

CABINET
28 SEPTEMBER 2010
RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Finance

Report from: Neil Davies, Chief Executive

Author: Tricia Palmer, Assistant Director, Organisational Services

Summary

This report brings forward 8 posts to be considered for approval.

1. Budget and Policy Framework

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

2. Background

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

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

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

3. Details of the post requiring approval

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

Children and Adults

- Support Services Assistant (Chatham and Rochester IAT)
- Support Services Assistant (Woodlands Place)
- Support Services Assistant (Darnley Road, Strood)
- Support Services Assistant (LAC Team)

Business Support

- Lawyer (planning)
- Legal Support Assistant

Regeneration, Community & Culture

- Neighbourhood Improvement Co-ordinator (INSPIRER)
- SUCCES Employment Project Officer.

3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job description and structure chart is also 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

Tricia Palmer, Assistant Director Organisational Services, Gun Wharf, Dock Road, Chatham

Telephone: (01634) 332853

Email: tricia.palmer@medway.gov.uk.

Background papers

Cabinet report 10 December 2002 and 7 January 2003

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from the relevant Director and Directorate Portfolio Holder to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf

DIRECTORATE	Children's Services
SECTION	Chatham and Rochester IAT
POST TITLE	Support Services Assistant
POST NUMBER	5313
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)
LOCATION	Redvers Centre
DATE POST BECAME VACANT	01/05/10

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER Dan Harper		

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 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 a 27-hour SSA position, which has become vacant due to the current jobholder leaving Medway Council. This post will be based within the Child in Need team which currently holds upwards of 200 active cases. Presently, including this vacancy, there is 1.58 FTE SSA support in this team. There are currently 6.85 FTE SSA's within the Chatham IAT. The establishment is 7.0 FTE. Filling this position will maintain the 6.85 FTE.

Not filling this post would reduce the SSA support to 87% of capacity. The Chatham Child in Need team has 44% of all FASST social work cases within the authority. The work undertaken by this SSA is crucial to the preventative and follow up work done by the Child in Need team which plays a significant part in safeguarding children, maintaining service standards to clients and improving life chances for young people. If this post is not filled then the ability of the whole SSA team, to support all sections of the IAT with essential tasks such as Child in Need meeting; Public Law Outline meeting; CP1 and 2 (Strategy) meeting set up and minutes, file and record maintenance, and Raise upkeep will be compromised. This will impact on the time Social Workers and Family Workers have available to spend with clients.

Budget Issues

Please indicate actual cost of filling this post:

£13,692

Signed:
Director

Dated:

Signed:
Directorate Portfolio Holder

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	Children and Adults		
SECTION	Children's Care		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126) points 12-21		
POST NUMBER	0969		
LOCATION	Woodlands Place, Gillingham		
DATE POST BECAME VACANT	31/08/2010 (resignation letter received)		
MANAGER POST REPORTS TO	Leanne Mark (Miriam Higgins)		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY			No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL			No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER: Leanne Mark			

(* please delete as appropriate)

Impact on Service – please include:-

1. information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 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.

<ol style="list-style-type: none"> 1. 6.5 SSA posts 0.5 vacant resulting in a 18.5hr vacancy Current post holder leaving for university Staff structure and Job description attached 2. Front line staff will be under added pressure to complete their own admin tasks resulting in a less efficient service to vulnerable children and their families

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31st March 2011.
2. If any savings could be achieved by alternative ways of providing the service.

<ol style="list-style-type: none"> 1. If vacant would save £11,000 from September 2010 to March 2011 however we would have to put something in place as the work would need to be covered.

2. Would need to get a temp admin to cover the post and therefore this would cost more than recruiting to the vacancy.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	Children and Adults		
SECTION	Children's Care, Outreach and Daycare		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)		
POST NUMBER	1026		
LOCATION	319 Darnley Road, Strood		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Patrick Burns		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY			No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL			No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER: Patrick Burns			

(* please delete as appropriate)

Impact on Service – please include:-

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

Outreach and Daycare cannot function without secretarial support to process referrals, maintain client files and records, maintain databases, attend to financial administration including banking and dealing with imprest, maintaining personnel records and generally supporting the team and services manager in relation to the operation of the service. This particular position also supports maintenance of the health assessments databases across the whole of Children's Care in the absence of anyone specifically allocated that role.

Budget Issues

Please indicate:

3. The realisable savings if this post remained vacant until the 31st March 2011.
4. If any savings could be achieved by alternative ways of providing the service.

D2 spinal points 12 to 21 (19,063 to £24,392 includes on costs)
The budget has already been approved. The current post holder is provided through the internal temp agency who charge an additional management fee

charge on top of the salary paid and this impacts on my overall budget for the cost centre.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	Children and Adults		
SECTION	Social Care		
POST TITLE	Support Services Assistant LAC Team		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)		
POST NUMBER	1026		
LOCATION	Elaine Centre		
DATE POST BECAME VACANT	28 th February 2010		
MANAGER POST REPORTS TO			
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY			No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL			No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER: Patrick Burns			

(* please delete as appropriate)

Impact on Service – please include:-

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

Support Services Assistants in the Medway Integrated Looked After Children's Team (MILACT) play a key role in the operation and management of the service and provide an important interface with the public and outside agencies.

The tasks are prioritised to ensure the department meets its key objectives:-

The SSA's in the MILAC team assist the team manager in monitoring the team workloads by maintaining spreadsheets again ensuring that work is completed within timescales; they support the social workers by undertaking tasks such as completing documentation to arrange health care checks, letters arranging meetings and dealing with the public. Often when members of the public ring the department they are distressed because they are subjects of child protection investigations and legal proceedings and so SSA's play an important role in dealing with them in a calm pleasant manner.

The SSA also supports the Social Workers in the preparation of Court Work. The SSA also assists the managers in monitoring the budgets and management of information to ensure that Senior Managers have crucial information to manage the department, in an effective economic way.

At the present time the vacant post is covered by existing staff and awaiting staff from temp pool.

To conclude the post of SSA is crucial in the smooth running of the departments, ensuring a positive face to the public, other professionals, children in the council's care and their carers.

Approval to recruit to these posts is compatible with the implementation of KPMG recommendations. Following the KPMG recommendation a workforce reforms work stream is charged with restructuring support services to ensure effective support and management is provided.

We would therefore be grateful if we can have approval to appoint appropriate staff.

Budget Issues

Please indicate:

3. The realisable savings if this post remained vacant until the 31st March 2011.
4. If any savings could be achieved by alternative ways of providing the service.

There are currently 1 vacancy and the post is being covered by agency workers from the Medway Temporary pool. These workers are generally not cost effective nor efficient because there is a high turnover and so new staff require training on the RAISE and other IT systems. They are often not efficient because they do not have the skills to undertake the specialist work. The budgets are not effectively monitored and mistakes in data collection has incurred experienced worker having to correct the problem.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	Business Support		
SECTION	Legal Services		
POST TITLE	Lawyer (Planning)		
GRADE AND SALARY RANGE	PO2 (£31, 754 to £40, 741)		
POST NUMBER	0075		
LOCATION	GUN WHARF, 2 nd FLOOR		
DATE POST BECAME VACANT	25/06/10		
MANAGER POST REPORTS TO	SENIOR LAWYER (PROJECTS)		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY			No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL			No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME:			
NAME OF RECRUITING MANAGER	Angela Drum, Head of Legal Services		

(* please delete as appropriate)

Impact on Service – please include:-

1. information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 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.

There is one Lawyer (Planning) post. The previous occupant of this post was appointed to the Senior Lawyer (Projects) post in June. The post is currently being covered on an ad hoc basis by the employment of a junior barrister to give advice on planning issues.

There are 9.5 FTE lawyer posts in the department. There is only one lawyer post that deals with planning matters. Two of the lawyer posts (dealing with child protection matters) are currently vacant and being recruited to. Both of these positions are being covered by locums.

This post deals with planning enforcement matters, general advice to the planning department and S106 Agreements. S106 Agreements are currently outsourced due to the vacancy in this area, and the Council are therefore foregoing a financial income stream in respect of S106 agreement costs. Failure to fill this position could result in delays in the granting of planning permission or delays in the taking of planning enforcement action leading to complaints.

Budget Issues

Please indicate:

- 3. The realisable savings if this post remained vacant until the 31st March 2011.
- 4. If any savings could be achieved by alternative ways of providing the service.

Approximately £20,000 assuming that recruitment would not take place for three months, however this would be offset by the costs of pay a part time locum and foregoing the S106 fees.

The S106 agreement can be (and are being) outsourced at the moment, but this is not cost effective in the long run.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	Business Support	
SECTION	Housing & Corporate Services (Legal Services section)	
POST TITLE	Legal Support Assistant (2.5 days per week)	
GRADE AND SALARY RANGE	D1 (sp12)	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<input type="checkbox"/>	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<input type="checkbox"/>	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	<input type="checkbox"/>
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER	Angela Drum	

(* please delete as appropriate)

Impact on Service – please include:-

1. information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 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.

The Housing Department have requested that the legal department chase their outstanding former tenant arrears. It has been agreed that this could be done by a paralegal on a part-time (2.5. day basis). One of the existing legal support assistants is currently acting up part-time to a paralegal role undertaking Criminal Injuries Compensation work on behalf of children's services. She would have the capacity to act up for the remainder of her time (2.5 days per week) which is currently spent undertaking administrative and secretarial work.

This requires her existing administrative post to be back filled, and it is proposed that the legal department appoints a temp from the temp agency for 2.5 days a week for a period of 3 months in order to cover this acting up.

Budget Issues

Please indicate:

3. The realisable savings if this post remained vacant until the 31st March 2011.
4. If any savings could be achieved by alternative ways of providing the service.

3 months at 2.5 days per week – on D1 grade (probably SP11) approx £2250
(Plus acting up payment for 3 months of approximately - £500-600)
To be charged to the Housing Revenue Account.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	Regeneration, Community & Culture	
SECTION	Economic Development & Social Regeneration Service	
POST TITLE	Neighbourhood Improvement Co-ordinator (INSPIRER)	
GRADE AND SALARY RANGE	PO2 (SP38-48) £31,745 - £40,741	
POST NUMBER	TBA	
LOCATION	GUN WHARF	
DATE POST BECAME VACANT	Not applicable – new post, externally funded	
MANAGER POST REPORTS TO	Head of Economic Development & Social Regeneration	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	fixed term contract
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT	No	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER: CLEM SMITH		

(* please delete as appropriate)

Impact on Service – please include:-

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

<p>1. This post is solely funded through EU and government funding.</p> <p>This is a unique post, which has been set up to project manage the delivery of the INSPIRE project. Medway Council was recently successful in securing this EU and government funded project.</p> <p>The purpose of the INSPIRE project is to implement a programme of physical neighbourhood improvements, which will benefit the urban fabric of target disadvantaged neighbourhoods in Medway.</p> <p>This in accordance with Council core priorities of ensuring that everyone benefits from Medway's regeneration. Target neighbourhoods include All Saints, Luton, Brook Lines (river ward) and Strood South.</p> <p>The project will deliver the following:</p>

- I) Improvements to community open spaces
- II) Housing renovation schemes targeting poor quality private housing stock
- III) Alley-gating and alleyway clearance
- IV) Waste recycling (alongside awareness raising amongst disadvantaged residents of recycling in order to improve recycling levels).

The post-holder will be responsible for project managing and co-ordinating the delivery of this programme of physical improvements. The post-holder will also ensure that all contractual obligations of the INSPIRE project are to be implemented. Failure to do so would mean that there is a risk that Medway Council would need to pay back the EU funding.

The post-holder will be responsible for the preparation and submission of project progress reports and financial claims, ensuring that the strict financial regulations associated with the EU funding are correctly adhered to. The post-holder will therefore deal with a significant amount of financial information and administration, notably in view of the fact that the total value of the project is worth over £1 million.

Budget Issues

Please indicate:

- 3. The realisable savings if this post remained vacant until the 31st March 2011.
- 4. If any savings could be achieved by alternative ways of providing the service.

The total value of this EU Interreg project is over £1 million, combining government and EU funding.

The costs of this post will be funded entirely by EU funding and there will therefore be no effect on Medway Council's revenue budget of recruiting – it will be cost neutral to Medway Council.

Our proposal is to recruit to this position as soon as possible so that we can ensure that we can deliver the project activities and outputs, without falling behind and risking default on the EU funding.

On the basis that we achieve recruitment to this position in October 2010, there is EU funding available for the post to enable a fixed term contract until 30th April 2013. This would be for a total of 31 months. The post is graded at PO2 and so appointment would be made at an annual basic salary cost of between £31,745 and £40,741. It will also be possible for redundancy costs to be met from the EU project.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to the Resourcing Team, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list.

DIRECTORATE	Regeneration, Community & Culture	
SECTION	Economic Development & Social Regeneration Service	
POST TITLE	SUCCES Employment Project Officer (F/T)	
GRADE AND SALARY RANGE	B1 (SP27-SP36) £22,958 - £30,011 + (on costs from Medway Council based at 30%)	
POST NUMBER	9042	
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, ME4 4DL	
DATE POST BECAME VACANT	N/A – New post	
MANAGER POST REPORTS TO	Employ Medway Programme Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes -fixed term until 31 st March 2012	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER: RICHARD DAWSON		

(* please delete as appropriate)

Impact on Service – please include:-

1. information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 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 post is solely funded through the provision of external funding from SUCCES project – by EU funds via the Interreg IVA programme and by income earned via the Flexible New Deal programme.

This will finance the full costs (including salary, any training costs, IT equipment needs) and office space.

This is a unique post, which is new and established for the post-holder to project manage the delivery of the SUCCES project and deliver the contract associated with the EU funds.

The main aim of the SUCCES project is to assist the most disadvantaged local unemployed people to overcome barriers to employment and ultimately to access jobs.

Employment support services will be provided to disadvantaged communities and long term unemployed people in target neighbourhoods within Medway via community outreach facilities.

£430,000 of EU funds have been secured for project SUCCES. As well as providing intensive employment support to local unemployed people, the project will also set up vital community learning and training programmes. These will offer local people vital core vocational skills (including ICT, numeracy and literacy) and qualifications.

The project is a multi-agency partnership with Medway Council as the lead body. The partnership includes local community organisations specialising in employment support services (e.g. All Saints Community Project, Citizens Advice Bureau, Strood Community Project). Employment support organisations from Dunkerque in France and from Kortrijk in Belgium are also key partners in this project.

The impact on the service if this SUCCES Employment Project Officer post is not filled will mean the failure for local residents to benefit from this employment support and skills training outreach scheme. There will also be a much greater risk of not fulfilling our contractual obligations (including performance targets) as regards the EU Interreg Two Seas programme. This would put the Council in danger of having to pay back EU funds.

The post-holder will ensure that local voluntary sector partners as well as partner organisations from France and Belgium are delivering project results and outputs in accordance with contracted targets for receipt of the EU funds.

The post-holder will oversee an exchange and transfer of good practice between partner organisations. The aim will be to exchange new employment support approaches, techniques and practices which achieve the greatest benefit in assisting long term unemployed people to overcome barriers to employment and to access jobs.

The post-holder will be required to submit progress reports and produce financial claims in accordance with the strict EU regulations and they will also be responsible for the organisation of project partnership work and activities during the SUCCES project.

A failure to deliver the contracted service will impact directly on meeting our performance targets and hence our ability to draw down the external funding.

Budget Issues

Please indicate:

3. The realisable savings if this post remained vacant until the 31st March 2011.
4. If any savings could be achieved by alternative ways of providing the service.

The post will be entirely funded externally by EU ERDF Interreg 4A programme funds. This means that the costs of the position will not have any revenue implications for Medway Council's revenue budget – this post will be cost neutral to the revenue budget. Any redundancy costs will be funded by the EU project.

The total cost of this post will be no greater than £48,500. This accounts for the fact that the post-holder is likely to be recruited full time commencing at Spinal Point 27 for a period of 18 months (October 2010 to March 2012).

As the post has no effect on Council revenue budget, it is not applicable to consider whether savings can be made from keeping the post vacant. On the contrary, failure to recruit will make it much more difficult for Medway Council to achieve its contracted targets for delivery of the SUCCES project. That may incur costs to the Council if Medway Council had to subsequently pay EU funds back.

The only alternative way of performing the responsibilities of this post would be for Council officers paid out of Council revenue budget to take this on. This would in fact be a net cost to the Council in officer time.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: