

CABINET
17 JANUARY 2012
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: -

Children's and Adults

- Project Officer
- Senior Administration Officer
- SEN Officer (Transition)
- Assistant to Business Manager (YOT)

Business Support Department

- Legal Support Officer
- Accounting Technician
- Maintenance Co-Ordinator

Regeneration, Community and Culture

- European Projects and Tourism Officer
- Tourism Project Officer.

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	Children and Adults		
SECTION	Special Educational Needs and Disability Pathfinder Programme (DFE funded)		
POST TITLE	Project Officer		
GRADE AND SALARY RANGE	As a temp, ungraded, but equivalent to D2. Hourly rate £7.79, charge rate £10.36		
POST NUMBER	3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Programme started 29 September 2011		
MANAGER POST REPORTS TO	Jane Marriott, Psychology & Inclusion 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:	27 November until long term temporary post recruited to (ends March 2012)		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Lorraine Egan		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Not applicable as it is an externally funded, programme specific temporary post.			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW No – DFE funding relies on the delivery of work which cannot happen if this post is not recruited to			
NAME OF RECRUITING MANAGER: Jane Marriott			

(* 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. **None – it is purely related to this programme and is the only post providing organisational support**
- Impact on the service if this post is not filled, with particular reference to services to the public.

This pathfinder programme is on a very tight schedule and Medway is expected to develop new multi-agency processes and methodology at pace.

DFE funding is expected to be spent on staffing to enable the agreed deliverables to progress according to the timescales in the bid. This cannot happen if there is no project officer so the service will not be delivered at all.

As Medway is part of an SE7 bid, it is important that we honour our undertakings and play our agreed part in taking the programme forward.

Budget Issues

Please indicate:

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

If this post is not covered, we run a severe risk of losing all our DFE funding as we will not be able to participate in an important national (funded) programme. The DFE funding covers far more than the staffing of this post. There are therefore no savings to be achieved and a major financial risk in not agreeing this post. The vision is that this pathfinder work reshapes the SEN statutory expectations for the future.

Please specify the funding source for this post:
DFE funded

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Children & Adults		
SECTION	Early Years – ICSS		
POST TITLE	Senior Administration Officer		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221		
POST NUMBER	7970		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	9 February 2012		
MANAGER POST REPORTS TO	Mark Holmes		
*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:	09/02/2012 – 08/12/2013		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 2			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: Mark Holmes			

(* 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 Individual Children's Support Service require a Senior Administration Officer to deliver an effective and efficient service to the community.

This post is vacant due to maternity leave and therefore requires temporary cover for the period of this leave.

There is only one member of staff in this post and it is their responsibility to co-ordinate and support the senior management team in ICSS. Failure to recruit to this

post would cause a reduction of service and support to children requiring specialist care and support.

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 of filling this post is approximately £16,830.

Please specify the funding source for this post:

Council's general fund

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children & Adults – Learning and Care	
SECTION	Special Educational Needs	
POST TITLE	SEN Officer (Transition)	
GRADE AND SALARY RANGE	C2 £19,621 - £26,276	
POST NUMBER		
LOCATION	Gun Wharf	
DATE POST BECAME VACANT		
MANAGER POST REPORTS TO	SEN Assessment 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:	09/02/2012 – 08/12/2013	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
NAME OF RECRUITING MANAGER: Genny Cherriman		

(* 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.

As a result of the recent departure of the Senior SEN Officer, there has been a redistribution of responsibilities across the Special Educational Needs team to more effectively address the priorities within SEN - at no extra cost.

This post is an essential part of the redistribution due to the increase in work associated with pupils with Statements of Special Educational Needs transferring to Post 16 provision and meeting statutory requirements for the same. The workload is likely to increase further with the raising of statutory education leaving age to 17 years old in 2013 and to 18 years old in 2015.

We are also working towards reducing SEN expenditure on placement for pupils in independent specialist provision, and pupils attending specialist maintained provision where progress has been made to allow transfer to either a college placement or maintained mainstream school placement.

Parents are entitled to make representations for independent provision for their child either when a Proposed Statement of SEN is issued, through the Annual Review process or at Key Stage phase transfer.

Where parents make representations for their child to continue placement in at independent provision at Post 16 (Key Stage 5) transfer, SEN seeks to identify and place in either an appropriate maintained provision or in a local Further Education provision. The process must ensure educational needs can be met appropriately in maintained or FE provisions, appropriate (statutory) paperwork (139A) from the Connexions service is received on time and accepted by SEN, and that all timescales relating to Post 16 are met to ensure compliance with current legislation.

The compliance with statutory timescales is particularly important as where parents are given the right to appeal to First Tier Tribunal against the decision of SEN relating to Post 16 provision, unless adequate notice is given, the Council may be liable to maintain a placement in a independent school or provision into a new academic year, and at continuing cost, where the appeal hearing is not scheduled before the end of the academic year in which notice is given that SEN intends to change, cease or lapse the Statement.

25% of the current cohort of Year 11 pupils with SENs are placed in independent provision at an average cost of £28,000 per pupil per academic year. The potential cost savings following effective and successful transition to an appropriate maintained Post 16 provision or FE college placement, where pupils are able to access this provision, amounts to approximately £250,000 per year for up to three years in which the Post 16 placement in an independent provision would run.

Since September 2011, SEN has been far more proactive in ensuring Post 16 transition planning and placement, and so far a saving of approximately £300,000 over three years has been made to the Council where otherwise continued placement in an independent school would have continued.

At Post 16 and 19, learners (pupils) with learning disabilities and disabilities (LLDD) may receive funding through the Young People's Learning Agency (YPLA) to support the academic elements of a course. YPLA funding is intended for more disabled learners where needs cannot be met in local Further Education Colleges, and is a complex process for the Authority. Medway Council Special Educational Needs has responsibility for securing appropriate funding for LLDDs. Presently Local Authorities must forecast in November how much of the budget allocated by central government is needed to fund the academic element of their LLDDs for the following financial year (April). For the financial year 2011-12, Medway Council has been allocated approximately £500,000 of the YPLA South East Region budget to support the academic element of placements for 7 LLDDs. YPLA funding is a finite resource, and Local Authorities have a duty to ensure that the identification of potential learners, and appropriateness of courses offered is accurate and robust. The YPLA expects that the social and or/health elements of an identified placement for a LLDD will be met by an Authority's Social Services and local Primary Care Trust as appropriate.

YPLA funding cases have to be presented to relevant panels to discuss and obtain funding to support educational placements. Relevant negotiations may have to take place with the Independent Service Providers (college) following Panel discussions. It is very likely that with effect from April 2012, the YPLA will make it compulsory for health and social care elements of a placement to be funded by the Social Services and Health, and will not provide funding for educational elements of a course for learners without this guarantee.

The proposals for pupils and learners with SEN outlined in the recent Government Green Paper, mean that Local Authorities are likely to have responsibility for provision for young people with additional needs up with the age of 25. The proposed post will also have responsibility for liaison with other agencies involved regarding provision for 'older' young people.

As a result of the additional work involved in Post 16 planning and placement, additional duties have been placed on the SEN Team and presently the additional duties have become the responsibility of the SEN Manager. Combined with other duties, the SEN Manager is now at capacity. Without a focussed approach by a dedicated officer to undertake the duties associated with Post 16 transfer there is the potential for details to be missed. This could have the knock on effect of leading to a rise in cost to the Authority through having to agree to (continued) independent Post 16 provision. This post is therefore essential to prevent the budget for independent and non-maintained schools spiralling out of control.

It is also proposed that the proposed C2 post would take on the responsibility for the few complex cases (averaging one or two per month and currently taken on by the SEN Manager), where a high level of work is required on an individual case.

Budget Issues

Please indicate:

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

1. £7,100 (with on costs and based on an existing C1 post becoming a C2 post)
2. N/A

Please specify the funding source for this post:

Council's general fund

Comments from Portfolio Holder

This genuinely is additional wk/post and there are financial risks for not filling it.

Signed:

.....

Portfolio Holder

Dated:

Signed:

Councillor Alan Jarrett

Dated:

Signed:

Director

Dated:

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DIRECTORATE	Children & Adults	
SECTION	Inclusion and Improvement	
POST TITLE	Assistant to Business Manager (YOT)	
GRADE AND SALARY RANGE	C1 £16,830 - £22,221	
POST NUMBER	9629	
LOCATION	Youth Offending Team – Balfour Road	
DATE POST BECAME VACANT	Mid February 2012 – Maternity Cover	
MANAGER POST REPORTS TO	YOT Information Officer (also vacant Jan 12)	
*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 – 9 mths	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Two		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Support for statutory service		
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 – 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.

I am seeking approval for a 9 month fixed term post to cover maternity leave. The Assistant to Business Manager post is split between two people. This post is critical to the new admin structure as the support assistant cover has been consolidated from 4 posts to 2.

The Assistant to Business Manager carries out support functions for the YOT

manager, finance duties and buildings 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 – 5. The post holder also supports the apprentice receptionist, if the post was not filled the receptionist apprentice could not work alone un-supervised in the office.

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 C1 scale –Including oncosts £21,397 to £28,427 but will be only contracted to 22hrs (0.59fte) £12,241to £16,771.

The monthly saving of not filling this post is approx £824.

Please specify the funding source for this post:

Council’s general fund

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	BSD		
SECTION	Legal Services		
POST TITLE	Legal Support Officer		
GRADE AND SALARY RANGE	D2		
POST NUMBER	0115		
LOCATION	Gun Wharf, 2 nd Floor		
DATE POST BECAME VACANT	1 December 2011		
MANAGER POST REPORTS TO	Legal Practice Manager		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 Dec 2011 to 31 March 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: Angela Drum, Head of Legal Services			

(* please delete as appropriate)

Impact on Service – please include:-

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

This request is for a temporary, full time Legal Support Officer (grade D2) to cover sick leave.

The post has been covered until now by a temporary member of staff. There were three Legal Support Officers but under a recent restructure of the department this was reduced to two. There are no current vacancies.

This post gives legal and administrative support to the Children's Services Lawyers and if it is not filled, they will have to undertake more administrative work, which will impact upon the amount of child protection cases they can deal with.

Budget Issues

Please indicate:

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

If the post were not to be covered on a temporary basis until the end of March this would save approximately £8,150. However, it would impact on the number of child protection cases that the lawyers could undertake. There is no other realistic way of providing the service.

Please specify the funding source for this post:

General fund

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	BSD	
SECTION	Finance, Directorate Support (Children & Adults)	
POST TITLE	Accounting Technician	
GRADE AND SALARY RANGE	C2 (points 22-31) £19,621 to £26,276	
POST NUMBER	1271	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 January 2012	
MANAGER POST REPORTS TO	Phil Watts, Finance Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 2		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW. Yes – please see comments below relating to ‘Impact on Service’</p>		
NAME OF RECRUITING MANAGER: Phil Watts		

(* 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 postholder assists budget managers and headteachers in monitoring expenditure and controlling their revenue and capital budgets effectively. They also check schools' bank reconciliation statements and upload schools' income and expenditure data to the Council's accounting system.

If this post is not filled the level of support provided to budget managers and schools will reduce. This could affect the accuracy of outturn forecasts and the ability of the directorate to identify and implement management action to maintain a balanced budget. It could also impact on the LA's ability to ensure a satisfactory standard of financial control in schools and adversely impact on the accuracy of the Council's final accounts.

Budget Issues

Please indicate:

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

If this appointment is not made the Council will save around £7k between January and March 2012.

Please specify the funding source for this post:

Council's general fund

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	BSD		
SECTION	Housing Services		
POST TITLE	Maintenance Co-Ordinator		
GRADE AND SALARY RANGE	D2 subject to job evaluation		
POST NUMBER	3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	-		
MANAGER POST REPORTS TO	Marc Blowers		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Yes		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Marie Cooper		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 2			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
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 restructure in September 2011 the roles of Contracts Managers (P01) and Business Development Officer were amalgamated. The new post created was a P02 post. The restructure included for a D2 post (Maintenance Co-ordinator) to be funded from the savings made by this restructure. Even with this new post salary savings of 7k circa are realised.

The role will assist the Client Side Services Manager in ensuring that there are

effective processes and procedures in place to monitor the performance of contractors and partners in accordance with the contracts and service levels agreements in place. The role will have specific housing related responsibility for ensuring a high level of customer satisfaction is being maintained to all services areas provided.

The post holder will also have a duty to ensure that the day to day monitoring the gas safety inspections regime is tightly monitored ensuring that the Councils meets its statutory obligations. The post holder also takes on some of the low level admin functions of those previously undertaken by the Contracts Manager (post now defunct).

The post holder will also have daily dialogue with the repairs inspectors in conjunction with customer enquiries, complaints and liaison with the contractor.

If the post is not filled there will be insufficient resource in place to provide rigid monitoring of an effective service leading which could result in poor performance and customer satisfaction. Without this post being filled the Councils risks not being able to effectively monitor its statutory duties in terms of gas servicing and accesses to tenants who refuse to initially let the contractor in to undertake the works.

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 post needs to be formally job evaluated but a grade of D2/C1 is anticipated.

Please specify the funding source for this post:
HRA

Comments from Portfolio Holder

This needs to proceed, regardless of recruitment freeze, as it is chargeable to the HRA.

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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DIRECTORATE	Regeneration Community and Culture		
SECTION	Tourism and Events		
POST TITLE	European Projects and Tourism Officer		
GRADE AND SALARY RANGE	PO1 EU Funded		
POST NUMBER	6352		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Contract currently ends March 2012		
MANAGER POST REPORTS TO	Ed Woollard		
*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:	To extend contract to Sept 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER:			

(* please delete as appropriate)

Impact on Service – please include:-

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

Request to Extend contract for 6 months – Externally funded

This request is to extend the current Postholder's contract by a further 6 months. This has been agreed by the funding body and a budget modification to allow this has been accepted by the EU. There is no impact on the Council's budget as a result of this extension. The project is being extended as many of the activities and capital projects are taking longer than expected. This project is a 10million Euro project with 30 partners and Medway Council is the lead partner. The contract for this post currently ends at 31 March 2012 and I am now requesting to extend the contract by 6 months until 31 September 2012.

If this request is not agreed the management of the project will have to be undertaken at the councils cost to finish the last financial claims and activities of the project.

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 EU funded and therefore not funded by Medway Council. There is no impact on the Council’s budget in agreeing this extension. Permission has been granted by the Joint Technical Secretariat in Lille to extend this project for a further 6 months. Funding for this extension is already available through the project and has already been enabled via a modification in the project budgets.

There are no current staff who would be able to undertake the management of this very large project (10 million Euros and 30 partners).

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

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	Regeneration Community and Culture		
SECTION	Tourism and Events		
POST TITLE	Tourism Project Officer		
GRADE AND SALARY RANGE	B1 (27 – 36) part time - EU funded		
POST NUMBER	9699		
LOCATION	Gun Wharf, Chatham		
DATE POST BECAME VACANT	NA		
MANAGER POST REPORTS TO	Ed Woollard		
*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:	Request to increase from 3 days to 4 days		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER:			

(* please delete as appropriate)

Impact on Service – please include:-

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

Request to increase post from 3 days to 4 days – externally funded

This post is an externally funded post. The current Postholder currently works 3 days per week on the Norman Connections project. Due to delayed recruitment there is enough EU funding to increase the postholder's work from 3 days per week to 4 days per week. This will enable her to fully manage the Norman connections project, which attracts funding for Rochester Castle, as well as improved interpretation and marketing of Medway as part of this partnership. It will also help to support work in the tourism team at no cost to the Council. There is enough funding to cover this increase in hours. If we do not increase the hours we will under claim on our project and struggle to undertake all the work, which this large project involves (4 million Euro project with 8 partners). Medway Council is the lead partner. This is a contracted post until March 2013.

Budget Issues

Please indicate:

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

No budget savings – post externally funded by EU and project. Salary already funded by EU and project. If we do not spend the expenditure we will under spend on the project with no benefit to Medway Council. There is no impact on Medway Council budget by increasing these hours.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: