

CABINET
14 FEBRUARY 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 and Adults

- Support Services Assistant (Children's Care)
- Support Services Assistant (Children's Care)
- Support Services Assistant (CAST Team)
- Commissioning Portfolio Manager
- Temporary staff – Family Information Service
- Contracts Administrator

Business Support Department

- Sheltered Scheme Manager
- Macmillan Physical Activity Instructor
- Lawyer (Adult Services)
- Lawyer (Children's Services)
- Legal Support 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 | Children and Adults | | |
| SECTION | Children's Care | | |
| POST TITLE | Support Services Assistant | | |
| GRADE AND SALARY RANGE | D2 £15,039 - £19,126 | | |
| POST NUMBER | 0969 | | |
| LOCATION | Woodlands Place Gillingham | | |
| DATE POST BECAME VACANT | 1 April 2011 | | |
| MANAGER POST REPORTS TO | Leanne Mark | | |
| *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? 3 | | | |
| 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: Leanne Mark | | | |

(* please delete as appropriate)

Impact on Service – please include:-

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

| | |
|----|---|
| 1. | 8.8 SSA posts 1 SSA post being seconded into a family worker role Therefore need to backfill her vacant SSA post with a secondment or fixed term contract |
| 2. | Front line staff will be under added pressure to spend valuable time completing their own admin tasks. This in turn would result in their having less time to visit vulnerable families potentially leaving children in dangerous situations and the families without appropriate and sufficient support. |

Budget Issues

Please indicate:

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

1. If vacant would save the value of the SSA post for that period however we would have to put something in place as the work would need to be covered by a temp
2. Would need to get a temp admin to cover the post and therefore this would cost more than recruiting to the vacancy

Please specify the funding source for this post:

General council funds

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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| | | | |
|--|----------------------------|--|--|
| DIRECTORATE | Children and Adults | | |
| SECTION | Children's Care | | |
| POST TITLE | Support Services Assistant | | |
| GRADE AND SALARY RANGE | D2 £15,039 - £19,126 | | |
| POST NUMBER | 0969 | | |
| LOCATION | Woodlands Place Gillingham | | |
| DATE POST BECAME VACANT | 4 January 2011 | | |
| MANAGER POST REPORTS TO | Leanne Mark | | |
| *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? | | | |
| 3 | | | |
| 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: Leanne Mark | | | |

(* please delete as appropriate)

Impact on Service – please include:-

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

| | |
|----|---|
| 1. | 8.80 SSA posts 1 vacant resulting in a 37hr vacancy Current post holder moving to another team |
| 2. | Front line staff will be under added pressure to spend valuable time completing their own admin tasks. This in turn would result in their having less time to visit vulnerable families potentially leaving children in dangerous situations and the families without appropriate and sufficient support. |

Budget Issues

Please indicate:

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

1. If vacant would save £5,000 from Jan 12 to March 12 however we would have to put something in place as the work would need to be covered
2. Would need to get a temp admin to cover the post and therefore this would cost more than recruiting to the vacancy

Please specify the funding source for this post:

General council funds

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

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| | | | |
|--|----------------------------|--|--|
| DIRECTORATE | Children & Adults | | |
| SECTION | CAST Team | | |
| POST TITLE | Support Services Assistant | | |
| GRADE AND SALARY RANGE | D2 £15,039 - £19,126 | | |
| POST NUMBER | | | |
| LOCATION | Elaine Centre, Strood | | |
| DATE POST BECAME VACANT | November 2010 | | |
| MANAGER POST REPORTS TO | Sheena Bolland | | |
| *IS THIS REQUEST TO COVER PERMANENT RECRUITMENT | No | | |
| *IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY | No | | |
| *IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL | Yes | | |
| IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: | | | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | | | |
| WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3 | | | |
| 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: Sheena Bolland | | | |

(* please delete as appropriate)

Impact on Service – please include:-

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

We currently have 2 full-time and 1 part-time 25 hour post. A full-time post is for the single point of access, one is the team SSA and the part-time post is to support the Solihull training and these posts are very busy. We currently have the team SSA vacancy and the Solihull part-time worker is on long-term sick leave. Since November 2010 a recent (November 11) occupational health report does not indicate that they will return any time soon. The workload is unmanageable for one person, particularly due to the increase in referrals and answering the telephone for the referral system. This can impact on the service with answering the phone timely and booking clinic/assessment appointments.

We would request that SSA temporary cover continue until 1 March 2012. Thus we will be able to retain the current temp cover, who has now worked with the team for 9 months.

Budget Issues

Please indicate:

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

If we recruit a full time temp from the agency it will cost £10.36 per hour

Please specify the funding source for this post:

Funding in basic budget for social care

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 | |
| SECTION | Social Care Commissioning | |
| POST TITLE | Commissioning Portfolio Manager | |
| GRADE AND SALARY RANGE | A £30,851 - £38,961 | |
| POST NUMBER | 1090 | |
| LOCATION | Gun Wharf | |
| DATE POST BECAME VACANT | Monday 5 March 2012 | |
| MANAGER POST REPORTS TO | Jane Love | |
| *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) | | |
| 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: Jane Love | | |

(* please delete as appropriate)

Impact on Service – please include:-

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

The Social Care Commissioning Team consists of 1 Commissioning & Service Improvement Manager & 3 Commissioning Portfolio Managers. Due to the resignation of one of the Commissioning Portfolio Managers, there will be one vacancy from Monday 5 March 2012.

The team is responsible for commissioning, procuring and managing contracts across the whole spectrum of Adult Social Care, including Supporting People services, to a value in excess of £58 million.

The services that the team commission and the contracts that they manage are to support some of Medway's most vulnerable adults and for a number of these services, there is a statutory requirement for their provision, including Homecare and Residential and Nursing Care.

Impact on the services if this post is not filled, with particular reference to services to the public.

The Commissioning Portfolio Manager that is leaving the Council has responsibility for the Homecare contract as part of his portfolio of work and as the contract is due to expire at the end of March has been involved in the recommissioning of this contract. The current value of the Homecare contract is circa £12 million per annum and support approximately 1500 vulnerable adults at any given time. This service has been identified as a PWC activity, which requires officer input.

If approval is not given to recruit to the post, this does pose risks for the Council from a financial perspective. The recommissioning of Homecare services has a savings target attached to it of £1.4 million and a delay will mean that savings identified will not be achieved across 2012/13. It may also have an adverse impact on Homecare Providers from both a financial aspect and recruitment aspect, if there is uncertainty about the future of their contracts and this in turn may adversely impact on vulnerable adults and their carers who are in receipt of and benefit from these services.

Budget Issues

Please indicate:

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

As the post holder is leaving the council on March 2, the savings realised to the March 31, will be 1/12th of the annual salary and will be £2,805.08

Please specify the funding source for this post:

This post is funded from Cost Centre WE3F6

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 | | |
| POST TITLE | Temporary Staff – Family Information Service | | |
| GRADE AND SALARY RANGE | D2 £15,039 - £19,126 | | |
| POST NUMBER | 3862 | | |
| LOCATION | Family Information Service, Gun Wharf | | |
| DATE POST BECAME VACANT | To commence 1 January 2012 | | |
| MANAGER POST REPORTS TO | Esther Olawande | | |
| *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: | 9/1/2012-9/3/2012 | | |
| 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: 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 – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The FIS team has had a number of standing vacancies, and now has a further 2 resignations. In total the team comprises:
 Manager – 1.0 fte
 FIS Officer - 4.1 fte (1.0, 0.8, 0.4 (due to go on maternity leave and is on long-term sick), 0.4 vacancy (resignation), 0.5 vacancy (resignation/retirement), 1.0 vacancy (absent since January)
 FIS Data Officer – 1.0 Vacancy
 FIS Administrator – 1.0

In summary, aside from the manager and admin, the team is down from 5 fte to 2.

In the medium term, the structure and location of the service needs to be reviewed – within the B4L programme next spring. And we shall need to make the necessary staff recruitment to ensure that the team is fit for purpose.

But in the short term there are tasks and functions that need to be done but are not being carried out due to lack of staff.

Primarily this involves updating the records on the core databases, which are now seriously beyond the date at which they should have been refreshed.

I am seeking permission to engage 3 temporary data-inputters to do around 2-3 months work from January to get the core databases (which cover all childcare, family services and youth activities) back up to date.

This request is endorsed by Juliet Sevier, Assistant Director

Budget Issues

Please indicate:

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

Budget provision is in place for these staff. Financially it is significantly less than the cost of the staff we have lost. Temps would be supervised by the remaining 2 FIS officers who would focus on the more complex issues.

Estimated cost for 2 months x 3 staff (D2 pt 18) = £9,300

Please specify the funding source for this post:

This post is funded from the 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 | |
| SECTION | Social Care Commissioning | |
| POST TITLE | Contracts Administrator x 1 | |
| GRADE AND SALARY RANGE | D2 - £15,039.00 to £19,126.00 (maternity cover) | |
| POST NUMBER | | |
| LOCATION | Gun Wharf | |
| DATE POST BECAME VACANT | 12/03/12 | |
| MANAGER POST REPORTS TO | Charles Kirabo-Wamimbi | |
| *IS THIS REQUEST TO COVER PERMANENT RECRUITMENT | (maternity cover) | |
| *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: | 12/03/2012 to 10/12/2012 | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | | |
| WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? | | |
| <i>Phase 2</i> | | |
| 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: Charles Kirabo-Wamimbi | | |

(* please delete as appropriate)

Impact on Service – please include:-

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

The Contract Administration Team consists of 1 Contract Administration Team Leader and 5 Contracts Administrators, of which an Advanced

Apprentice fills 1 post. There is now 1 post that requires maternity cover.

The team is responsible for issuing on average 30 new contracts to Social Care providers each month. The team also processes all payments to social care providers, which includes pay runs to providers to a value of £44 million a year. The team processes Direct Payments, worth £6.5 million per year. Direct Payments are issued to service users to procure their own care. The team also manually processes on average 6240 invoices a year at a value of £12 million

Additionally the team manages specific tasks such as price increases, assisting with year end accounts, chasing overpayments, monitoring of bed vacancies and co-ordinating contract warning alerts. The team also has an essential role in testing and ensuring that the directorate's Adult social care IT system (Care Director) is fit for purpose.

The post requiring maternity cover shares responsibility for the residential and nursing 4-weekly pay run worth £32.5 million a year, deals with provider updates, contracts processing, updating the system in relation to price variations and Care Director testing.

Impact on the service if this post is not filled, with particular reference to services to the public.

If this post is not filled, the team's efficiency and effectiveness will be affected. The role is vital in ensuring that invoices are processed within the 28 days payment terms. Prompt payments are vital to ensure the stability of Social Care providers. If these payments are not processed and made within the terms and conditions of the contract, the authority could be liable to claims under the late payment act.

In addition, if the direct payment monies are not processed promptly, service users who manage their own care via a direct payment will not be able to pay for their care, or activities and this could result in some requiring hospital admission or residential care.

Budget Issues

Please indicate:

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

The vacant post is currently a D2 grade ranging between £15,039.00 to £19,126.00. This will still have to be paid as maternity pay. The savings of the post remaining vacant until 31st March 2012 would only be three weeks at 1/10th of the existing jobholder's salary.

Please specify the funding source for this post:

This post is funded from Cost Centre WE3F6

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 | Sheltered Scheme Manager | | |
| GRADE AND SALARY RANGE | B1 £22,958 to £30,011 | | |
| POST NUMBER | 3209 | | |
| LOCATION | Woodchurch Sheltered Scheme | | |
| DATE POST BECAME VACANT | 20 September 2011 | | |
| MANAGER POST REPORTS TO | Margaret Hosegood | | |
| *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) | The post is currently being covered by a temp | | |
| 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: | 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 – 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.

This is a 100% funded HRA post and is one of 8 Sheltered Scheme Managers on the structure.

The sheltered scheme manager role provides a wide range of support to vulnerable and elderly residents in a designated scheme. The post for this particular scheme at Woodchurch will manage the Council's largest scheme which has 48 units of accommodation.

The scheme manager provides daily support and assistance to the tenants of the scheme, making daily call ups to tenants, checking on their well being, regularly updating support plans to ensure tenant records of next of kin and medical needs are up to date.

To ensure the health and safety of residents and the scheme regular fire alarm and other testing of equipment is undertaken.

The service also receives funding for part of the support role that the scheme manager provides via the supporting people grant.

This is an essential high profile service area within Housing. It is valued by all those who benefit from it.

The scheme manager also undertake tenancy management duties such as rent arrear management, void management and tenancy advice to residents and for properties in their scheme.

Failure to recruit will mean limited cover at the scheme and in turn reduced support and assistance being provided to the tenants. Potential risk to health and safety issues arising to the residents and the building itself. The failure to recruit to this post may also have an impact on the funding from Supporting People. A further complication in not having a full time member of staff on site may affect the concessionary TV licence that the residents currently benefit from which requires a staff member on site at least 30 hours a week

Budget Issues

Please indicate:

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

If not filled saving of approx £30,000 PA could be achieved inc on costs.

Consideration has been given to providing cover arrangements amongst existing team members but as described above this will prove problematic both in terms of health and safety issues and on other external funding income arrangements (supporting people).

Please specify the funding source for this post:

HRA

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 | Public Health – Supporting Healthy Weight | | |
| POST TITLE | Macmillan Physical Activity Instructor | | |
| GRADE AND SALARY RANGE | C2 £19,621 - £26,276 | | |
| POST NUMBER | 2180 | | |
| LOCATION | Gun Wharf | | |
| DATE POST BECAME VACANT | New post | | |
| MANAGER POST REPORTS TO | Public Health Project 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 | No | | |
| IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: | Two years from the start date | | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | | | |
| WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 3 | | | |
| 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: Scott Elliott | | | |

(* 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.

| |
|--|
| <ol style="list-style-type: none"> 1. The Macmillan Physical Activity Instructor is a brand new role, for one full time post holder 2. This post has been created as a result of a bid to Macmillan Cancer Support. The decision to fund the post was taken as a result of consultation with a number of cancer support groups and service users, who expressed an interest in receiving expert support to become more active, during and beyond their cancer treatment. |
|--|

Budget Issues

Please indicate:

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

1. No savings will be made, as the post is externally funded by Macmillan. They will reimburse the post holder's salary on a monthly basis, for the two year duration of the agreed funding.
2. The funding has been awarded as a result of a specific business case, so alternative methods of delivering the service would invalidate the bid

Please specify the funding source for this post:

Macmillan Cancer Support have agreed to fund the post holder for two years, so we would like to advertise the role for a two year fixed term contract

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 | BSD | | |
| SECTION | Legal Services | | |
| POST TITLE | Lawyer (Adult Services) | | |
| GRADE AND SALARY RANGE | PO2 £31,754 - £40,741 | | |
| POST NUMBER | 3600 | | |
| LOCATION | Gun Wharf, 2nd Floor | | |
| DATE POST BECAME VACANT | Not yet vacant | | |
| MANAGER POST REPORTS TO | Barbara Graham | | |
| *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 | No | | |
| IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO: | 1 March 2012 to 28 February 2013 | | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | | | |
| WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Legal Services are in Phase Two | | | |
| ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW The post is not currently vacant – the postholder has requested an employment break and the request is to recruit temporarily to cover the absence. | | | |
| 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 – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The post provides advice and assistance on adult services legal matters, including Court of Protection applications. The current postholder is 0.6 FTE. The current postholder has requested an employment break in accordance with the Council's policy. The postholder's manager and the Assistant Director is inclined to approve the request, as the reasons fit within the policy, but can only do so if the post can be temporarily filled during the employment break. This is the only post dedicated to this type of work, which is on the increase.

It may be difficult to recruit temporarily to this particular post due to a scarcity

of lawyers with this type of expertise and it may therefore be more feasible to second another lawyer within the department to undertake this work and temporarily fill his or her post. This request is therefore either to fill the Adult Services Lawyer post for 3 days per week for a period of one year or to fill the post of the lawyer seconded in to that position for a period of 3 days per week for a period of one year.

Budget Issues

Please indicate:

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

1. This is not relevant as if this proposal is not approved the post will not become vacant.
2. The work could be outsourced to external solicitors although this is not likely to provide as cost effective or responsive service. Employees on an employment break are not paid and so the budget allocated to that post will be available to use for backfilling the position.

Please specify the funding source for this post:

This is an establishment post funded by the Legal Services department budget.

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 | Lawyer (Children's Services) | | |
| GRADE AND SALARY RANGE | PO2 £31,754 - £40,741 | | |
| POST NUMBER | 0080 | | |
| LOCATION | Gun Wharf, 2 nd Floor | | |
| DATE POST BECAME VACANT | 1 February 2012 | | |
| MANAGER POST REPORTS TO | Jenny Robinson | | |
| *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? Legal Services are in Phase Two | | | |
| ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Yes, if the post is not filled as soon as possible the team will be unable to deal with child protection cases and will have to externalise work at a much higher cost. The Council must comply with its legal duties and responsibilities, in particular under the Children Act 1989, which requires advice, assistance and representation in court proceedings and in seeking to resolve child protection matters without taking court proceedings. | | | |
| 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 – 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.

This request is for a permanent, full time lawyer in Children's Services (within Legal Services) as a member of staff is leaving Medway Council on 31 January 2012.

The post provides legal advice to the Children and Adults team and representation at court in child protection cases. There has been a significant increase in child protection cases recently in Medway which reflects a national

increase and so there is a definite requirement to recruit to this position.

Budget Issues

Please indicate:

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

If the post were not to be covered on a permanent basis until the end of March this would save approximately £8,000 (2 months' salary). However, it would significantly impact on the number of child protection cases that the Children's Services team could undertake. Proceeding with such cases is not optional and so would have to be dealt with externally or by locums.

Employment of external solicitors or locums to undertake this type of legal work will be more expensive than recruiting a permanent employee.

Please specify the funding source for this post:
 This is an establishment post funded by the Legal Services department budget.

Comments from Portfolio Holder

[Empty box for comments]

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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| | | |
|---|--|--|
| DIRECTORATE | Business Support | |
| SECTION | Legal Services | |
| POST TITLE | Legal Support Assistant | |
| GRADE AND SALARY RANGE | D1 | |
| POST NUMBER | 8202 | |
| LOCATION | Gun Wharf, 2nd Floor | |
| DATE POST BECAME VACANT | 1 February 2012 | |
| 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 February 2012 to 30 June 2012 | |
| IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable) | | |
| WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Two | | |
| ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW | | |
| <p>Yes – the post provides specific support to the lawyers undertaking litigation and child protection cases. There is already an extremely high caseload in these areas and without this support the team would be significantly affected. The post also provides general support to the property team. Legal Services are in the current phase – phase two – and so the intention would be to recruit temporarily from the Agency Pool until it is clear whether the post will be affected.</p> | | |
| NAME OF RECRUITING MANAGER: Angela Drum, Head of Legal Services | | |

(* please delete as appropriate)

Impact on Service – please include:-

3. 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.
4. 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 Assistant (grade D1) to replace a member of staff who has been successful in her application for a paralegal position in the Litigation team in Legal Services.

In total there are 4 legal support assistants providing support for approximately 30 members of staff in Legal Services. There are no other

current vacancies.

This post gives legal and administrative support to all members of staff in Legal Services and if it is not filled, the staff will have to undertake more administrative work, which will impact upon the amount of litigation, property and child protection cases they can deal with.

Budget Issues

Please indicate:

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

If the post were not to be covered on a permanent basis until the end of March this would save approximately £3,000. However, it would impact on the number of litigation and child protection cases the lawyers could undertake. There is no other realistic way of providing the service.

Please specify the funding source for this post:

This is an establishment post funded by the legal Services department budget.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: