

CABINET

17 APRIL 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 24 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

- Part-time Service Support Assistant (Elaine Centre)
- Service Support Assistant (Elaine Centre)
- Service Support Assistant (Redvers Centre)
- Service Support Assistant (Redvers Centre)
- Admin Assistant
- School Improvement Support Officer

Business Support Department

- Assistant Homechoice Officer x2
- Principal Accountant RCC/BSD
- Legal Support Officer

Regeneration, Community and Culture

- WORK Programme Job Broker Advisor
- WORK Programme Support Administrator (additional hours)
- WORK Programme Contract & Partnership Manager (contract extension)
- WORK Programme Post Employment Support & Centre Manager (contract extension)
- WORK Programme Job Broker Advisors (contract extensions) x3.54
- WORK Programme Administrator & Receptionist (contract extension)
- WORK Programme Support Administrator (contract extension)
- SUCCES Job Broker
- Project Assistant
- GI Coordinator
- LLPG Custodian
- DNA Community Programme Co-ordinator (P/T)
- NDI Business Innovation Co-ordinator (P/T)
- GAPS Project Officer
- INCOMPASS 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	Children's Social Care – Medway Integrated Looked After Children's (MILAC) team	
POST TITLE	Part time Service Support Assistant (18 hours)	
GRADE AND SALARY RANGE	D2 £15,039 - £19,126	
POST NUMBER	3862	
LOCATION	Elaine Centre	
DATE POST BECAME VACANT	New Post	
MANAGER POST REPORTS TO	Sue Pinchen	
*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:	Immediate for an initial period of 6 months	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
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		
NAME OF RECRUITING MANAGER: Sue Pinchen		

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.

Currently the Medway Looked After Children's Admin team consists of 5 FTE, these posts provide comprehensive administrative support and fielding telephone calls to a team of 21 social workers, 3 senior practitioners and a team manager. Managing several databases and spreadsheets, full time reception cover, a large and busy Imprest account involving payments to young people of more than £35,000 per month. Facilitating and minuting meetings, invoicing and monitoring budgets and expenditure.

A result of an action plan from the recent inspection of LAC and safe-guarding, is to assist our health colleagues with improving the performance of health assessments for looked after children.

The health administration processes and procedures are being re-designed and a lead person will be identified to be responsible for gathering all the health assessments and appointments from each of the 3 teams, (Elaine Centre, Woodlands, Redvers Centre). Co-ordinating appointment reminders to foster carers and alerting health colleagues of any appointments that are not being met, providing service manager LAC on a weekly basis with performance information along with details of why appointments not kept. Assisting the SSA undertaking the health assessment work in any of the teams on any specific problems and being the one contact person within Social Care for health colleagues in regards to health assessments.

The lead person for this role will be a service support assistant seconded from one of the teams of SSA's from one of the 3 centres, As the role requires more time to be spent on health assessments it will be necessary to 'backfill' general SSA duties with a temporary member of staff for 18 hours per week, currently none of the centres have the resources of capacity to cover the extra work involved.

I am requesting that Cabinet agree to temporary recruitment for a part time (0.18 FTE) service support assistant for an initial period of six months, allowing the health coordinator more time to fulfil the action plan from the recent inspection and until a future decision is made with regard to the role.

The funding for this post would be found by transferring a vacant part time SSA post from Outreach and Day care Team (agreed with by team manager Jeannette Bannister).

Budget Issues

Please indicate:

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

There will be no realisable savings, but we do not have the administrative capacity to fully support the necessary improvements to the health assessment re-designed service

Please specify the funding source for this post:

Council general fund

Comments from Portfolio Holder

This can only be for 6 months. I would require a feed back on whether the health plans for LAC are more successfully implemented.

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 Social Care – Fostering Team		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	3862		
LOCATION	Elaine Centre		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Sue Pinchen		
*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:	Immediate for up to 3 months		
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: Sue Pinchen			

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.

Currently the Fostering team Admin team consists of 4.27 FTE support service assistants (SSA) 1 post is being covered temporarily by Pool staff.

There is an Ofsted inspection of Fostering services imminent.

Unfortunately one of the permanent SSA's is currently off with long term sickness which is impacting not only on the day to day work but more specifically on the preparation for the inspection.

2 SSA's (1.27 FTE) are specifically finance assistants. The other 3 SSA's are responsible for providing a wide range of support and front line telephone response for a team of 15 social and family workers. Other time consuming and essential duties include administration, preparation and minuting of the fostering panel and manning the duty phone requiring trawling placements either with foster carers or independent fostering agencies when children brought into care.

I am requesting that a temp is brought in to assist with the day to day admin tasks whilst the permanent member of staff is on sick leave and to assist the Fostering Team generally with preparation for the Ofsted inspection.

Budget Issues

Please indicate:

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

There will be no savings if this permanent post is agreed

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	Children & Adults		
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	23 March 2012		
MANAGER POST REPORTS TO	Dan Harper		
*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 from approx June 2012 to June 2013		
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			
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 meetings. This will mean a greater amount of social worker time spent on administration duties as well as impacting on the performance of statutory timescales.			
NAME OF RECRUITING MANAGER: Dan Harper			

(* 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. The post is for 31:30 (0.85 FTE) maternity cover. When this post becomes vacant there will be 8.2 FTE of an establishment of 9.05 fte. (There is also a request currently under consideration for a 0.61 FTE permanent vacancy). The SSA team supports two teams comprising 1 Services 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.
2. Following the restructure and the incorporation of the Strood and Hoo IAT into the Redvers Safeguarding team 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 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.
 - Supporting the Child in Need process that has seen a 113% increase in CHIN meetings (Jan-March 2011 vs Jan-March 2012)

Not filling this post will reduce 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

Essential post

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	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	23 March 2012		
MANAGER POST REPORTS TO	Dan Harper		
*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 FTE cover for SSA secondment to AASSA team. Initially 6 months		
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			
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 meetings. This will mean a greater amount of social worker time spent on administration duties as well as impacting on the performance of statutory timescales.			
NAME OF RECRUITING MANAGER: Dan Harper			

(* 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. The post is for 37 hours (1 FTE) secondment cover. When this post becomes vacant there will be 6.59 FTE of an establishment of 9.05 fte. (There is also a request currently under consideration for a 0.61 FTE permanent vacancy and a 0.85 FTE request for maternity cover from June 2012). The SSA team supports two teams comprising 1 Services 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.
2. Following the restructure and the incorporation of the Strood and Hoo IAT into the Redvers Safeguarding team 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 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.
 - Supporting the Child in Need process that has seen a 113% increase in CHIN meetings (Jan-March 2011 vs Jan-March 2012)

Not filling this post will reduce 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

An essential post

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	LSS/PASS/BSS/AOT		
POST TITLE	Admin Assistant (Temporary)		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221		
POST NUMBER	3862		
LOCATION	Elaine Centre		
DATE POST BECAME VACANT	January 2011		
MANAGER POST REPORTS TO	Rachael Burton		
*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:	01.04.12 to 31.03.13		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	Hannah King		
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: Rachael Burton			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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 Physical and Sensory Service, Learning Support Service, Behaviour Support Service and Autism Outreach Team consists of 23 members of staff – 21 teachers and two support workers. All staff work directly with vulnerable children who have significant needs in the areas of learning, behaviour, autism, hearing impairment, visual impairment and physical impairment. Staff work mainly in schools but also within homes. They support all maintained schools, including special schools and specialist units attached to schools, across Medway, providing early intervention work to support pupil inclusion and close the achievement gap between these groups of

children and their peers. The Physical and Sensory Service also provides a comprehensive service to preschool children with a hearing, visual, physical or multi-sensory impairment.

If the post is not filled, direct support to Medway children will be reduced as Advisory Teacher time will be spent in the office fulfilling the admin role. This reduced service has a direct impact on the achievement of the pupils supported, leading to an increase in requests for Statutory Assessment and pupils requiring specialist provision in the areas of physical or sensory loss, learning, emotional and behavioural difficulties and autistic spectrum difficulties.

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

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

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

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

Budget Issues

Please indicate:

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

1 . £20,000

2. None. The integrated teams at Elaine and Woodlands have no spare capacity

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 and Adults	
SECTION	School Commissioning and Traded Services	
POST TITLE	School Improvement Support Officer – Temporary post	
GRADE AND SALARY RANGE	C1 £16,830 to £22,221	
POST NUMBER	3862	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	NA – additional temporary staff	
MANAGER POST REPORTS TO	School Improvement Support Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 April 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 4		
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: Kirstie Pritchard		

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.

Currently there are a number of additional pressures on the Schools Commissioning and Traded services team including transfer of services for schools work to the team and setting up and embedding new ways of working and traded services activities. This additional temporary capacity will enable the SC&TS Team to do the following:

- Manage the schools buy back process for all council services offered to school in Medway
- Develop the Schools' Traded Services website, including development of the website to promote the Councils Traded services
- Be supported whilst going through a process of refocusing priorities to ensure a sustainable way of working in the future.

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.

Cost of a temp for 3 months is approximately: £5,500

Please specify the funding source for this post:

This would be budgeted for within the Commissioning & Traded Services team budget (23861) in temporary staff or specialist fees. At present there is a 0.6 advisor post vacancy (saving for 3 months in £11,640).

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	Homechoice Team		
POST TITLE	Assistant Homechoice Officer		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221		
POST NUMBER	3862		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	05/04/2011		
MANAGER POST REPORTS TO	Mark Breathwick		
*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:	December 2011 – 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: Mark Breathwick			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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.

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

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

Budget Issues

Please indicate:

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

Not filling post would save approximately £1500. However delays in assessment and not logging information, would result in more enquiries and complaints, placing an even greater demand on staff time.

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

Please specify the funding source for this post:

Council general fund

Comments from Portfolio Holder

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

Signed:
Portfolio Holder

Dated:

Signed:
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	Business Support Department	
SECTION	Financial Management	
POST TITLE	Principal Accountant RCC/BSD	
GRADE AND SALARY RANGE	PO3	
POST NUMBER	8810	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	20 May 2012	
MANAGER POST REPORTS TO	Finance Manager BSD/RCC	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	N	
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 – Administration element only (zero % for this post)		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW Not applicable		
NAME OF RECRUITING 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.

Management accounting support to the authority is carried out by two teams, one for C&A, the other for BSD/RCC. The C&A team includes two principle accountant posts (both filled) whilst this post is the only principle accountant supporting the remainder of the authority.

The areas of significant risk relating to this post are:

- Support to the BfL programme, the postholder is required to make a major contribution to the customer, administration and (increasingly) the category management workstreams.
- Input into the production of the annual financial statements and subsequent

audit, a step improvement is required following the departure of staff during 10/11 which exposed major challenges to achieving audit sign off.

- Statutory returns, the post holder is key to ensuring that Government returns are completed accurately and on time.
- Financial Management – the post holder is expected to be proactive in identifying areas of financial risk / concern, ensuring that appropriate corrective actions and control measures are initiated.

Budget Issues

Please indicate:

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

1. £49,100
2. No alternative means of providing service identified

Please specify the funding source for this post:

General Fund

Comments from Portfolio Holder

This is a crucial post in the financial management structure, providing guidance and supervision to the Business Support and Regeneration, Community and Culture accounting teams. With the year-end closure and accounts production now upon the teams it is important to have this post filled as quickly as possible.

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	Business Support Department		
SECTION	Legal Services		
POST TITLE	Legal Support Officer		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	0115		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	1 April 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	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1 April 2012 to 30 November 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 Yes – the post provides specific support to the lawyers undertaking 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 and also to ensure that the permanent post would (if not directly affected) be available for consideration for redeployment of any employees directly affected by phase two changes.			
NAME OF RECRUITING MANAGER: Angela Drum			

(* 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 temporary, full time Legal Support Officer (grade D2) to replace an existing post.

There are 2 legal support officers 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:

1. the realisable savings if this post remained vacant until the 31st March 2013.
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 2013 this would save approximately £20,000. 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:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	RCC		
SECTION	Economic Development, Tourism and Social Regeneration Service		
POST TITLE	WORK Programme Job Broker Advisor (Externally Funded)		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	9713		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	1 March 2012		
MANAGER POST REPORTS TO	Michelle Penrose		
*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 March 2012 – 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? 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: Michelle Penrose			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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 have externally recruited to the original DMT approval of 2.54 x WORK Programme (WP) Job Broker Advisors (all externally funded) in Sept 2011 and so far have appointed 2 x FTE and another 1 x PTE (20 hours the 0.54 FTE) person to the role.

Our request now is for a further 1x FTE post.

Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseload's are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need the existing contracts to staff to be extended with immediate effect.

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

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13th June 2011.

Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

These factors above require the need for an approval to the extension of the 3.54 posts of Job broker Advisor to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

In relation to the post of WORK Programme Job Broker Advisor, this will be completely externally funded from the income received from the WORK programme through three types of payments.

The first being the payment by attachments (starter fees) for each customer served by Employ Medway approx £240.00. The second by the achievement of job outcomes (£950.00) and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between 1.5 – 2 years depending upon the customer group (approx £140.00 / month retained in work).

The additional 1 x FTE posts is absolutely essential to overseeing the operational day to day customer facing and support service in providing essential professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The Job Broker Advisor will be responsible for a caseload of clients from 60-80 customers each for which they will meet with them on a regular 2-4 weekly basis and have contact by e-mail and telephone, whilst further supporting the individual address their multiple barriers to employment through sourcing relevant

support agencies, identifying and sourcing relevant job training and skills development courses and further more support the individual in searching for job opportunities and providing initial support to the individuals while they are in-work for the first 6 months. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the additional 1x FTE posts, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non conformance and non performance in relation to services provided to customers and the achievement of job outcomes.

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

Budget Issues

Please indicate:

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

These post will be a 100% externally funded by DWP income

The cost for the post is based on the approved C2 pay scale grade and are fully paid for by externally obtained income.

Lowest: C2 Grade, SP22 = £19,621 x 1.3 (on-cost rate) = £25,507

Highest: C2 Grade, SP31 = £26,276 x 1.3 (on-cost rate) = £34,159

*However the posts could be awarded to someone on 'salary protection' via redeployment who could be on one grade higher @ B1.

If these posts are not approved and not recruited to this will lead to non delivery of the new subcontract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major DWP contract from central government.

TOTAL COSTS on lowest grade for 1x FTE from 1 March 2012 to 31 March 2013 = £27,633 (all externally funded by income received)

Please specify the funding source for this post:

DWP

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	RCC		
SECTION	Economic Development, Tourism and Social Regeneration Service		
POST TITLE	Request for additional contracted 7 hours (0.2 FTE) for current WP Support Administrator		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	9907		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Michelle Penrose		
*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:	End Dec 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			
NAME OF RECRUITING MANAGER: Michelle Penrose			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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 are seeking to extend the hours of the WORK Programme Support Administrator from 30 to 37 hours per week (4 to 5 days per week).

This extension will be funded fully by externally funded income secured via the Work Programme.

Our caseload of unemployed clients is being increased. This is due to new initiatives, bringing the following additional client categories to us:

- I) Newly released prisoners;
- II) Those on alternative benefits such as Employment Support Allowance
- III) Customers with English as a second language

In order to deal with this extra capacity and to continue to provide a high quality service to the Work programme customers and to obtain job outcomes we need these additional hours for the support administrator to maintain service standards with the increased customer numbers.

Through Employ Medway, Medway Council has secured its status as a subcontractor working on behalf of the successful new Prime Contractor - Group 4 Security - to deliver the new coalition government's welfare to work employment support services for the next 5-7 years commencing from Monday 13 June 2011. Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

IMPACT on the Service

This Additional hours are absolutely essential to providing professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The WORK Programme Support Administrator will provide more support to job broker advisors who are responsible for a caseload of clients from 60-80 customers who they meet on a regular 2-4 weekly basis in addition to contact by e-mail and telephone. Their aims is to help clients overcome multiple barriers to employment, access jobs and to provide initial in work support. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the additional hours, the support services provided to the advisors and public will not function and the contract requirements will not be performed, which could put Medway Council in a position of non-compliance with the contract.

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

Budget Issues

Please indicate:

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

The extension to this post will be 100% externally funded

The cost for the post is based on the approved D2 pay scale grade and are fully paid for by externally funding from the service fees paid by the partners.

Lowest: D2 Grade, SP12 = £18,712/yr = £1,559 per month;

7 additional hours = 7hrs x £9.73 / hr (includes on-cost rate for post) = £68.11 per week x 41 weeks = £2,792.51 pa

Please specify the funding source for this post:

DWP

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	Economic Development and Social Regeneration Service		
POST TITLE	WORK Programme Contract & Partnership Manager (Contract extension)		
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741		
POST NUMBER	9711		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Michelle Penrose		
*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 July 2012 – 30 June 2013		
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			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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 require extension period to the above WORK Programme Post Employment Support & Centre Manager (F.t.e) externally funded post, which has already received previous approval from DMT.

We have an existing staff member recruited to the externally funded role.

Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseload's are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need the existing contracts to staff to be extended with immediate effect to retain the experience and quality of service provided by the team on our externally funded contract.

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

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13th June 2011.

Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

These factors above require the need for an approval to the extension of the 1 x f.t.e post of WORK Programme Contract & partnership manager to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

The post will be completely externally funded by a service level fee contribution from the three partner organisations delivering the new subcontract, alongside Medway Council.

The extension to the existing 1 x f.t.e. post is absolutely essential to overseeing the development, delivery and performance and risk management of the WORK programme contract on behalf of Medway Council and managing the performance of our partner organisations in achieving the collective results required.

Without this post the services to the public will cease and the contract will not be performed and Medway council will be liable for non conformance and non performance in relation to policies, procedures, practices being established and maintained across the four delivery centres and of course the performance levels achieved on job outcomes. This role is integral in ensuring that the consortium of partners achieves the performance and service levels expected by those unemployed customers seeking work for which we are serving.

Budget Issues

Please indicate:

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

The cost for this Post is based on the approved PO2 pay scale grade and is fully paid for by externally funding from the service fees paid by the partners.

Lowest: PO2 Grade, SP38 = £31,754 x 1.3 (on-cost rate) = £ 41,280.20

Highest: PO2 Grade, SP48 = £40,741 x 1.3 (on-cost rate) = £52,963.30

MJ (on Sp 38) = £31,754 x 1.3 (on-cost rate) = £41,280

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

Please specify the funding source for this post:

DWP

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	Economic Development and Social Regeneration Service		
POST TITLE	WORK Programme Post Employment Support & Centre Manager (Contract extension)		
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741		
POST NUMBER	9716		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Michelle Penrose		
*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 July 2012 – 30 June 2013		
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			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* 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.

We require extension period to the above WORK Programme Contract & Partnership Manager (F.t.e) externally funded post, which has already received previous approval from DMT.

We have an existing staff member recruited to the externally funded role.

Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseload's are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need the existing contracts to staff to be extended with immediate effect to retain the experience and quality of service provided by the team on our externally funded contract.

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

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13th June 2011.

Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

These factors above require the need for an approval to the extension of the 1 x f.t.e post of WORK Programme Post Employment Support & Centre Manager to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

The post will be completely externally funded from the income received from the WORK programme through three types of payments.

The first being the payment by attachments (starter fees) for each customer served by Employ Medway. The second by the achievement of job outcomes and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between 1.5 – 2 years depending upon the customer group.

The extension to the existing 1 x f.t.e. post is absolutely essential to overseeing the operational day to day delivery and management of staff and the building operations at Employ Medway. The post holder will be responsible for co-ordinating the work of the internal operational team including job advisors, a trainer and customer support advisor, administration and receptionist and an apprentice. The role will involve taking the lead on ensuring performance targets are met and being achieved by staff and taking a lead role in developing the links with local partner organisations to ensure support services are provided to the customers served, alongside engaging with

employers to support their recruitment needs.

Without the 1 x f.t.e post the operational direct services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non conformance and non performance in relation to policies, procedures, practices being established and maintained at the Employ Medway delivery centres and of course the performance levels achieved on job outcomes.

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

Budget Issues

Please indicate:

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

These post will be a 100% externally funded by DWP income

The cost for the post is based on the approved PO2 pay scale grade and are fully paid for by externally obtained income

Lowest: PO2 Grade, SP38 = £31,754 x 1.3 (on-cost rate) = £ 41,280.20

Highest: PO2 Grade, SP48 = £40,741 x 1.3 (on-cost rate) = £52,963.30

MP (on Sp 39) = £32,800 x 1.3 (on-cost rate) = £42,640

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

Please specify the funding source for this post:

DWP

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	Economic Development and Social Regeneration Service		
POST TITLE	3.54 FTE WORK Programme Job Broker Advisors (Contract extensions)		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	9713		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Michelle Penrose		
*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 July 2012 – 30 June 2013		
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			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* 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.

We require extension periods to the above 3.54 f.t.e externally funded posts, which have already received previous approval from DMT.

We have existing staff recruited to the externally funded WORK Programme (WP) Job Broker Advisors roles.

Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseload's are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need the existing contracts to staff to be extended with immediate effect to retain the experience and quality of service provided by the team on our externally funded contract.

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

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13th June 2011.

Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

These factors above require the need for an approval to the extension of the 3.54 posts of Job broker Advisor to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

In relation to the 3.54 posts of WORK Programme Job Broker Advisor, this will be completely externally funded from the income received from the WORK programme through three types of payments.

The first being the payment by attachments (starter fees) for each customer served by Employ Medway approx £240.00. The second by the achievement of job outcomes (£950.00) and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between 1.5 – 2 years depending upon the customer group (approx £140.00 / month retained in work).

The extension to the existing 3.54 f.t.e. posts is absolutely essential to overseeing the operational day to day customer facing and support service in providing essential professional quality assured information, advice and guidance (IAG) to those unemployed customers we are serving. The Job Broker Advisor will be responsible for a caseload of clients from 60-80 customers each for which they will meet with

them on a regular 2-4 weekly basis and have contact by e-mail and telephone, whilst further supporting the individual address their multiple barriers to employment through sourcing relevant support agencies, identifying and sourcing relevant job training and skills development courses and further more support the individual in searching for job opportunities and providing initial support to the individuals while they are in-work for the first 6 months. The role further involves engaging with local employers to source work placements and job opportunities on behalf of customers.

Without the 3.54 x f.t.e posts, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non conformance and non performance in relation to services provided to customers and the achievement of job outcomes.

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

Budget Issues

Please indicate:

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

These post will be a 100% externally funded by DWP income

The cost for the post is based on the approved C2 pay scale grade and are fully paid for by externally obtained income.

Lowest: C2 Grade, SP22 = £19,621 x 1.3 (on-cost rate) = £25,507

Highest: C2 Grade, SP31 = £26,276 x 1.3 (on-cost rate) = £34,159

BP (on Sp 26) = £22,221 x 1.3 (on-cost rate) = £28,873

AS (on Sp 26) = £22,221 x 1.3 (on-cost rate) = £28,873

AP (Sp23) = £20,198 x 1.3 (on-cost rate) = £26,257

TOTAL COST for 3.54 f.t.e. (July 2012 – June 2013) = £84,003

If the extension to these posts are not approved this will lead to non delivery of the new Subcontract, a significant level of liability by Medway Council for non-conformance and meeting contractual requirements necessary to manage this major DWP contract from central government.

Please specify the funding source for this post:

DWP

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	RCC		
SECTION	Economic Development and Social Regeneration Service		
POST TITLE	WORK Programme Administrator & Receptionist (Contract extension)		
GRADE AND SALARY RANGE	C1 £16,830 - £22,221		
POST NUMBER	9712		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Michelle Penrose		
*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 July 2012 – 30 June 2013		
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			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* 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.

We require extension periods to the above WORK Programme Administrator & Receptionist (F.t.e) externally funded post, which has already received previous approval from DMT.

We have existing staff recruited to the externally funded WORK Programme

Administrator & Receptionist role on a part-time basis equating to a full time post.

Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseload's are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need the existing contracts to staff to be extended with immediate effect to retain the experience and quality of service provided by the team on our externally funded contract.

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

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13th June 2011.

Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

These factors above require the need for an approval to the extension of the 1 x f.t.e post of WORK Programme Administrator & Receptionist to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

The post will be completely externally funded from the income received from the WORK programme through three types of payments.

The first being the payment by attachments (starter fees) for each customer served by Employ Medway approx £240.00. The second by the achievement of job outcomes (£950.00) and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between 1.5 – 2 years depending upon the customer group (approx £140.00 / month retained in work).

The extension to the existing 1 x f.t.e. post is absolutely essential to overseeing and maintaining the building operations, front facing customer service functions and day to day IT systems and administration support required in completion of paperwork for customers and on behalf of Job Broker Advisors (appointment cards, letters, sanction

paperwork, accepting new customers via IT system).

Without the 1 x f.t.e post, the direct operational services provided to the public will not function and the contract requirements will not be performed and Medway council will be liable for non conformance and non performance in relation to services provided to customers and the achievement of job outcomes.

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

Budget Issues

Please indicate:

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

These post will be a 100% externally funded by DWP income

The cost for the post is based on the approved C1 pay scale grade and are fully paid for by externally obtained income.

Lowest: C1 Grade, SP17 = £16,830 x 1.3 (on-cost rate) = £21,879

Highest: C1 Grade, SP26 = £22,221 x 1.3 (on-cost rate) = £28,887

KH (on Sp 26 – 16 hrs p/t) = £9,609 x 1.3 (on-cost rate) = £12,492

KG (on Sp 18 – 13 hours p/t) = £6,030 x 1.3 (on-cost rate) = £7,839

JH (Sp18 – 10 hours p/t) = £6,030 x 1.3 (on-cost rate) = £7,839

TOTAL COST for 1 x f.t.e. = £28,170

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

Please specify the funding source for this post:

DWP

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	Economic Development and Social Regeneration Service		
POST TITLE	WORK Programme Support Administrator (Contract extension)		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	9907		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Michelle Penrose		
*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 July 2012 – 30 June 2013		
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			
NAME OF RECRUITING MANAGER: Michelle Penrose			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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 require extension periods to the above WORK Programme Support Administrator (F.t.e) externally funded post, which has already received previous approval from DMT.

We have existing staff recruited to the externally funded WORK Programme Support Administrator role on a full-time basis.

Our externally funded national Government initiative from the Department for Work & Pensions (DWP) termed the WORK Programme has reached the stage where customer caseload's are increasing due to number of referrals of unemployed customers in Medway. Including newly released prisoners, those on alternative benefits such as Employment Support Allowance and customers with English as a second language and general longer term unemployed customers with multiple barriers to overcome.

In order to provide a high quality service to the Work Programme customers and to obtain maximum job outcomes and sustained employment for which we ultimately receive our income payments we need the existing contracts to staff to be extended with immediate effect to retain the experience and quality of service provided by the team on our externally funded contract.

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

In April 2011, Medway Council secured its status as a subcontractor working on behalf of the successful new Prime Contractor Group 4 Security (G4S) to deliver the new Coalition Government's Welfare to work employment support services for the next 5-7 years commencing from Monday 13th June 2011.

Currently Employ Medway is performing above contractual targets and 25% ahead of original predicted number of referrals to programme.

These factors above require the need for an approval to the extension of the 1 x f.t.e post of WORK Programme Support Administrator to ensure delivery of our contract, with all posts externally funded through Income derived from the WORK programme.

IMPACT on the Service

The post will be completely externally funded from the income received from the WORK programme through three types of payments.

The first being the payment by attachments (starter fees) for each customer served by Employ Medway approx £240.00. The second by the achievement of job outcomes (£950.00) and third by the means of monthly sustainment payments ensuring customers continue working and staying off benefits for a period of between 1.5 – 2 years depending upon the customer group (approx £140.00 / month retained in work).

The extension to the existing 1 x f.t.e. post is absolutely essential to overseeing and maintaining the building operations, front facing customer service functions and day to day IT systems and administration support required in completion of paperwork for customers and on behalf of Job Broker Advisors (appointment cards, letters, sanction paperwork, accepting new customers via IT system).

Without the 1 x f.t.e post, the direct operational services provided to the public will not

function and the contract requirements will not be performed and Medway council will be liable for non conformance and non performance in relation to services provided to customers and the achievement of job outcomes.

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

Budget Issues

Please indicate:

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

The cost for this Post is based on HP's salary costs on a D2 Grade @ SP12 with the post being fully paid for by externally funding from the WORK Programme.

Cost of Post =
D2 Grade, SP12 = £15,039 x 1.3 (on-cost rate) = £19,550

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

Please specify the funding source for this post:
DWP

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	Economic Development and Social Regeneration Service		
POST TITLE	SUCCES Job Broker		
GRADE AND SALARY RANGE	C2 £19,621 - £26,276		
POST NUMBER	TBC		
LOCATION	Medway Council, Employ Medway Advice Centre, 99-101 High Street, Chatham, Kent, ME4 4DL		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Rachael Fulford		
*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:			
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			
NAME OF RECRUITING MANAGER: Richard Dawson			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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 post is solely funded through the provision of external funding from **European funded project termed SUCCES, which is solely funded by the EU ERDF Interreg 4A Two Seas programme.**

This supports the full costs (including salary, any training costs, IT equipment needs) and office space that is already in existence.

This post of SUCCES Job broker was previously being fulfilled on a part-time basis until November last year, when the staff member left the organisation for career

purposes.

It is our request to increase the number of hours required under the SUCCES Job Broker post to full time hours in response to operational demand on the project and the level of support that is required.

In addition, a further SUCCES post will be vacated on 22nd March, SUCCES CV & Support Administrator (D2 Grade), which we do not intend to fill again, in preference to recruiting to a C2 post on a full time basis. This post is fully externally funded and will require no funding from Medway Council.

The purpose of the role is to support and co-ordinate the delivery of the EU SUCCES project in terms of undertaking the necessary monthly financial and monitoring claims and reviewing external partners contractual performance against targets to be achieved. Assisting the Project Officer to draft and update Service Level Agreements, EU Claim compilation, organisation of project events and meetings and the co-ordination of local training provisions with partner organisations and customers. In addition, the role will involve directly supporting SUCCES customers in the provision of employment support and sourcing and referring to training opportunities available throughout the SUCCES partnership.

IMPACT on the Service

The impact on the service if this Full Time SUCCES Job Broker post is not filled will mean the failure to deliver a quality programme and a much greater risk of not fulfilling our contractual obligations (including performance targets) with the EU Interreg Two Seas programme.

This will directly impact on the delivery of the SUCCES employment support programme over the following two years due to the importance of the tasks to be completed. The EU SUCCES project is worth 1,096,735 Euros (approximately £911,000 to Medway Council). This could result in external funds having to be paid back as we are not meeting our contractual obligations to serve customers with 1-2-1 personalised employment support, provide training and sourcing appropriate employment opportunities to enable them to progress back into work, alongside the requirement to develop and undertake the cross border requirements of the project with partners our EU partners in France and Belgium.

Specifically the SUCCES Job Broker will provide an effective co-ordination and supporting role to the SUCCES Employment Project Officer. Specifically in terms of

- Effectively co-ordinating successful partnership working relationships leading to the delivery of the stated SUCCES Activities and actions.
- Undertaking a review, monitoring and evaluating the performance of the partner organisations delivering the SUCCES project and recommending corrective steps and approval for payments.
- Supporting unemployed SUCCES customers through the delivery of employment support sessions and soft and sector skills courses to progress back into the labour market.

If we do not have a SUCCES Job Broker in place who can carry out the necessary co-ordination and supporting functions on the SUCCES project in support of the SUCCES Project Officer alongside undertaking direct delivery sessions with SUCCES customers we will fail to provide the contracted service and quality of service to meet our contractual requirements.

A failure to deliver the contracted service will impact directly on meeting our performance targets and hence our ability to draw down the external funding.

Budget Issues

Please indicate:

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

The cost for this Post is based on the approved C2 pay scale grade and is fully paid for by externally funding from the service fees paid by the partners.

THIS POST IS FULL TIME – 37 HOURS (FULLY EXTERNALLY FUNDED)

Depending upon the individual successful recruited to the post, the cost of which can range from the following:

Lowest: C2 Grade, SP22= £19,621 x 1.3 on-costs = £25,507
 Highest: C2 Grade, SP31 = £26,276 x 1.3 on-costs = £34,158

*However the post could be awarded to someone on ‘salary protection’ via redeployment who could be on one grade higher @ B1.

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

In the interim while the recruitment stages are completed request is sought to have a previous colleague from the temp agency pool join our team to carry out the duties and responsibilities of the post with immediate effect.

Please specify the funding source for this post:
 DWP

Comments from Portfolio Holder

Empty box for 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	Economic Development and Social Regeneration Service		
POST TITLE	Project Assistant		
GRADE AND SALARY RANGE	D2 £15,039 - £19,126		
POST NUMBER	TBC		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	Seeking eleven month contract extension to end March 2013		
MANAGER POST REPORTS TO	Scott Austin		
*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:			
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			
NAME OF RECRUITING MANAGER: N/A			

(* 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.

In just over a year, the Economic Development & Social Regeneration service, working in particular through the expertise of our Principal European Officer has been able to secure almost £3.5 million of EU funding for seven new projects.

This means that the service will be responsible for the project delivery, administration and financial management of no less than 12 EU funded projects at the same time, worth up to £10 million of resources when taking into account the EU funding and other funding contributions.

Recently two of our projects were audited for the European Commission by Ernst & Young – these audits were very successful. If we are to maintain these high standards and ensure that we continue to manage the projects successfully from a financial administration and management point of view, then it is crucial for us to have the project support staff in place to carry out the very time intensive duties of invoice processing, record gathering and administration, financial claim compilation and financial progress report development.

We therefore request the eleven month extension of the Project Assistant post until the end of March 2013. The post holder will support project officers responsible for the delivery of the twelve EU projects by carrying out day to day financial administration, record keeping, invoice and web req processing, financial management and other project support duties.

This eleven month contract extension will be fully funded by European Regional Development Fund money arising from these EU 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.

The costs of extending the contract of the Project Assistant for eleven month period amounts to a total of £17,160 including total employer costs.

Please specify the funding source for this post:

This will be fully funded from the EU projects that the post-holder will be supporting. The net effect on Council revenue budgets will therefore be neutral.

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	GIS	
POST TITLE	GI Coordinator	
GRADE AND SALARY RANGE	B2 £27,052 - £34,549	
POST NUMBER	3971	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO	Planning Policy & Design 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 Three. Performance & Intelligence		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
Yes – the post provides maintenance and support to web mapping modules and the corporate address gazetteer that are essential to the handling of service requests via the Lagan CRM. It is also essential in implementing planned upgrades that will radically improve self serve options for web site users and to guiding other efficiencies across a range of services		
NAME OF RECRUITING MANAGER: Brian McCutcheon		

(* 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 post leads a small team of 2.6 FTE responsible for providing corporate GIS and Gazetteer services that support functions across the Council (in excess of 200 regular users). There is no other comparable post on the establishment

It would leave all current systems largely unsupported, including internet and intranet mapping services that are used by the public and customer contact staff. These systems also need to be urgently upgraded (cost covered by current licence arrangements) and there is no expertise elsewhere in the Council to undertake this. The post also supports the gazetteer function that is used directly or indirectly by all major computer systems across the Council.

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 currently covered by an agency worker so there are no realisable savings. Alternative ways of providing the service have been fully investigated, including outsourcing, but due to its specialist nature and cutbacks in other local authorities no viable option has been identified. It is likely that the service will be relocated under the Better for Less programme but the post will still be required.

Please specify the funding source for this post:
Planning Policy & Design approved revenue 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	RCC	
SECTION	GIS	
POST TITLE	LLPG Custodian	
GRADE AND SALARY RANGE	C2 £19,621 - £26,276	
POST NUMBER	7779	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	28/2/2012	
MANAGER POST REPORTS TO	Planning Policy & Design Manager	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	1/4/2012 – 30/9/2012	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable):		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase Three. Performance & Intelligence		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p>This post is responsible for day to day maintenance of the LLPG (corporate gazetteer) that is used by all CRM systems, including Lagan plus all other major computer systems across the authority using a gazetteer. If the gazetteer is not maintained all systems will become increasingly unreliable, impacting on both service delivery and the public. There is also a contractual commitment on all local authorities to maintain a Gazetteer as a result of arrangements entered into by the IDEA with the Government. The service is likely to be relocated as a result of the Better for Less programme but the function will not change as a result.</p>		
NAME OF RECRUITING MANAGER: Brian McCutcheon		

(* 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 single, specialist, post located in the small GIS service (total 2/6 FTE) that meets corporate needs across the authority. There is no other comparable post on

the establishment.

The Council will be in danger of defaulting on the contractual agreement referred to above and the following services/systems would be at risk: Highways and Waste Services (Confirm); Building control (Plantech); Development Management (Accolaid); Council Tax; Non Domestic Rates; Environmental Protection and Safer Communities (M3); Customer Assessment - Better for Less (Lagan); Land Charges; Housing (Academy); Education (Raise); Schools (Impulse); Road Safety (Key Accident); Urban Traffic Management Control; Find my nearest web service (address based queries); Medway Map Service and GISMO (web map users).

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. £2,500
2. Alternative ways of providing the service have been investigated but no practical alternative has been identified. It is anticipated that some efficiency savings may be possible over the longer term and hence the intention to fill the post on a temporary basis.

Please specify the funding source for this post:
Planning Policy & Design approved revenue budget.

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	RCC		
SECTION	Economic Development & Social Regeneration		
POST TITLE	DNA Community Programme Co-ordinator (P/T)		
GRADE AND SALARY RANGE	PO2 £31,754 - £40,741		
POST NUMBER	TBA		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Head of Economic Development & Social Regeneration		
*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:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable):			
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			
NAME OF RECRUITING MANAGER: Clem Smith			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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 post will be funded entirely from within the EU DNA project, which is part of the Interreg IVA 2 seas programme.

Medway Council has again been successful as a partner in another bid for EU funding as part of the Interreg IVA “Two Seas” programme.

The project is led by the City of Antwerp and also involves Kortrijk in Belgium and the City of Breda in the Netherlands.

The overall aim of the DNA (Deprived Neighbourhood Action) project is to empower local residents in disadvantaged neighbourhoods to take responsibility for working with service providers to undertake quality of life improvements in their areas. In line with the principles of the Big Society, the DNA project aims to help local residents and community representatives to set up local community panels. The local authorities involved in the project will work with the residents and other local stakeholder organisations to address some of the key issues affecting the quality of life in the target neighbourhoods.

For Medway, the project will focus on Central Chatham – including Chatham town centre and Luton & Wayfield ward.

Medway service providers and local residents will work with their equivalents from Antwerp, Breda and Kortrijk to exchange good practice and apply it to addressing local challenges to improving quality of life in the target neighbourhoods. In Medway the following pilot actions will be delivered:

- I) Action against drug and alcohol abuse in Central Chatham, involving co-operation between the Council, police and NHS Medway;
- II) Expansion of community health outreach services into areas like the White Road estate, Luton and consolidation in Chatham town centre;
- III) Small scale public realm urban environmental improvements in the Central Chatham – town centre area;

The Community Programme Co-ordinator will:

- I) Lead the delivery of the cross-border programme and local social regeneration envisaged as part of the DNA project
- II) To act as the responsible budget manager for Medway's part in the EU DNA project, ensuring that the defrayment of expenditure by Medway Council and associate partners is done in full accordance with the requirements of the EU Interreg IVA 2 Seas programme and with ERDF audit regulations.
- III) Empower residents re: decision-making processes in their own area, helping them to develop and strengthen resident community panels and associations so that they can play a key role in directing and taking decisions on the successful delivery of community safety, health improvement and urban environmental improvements envisaged by project DNA.
- IV) Work in close co-operation with Council colleagues from the Safer Communities team, Town Centre Managers, other social regeneration officers and with colleagues from NHS Medway on DNA project delivery.

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 project is worth up to £300,000 of European Regional Development Fund – the match funding is mainly coming from NHS Medway contributions, funding from the Chatham town centre forum and staff time / overheads.

Medway Council will be required to make a cash match funding contribution of £7,000 per year over three years from the social regeneration grants budget. This contribution will be reduced if we are able to align the DNA project with the new Big Lottery Fund programme – “Big Local”, which is also targeting the central Chatham area.

Please specify the funding source for this post:

The post will be funded entirely from within the DNA project, which is part of the Interreg IVA 2 seas programme.

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	Economic Development & Social Regeneration	
POST TITLE	NDI Business Innovation Co-ordinator (P/T)	
GRADE AND SALARY RANGE	PO1 £27,849 - £36,313	
POST NUMBER	TBA	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO	Principal Business Support Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable):		
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		
NAME OF RECRUITING MANAGER: Wayne Saunders		

(* 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.

Medway Council has been successful as a partner in a project bid to the Interreg IVA programme called NDI – New Deal for Innovation. The lead partner for this project is Business Support Kent alongside French partner organisations from Normandy and Brittany.

The overall aim of the project is to strengthen clusters of business innovation and employment in the project partner areas, boosting the conditions to support the growth of higher value small businesses that are technology drivers and / or that are producing innovative new products and services.

As co-ordinator of the NDI project for Medway, the post-holder will in particular focus on providing specialist support to innovative businesses in Medway that specialise in advanced manufacturing and ICT technologies.

This is consistent with the priorities of the Council's economic development strategy.

As such the NDI Business Innovation Co-ordinator will work closely with the Head of Innovation at the University of Greenwich to support the growth of innovative small companies at the Innovation Centre. This will also support aspirations to expand high value employment next to Rochester Airfield.

As part of overseeing the EU project delivery, the post-holder will in particular:

I) Work closely with Business Support Kent, the Lead Partner and develop close and effective working co-operation with partners from France, ensuring all cross-border project activities involving Medway are delivered successfully.

II) Achieve the successful development of new innovation through co-operation between local business and universities, with a particular focus on advanced manufacturing, where university R&D excellence can be applied successfully to support business innovation.

III) Provide direct advice and support to innovative SMEs, which enables them to grow, strengthen their competitiveness and create new jobs.

This is a principal officer role, offering a key service in strengthening the cluster of innovative businesses that specialise in the advanced manufacturing and ICT sector. In particular, the post-holder will play a key role in leading the significant strengthening of local university-industry co-operation and in promoting Medway's Research and development excellence in advanced manufacturing.

If the post is not filled we will be unable to deliver the targets and objectives of the new EU funded 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.

The project is worth up to £155,000 of European Regional Development Fund via the Interreg IVA Channel programme over three years. The Medway Council match funding contribution will be £15,000 per year over three years, as a commitment from the Economic initiatives budget, in addition to staff and management time plus overheads.

The total cost of employing the NDI Business Innovation Co-ordinator will be approximately £34,500 per annum and the post will be on a fixed term contract for up to two years.

Please specify the funding source for this post:

The post will be financed entirely through the NDI – New Deal for Innovation Interreg IVA project.

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	Economic Development & Social Regeneration		
POST TITLE	GAPS Project Officer		
GRADE AND SALARY RANGE	B1 £22,958 - £30,011		
POST NUMBER	TBA		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	N/A		
MANAGER POST REPORTS TO	Principal European Officer		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable):			
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			
NAME OF RECRUITING MANAGER: Solene Ferreira			

(* 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.

Medway Council has recently taken on the role of lead partner for another EU Interreg IVA project entitled GAPS (Graduate and Apprenticeship Placement Scheme).

The post of GAPS Project Officer will be funded fully by the EU GAPS project. Medway's involvement is co-financed at 50% by the European Regional Development Fund and 50% by Medway Council through its cash contribution (now £200,000 in total), its officer staff time and its overhead and management costs.

The purpose of the project is to develop and deliver employment and skills action and

strategies designed to tackle youth unemployment. The intention is for hundreds of young people to access apprenticeships and graduate placements. Already in Medway over 70 young people have accessed apprenticeships in local small businesses.

The need for this post has come about because the Council is now co-ordinating the project across seven different partner organisations based in England, Belgium and France with a total budget across all partners of up to nearly £4 million of revenue funding.

The post-holder will focus on the following key tasks:

- I) To oversee the delivery of cross-border graduate and apprenticeship placements whereby Medway young people are placed with businesses and employers in France and vice versa.
- II) To ensure that across the cross-border partnership achieve the delivery targets (numbers of apprentices placed etc) as per the agreed contract.
- III) To co-ordinate effectively the delivery of the entire EU GAPS project across all seven cross-border partners, monitoring that expenditure is defrayed correctly and in accordance with the EU project contract and audit regulations.
- IV) To be responsible for ensuring the completion of the regular interim progress reports and financial claims and all expenditure defrayment is in accordance with EU audit regulations

The seven different partner organisations include West Sussex Enterprise and Brighton & Hove City College in England and several training organisations from northern France and Belgium.

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 total cost of employing the GAPS Project Officer will be approximately £30,000 per annum and the post will be fixed term for up to two years.

The GAPS Project Officer post is crucially important to achieving the key tasks listed above in the previous section, which are essential in view of the Council's co-ordination role for the entire cross-border project.

Please specify the funding source for this post:

This will be funded entirely out of the EU GAPS project.

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	Economic Development & Social Regeneration	
POST TITLE	INCOMPASS Project Officer	
GRADE AND SALARY RANGE	B1 £22,958 - £30,011	
POST NUMBER	TBA	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	N/A	
MANAGER POST REPORTS TO	Principal Economic Development Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable):		
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		
NAME OF RECRUITING MANAGER: Richard Kidd		

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – 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.

Medway Council has been successful as a partner in a bid for a new EU project called INCOMPASS, co-financed by European Regional Development Fund via the Interreg IVC programme. This will provide a real boost to our work in supporting the expansion of the local creative industries.

The main aims for Medway of the project are:

- I) To promote, encourage and enable the growth of creative industry businesses and work spaces suited to their needs in the town centres
- II) To participate in a trans-national partnership network which can exchange and transfer good practice to achieve the above goals.

III) To strengthen employment, enterprise and start up amongst the creative industries

This project offers invaluable EU funding resources to us –up to £126,000 of European Regional Development Fund - and allows us to recruit an officer for the project lifetime (ends autumn 2014) dedicated to supporting growth and development of our expanding community of creative entrepreneurs and creative industry small businesses.

As part of overseeing the EU project delivery, the post-holder will in particular:

I) Assist the Creative Medway CIC in promoting the new “Rochester 161” creative industry work space in Rochester High Street, maximising participation by local creative industry small businesses and entrepreneurs

II) Develop close co-operation with the University for the Creative Arts and the University of Kent, enabling access by students, graduates and academics to creative industry workspace

III) Develop and promote especially tailored business start up workshops for local entrepreneurs and graduates specialising in the creative industry arenas of media and digital enterprise, creative design, the fine and visual arts and the performing arts.

IV) Support new creative industry start up and business expansion, advising graduates and local creative entrepreneurs on how to access the Council’s business support programmes whilst also signposting them to other relevant business support services

V) Work closely with colleagues in the Economic Development team, the Arts Team and with Town Centre Managers to enable the new creative industry work space to deliver benefits to town centre economic regeneration

This is a senior economic development and business support officer role, offering a unique focus on support for the creative industries, prioritised by the Council’s economic development strategy. If the post is not filled we will be unable to deliver the targets and objectives of the new EU funded 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.

The project is worth up to £126,000 of European Regional Development Fund over three years. The Council’s cash match funding contribution the project over three years is £6,000 per year, as a commitment from the economic initiatives budget. In addition the Council will need to make in kind contributions in officer paid staff and management time as well as overheads.

The total cost of employing the INCOMPASS Project Officer will be approximately £30,000 per annum and the post will be on a fixed term contract for up to two years.

Please specify the funding source for this post:

This post will be funded from the EU INCOMPASS project.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated: