

Motherwell, 6 October 2010 at 2 pm.

**A Meeting of the POLICY AND RESOURCES (VACANCY MONITORING)
SUB-COMMITTEE**

PRESENT

Councillor Smith, Convener; Councillors Higgins, Jones, J. Love, McCabe, Morgan and Taggart.

CHAIR

Councillor Smith (Convener) presided.

IN ATTENDANCE

The Committee Officer, Head of Human Resources, Head of Housing Services, Head of Housing and Social Work Resources, Head of Educational Resources and Trading Standards Manager.

APOLOGY

Councillor Lyle.

**DECLARATIONS OF INTEREST IN TERMS OF THE ETHICAL STANDARDS IN PUBLIC LIFE ETC.
(SCOTLAND) ACT 2000**

1. The Sub-Committee noted that there were no declarations of interest.

EXEMPTION OF TEACHER POSTS

2. With reference to paragraph 2 of the Minute of the meeting of this Sub-Committee held on 7 July 2010, when, inter alia, it was agreed that staff who were on Teachers' Conditions of Service and who were classroom based be exempted from the operational arrangements for vacancies, subject to clarification of the term "classroom based", there was submitted a report (docketed) dated 28 September 2010 by the Head of Educational Resources (1) providing additional information regarding the working procedures for senior teaching staff, and (2) seeking, for the reasons detailed in the report, that the posts of Principal Teacher, Depute Head Teacher, Senior Educational Psychologist and Educational Psychologist be exempted from the restriction on the filling of vacancies.

Decided:

- (1) that consideration of this matter be continued pending clarification of the number and location of the posts of Principal Teacher, Depute Head Teacher, Senior Educational Psychologist and Educational Psychologist, and
- (2) that the Executive Director of Corporate Services, following consultation with the Convener, be authorised to approve the filling of any such vacancies, in the meantime.

SCHEME OF DELEGATION TO OFFICERS – POST OF BUSINESS SERVICES TEAM LEADER

3. There was submitted a report (docketed) dated 6 October 2010 by the Head of Human Resources seeking approval of action taken, following consultation with the Chief Executive and the Convener of this Sub-Committee and in terms of her delegated powers, to approve the creation and filling of a temporary post of Business Services Team Leader within Regeneration Services on salary scale NLC14, as detailed in the report.

Decided: that the action taken to create and fill a temporary post of Business Services Team Leader within Regeneration Services on salary scale NLC14 be noted.

REQUESTS TO FILL VACANCIES GRADED NLC12 AND ABOVE

(1) ENVIRONMENTAL SERVICES – POST OF TEAM LEADER (TEMPORARY)

4. There was submitted an application dated 17 August 2010 by the Executive Director of Environmental Services seeking approval to fill the temporary post of Team Leader on salary grade NLC13, which was part funded by Dundee City Council and based in Dundee, on a short term basis to cover maternity leave.

Decided: that the temporary post of Team Leader on salary grade NLC13 be authorised for recruitment on the basis of simultaneous internal and external advertising.

(2) HOUSING AND SOCIAL WORK SERVICES

(a) POST OF AREA MANAGER

5. There was submitted a report dated 1 September 2010 by the Executive Director of Housing and Social Work Services seeking approval to fill the post of Area Manager on salary grade NLC15.

Decided: that the post of Area Manager on salary grade NLC15 be authorised for recruitment on the basis of an internal process and for a temporary period of six months.

(b) SIX POSTS OF TEAM MANAGER

6. There was submitted an application dated 9 September 2010 by the Executive Director of Housing and Social Work Services seeking approval to fill six posts of Team Manager on salary grade NLC12, which had been created following the redesign of the Addiction Service.

The Head of Housing and Social Work Resources advised that NHS Lanarkshire would fund two of these posts and that it was proposed that they be advertised concurrently within North Lanarkshire Council and NHS Lanarkshire.

Decided: that the six posts of Team Manager on salary grade NLC12 be authorised for recruitment on the basis of a concurrent internal process within North Lanarkshire Council and NHS Lanarkshire.

(3) LEARNING AND LEISURE SERVICES - POST OF HEAD OF CENTRE

7. There was submitted an application dated 27 August 2010 by the Executive Director of Learning and Leisure Services seeking approval to fill the post of Head of Centre at Newmains Nursery Centre on salary grade NLC13.

Decided: that the post of Head of Centre at Newmains Nursery Centre on salary grade NLC13 be authorised for recruitment.

ACTIVE VACANCIES AS AT 31 AUGUST 2010

8. There was submitted a report (docketed) dated 28 September 2010 by the Head of Human Resources providing an update on active vacancies (1) for the Council as at 31 August 2010, as detailed in Appendix 1 to the report; (2) currently within the recruitment process, as detailed in Appendix 2 to the report, and (3) held for management action, as detailed in Appendix 3 to the report.

Decided: that the contents of the report be noted.

BASELINE ESTABLISHMENT AND EMPLOYEE COSTS INFORMATION – 1 APRIL 2010

9. With reference to paragraph 3 of the Minute of the meeting of this Sub-Committee held on 7 July 2010 when the baseline established posts and employee costs details were noted and it was agreed that future reports would include a further breakdown of the figures provided, there was submitted a report (docketed) dated 29 September 2010 by the Head of Human Resources (1) setting out the figures previously reported in relation to established posts within Services as at 1 April 2010, as detailed in Appendix 1 to the report; (2) advising that, following a review of these figures, amendments had been identified, which had been incorporated into the amended details as set out in Appendix 2 to the report and which took account of budgeted efficiency savings and updated budgetary employee costs for 2010/2011, and (3) reiterating that it was intended that this information would form the basis for monitoring reductions in the established posts and employee costs resulting from the implementation of Workforce Deployment workstream savings.

Decided:

- (1) that a further breakdown of the figures provided in Appendix 2 in relation to Other Education Teachers and Other Education Support Staff be submitted to a future meeting of the Sub-Committee, and
- (2) that the corrected position in relation to the baseline established posts and the Services' employee costs, which form the baseline data that will track changes resulting from the implementation of the Workforce Deployment workstream savings to numbers of established posts and employee costs budgets, be otherwise noted.