

CABINET
29 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 9 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

- Community Recycling Officer (INSPIRER)
- Chatham World Heritage Assistant
- LDF Programme Officer
- Lodge Hill Project & Planning Manager

Childrens and Adults

- Catering Assistant - Bradfields Special School
- Senior Practitioner Safeguarding – Cookham Wood Young Offenders' Institute
- Safeguarding Social Worker – Cookham Wood Young Offenders' Institute
- Project Development Officer
- Admin 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	Waste Services	
POST TITLE	Community Recycling Officer (INSPIRER)	
GRADE AND SALARY RANGE	B1 (£22,958 - £30,011)	
POST NUMBER	9426	
LOCATION	Civic Centre	
DATE POST BECAME VACANT	To cover maternity, from mid December	
MANAGER POST REPORTS TO	Waste Development Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	<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	Yes	<input type="checkbox"/>
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	From Mid December 2011 – August 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME OF RECRUITING MANAGER: Steve Baker		

(* 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 the only post of its nature:

It is a key role in working with the public to encourage more recycling which in turn saves the council approximately £55 per tonne in disposal costs (a 1% drop in landfill tonnages i.e. just over 340 tonnes equates to a saving of over £18K pa).

This INSPIRER project seeks better options for dealing with waste. A focus within our part of the project, is in enabling residents to participate in food waste collections within the current kerbside organics service. We have just commenced a trial using 23 Litre food bins within target communities. This trial and subsequent follow-up work requires the support and knowledge of a dedicated officer if we are to find savings by encouraging the recycling of food waste.

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 EU funding cannot be attributed to any other post.

A restriction of the funding is that it is a dedicated post, reallocation of this work will have an adverse impact on service provision elsewhere.

All costs for the maternity pay and additional payments for the cover post will be fully met by the EU funding.

The maternity cover for this post is for less than 1 year and hence will not be liable for redundancy payments at the end of this temporary 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 and Culture		
SECTION	Chatham World Heritage		
POST TITLE	Chatham World Heritage Assistant (Maternity cover)		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126 FTE) Post is six hours per week.		
POST NUMBER	9175		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	5 December 2011		
MANAGER POST REPORTS TO	Joanne Cable		
*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:	5 December 2011 – 31 August 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER: Joanne Cable			

(* 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.

Chatham World Heritage consists of two full-time staff: the Chatham World Heritage manager and the Great Lines Heritage Park project officer.

The Chatham World Heritage manager will be taking maternity leave from 5 December 2011 to 31 August 2012. By agreement with the Chatham World Heritage steering group, some of her principal responsibilities, where possible, will be deferred until her return, some will be undertaken via 'keeping in touch days', and some are to be assigned temporarily to other steering group members. Those duties which do not fall into these categories will be assigned to the Great Lines Heritage Park project officer, who has signalled her willingness to accept them. This can only be achieved by some of her current workload being assigned to other staff.

The proposal, as approved by the Chatham World Heritage steering group, is for the project officer to receive two hours a week dedicated administration support from 1 April 2011 to 31 August 2011, and six hours a week general and technical support from 5 December 2011 to 31 August 2011.

This form seeks formal permission to seek applicants who could provide to the general and technical assistance to the WHS project.

If this additional general and technical support is not provided, the significant majority of the duties deemed by the Chatham World Heritage steering group as essential for this period of maternity leave will be not be resourced. This could jeopardise the prospect of a World Heritage Site nomination for Chatham in January 2013, would impact on community engagement with the bid and its many benefits (including the Great Lines Heritage Park) and would delay the implementation of the Chatham World Heritage Management Plan beyond timescales approved by the steering group and Medway Council's Cabinet (December 2009).

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.

All funding to provide this additional general and technical support will be provided from external sources via the WHS project budget.

Costs for the general and technical assistant role are c. £2,574.

Costs for the full suite of maternity cover proposals are c. £4,354 (including £2,574 for this role, £660 for the administration role, and £1,120 keeping in touch days).

Savings achieved from maternity leave are c. £30,000; therefore the actual cost of filling the post is zero.

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	Planning Policy & Design	
POST TITLE	LDF Programme Officer	
GRADE AND SALARY RANGE	C1 (£16,830 - £22,221)	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO	Development Policy & Engagement 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 TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	January 2012 – June 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Catherine Smith		

(* 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.

It would not be possible to submit the Core Strategy for examination, putting the Council in breach of its duty under the Planning & Compulsory Purchase Act 2004. It would also result in all work associated with the Core Strategy being abortive.

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 no alternative method for meeting this requirement or for achieving a budget saving against this activity.

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	Planning Policy & Design		
POST TITLE	Lodge Hill Project & Planning Manager (Maternity cover)		
GRADE AND SALARY RANGE	PO3 (£37,206 - £45,341)		
POST NUMBER	6742		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	End of January 2012		
MANAGER POST REPORTS TO	Development Polciy & Engagement 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 TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	November 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER: Catherine Smith			

(* 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 request to seek to provide cover during the period of planned maternity leave by the Lodge Hill Project and Planning Manager in 2012.

This is a stand alone post leading the council's work on the planning of a new settlement at Lodge Hill, Chattenden. The post is located in the Planning Policy and Design service, and works with officers and members across the council to coordinate and communicate progress on the development planning of Lodge Hill.

The costs of the post are wholly met through a contribution from Land Securities to ensure that the authority has the sufficient capacity to effectively manage its input to the proposed development. Land Securities has indicated that it would wish to continue to provide support for staffing during the period of maternity leave.

The development potential of Lodge Hill represents the largest free-standing new settlement in the Thames Gateway, and it has a critical role in meeting the council's homes and jobs targets as set out in the emerging Core Strategy.

The scale of the proposed development and its potential impact on wider Medway, and in particular, the Hoo Peninsula, means that this is a high profile project for the council, and needs careful management and dedicated resources. The post seeks to ensure that the council's interests are fully incorporated into the plans.

The outline planning application has been received, and is anticipated to be presented to committee next Spring. A Development Brief is due to be presented to Cabinet in December. The Core Strategy Examination is anticipated to take place in April 2012, which will assess the soundness of the strategic development allocation at Lodge Hill. These are critical stages in planning the development and it is essential that the council has adequate resources to manage this work in early-mid 2012, when the current post holder will be on maternity leave.

The council will need to reallocate existing resources to create capacity to enable its involvement in the development of Chattenden. It is unlikely that adequate and appropriate capacity will be achieved in the absence of a dedicated post, particularly given the level of planning work programmed for 2012. This will impact upon the authority's ability to effectively engage in and influence the planning of the new settlement at Chattenden/Lodge Hill.

The high profile of the development has political implications for the council, and the site is critical to meeting the housing and employment targets set for Medway in the emerging Core Strategy. Lack of progress on Lodge Hill would open up challenge for development in other parts of Medway, such as the Capstone Valley.

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.

PO3 (£37,206 - £45,341)

The post is wholly funded by an external contribution from Land Securities. Land Securities has indicated that it would wish to support the cover during the maternity leave period, to ensure that there is sufficient capacity within the council to progress work on the proposed development during the critical stages in early-mid 2012.

As the post is externally funded, there are no savings to the council by leaving the post vacant during the period of maternity leave. By seeking to cover the workload by existing staff, this would create additional pressures on other officers, in teams that already have reduced capacity resulting from the need to make budget savings.

Approximately £0 in total, given costs to be met externally.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults Learning & Caring	
SECTION	School Contracts	
POST TITLE	Catering Assistant	
GRADE AND SALARY RANGE	E2, (£12,125 - £13,874)	
POST NUMBER	1326	
LOCATION	Bradfields Special School Catering Dept	
DATE POST BECAME VACANT	31 October 2011	
MANAGER POST REPORTS TO	Filomena Zeuli	
*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:	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.

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 post of 3 hrs per day, 15 hrs per week in the main kitchen has become vacant due to a team member applying and successfully being appointed to the post for the additional service to the existing service. Bradfields Special School has expanded their school site with the provision of a catering servery service for year 7, 8 and 9 pupils at the lower school. There are currently 9 catering assistants across all the special schools. The vacancy is 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

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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 and Adults		
SECTION	Children's Social Care		
POST TITLE	Senior Practitioner Safeguarding - Cookham Wood YOI		
GRADE AND SALARY RANGE	PO2 (£31,754 - £40,741)		
POST NUMBER	9963		
LOCATION	Cookham Wood YOI		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Helen Gulvin		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<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	No	<input type="checkbox"/>	<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: Claire Wilkes			

(* 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 senior practitioner will be based within Cookham Wood Young Offenders' Institute (YOI) and will be supervised by the Operational Safeguarding lead for children's social care.

These new posts have been created with central funding from the Youth Justice Board to support and enhance quality assurance arrangements within YOIs such as Cookham Wood, to ensure that good safeguarding practice is intrinsic within all service development, policies and procedures and staff training programmes.

The senior practitioner will supervise designated social work staff within the YOI, promoting high standards of practice and the delivery of quality services to young people in custody. They will attend relevant forums with young people to identify issues that need to be addressed with the senior management team; undertake quality audits of safeguarding practice within the YOI, and contribute to

safeguarding management meetings at operational and strategic level.

The postholder will also provide consultation and management support on individual cases where there are child protection or safeguarding concerns for young people; provide advice to staff and managers in respect of allegations against staff, and ensure that these are reported to the LADO; and contribute to safeguarding and s47 enquiries as required in respect of referrals to children's social care.

The post is key to developing the quality of existing safeguarding services within the prison to a group of very vulnerable young people, assuring their safety and welfare in custody, improving potential outcomes for individuals in terms of their future life chances on release, and providing support to the YOI staff and senior management team in respect of key areas of safeguarding practice within the 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.

N/A the post is fully funded by a Youth Justice Board Grant until 31st March 2014.

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 and Adults		
SECTION	Children's Social Care		
POST TITLE	Safeguarding Social Worker- Cookham Wood YOI		
GRADE AND SALARY RANGE	PO1 – (£27,849 – £36,313)		
POST NUMBER	9962		
LOCATION	Cookham Wood YOI		
DATE POST BECAME VACANT	New post		
MANAGER POST REPORTS TO	Helen Gulvin		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	<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	No	<input type="checkbox"/>	<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: Claire Wilkes			

(* 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 work post will be based within Cookham wood Young Offenders' Institute, will be supervised by the Senior practitioner safeguarding for Cookham Wood and line managed by the Operational Safeguarding lead for children's social care.

These new posts have been created with central funding from the Youth Justice Board to support and enhance quality assurance arrangements within YOI's such as Cookham Wood, to ensure that good safeguarding practice is intrinsic within all service development, policies and procedures and staff training programmes.

The post has been created to contribute to the YOI fulfilling its statutory safeguarding duties towards young people effectively, whilst responsible for managing a caseload, within a framework of appropriate supervision.

The postholder will be responsible for completing assessments, developing plans

and undertaking direct work with young people, and providing targeted support, information, advice, and counselling to young people who are looked after or have left care, are designated as children in need under s17 Children Act 1989, are vulnerable or who have complex needs.

The post is key to: developing the quality of existing safeguarding services within the prison to a group of very vulnerable young people; assuring their safety and welfare whilst in custody; improving potential outcomes for individuals in terms of their future life chances on release, and providing support to the YOI staff and senior management team in respect of key areas of safeguarding practice within the establishment to support continuous improvement.

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 the post is fully funded by a Youth Justice Board Grant until 31st March 2014.

Comments from Portfolio Holder

Essential to refill.

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Childrens & Adults		
SECTION	Youth Offending Team		
POST TITLE	Project Development Officer		
GRADE AND SALARY RANGE	PO2 (£31,754 - £40,741)		
POST NUMBER	TBA		
LOCATION	Youth Offending Team, Balfour Road, Chatham		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO	Keith Gulvin		
*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:	Fixed Term for 6 Months		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
NAME OF RECRUITING MANAGER: Keith Gulvin			

(* 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 to fill a temporary post, for a project development officer to establish a resettlement consortium around the two Medway children's secure establishments (Medway STC & Cookham Wood YOI) working with the six main local authorities who have young people in the establishment. This is an initiative, which is being lead by the Chair of the Youth Justice Board and has the full support at a senior level of each of the participating authorities.

Medway is the strategic lead for the initiative, and therefore best placed to host the project development officer. There is no other direct equivalent to this post in the YOT. It will only subsist for a period of six months to get the consortium established and working. The aim is to be able to offer an enhanced offer to all young people leaving either establishment in respect of resettlement plans and support services, building on existing provision and the experience similar consortiums established in the South West and North West regions.

If successful the initiative may well generate long term savings across agencies as well as creating better opportunities for the successful reintegration of young people

back into their communities.

If this post is not filled the South East Resettlement consortium cannot become reality, as there is no other officer time available within Medway or the other authorities to carry out this unique piece of development work. This is reflected in the fact that the YJB have made a grant available to cover the full costs.

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 no direct cost to Medway Council in respect of filling this post. The Council is in receipt of £25,000 to cover the full costs of a part time, six month fixed term contract.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children and Adults	
SECTION	LSS/PASS/BSS/AOT	
POST TITLE	Admin Assistant (Temporary)	
GRADE AND SALARY RANGE	C1 (£16,830 - £22,221)	
POST NUMBER	3862	
LOCATION	Elaine Centre	
DATE POST BECAME VACANT	January 2011	
MANAGER POST REPORTS TO	Rachael Burton/Julie Medhurst/Stephen Oakes	
*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:	17/10/2011 – 31/03/2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
NAME OF RECRUITING MANAGER: Rachael Burton		

(*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 Physical and Sensory Service, Learning Support Service, Behaviour Support Service and Autism Outreach Team consists of 23 members of staff – 21 teachers and two support workers. All staff work directly with vulnerable children who have significant needs in the areas of learning, behaviour, autism, hearing impairment, visual impairment and physical impairment. Staff work mainly in schools but also within homes. They support all maintained schools, including special schools and specialist units attached to schools, across Medway, providing early intervention work to support pupil inclusion and close the achievement gap between these groups of children and their peers. The Physical and Sensory Service also provides a comprehensive service to preschool children with a hearing, visual, physical or multi-sensory impairment.

If the post is not filled, direct support to Medway children will be reduced as Advisory Teacher time will be spent in the office fulfilling the admin role. This reduced service has a direct impact on the achievement of the pupils supported, leading to an increase in requests for Statutory Assessment and pupils requiring specialist

provision in the areas of physical or sensory loss, learning, emotional and behavioural difficulties and autistic spectrum difficulties.

Under the Workload Agreement, teachers should not routinely be required to undertake tasks of a clerical or administrative nature "which do not call for the exercise of a teacher's professional skills and judgement". This includes filing, archiving, invoicing, co-ordinating training events and database management.

One member of staff is registered as physically disabled, and requires support to access certain areas of the office, for example the photocopier, and carry out certain duties such as the preparation of bulk training materials. Under the Disability Discrimination Act we are required to help him overcome work related obstacles resulting from his disability.

These teams are part of Better For Less Phase 3, which is scheduled to run between October 2012 and June 2013.

Not filling the post is therefore an inefficient use of 'people' resources, it does not meet with Teacher's Workload Agreement, it does not enable us to fulfil DDA requirements and in the longer term it will increase the pressure on the SEN budget, including specialist placement and transport.

Budget Issues

Please indicate:

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

C1 (£16,830 - £22,221) = £9,489 (23 weeks, 37 hours per week, £11.60 per hour)

None, the integrated teams at Elaine and Woodlands have no spare capacity.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: