

## NORTH LANARKSHIRE COUNCIL REPORT

To: POLICY AND RESOURCES (VACANCY MONITORING) SUB COMMITTEE	Subject: ACTIVE VACANCIES AT 31 AUGUST 2010
From: HEAD OF HUMAN RESOURCES	
Date: 28 September 2010	Ref: IW/LM

### 1. Purpose of the Report

- 1.1 The purpose of this report is to provide an update on active vacancies within the Council as at 31 August 2010, together with information on the number of active vacancies that are in the recruitment process at present.

### 2. Active Vacancies

- 2.1 At its first meeting on 7 July 2010, the Sub Committee considered a report detailing the status of all posts that had become vacant since interim management arrangements were put in place for the filling of vacancies with effect from 26 January 2010. Since the last meeting of the Sub Committee arrangements have been put in place to regularly update and monitor the status of active vacancies.
- 2.2 An active vacancy is defined as one where the post exists on the Council's establishment and is either in the recruitment process (i.e. the post has been authorised for recruitment but the process of recruitment has not been completed) or the post is not filled as a result of a management decision to continue to hold the post vacant. Appendix 1 sets out a summary of all active vacancies as at 31 August 2010.
- 2.3 Appendix 2 presents details of vacancies which are currently in the recruitment process sub divided by Service, post title and grade of the posts. The total number of vacancies in the recruitment process is 51.24 FTE.
- 2.4 Appendix 3 presents details of active vacancies held for management action. The details are broken down by Service as well as a commentary on the reasons for holding the posts vacant. Overall, it can be seen that 496.58 vacant posts in total are currently held as a result of management action. The predominant reasons for holding vacancies are pending service reviews as part of the transformation programme; held to meet turnover and/or budgetary requirements and held for possible redeployments as part of the implementation of structure reviews.

### 3. Recommendation

- 3.1 The Vacancy Monitoring Sub Committee is asked to note the status reports provided in relation to active vacancies as at 31 August 2010.

  
Head of Human Resources

## SUMMARY OF ACTIVE VACANCIES @ 31 AUGUST 2010

Appendix 1

Service	Status of Vacancy		Total (FTE)
	In recruitment process and not yet filled (FTE)	Not filled due to management action (FTE)	
Chief Executive's Office		15.50	15.50
Corporate Services	1	19.00	20.00
Environmental Services	10.5	229.82	240.32
Finance and Customer Services	1.5	25.91	27.41
Housing & Social Work Services	19.04	184.35	203.39
Learning & Leisure Services	19.2	22.00	41.20
<b>COUNCIL TOTAL</b>	<b>51.24</b>	<b>496.58</b>	<b>547.82</b>

Service	Job Title	Grade	FTE
<b>Corporate Services</b>	1341 Trainee Solicitor	NLC07	1
<b>Total</b>			<b>1</b>
<b>Environmental Services</b>	Contaminated Land Officer (Temporary)	NLC09	1
	Debt Adviser	NLC07	2.5
	Driver 2	NLC06	2
	Refuse Collector	NLC04	2
	Scambuster Enforcement Officer	NLC08	3
<b>Total</b>			<b>10.5</b>
<b>Finance &amp; Customer Services</b>	Administration Assistant	NLC03	0.5
	Reconciliations Assistant	NLC04	1
<b>Total</b>			<b>1.5</b>
<b>Housing &amp; Social Work Services</b>	Admin/Finance Assistant	NLC06	1
	Area Manager	NLC15	1
	Clerical Assistant	NLC04	0.5
	Concierge	NLC03	1
	Housing Advisor	NLC07	0.8
	Housing Advisor	NLC07	0.05
	Investigator	NLC07	1
	Mobile Caretaker	NLC02	1
	Mobile Relief Sheltered Housing Warden	NLC06	0.43
	Property Services Manager	NLC17	1
	Relief Sheltered Housing Officer	NLC06	0.43
	Relief Sheltered Housing Officer - Sunnyside	NLC06	0.43
	Relief SHO - John Jarvie	NLC06	0.43
	Relief SHO - Larch Grove	NLC06	0.43
	RSHO - Pirnie Place	NLC06	0.43
	Senior Clerical Assistant	NLC04	1.5
	Senior Clerk	NLC05	0.5
	Sheltered Housing Officer	NLC06	2
	Sheltered Housing Officer - Unitas Road	NLC06	1
	Social Worker	NLC10	2
	Strategy Officer	NLC10	0.11
	Supported Accom. Caretaker	NLC03	2
<b>Total</b>			<b>19.04</b>
<b>Learning &amp; Leisure Services</b>	Head Teacher	Teaching Grade	3
	Depute Head Teacher	Teaching Grade	4
	Manager Sensory Support Service	Teaching Grade	1
	Principal Teacher	Teaching Grade	3.8
	Teacher	Teaching Grade	2.4
	Head of Centre	NLC12	1
	Active Schools Co-ordinator (Temporary)	NLC10	2
	Finance Assistant (Temporary)	NLC05	2
<b>Total</b>			<b>19.2</b>
<b>COUNCIL TOTAL</b>			<b>51.24</b>

Service	Reason Not Filled	Grade	FTE	
Chief Executive's Office	Held pending service review	NLC03	0.50	
		NLC08	1.00	
		NLC12	1.00	
		NLC13	1.00	
		<b>Total</b>	<b>3.50</b>	
	Possible efficiency savings	NLC11	4.00	
		<b>Total</b>	<b>4.00</b>	
	Post has substantive post holder	NLC07	4.00	
		NLC10	1.00	
		NLC12	3.00	
		<b>Total</b>	<b>8.00</b>	
<b>Total</b>		<b>15.50</b>		
Corporate Services	Held pending service review	NLC03	1.00	
		NLC04	1.00	
		NLC06	5.00	
		NLC06/10	1.00	
		NLC07	2.00	
		NLC07/09	0.50	
		NLC08	5.00	
		NLC10/12	2.00	
		NLC12	1.00	
		<b>Total</b>	<b>18.50</b>	
	Post has substantive post holder	NLC03	0.50	
		<b>Total</b>	<b>0.50</b>	
	<b>Total</b>		<b>19.00</b>	
Environmental Services	*see comment below	NLC01	33.77	
		NLC02	10.25	
		NLC02/03	33.30	
		NLC03	4.19	
		NLC04	4.34	
		NLC04/05/06	5.00	
		NLC06	2.42	
		<b>Total</b>	<b>93.28</b>	
		Awaiting approval from vacancy sub-committee	NLC13	1.00
			<b>Total</b>	<b>1.00</b>
	Balance of hours from approved flexible working arrangement	NLC02	1.24	
		NLC03	1.08	
		NLC04	0.60	
		NLC05	0.19	
		NLC06	0.75	
		NLC07	0.40	
		NLC08	0.13	
		NLC09	0.40	
		NLC10	1.06	
		NLC10/11	0.43	
		NLC11	0.40	
	NLC12	0.44		
	<b>Total</b>	<b>7.12</b>		
Budget utilised to fund other post	NLC01	0.32		
	NLC02	0.23		
	NLC03	0.80		
	NLC05	2.00		
	NLC06	2.00		

