

APPENDIX 2: Agency Staff - Engaged for over 52 weeks (Inside IR35)					
Directorate	Department	Job Title	Indicate reasons why agency workers are still being used	Indicate <u>proactive</u> action(s) being taken to fill the post i.e. tried to recruit to twice/three times internal and externally; covering maternity leave; covering sickness absence; adverts on going to perm post; posts on hold pending re-org.	IR35 - Inside or Outside
Regeneration	Housing, Benefits & Planning	Project Manager- Capita Implementation (Level 9)	RMI contract Interface of IT systems and IT innovations including writing specifications for new system to meet requirements for housing, assets, compliance integration into single system	Highly specialist skill - not seeking to recruit permanently - is a part-time post. Post will be reviewed again as specifications are developed, innovations delivered and new IT system procured as part of the partnership.	Inside
Regeneration	Housing, Benefits & Planning	Service & Quality Assurance Officer (Level 6) x2	As we are required to accurately check the benefit caseload of an outsourced provision - this requires a significant degree of knowledge of the benefits process - the substantive grade of the JD has not accurately reflected the skill set required - and has led us to bring in an interim placement who can assess at speed with a high degree of Accuracy. The work this post undertakes provides Key Performance stats to inform the performance of our external contractor. We also use this post due to the skill set of the candidate to assess DHP appeals. The contract is due to insource at the end of October, between now and then work will commence to recruit sufficient resource so as not to need interim placements after 31st October. Our requirement to independently accuracy check will cease to be required and the insourcing benefits team will have posts to quality assure their own processign work	The position has been advertised on 3 separate occasions	Inside

Regeneration	Housing, Benefits & Planning	Project Manager (RMI Mobilisation - RMI IAA Project & Options Appraisal Project) (Level 9)	IAA is contractual role within RMI where SBC & Osborne agree an individual neither directly employ. In addition undertaken Options appraisal and Project development role of Tower Ashborne over past 2 years	IAA will be subject to tender, role within T&A will be subject to creation of JV with Osborne on trading company	Inside
Regeneration	Housing, Benefits & Planning	Project Manager - RMI Demobilisation & Mobilisation (Level 9)	Pending restructure & recruitment role is undertaking HRA Asset Management strategy Asset Performance evaluations so as to provide new housing through sale disposal or change in density of existing assets	Pending restructure and recruitment	Inside
Regeneration	Housing, Benefits & Planning	Planning GIS Development Capacity Officer (Level 7)	Hard to recruit post.	This role supports much of the local plan work, and service may need re-write some of the job's JD prior to recruitment process for a permanent post. Recruitment process for a permanent GIS post to happen in the 19/20 financial year.	Inside
Regeneration	Housing, Benefits & Planning	Housing Needs Officer (Level 6) x 4	<ol style="list-style-type: none"> <li>1. Temporary arrangements ending on 29/3/2019.</li> <li>2. Backfilling secondee to Rough Sleepers' Initiative. The project will likely come to an end on 31st March 2020.</li> <li>3. Permanent appointment has been made</li> <li>4. Covering secondment of officer in other part of the organisation.</li> </ol>	This depends on reorganisation. Once reorganisation takes place and if the secondee is made permanent in the job they are currently doing, the current vacancy (covered by a temp') will be advertised.	Inside
Regeneration	Housing, Benefits & Planning	Housing Officer (Level 6)	Covering secondment of officer in other part of the organisation.	This depends on reorganisation. Once reorganisation takes place and if the secondee is made permanent in the job they are currently doing, the current vacancy (covered by a temp') will be advertised.	Inside
Regeneration	Housing, Benefits & Planning	Project Officer (Level 7)	Pending restructure to go ahead for permanent post	Job evaluation required for permanent post, recruitment to follow	Inside
Regeneration	Housing, Benefits & Planning	Neighbourhood Housing Officer (Level 6)	Covering vacancy.	Pending reorganisation, on hold.	Inside

Regeneration	Housing, Benefits & Planning	Project Manager - Homeless Reduction (Level 7)	Funded until end of June 2019 by the Flexible Homeless Grant	This is not an Establishment post.	Inside
Regeneration	Housing, Benefits & Planning	Social Lettings Officer (Level 6)	Post being paid for by Transformation Fund. Money now in Base but post pending recruitment once reorganisation takes place.	Pending reorganisation.	Inside
Finance and Resources	People	HR Business Partner	Individual continues to provide expertise in HR and the management of a team	A wider restructure is pending however all restructures are on hold pending the review of the existing operating model	Inside
Finance and Resources	Finance	Accountant x 2	Covering vacancy.	Finance had plans for a restructure towards the end of 2018 but it has been put on hold pending work on the future model for SBC	Inside
Finance and Resources	Finance	Senior Accountant X4	Covering vacancy.	Finance had plans for a restructure towards the end of 2018 but it has been put on hold pending work on the future model for SBC	Inside
Finance and Resources	Customer and Communications	Communications Officer	Additional support	Additional support being provided pending wider restructure. The workload for the team has continued to increase and there is a recognition that we will need to permanently resource - however all restructures are currently on hold and until we have clarity of the operating model we need to resource the team on an interim basis to provide immediate capacity and resilience	Inside
Regeneration		Service Assurance and Technical Specialist		Individual continues to provide the expertise to the Council for Council Tax, Revenues Collection and Housing Benefits. Her contract comes to the end in March 31 <sup>st</sup> . The functions of this post are currently under review	Inside
Children, Learning and Skills	School Effectiveness	School Improvement Consultant X4	Engaged on an as and when basis	Individual is highly specialist in their role so the current flexible arrangement makes most economical sense.	Inside

Children, Learning and Skills	School Effectiveness	Advisor to SACRE	Engaged on an as and when basis	Engaged on an as and when basis working to a budget, post is currently going through procurement process	Inside
Adults and Communities	Adult Social Care	Driver & Escort Co-Ordinator (CTL)	Cover for recruitment process	Karen Waters-Dray to create advert for this post to see if we can recruit as and whens	Inside
Adults and Communities	Adult Social Care	Qualified Social Worker (Level 7)	Despite having an open advert and promotion at Careers Fair we have been unable to secure appointments into these vacant posts. There is a national shortage on these posts and therefore temporary staff are required at a higher rate to ensure continuity of service	Ongoing - open advert; targetted recruitment; market supplement for AMHP's and experienced SW's	Inside
Adults and Communities	Communities and Leisure	Young Carers Support / Coordinator (Level 6)	Funded post	Funded through the BCF via Care Group Commissioning. Suzanne Ferraro is now in post not Jemma Zaveri. Post is funded so cannot recruit to this permanently.	Inside
Adults and Communities	Communities and Leisure	Escort Co-Ordinator (CTL)	Cheaper to use locum than permanent staff due to short hours of work (e.g. day centre runs)	Karen Waters-Dray to create advert for this post to see if we can recruit as and whens	Inside
Adults and Communities	Adult Social Care	Support Worker (Level 2) X9	Covers vacancies, sickness, training, 1:1 with s/users in this Regulated service as required. Hours fluctuate - often unsocial (includes evenings, w/e's, B/H's and nights).	Currently reviewing the established following CQC Inspection so recruitment on hold in this service at the minute	Inside

Adults and Communities	Adult Social Care	Physiotherapist (Level 10) X 2	<p>1. We have not been able to recruit into a permanent post. This role is very important and without the agency worker we will not be able to run a 24 hour service that is Multi Disciplinary Team led.</p> <p>2. Re-ablement, Recovery and Rehabilitation Physio, unable to recruit to and discussing with Berkshire Health Foundaton Trust to take over the management of these staff</p>	<p>1. In the process of creating the post for Physiotherapist in readiness for advertising</p> <p>2. Re-ablement, Recovery and Rehabilitation Physio, unable to recruit but are asking Berkshire Health Foundation Trust to take over managing these staff</p>	Inside
Adults and Communities	Adult Social Care	Qualified Social Worker (Level 7)	<p>Currently have 2 vacant social work posts within CTPLD. Despite the open advert for Social workers we have been unable to recruit into these posts. Posts are required to ensure reviews of service users are undertaken</p>	<p>We have an open advert out at the minute and post been promoted at Career Fayre. A market supplement for this post has been agreed in principle but this needs to be costed and implemented.</p>	Inside
Adults and Communities	Adult Social Care	Qualified Social Worker + AMHP (Level 10)	<p>Despite having an open advert and promotion at Careers Fair we have been unable to secure appointments into these vacant posts. There is a national shortage on these posts and therefore temporary staff are required at a higher rate to ensure continuity of service</p>	<p>Ongoing - open advert; targetted recruitment; market supplement for Approved Mental Health Practitioner's and experienced Social Worker's</p>	Inside
Adults and Communities	Adult Social Care	Reablement Assistants (Level 4) X4	<p>1. We have not been able to recruit into a permanent post. This role is very important and without this agency worker we will not be able to run a 24 hour service that is Multi Disciplinary Team led.</p> <p>2. Agency staff cover vacancies, sickness, training, 1:1 with s/users in</p>	<p>1. We have an open advert out at the minute for out of hours. A market supplement for this post has been agreed in principle but this needs to be costed and implemented.</p> <p>2. The establishmnet is being reviewed following the CQC inspection, recruitment on hold</p>	Inside

Adults and Communities	Adult Social Care	Employment Development Officer (Level 4)	Employability Service due to transfer to Ketan's service area from 01/04/2019 and will then be included as part of his review. New posts will be created which agency workers will be eligible to apply for however plan to end current placements asap	Employability is transferring to Ketans services and the locums will not go with it	Inside
Adults and Communities	Adult Social Care	Qualified Social Worker (Level 7)	The placement was extended recently as we still have vacancies in East. The individual has one Court case she is dealing with and two cases in dispute with CHC – this is complex casework and we generally have insufficient levels of experience in the team to deal with the complexity of the incoming work. All locum costs are discussed with the accountant every month – staffing costs have been within budget both this year and last	We have an open advert out at the minute for out of hours. A market supplement for this post has been agreed in principle but this needs to be costed and implemented.	Inside
Adults and Communities	Adult Social Care	Qualified Social Worker (Level 7)	Currently have 2.5 vacant social work posts within South Locality. Despite their being an open advert for Social workers we have been unable to recruit into these posts. There have been two experienced social workers that have left the team.	There is currently an open advert for Social Workers and a business case has been put together to apply a market supplement for experienced SW's.	Inside
Adults and Communities	Adult Social Care	OT (Standard) (Level 7)	BCF funded temporary OT post to reduce waiting time and increase capacity of the team OT's	None - temporary post whilst funding is available	Inside

Adults and Communities	Adult Social Care	Practice Lead (Level 8)	This post is a difficult recruit post and despite several recruitment campaigns we have been unsuccessful in securing an appointable candidate.	We have an open advert out at the minute. A market supplement has been applied to this post but has not resulted in any appointments.	Inside
Place and Development	Enviornmental Services - Direct Service Organistion	Loader/ Street Cleaner X 14	Currently the service is being restructured and a harmonisation process taking place.	Once the service goes 'Live', agency staff have expressed an interest in applying for the vacant positions.	Inside