

**Motherwell, 1 August 2012 at 10 am.**

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

**PRESENT**

Councillor Smith, Convener; Councillors Higgins, McKendrick, Morgan and Taggart.

**CHAIR**

Councillor Smith (Convener) presided.

**IN ATTENDANCE**

The Committee Officer, Head of Human Resources, Head of E-Government and Service Development, Head of Housing and Social Work Resources and Head of Resources.

**APOLOGIES**

Councillors Grant, Johnston and McCabe.

**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.

**REQUESTS TO FILL VACANCIES GRADED NLC12 AND ABOVE**

**(1) FINANCE AND CUSTOMER SERVICES – POST OF ICT SECURITY MANAGER**

2. There was submitted a report dated 5 July 2012 by the Head of E-Government and Service Development, seeking approval of action taken, following consultation with the Chief Executive and Convener, to fill the post of ICT Security Manager on salary grade NLC13 within the E-Government and Service Development Section of Finance and Customer Services.

**Decided:** that the action taken to authorise recruitment of the post of ICT Security Manager on salary grade NLC13 be homologated.

**(2) HOUSING AND SOCIAL WORK SERVICES**

**(a) POST OF SERVICE MANAGER**

3. There was submitted an application dated 28 May 2012 by the Executive Director of Housing and Social Work Services seeking approval to fill the post of Service Manager on salary grade NLC14 within the Learning and Organisational Development Section of Social Work Services.

**Decided:** that the post of Service Manager on salary grade NLC14 be authorised for recruitment.

**(b) POST OF AREA MANAGER**

4. There was submitted an application dated 22 May 2012 by the Executive Director of Housing and Social Work Services seeking approval to fill the post of Area Manager on salary grade NLC15 within the Airdrie Locality of Housing Services.

**Decided:** that the post of Area Manager on salary grade NLC15 be authorised for recruitment.

**(c) POST OF SENIOR OFFICER**

5. There was submitted an application dated 29 May 2012 by the Executive Director of Housing and Social Work Services seeking approval to fill the post of Senior Officer on salary grade NLC12 within the Justice HQ Section of Social Work Services.

**Decided:** that the post of Senior Officer on salary grade NLC12 be authorised for recruitment.

**(3) LEARNING AND LEISURE SERVICES**

**(a) TEMPORARY POST OF ADULT LITERACY AND NUMERACY DEVELOPMENT WORKER**

6. There was submitted an application dated 10 July 2012 by the Executive Director of Learning and Leisure Services seeking approval to fill a temporary post of Adult Literacy and Numeracy Development Worker (17.5 hours Job Share) on salary grade NLC12 within the Cumbernauld Area Community Learning and Development Office of Community Information and Learning.

**Decided:** that the temporary post of Adult Literacy and Numeracy Development Worker (17.5 hours Job Share) on salary grade NLC12 be authorised for recruitment.

**The Chair, being of the opinion that the following item of business was relevant, and urgent, authorised its consideration as a matter of urgency to enable the post to be dealt with timeously and exercised his discretion to vary the order of business as hereinafter Minuted.**

**(b) POST OF HEAD OF CENTRE – NEWMAINS NURSERY**

7. There was submitted an application dated 26 July 2012 by the Executive Director of Learning and Leisure Services seeking approval to fill the post of Head of Centre on salary grade NLC13 within Newmains Nursery, Early Years Section of Education.

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

**(4) ACTIVE VACANCIES FOR THE PERIOD FROM 1 FEBRUARY TO 30 JUNE 2012**

8. With reference to paragraph 12 of the Minute of the meeting of this Sub-Committee held on 21 March 2012, there was submitted a report (docketed) dated 25 July 2012 by the Head of Human Resources (1) providing a summary of the active vacancies within the Council for the period from 1 August 2010 to 30 June 2012, as detailed in Appendix 1 to the report, together with a breakdown of these figures per Service for each month from February to June 2012, as detailed in Appendices 2.1, 2.2, 2.3, 2.4 and 2.5 to the report; (2) detailing the vacancies currently within the recruitment process for each month, as detailed within Appendices 3.1, 3.2, 3.3, 3.4 and 3.5 to the report, and (3) setting out

vacancies held for management action for each month, as detailed in Appendices 4.1, 4.2, 4.3, 4.4 and 4.5 to the report.

**Decided:** that the status reports provided in relation to active vacancies for the period from 1 February to 30 June 2012 be noted.