Service Manager - £46,012 - £61,096 plus Special Allowance of £4,717 per annum	
POST NUMBER	0505	
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

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.*

This is a Head of Service post – 1 vacancy

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

This is an essential Head of Service management role which requires a level of specialist knowledge and experience not available elsewhere in the Council. It would therefore not be possible to cover this within existing resources.

FATE is a very high profile service, comprising a wide range over activities including 30 festivals, Castle Concerts plus strategic management of two theatres and art gallery and a comprehensive Arts Development Programme including the delivery of externally funded projects.

We are approaching a very important time for the service which requires the delivery of a new Cultural Strategy, a Festivals and Events Strategy, planning for Dickens 150 anniversary in 2020 and ambition to bid for UK City of Culture for 2025.

Budget Issues

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

2018/19 – None

2019/20 – Approx. £50k

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

Savings unlikely to be made as specialist consultant/contractors would be needed to cover the role if a permanent position is not filled and this would place extreme pressure on the AD for Physical & Cultural Regeneration

3. Please specify the funding source for this post:

Funding from Service budget for 2019/20

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:
.....