

CABINET

29 MARCH 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 eight 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, Community & Culture

- URBACT II Project Assistant
- European Project Officer

Business Support Department

- Audit Services Manager
- Capital Accountant
- Exchequer Officer
- Admin Officer (Housing Services)

Children and Adults

- Contracts Administration Team Leader
- Data Quality Monitoring Assistant.

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.

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. Also you will need to forward an electronic word version to 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	Social Regeneration and Europe		
POST TITLE	URBACT II Project Assistant		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126 per annum)		
POST NUMBER	9180		
LOCATION	Level 3, Gun Wharf		
DATE POST BECAME VACANT	01 March 2011		
MANAGER POST REPORTS TO	Vincent Jasper		
*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 SPECIFY DATES FROM AND TO:	01 Mar 11 – 29 April 11		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Katie Jones		
NAME OF RECRUITING MANAGER: Vincent Jasper			

(* 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. This post extension until end of April 2011 will be 100% funded by EU and external funds. The project assistant will provide invaluable support in terms of the EU project coordination and financial administration – this will ensure that we meet the funding criteria. 2. Nil posts providing this function, nil vacancies 3. If the post is not filled the Project Manager will be required to complete ALL functions and responsibilities without assistance. This includes financial and budget management, general administration, implementation and supervision of project partner claims for expenses, certification and completion of financial claim to external fund agency, liaison with external auditor. Communication, dissemination, Website update, report writing, overseas meeting organisation and other duties previously handled by EU Network Co-ordinator and EU Network
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Officer together. At present the work is undertaken by a former Future Jobs Fund recruit, fully conversant with the procedures without further training, currently working on a Fixed Term Contract which comes to an end on 28 February. A new post was established in November within the team to place the individual to undertake the duties.

4. Provision of a NEW recruit would require full training by the Acting EU Network Coordinator and hinder progress of a number of complex matters already commenced.

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.

1 & 2. The costs of the Urbact II Project Assistant over the period 01 march – 29 April 2011 will be fully met by EU funding under the REPAIR project, secured from the URBACT II programme.

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 & Culture	
SECTION	Social Regeneration and Europe	
POST TITLE	European Project Officer	
GRADE AND SALARY RANGE	B1 £22,958 - £30,011 pro rata 100% Externally Funded	
POST NUMBER	9444	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	January 2011	
MANAGER POST REPORTS TO	Irene Heller	
*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 SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING 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 – 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.

Impact on the Service

There are similar externally funded posts of this type within the ED&SR structure. The post holder would report directly to the Principal ESF Programme Officer.

The post would be on a fixed term contract up until the end of May 2012.

The post-holder will provide vital support to the Principal ESF Programme Manager in undertaking the day to day financial management of the Eco-Advantage and LOCUS projects, which combined are worth in excess of £350,000 of European Social Fund monies. The post-holder will take responsibility for compiling the financial claims for both projects and for ensuring they are correctly and comprehensively produced, maintaining compliance with EU financial regulations.

This post-holder will enable the Principal ESF Programme Manager to concentrate on ensuring the implementation and development of a

programme of skills development, equipping local residents and local business employees with skills and qualifications related to the environment and managing the effects of global climate change. The post-holder will support the Principal ESF Programme Officer in working with local businesses, low skilled, voluntary and disadvantaged community sector groups and training providers, for local unemployed people to access the training programmes. The post-holder will also support delivery of the LOCUS project, which aims to provide detailed environmental audits of local companies to assist them amongst other things to improve energy efficiencies, reduce energy costs and therefore improve competitiveness.

If this post is not created, there will be significantly fewer resources available to focus on the day-to-day financial management and administration of the two projects, which could undermine adherence to EU financial claim requirements.

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.

Savings/Costs

There are no direct costs to Medway Council. The European Social Fund funds the post in its entirety. There will be a saving if we are able to recruit on a fixed term contract basis, as we are currently incurring a 30% additional administration fee by way of employing through the Temp Pool.

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 Terri Williams, HR Services, Gun Wharf. This form is not required for those posts covered by the exemptions list shown overleaf. You will need to include a copy of the person specification and job description along with a structure chart showing how the vacancy fits into your team for each post.

DIRECTORATE	Business Support
SECTION	Internal Audit and fraud investigation
POST TITLE	Audit Services Manager
GRADE AND SALARY RANGE	Service Manager
LOCATION	Gun Wharf
DATE POST BECAME VACANT	March 31 2011

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.

The Audit Services Manager is an important post in terms of the senior management structure of the Council. The post is a crucial part of the governance arrangements for the Council and whilst reporting to the section 151 officer, the postholder is required to exhibit independence and integrity in carrying out the responsibilities of the post.

This is key post in providing confidence that public money is used appropriately. The work of this team is high profile and the postholder personally takes a direct lead in reports to the Audit Committee.

The post is expected to:

- Develop policy for internal audit and counter fraud activities to ensure that services are effectively co-ordinated, and to support corporate and other directorates' activities;
- Lead on corporate audits as requested by Members, Chief Executive or Section 151 officer and in doing so, to develop and undertake effective cross-boundary working; and
- Report in own name to Members, Chief Executive, Section 151 officer and to liaise with External Audit on control issues.

It is unlikely that recruitment will be complete before the current occupant retires and the post will require a form of cover through acting or secondment provision to maintain key responsibilities on audit, counter fraud and corporate governance.

Budget Issues

Please indicate:

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

Funds exist within the budget to fill this vacancy.

The post will remain occupied until the 31st March 2011 and thereafter, pending recruitment, as indicated above.

Alternative arrangements for providing managerial support have been considered but it is felt that the sensitivity of this post demands an exclusive resource.

Comments from Portfolio Holder

The chief internal auditor is a post that demands independence, integrity and an ability to inspire confidence. We have been fortunate in having had the services of the current incumbent but with his retirement it is important that we move forwards to recruit a replacement to provide confidence, both within and external to the Council, that we have a firm grip on control mechanisms and an effective anti-fraud function.

Cllr Alan Jarrett

I wholly support the recruitment to this post.

Cllr Janice Bamber

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, 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	Business Support Department	
SECTION	Financial Management	
POST TITLE	Capital Accountant	
GRADE AND SALARY RANGE	PO3 £37,206 - £45,341	
POST NUMBER	8351	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Early May 2011	
MANAGER POST REPORTS TO	Accounting Manager	
*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 SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER	Peter Bown	

(* 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 – 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.

Although designated as Capital Accountant the duties of the post have evolved to cover both a revenue and capital coordinating role for the Council.

The main duties are to provide comprehensive accountancy support to service accountants and project managers in the planning, monitoring, delivery and funding of the capital programme. In addition, the postholder is responsible for submission of the increasingly complex financial returns to Government departments.

The post is critical to ensuring prompt completion of the Council's annual statement of accounts, liaison with external auditors, coordination of the capital programme and input into the Medium Term Financial Plan.

The introduction of International Financial Reporting Standards (IFRS) throughout the public sector has placed additional recording and reporting requirements on local authorities and these require a high level of technical expertise to maintain.

It is considered essential to fill this post as proposed restructuring of the Financial Management Division will result in the loss of a senior member of staff later in the year and it is vital to ensure continuity of expertise.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31st March 2012.
2. If any savings could be achieved by alternative ways of providing the service.

If this post is not filled there is a potential part year saving of £53,000

Employment of agency staff would be more expensive.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Chief Finance Officer

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, 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	Business Support
SECTION	Exchequer Services
POST TITLE	Exchequer Officer
GRADE AND SALARY RANGE	D2 (£15,039-£19,126) (Points 12-21)
POST NUMBER	4066
LOCATION	Gun Wharf
DATE POST BECAME VACANT	The team has been operating with temps through the year awaiting the budget to be agreed for the coming year. Two staff have reduced hours for family reasons with a third reducing by taking her pension. This has meant the In effect 1fte became vacant December 2010 with a further 0.43 fte becoming vacant in March 2011. There will be added pressure in April with 1 fte taking maternity leave and not due back until February 2012.

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.

<ol style="list-style-type: none"> 1. Within the Exchequer Services part of the team the structure is as follows: Supervisor (1 FTE) Debt Collection Officer (1FTE) Exchequer Services Type 1 & 2 (6.75 FTE) Exchequer Assistant (1 FTE) 2. These posts are responsible for processing of invoices to suppliers, maintaining supplier records, payments to Housing Benefit suppliers etc
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Budget Issues

Please indicate:

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

The staffing budget will underspend by approximately £15000 in 2010/11

Comments from Portfolio Holder

Although administrative posts, these are required to ensure monies due to Suppliers are paid promptly. Failure to pay these will ensure cash flow to organisations including local businesses will be impacted on

Cllr Alan Jarrett

The impact of not having a resource to pay monies due would have a detrimental impact to the business community.

Cllr Janice Bamber

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support Department		
SECTION	Housing Services		
POST TITLE	Admin Officer		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)		
POST NUMBER	Temp 3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	-		
MANAGER POST REPORTS TO	Marc Blowers		
*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 FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) Rita Chatrath			
NAME OF RECRUITING MANAGER: Marc Blowers			

(* 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 – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

This is temporary administration role due to a permanent post holder who undertook some of work being high priority project (Development of HRA Business plan – Capital work programmes).

The admin person will be undertaking duties in terms monitoring that inspections are completed on time, data entry in terms of SCS, assistance with general admin for the Repair inspectors such as correspondance, scanning and admin to develop the contractor monitoring processes. The post holder has daily dialouge with the repairs inspectors in conjunction with customer enquiries, complaints and liaison with the contractor.

If the post is not filled the post holder has been developing and setting up processes for improving the contractor monitoring which would not be able to developed further.

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.

The post will cost approx 8K until March. 100% HRA Funded.

Comments from Portfolio Holder

This post is essential to setting up effective contract monitoring for the capital / repairs programme.

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	Social Care Commissioning	
POST TITLE	Contracts Administration Team Leader	
GRADE AND SALARY RANGE	C2 – (£19,621.00 to £26,276.00)	
POST NUMBER	5736	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	20/01/11	
MANAGER POST REPORTS TO	Charles Kirabo-Wamimbi	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER –	Charles Kirabo-Wamimbi	

(* please delete as appropriate)

The Contract Administration Team consists of 1 Contract Administration Team Leader and 5 Contracts Administrators, of which 2 posts are now vacant. This means that the team is operating at 85% capacity

The Contract Administration Team Leader position has also now become vacant. This post is crucial in ensuring that the key functions below continue to be delivered effectively and efficiently.

The team is responsible for processing payments to Social Care providers, which includes pay runs to providers to a value of *circa* £44 million per annum. These providers deliver care and support to older and disabled people across Medway. The team manually processes an average of 6240 invoices each year at a value of £12 million; issues on average 30 new contracts to Social Care providers each month, and processes Direct Payments, worth £6.5 million per annum. Direct Payments are issued to service users who in turn buy their own care.

Additionally the team manages specific tasks such as price adjustments, assisting with year end accounts, chasing debts, monitoring of bed vacancies and co-ordinating contract warning alerts. The team also has an essential role in testing and ensuring that the directorate's Adult social care IT system (Care Director) is fit for purpose.

The work of this team also informs the Creditors Team and ensures that the payments they make to Social Care providers are accurate.

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

If this post is not filled, the team's efficiency and effectiveness will be affected. The role is vital in ensuring that invoices are processed within the 28 days contract payment terms. Please note that the 28 days also include time for the invoices to be processed by the creditors team. On previous occasions, when the team has carried long-term vacancies, there have been financial penalties for processing outside of 28-day window. Providers are now increasingly enforcing the penalties given the lack of inflationary uplifts and increased reliance on a steady cash flow. Prompt payments are vital to ensure the financial stability of these Social Care providers so that older and disabled people continue to receive the care and support they need. Without this stability, providers may face financial problems, which ultimately would have a negative impact on service users

In addition, if the direct payment monies are not processed promptly, service users who manage their own care via a direct payment will not be able to pay for their care or support. This could lead to service users being left in a vulnerable situation, or requiring hospital admission or residential care

Any impact on the efficiency and effectiveness of the team will in turn mean that certain aspects of the directorate's Adult social care IT system (Care Director) will no longer be accurate, thus leading to incorrect payments to providers as well as incorrect charging to service users, both of which could damage the Council's reputation

Budget Issues

Please indicate actual cost of filling this post:

The post is currently a C2 grade ranging between £19,621.00 and £26,276.00.

Comments from Portfolio Holder

Case well made.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adult Services	
SECTION	Commissioning and Strategy Division	
POST TITLE	Data Quality Monitoring Assistant	
GRADE AND SALARY RANGE	Salary - £12, 787 to £16, 440 Grade D1	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	<p>The post was originally a permanent position on a D2 grade.</p> <p>However, instead of re-advertising I offered the post as an Apprentice role with a view that the post would revert back to a permanent position on D1 once the Apprentice had completed their training.</p> <p>The Apprentice had now finished their training and the post was extended until March 2011.</p>	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL		
If no agreement for a permanent fill, could we have agreement for the post to be extended for another year? To March 2012		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Craig Cushman	

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.

One System administrator and one Data Quality Monitoring Assistant (this post) serving over 100 system users full time

There are only two employees supporting and maintaining the IMPULSE system. Which is the main education system for Children's Services.

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.

The post currently filled.

The grading in this type of role is usually much higher. For example similar roles across the council are being graded as C1 salary range £16,830 to £26,276.

The D1 grade would be a step up for the current Apprentice and would continue as a training role hence the D1 grading, which would result in a saving to the council and would also mean we would reap the benefits of the time and effort already invested in the Apprentice position.

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

The role of system support such as data quality are difficult roles to fill and especially on a low grading as this. We have spent nearly 18 months training the Apprentice to fill this position.

The main function of this post is to ensure data quality to the IMPULSE system.

The IMPULSE system has eight modules and a CORE that holds pupil data such as name, address, guardian details and school attendance. The modular information holds SEN, EP, school attendance, school pupil exclusions, free school meals, school admissions, 11+ primary and secondary transfer, home to school transport and school visits

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: