

**NORTH LANARKSHIRE COUNCIL  
REPORT**

<b>To: POLICY &amp; RESOURCES (PROPERTY) SUBCOMMITTEE</b>	<b>STAFFING REVIEW -</b>  <b>(1) ENERGY ASSESSORS - RENEWAL OF TEMPORARY POSTS;</b>  <b>(2) ADMINISTRATIVE ASSISTANT – RENEWAL OF TEMPORARY POSTS</b>
<b>From: HEAD OF PROPERTY SERVICES</b>	
<b>Date: 17 May 2011</b>	
	<b>Ref: IN/JT</b>

**1. INTRODUCTION**

- 1.1 The purpose of this report is to review the potential for the continuation of the temporary posts for 8 Energy Assessors (NLC 6 - £17,199 to £19,959) until 31 March 2012; and (2) the continuation of the temporary post for one Administrative Assistant (NLC 6 - £17,199 to £19,959) until 31 March 2012.

**2. BACKGROUND**

- 2.1 With reference to the Energy Assessors' posts, the Policy and Resources (Property) Subcommittee, at its meeting on 25 February 2010, agreed the detail of the Property Services Staffing Review, part of which included the change in focus of the Energy Team with the extension of 5 temporary posts of Energy Assessor for 1 year, to 31 March 2011, subject to annual review. This followed agreement, at meetings of the Policy and Resources (Property) Subcommittee on 18 March 2004 and 7 June 2007, to the creation of the 5 temporary posts and of the Policy Resources (Property) Subcommittee, on 10 March 2009, to the creation of 3 additional temporary posts of Energy Assessor until 31 March 2011.
- 2.2 With reference to the Administrative Assistant's post, the Policy and Resources (Property) Subcommittee, at its meeting on 10 March 2009, approved the establishment of this post on a temporary basis for 2 years. This post also expired on 31 March 2011.
- 2.3 The Head of Human Resources, in exercise of her delegated authority, under the Scheme of Delegation to Officers, authorised the employment for 13 weeks, from 1 April 2011 to 30 June 2011, of 2 temporary posts of Energy Assessor (NLC6) and 1 post of Administrative Assistant (NLC6).
- 2.4 These posts are predominately involved in residential energy efficiency and a review of the domestic energy service is currently underway in conjunction with Housing & Social Work Services. In the meantime, it is considered necessary to extend these posts to allow sufficient time to carry out the review process, at the end of which a further report will be submitted to Committee.

2.5 Currently, 5 of the Energy Assessors posts are held vacant while 2 others are currently filled, as is the post of Administrative Assistant. One Energy Assessor's post is vacant due to the holder leaving.

### **3. CORPORATE CONSIDERATIONS**

3.1 The proposals outlined in this report have been discussed with representatives of Human Resources, Finance and trade union representatives.

3.2 It is recommended that these posts are extended to 31 March 2011. However, without pre-empting the outcome of the review, it is proposed that 5 of the 6 vacant Energy Assessors posts remain vacant pending the review.

### **4. RECOMMENDATIONS**

4.1 It is recommended that Committee:-

- (i) approves the extension of 8 Energy Assessors' posts until 31 March 2012;
- (ii) approves the extension of the Administrative Assistant post until 31 March 2012; and
- (iii) remits this report to the Policy and Resources (Human Resources) Subcommittee for consideration.

4.2 All other terms and conditions to be adjusted by the Head of Property Services.



**IAN NISBET**  
**Head of Property Services**

Members seeking further information on the contents of this report are asked to contact Ian Nisbet, Head of Property Services, on 01236 616305.