Service	Reason Not Filled	Grade	FTE	
Environmental Services (cont'd)		NLC10/11	6.00	
		<b>Total</b>	<b>11.35</b>	
	Post has substantive post holder		NLC02	1.00
			NLC03	1.31
			NLC04	1.00
			NLC06	2.00
			NLC10	2.00
			NLC12	1.00
			<b>Total</b>	<b>8.31</b>
	Seasonal post		NLC02	15.50
			NLC03	1.00
			NLC04	3.00
			<b>Total</b>	<b>19.50</b>
	Under consideration as part of management options for efficiency savings 2011/14		NLC01	15.56
			NLC02	7.60
			NLC03	1.00
			NLC04	19.00
			NLC05	4.00
			NLC06	12.00
			NLC07	5.00
			NLC08	8.00
			NLC09	3.00
			NLC10	3.50
			NLC10/11	1.00
			NLC11	2.00
			NLC12	2.40
			NLC13	1.00
		NLC14	2.20	
		NLC15	1.00	
	NLC16	1.00		
	<b>Total</b>	<b>89.26</b>		
*Delay in filling to assist in addressing financial position and to hold posts open for redeployment opportunities re efficiency savings, schools and centres 21, school rationalisation consultation proposals and closures. However, where cover is necessary, the duties are covered by current staff undertaking additional duties or hours or, by exception, filling post.				
<b>Total</b>			<b>229.82</b>	
Finance & Customer Services	Balance of hours from approved flexible working arrangement	NLC05	0.41	
		NLC07	0.20	
		NLC08	0.93	
		NLC10	0.15	
		NLC12	1.22	
		<b>Total</b>	<b>2.91</b>	
	Budget utilised to fund other post	NLC02/10	1.00	
		<b>Total</b>	<b>1.00</b>	
	Held pending service review	NLC02/10	2.00	
		NLC03	1.00	
		NLC05	2.00	
		NLC06	2.50	
		NLC07	1.00	
NLC10		4.00		
	NLC12	1.00		

Service	Reason Not Filled	Grade	FTE	
<b>Finance &amp; Customer Services</b> (cont'd)		NLC14	1.00	
		<b>Total</b>	<b>14.50</b>	
	Held to meet turnover costs	NLC10	2.50	
		<b>Total</b>	<b>2.50</b>	
	Post has substantive postholder	NLC02	5.00	
		<b>Total</b>	<b>5.00</b>	
<b>Total</b>			<b>25.91</b>	
<b>Housing &amp; Social Work Services</b>	Balance of hours from approved flexible working arrangement	NLC03	5.13	
		NLC04	0.17	
		NLC05	0.88	
		NLC06	3.82	
		NLC07	1.20	
		NLC08	0.53	
		NLC09	0.72	
		NLC10	2.72	
		NLC11	0.27	
		NLC12	0.47	
			<b>Total</b>	<b>15.91</b>
		Held - Restructure	NLC06	1.00
			<b>Total</b>	<b>1.00</b>
		Held pending service review	NLC02	13.00
	NLC04		1.50	
	NLC06		1.00	
	NLC07		3.00	
	<b>Total</b>		<b>18.50</b>	
	Held to meet turnover and other non budgeted costs	NLC02	2.65	
		NLC03	19.24	
		NLC04	3.57	
		NLC05	10.50	
		NLC06	11.74	
		NLC07	44.14	
		NLC08	1.00	
		NLC09	24.39	
		NLC10	19.31	
NLC11		3.00		
NLC12		6.50		
NLC15		1.00		
		<b>Total</b>	<b>147.05</b>	
Possible deletion	NLC07	1.00		
	<b>Total</b>	<b>1.00</b>		
Post has substantive post holder	NLC06	0.40		
	NLC10	0.50		
	<b>Total</b>	<b>0.90</b>		
<b>Total</b>			<b>184.35</b>	
<b>Learning &amp; Leisure Services</b>	Held for possible redeployment	NLC07	1.00	
		<b>Total</b>	<b>1.00</b>	
	Held pending implementation of Service restructuring	NLC03	2.00	
		NLC06	1.00	
		NLC07	2.00	

<b>Service</b>	<b>Reason Not Filled</b>	<b>Grade</b>	<b>FTE</b>
<b>Learning &amp; Leisure Services (cont'd)</b>		NLC08	1.00
		NLC11	1.50
		NLC14	1.00
		<b>Total</b>	<b>8.50</b>
	On hold for Efficiency Saving	NLC02	3.00
		NLC05	1.00
		NLC07	1.00
		NLC09	2.00
		NLC11	3.00
		NLC12	1.00
		NLC14	1.00
		<b>Total</b>	<b>12.00</b>
	Will be deleted from structure as part of workforce deployment savings	NLC04	0.50
		<b>Total</b>	<b>0.50</b>
	<b>Total</b>		
<b>COUNCIL TOTAL</b>			<b>496.58</b>