

CABINET
1 NOVEMBER 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 16 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 and Culture

- Library Service Finance Assistant
- Senior Emergency Planning Officer
- Geographic Information Coordinator
- Work Programme Support Administrator
- Skills Programme Co-ordinator (Denne Construction)
- Project Assistant

Business Support Department

- Maintenance Co-ordinator
- Assistant Homechoice Officer (x2)
- Senior Communications Officer – Website

Children and Adults

- Support Assistant (YOT)
- Performance & Compliance Officer
- Service Support Assistant
- Catering Assistant
- Catering Assistant
- Support Services 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, 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	Regeneration, Community and Culture		
SECTION	Library Service		
POST TITLE	Library Service Finance Assistant		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)		
POST NUMBER	8781		
LOCATION	Strood Library		
DATE POST BECAME VACANT	10 th October 2011.		
MANAGER POST REPORTS TO	Strategic Manager Customer Services		
*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)			
NAME OF RECRUITING MANAGER:	Duncan Mead		

(* 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.

Medway Library Service has one Finance Assistant and the current post holder leaves on Friday 7th October.

The post is responsible for providing regular budget monitoring information to the Head of Service and Strategic Librarians, ensures that proper and accurate records are kept and is also responsible for carrying out ordering, receipting and payment of goods and services using the Council recognised procedures.

With a Service budget of over three and a half million, twenty-one service points and one hundred and fifty staff it is a very full role.

This post is also responsible for the maintenance of personal records such as casual, travel payments and organises the routine upkeep, maintenance, servicing and inspection of equipment for the service, such as photocopiers, franking machines, etc.

This post is also responsible for running Strood Library community hall.

The Library Service is committed to processing all invoices quickly and provide accurate and complete budget information, if this post was to remain vacant then this would greatly challenge the services ability to maintain it's high standards.

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.

Finance Assistant is on D2 spinal points 12-21 (£15,039 - £19,126)

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	Emergency Planning	
POST TITLE	Senior Emergency Planning Officer.	
GRADE AND SALARY RANGE	PO1 (£27, 849 - £36,313)	
POST NUMBER	8926	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	21 September 2011	
MANAGER POST REPORTS TO	Business Quality Assurance 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:	N/A	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Joy Kirby		

(* 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.

Context

Medway Council as a Top Tier Authority, under the Civil Contingencies Act 2004 (and associated Regulations and Guidance) has a duty to identify risk, mitigate it, write and publish emergency and business continuity plans, exercise them and train staff, warn and inform the public before, during and after an emergency. Additionally, under the Control of Major Accident Hazard (COMAH) Regulations, the Council has a duty to write off-site emergency plans and undertake exercises at least every 3 years for each of the 3 COMAH sites within Medway.

Request

Permission is being sought to advertise internally and externally to fill the PO1 Senior Emergency Planning Officer position. In addition permission is also sought to recruit for temporary cover until a permanent member of staff is appointed.

The post holder will be responsible for the development and maintenance of emergency plans for the three industrial sites in Medway that fall under the Control of Industrial Major Accident Hazards (COMAH) Regulations, associated training and exercises to test them at least every 3 years. Failure to fill this post may result in

non-compliance with the Regulations.

Reason for request

For financial reasons, one Emergency Planner post was removed from the Emergency Planning establishment last year. The current structure of the team consists of 4 FTEs –1 x Emergency Planning Manager (PO3), 2 x Senior Emergency Planners (PO1) and 1 x Emergency Planner (B3). For the following reasons, with effect from 30 September 2011, the Team will be reduced to 1.9 FTEs:

One of the Senior Emergency Planners left on the 21 September 2011 and the Emergency Planning Officer will be leaving on the 30 September 2011. The remaining Senior Emergency Planner has, for personal reasons has reduced their hours.

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.

A budget saving of 1 Emergency Planner post was identified and taken in 2011/12 and a further saving of another Emergency Planner post has been identified for 2012/13.

This post is fully funded (£27, 849 - £36,313) for this financial year.

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	Planning Policy & Design	
POST TITLE	GI Coordinator	
GRADE AND SALARY RANGE	Agency rate (to be determined)	
POST NUMBER	3971	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	26 May 2010	
MANAGER POST REPORTS TO	Planning Policy & Design Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	(If suitable candidate available)
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	October 2011 – March 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Brian McCutcheon		

(* 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 a single specialist post leading a very small team of two others, which together provide a corporate GIS service. There is no comparable post anywhere else in the authority or any alternate pool of GIS knowledge.

There is an urgent need to improve service delivery to support the Better for Less change programme, in particular providing a web mapping link for the new Lagan CRM system and linking that system to the Local Land and Property Gazetteer.

The post has now been vacant for well over a year and reduced from 1 FTE to 0.6 FTE in the establishment. This was to meet budget reduction targets for 2011/12. This is having an increasingly detrimental impact with only the most basic care and repair service currently being provided.

An independent assessment of the service was commissioned from Socitm Consulting and this recommended that the post should be filled as soon as possible.

Pending the exploration of further options for the service it is proposed that cover is provided for up to 6 months to specifically support Better for Less implementation and upgrade some systems and processes. The latter can be done within existing budgets.

If the post is not filled there is a real danger that the Lagan CRM implementation will be disrupted or delayed and that there will be inadequate spatial information to deal with customer requests.

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.

The full year salary saving would be £23,204.

No alternative ways of providing the service have been identified but it is expected that some level of saving will still be achieved (depending on the agency rate and hours of work agreed and the maximum 6 month contract).

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	Economic Development & Social Regeneration	
POST TITLE	Work Programme Support Administrator	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126	
POST NUMBER	9907	
LOCATION	Employ Medway Advice Centre	
DATE POST BECAME VACANT	7 th Sept 2011	
MANAGER POST REPORTS TO	Work Programme Centre 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:	Initially until 30 th June 2012 (Due to external funding)	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	H.P	
NAME OF RECRUITING MANAGER: Michelle Penrose		

(* please delete as appropriate)

Impact on Service – please include: -

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

This post is fully externally funded from the new subcontract Medway Council has been awarded by Group 4 Security who are the main prime contractor with overall responsibility to deliver the new coalition Government's Department for Work & Pensions (DWP) WORK Programme contract for the next 5-7 years in terms of getting those unemployed back into work.

The Employ Medway Service has been running a series of successful externally funded employment support and skills development programmes over the past two years from national, local and European funding. These have included the previous national Government's Department for Work and Pensions (DWP) two major programmes termed Flexible New Deal (Stage 4) and Future Jobs Fund, particularly focussing on providing support for those longer-term unemployed customers across

all ages providing them with the necessary support, interventions and opportunities to get back to work.

Medway Council has been directly responsible for managing and delivering these two major subcontractor programmes for which the success rate has exceeded contractual performance targets with a total of 33% sustained in work under FND and over 60% under FJF programme.

IMPACT on the Service

The post has come about because of the departure of our Advanced Apprentice (Level 3) in Sept 11, who has secured further employment and was then paid at the National Minimum Wage (NMW) rate as she was in her second year working with us – her annual cost was £13,800.

We are asking to immediately replace this Advanced Apprentice post with a new Part-Time position from our existing staff team with the experience and skills to immediately carry out the requirements necessary to achieve the performance requirements of our contract.

Specifically in relation to this post of WORK Programme Support Administrator, this is completely externally funded from the income received from the WORK programmes three types of payments. The first being the payment by attachments (starter fees) for each customer served by Employ Medway. The second by the achievement of job outcomes and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between 1.5 – 2 years depending upon the customer group.

This post is absolutely essential to overseeing and maintaining the building operations, front facing customer service functions and day to day IT systems and administration support required in completion of paperwork for customers and on behalf of Job Broker Advisors (appointment cards, letters, sanction paperwork, accepting new customers via IT system).

Without this post the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non-conformance and non-performance in relation to services provided to customers and the achievement of job outcomes.

This role is vital in ensuring Medway council's direct operational delivery and services are achieving the performance level targets set by Group 4 Security, without which we will be liable for non-conformance and delivery failure resulting in potential penalties imposed and loss of contract.

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.

The cost for this Post is based on (HP) recruited as he is already on a D2 Grade @ SP12 (bottom of the scale), with the new post being fully paid for by externally funding from the WORK Programme.

Cost of Post =

D2 Grade, SP12 = £ x 1.3 (on-cost rate) / 37 hours x 30 Hours = £15,852

The post is only £2,000 difference from the Advanced Apprentice cost for and will be funded from the external funding received.

If this post is not approved and not recruited to this will lead to non delivery of the new Government Subcontract we have secured in Medway, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major DWP contract from central government.

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	Economic Development & Social Regeneration	
POST TITLE	Skills Programme Co-ordinator (Denne Employment)	
GRADE AND SALARY RANGE	PO1, SP 40 (£33,661)	
POST NUMBER	Rochester Riverside / Gun Wharf	
LOCATION	Request for a one year secondment from Denne to perform duties	
DATE POST BECAME VACANT	Not applicable, new post.	
MANAGER POST REPORTS TO	Principal Social Regeneration Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY (Secondment from Denne Construction)	Yes	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	November 2011 - February 2013	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Richard Dawson		

(* please delete as appropriate)

Impact on Service – please include: -

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

We have an unprecedented opportunity to set up and launch together with Denne a local Employment & Skills Programme as an integral part of the £9 million social housing construction works shortly to start on Rochester Riverside. On behalf of Hyde housing association, Denne is in the very early stages of this construction programme, due to last until February 2013.

The ongoing successful operation of our Employ Medway programmes and our access to a pool of available local labour presents an excellent opportunity for us to work alongside Denne to enable local unemployed people to access construction apprenticeships and jobs. This can be done through small business trade contractors to be taken on by Denne to carry out the construction works on site at Rochester Riverside. (They have already been identified through a “Meet the Buyer”

event we helped Denne to organise at the Innovation Centre where they met 15 local companies).

Denne will be able to bring to bear the experience and expertise that they have gained from operating a successful Skills Academy in Ashford on the Stanhope construction programme.

Following a period of negotiation with the Business Development Manager at Denne, an operation has arisen to second the previous co-ordinator of the Skills Academy into Medway Council, as part of the Employ Medway team in order to run an employment & skills programme on site at Rochester Riverside.

The Employment & Skills Programme Co-ordinator secondee will work alongside Job Brokers within the Employ Medway team to identify appropriate local unemployed candidates for construction apprenticeships and job opportunities.

The postholder will liaise with trade contractors and assist them to take on local apprentices and recruits as per sub-contract agreements with Denne. Over the 12-month period of the secondment, the Employment & Skills Programme Co-ordinator will set up 12 new local apprenticeships on the Rochester Riverside amongst the construction businesses. She will also play a key role in facilitating the recruitment of local labour into construction jobs created by the social housing construction programme.

The Secondee will mainly be based on site at Rochester Riverside, but she will also have access to a hot desk at the Employ Medway Advice Centre and one at Gun Wharf also.

The secondee will work closely with Mid Kent College so that construction skills training sessions are operated on a frequent basis at the training facility already situated on site at Rochester Riverside, bringing it back into use.

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.

The costs of secondment into the Employment & Skills Programme Co-ordinator role, part time at 0.7 FTE will amount to £29,990 over 12 months. This will be paid for 50% from EU funds and 50% from S106 funds secured specifically to support construction skills training and employment opportunities for local people. There is no revenue cost to Medway Council.

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	Economic Development & Social Regeneration		
POST TITLE	Project Assistant		
GRADE AND SALARY RANGE	Grade D2 (£15,039 - £19,126)		
POST NUMBER	9180		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Not Applicable		
MANAGER POST REPORTS TO	Economic Development and Business Support 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 FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Seeking 4 months contract extension to end February 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER: Richard Kidd			

(* 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 Principal Economic Development Officer is currently undertaking a major piece of work in the development of a dedicated inward investment web site for Medway, which will act as a major promotional tool to attract more substantial business and commercial investment into Medway, with a particular focus on our regeneration sites.

The post holder has made significant progress, working with colleagues from the Communications team and a local consultancy on the design and overall structure of the web site.

However there remains a great deal of more concentrated menial work to do uploading data, photographs, CGI images, an array of web links and confirming information input from a variety of sources.

We believe that it would be highly appropriate to launch this web site as a major inward investment tool and asset for Medway early in January 2012, as part of a real statement of intent to make 2012 a memorable year for Medway.

In order to achieve this timescale and to meet our performance target of finalising and launching the inward investment web site, it is vital that we assign a member of staff to concentrate full time over the next 4 months on the comprehensive completion of the web site presentation as set out above.

Our Project Assistant is currently performing an invaluable role in administering and assisting the close down of project REPAIR – one of our multi-national EU projects, worth almost £500,000 in terms of funds. She has performed a number of administrative duties very effectively. The post holder is already equipped with web site development expertise and has demonstrated that very well in the context of project REPAIR.

We would like to assign her to the major and concentrated task of the full uploading and completion of Medway's inward investment web site so it can be ready for launch in the new year. In order to do this we would like to extend the contract as Project Assistant for four months until the end of February 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.

There is currently a £6,500 under-spend in the budget allocated to inward investment due to a reduced SLA contract with Locate In Kent. The costs of extending the contract of the Project Assistant for a four-month period amounts to a total of £6,240 including total employer costs, within budget.

The uploading of a significant amount of data and materials to enable completion of the inward investment web site is crucially important to our ability to deliver this performance target and stay on track for a launch early in the year. This requires dedicated officer input by the Project Assistant.

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	Business Support		
SECTION	Housing Services		
POST TITLE	Maintenance Co-Ordinator		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)		
POST NUMBER	3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	-		
MANAGER POST REPORTS TO	Head of Performance Service Improvement		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	<input type="checkbox"/>	<input type="checkbox"/>
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	<input type="checkbox"/>	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: Until 31 December 2011			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
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 – 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.

Following a review of the structure the post of Contracts Manager is to be held vacant and changes to the management of the responsive repairs contract and other contractors is to be led by the Client Side Services Manager.

This admin person will be undertaking duties in terms monitoring that inspections are completed on time, assistance with general admin for the Repair inspectors and the Client Side Services Manager such as correspondence, scanning and admin to develop the contractor monitoring processes. The post holder has daily dialogue with the repairs inspectors in conjunction with customer enquiries, complaints and liaison with the contractor.

The vacancy being held a PO1 post will be used to fund this post. A review for the post will be undertaken at Christmas following the piloting of this new approach to delivery of the service to ensure it is effective.

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

Budget Issues

Please indicate:

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

The post will cost approx 7k until December - 100% HRA Funded.
The Salary for this period is to be funded from the vacant PO1 post as a result of the Contract Manager post being vacant. This salary is not extra to the structure.

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	Business Support Department	
SECTION	Homechoice Team	
POST TITLE	Assistant Homechoice Officer (x2)	
GRADE AND SALARY RANGE	C1 (£16,830 – £22,221)	
POST NUMBER	7535	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	05/04/2011	
MANAGER POST REPORTS TO	Medway Homechoice and Allocations 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:	September 2011 – 31 December 2011	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Mark Breathwick		

(* 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.

These posts would provide administration cover whilst one member of staff is on long term sick leave, and another is on Maternity Leave.

If the posts are not filled, this will lead to delays in the assessing and logging of applications and updates, and leave us exposed to a legitimate complaint.

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.

Not filling post would save approximately £1000. However delays in assessment and not logging information, would result in more enquiries and complaints, placing an even greater demand on staff time.

Proposals to implement a new IT system which would have helped deal with this situation had been planned for implementation at the beginning of the new financial year, but this is now being progressed as part of the Better for Less programme, and will be introduced later in the year than planned.

Comments from Portfolio Holder

This cover is essential to avoid delays to clients and to maintain our progress as a Housing Authority.

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	Business Support	
SECTION	Communications and Marketing	
POST TITLE	Senior Communications Officer – Website	
GRADE AND SALARY RANGE	B1 (£22,958 – £30,011)	
POST NUMBER	9320	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Fixed term appointment for maternity cover	
MANAGER POST REPORTS TO	Marketing and Public Relations Executive	
*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	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	November 2011 - September 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Charlotte Edwards		

(* 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 is a temporary post to provide maternity cover for the Website and Digital Communications manager post from November 2011 to September 2012.

The substantive post is part of a team of three people that is responsible for managing the council's websites and improving its communications through digital channels.

If the post is unfilled it will reduce the council's capacity to update and maintain its websites, resulting in reduced levels of information being provided to residents via the website. It will also limit the council's capacity to increase channel shift as part of its "Better for Less" programme.

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.

Savings if post remained vacant until 31 March 2012: £15,881

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	Children and Adults		
SECTION	Inclusion and Improvement		
POST TITLE	Support Assistant (YOT)		
GRADE AND SALARY RANGE	D2 (£15,039 to £19,126)		
POST NUMBER	3247		
LOCATION	Youth Offending Team – Balfour Rd		
DATE POST BECAME VACANT	1 st October 2011		
MANAGER POST REPORTS TO	Business and Information 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:	N/A		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER: Carl Melia			

(* 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.

I am seeking approval for a 6 month fixed term post.

Following the Integrated Youth Support (IYSS) admin review I require approval to recruit to the YOT Support Officer post. This post is critical to the new admin structure, as the admin cover has been consolidated from 4 posts to 2.

The post holder will be responsible for supporting the Assistant to Business Manager in duties that help the YOT office in Balfour Road run smoothly. Due to the rationalised admin team at Balfour Road, this post is required to cover the YOT office between the hours 9 am – 5 pm.

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.

The postholder appointed to this post will be on the D2 scale - £18,998 to £24,303.

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	Children's and Adults – Learning & Caring	
SECTION	Social Care Commissioning Team	
POST TITLE	Performance & Compliance Officer	
GRADE AND SALARY RANGE	C2 (£19,621 - £26,276)	
POST NUMBER	9704	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	17 th October 2011	
MANAGER POST REPORTS TO	Commissioning Portfolio 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:	Maternity Cover for up to 1 year. (October 2011 – October 2012)	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Ben Gladstone		

(* 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 Social Care Commissioning Team plays a key role in ensuring that excellent care and support is commissioned and provided to Medway's most vulnerable adults. The team is comprised of three Commissioning Portfolio Managers and four full time Performance and Compliance Officers. The team manage and monitor contracts to the value of around £60 million pounds

A key function within this team is the need to monitor providers of care and support to ensure that what has been commissioned is actually delivered and to a high quality. Where concerns are identified, it is the team's role to work with those providers, to improve the standard and quality of the care/support provided to service users. In addition the role also ensures that the Council is receiving value for money.

The Performance and Compliance Officer role is essential to ensuring that this vital monitoring function continues to be delivered and that Medway's most vulnerable

adults remain safe and are receiving appropriate care/support.

Performance Compliance Officers work closely with providers as the market changes to ensure that they continue to provide services of a high quality and have the mechanisms in place to ensure that vulnerable adults remain safe and able to exercise choice and control in a market of high quality services, ultimately enabling them to maintain their independence for as long as possible.

This PCO role supports the Commissioning Portfolio Manager responsible for the Supporting People programme. The Strategic Procurement Board has approved the presentation of the Gateway 1 paper to Cabinet for the re-letting of contracts that have an annual value of £2.5million.

Without this post being filled these important functions will not be appropriately supported.

Please note that although the Officer has confirmed that they intend to take maternity leave for a year, this post would be advertised with an end date of May 2012 to allow for the category management review and restructure to take place. Subject to the review the post may then be extended to October 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.

This post is a C2 grade spinal point 22 - 31. (£19,621 – £26,276)

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	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	0973		
LOCATION	Elaine Centre		
DATE POST BECAME VACANT	January 2010		
MANAGER POST REPORTS TO	Service Support Officer		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<input type="checkbox"/>	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Yes	<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:	N/A		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER: Sue Pinchen			

(* 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.

Currently the Medway Looked After Children's Admin team consists of 4 FTE, 2 of which is currently being covered temporarily by agency pool staff.

I am currently also requesting separately permission to recruit a full time receptionist/SSA to replace the post lost in the restructure earlier in the year which will bring the team up to 5 FTE members of staff.

This important post includes the coordination and reporting of all health assessments for looked after children, facilitating and minuting the Resource Advisory Group whilst also being responsible for providing a complete and comprehensive administrative support service for 21 social workers, family workers and PA's, 2 senior practitioners and a team manager

There has been a significant increase in young people coming into care, bringing with it an increase in young people attending the building. Also an increase in the volume of telephone calls and related databases and administrative functions to the

department. The trend is continuing to increase and is placing significant pressure on effective administrative capability and service delivery

This post is currently being covered by a temporary member of staff, I would like to request this post is filled on a permanent basis in order to ensure stability in the provision of an effective and proactive service to the MILAC social work team, and to children, young people and families to provide consistency in standards and levels of customer care.

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.

At the current post holders hourly rate of £8.89, not filling this post would save £16,991 per year. This would however result in a direct impact on children, young people and families as we would not have the administrative capacity to fully support the service.

Comments from Portfolio Holder

Essential.

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	School Contracts		
POST TITLE	Catering Assistant		
GRADE AND SALARY RANGE	E2 (£12,125 - £13,874)		
POST NUMBER	1326		
LOCATION	Abbey Court Special School, Rainham		
DATE POST BECAME VACANT	September 2011		
MANAGER POST REPORTS TO	Filomena Zeuli		
*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	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: Maternity Cover	September 2011 – September 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
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 – e.g. 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

This post is for a maternity cover for 10 hours per week, Term only.

We manage the service via an SLA Agreement on behalf of the Special Schools who have delegated budgets. There is no financial impact to Medway Council from the recruitment of this post as all costs will be re-charged back to the school.

This temporary vacancy is to cover maternity leave of one of the catering assistances at Abbey Court, Rainham site.

The impact of not filling this post is that we will be unable to deliver the essential high standard 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.

E2, Pt. 4 – Pt. 10 - (£12,125 - £13,874)
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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

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DIRECTORATE	Children & Adults		
SECTION	School Contracts		
POST TITLE	Catering Assistant		
GRADE AND SALARY RANGE	E2 (£12,125 - £13,874)		
POST NUMBER	1326		
LOCATION	Rivermead School, Gillingham		
DATE POST BECAME VACANT	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:	N/A		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
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 – e.g. 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

This post is for 10 hours per week, Term only.

We manage the service via an SLA Agreement on behalf of the Special Schools who have delegated budgets. There is no financial impact to Medway Council from the recruitment of this post as all costs will be re-charged back to the school.

The impact of not filling this post is that we will be unable to deliver the essential high standard 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.

E2, Pt. 4 – Pt. 10 - (£12,125 - £13,874)

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	Children & Adults	
SECTION	Adult Social Care	
POST TITLE	Support Services Assistant	
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126)	
POST NUMBER	4020	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	01 April 2011	
MANAGER POST REPORTS TO	Older People Policy and Service 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:	18 November 2011 – 31 January 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	J.C	
NAME OF RECRUITING MANAGER: Jeremy Shannon and Chris Tingley		

(* 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.

Provides administrative support to Service Managers within the Adults Management Team. The post holder works as part of a team of 4 x SSAs providing support service to the Service Managers in the Adult Social Care Division, the Principal Officer for Mental Health, the Mental Health Commissioning Manager and the Safeguarding Manager.

This post holder has provided specific support to the Service Managers looking after Older People's Service (both assessment side and direct service provision side), as well as providing support and office cover more generally.

The current vacancy was created and recruited to work for the Assistant Director soon after his arrival in November 2009. Since then, the post has been covered by a temp from the internal agency, until he in turn was recruited into the Better for less team in the earlier part of the year, since when it has been covered by another temp on the basis of a number of temporary contracts.

Specific duties for this post include the organisation of the Older people's panel that decides funding for those older people who need to move into residential/nursing care. Failure for this to be organised would produce a delay in enabling clients to move to the Home that they are assessed as needing. This would have a particular impact on delayed hospital discharges, which are an important performance indicator. There may also be confusion as to whether places had been funded and possibly unauthorised placements occurring. In the event, Senior managers will have to spend significantly more time on bureaucratic administration, as this is a very specialised function. Other important functions include the arranging and minuting of important meetings which the Service Managers have to chair. Amongst the most significant of these are the Safeguarding Vulnerable Adults meetings. Failure to organise these meetings in a timely way would place vulnerable adults at risk.

Diary management of service managers' diaries and all other key administrative duties (phone calls/ scanning documents/ sending and receiving faxes/ creating spreadsheets and documents).

Adults Social Care is in Phase 1 of the better for less programme and the future of this post will be resolved in the near future.

This "is" a short-term cover as the current post holder has been seconded to BfL.

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.

£3.5K assuming that the post is resolved with the BfL review process.

Comments from Portfolio Holder

I consider this post should be covered for a maximum of 12 weeks, after which time the post should be filled within BfL process or dispensed with

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: