



NORTH LANARKSHIRE COUNCIL

REPORT

To: JOINT CONSULTATIVE COMMITTEES (APT & C) and (MANUAL/CRAFT)		Subject: AVAILABILITY OF THE RED BOOK WITHIN DEPARTMENTS
From: HEAD OF PERSONNEL SERVICES		
Date: 28 August 2000	Ref: IW/EW	

1.0 Background Information

- 1.1 At the Joint Consultative Committee meetings of 11 May 2000 it was agreed that the Head of Personnel Services, inter alia, would investigate the distribution and availability of copies of the Red Book within Departments.
- 1.2 Departments of the Council have purchased copies of the Red Book and these are available for reference by employees and trade union representatives at a range of premises throughout the Council.
- 1.3 Following clarification by each departmental Director, a list of these locations and the availability of copies of the Red Book are now appended as Appendices 1 – 9.

2.0 Recommendation

It is recommended that the Committee notes the locations and availability of the Red Book within each Department of the Council.

Ais Wylie

Head of Personnel Services

APPENDIX 1

ADMINISTRATION DEPARTMENT

LOCATION

CONTACT OFFICER/POINT

Civic Centre, Motherwell	Director of Administration
Civic Centre, Motherwell	Head of Central Services
Civic Centre, Motherwell	Head of Legal Services
Civic Centre, Motherwell	Head of Personnel Services
Civic Centre, Motherwell	Chief Personnel Officer, Personnel Services
Civic Centre, Motherwell	Principal Personnel Officers, Personnel Services
Civic Centre, Motherwell	Administrative Officer, Committee Services Team 1

CHIEF EXECUTIVE'S DEPARTMENT

LOCATION

Civic Centre, Motherwell
Civic Centre, Motherwell
Civic Centre, Motherwell

CONTACT OFFICER/POINT

Chief Executive
Assistant Chief Executive
Central Administration

APPENDIX 3

COMMUNITY SERVICES DEPARTMENT

LOCATION	CONTACT OFFICER/POINT
<u>Human Resources</u>	
Buchanan Tower, Steps	Human Resources Manager
<u>Sport and Recreation Operations</u>	
Buchanan Tower, Steps	Sport and Recreation Manager (Operations)
Tryst Sports Centre, Cumbernauld	Area Manager
John Smith Pool, Airdrie	Area Manager
Aquatec, Motherwell	Area Manager
Sir Matt Busby Complex, Airdrie	Area Manager
Wishaw Sports Centre	Area Manager
Buchanan Tower, Steps	Sport Development Manager
<u>Client Services</u>	
Scomag House, Motherwell	Cleansing Services Manager
Scomag House, Motherwell	Waste Disposal Manager
Souterhouse Depot, Coatbridge	Area Cleansing Manager (Central)
Albert Street, Motherwell	Area Cleansing Manager (South)
Wardpark, Cumbernauld	Area Cleansing Manager (North)
<u>Building Cleaning</u>	
Bellshill Depot	Building Cleaning Services Manager
Bellshill Depot	Operations Manager
<u>School Crossing Patrols</u>	
Bellshill Depot	School Crossing Patrol Co-ordinator
<u>Transport</u>	
Bellshill Depot	Transport Services Manager
Bellshill Depot	Assistant Manager
<u>Policy and Development</u>	
Buchanan Tower, Steps	Policy and Development Manager
<u>Grounds Maintenance</u>	
Souterhouse Depot, Coatbridge	Grounds Maintenance Manager
<u>Community Centres</u>	
Buchanan Tower, Steps	Community Centres Manager
Buchanan Tower, Steps	Area Manager (South)
Buchanan Tower, Steps	Area Manager (North)
<u>Finance</u>	
Buchanan Tower, Steps	Chief Accountant

Catering Services

Buchanan Tower, Steps

Catering Services Manager

Countryside and Landscape

Strathclyde Country Park

Countryside and Landscape Manager

Palacerigg House

Conservation and Greening Manager

Strathclyde Country Park

Landscape Services Manager

Strathclyde Country Park

Park Manager

Palacerigg Country Park

Park Manager

Drumpellier Country Park

Park Manager

Arts and Venues

Buchanan Tower, Steps

Arts and Venues Manager

Buchanan Tower, Steps

Box Office and Promotions Manager

Motherwell Concert Hall

Operations Manager (Venues)

Museums and Heritage

Buchanan Tower, Steps

Museums and Heritage Manager

Motherwell Heritage Centre

Curatorial Support Manager

Summerlee Heritage Park

Assistant Manager

Service Development and Review (Parks)

Fleming House, Cumbernauld

Service Development and Review Manager

Fleming House, Cumbernauld

Administration Assistant

Libraries and Information

Buchanan Tower, Steps

Libraries and Information Manager

Coatbridge Library

Lending Services Manager (Central)

Cumbernauld Library

Lending Services Manager (North)

Motherwell Library

Lending Services Manager (South)

Motherwell Library

Information Services Manager

Motherwell Library

Stock and Administration Manager

Service Development and Review (Sport)

Time Capsule, Coatbridge

Service Development and Review Manager

Time Capsule, Coatbridge

Service Development and Review Officer

Time Capsule, Coatbridge

Senior Project Officer

Community Education

Area Office, Airdrie

Acting Area Community Education Officer

Area Office, Bellshill

Area Community Education Officer

Area Office, Coatbridge

Area Community Education Officer

Area Office, Cumbernauld

Area Community Education Officer

Area Office, Motherwell

Area Community Education Officer

Area Office, Wishaw

Area Community Education Officer

Bellshill Team

Community Worker

Coatbridge Team

Community Worker

Motherwell/Wishaw/Shotts Team

Senior Community Worker

Airdrie Team

Community Worker

Our Lady's High School, Motherwell

Senior Community Education Worker

Buchanan Tower, Steps

Principal Community Education Officer

APPENDIX 4

CONSTRUCTION SERVICES DEPARTMENT

LOCATION

CONTACT OFFICER/POINT

Philip Murray Road, Bellshill

Personnel and Administration Manager

EDUCATION DEPARTMENT

LOCATION

CONTACT OFFICER/POINT

Municipal Buildings, Coatbridge
Education Resource Service, Coatbridge
Kilbowie Outdoor Centre, Oban
St Aloysius Primary School
Chapelhall, Airdrie

Personnel Section
Library
-
The Technician's Service Centre

APPENDIX 6

FINANCE DEPARTMENT

LOCATION

Park Street, Motherwell
Civic Square, Motherwell
Civic Centre, Motherwell

CONTACT OFFICER/POINT

Employee Payments Manager
Client Services Supervisor (IT Services)
Director of Finance's Secretary

HOUSING AND PROPERTY SERVICES DEPARTMENT

LOCATION

CONTACT OFFICER/POINT

Municipal Buildings, Coatbridge

Support Services Section

APPENDIX 8

PLANNING AND ENVIRONMENT DEPARTMENT

LOCATION

CONTACT OFFICER/POINT

Planning and Roads Division

Fleming House, Cumbernauld
 Bron Way, Cumbernauld
 Kildonan Street, Coatbridge
 Brandon Street, Motherwell

Support Services Manager
 Assistant Office Manager
 Office Manager
 Planning Manager

Economic Development Unit

Fleming House, Cumbernauld

Administrative Assistant

Protective Services

Bron Way, Cumbernauld
 453 Main Street, Coatbridge
 Scomag House, Motherwell

Office Administrator
 Office Administrator
 Office Administrator

SOCIAL WORK DEPARTMENT

LOCATION	CONTACT OFFICER/POINT
Social Work Headquarters, Motherwell	Principal Officers Senior Personnel Officer Senior Resource Officers Personnel Section
Airdrie Area Office	Area Manager Senior Personnel Officer Personnel Officer
Bellshill Area Office	Area Manager Senior Personnel Officer Personnel Officer
Coatbridge Area Office	Area Manager Senior Personnel Officer Personnel Officer
Cumbernauld Area Office	Area Manager Senior Personnel Officer Personnel Officer
Motherwell Area Office	Area Manager Senior Personnel Officer Personnel Officer
Wishaw Area Office	Area Manager Senior Personnel Officer Personnel Officer