

## **CABINET**

**3 SEPTEMBER 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 13 posts to be considered for approval.

#### **1. Budget and Policy Framework**

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

#### **2. Background**

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

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

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

### **3. Details of the post requiring approval**

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

#### **Regeneration, Culture, Environment and Transformation**

Data and Systems Officer

#### **Business Support Department**

Legal Support Assistant

Paralegals (x2)

Management Accountant – Social Care

Management Accountant – RCET

#### **Public Health**

Social Prescribers (x3)

Asset Developer

#### **Children and Adults**

QA Officer

Meeting Support Officer – Children's

Personalisation and Client Finance Lead

- 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](mailto: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>



**APPENDIX 1**

**CABINET APPROVAL FOR RECRUITMENT TO VACANCIES**

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

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<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Carole Nisbet	
DIRECTORATE	RCET	
TEAM	MAE	
POST TITLE	Data and systems officer	
PAY RANGE	Range 4	
POST NUMBER	New post	
DATE POST WILL BECOME VACANT	New post	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y/N</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	<b>Y/N</b>
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts.</p>		

## **Service Impact**

1. *Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 20 care workers 2 posts vacant.*

This is a new post, and will be the only post of this type in the service.

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

Due to the implementation of a new Management Information System (MIS) system which uses Structured Query Language (SQL) for reporting, it is essential that we employ someone with these skills so that we can provide data to staff and stakeholders in order to monitor quality of provision and Key Performance Indicators (KPIs). We have also purchased a dashboard module to improve the way the data is presented.

The system has the capability for us to write Workflows which will streamline processes and provide a better customer service to our users.

There is no current post which demands these skills within the service. Without a post with these essential skills, the reporting capability of the service will be severely limited and we will not be able to make full use of the new system.

## **Budget Issues**

1. *Please indicate the realisable savings if this post remained vacant until the end of the financial year:*  
£12,607
2. *Please indicate if any savings could be achieved by alternative ways of providing the service:*  
No capacity or required skills within the service for this work
3. *Please specify the funding source for this post:*  
Externally funded - ESFA

### **For Externally Funded posts:**

- Salary amount allocated to this post            £21,612 for a full year
- 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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<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Sameera Khan	
DIRECTORATE	Business Support	
TEAM	Legal	
POST TITLE	<b>1 – Full time – Legal Support Assistant – Range 2 2 – Full-time – Paralegals – Range 3</b>	
PAY RANGE	Range 2 & 3	
POST NUMBER	-	
DATE POST WILL BECOME VACANT	Ongoing recruitment with Locum temporary cover	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Temporary Locums while recruitment is in progress</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: 21/8/19 ongoing	-

**Job Profile must be attached**

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

Temporary approval has been granted but permanent approval is being sought to recruit to the above positions.

The above vacancies have arisen due to the current Legal Support Assistant leaving the authority to take up a position elsewhere.

The two Paralegal posts have become vacant following natural progression of the current Paralegal to Trainee Lawyers.

**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.*

The Cabinet is asked to note that the temporary recruitment of locum was obtained on 1 August 2019, which will expire on 1 September 2019. Authorisation for permanent recruitment is therefore being sought with the continuation of the temporary approval until the permanent position can be filled.

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

- 1 – Full time – Legal Support Assistant – Range 2**
- 2 – Full-time – Paralegals – Range 3**

The above vacancies have arisen due to the current Legal Support Assistant leaving the authority to take up a position elsewhere.

The two Paralegal posts have become vacant following natural progression of the current Paralegal to Trainee Lawyers.

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

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

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

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

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

**Budget Issues**

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

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

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.

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

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

**For Externally Funded posts:**

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

**Comments from Portfolio Holder**

**Director**

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

**Directorate Portfolio Holder**

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

**Councillor Alan Jarrett**

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

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report.

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<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Katey Durkin	
DIRECTORATE	Business Support	
TEAM	Finance Strategy	
POST TITLE	Management Accountant – Social Care	
PAY RANGE	Range 6	
POST NUMBER	11734	
DATE POST WILL BECOME VACANT	13 May 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y/N</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	<b>Y/N</b>
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p><b>Attach a structure chart</b> 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.

This vacancy is within a team of four posts; a Finance Business Partner for Education and Children's Social Care, and three Management Accountant posts, two of which are filled.

This vacancy has arisen as a result of promotions within the Finance Strategy team because of a restructure. The Management Accountant – Social Care is responsible for supporting the Children's Social Care division to manage their budget; monitoring the number of placements/package costs, reconciling this between the Council's payment and social care systems and generating forecasts for the financial monitoring process. The role is also responsible for monitoring the service's use of Agency Staff to track spend on temporary staff. The role also supports the service by modelling out the impact of potential restructures which given the size of the service, is a relatively frequent activity. Without this post there is a risk that the Children's Social Care placements and staffing budgets would not be adequately managed and accurately forecasted.

## Budget Issues

Please indicate actual cost of filling this post:

This post is Range 6, with cost estimate of £49,000

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

This post is fully funded within the existing Finance Strategy staffing budget for 2019/20.

Signed: .....  
Director

Dated: .....

Signed: .....  
Directorate Portfolio Holder

Dated: .....

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<b>JOB REFERENCE NUMBER</b>		
RECRUITING MANAGER	Katey Durkin	
DIRECTORATE	Business Support	
TEAM	Finance Strategy	
POST TITLE	Management Accountant – RCET (Secondment)	
PAY RANGE	Range 6	
POST NUMBER	11734	
DATE POST WILL BECOME VACANT	13 May 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	<b>N</b>
<b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.		
<b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts.		

### Impact on Service – please include:-

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

This vacancy is within a team of four posts; a Finance Business Partner for RCET and Alternative Service Delivery, and three Management Accountant posts, two of which are filled.

This vacancy has arisen as a result of promotions within the Finance Strategy team because of a restructure. The Management Accountant – RCET is responsible for supporting the Transformation Division with the RCET. The role is responsible for;

- supporting the budget holders and service managers within the Transformation Division to manage and forecast their budgets,
- costing up/assisting in the preparation of business cases for saving/invest to save opportunities (including supporting the Business Change team to do so as required)
- All aspects of year end closedown and final accounts process with respect to all Transformation budgets
- Supporting the service through the budget build process including MTFS, preparation of salaries budgets and delivery of detailed budgets on integra.

Without this post the Transformation Division managers will not be fully supported through the budget build / management / closedown processes and there is a risk of increased error/inaccuracy as a result.

## Budget Issues

Please indicate actual cost of filling this post:

This post is Range 6, with cost estimate of £49,000

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

This post is fully funded within the existing Finance Strategy staffing budget for 2019/20.

Signed: .....  
Director

Dated: .....

Signed: .....  
Directorate Portfolio Holder

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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<b>JOB REFERENCE NUMBER</b>	PUBH019AL	
RECRUITING MANAGER	Kate Bell	
DIRECTORATE	Public Health	
TEAM	Social Prescribing	
POST TITLE	Social Prescribers x 3	
PAY RANGE	3	
POST NUMBER		
DATE POST WILL BECOME VACANT	On approval	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>No</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	<b>No</b>
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts.</p>		

### Service Impact

1. *Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 20 care workers 2 posts vacant.*

Medway's Public Health team has secured £660k of external funding to reduce social isolation in older people. To enable delivery of the initiative there is a requirement to employ three full time Social Prescribers to engage and support 750 residents each year across Medway. Social Prescribers will help those that are socially isolated

attend programmes in the community that meets their needs and improve their wellbeing. The role is specialised to this area of work and requires individuals that are highly skilled.

Social Prescribers will work with a range of stakeholders both within the Local Authority and the wider workforce.

The wider aims of the programme is to strengthen community resilience and personal resilience, and reduce health inequalities by addressing the wider determinants of health, such as debt, poor housing and physical inactivity. It will also reinforce the Local Authority's Adult Social Care Strategy to 'support the people of Medway to live full, active lives; to live independently for as long as possible, and to play a full part in their local communities'.

There are no other posts of the same type in Public Health, there are three vacancies and the posts are for 3 years.

- 2. 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 as it will not be able to proceed. Social Prescribers are a crucial element.

## **Budget Issues**

- 1. 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.

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

Not applicable

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

Interreg Funding

## **For Externally Funded posts:**

- Salary amount allocated to this post                      £...25,201 for each post
- Reserves allocated in case of redundancy                      £...7,500 for each post



**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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<b>JOB REFERENCE NUMBER</b>	PUBH018AL	
RECRUITING MANAGER	Kate Bell	
DIRECTORATE	Public Health	
TEAM	Social Prescribing	
POST TITLE	Asset Developer	
PAY RANGE	4	
POST NUMBER		
DATE POST WILL BECOME VACANT	On approval	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>No</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	<b>No</b>
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts.</p>		

## **Service Impact**

- 1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 20 care workers 2 posts vacant.*

Medway's Public Health team has secured £660k of external funding to reduce social isolation in older people. To enable delivery of the initiative there is a requirement to employ someone to map the assets that are available within the voluntary and community sector (VCS) and identify gaps in potential service to mobilise the VCS to provide a solution.

The Asset Developer will work with a number of internal and external stakeholders, to pull together the necessary information and feed into a system that will provide a directory of services to be used by Medway Adult Social Care, Children Services, Public Health, Commissioned Services and the community sector. This will enable residents to access services outside that of those provided by the local authority. This element of Social Prescribing is crucial to its success.

There are no other posts of the same type, there is one vacancy and the post is for 3 years.

The wider aims of the programme is to strengthen community resilience and personal resilience, and reduce health inequalities by addressing the wider determinants of health, such as debt, poor housing and physical inactivity. It will also reinforce the Local Authority's Adult Social Care Strategy to 'support the people of Medway to live full, active lives; to live independently for as long as possible, and to play a full part in their local communities'

- 2. 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. Without an Asset Developer gaining a picture of what is available and mobilising a directory of services for use in the Council and its stakeholders would not be possible.

**Budget Issues**

1. *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.

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

Not applicable

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

Interreg Funding

**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:  
.....

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<b>JOB REFERENCE NUMBER</b>	CH072AL	
RECRUITING MANAGER	Rachael Horner	
DIRECTORATE	Public Health	
TEAM	Children's commissioning	
POST TITLE	QA officer	
PAY RANGE	R4	
POST NUMBER	New	
DATE POST WILL BECOME VACANT	now	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	Y/N
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts.</p>		

### Service Impact

1. *Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 20 care workers 2 posts vacant.*

This is the only post of its kind and represents a significant gap when not filled.

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

The role has several critical functions in relation to Quality Assurance and Contract Management as outlined below.

The role is the focal point for the quality assurance system that ensures not only contract compliance but also that positive outcomes are delivered for Medway's children in care.

The post-holder is needed to track information around placements of children in care, complaints, issues and incidents, routine performance monitoring and reporting schedules, and undertake quality assurance visits with providers, monitor risks and ensure full and complete documentation and audit trails are in place.

Without this role in post there is very little capacity to monitor data being submitted to the organisation updating the LA on its statutory duties to oversee the care of children and presents a significant reputational, financial and organisational risk.

Very little enforcement action is undertaken and we will struggle to drive the improvements needed. Without this post in place, Medway will struggle to be accountable to Ofsted for the monitoring of the contracts it has commissioned

The role will also provide a liaison with the service providers to ensure problems are resolved in a timely and effective manner, including drawing up improvement/ action plans and ensuring the service provider implements them.

### **Budget Issues**

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

1 x R4 salary to end of year. This would need to be offset against the additional costs to the organisation of the consequences of the work not being done.

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

No – on the contrary – once this post holder is up and running, their work is likely to contribute towards improved outcomes for young people, increased placement stability, and value for money in terms of placement cost.

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

**For Externally Funded posts:**

- Salary amount allocated to this post            £...£26,000.....
- 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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<b>JOB REFERENCE NUMBER</b>		
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	11-08-2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Y</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	
<b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding		
<b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts		

<p><b><u>Service Impact</u></b></p> <p>The Independent Reviewing Officers (IRO) admin team consists of 9.8 FTE and cover a number of functions within the Safeguarding &amp; Quality Assurance Service, namely general admin support, IRO support, Child Protection (CP) conference minute taking and meeting convening.</p> <p>There will be a FTE vacancy within the general admin team from 11 August 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.</p> <p>This post could not be covered within the team as this would lead to delay in timescales and impact on the overall performance of the service delivery.</p> <p>I am requesting to recruit to the post as soon as possible to avoid a vacancy in the team.</p>
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**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:*
- *Please specify the funding source for this post:*

This post is currently within my service establishment.

**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](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report.

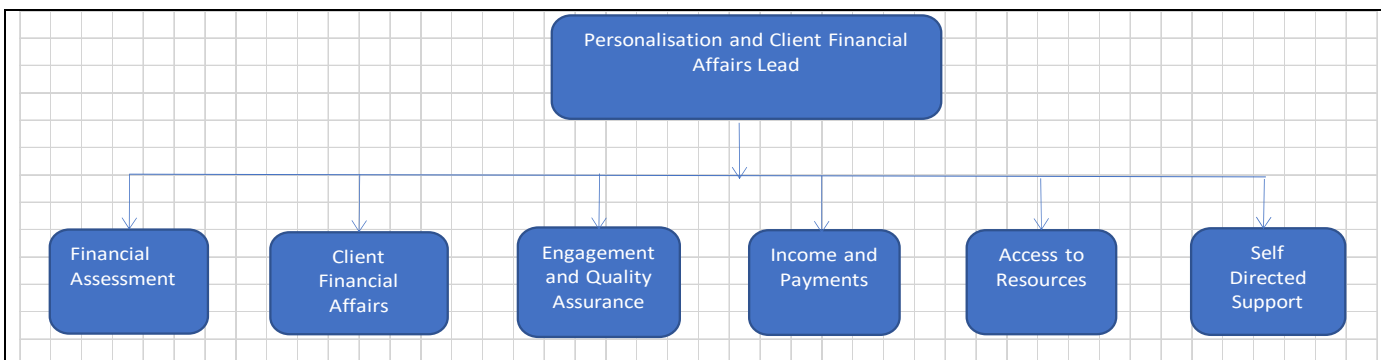
*When completing the Service Impact and Budget Issues sections of this document, please be aware that once approved this will be published in a Cabinet Agenda on the council's website and it will be in the public domain so please refrain from detailing commercially sensitive information, or using names,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

JOB REFERENCE NUMBER		
RECRUITING MANAGER	Michael Hood	
DIRECTORATE	Children and Adults	
TEAM	Business and Intelligence	
POST TITLE	Personalisation and Client Finance Lead	
PAY RANGE	Range 7	
POST NUMBER		
DATE POST WILL BECOME VACANT	3 <sup>rd</sup> June 2019	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	<b>Yes</b>
	TEMPORARY OR PERMANENT RECRUITMENT VIA MCG SOLUTIONS FROM: / / TO: / /	<b>Y/N</b>
<p><b>Job Profile must be attached</b> Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding.</p>		
<p><b>Attach a structure chart</b> to this form that details all established posts, highlighting all vacant posts.</p>		

### Service Impact

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 20 care workers 2 posts vacant.

The post holder has operational responsibility to a broad number of services across both Children and Adults.



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

Should the post not be recruited to permanently it will impact negatively on both the public and teams we support through-out both children and adults social care.

The post holder has operational responsibility for a number of teams that generate income, make payment to providers and also front line teams providing services to both of vulnerable children and adults. The post holder also responsible for community based short breaks provided to children, young people and their families to prevent long term social care intervention.

**Budget Issues**

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

The post is currently filled by someone on a secondment contract which is due to end 31 August 2019. With this in mind there will be no savings.

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

No savings could be achieved by alternative delivery.

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

This position is funded through Business and Intelligence and forms part of the service base line budget build.

**For Externally Funded posts:**

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

**Comments from Portfolio Holder**

**Director**

Signed: .....

Print Name: Ian Sutherland

Date:.....

**Directorate Portfolio Holder**

Signed: .....

Print Name: Cllr David Brake

Date:.....

**Councillor Alan Jarrett**

Signed: .....

Print Name: Cllr Alan Jarrett

Date:.....