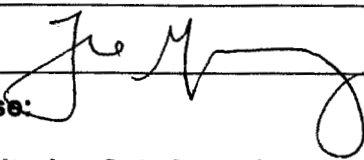


## Policy and Resources (Vacancy Monitoring) Sub-Committee

### Request to Fill a Vacancy Graded NLC12 and Above

<b>Service: Corporate</b>	<b>Division: Legal</b>				
<b>Section: Licensing &amp; Litigation and Asset &amp; Information</b>	<b>Post: Solicitor (Temporary for 12 months)</b>				
<b>Grade: NLC 12</b>	<b>Current Salary Scale: £31,062 to £38,151</b>				
<b>Date vacancy occurred: February 2013 and October 2013</b>					
<p><b>Reason for vacancy:</b> There is currently 1 FTE solicitor in Licensing &amp; Litigation on maternity leave, not due to return until February 2014, a further 1 FTE Principal Solicitor in Asset &amp; Information is due to commence maternity leave in October 2013, and not due to return until October 2014 at the latest.</p> <p>It is proposed to cover both maternity leaves with just 1 FTE solicitor who will initially work in Licensing &amp; Litigation and then move across to Asset &amp; Information when the first post holder returns.</p>					
<p><b>What are the consequences of not filling this post?</b></p> <p>This would have a significant adverse impact on the legal services required to support the Council in carrying out its statutory duties as both social work and education authority, particularly in the areas of child and vulnerable adult protection, these being areas of work undertaken by the solicitor in Licensing &amp; Litigation. The remit of the Principal Solicitor in Asset &amp; Information is to support the Council's key priority of regeneration and a number of projects linked to this priority require to continue to be resourced.</p>					
<p><b>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</b></p> <p>Externalisation of legal services to private sector solicitors is the only alternative but this is not considered viable due to the sensitivity of the work referred to (with the expectation of client services that access to sensitive personal information will be kept in-house) and the increase in costs to the Council. With regard to the regeneration remit, it is essential that an in-house resource be maintained.</p>					
<p><b>The following documents are enclosed with this form:</b> <span style="float: right;">(✓)</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">1. <b>Job Description</b></td> <td style="width: 30%; text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">2. <b>Organisational Chart (detailing location of post in structure and including number of posts at same level)</b></td> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> </tr> </table>		1. <b>Job Description</b>	<input type="checkbox"/>	2. <b>Organisational Chart (detailing location of post in structure and including number of posts at same level)</b>	<input checked="" type="checkbox"/>
1. <b>Job Description</b>	<input type="checkbox"/>				
2. <b>Organisational Chart (detailing location of post in structure and including number of posts at same level)</b>	<input checked="" type="checkbox"/>				
<p><b>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</b></p>					

Signature Executive Director: 	Date: 27/8/13
Human Resources use:	
Date of Vacancy Monitoring Sub-Committee _____	
APPROVE / NOT APPROVE / CONTINUE	

## North Lanarkshire Council

### Job Description

**Service:** Corporate Services  
**Division:** Legal Services  
**Job Title:** Solicitor (Licensing & Litigation)  
**Responsible to:** Principal Solicitors (Licensing & Litigation)  
**Grade:** NLC12  
**Conditions of Service:** SJC

#### Job Outline:

1. To support the work of the Legal Services Division by providing appropriate legal advice and support as required across the range of work carried out by the Division on behalf of the Council.
2. To work with colleagues to help secure a responsible, effective, efficient and professional legal service for the Council, and its services.

#### Main Duties and Responsibilities:

1. The caseload of this post will include litigation and advice work in the following key areas: licensing, housing, social work, education and employment in accordance with the Council's requirements, and the key strategic priorities in the Council's Corporate Plans.
2. To represent the Council as required in Licensing & Litigation matters e.g. attendance at the Sherriff Court, instructing representation at the Court of Session, attendance at employment tribunals etc.
3. To provide advice and legal support to all Committees, and to Officers of the Council, in the performance of their functions and service delivery.
4. Preparation of Committee reports including reports on responses to government consultation documents.
5. To assist the Principal Solicitors in maintaining compliance of the Council and its external bodies with Regulatory agencies.
6. To assist the Principal Solicitors in ensuring the costs of external services achieve best value.
7. To provide training to council employees where required on legal issues across the Councils services

8. To provide advice and guidance to trainee solicitors and paralegals in the performance of their duties, including the co-ordination of day to day work requirements.
9. To support the general day to day functioning of the Legal Services division as instructed.
10. To comply with North Lanarkshire Councils Health and Safety at Work policies/procedures, and any other relevant legislation and ensure that safe systems of work are used at all times.
11. To carry out any other duties consistent with the post as may be required.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

## North Lanarkshire Council

### Job Description

**Service:** Corporate Services  
**Division:** Legal Services  
**Job Title:** Solicitor (Asset and Information)  
**Responsible to:** Principal Solicitors (Asset & Information)  
**Grade:** NLC12  
**Conditions of Service:** SJC

#### **Job Outline:**

1. To support the work of the Legal Services Division by providing appropriate legal advice and support as required across the range of work carried out by the Division on behalf of the Council.
2. To work with colleagues to help secure, a responsible, effective, efficient and professional legal service for the Council, and its services.

#### **Main Duties and Responsibilities:**

1. The caseload of this post will include legal work in the following areas corporate law, regeneration and property and conveyancing in accordance with the Council's requirements, and the key strategic priorities in the Council's Corporate Plans.
2. To represent the Council as required in Asset and Information matters.
3. To provide advice and legal support to all Committees, and to Officers of the Council in the performance of their functions and service delivery.
4. Preparation of Committee reports including reports on responses to government consultation documents.
5. To assist the Principal Solicitors in maintaining compliance of the Council and its external bodies with Regulatory agencies.
6. To assist the Principal Solicitors in ensuring the costs of external services achieve best value.
7. To provide training to council employees where required on legal issues across the Councils services.

8. To provide advice and guidance to trainee solicitors and paralegals in the performance of their duties, including the co-ordination of day to day work requirements.
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This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

