

CABINET

7 APRIL 2020

RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Leader

Report from: Neil Davies, Chief Executive

Author: Samantha Beck-Farley, Head of HR

Summary

This report brings forward several 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:

Adaptations Technical Assistant

Bikeability Officer (x2)

Administrative Support Officer

Guardians of the Deep Project Officer

Customer & Business Support Senior Officer (x1)

Customer & Business Support Officers (Gun Wharf) 6.42 FTE

Customer & Business Support Officers (Kingsley House) 7.81 FTE

Children & Adults:

Senior Public Health Researcher

Senior Partnership Commissioner

Youth Offending Team Information & Analysis Officer

Senior Commissioning Officer

Data & Monitoring Officer

Principal Social Worker (Head of Quality and Specialist Services)

Business Support:

FM and Compliance Manager

Senior Valuation Surveyor (Temp)

Lawyer – Place

Paralegal

- 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

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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

JOB REFERENCE NUMBER	RECT245KS
CASE NUMBER	ATR000091
RECRUITING MANAGER	Lloyd Rees
DIRECTORATE	Regeneration, Culture and Environment
DIVISION	Physical and Cultural Regeneration
SERVICE	Housing - Strategic Housing
SERVICE MANAGER	Mark Breathwick
ASSISTANT DIRECTOR	Dawn Hudd
DIRECTOR	Richard Hicks
PORTFOLIO	Housing and Community Services
PORTFOLIO HOLDER	Councillor Howard Doe

POST DETAILS

TEAM	Private Sector Housing
POST TITLE	Adaptations Technical Assistant
PAY RANGE	Medpay Range 2
POST NUMBER	To be confirmed by HR
NEW POST TO THE ORGANISATION?	Yes
POST CURRENTLY FILLED?	
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

Private Sector Housing provides an enforcement and mandatory service.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?

Impact upon the service if this post is not filled

Without Technical support all of the officers will be spending many extra hours in the office completing paperwork for legal, landlords, agents and tenants. Stopping the officers attending to service request for assistance with complaints etc.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

None

Savings that could be achieved by providing the service in alternative ways

None

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	The post will be funded via the Disabled facilities Grant budget.

For externally funded posts

Salary amount allocated to this post	Range 2
Reserves allocated in case of redundancy	12 month rolling contact.

SUPPORTING COMMENTS

Service Manager comments	Approved. Post has been reviewed following a re-structure. Additionally role will support a team with an increasing remit to undertake more work in the private sector to improve standards.
Human Resources team comments	
Chief People Officer comments (where applicable)	Externally funded.
Assistant Director comments	Externally funded.
Director comments	Approved - Externally funded by Disabled facilities Grant budget and part of restructure.
Portfolio Holder comments	Externally funded and forms part of service restructure.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	RCET197RS
CASE NUMBER	ATR000077
RECRUITING MANAGER	James Sutton
DIRECTORATE	Regeneration, Culture and Environment
DIVISION	Frontline Services
SERVICE	Integrated Transport
SERVICE MANAGER	Michael Edwards
ASSISTANT DIRECTOR	Ruth Du-Lieu
DIRECTOR	Richard Hicks
PORTFOLIO	Frontline Services
PORTFOLIO HOLDER	Councillor Phil Filmer

POST DETAILS

TEAM	Road Safety Team
POST TITLE	Bikeability Officer [x2]
PAY RANGE	Medpay Range 2
POST NUMBER	4369
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	Yes
CURRENT POST HOLDER	7x Zero Hour Contract Staff
DATE POST WILL BECOME VACANT	17/02/2020
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

2x Bikeability Officers [zero hour contract]

Request for two Bikeability Officers to be employed on a zero hour contract basis, to facilitate the delivery of Bikeability Level 1 & 2 and Bikeability Balance courses within Medway school settings. NOTE: With the exception of holiday courses, staff training and occasional community events, course delivery will take place during school term time.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	
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Impact upon the service if this post is not filled

These posts will be funded via the agreed DfT Bikeability grant, with Medway Council having secured up to £49,115.00 during the 2019/20 financial year and the same allocation again in 2020/21. The total eligible funding claim is dependent on the number of children having received these courses [£40 per child for Bikeability Levels 1 and 2 and £25 per child for Bikeability Balance delivery] over the funding duration and therefore it is within the interests of the local authority to maximise course delivery numbers. Lack of Bikeability Officer capacity directly impacts the ability to deliver courses, which in turn impacts the (income) claim value.

Bikeability aims to encourage everyday cycling by developing the skills, knowledge and understanding needed for effective and confident on-road cycling. The primary purpose of Bikeability is to 'get more people cycling more safely, more often' and aligns with council plan priorities and associated policy.

At present Medway Council have 7 Bikeability Officers in place, however one of these has recently issued their resignation and 5 of the remaining 6 instructors are unable to commit to a full-time schedule, presenting difficulties with fulfilling course bookings.

A minimum of two Bikeability Officers are required to deliver a course and therefore it is within the authority's interests to maximise instructor availability in order to achieve the intended

delivery and funding potential and to minimise course cancellation wherever possible. An additional two Bikeability Officers employed on a zero-hour contract would help to overcome this issue. This would provide additional course instructor capacity, and therefore greater likelihood of achieving the maximum available income via the DfT Bikeability grant.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

The total eligible funding claim is dependent on the number of children having received these courses [£40 per child for Bikeability Levels 1 and 2 and £25 per child for Bikeability Balance delivery] over the funding duration and therefore it is within the interests of the local authority to maximise course delivery numbers. Lack of Bikeability Officer capacity directly impacts the ability to deliver courses, which in turn impacts the (income) claim value.

Savings that could be achieved by providing the service in alternative ways

As above. Course delivery in line with national programme requirements.

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	These posts will be funded via the agreed DfT Bikeability grant, with Medway Council having secured up to £49,115.00 during the 2019/20 financial year and the same allocation again in 2020/21.

For externally funded posts

Salary amount allocated to this post	Range 2
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	This is approved at Service Manager level.
Human Resources team comments	
Chief People Officer comments (where applicable)	Externally funded.
Assistant Director comments	Agreed by Ruth Du-Lieu as funded by DFT Bikeability Grant.
Director comments	Approved - Externally funded by DfT Bikeability grant.
Portfolio Holder comments	
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	RCET215LB
CASE NUMBER	ATR000055
RECRUITING MANAGER	Hilary Treays
DIRECTORATE	Regeneration, Culture and Environment
DIVISION	Physical and Cultural Regeneration
SERVICE	Medway Adult Education (MAE)
SERVICE MANAGER	Sunny Ee
ASSISTANT DIRECTOR	Dawn Hudd
DIRECTOR	Richard Hicks
PORTFOLIO	Housing and Community Services
PORTFOLIO HOLDER	Councillor Howard Doe

POST DETAILS

TEAM	Medway Adult Education
POST TITLE	Administrative Support Officer
PAY RANGE	Medpay Range 2
POST NUMBER	12407
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	No
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

6 Administrative Support Officer posts – 4.52fte plus 1 full-time apprentice.
1 post vacant – 0.6fte plus 1 full-time apprentice vacancy.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	
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Impact upon the service if this post is not filled

We are looking to recruit a part-time administrator to support the team with the additional work following the implementation of the new management information system EBS. The admin team is a key function within Medway Adult Education, supporting the programme delivery, dealing with all learner enquiries and enrolments and administering all aspects of administration, including financial transactions e.g. processing invoices for services or goods received, raising invoices for fees, following up outstanding balances etc. and supporting the data team to ensure all data input is accurate and timely which is required by the funding agency, Education and Skills Funding Agency. Failure to recruit to this post will mean inadequate staffing available to process enquiries and enrolments and the financial administration for the service. This could impact on future funding allocations from the ESFA, as reduced enrolments could lead to clawback and on the quality of provision, which could affect future Ofsted inspections.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

£2,202

Savings that could be achieved by providing the service in alternative ways

There is no capacity within the service to cover this work.

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	Funded from the Education and Skills Funding Agency allocation.

For externally funded posts

Salary amount allocated to this post	£13,209
Reserves allocated in case of redundancy	N/A

SUPPORTING COMMENTS

Service Manager comments	Approved.
Human Resources team comments	
Chief People Officer comments (where applicable)	Externally funded.
Assistant Director comments	This post is covered in the 2020/21 budget and the start date will be after 1 April 20.
Director comments	Approved - Externally funded by Education and Skills Funding Agency allocation.
Portfolio Holder comments	Externally funded.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	RCET0176LS
CASE NUMBER	ATR000020
RECRUITING MANAGER	Mark Loos
DIRECTORATE	Regeneration, Culture and Environment
DIVISION	Physical and Cultural Regeneration
SERVICE	Regeneration Delivery
SERVICE MANAGER	Sunny Ee
ASSISTANT DIRECTOR	Dawn Hudd
DIRECTOR	Richard Hicks
PORTFOLIO	Inward Investment, Strategic Regeneration and Partnerships & Planning, Economic Growth and Regulation
PORTFOLIO HOLDER	Councillor Rodney Chambers and Councillor Jane Chitty

POST DETAILS

TEAM	Medway Swale Estuary Partnership/Greenspaces
POST TITLE	Guardians of the Deep Project Officer
PAY RANGE	Medpay Range 4
POST NUMBER	13195
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	Yes
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	31/12/2019
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Temporary
Date from	01/01/2020
Date to	30/04/2020
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

The post sits within the Medway Swale Estuary Partnership and is currently funded through the Heritage Lottery Fund until the end of December 2019, to deliver the Guardians of the Deep project. Due to an underspend within the project, we have been given permission by HLF to extend the project officer's post until the end of April 2020. This will be entirely funded through our existing HLF grant.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	
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Impact upon the service if this post is not filled

Without this four month extension to the post, we will not be able to carry out the activities that we have agreed with HLF to ensure a satisfactory conclusion to the project.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

N/A - Post funded entirely through existing HLF grant.

Savings that could be achieved by providing the service in alternative ways

N/A - Post funded entirely through existing HLF grant.

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	Through an existing HLF project grant.

For externally funded posts

Salary amount allocated to this post	£5030.60
Reserves allocated in case of redundancy	N/A

SUPPORTING COMMENTS

Service Manager comments	"Please do progress this as a matter of urgency."
Human Resources team comments	
Chief People Officer comments (where applicable)	
Assistant Director comments	Approved as fully funded externally by HLF.
Director comments	Approved - Externally funded by HLF.
Portfolio Holder comments	
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	RCET0240RS
CASE NUMBER	ATR000086
RECRUITING MANAGER	Julie Ince
DIRECTORATE	Regeneration, Culture and Environment
DIVISION	Transformation
SERVICE	Customer and Business Support - Customer Services
SERVICE MANAGER	Jeremy Shelton
ASSISTANT DIRECTOR	Carrie McKenzie (now Phil Watts)
DIRECTOR	Richard Hicks (now Phil Watts)
PORTFOLIO	Business Management
PORTFOLIO HOLDER	Councillor Rupert Turpin

POST DETAILS

TEAM	Customer and Business Support
POST TITLE	Customer and Business Support Senior Officer
PAY RANGE	Medpay Range 3
POST NUMBER	14364
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	No
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

1 FTE vacant post at R3, of an establishment of 4 FTE at this grade, supporting between 17-24 FTE R2 posts.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	
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Impact upon the service if this post is not filled

The impact of not filling this vacant post would be as follows:

- Lack of call monitoring and quality assurance on social care telephony
- Unable to develop and motivate team
- Unable to audit, check and amend processes to ensure they remain up to date (particularly important in the area of support for social care where this CABS vacant sits)
- Officers unable to handoff call escalations
- Well-being support for staff (1:1s and sickness or other support)
- Unable to provide adequate 1:1 support or cover for CABS officers at the integrated discharge service at Medway Maritime Hospital
- Unreasonable demands upon other managers.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

Savings realised if this post remained vacant until the end of the financial year would be £5000 (+ oncosts)

Savings that could be achieved by providing the service in alternative ways

Efficiencies and savings have been achieved in 2018 and 2019 in all areas of Customer and Business Support. Our team continue to work with the council's transformation team and business change to ensure that new ways of working which could improve the customer journey are considered.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	Funding for this Range 3 post is within existing staff budget.

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	
Human Resources team comments	
Chief People Officer comments (where applicable)	
Assistant Director comments	
Director comments	Approved - Permission to approve was sought from Phil Watts as this now sits within his Directorate.
Portfolio Holder comments	Approving at request of Portfolio Holder
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	RCET224RS
CASE NUMBER	ATR000084
RECRUITING MANAGER	Julie Ince
DIRECTORATE	Regeneration, Culture and Environment
DIVISION	Transformation
SERVICE	Customer and Business Support - Business Administration Support
SERVICE MANAGER	Jeremy Shelton
ASSISTANT DIRECTOR	Carrie McKenzie (now Phil Watts)
DIRECTOR	Richard Hicks (now Phil Watts)
PORTFOLIO	Resources
PORTFOLIO HOLDER	Councillor Adrian Gulvin

POST DETAILS

TEAM	CABS
POST TITLE	Customer and Business Support Officers
PAY RANGE	Medpay Range 2
POST NUMBER	14363
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	No
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	This applies for a range of posts

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

6.42 FTE vacant posts (within three of our teams) - with an establishment of 49.64 FTE in the three teams.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?

Impact upon the service if this post is not filled

The Customer and Business Support teams support a variety of customers and services and the impacts would be as follows if we do not recruit:

- Blue Badge processing timescales not being met (direct impact on our customers)
- Statutory timescales not met and direct impacts on our customers in relation to processing of work associated with :
 - Environmental Protection (health risks);
 - Planning applications;
 - Noise Nuisance complaints;
 - Environmental Information Regulations;
 - Solicitors' enquiries;
- Risk of urgent safeguarding and other cases not being processed as urgently as they should and/or unable to provide Adult Social Care minute takers for important safeguarding meetings.
- Decline in telephony performance
- Reputational damage
- Complaints
- Social Media comments
- Poor customer experience
- Work related pressure for other colleagues
- Poor service to internal customers impacting front line officers (such as Environmental Protection officers, Adults' Social Workers, Planning)
- Poor customer experience.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

Savings of £16,586.07 (+ oncosts) would be realised if the posts remained vacant until the end of the financial year.

Savings that could be achieved by providing the service in alternative ways

1. Major efficiencies and savings have been achieved in 2018 and 2019 in all areas of Customer and Business Support. Our team continue to work with the council's transformation and business change teams to ensure that new ways of working which could improve the customer journey are considered.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	Funding for range 2 posts is within existing staffing budget.

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	Agreed with Carrie McKenzie, AD, as essential recruitment to maintain service delivery to external and internal customers.
Human Resources team comments	
Chief People Officer comments (where applicable)	
Assistant Director comments	
Director comments	Approved - Permission to approve was sought from Phil Watts as this now sits within his Directorate.
Portfolio Holder comments	
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	RCET0239RS
CASE NUMBER	ATR000085
RECRUITING MANAGER	Julie Ince
DIRECTORATE	Regeneration, Culture and Environment
DIVISION	Transformation
SERVICE	Customer and Business Support - Customer Services
SERVICE MANAGER	Jeremy Shelton
ASSISTANT DIRECTOR	Carrie McKenzie
DIRECTOR	Richard Hicks
PORTFOLIO	Business Management
PORTFOLIO HOLDER	Councillor Rupert Turpin

POST DETAILS

TEAM	Customer and Business Support
POST TITLE	Customer and Business Support Officer
PAY RANGE	Medpay Range 2
POST NUMBER	14363
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	No
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	This applies to a range of vacant posts within the area at Kingsley House supporting council tax, benefits and housing

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

7.81 FTE Range 2 vacant posts (within one team supporting Council and Benefits telephony enquiries and face to face appointments for housing) with an establishment of 19.8 FTE for this one team.

A copy of the structure chart is attached.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	
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Impact upon the service if this post is not filled

- Decline in telephony performance
- Reputational damage
- Complaints and Member/MP dissatisfaction
- Social Media comments
- Poor customer experience
- Customer unable to pay council tax (income to council affected)
- Work related pressures for existing officers
- Risk for vulnerable housing clients not being seen quickly enough (risk of being homeless and homeless on the day)
- Risk of customers becoming angry or upset on face to face waiting times
- Media attention
- Poor service to internal customers impacting front line officers and customer experience.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

Savings of £20,618 (+ on-costs) if these posts remained vacant until the end of the financial year.

Savings that could be achieved by providing the service in alternative ways

Major efficiencies and savings have been achieved in 2018 and 2019 in all areas of Customer and Business Support. Our team continue to work with the council's transformation and business change teams to ensure that new ways of working which could improve the customer journey are considered.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	Funding for range 2 posts is within existing staffing budget.

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	Agreed with Carrie McKenzie, AD, as essential recruitment to support service delivery to external customers.
Human Resources team comments	
Chief People Officer comments (where applicable)	
Assistant Director comments	
Director comments	Approved - Permission to approve sought from Phil Watts as this now sits within his Directorate.
Portfolio Holder comments	Approved at request of Portfolio Holder
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	PUBH046RS
CASE NUMBER	ATR000121
RECRUITING MANAGER	David Whiting
DIRECTORATE	Children and Adults
DIVISION	Public Health
SERVICE	Public Health Programmes
SERVICE MANAGER	Aeilish Geldenhuys
ASSISTANT DIRECTOR	James Williams
DIRECTOR	Ian Sutherland
PORTFOLIO	Adult Services
PORTFOLIO HOLDER	Councillor David Brake

POST DETAILS

TEAM	Public Health Intelligence
POST TITLE	Senior Public Health Researcher
PAY RANGE	Medpay Range 6
POST NUMBER	14985
NEW POST TO THE ORGANISATION?	Yes
POST CURRENTLY FILLED?	
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Temporary
Date from	01/04/2020
Date to	31/03/2021
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

This is a new post, funded for one year by funds from the National Institute for Health Research. The post will add capacity to develop research funding bids. There are no current posts within the team of this type.

A copy of the structure chart is attached.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	No
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Impact upon the service if this post is not filled

If this post is not filled it will reduce the ability of the council to obtain future external funding from health research sources. This will also reduce the capability of the Council to develop more in-depth insight into the health and wellbeing needs of the population of Medway. If the post is not filled the funds received for this post would have to be returned to the National Institute for Health Research.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

No savings would be realised as this is an externally-funded post. The funds received for this post would have to be returned to the funder.

Savings that could be achieved by providing the service in alternative ways

No savings would be realised as this is an externally-funded post. The funds received for this post would have to be returned to the funder.

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	Funded by the National Institute for Health Research.

For externally funded posts

Salary amount allocated to this post	£55,386
Reserves allocated in case of redundancy	Redundancy allocation built into funding package from awarding body

SUPPORTING COMMENTS

Service Manager comments	This is externally funded post that we if don't recruit to we will lose the funding.
Human Resources team comments	
Chief People Officer comments (where applicable)	Externally funded
Assistant Director comments	This is externally funded post that we if don't recruit to we will lose the funding.
Director comments	Externally funded. Approved by Director
Portfolio Holder comments	This post attracts external funding which in turn enables Medway council Public Health Team to investigate and bid for additional funding to support work required to be undertaken, all to the benefit of the Medway Community.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	pubh043rs
CASE NUMBER	ATR000117
RECRUITING MANAGER	Michael Griffiths
DIRECTORATE	Children and Adults
DIVISION	Public Health
SERVICE	Public Health Programmes
SERVICE MANAGER	Aeilish Geldenhuys
ASSISTANT DIRECTOR	James Williams
DIRECTOR	Ian Sutherland
PORTFOLIO	Adult Services
PORTFOLIO HOLDER	Councillor David Brake

POST DETAILS

TEAM	Partnership Commissioning
POST TITLE	Senior Partnership Commissioner
PAY RANGE	Medpay Range 6
POST NUMBER	13191
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	No
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

Within the children and families programme, there is one range 7 programme lead, one range six senior partnership commissioner (this vacancy) and one range four partnership commissioner.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	No
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Impact upon the service if this post is not filled

This post is part of the partnership commissioning team and is funded jointly by Medway Council and NHS Medway CCG as part of the better care fund.

There is currently a vacant post in the children's partnership commissioning team, and insufficient capacity to effectively lead on all elements of commissioning work within the programme area. The programme area has commissioning responsibility for the following areas of work, and is currently staffed by one range 7 programme lead, and one range 4 partnership commissioner:

- Children's community health services – for example children's therapies, community nursing, audiology, paediatric assessment
- Short break services
- Children's acute health services – for example emergency care, critical care, diabetes care
- Services linked to special educational needs and disabilities (SEND) – for example augmentative and alternative communication support
- End of life care for children
- Management of voluntary sector contracts
- Assistive reproductive technologies across Kent and Medway
- Joint working processes in relation to SEND
- System-wide support for Autism and ADHD
- Commissioning SEN transport services
- Ensuring close joint working with universal health services commissioned by Medway Council

• Early years training and support

This role is required to replace the previous post holder. The role will take a lead on contract management for the MCH children's community health service, and will have a number of responsibilities for ensuring joint working between stakeholders is progressed to optimally deliver outcomes for children.

The role fully supports the Council's priority of Supporting Medway's people to realise their potential, and its associated outcomes. Without filling this post, there will be an ongoing capacity shortage within the children's commissioning team, and a significant risk that outcomes for children and families in Medway will suffer detriment as a result.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

£2,243 (costs are split 50% with CCG)

Savings that could be achieved by providing the service in alternative ways

None.

There is no capacity in this very small team to share the workload any further. Currently the vacancy is being covered by not undertaking some tasks – as this is a shared post this poses a risk to CCG and Council.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	Via the better care fund, jointly funded with NHS Medway CCG.

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	This post is crucial to improve outcomes for children, the children's commissioning portfolio is huge and covers everything from children's A&E services through to End of Life care. The post is joint funded from the CCG and we are at risk of not meeting the CCG requirements.
Human Resources team comments	
Chief People Officer comments (where applicable)	Externally funded
Assistant Director comments	This post is crucial to improve outcomes for children, the children's commissioning portfolio is huge and covers everything from children's A&E services through to End of Life care. The post is joint funded from the CCG and we are at risk of not meeting the CCG requirements.
Director comments	Approved
Portfolio Holder comments	The post holder deals with a sensitive area of health and wellbeing. I support approval.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	CH0230RS
CASE NUMBER	ATR000116
RECRUITING MANAGER	Kenneth Dance
DIRECTORATE	Children and Adults
DIVISION	Public Health
SERVICE	Public Health Programmes
SERVICE MANAGER	Aeilish Geldenhuys
ASSISTANT DIRECTOR	James Williams
DIRECTOR	Ian Sutherland
PORTFOLIO	Adult Services
PORTFOLIO HOLDER	Councillor David Brake

POST DETAILS

TEAM	Youth Offending Team
POST TITLE	Youth Offending Team Information and Analysis Officer
PAY RANGE	Medpay Range 4
POST NUMBER	14984
NEW POST TO THE ORGANISATION?	Yes
POST CURRENTLY FILLED?	
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

This will be the only post of its type in the Youth Offending Team.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	No
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Impact upon the service if this post is not filled

Presently the Youth Offending Team has no capacity to analyse information, to detect trends and themes in young peoples offending. This severely inhibits the capacity of the team to respond effectively to young people's offending in the community.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

Range 4: £25775 - £31385. Post is 2 days a week. This could generate a saving between £10,310 - £12554 (this does not include on costs).

Savings that could be achieved by providing the service in alternative ways

There is no alternative way. The performance and information team were tasked with delivering this work, but were not able to do so effectively. The information requirements are specific and particular and require a specialist provision to be developed.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	<p>The youth offending team is funded by the Youth Justice Board and the local authority. This is the make up of this years budget.</p> <p>Local Authority Contribution – £308,194 Youth Justice Board contribution - £305,104. Police Crime Commissioner contribution- £90,353</p> <p>It is not possible to state that this is an externally funded post in that the Youth Offending Team salaries are funded from all of the above contributions.</p>

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	The YOT service is subject to inspection and as such needs to be able to demonstrate that they understand their own performance and trend data. This post is crucial for the service.
Human Resources team comments	
Chief People Officer comments (where applicable)	Partially funded externally - post is 0.4 FTE
Assistant Director comments	The YOT service is subject to inspection. The post is crucial for the service. Partially funded externally - post is 0.4 FTE
Director comments	Approved
Portfolio Holder comments	Given the nature and importance of the work, as outlined above, it is important that information be handled in a sensitive and timely fashion. The post should be funded from within existing budgets of YOT. Increased workloads appears to be the reason for the application.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	PUBH044RS
CASE NUMBER	ATR000113
RECRUITING MANAGER	Su Ormes
DIRECTORATE	Children and Adults
DIVISION	Public Health
SERVICE	Public Health Programmes
SERVICE MANAGER	Aeilish Geldenhuys
ASSISTANT DIRECTOR	James Williams
DIRECTOR	Ian Sutherland
PORTFOLIO	Adult Services
PORTFOLIO HOLDER	Councillor David Brake

POST DETAILS

TEAM	ADULT PARTNERSHIP COMMISSIONING
POST TITLE	SENIOR COMMISSIONING OFFICER, RESIDENTIAL CARE
PAY RANGE	Medpay Range 6
POST NUMBER	14700
NEW POST TO THE ORGANISATION?	Yes
POST CURRENTLY FILLED?	
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Temporary
Date from	01/11/2020
Date to	31/03/2021
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

THIS IS A REQUEST TO EXTEND A FIXED TERM CONTRACT

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	No
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Impact upon the service if this post is not filled

This post is currently leading on the Commissioning of Residential and Nursing Care services for Older People and Working Ages Adults. The slippage means this commissioning will finish after the fixed term of this contract. Therefore without extending the contract we will not be able to procure this service on time.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

$37,053/12 \times 5 = \text{£}15,438.75$

Savings that could be achieved by providing the service in alternative ways

There will be no savings. There is a risk the service will not be delivered on time.

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	50% Better Care Fund

For externally funded posts

Salary amount allocated to this post	37,053
Reserves allocated in case of redundancy	Unallocated BCF funding could be considered

SUPPORTING COMMENTS

Service Manager comments	Partly externally funded and required in order to deliver a core service for Council and CCG.
Human Resources team comments	
Chief People Officer comments (where applicable)	Social care and 50% externally funded.
Assistant Director comments	Partly externally funded and required in order to deliver a core service for Council and CCG.
Director comments	Approved.
Portfolio Holder comments	I support the application.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	PUBH042AH
CASE NUMBER	ATR000098
RECRUITING MANAGER	Rachael Horner
DIRECTORATE	Children and Adults
DIVISION	Public Health
SERVICE	Public Health Programmes
SERVICE MANAGER	Aeilish Geldenhuys
ASSISTANT DIRECTOR	James Williams
DIRECTOR	Ian Sutherland
PORTFOLIO	Children's Services
PORTFOLIO HOLDER	Councillor Josie Iles

POST DETAILS

TEAM	Children's commissioning team - portfolio3
POST TITLE	Data and Monitoring Officer
PAY RANGE	Medpay Range 3
POST NUMBER	11637
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	Yes
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	28/02/2020
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

This is a one of its kind post. It provides support to the whole of the children's commissioning team but mainly to the external placements team and commissioners for Looked After Children and Care Leavers. It is a critical post for the rapid processing and accurate payment of providers.

A copy of the structure chart is attached.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	No
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Impact upon the service if this post is not filled

Without this post we cannot process pay runs for providers of externally commissioned services. This means that any discounts, inaccuracies or reclaims cannot be actioned. We would be unable to pick up on duplicate payments, payment problems or other issues that need resolving. Not only would this results in overpayments by Medway Council, an increased workload for finance officers to address these problems, but also a seriously negative impact on Medway's reputation which would prevent us from accessing good deals in the marketplace.

The lack of this officer would also lead to placement officers having to fill the gap which mean that placements would not be given the same focus and this could have seriously damaging consequences for the children and young people quite apart from an escalating cycle of cost for Medway Council.

There would also be a significant increase in the amount of time expensive senior staff have to spend undertaking more junior administrative tasks which is not cost effective and reduces the time which should be spent on systemic improvements.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

None. The non-payment of the salary would be dwarfed by the additional costs not recuperated from the system.

Savings that could be achieved by providing the service in alternative ways

There is no other way than to have a dedicated team member focussed on ensuring that external finances are working properly.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	Children's Commissioning team budget

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	Data management post is vital for placements team -placements are a very expensive service for the Council and we need to ensure robust management of the programme.
Human Resources team comments	
Chief People Officer comments (where applicable)	Supporting children's services.
Assistant Director comments	Data management post is vital for placements team -placements are a very expensive service for the Council and we need to ensure robust management of the programme.
Director comments	Approved. Essential post to efficiently secure timely and stable placements for Looked After Children.
Portfolio Holder comments	Approved.
Leader comments	

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

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

JOB REFERENCE NUMBER	AD077CB	
RECRUITING MANAGER	Chris McKenzie	
DIRECTORATE	Adult Social Care	
TEAM	Adult Social Care Management Team	
POST TITLE	Principal Social Worker (Head of Quality & Specialist Services)	
PAY RANGE	Service Manager	
POST NUMBER	13295	
PREVIOUS/CURRENT POST HOLDER	Interim arrangements – Bill Brittain	
DATE POST WILL BECOME VACANT	Vacant already	
IS THIS REQUEST TO COVER:	PERMANENT RECRUITMENT	Y/N
	TEMPORARY OR PERMANENT RECRUITMENT VIA OCELOT PEOPLE SOLUTIONS FROM: / / TO: / /	Y/N
Job Profile must be attached Should you require any assistance with updating job profiles you should contact Resourcing to arrange a meeting before proceeding		
Attach a structure chart to this form that details all established posts, highlighting all vacant posts		

Service Impact

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

Pressure on two current Head of Service meaning that their jobs will be unmanageable and having a detrimental effect on the service.

Budget Issues

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

This is not an option due to the pressure on other members of staff which will impact on service users.

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

No alternative options.

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

Post already costed within 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 (only required for Cabinet Approval)

Signed:

Print Name:Date:

For HR use only

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

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	BS047KS
CASE NUMBER	ATR000087
RECRUITING MANAGER	Robert Dennis
DIRECTORATE	Business Support
DIVISION	Legal
SERVICE	Capital Projects
SERVICE MANAGER	Rob Dennis
ASSISTANT DIRECTOR	Perry Homes
DIRECTOR	Neil Davies
PORTFOLIO	Resources
PORTFOLIO HOLDER	Councillor Adrian Gulvin

POST DETAILS

TEAM	Capital Projects
POST TITLE	FM and Compliance Manager
PAY RANGE	Medpay Range 7
POST NUMBER	14171
NEW POST TO THE ORGANISATION?	Yes
POST CURRENTLY FILLED?	
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

There are 15 posts, 6 posts are vacant.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	
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Impact upon the service if this post is not filled

The post will be the FTE post to deliver our Council building energy savings on our 10 year refit programme. If the post is not filled the services stated savings will not be met. The first 3 buildings saving will be £183k per annum in energy costs and we have circa 150 buildings to review. The post will provide Facilities Management strategic support and Health and Safety support.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

The post will be commenced in the new financial year.

Savings that could be achieved by providing the service in alternative ways

Savings that will be guaranteed by the framework contractors the post will manage will be £183k per annum for the first 3 buildings and as well as financial savings net carbon zeros for 40% of the Councils Net Carbon Zero strategy will be guaranteed via the new Refit programme approved at procurement board.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	By Refit fees that are an invest to save (the money is guaranteed to be paid back through the energy savings made from the projects), and service level agreements for statutory duty requirements for Facilities Management health and safety compliance.

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	
Human Resources team comments	
Chief People Officer comments (where applicable)	Direct financial savings will be achieved by this post and will more than cover the cost of the post.
Assistant Director comments	I support this appointment which will enable other colleagues to concentrate more time on capital projects increasing revenue income.
Director comments	
Portfolio Holder comments	
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	ATR000047
CASE NUMBER	ATR000122
RECRUITING MANAGER	Noel Filmer
DIRECTORATE	Business Support
DIVISION	Legal
SERVICE	Valuation and Asset Management
SERVICE MANAGER	Noel Filmer
ASSISTANT DIRECTOR	Perry Homes
DIRECTOR	Neil Davies
PORTFOLIO	Resources
PORTFOLIO HOLDER	Councillor Adrian Gulvin

POST DETAILS

TEAM	Valuation & Asset Management
POST TITLE	Senior Valuation Surveyor (Temp)
PAY RANGE	Medpay Range 7
POST NUMBER	N/A
NEW POST TO THE ORGANISATION?	Yes
POST CURRENTLY FILLED?	
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Temporary
Date from	01/04/2020
Date to	31/12/2020
Is the recruitment via an agency?	Yes
Name of agency	MCG

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

The valuation & asset management team deals with all valuation and property transactions matters for the council. It brings in millions in capital and revenue each year. The team should have 3.8FTE senior valuation surveyors (SVS's) and the Head of service and property systems manager. But 1 FTE of these SVS's is on long term secondment to regeneration. This post is through the agency to backfill some of the void left by the secondment by employing someone 16 hours per week that has recently retired from the council so knows exactly how to deal with the work.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	No
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Impact upon the service if this post is not filled

Loss of income and capital receipts, failure to progress property matters which could lead to litigation, loss of reputation and inability to get external auditors to sign off the Council's accounts.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

N/A this is for next financial year. Losses will be made if the post is not filled.

Savings that could be achieved by providing the service in alternative ways

N/A it is more expensive to outsource that provide the service in house.

Funding for this post

Funding source for this post	Externally funded
Describe how this post is funded	From external income in the form of surveyor's fees and other payments.

For externally funded posts

Salary amount allocated to this post	£33.50 per hour
Reserves allocated in case of redundancy	N/A

SUPPORTING COMMENTS

Service Manager comments	
Human Resources team comments	
Chief People Officer comments (where applicable)	Income generated is greater than the cost of the post.
Assistant Director comments	This post is through the agency to backfill some of the void left by the secondment by employing someone 16 hours per week that has recently retired from the council so knows exactly how to deal with the work.
Director comments	Content to approve this post.
Portfolio Holder comments	If this post is not filled it will leave a capability gap in the service.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	BS052KS
CASE NUMBER	ATR000120
RECRUITING MANAGER	Vicky Nutley
DIRECTORATE	Business Support
DIVISION	Legal
SERVICE	Legal
SERVICE MANAGER	Jan Guyler
ASSISTANT DIRECTOR	Perry Homes
DIRECTOR	Neil Davies
PORTFOLIO	Resources
PORTFOLIO HOLDER	Councillor Adrian Gulvin

POST DETAILS

TEAM	Legal Services Place Team
POST TITLE	Lawyer - Place
PAY RANGE	Medpay Range 6
POST NUMBER	3602
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	Yes
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	01/05/2020
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

There are 7 lawyers within the team one post will be vacant when this post-holder leaves, the structure was approved last year and a reduced structure implemented as of late summer.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	No
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Impact upon the service if this post is not filled

This particular post has a pivotal role in delivering on the Council's commercial and regeneration aims, they have worked to deliver projects including the new statutory waste service and on the Council's companies, leaving the post vacant would mean that significant pieces of work would need to be undertaken by external solicitors at a much greater cost to the authority. In light of this, authority is also sought for a locum lawyer to cover the recruitment period, the intention is to extend the contract of an existing placement who has been covering maternity leave to ensure continuity of cover for high profile projects.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

None as large pieces of work would need to be outsourced to external legal firms at a significantly higher cost. For this reason approval is also sought for a locum lawyer to cover the recruitment period and ensure that these projects receive continuity of care.

Savings that could be achieved by providing the service in alternative ways

See above unfortunately due to the nature of the work undertaken alternative delivery via external lawyers would be at a significantly higher cost.

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	Funded from within the existing legal services budget.

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	It is vital that we have temporary cover for this post while we recruit and are keen for an existing locum who has the requisite skills to remain. We have had varying quality of locums, this locum is due to end their contract when a staff member returns from maternity leave in May and is an ideal candidate to take on this new vacant post.
Human Resources team comments	
Chief People Officer comments (where applicable)	Post forms part of structure that was recently reviewed with GBC - shared services.
Assistant Director comments	This recruitment request is to cover a post when the contract ends. So a contracts role, key to MDC work and other areas, including GBC.

Director comments	Content to approve given the importance of the work undertaken by this post.
Portfolio Holder comments	I would support the comments of the head of Legal.
Leader comments	

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

JOB REFERENCE NUMBER	BS053KS
CASE NUMBER	ATR000119
RECRUITING MANAGER	Vicky Nutley
DIRECTORATE	Business Support
DIVISION	Legal
SERVICE	Legal
SERVICE MANAGER	Jan Guyler
ASSISTANT DIRECTOR	Perry Homes
DIRECTOR	Neil Davies
PORTFOLIO	Resources
PORTFOLIO HOLDER	Councillor Adrian Gulvin

POST DETAILS

TEAM	Legal Services Place Team
POST TITLE	Paralegal
PAY RANGE	Medpay Range 4
POST NUMBER	10271
NEW POST TO THE ORGANISATION?	No
POST CURRENTLY FILLED?	Yes
CURRENT POST HOLDER	
DATE POST WILL BECOME VACANT	14/03/2020
PREVIOUS POST HOLDER	

RECRUITMENT DETAILS

Type of recruitment	Permanent
Date from	
Date to	
Is the recruitment via an agency?	No
Name of agency	

SERVICE IMPACT

Team structure information

Information on the structure within this function indicating the number of posts of the same type and how many corresponding vacancies

There are only two paralegal posts within the team one of which will now be vacant.

Service reorganisation

Is this request to recruit as a result of a reorganisation within the service or directorate?	No
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Impact upon the service if this post is not filled

If the post is not filled it will have a significant impact upon the team's ability to continue to deliver the service including statutory duties such as the Right to Buy. It would have a knock on effect on the team's ability to deliver on corporate priorities particularly in relation to regeneration and highways.

Additionally, the intention is that this post will be advertised internally rather than externally which provides career progression and increases staff retention.

BUDGET ISSUES

Savings that would be realised if this post remained vacant until the end of the financial year

There would be very limited savings achieved as the team would need to look to recruit a locum member of staff at significantly higher cost than a permanent recruitment. However, the intention is to fill this post internally and assess whether back fill is needed at a later date which will generate some savings if recruitment is permitted.

Savings that could be achieved by providing the service in alternative ways

Due to the nature of the service alternative delivery is not feasible

Funding for this post

Funding source for this post	Internally funded
Describe how this post is funded	The post will be funded from within the existing legal services budget.

For externally funded posts

Salary amount allocated to this post	
Reserves allocated in case of redundancy	

SUPPORTING COMMENTS

Service Manager comments	It is necessary to fill this vacancy to ensure service delivery, it is not an additional post and is merely replacing like for like.
Human Resources team comments	

Chief People Officer comments (where applicable)	
Assistant Director comments	These roles have proved very successful in supporting lawyers to get case work progressed. They are an entry level opportunity for people who want to become qualified.
Director comments	Content to approve recruitment to this post.
Portfolio Holder comments	I would support this recruitment.
Leader comments	