

CABINET
6 SEPTEMBER 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: -

Business Support Department

- Annual Audit Administration Assistant (x2)

- Curriculum Manager
- Learning Support Assistant
- Learning Support Assistant
- Legal Support Assistant
- Legal Support Officer
- Smokefree Play Coordinator
- Exchequer Officer
- Auditor

Children and Adults

- Catering Assistant
- Service Manager – LAC lead
- Support Officer - Youth Offending Team

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	Business Support	
SECTION	Electoral Services	
POST TITLE	Annual Audit Administration Assistants (X2)	
GRADE AND SALARY RANGE	£9.56 Per Hour	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Required from 22 August 2011 (X1) and 29 August 2011 (X1)	
MANAGER POST REPORTS TO	Head of Elections and Member Services	
*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: Temp 1: Monday 22 August until Friday 25 November (14 weeks) Temp 2: Monday 29 August until Friday 25 November (13 weeks)		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Suzanne Martin		

(* 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 Electoral Administration Act 2006 introduced a duty for the ERO to undertake house-to-house enquiries to all properties in the area. Additional funding was made available to implement this and other requirements by the MoJ. That money was earmarked to pay personal canvassers and to recruit a fully staffed Electoral Services Team for the period of the annual audit.

Two administration temps are required to process the 110,000 voter registration forms sent out by the office from August until the end of November. If these temporary positions remain vacant it will not be possible to process the thousands of forms received by the office and to update the register with electors' details. Therefore a thorough canvass of the area will not be achieved and the register published on 1 December will not be comprehensive and accurate.

The first position is proposed for a fourteen-week period from Monday 22 August until Friday 25 November. The second engagement will be for a thirteen-week period from Monday 29 August until Friday 25 November. Both assistants will be contracted to work thirty-seven hours per week at an hourly charge rate of £9.56. The total cost to employ these temps will be £9550.44 of the Electoral Services budget.

Budget Issues

Please indicate:

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

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, 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	Medway Adult Community Learning Service		
POST TITLE	Curriculum Manager for Sector 12		
GRADE AND SALARY RANGE	LNFA 4-15 £21,107 - £33,981		
POST NUMBER	7999		
LOCATION	Gillingham/ Rochester Centres		
DATE POST BECAME VACANT	25/4/2011		
MANAGER POST REPORTS TO	Hanife Dacosta		
*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: Hanife Dacosta			

(* 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 temporary appointment was made in April to cover this post. We are now seeking approval to appoint a permanent curriculum manager.

MACLS would not be able to effectively manage the department if this post is not filled. The department currently has at least 30 tutors and a variety of very popular courses. This department generates a large number of learner enrolments and provision is delivered across Medway. Failure to recruit to this post risks MACLS not achieving learner targets set by the SFA.

Budget Issues

Please indicate:

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

1. £17,137

2. There is no capacity within the existing staffing structure for this work.

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, 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	BSD	
SECTION	MACLS	
POST TITLE	Learning Support Assistant	
GRADE AND SALARY RANGE	D1, £12,787 - £16,440, Pro Rata	
POST NUMBER	7165	
LOCATION	Gillingham/Rochester centres	
DATE POST BECAME VACANT	1/9/2011	
MANAGER POST REPORTS TO	Barbara Dingwall	
*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: Barbara Dingwall		

(* 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.

LSA is needed for Learning for Living and Work sector. All classes within this sector need a qualified LSA to assist the tutor and those learners that may require a little more help and guidance. This is especially essential in the very popular cookery courses, where the vacancy now exists. One highly skilled LSA with the knowledge of BSL (now resigned) covered three cookery courses, which gives the LLW learners independence, budgeting skills and also the joy of preparing, cooking and eating their end result! It would be extremely difficult for the Cookery classes to run without an experienced LSA. 4 current LSA in post – 1 vacancy

Term Time Only – 6 hours per week

Budget Issues

Please indicate:

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

<p>1) £996</p> <p>2) There is no capacity within existing staff structure for this work</p>

Comments from Portfolio Holder

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Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also 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	BSD	
SECTION	MACLS	
POST TITLE	Learning Support Assistant - Sfl	
GRADE AND SALARY RANGE	D2, £15,039 - £19,126 Pro Rata	
POST NUMBER	7164	
LOCATION	Gillingham/Rochester centres	
DATE POST BECAME VACANT	1/9/2011	
MANAGER POST REPORTS TO	Barbara Dingwall	
*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: Barbara Dingwall		

(* 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.

LSA is needed for the Skills for Life – literacy and numeracy sector. All classes within this sector need a qualified LSA to assist the tutor and those learners that may require a little more help and guidance. This is especially essential in the Pre Entry and Entry 1-2 classes, where the vacancy now exists. One highly skilled LSA with the knowledge of BSL (now resigned) covered four Sfl classes, which improves the learners' confidence and the pressure of coping with everyday life. Some of the learners may eventually find paid employment or volunteer in a local charity shop. In the low ability Sfl classes an experienced LSA is a huge asset and gives the tutor more time to work with everyone equally. 1 current LSA now in post – 1 vacancy

Term time only – 8 hours per week.

Budget Issues

Please indicate:

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

1) £1,810

2) There is no capacity within existing staff structure for this work

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, 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	Legal Services	
POST TITLE	Legal Support Assistant	
GRADE AND SALARY RANGE	D1 £12,787 - £16,440, Pro rata	
POST NUMBER	8202	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	16 August 2011	
MANAGER POST REPORTS TO	Legal Practice Manager	
*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: 16 August 2011 until 31 March 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
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.

This request is for a temporary part time (0.5 fte) Legal Support Assistant (grade D1) to cover half of a current legal support officer's role. Children's Services have asked the Legal Department to employ a part time paralegal to pursue compensation awards through the Criminal Injuries Compensation Authority on behalf of looked after children. It is the Council's duty as a corporate parent to pursue such awards on behalf of looked after children, if they are or could be eligible. If the work involved is not undertaken by the legal department it will need to be undertaken within the Children's Services department. It has been agreed that this could be resourced by a current member of the legal department acting up into a paralegal role on a part time basis and her legal support assistant post being backfilled by a temporary employee. These temporary arrangements are funded by the Children's Services team. There are 3.5 FTE Legal Support Officers in the department and no vacancies other than this one.

Budget Issues

Please indicate:

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

If the post were to remain vacant savings of approximately £7500 could be made. However, Children’s Service would have to either undertake this work by using an existing employee or would have to externalise the work, which would cost significantly more. It is not an option not to undertake this work as the Council would be failing in its statutory duty to looked after children.

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, 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	Legal Services	
POST TITLE	Legal Support Officer	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126	
POST NUMBER	0115	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	16 August 2011	
MANAGER POST REPORTS TO	Legal Practice Manager	
*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: 16 August until 30 Nov 2011		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Angela Drum, Head of Legal Services		

(* 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.

A temporary full time Legal Support Officer (grade D2) to cover sick leave. One of the two Legal Support Officers within the department is on long-term sick leave. It is anticipated that they will return, but this is not likely to be before the end of November 2011. The length of the sick leave means that the employee is on zero pay at the moment, so the recruitment of a temp into this post will not increase the budgetary requirement. The post has been covered until now by an officer who has been made redundant but who has recently been redeployed (there were three Legal Support Officers but under a recent restructure of the department this was reduced to two). This post gives legal and administrative support to the Children's Services Lawyers and if it is not filled, they will have to undertake more administrative work which will impact upon the amount of child protection cases that they can deal with.

Budget Issues

Please indicate:

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

If the post were not to be covered on a temporary basis until the end of November this would save approximately £8000. However, it would impact on the number of child protection cases that the lawyers could undertake. There is no other realistic way of providing the service.

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, 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	Public Health	
SECTION	Business Support Department	
POST TITLE	Smokefree Play Co-ordinator	
GRADE AND SALARY RANGE	£11.60 per hour (Inc agency costs)	
POST NUMBER	3862	
LOCATION	Gun Wharf, Dock Road, Chatham	
DATE POST BECAME VACANT	15 / 02 / 2011	
MANAGER POST REPORTS TO	Rachael Noxon	
*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		
15/04/2011 Until Sept 2011		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Rachael Noxon		

(* 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.

The post-holder will be managed within the Tobacco control Programme in the Public Health Directorate. There is not currently a post of the same type within the Tobacco Control Programme.

This post is required to ensure delivery of a grant-funded project relating to encouraging residents to keep children's outdoor play areas smokefree. It will be financed through grant monies from Reducing Health Inequalities through Tobacco Control funding. We are committed to delivering agreed projects within this programme, and funding has been secured accordingly. Failing to deliver the agreed work could result in withdrawal of the allotted funds, which would represent a reduction in the investment in tackling tobacco-related health inequalities in Medway.

The project responds to public opinion insight, gained through a comprehensive research project in Medway, which highlighted smokefree play areas as a priority for Medway citizens.

Budget Issues

Please indicate:

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

No savings – funding is dependant on delivery of this agreed project.

Insufficient resources to deliver this project with existing staff.

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, Civic Centre. 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	Exchequer Services
POST TITLE	Exchequer Officer Type 2
GRADE AND SALARY RANGE	D2 (POINTS 12-21)
LOCATION	Gun Wharf
DATE POST BECAME VACANT	31 August 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.

<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 (6.59 FTE) Exchequer Assistant (1 FTE)2. The proposal is to remove the Debt Collection Officer Post (C1) and replace with another Exchequer Officer Type 2. The additional difference in the grades (Approx £4000 in full year) would be transferred to the Debt Recovery Team under Jon Poulson (Revenues and Benefits)3. The post will be responsible for the inputting of the sales ledger invoices, ensuring the reminders are processed, dealing with enquiries prior to debt recovery action being undertaken by Revenues and Benefits

Budget Issues

Please indicate:

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

£14,000 would be saved if post remains vacant until 31 March 2012

If invoices are not raised and processed the implication to the Council is that the amount of money it receives will be lower and therefore cost the authority significantly more.

Comments from Portfolio Holder

Although an administrative post, this is required to ensure monies due to the Council are raised promptly improving the Councils finances. Failure to collect will ensure greater pressure on the Council's budgets

Cllr Alan Jarrett

The impact of not having a resource to collect monies due would have a detrimental impact to the finances of the Council.

Cllr Mason

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	Internal Audit		
POST TITLE	Auditor		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	3875		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	30 August 2011		
MANAGER POST REPORTS TO	Principal Auditor		
*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 – 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. There are 6 auditor posts within the audit team and below the principal officer grade, a career grade structure operates. This affects 4 staff. A further post has become vacant. The team has recently reduced from 7 posts due to budget reductions. 2. The audit plan, approved by the Audit Committee, envisages continuing the joint working arrangements with the external auditors which maximise the use of both internal and external audit resources and aim to minimise overall audit costs. This working arrangement covers financial and operational areas. 3. If the post remains vacant, key work on behalf of external audit and corporate governance will not be completed. This will result in either increased work (and costs) by the external auditors or the recruitment of specialist agency staff to meet demand. |
|--|

Budget Issues

Please indicate:

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

- | |
|---|
| <ol style="list-style-type: none">1. Funds exist within the budget to fill the vacancy. If the post is unfilled to 31 March 2012, savings of £12,800 will occur.2. Employment of agency staff will be at a higher cost than employing permanent staff. |
|---|

Comments from Portfolio Holder

<p>Internal control is a key component of effective governance arrangements within the Council and with the recently reduced structure we now have I support the filling of this vacancy,</p>

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Chief Finance Officer

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also need to forward an electronic word version to resourcing@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	Children & Adults Learning & Caring		
SECTION	School Contracts		
POST TITLE	Catering Assistant		
GRADE AND SALARY RANGE	E2, 4-10 (£12,125-£13,663) Pro rata		
POST NUMBER	1326		
LOCATION	Bradfields Special School Catering Dept		
DATE POST BECAME VACANT	1 September 2011		
MANAGER POST REPORTS TO	Filomena Zeuli		
*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: Sue Edmed			

(* 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.

The School Contracts Team manage the school catering service as part of the Traded Services offer for school. The current provision is chargeable under the SLA Agreement on behalf of the Special Schools. The funding is from the schools delegated budget.

There is no financial impact to Medway Council from the recruitment of this post, all costs are re-charged back to the school on a monthly basis.

This service is an additional service to the existing service. Bradfields Special School is expanding their school site with the provision of a catering servery service for year 7 and 8 pupils at the lower school. There are currently 9 catering assistants across all the special schools. The vacancy is a new post due to the expansion of the Bradfields Special School catering requirements.

The impact of not filling this post is that we will be unable to deliver the catering service. There is a high risk of not being able to deliver meals to the children as prescribed under the SLA Agreement.

Budget Issues

Please indicate:

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

N/A

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, 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	Children and Adults Services		
SECTION	Children's Social Care		
POST TITLE	Service Manager – LAC lead		
GRADE AND SALARY RANGE	Service Manager, £39,015 - £56,007		
POST NUMBER	0999		
LOCATION	Elaine Centre		
DATE POST BECAME VACANT	Permanent post Jan 31 st 2012.		
MANAGER POST REPORTS TO	Assistant Director Children's Social Care		
*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: Please see explanation below October 1 st to date new post holder starts (likely to be 6 months)			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	To be appointed		
NAME OF RECRUITING MANAGER	Helen Gulvin		

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.

Children's Social Care Management Team has a very tight structure (recognised by PWC) of three Service Managers reporting to the Assistant Director. The service overall works to provide statutory services to:

- Children who have high and complex needs (as defined in Section 17 and Section 47 of the Children Act 1989).
- Assessing children's needs against threshold criteria and working with partners, families and children to put in place plans and interventions to support these needs as under the Working Together to Safeguard Children guidance.
- Identifying children at risk of harm and protecting them through Child Protection Plans or Legal Orders.

- Working in partnership to ensure that Looked After Children and those leaving our care have every possible support to redress the difficulties of their early experiences and are able to become fully functioning independent adults.
- Providing a service for those children who are registered disabled and have complex needs.
- Monitoring and intervening within schools and the home for children whose attendance is preventing their learning.
- Offering a Level 2 Child and Adolescent Mental Health Service (CAST).
- Providing residential services to children, either as a home (The Old Vicarage) or respite (Aut Even).

This post is responsible for Adoption and Fostering, Looked After Children and those Leaving care, The Old Vicarage Children's Home and our Outreach and Daycare services working to those on the edge of care or in care whose placements need support to prevent costly moves. All these services are subject to Ofsted Inspections and work to national performance indicators

Analysis of future LAC resource needs over the next 4 years has identified 3 significant challenges:

Number of children in care is expected to rise by 30% over the 4 year period. However, as we have already experienced a 15% increase it is likely that when the analysis is updated in September it will identify an even greater increase which is likely to outstrip our ability to increase in house fostering placements and require placements through the more expensive independent fostering agencies.

Children suitable for adoption are expected to rise by 60% over the 4 year period. Medway has been one of the best performing authorities in the South East¹ in adoption (17% of those leaving our care in the last 5 years were through adoption against the national average of 13%). Performance in 2010/11 is expected to continue to be above average.

As a result the number of children eligible for care leaving services are expected to rise by 80%

This role is crucial to the management of Children's Social Care and to managing the risks inherent in this service area

Situation is:

Post holder taking flexible retirement on compassionate grounds from 30 Sept 2011 actual date of retirement will be 31 Jan 2012. Salary costs will stand until that date

Request is:

1. To recruit to post temporarily in house which will mean the cost of a back fill post of Group Manager for this cover period. This means excess costs of average £24,000 for 6 month period

¹ figures taken from the DfE's 30 September 2010 release (SFR27/2010) of the results of the 2009-10 SSDA903 return (website: <http://www.education.gov.uk/rsgateway/DB/SFR/s000960/index.shtml>)

2. To advertise permanent post with start date from the 1 Feb 2012

Budget Issues

Please indicate:

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

.Please see explanation at top of form and impact on service

Comments from Portfolio Holder

The proposal is vital to ensure that our LAC are protected fully. I support the application 100%.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also need to forward an electronic word version to resourcing@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	Children & Adults		
SECTION	Youth Offending Team		
POST TITLE	Support Officer		
GRADE AND SALARY RANGE	D2 £15,039 to £19,126		
POST NUMBER	0994		
LOCATION	YOI Cookham Wood		
DATE POST BECAME VACANT	August 2011		
*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: Aug 2011 – Feb 2012 – 6 Months			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	NA		
NAME OF RECRUITING MANAGER: Keith Gulvin/Louise Balderston			

(* 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.

We are seeking approval to recruit a support office to be located and YOI Cookham wood as part of the detached Resettlement Team. This is a direct request from the establishment governor who is seeking to expand the role of existing resettlement team to make improvements to service and outcomes for young people. The worker is required to free up other members of the team by arranging meetings and reviews, liase with home YOT's, make EASSET entries and maintaining client files and records. Maintain notes of meetings and generally provide support to team members. The full cost of salary and on costs will be meet by the prison service under our current partnership agreement.

The requirement is a support worker on D2 Grade. They will be operationally managed by the seconded, Acting Team Manager and supervised by the IYSS Assistant Business Manager.

The current team at Cookham Wood consist of an Acting Team Manager, 2 x FT Social Workers, 1 x .6 social worker and 5 x FT resettlement workers. This post is an addition to that establishment.

Budget Issues

Please indicate:

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

There are no budget issues for the YOT in taking on the new staff as all costs will be met by the prison service.

In addition the prison service have agreed to pay the YOT a 10% management fee to administer all new staff. This post may be suitable for people currently in the re-deployment pool.

The total salary costs for the post will be around 20 k; this included on cost i.e. pension and NI contributions. Other costs such as travel and phones are also meet in full by the prison service

Comments from Portfolio Holder

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Portfolio Holder

Dated:

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Director

Dated: