

Cabinet - 4 October 2011 - Recruitment Freeze - Additional posts

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	C&A	
SECTION	Redvers Centre	
POST TITLE	SSA	
GRADE AND SALARY RANGE	D2 £15039-£19126	
POST NUMBER	5313	
LOCATION	Redvers Centre	
DATE POST BECAME VACANT	1/2/11	
MANAGER POST REPORTS TO	Dan Harper	
*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: Dan Harper		

(* please delete as appropriate)

Impact on Service – please include:-

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

1. There is sufficient budget to sustain the appointment of a 1.00 FTE SSA in the Redvers budget. There are currently 8.05 SSAs in post to support two teams comprising 37.68 Social and Family Workers, 3 Managers and 6 Senior Practitioners. Owing to the increase in social work referrals and subsequent work created by demand, the pressure on supporting teams to deliver positive outcomes necessitates recruiting to this vacancy as quickly as possible

2. Following the restructure and the incorporation of the Strood and Hoo IAT into the Redvers Safeguarding team the SSAs in that team are responsible for:

- The administration of Public Law Outline meetings, including minuting these meetings. The period January to May 2011 has 123% more PLO meetings than January to May 2010.
- The administration; including organisation and tracking of statutory medical and education assessments; maintenance of records of placements and respite care on Raise to ensure accurate information and correct payment of carers of looked after Children. This has risen by 23% following the Restructure.
- All Filing, file creation, photocopying, copy typing and archiving activities on 271 open cases.
- Support to the legal panel process.
- The tracking of all child protection documentation to ensure accurate and up to date files.
- Being the first point of contact to all families and young people currently being worked with by the team.
- Covering a very busy reception

Not filling this post will reduce mean that the necessary administration tasks will either be deferred, creating out of date information both in paper and electronic files, or have to be done by frontline staff reducing the amount of time spent with families and children.

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. This post has been vacant until 31/3 saving £3256
2. No viable alternative.

Comments from Portfolio Holder

Signed:

[Handwritten Signature]

Portfolio Holder

Dated:

15/6/11

Signed:

[Handwritten Signature]

Second Portfolio Holder

Dated:

28-9-11

Signed:

[Handwritten Signature]

Director

Dated:

6.6.2011

VLG

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DIRECTORATE	Children's Services	
SECTION	CAST Team	
POST TITLE	Support Services Assistant (Temp)	
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)	
POST NUMBER	*****	
LOCATION	Elaine Centre, Strood	
DATE POST BECAME VACANT	November 2010	
MANAGER POST REPORTS TO	Sheena Bolland	
*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)		
NAME OF RECRUITING MANAGER: Sheena Bolland		

(* 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 currently have 2 fulltime and 1 part time 25 hour post. A fulltime post is for the Single point of access, one is the team SSA and the part time post is to support to Solihull training and these posts are very busy. We currently have the team SSA vacancy and the Solihull part time worker is on long-term sick leave. Yesterday we received a certificate for another month. The workload has become unmanageable for one person, particularly due to the increase in referrals and answering the telephone for the referral system. This is beginning to impact on the service with answering the phone timely and booking clinic/ assessment appointments.

We would request some SSA temporary cover until staff return from sick leave to the post.

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.

If we recruit a full time temp from the agency it will cost £10.36 per hour. This can be paid for with underspend on salaries with a PMHW vacancy since April(approx£20,000) and unpaid matleave with our Clinical Psychologist

Comments from Portfolio Holder



Signed:
Portfolio Holder

Dated:
22/9/11

Signed:
Alan Sandt
Second Portfolio Holder

Dated:
28-9-11

Signed:
K. H. Curriam
Director

Dated:
15.9.11

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults	
SECTION	Childrens Care	
POST TITLE	SSA	
GRADE AND SALARY RANGE	D2 pt 12-21	
POST NUMBER	0969	
LOCATION	Woodlands Place	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	SSO	
*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:	08/07/11 to 30/09/11 31/12/2011	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Leanne Mark		

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

1.	7.8 SSA posts .30 vacant resulting in a 11hr vacancy 1 FT SSA currently undertaking other duties outside the SSA remit and therefore leaving the team an additional member of staff short Staff structure & Job description attached
3.	Front line staff will be under added pressure to spend valuable time completing their own admin tasks. This in turn would result in their having less time to visit vulnerable families potentially leaving children in dangerous situations and the families without appropriate and sufficient support.

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. £6,300 is equivalent to .30FTE SSA
2. No other alternative cannot offer staff additional hours as meetings need to be covered during the business hours and these need a minute taker

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:
26/7/11

Signed:
Second Portfolio Holder

Dated:
28-9-11

Signed:
Director

Dated:
19. 7. 11

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DIRECTORATE	Children and Adults		
SECTION	Children's social care – Medway Integrated Looked after children's team. (MILAC)		
POST TITLE	Service Support Assistant		
GRADE AND SALARY RANGE	D2 (£14,891 - £18,937)		
POST NUMBER			
LOCATION	Elaine Centre		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Sue Pinchen		
*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 TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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 – 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.

Currently the Medway Looked After Children's service support (SSA) admin team consists of 4 FTE members of staff.

Prior to the restructure of the integrated children's teams in January 2011 the SSA team was reduced from 5 posts to 4 and the receptionist post was lost.

As it was essential to cover this post, an SSA from the group of 4 above, has

been seconded into the role since January, this in turn placed significant pressure on the rest of the team and was necessary to bring in a temp to backfill.

The MILAC SSA posts are responsible for providing a complete and comprehensive administrative support service and acting as first point of contact for 21 social workers, family workers and PA's, 3 senior practitioners and a group manager.

The Centre houses the MILAC, Adoption and Fostering teams, Learning Support Services, Behaviour Support Services, PASS and ASSAA. The reception area is becoming increasingly busy and constant with a marked increase in visitors and clients, planned and unplanned since the beginning of the year.

There has also been a significant increase in young people coming into care and we are currently working with over 200 looked after children and 140 care leavers with the trend continuing to increase

Demands have increased for room bookings for a wide range of meetings such as child protection meetings, case conferences, chin meetings, CAMHS meetings, fostering panel, adoption panel and professionals meetings, team meetings as well as regular training sessions for foster carers and social workers and education staff.

We also regularly hold benefits surgeries bringing in residents from the local area and holding health assessment with the LAC nurses for young people assuring some of the hard to engage young people have the health monitored.

There has also been an increase in use of the Contact and Assessment suite used for supervising contact between parents and children.

Elaine has a large Imprest bank account, the amount of money we are able to draw and hold has been increased recently due to the high number of young 16-18 year old people coming into the centre every day to collect maintenance and emergency money or travel warrants.

Young people also often call in ad-hoc hoping to speak to their dedicated worker.

The post also covers switchboard duties for the building with a high volume of phone calls needing direction information or advice. Also managing a high volume of post and courier services to the building

All of the many above visitors report to or are held in reception and it is important that a dedicated person has a level of awareness of the business of the Centre to be able to direct people and enquiries.

Clients also appreciate a familiar and friendly face behind reception, a dedicated receptionist post provides this consistency and quality assurance.

The receptionist role is also required to be able to support the general work of the SSA profile in monitoring records and statistics. The receptionist is often the first person to know of any problems in the building or can raise the alarm to any potential disturbances. It therefore also covers a health and safety role monitoring all fire and security regulations, and acts as an information point for staff working at the centre and monitors stationery usage.

The post holder needs to be a fire warden and a first aider and be specifically trained in dealing with people at all levels, the receptionist role is therefore pivotal to the smooth and safe running of the building.

I would like to request authorisation to permanently replace the SSA/Receptionist post lost in the recent re-structure, there is sufficient funding jointly from MILAC, Adoption and fostering budgets to bring the team back to 5 FTE posts.

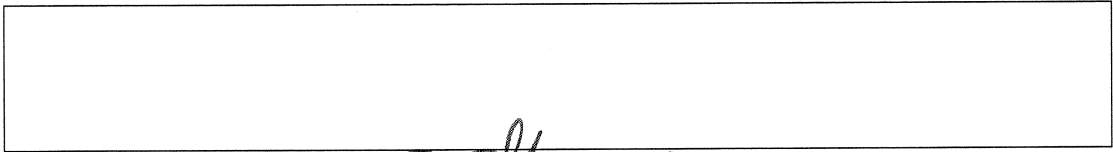
Budget Issues

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.

At the current temporary post holders hourly rate of £7.79 not filling this post would save £14, 891 per year. This would however result in a direct impact on the ability to provide a knowledgeable, consistent and safe environment for the children, young people and families, professionals and residents visiting the centre. The effect on the services at the Centre would mean uncoordinated customer contact and a chaotic room booking system

Comments from Portfolio Holder



Signed:

Portfolio Holder

Dated:

10/2/11

Signed:

Second Portfolio Holder

Dated:

28-9-11

Signed:

Director

Dated:

15-8-11