

CABINET
13 MARCH 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 10 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

- SEND Pathfinder and Personalised Budgets Project Manager
- Support Services Assistant (Redvers Centre)
- Support Services Assistant (Woodlands Place)
- Temporary Support Service Assistant (Gun Wharf)

Business Support Department

- Accounting Technician
- Management Information Officer
- Management Information Officer
- Political Assistant to Conservative Group

Regeneration, Community and Culture

- Transport Contracts Inspector
- Transport Contracts 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	Psychology and Inclusion/Children's Social Care		
POST TITLE	SEND Pathfinder and Personalised Budgets Project Manager		
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741		
POST NUMBER	TBC		
LOCATION	Gun Wharf, Level 4		
DATE POST BECAME VACANT	New Post		
MANAGER POST REPORTS TO	Jane Marriott (Pathfinder) Richard Barker (Personalised Budgets)		
*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:	1 April 2012 – 31 March 2013		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Three			
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 a specialist project manager post funded from a specific grant and required to implement a time – limited task to a specific timescale dictated by the SEND Pathfinder programme. It would not be possible to delay the filling of the post until Phase 3 of Better for Less without defaulting on the Authority's commitments to the DFE SEND Pathfinder and Personalised Budget programme (also within Pathfinder).			
NAME OF RECRUITING MANAGER: Richard Barker			

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.

- | |
|--|
| <ol style="list-style-type: none"> This a one-off post required to project manage the Medway contribution to the SE7 regional SEND Pathfinder project, which is a high profile national programme intended to test the proposals contained in the Government's SEN and Disability Green Paper (Spring 2011). The post will also manage the Medway Personalised Budget programme, which again is part of the Pathfinder project. |
|--|

2. The Pathfinder programme and projects need to be delivered within the fixed, and short timetable of Sept 2011 – March 2013. If the post is not filled, it will lead to a default on the Authority's commitments to deliver the Pathfinder project and programme, and on the Personalised Budgets programme, which again is part of the Pathfinder programme. This would represent a serious embarrassment to the Authority in a high profile national programme, and lead to a loss of confidence of our regional partners in the Council's ability to deliver future such projects.

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. It is unlikely that the post holder will be in place significantly before 31 March 2012.
2. The Project Manager post is essential in order to deliver the Authority's commitments to the Pathfinder post on time.

Please specify the funding source for this post:

50% specific DFE grant for the SE7 SEND Pathfinder

50% short breaks funding from the Early Intervention Grant (for the Personalised Budgets element)

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 send 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 below.

DIRECTORATE	C&A		
SECTION	Redvers Team		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	5313		
LOCATION	Redvers Centre		
DATE POST BECAME VACANT	March 23 2012		
MANAGER POST REPORTS TO	Dan Harper		
*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 3			
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>SSAs work to support all teams and managers based in the Redvers Centre. This post is primarily focused on supporting the Referral, Assessment and Support Team in processing and administrating all duty activity. This team has seen a 41% increase in total contacts and referrals for the second 6 months of 2011 compared to the first 6 months. Not filling this post will impact on the teams ability to administer all aspects of the referral and assessment process as well as minute CP1 and CP2 (strategy) meetings and Child in Need meeting. This will mean a greater amount of social worker time spent on administration duties as well as impacting on the performance of statutory timescales.</p>			
NAME OF RECRUITING MANAGER: Dan Harper			

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.

<p>1. The post is for 22:30 (0.61 fte)</p> <p>When this post becomes vacant there will be 8.44 FTE of an establishment of 9.05 fte supporting two teams comprising 1 Service manager, 2 Group Managers, 6 Senior Practitioners and 40.06 Social and Family workers. Owing to the increase in social work referrals and subsequent work created by demand, the pressure on supporting teams to deliver positive outcomes necessitates recruiting to this vacancy as quickly as possible.</p>

2. Following the restructure and the incorporation of the Strood and Hoo IAT into the Redvers Safeguarding team in the SSAs in that team are responsible for:
 - The administration of Public Law Outline meetings, including minuting these meetings. The period July to December 2011 has 21% more PLO meetings. PLO meetings than January to June 2011.
 - The administration; including organisation and tracking of statutory medical and education assessments; maintenance of records of placements and respite care on Raise to ensure accurate information and correct payment of carers of Looked After Children. All filing, file creation, photocopying, copy typing and archiving activities on 798 open cases.
 - Support to the legal panel process.
 - The tracking of all child protection documentation to ensure accurate and up to date files.
 - Being the first point of contact to all families and young people currently being worked with by the team.
 - Covering a very busy reception.

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

Budget Issues

Please indicate:

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

1. NA
2. No viable alternative.

Please specify the funding source for this post:

Establishment

Comments from Portfolio Holder

I support the filling of this post funded by existing budget.

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	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 2012	
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? 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: 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 2 vacant resulting in a 74hr vacancy. Current post holder moving to another team and another leaving the council.
2	Frontline staff will be under added pressure to spend valuable time completing their own admin tasks. This in turn would result in there being less time to visit vulnerable families, potentially leaving children in dangerous situations and the families appropriate and sufficient 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.

1 . If vacant would save £5,000 from Jan 2012 to March 2012 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 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	Early Years	
POST TITLE	Temporary Support Service Assistant	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	27 January 2012	
MANAGER POST REPORTS TO		
*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:	13 February 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Rita Chatrath	
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: Trevor Hughes		

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.

This post became vacant due to the retirement of the Finance Assistant. It was originally going to be covered by a temp working in the team for which approval had already been obtained. Unfortunately this temp is now going to cover another member of staff who is going on maternity leave.

Approval is required for a part time support services assistant to carry out some duties that would have been carried out by the full-time finance assistant. Duties include purchase ordering (for early years and also transport and admissions) and general administration. Failure to fill this post on a temporary basis will result in the services not meeting deadlines and failing to deliver efficiently.

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.

Budget provision is in place for a full time finance assistant at sp 21 therefore partially replacing this role with a temporary member of staff results in a significant saving.

Estimated cost for a part time temp (D2 pt 12) 15 hours per week = £6,096.89 pa.
This effectively results in a net saving of £13,030 pa.

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:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	BSD	
SECTION	Finance, Directorate Support (Children & Adults)	
POST TITLE	Accounting Technician	
GRADE AND SALARY RANGE	C2 £19,621-£26,276	
POST NUMBER	1271	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	30 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	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	20 February 2012 to 31 August 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: Richard Unsworth		

(* 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 holder assists budget managers and headteachers in monitoring expenditure and controlling their revenue and capital budgets effectively. Also responsible for ensuring that expenditure and income is accurately reflected in the accounts.

If this post were not to be filled, the level of support provided to schools would reduce significantly. In the immediate term the team would almost certainly be unable to deliver certain chargeable services to schools and would have to refund the income to schools, also putting at risk the Council's reputation as a provider of traded services. It could also impact on the local authority's ability to ensure a satisfactory

standard of financial control in schools and the integrity of the Council's financial 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 were not made in 2011-12 the Council would save around £2,000

Please specify the funding source for this post:

Council's general fund

Comments from Portfolio Holder

I fully support recruitment to this post, both to maintain the integrity of the Council's financial records and to ensure that our schools, representing a significant component of the Council's overall budget, are receiving the high quality financial support and advice to which they have become accustomed and for which they are prepared to pay.

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	Communications, Performance and Partnerships, Management Information		
POST TITLE	Management Information Officer		
GRADE AND SALARY RANGE	C1 £16,830 to £22,221		
POST NUMBER	7629		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Temporary post to support backfilling arrangements for a more senior post becoming vacant on 29 February 2012		
MANAGER POST REPORTS TO	Alex Sharman		
*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:	1 March 2012 – 30 September 2012		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
<p>WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? This post supports backfilling arrangements for the vacancy of a service manager post which is included in the Better Performance and Intelligence review hence the requests for a temporary appointment. The timescale for Better Performance and Intelligence envisages implementation of new structures from October 2012.</p> <p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW. The Adults Performance Manager will be covering the vacant Research and Review Manager Post from 01/03/2012 to 30/09/2012 this will impact on the capacity of the Adults Performance Team to support the statutory return process for Adults Social Care. New structure will not be in place until October 2012 but the majority of statutory returns must be completed between April and September.</p>			
NAME OF RECRUITING MANAGER: Preeya Madhoo			

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 Adults Performance Team is managed by the Adults Performance manager. This team is made up of 1 x Performance Analyst in addition to the Service Manager. The Adults Performance manager will be covering the Team Manager position of the Research and Review team following the departure of the current post holder. This is in addition to her substantive role. This will leave the Adults Performance team under resourced at a time when all the statutory returns are due. This team has historically been under resourced and required support during the statutory period from April to July. With the Team Manager now covering responsibilities across 2 service areas, there will be a requirement for further support for the Adults service. The appointment of an officer in March would enable the team analyst to train the officer to the required level of experience to be helpful in the period of statutory returns. The officer will also require training on the care management systems. The officer will be able to work with teams to ensure all their information is received by the performance team, data quality audit of the information and then analysis for the statutory returns. There are six main statutory returns. There is also the additional requirement for the team to cover mental health performance data, and analysis, where previously this was received from the Mental Health Trust.

If this post is not filled there is a risk that statutory returns for adults social care are not submitted in time. As a result Medway figures will not appear in DOH statistical publications and could trigger inspections.

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 Research and Review team have an under spend of £59k because of vacancies. This under spend will continue into the 2012/13 financial year until the new performance structure is in place following the better for less review. The service fulfils statutory duties, the resulting statistics are in the public domain and are used in inspection judgements of both the local authority and schools. There is no more capacity within the service to cover the current vacancy levels.

Please specify the funding source for this post:

There are current under spends in the Research and Review budgets. This under spend will continue into the 2012/13 financial year until the new performance structure is in place. The estimated cost for this post is approximately £1,500 for 2011/12 and approximately £18,000 for 2012/13.

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	Communications, Performance and Partnerships, Management Information		
POST TITLE	Management Information Officer		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221		
POST NUMBER	7929		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Maternity Leave commences approx 15 June 2012		
MANAGER POST REPORTS TO	Karen Kennedy		
*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:	1 March 2012 – 30 June 2013		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
<p>WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? This post is included in the Better Performance and Intelligence review hence the request for a temporary appointment. The timescale for Better performance and Intelligence envisages implementation of new structures from October 2012. The post holder will be on maternity leave at that point and will therefore have protected rights so this request for temporary cover extends to cover the totality of the expected maternity leave period.</p> <p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW. Yes – The Management Information (MI) Team of 4 are already carrying a 50% vacancy rate for the last year waiting for the Better for Less Review, with the third member of the team going on maternity leave in June this would leave only one experienced staff member for statutory returns. If this post is not covered on a temporary bases, statutory data returns will not be able to be completed for education services.</p>			
NAME OF RECRUITING MANAGER: Karen Kennedy			

(* 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 MI Team is managed by the Children's Performance Manager. The team is made up of 1 x Performance Analyst (vacant since April 2011) and 3 x Management Information Officer (1 x post has been vacant since January 2011). A second MI Officer will be going on Maternity leave in June 2012. The MI team are responsible for supporting schools in completing the school census each term to Department of Education ensuring returns are made within statutory deadline and quality assuring the data to ensure accuracy. They also collect the Early Years Foundation Stage and Key Stage 1 attainment data from schools in June/July to submit to DFE on behalf of Medway and analyse the attainment data to provide schools and local authority colleagues with an up to date pack detailing individual performance, Medway performance and trend analysis. A new collection, Year 1 Phonics will take place in June. The team also contact all Medway Secondary Schools on results day for A Levels and GCSE in August to provide an early analysis of secondary school performance. The team also carry out data collection each term on bullying incidents and child level attendance data. The team also supports the Children's Social Care. The team has found it difficult to fulfil these duties with the current vacancy level, last year we employed a temporary member of staff during the busiest period for statutory returns (May – August) to ensure that all statutory returns were complete within timescales and all analyses were completed to a high standard. The team will be unable to fulfil these duties if they are reduced to 1 experienced person. It is essential that if we are able to appoint that we do so well in advance to the start of the maternity leave to allow adequate training both in terms of knowledge or the returns but also technical skills to carry out the analysis, there is also the issue that when the return timetable begins in May there will be little capacity to provide the necessary training.

If this post is not filled statutory returns for schools and children's will not be submitted in time. As a result Medway figures will not appear in DFE's statistical publications and could trigger inspection and potentially impact on funding received by schools.

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 saving if the post is left vacancy until March 2012 as maternity leave commences in 2012/13

Please specify the funding source for this post:

There are current under spends in the Performance Team budget due to staff vacancies of approximately £40k. This under spend will continue into the 2012/13

financial year until the new Performance structure is in place. The estimated cost for this post is approx £1,500 for 2011/12, approx £18,000 for 2012/13 and approximately £4,500 for 2013/14.

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 to request approval from Cabinet to recruit to vacancies and return to Terri Williams, HR Services, Civic Centre. This form is not required for those posts covered by the exemptions list shown overleaf.

DIRECTORATE	BUSINESS SUPPORT
SECTION	DEMOCRACY & GOVERNANCE
POST TITLE	POLITICAL ASSISTANT TO CONSERVATIVE GROUP
GRADE AND SALARY RANGE	NJC 32 – 41 £27,052 - £34,549
LOCATION	GUN WHARF
DATE POST BECAME VACANT	CURRENT POST HOLDER'S LAST DAY OF SERVICE - 4 May

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.

Each of the Political Groups on the Council have been allocated a Political Assistant in accordance with section 9 of the Local Government and Housing Act 1989. Post holders are engaged on a fixed-term contract for the 4 year period of the Administration. The contract for the current post holder of the Conservative Group Political Assistant is due to expire in May 2015; however, he has given his notice and his last day of service will be 4 May 2012.

Under the Act, a Group qualifies for a political assistant post if (a) the Membership of that group comprises at least one-tenth of the Membership of the authority; and (b) the number of the other Groups which are larger than that group does not exceed two.

The impact on the service if this post is not filled is that the Conservative Group would not receive the research and other support they require individually and collectively to enable them to discharge their functions as Members of the Council.

Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31 March 2013 or
2. If any savings could be achieved by alternative ways of providing the service.

If the current post holder remains in post until 31 March 2012, and the post is then not filled before 31 March 2013, the savings would be in the order of £30, 011 (spine point 36) assuming that a new appointee would have been appointed at the lower end of the salary range.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also need to forward an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown overleaf.

DIRECTORATE	RCC	
SECTION	Integrated Transport	
POST TITLE	Transport Contracts Inspector	
GRADE AND SALARY RANGE	C1 £16,830 - £22,221	
POST NUMBER	8196	
LOCATION	Various – on site	
DATE POST BECAME VACANT	16 December 2012	
MANAGER POST REPORTS TO	Gary Lindsey	
*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:	Feb 2012 to Sep 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable): Steve Heather		
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		
NAME OF RECRUITING MANAGER: Gary Lindsey, TPU Manager		

(* 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 TPU provide contracted transport service to Service Users of Adults Social Care and Children's Services. Regular inspection of the contracted services is essential in ensuring contract compliance. The inspector ensure the high standards of safety and that contractors provide the services as required and checks against fraud and non-compliance.

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 is 22 hours.
The recharge to the Council's internal agency is £11.60 per hour.

Please specify the funding source for this post:

Council 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	RCC	
SECTION	Integrated Transport	
POST TITLE	Transport Contracts Assistant (temp)	
GRADE AND SALARY RANGE	C1 £16,830 - £22,221	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	Spend to save new temporary post	
MANAGER POST REPORTS TO	Gary Lindsey	
*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:	16 January 2012 – 30 September 2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Shakila Hussain	
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		
NAME OF RECRUITING MANAGER: Gary Lindsey, TPU Manager		

(* 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 TPU provide services under SLA for Children's Services, Adult Social Care and Yellow and supported bus services. In providing closer working with the SEN client service, it is agreed that TPU officers will undertake the project of reviewing higher cost transport and seek to reduce costs of hired transport. There is not currently sufficient resources within the TPU to undertake this project.

This recruitment is for a temporary Contracts Assistant to backfill the day to day operational activities and free up experienced officer time to progress 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 temporary recruitment is spend to save and will be funded from the SEN Transport budget. The role will allow progress on the project of replanning and retendering high cost placement on SEN transport. The role will also assist in dealing with the increased complaints that will result from changes to the transport contracts for students with Special Education Needs.

Please specify the funding source for this post:

SEN Transport budget

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: