

**CABINET**  
**15 FEBRUARY 2011**  
**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 13 posts to be considered for approval.

**1. Budget and Policy Framework**

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

**2. Background**

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

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

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

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

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

#### **Children and Adults**

- SEN Case Officer – Tribunals
- Support Services Assistant – Enhanced Care Unit
- Future Jobs Fund - eYS Project Assistant – (Admin post requires Cabinet approval for the additional 12 hours)
- Medway Family Intervention Project Admin Officer
- Support Services Assistant – Elaine Centre – (Temp Pool)

#### **Regeneration, Community & Culture**

- Parking Admin Senior
- Tourism Project Officer
- Casual Cleaning Operative Team Leaders x 2
- Receptionist/Administrator 2 x FT posts + 1 x PT post
- Heritage Operations Manager - Castles

3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job profile 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](mailto: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 Cabinet to recruit to vacancies with all signatures to the Resourcing Team, HR Services, Gun Wharf.

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DIRECTORATE	Children and Adults – Learning and Care		
SECTION	Special Educational Needs		
POST TITLE	SEN Case Officer - Tribunals		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Post as a result of redistribution of responsibilities (following recent departure of Senior SEN Officer) to meet current challenges		
MANAGER POST REPORTS TO	SEN Assessment Manager		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	<b>Yes</b>		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	<b>No</b>		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	<b>No</b>		
<b>IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:</b>			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Genny Cherriman			

(\* 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.

As a result of the recent departure of the Senior SEN Officer, there has been a redistribution of responsibilities across the Special Educational Needs team to more effectively address the priorities within SEN - at no extra cost.

This post is an essential part of the redistribution due to the increase in work associated with new appeals to the Special Educational Needs and Disability Tribunal with regard to educational provision for pupils with Statements of Special Educational Needs, increasing workload of the SEN team following requests for statutory assessment and the complex placement issues arising from the same (see below.)

We are working towards reducing SEN expenditure on placement for pupils in independent specialist provision. Parents are entitled to make representations for

independent provision for their child either when a Proposed Statement of SEN is issued, through the Annual Review process or at Key Stage phase transfer. Where the Local Authority names a provision in Part 4 of the Statement to which parents do not agree, they are given the statutory right to lodge an appeal with SENDIST. Parents are also able to appeal against Part 2 and 3 of the Statement, detailing a child's needs and provision to meet them, as well as against the Authority's decision not to initiate a statutory assessment.

Many of the appeals to SENDIST that Medway Council receives relate to the decision not to place a pupil in independent provision (Part 4) or the decision not to initiate statutory assessment. Appeals to SENDIST take up to 5 months from the date that the appeal was lodged to the hearing date. The appeals procedure is conducted on statutory timescales.

Since January 2010, Medway Council has worked on an average of 23 appeals per month. So far in the academic year 2010-11 the Medway Council has saved £102,965 (after costs) where appeals to Tribunals have been successfully defended against placement in an independent specialist provision/school. Over a 5 year period (average secondary school placement time) this represents an average saving of £1,101,792 to the Council.

The SEN team has now developed an enhanced system for the management of statutory Annual Reviews, and phase transfer system. As a result, in the secondary transfer process for September 2011, SEN has been able to allocate appropriate maintained specialist provision in 9 cases where there have been representations for independent provision, and 2 cases where a pupil is currently attending an independent provision. We are aware from conversations with parents that Medway Council is likely to receive 9 appeals to SENDIST against the allocated maintained placement named in Part 4 of an Amended Final Statement, including 6 in respect of placement in an independent specialist provision. Successful defence of these 6 cases alone at a Tribunal hearing would result in an average academic year saving of £130,000 (after costs) to Medway Council.

The proposed C1 post is crucial to management, co-ordination of and preparation of evidence, liaison and preparation of witnesses for the Council, statutory work involved with appeals to SENDIST, and with the delivery of front line services to the public relating to statutory assessment work and children with Statements of Special Educational Needs (SEN).

Since June 2010, the work has been undertaken by a Future Jobs Fund employee, and developed in conjunction with the Legal Department resulting in a reduction in solicitor employment from 2 to 1.5 (and thereby further reducing costs). The role is presently being filled on a temporary basis.

Since April 2010, and in line with the Lamb Inquiry in to Parental Confidence in SEN, all SEN Officers are now frequently meeting and liaising with parents and schools with regard to SEN children. This more personal involvement is beneficial to all parties, but has increased the workload for all SEN Officers.

Impact on the service without this post:

Enhanced costs for the employment of a further 0.5 solicitor (impacting on costs), reduced management of tribunal cases possibility resulting in less effective defence of appeals to SENDIST and thereby greater costs to Medway Council where the parental appeal is upheld.

Reduced service delivery to be public with regard to (statutory) special educational needs e.g. meeting with parents and schools, smooth transition processes.

### **Budget Issues**

Please indicate:

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

1. None: this post is presently being covered on a temporary basis until 31 March 2011.

2. Savings have already been achieved through the reduction of 2 solicitors to 1.5 and through the increasing successful defence of appeals to SENDIST

\* This post is as a result of the departure of the Senior SEN Officer and the redistribution of work (as above), at negative cost.

### **Comments from Portfolio Holder**

Tribunals are a complex area.

Signed: .....

Portfolio Holder

Dated: .....

Signed: .....

Second Portfolio Holder

Dated: .....

Signed: .....

Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults
SECTION	LD Service
POST TITLE	SSA
POST NUMBER	0827
GRADE AND SALARY RANGE	D2 £15,039 - £19,126
LOCATION	Enhanced Care Unit
DATE POST BECAME VACANT	29 September 2010

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT		<b>No</b>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		<b>No</b>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL <b>*(application to extend current cover)</b>	<b>Yes</b>	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME: Rhonda Barker		
NAME OF RECRUITING MANAGER Richard Ford		

(\* 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 incumbent post holder originally applied for extended unpaid leave from 30 Aug 2010 and intended returning on 1 November 2010. Subsequently the post holder resigned whilst on leave, and her last day of employment was 29 September 2010. This will mean that the post will need to be covered from the internal agency (using a currently employed agency worker) from 29 October 2010 for a period of up to 5 months (31<sup>st</sup> March 2011) or until the post can be approved and filled in the normal manner. If this post is not covered then many of the functions (i.e. money collection distribution, ordering of goods via WebReq, dealing with invoices, answering the phone, Imprest reconciliation and recording, and service user activity monitoring etc.) will either be unacceptably delayed or in some cases will not take place.

**Budget Issues**

Please indicate:

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

There is no additional cost required to fill this post

**Comments from Portfolio Holder**

Signed: .....  
 Portfolio Holder

Dated: .....

Signed: .....  
 Second Portfolio Holder

Dated: .....

Signed: .....  
 Director

Dated: .....



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DIRECTORATE	AD Inclusion
SECTION	Integrated Youth Support Service
POST TITLE	Future Jobs Fund – eYS Project Assistant
POST NUMBER	6521
GRADE AND SALARY RANGE	FJF – National Minimum Wage
LOCATION	4 <sup>th</sup> Floor Gun Wharf
DATE POST BECAME VACANT	N/A – Future Jobs Fund

*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	No
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	No
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	No
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME:		
NAME OF RECRUITING MANAGER – <b>CARL MELIA</b>		

(\* please delete as appropriate)

### Impact on Service – please include:-

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

I require approval to recruit a Future Jobs Fund placement at 37 hours per week. The future jobs fund placement funds the post for 25 hours. To keep the post holder at 37 hours per week we must fund the difference from the youth service core budget.

The post holder will support the Inclusions Business and Information manager in the maintenance of the new Youth Service management information system (eYS). Also, has been involved in supporting wider youth service projects such as the Vulnerable young person's database and SEN transport database.

Future Jobs Fund places are paid a minimum wage; therefore, for the 12 hours per week extra we are currently getting a very high level of support in relation to costs.

## Budget Issues

Please indicate:

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

The additional 12 hours per week charged to Medway Youth Service is approx £260 per month. In total this 6-month placement will cost £1,560 and will be funded from cost centre 21650 – Youth Head Office.

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Children and Adults		
SECTION	Medway Family Intervention Project		
POST TITLE	Family Intervention Project Admin Officer		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	6248		
LOCATION	Medway FIP broadside, Leviathan Way, Chatham, Kent ME4 4LL		
DATE POST BECAME VACANT	12 November 2010		
MANAGER POST REPORTS TO	Mark Walsh		
*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 SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER: Mark Walsh-Medway FIP Strategy Manager			

(\* 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 are no other Admin Officer posts within the service.

If the post is not filled on a permanent basis the service will have no administration cover and will significantly impact on current service delivery. Medway FIP is a very busy team currently supporting over 55 high risk families and 170 children and young people and a total of over 70 vulnerable adults currently known to many other agencies. 70% of these families are either currently or recently known to Medway Children's Social Care. The team currently has a multi disciplinary staff group of 12 delivery staff plus management.

**Budget Issues**

Please indicate:

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

The realisable cost savings if this position was not filled in this financial is approx £6,500k including on costs and that is based on recruiting at or near to bottom of D2 scale.

**Comments from Portfolio Holder**

Signed: .....  
 Portfolio Holder

Dated: .....

Signed: .....  
 Second Portfolio Holder

Dated: .....

Signed: .....  
 Director

Dated: .....

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DIRECTORATE	Children and Adults
SECTION	Specialist Services
POST TITLE	Internal Staff Pool Temp
POST NUMBER	TEMP
GRADE AND SALARY RANGE	D2 - £8.89 per hour
LOCATION	Elaine Centre
DATE POST BECAME VACANT	Approval is requested from January 2011 – June 2011

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

(\* 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.

A member of staff is needed to provide assistance in necessary support functions for the Elaine Centre including covering the Imprest financial account for young people in care who come to the building to collect their weekly maintenance money. To act as first point of contact to clients, parents, carers and professionals as receptionist and “meeter and greeter”, and managing files containing sensitive information on children and young people.

Not filling this post will have a direct impact on children, young people and families as we do not the capacity to effectively cover the above tasks.

**Budget Issues**

Please indicate actual cost of filling this post:

The salary range is £8.89 per hour (FTE 37)

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration, Community & Culture	
SECTION	Highways & Parking Services	
POST TITLE	Parking Admin Senior	
GRADE AND SALARY RANGE	C2 - £19,621 to £26,276	
POST NUMBER	5625	
LOCATION	Civic Centre	
DATE POST BECAME VACANT	1 <sup>st</sup> December 2010	
MANAGER POST REPORTS TO	Rubena Hafizi	
*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	Rubena Hafizi	

(\* 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 has become vacant due to an internal promotion of the previous post holder within the parking service area.

This post directly assists admin team members ensuring appeals and permits are responded to within the legislative and local timescales by managing the team member's workload and monitoring response times on a daily basis to ensure we are meeting the Councils 10 day timescales. This role also plays a vital role by ensuring Bailiff collection rates for the authority is met and in accordance with audit requirements.

This role is also responsible for the day-to-day activities of the team dealing with complaints, sickness reviews, A/L requests, and time keeping etc.

To not fill this post will mean that independent adjudicator appeals will not be assessed within the legislative timeframe and this would mean an income loss to the Council.

To not fill this post would also have an impact on the Parking Administration team as the team members would not have the required level of assistance and support which

is required when addressing a complex and difficult case, this again would have a detrimental impact on income as without guidance and support complex cases could be lost which could lead to the cancellation of PCN's.

This post directly assists with the parking collection rates for the authority, our appeals process is dictated by government legislation that has installed timeframes in which we must respond to a parking appeal, if we miss this timeframe we would be forced into a position of cancelling the PCN and thus losing that source of income. If this post were not to be covered this would create a backlog of appeals and would place us in a vulnerable position of having to cancel PCN's that were legally issued. This would also be seen as bad practice and would not meet the expected standards of the service.

### **Budget Issues**

Please indicate:

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

If the post remained vacant for three months until March 2011, this would make a saving of around £6,000 in salary but potentially a loss of around £36,000 in lost appeal and tribunal cases

Parking currently deals with over 1400 appeals per month and this post is a key role in this process and directly deals with this workflow.

Each administration officer deals with around 200 appeals per month, each valued at an average of £60. This post assists a team of officers dealing with the appeals and collates all the information and applies the quality checks to ensure that formal appeals are not lost through administration/technical errors.

It is assumed that the net effect of this post is the same as an officer dealing with appeals generally and can be valued at around £12,000 per month – in potential lost appeals.

Based on the above, it is economically viable to fill the vacant post.

### **Comments from Portfolio Holder**

I support this request as without the staff who work very hard dealing with a huge volume of work, which if not replaced with cost far more in lost income that this most brings in. It makes prudent sense to appoint to this post.

Signed: .....

Portfolio Holder

Dated: .....

Signed: .....

Second Portfolio Holder

Dated: .....

Signed: .....

Director

Dated: .....



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DIRECTORATE	Regeneration Community and Culture		
SECTION	Tourism		
POST TITLE	Tourism Projects Officer		
GRADE AND SALARY RANGE	B1 £22,958 - £30,011 (Part Time and contracted until March 31 <sup>st</sup> 2013)		
POST NUMBER			
LOCATION	Gun Wharf, Dock Road, Chatham		
DATE POST BECAME VACANT	New Post Externally funded		
MANAGER POST REPORTS TO	Ed Woollard, Principal Tourism Development Officer		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Until	March 31 <sup>st</sup> 2013	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER			

(\* please delete as appropriate)

### Impact on Service – please include:-

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

This is an externally funded post under the INTERREG programme for a part time project officer to manage the Norman Connections project recently approved by the France (Manche) England programme. Medway Council is the lead partner for this project and therefore needs a project officer to coordinate all claims, activities and partner collaboration.

This is the first project to be approved under this INTERREG programme for Medway Council. This is a project worth 4.4 million Euros coordinating 9 project partners in the UK and France (Medway, Norwich, Colchester, Hastings, Falaise, Caen, Bayeux, Calvados Tourism and the Dept of Calvados). It brings significant funding to Rochester Castle and towards the promotion and development of heritage restoration and interpretation at the castle.

The project officer will work 3 days a week in the tourism team and report to the Principal Tourism Development Officer. It is a contract post until 31<sup>st</sup> March 2013.

Medway Council is the lead partner for this project and without a project officer will not be able to coordinate the project. It would result in the project not taking place.

### **Budget Issues**

Please indicate:

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

The project officer needs to be in post straight away as the project only runs until 31<sup>st</sup> March 2013. This would lead to significant delay to a 4 million Euro project.

There is no other alternative way of providing the service.

There is no capacity to manage this project within the team and the project officer needs to be bilingual - French and English. The costs of this post are externally funded and covered by the funding of this project.

### **Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

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DIRECTORATE	Regeneration Community and Culture	
SECTION	Economic Development & Social Regeneration	
POST TITLE	Casual Cleaning Operative Team Leaders x 2	
GRADE AND SALARY RANGE	£6.62 per hours	
POST NUMBER		
LOCATION	Twydall / Central Chatham	
DATE POST BECAME VACANT	December 2010	
MANAGER POST REPORTS TO		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER		

### 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.

Impact on the Service: These posts are temporary 3 month assignments, funded entirely by external funding via the Empowerment Fund. The creation of these posts enables further progress to be made in various “Clean Up” campaigns instigated following responses from local residents in targeted neighbourhoods as part of the CEMENTIT Project – funded directly from central government. The post holders will work as part of the Community Outreach Team and clean streets, alleyways and associated areas in the Twydall and All Saints/White Road neighbourhoods of Medway.

If these posts are not created, local residents in the targeted areas will lose confidence in the Council’s ability to deliver empowerment initiatives in their areas. The provision of these resources will facilitate local resident involvement and should enable a continuation of the work, by local people, once the Project ceases at the end of March 2011.

**Budget Issues**

Please indicate:

- 1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2011,
- 2. If any savings could be achieved by alternative ways of providing the service.

Savings/Costs

There are no direct costs to Medway Council. The post would be funded by the CEMENTIT 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 with all signatures to the Resourcing Team, HR Services, Gun Wharf.**

**Also you will need to forward an electronic word version to [jobs@medway.gov.uk](mailto:jobs@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown overleaf.**

DIRECTORATE	Regeneration Community and Culture		
SECTION	Economic Development		
POST TITLE	Receptionist/Administrator 2 x FT posts + 1 x PT post		
GRADE AND SALARY RANGE	D2 - £15,039 - £19,126		
POST NUMBER	New post		
LOCATION			
DATE POST BECAME VACANT	April 2011		
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	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER			

### Impact on Service – please include:-

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

Innovation Centre Medway (ICM) opened in May 2009 and was originally manned with 0.6 FTE Manager and reception/admin staffed through the Council's Temp Team. ICM has now reached 89% occupancy and the centre hosts meetings & events in 3 externally hired rooms on a daily basis. During the initial development DMT have approved 2 FTE and 1 PT Reception/Admin posts on fixed term contracts through the Temp Team. Reception is now manned from 7am to 7pm Monday to Friday and weekends as required. Procurement Board have now authorised continuation of in-house management on a permanent basis.

Tenancy and business support activity at ICM is expected to generate income of £393k in the current financial year with an overall budget deficit of £2.5k, including £111k contribution from reserves. The current budget forecast for 2011/12 shows an anticipated surplus of £23k.

DMT have given authority for ICM Manager to be full time on a permanent contract and authority is sought to recruit 2.5 Reception/Admin posts on permanent contracts.

**Budget Issues**

Please indicate:

1. The realisable savings if this post remained vacant until the 31<sup>st</sup> March 2010.
2. If any savings could be achieved by alternative ways of providing the service.

It is essential to fill these posts on a permanent basis in order to offer the high levels of customer service required by Innovation Centre Medway tenants and customers in order to maximise income levels.

Budget savings will be achieved by reducing current salary costs without Temp Team on-costs.

**Comments from Portfolio Holder**

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Regeneration Community and Culture	
SECTION	Heritage	
POST TITLE	Heritage Operations Manager - Castles	
GRADE AND SALARY RANGE	B2 £27,052 - £34,549	
LOCATION	Gun Wharf, Chatham	
DATE POST BECAME VACANT	14 <sup>th</sup> February 2011	
MANAGER POST REPORTS TO		
*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 SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER : Simon Curtis		

### Impact on Service – please include:-

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

With the Round 1 HLF pass for the development of the Eastgate House project, it is necessary to recruit a dedicated Project manager to the HLF project for 18 months. The existing Heritage Operations Manager is being seconded into this role. This request relates to the need to backfill of their post while they are on secondment. The HLF insist that the recruitment into the backfill position is undertaken transparently with at least an internal competitive recruitment process. *The post will be for 18 months only* and could be filled by another secondment.

If this post is not back filled, we are not able to claim the full HLF development grant and we would have no resource to manage the castles and Temple Manor and undertake our legal duties as part of the Local Management Agreement with English Heritage.

## Budget Issues

Please indicate:

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

It is essential to recruit into the Heritage Operations Manager position once the existing employee vacates her current post. We are approaching the start of the tourist season in March and have a number of important development projects to progress at the castles such as the conversion of the mural tower into an educational resource and café, a new floodlighting scheme at Rochester Castle and new interpretation at Upnor Castle.

The appointment is also the only way we can actually claim the HLF development grant for Eastgate House.

The appointment will not require any new revenue cost for the Council as the cost of the 18 month role will be covered by the development grant and capital scheme related to Eastgate House

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Second Portfolio Holder

Dated: .....

Signed: .....  
Director

Dated: .....