

**Motherwell, 18 September 2013 at 11am.**

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

**PRESENT**

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

**CHAIR**

Councillor Smith (Convener) presided.

**IN ATTENDANCE**

The Committee Officer, Head of Human Resources, Acting Head of Legal Services, Head of Financial Services, Acting Joint Head of Housing and Social Work Resources, Head of Resources and Head of Protective Services.

**APOLOGY**

Councillor 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) CORPORATE SERVICES**

**(a) SOLICITOR (TEMPORARY)**

2. There was submitted an application dated 27 August 2013 by the Executive Director of Corporate Services seeking approval of action taken, following consultation with the Chief Executive and the Convener, to fill the post of Solicitor on salary grade NLC12 within the Asset and Information Section of Legal Services for a temporary period of six months.

**Decided:** that the action taken to authorise recruitment of the post of Solicitor on salary grade NLC12 for a temporary period of six months be homologated.

**(b) SOLICITOR (TEMPORARY)**

3. There was submitted an application dated 27 August 2013 by the Executive Director of Corporate Services seeking approval of action taken, following consultation with the Chief Executive and the Convener, to fill the post of Solicitor on salary grade NLC12 within the Licensing and Litigation Section of Legal Services for a temporary period of 12 months.

**Decided:** that the action taken to authorise recruitment of the post of Solicitor on salary grade NLC12 for a temporary period of 12 months be homologated.

**(c) SOLICITOR (TEMPORARY)**

4. There was submitted an application dated 27 August 2013 by the Executive Director of Corporate Services seeking approval of action taken, following consultation with the Chief Executive and the Convener, to fill the post of Solicitor on salary grade NLC12 within the Licensing and Litigation and Asset and Information Sections of Legal Services for a temporary period of 12 months to provide maternity leave cover for two consecutive posts.

**Decided:** that the action taken to authorise recruitment of the post of Solicitor on salary grade NLC12 to provide maternity leave cover for a temporary period of 12 months be homologated.

**(d) SOLICITOR**

5. There was submitted an application dated 27 August 2013 by the Executive Director of Corporate Services seeking approval of action taken, following consultation with the Chief Executive and the Convener, to fill the post of Solicitor on salary grade NLC12 within the Licensing and Litigation Section of Legal Services.

**Decided:** that the action taken to authorise recruitment of the post of Solicitor on salary grade NLC12 be homologated.

**(2) FINANCE AND CUSTOMER SERVICES**

**(a) FINANCE MANAGER**

6. There was submitted an application dated 27 August 2013 by the Executive Director of Finance and Customer Services seeking approval to fill the post of Finance Manager on salary grade NLC14 within the Corporate Finance Section of Financial Services.

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

**Prior to consideration of the foregoing item of business, Councillors Smith and Taggart declared an interest by virtue of their membership of the Board of North Lanarkshire Leisure, being an interest so remote and insignificant that it did not preclude their participation in consideration and determination of the item.**

**(b) FINANCE MANAGER**

7. There was submitted an application dated 27 August 2013 by the Executive Director of Finance and Customer Services seeking approval to fill the post of Finance Manager on salary grade NLC14 within the Business Support Section of Financial Services.

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

**(c) FINANCE MANAGER**

8. There was submitted an application dated 27 August 2013 by the Executive Director of Finance and Customer Services seeking approval to fill the post of Finance Manager on salary grade NLC14 within the Business Support Section of Financial Services.

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

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

**(a) SENIOR SOCIAL WORKER (JOB SHARE)**

9. There was submitted an application dated 15 August 2013 by the Executive Director of Housing and Social Work Services seeking approval to fill the post of Senior Social Worker (Job Share) on salary grade NLC12 within the Community Care Section of Social Work Services.

**Decided:** that the post of Senior Social Worker (Job Share) on salary grade NLC12 be authorised for recruitment.

**(b) TWO POSTS OF SENIOR SOCIAL WORKER**

10. There was submitted an application dated 15 August 2013 by the Executive Director of Housing and Social Work Services seeking approval to fill two posts of Senior Social Worker on salary grade NLC12 within the Community Care Section of Social Work Services.

**Decided:** that the two posts of Senior Social Worker on salary grade NLC12 be authorised for recruitment.

**(c) HOUSING STRATEGY MANAGER**

11. There was submitted an application dated 14 August 2013 by the Executive Director of Housing and Social Work Services seeking approval to fill the post of Housing Strategy Manager on salary grade NLC14 within the Development Section of Housing Services.

Thereon, Councillor Morgan enquired as to the qualifications required for the post.

**Decided:**

- (1) that the post of Housing Strategy Manager on salary grade NLC14 be authorised for recruitment, and
- (2) that all future applications to fill vacancies graded NLC12 and above to include details of the qualifications required for the post.

**(d) SENIOR OFFICER LEARNING AND ORGANISATIONAL DEVELOPMENT**

12. There was submitted an application dated 20 August 2013 by the Executive Director of Housing and Social Work Services seeking approval to fill the post of Senior Officer Learning and Organisational Development on salary grade NLC12 within the Learning and Organisational Development Section of Social Work Services.

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

**(e) LOCALITY SOCIAL WORK MANAGER**

13. There was submitted an application dated 4 September 2013 by the Executive Director of Housing and Social Work Services seeking approval to fill the post of Locality Social Work Manager on salary grade NLC14 within the Coatbridge Locality of Social Work Services.

The Acting Joint Head of Housing and Social Work Resources then indicated that the date the vacancy occurred was wrongly stated as 14 January 2013 and should instead be shown as 25 October 2013.

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

**(4) LEARNING AND LEISURE SERVICES**

**(a) ADULT LITERACY AND NUMERACY DEVELOPMENT WORKER (17.5 HOURS JOB SHARE) (TEMPORARY)**

14. There was submitted an application dated 26 July 2013 by the Executive Director of Learning and Leisure Services seeking approval to fill the post of Adult Literacy and Numeracy Development Worker (17.5 hours Job Share) on salary grade NLC12 within the Bellshill Area Community Learning and Development Section of Community Information and Learning on a temporary basis to allow a career break.

**Decided:** that the Executive Director of Corporate Services, following consultation with the Convener, be authorised to deal with the application to fill the post of Adult Literacy and Numeracy Development Worker (17.5 hours Job Share) (Temporary) on salary grade NLC12 following clarification of the date on which the career break is due to end and to report the outcome to the next meeting of this Sub-Committee.

**(b) ASSISTANT PRINCIPAL OFFICER**

15. There was submitted an application dated 25 August 2013 by the Executive Director of Learning and Leisure Services seeking approval to fill the post of Assistant Principal Officer on salary grade NLC12 within the Personnel Section of Educational Resources.

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

**(c) DEPUTE PRINCIPAL EDUCATIONAL PSYCHOLOGIST**

16. There was submitted an application dated 25 August 2013 by the Executive Director of Learning and Leisure Services seeking approval to fill the post of Depute Principal Educational Psychologist on the SNCT Conditions of Service within the Psychological Service Section of Educational Resources.

**Decided:** that the post of Depute Principal Educational Psychologist on the SNCT Conditions of Service be authorised for recruitment.

**(5) REGENERATION AND ENVIRONMENTAL SERVICES**

**(a) PORTFOLIO MANAGER (TEMPORARY)**

17. There was submitted an application dated 4 July 2013 by the Executive Director of Regeneration and Environmental Services seeking approval to fill the post of Portfolio Manager on salary grade NLC12 within the Finance and Technology Solutions Section of Support Services on a temporary basis while the post holder covered a maternity leave post.

**Decided:** that the post of Portfolio Manager on salary grade NLC12 be authorised for recruitment on a temporary basis.

**(b) SENIOR TRADING STANDARDS OFFICER**

18. There was submitted an application dated 19 August 2013 by the Executive Director of Regeneration and Environmental Services seeking approval to fill the post of Senior Trading Standards Officer on salary grade NLC12 within the Trading Standards Section of Protective Services.

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

**ACTIVE VACANCIES FOR THE PERIOD FROM 1 APRIL TO 31 JULY 2013**

19. With reference to paragraph 27 of the Minute of the meeting of this Sub-Committee held on 29 April 2013, there was submitted a report (docketed) dated 9 September 2013 by the Head of Human Resources (1) providing a summary of the active vacancies within the Council for the period from 1 April to 31 July 2013, as detailed in Appendix 1 to the report, together with a breakdown of these figures per Service for each month, as detailed in Appendices 2.1, 2.2, 2.3 and 2.4 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 and 3.4 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 and 4.4 to the report.

**Decided:** that the status report in relation to active vacancies for the period from 1 April to 31 July 2013 be noted.