APPENDIX A

DRAFT MERTON VACANCY DATA FOR CORPORATE SERVICES & CHIEF EXECUTIVE as at 1st June 2015

NOTE: * = part way through restructure being actioned on the System

Unit: Structure Level 3	Team: Structure Level 4	Number of Established Posts within Team (please refer to Team: Structure Level 4 Column for Team name)	Sub Unit: Structure Level 5	Grand Total of Established Positions comprising of Team (excluding Apprentices)	Number of Established Positions filled by Employees (including Positions of Teams whose restructures are being actioned on the system)	Number of Established Positions - Filled by an Agency Worker	Number of Established Positions (Unfilled by any worker, i.e. Vacant)
Chief Exec - Management	Chief Exec - Management	2		3	3		
Chief Exec - Management Total		**2**		**3**	**3**	**0**	**0**
Business Improvement (Corporate Services)	Business Improvement (Corporate Services)	3		3	3		
	Business Systems Team	6		28	21	1	6
	Continuous Improvement	4		5	3	1	1
	Customer Contact Programme	6		6	1	1	4
	Social Care Information System Project (SCIS)	6		7	3	1	3
	Systems Development & Improvement	1		1	1		
Business Partner C&H	Business Partner C&H	1		1	1		
Business Partner CSF	Business Partner CSF	1		1	1		
Business Partner E&R	Business Partner E&R	1		1	1		
Business Improvement (Corporate Services) Total		**29**		**53**	**35**	**4**	**14**
Corporate Governance	Corporate Governance	1	Corporate Governance	1	1		
	Democracy Services	10	Democracy Services	16	16		
	Electoral Services	5	Electoral Services	5	5		
	Information	8	Information	14	11	2	1
	Internal Audit	4	Anti Fraud Team	3	2	1	
			Internal Audit	7	6		1
	Legal Services	39	Merton & Richmond Legal Services	56	41	8	7
			RBK / LBS Mirror	39	31	7	1
Corporate Governance Total		**67**		**141**	**113**	**18**	**10**
Customer Services	Customer Contact	9	Reception - Contact Centre & Cash Office	25	15	6	4
			Translation	3	3		
			Head of Customer Contact	1	1		
	Customer Services	1	Assistant Director of Customer Services	1			1
	Head of Communications	10	Communications	6	4	1	1
			Community Engagement	2	2		
			Web Team	2	2		
			Management	1	1		
	Registrars	9		14	11		3
	Revenues and Benefits	37	Bailiffs	18	13	1	4
			Council Tax Incl R&B	1	1		
			Council Tax Incl R&B Team 2	26	25		1
			HB Support	10	9	1	
			Housing Benefits Incl Appeals	45	43		2
			Income Collection C Tax Recovery	12	12		
			Management	2	2		
Customer Services Total		**66**		**169**	**144**	**9**	**16**
Executive Assistant	Executive Assistant	2		2	1		1
Executive Assistant Total		**2**		**2**	**1**		**1**
HR	HR	2		2	2		
	Learning & Development - Merton	9		4	3		1
	Staff Side - Merton	3		3	3		
HR Total		**14**		**9**	**8**	**0**	**1**
Infrastructure & Transactions	Client Financial Affairs Team	4		6	5		1
	Facilities Management	31	Building Services & Security	6	1	5	
			Corporate Contracts & Admin	4	4		
			Energy & Sustainability	4	4		
			Facilities Technical	13	9	2	2
			Post & Print	14	14		
			Management	1	1		
	Infrastructure & Transactions	2		2	2		
	IT Service Delivery	20	Desktop & Servers	10	8	2	
			IT Customer Services	12	11		1
			OP Support & Governance	2	1	1	
			Telecoms	8	6	1	1
			Management	2	1	1	
	Safety Services	5		6	3	2	1
	Transactional Services	6	Trans Services (Accounts)	9	8		1
			Trans Services (Care First)	3	3		
			Vendor Maintenance Officer	2	2		
			Management	1	1		
Infrastructure & Transactions Total		**68**		**105**	**84**	**14**	**7**
Resources	Accountancy	23	Budget Team	14	13	1	
			Corporate Accountancy	9	9		
			Service Financial Adviser CSF	5	5		
			Treasury & Insurance	18	17	1	
			Management	1			1
	Business Planning	8		14	11		3
	Commercial Services	3		5	2	1	2
	Policy Strategy & Partnerships	4		6	3	1	2
	Resources	1		1	1		
Resources Total		**39**		**73**	**61**	**4**	**8**
Corporate Services - Management	Corporate Services - Management	1		1	1		
Corporate Services - Management Total		**1**		**1**	**1**		
Grand Total		**288**		**556**	**450**	**49**	**57**

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A number of hours allocated to a post can be split amongst a number of 'chairs' or a rather expensive single chair.

an example: a budget of 350 hours is allocated for the post of 'revenues officer'. There is likely to be 10 positions allocated given 35 hours = 1 FTE.

DRAFT MERTON VACANCY DATA FOR COMMUNITY & HOUSING as at 1st June 2015

NOTE: * = part way through restructure being actioned on the System

Level3:Structure	Team: Structure Level 4	Number of Established Posts within Team (please refer to Team: Structure Level 4 Column for Team name)	Level5:Structure	Grand Total of Established Positions comprising of Team (excluding Apprentices)	Number of Established Positions filled by Employees (including Positions of Teams whose restructures are being actioned on the system)	Number of Established Positions - Filled by an Agency Worker	Number of Established Positions (Unfilled by any worker, i.e. Vacant)
Assessment & Commissioning	Access & Assessment Team	24	Direct Payments & Financial Assessment	12	11	1	
			East Merton	17	10	1	6
			Hospital Social Work Team*	12	6	4	2
			Raynes Park	15	13		2
			West Merton	16	15	1	
			Management	1	1		
	Adult Soc Care - Commissioning Function - MGM Team	20	Brokerage	9	9		
			Commissioning Team	4	1		3
			Community Care General Training	2		1	1
			Planning & Performance Team	9	4	2	3
			Pollards Hill Lunch Club	1	1		
			Procurement Team	7	7		
	Assessment & Commissioning	8	Assessment & Commissioning	7	5		2
	Learning Disability Team	24	LD Transitions Team	4		2	2
			NHS Tupe Transfer	12	9	2	1
			Specialist Health Professionals	4	4		
			(blank)	17	13	1	3
	Mental Health Team	13	Drugs and Alcohol Team	2	2		
			Early Intervention Service	1	1		
			Home Treatment Team	2	1	1	
			Hospital Discharge Team	1			1
			Merton Assessment Team	2	2		
			Mitcham Recovery Support Team	3	3		
			Morden Recovery & Support Team	1	1		
			Older Peoples Mental Health Team	4	4		
			Wimbledon Recovery & Support Team	2			2
			Mental Health	13	11		2
	Occupational Therapy	5	Occupational Therapy	23	16	1	6
Assessment & Commissioning Total		**94**		**203**	**150**	**17**	**36**
Housing Services	Housing Needs	27	Advice & Options	15	12		3
			Development	6	5		1
			Environmental Health (Housing) Team	8	6	1	1
			Housing Strategy	2	1		1
			Management	3	3		
Housing Services Total		**27**		**34**	**27**	**1**	**6**
Libraries & Heritage (Community & Housing)	Libraries & Heritage	24	Donald Hope Library	2	2		
			Heritage Centre	2	2		
			Mitcham Library	5	5		
			Morden Library	9	8		1
			Pollards Hill Library	4	4		
			Raynes Park Library	5	5		
			Schools Service	2	2		
			Stock Team	3	3		
			West Barnes Library	2	1		1
			Wimbledon Library	16	16		
			Management	7	4	1	2
Libraries & Heritage (Community & Housing) Total		**24**		**57**	**52**	**1**	**4**
Merton Adult Education	Arts and Community Learning	10	Arts and Community Learning	3	3		
	Business Innovation and Skills for Life Curriculum	10	Business Innovation and Skills for Life Curriculum	5	5		
	Business Innovation and Vocational Curriculum	21	Business Development (Adult Education)	2	2		
			Early Years	1	1		
			Vocational Curriculum	4	4		
			Business Innovation and Vocational Curriculum	5	3		2
	Merton Adult Education	3	Merton Adult Education	3	3		
	Support and Commercial Services	16	Support and Commercial Services	22	19	1	2
Merton Adult Education Total		**60**		**45**	**40**	**1**	**4**
Provider Services	All Saints Day Centre	4		10	10		
	Eastways Day Centre	6		10	9		1
	Glebelands	2		11	10		1
	High Path Day Centre	7		12	12		
	Jan Malinowski Centre	16	NHS Tupe	12	11		1
			Jan Malinowski Centre	23	23		
	Mascot	7		26	24		2
	Meadowsweet	4		10	10		
	Merton Employment Team	3		3	2		1
	Provider Services	1		1	1		
	Reablement	6	Admin and Support	3	3		
			East Merton	13	11	1	1
			Raynes Park	13	9	1	3
			West Merton*	13	11	1	1
			Management	1	1		
	Riverside Drive	5		19	17		2
	Service Provision Business Support	4		3	3		
	Supported Living Service	8		20	16		4
Provider Services Total		**73**		**203**	**183**	**3**	**17**
Public Health Team	Public Health Team	12		15	15		
Public Health Team Total		**12**		**15**	**15**		
Redesign	Redesign	5		5	2	1	2
Redesign Total		**5**		**5**	**2**	**1**	**2**
Communities & Housing - Management		2		2	2		
Communities & Housing - Management Total		**2**		**2**	**2**		
Grand Total		**297**		**564**	**471**	**24**	**69**

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DRAFT MERTON VACANCY DATA FOR ENVIRONMENT & REGENERATION as at 1st June 2015

NOTE: * = part way through restructure being actioned on the System

Level3:Structure	Team: Structure Level 4	Number of Established Posts within Team (please refer to Team: Structure Level 4 Column for Team name)	Level5:Structure	Grand Total of Established Positions comprising of Team (excluding Apprentices)	Number of Established Positions filled by Employees (including Positions of Teams whose restructures are being actioned on the system)	Number of Established Positions - Filled by an Agency Worker	Number of Established Positions (Unfilled by any worker, i.e. Vacant)
Public Protection	Joint Regulatory Services	34	Administration and Finance	3	2	1	
			Environmental Health (Commercial)	15	12	2	1
			Environmental Health (Pollution)	12	5	5	2
			Licensing	7	4	1	2
			Trading Standards	14	12	1	1
			Management	1	1		
	Mediation (Safer Merton)	2	Mediation	2	2		
	Parking Services	24	Business & Customer Services	31	23	4	4
			Civil Enforcement Team	43	35	5	3
			Finance & Technical Unit	1	0		1
			Finance and Infrastructure	5	4		1
			Management	5	3		2
	Public Protection	2	Management	2	2		
	Safer Merton - Strategic Team	4	Safer Merton Strategic Team	5	4		1
	Safer Merton Operations	7	ASB Team	4	3		1
			Safer Merton CCTV Team	11	8		3
Public Protection Total		**73**		**161**	**120**	**19**	**22**
Street Scene And Waste	Street Scene And Waste	4	Management	4	4		
	Transport Services	19	Finance & Administration Support	7	6	1	
			Fleet Maintenance	9	7		2
			Training & Road Safety	2	2		
			Transport & Operations	68	61	4	3
			Management	1	0	1	
	Waste Operations	28	Business Development & Service Support	19	13	4	2
			Street Cleansing & Public Realm	124	118		1
			Waste Collection	90	90		
			Waste Collection & Public Realm	18	17	1	
			Management	1	1		
	Waste Services	16	Community Waste Partnerships	3	3		
			Enforcement & Inspection	5	4	1	
			Finance & Performance	4	4		
			Service Development & Strategy	5	4	1	
			Management	2	2		
Street Scene And Waste Total		**67**		**362**	**336**	**13**	**8**
Sustainable Communities	Business Performance (Sustainable Communities)	2	Business Performance	2	1		1
	Development Control	16	Admin & Finance	6	6		
			Building Control	13	7	1	5
			Enforcement	5	4	1	
			Planning Mitcham & Morden	7	4	3	
			Planning Wimbledon	6	5	1	
			Management	1	1		
	Future Merton*	3	Placemaking & Public Realm	2	2		
	futureMerton*	47	Commissioning	15	15		
			Economy	7	7		
			Infrastructure	20	18	2	
			Programming	18	18		
			Street Works and Network Co-ordination	9	8	1	
			Management	1	1		
	Leisure & Culture Development	13	Arts Development	2	2		
			Leisure Development	4	4		
			Leisure Support Services	10	9		1
			Wimbledon Park Watersports Centre	3	2		
			Management	1	1		
	Leisure & Culture Greenspaces	38	Arboricultural	2	2		
			Cemeteries	13	12		1
			Events	1	1		
			Greenspaces Development	7	7		
			Mitcham Common	4	4		
			Parks Operations	37	30		7
			Parks Support	22	20		2
			Management	1	1		
	Property Management	5	Estates (Property Management)	3	2	1	
			Finance & Admin (Property Management)	2	2		
			Management	1	1		
	Sustainable Communities	2	Management	2	2		
	Traffic and Highways*	6	Highway Safety and Inspection	1	1		
			Network Improvement	2	1		
			Streetworks & Network Co-ordination	2	1	1	
			Management	1	1		
Sustainable Communities Total		**132**		**233**	**203**	**11**	**17**
Environment & Regeneration - Management	Environment & Regeneration - Management	3	Management	4	3		1
Environment & Regeneration - Management Total		**3**		**4**	**3**	**0**	**1**
Grand Total		**275**		**760**	**662**	**43**	**48**

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DRAFT MERTON VACANCY DATA FOR CHILDREN SCHOOLS & FAMILIES as at 1st June 20?

NOTE: * = part way through restructure being actioned on the System

Level3:Structure	Team: Structure Level 4	Number of Established Posts within Team (please refer to Team: Structure Level 4 Column for Team name)	Level5:Structure	Grand Total of Established Positions comprising of Team (excluding Apprentices)	Number of Established Positions filled by Employees (including Positions of Teams whose restructures are being actioned on the system)	Number of Established Positions - Filled by an Agency Worker	Number of Established Positions (Unfilled by any worker, i.e. Vacant)
Children's Social Care & Youth Inclusion*	Children's Central Social Work Services	11	Children's Central Social Work Team (Green)	20	12	6	2
			Children's Central Social Work Team (Purple)	18	10	6	2
			Court Processes	2	1		1
			Support Team	8	7		1
			Management	3	2	1	
	Children's Social Care & Youth Inclusion	1	Management	1	1		
	Family & Adolescent Services	40	Education,Training & Employment Team	15	13		2
			Support Team	7	5	1	1
			Transforming Families Team	17	12	4	1
			Youth Offending Team	20	16	1	3
			Management	1	1		
	MASH & Child Protection Services	22	Family Support Centre Bond Road	18	13	2	3
			MASH and First Response Teams	24	11	8	5
			Support Team	7	4		3
			Vulnerable Children Team	7	7		
			Management	2	2		
	Permanency, Looked after Children & Care Leavers Services	26	14+ Looked After & Leaving Care	23	21	2	
			Adoption Team	10	7	1	2
			Fostering Team	8	8		
			Quality Assurance & Panel	1	1		
			Support Team	11	9	2	
			Management	1	1		
	Safeguarding Standards & Training Services	15	Support Team	10	8	2	
			Safeguarding Standards & Training Services	16	10	3	3
	Trainee Social Workers	1	Trainee Social Workers	1	1		
Children's Social Care & Youth Inclusion Total		**116**		**251**	**183**	**39**	**29**
Commissioning, Strategy And Performance Division	Access to Resources	12		22	15	4	3
	Business Support Team (CSPD)	2		4	4		
	Commissioning, Strategy And Performance Division	1		1	1		
	Contracts & School Organisation	12	Capital	6	3	2	1
			Contracts Management	5	4		1
			Schools Admissions	6	6		
			Management	1	1		
	Joint Commissioning & Partnerships	3		5	5		
	Policy, Planning & Performance	5	Research & Information	5	5		
			Policy, Planning & Performance Team	4	4		
Commissioning, Strategy And Performance Division Total		**35**		**59**	**48**	**6**	**5**
Education Division	Early Years & Child Care Service*	81	Business And Finance	2	2		
			Early Years Locality Services Children's Centres	12	12		
			Engagement Outcomes And Impact	1	1		
			Funded Places Project Team	1	1		
			Information & Systems Service Team	4	4		
			Intergenerational Centre	24	24		
			Quality & Standards Team	78	78		
			Supporting Families (Non Schools) Team	8	8		
	Early Years Childcare and Children's Centre Services*	20	Business Support Resources and Facilities	7	7		
			Continuous Improvement and Quality Assurance	1	1		
			Development	2	2		
			Early Years 0-5s Supporting Families	2	2		
			Early Years Locality Services Children's Centres	1	1		
			Funded Places, Sufficiency and Information	5	5		
			Systems and Service Development	5	5		
			Management	1	1		
	Education Division	1	Management	1	1		
	Education Inclusion	42	Education Welfare Service	11	10	1	
			Language, Behaviour & Learning Team	1	1		
			Learning Behaviour & Language Team	14	14		
			Parent Partnership Service	1	1		
			Virtual Behaviour Service (Youth Inclusion)	9	9		
			Youth Justice Services	1	1		
			Youth Service	53	41	1	11
			Management	1	1		
	Merton School Improvement	20	Education Support Team	2	2		
			Equality & Diversity	23	23		
			Governance Team	3	3		
			Schools ICT Support Management	6	6		
			Strategic School Improvement	6	6		
			Virtual Team	6	6		
			Management	1	1		
	SEN & Inclusion Service	38	Children with Disability Social Work Team	12	7	3	2
			Educational Psychology Service	13	10		3
			Portage, Early Support & Targeted Inclusion Team (PETIT)	8	7		1
			SEN & Inclusion Service Support Team	14	11	1	2
			SEN Team	11	9		2
			Sensory Impairment Service	7	7		
			Short Breaks & Brightwell Team	28	20	1	7
			Management	3	2	1	
Education Division Total		**202**		**389**	**353**	**8**	**28**
Children Schools & Families - Management	Children Schools & Families - Management	2		2	2		
Children Schools & Families - Management Total		**2**		**2**	**2**		
Grand Total		**355**		**701**	**586**	**53**	**62**

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