

AGENDA ITEM NO: 4 (a)

**DEPARTMENT OF
COMMUNITY SERVICES**

CONTINUED APPLICATIONS

NORTH LANARKSHIRE COUNCIL
VACANCY CONTROL SUB-COMMITTEE
APPLICATION FOR CONSENT TO FILL VACANCY

| | |
|---|--------------------------|
| Post: | Conservation Technician |
| Department: | COMMUNITY SERVICES |
| Section: | Museums & Heritage |
| Location: | Summerlee Heritage Park |
| Grade and Current Salary: | AP1 £12,405 - £13,305 |
| Number of Posts in Team (where appropriate) | |
| Specify how vacancy arose: | Death of postholder |
| Date vacancy occurred: | 3 January 1999 |
| <u>Brief Outline of Job:</u> Responsible for the maintenance, restoration and conservation of the Electric Tramway and Historic collection items at Summerlee Heritage Park. | |

NORTH LANARKSHIRE COUNCIL
VACANCY CONTROL SUB-COMMITTEE
APPLICATION FOR CONSENT TO FILL VACANCY

| | |
|---|--|
| Post: | Information Editor |
| Department: | Community Services |
| Section: | Libraries and Information |
| Location: | Motherwell Library – Information Section |
| Grade and Current Salary: | AP2/3 £13,650 - £16,770 |
| Number of Posts in Team (where appropriate) | 12 |
| Specify how vacancy arose: | Postholder resigned to take up post outwith NLC. |
| Date vacancy occurred: | 11.10.99 |
| Brief Outline of Job: Professional member of Information Services Team – provides support services including compilation and distribution of electronic information bulletin, editing NLC webpage entries, maintaining organisations database, sourcing and distributing community information literature and other non-standard information sources, and dealing with information enquiries. | |

NORTH LANARKSHIRE COUNCIL

Specify possible alternatives to immediate filling of vacancy (eg: redeployment of work due to changed work patterns, temporary upgrading etc)

Overtime cover required.

What are the consequences if this post is not filled?

EIB service cannot satisfy potential demand, CI leaflet service will be curtailed, organisations database will not be maintained, remaining editor's IT training will be cancelled, website info will not be correct, and Support Manager will have to undertake editor duties and service point staffing problems will increase.

Reasons for this particular exemption:

To provide effective current awareness service for staff and ensure accurate and up-to-date local information for public.

Confirmation that post is part of approved establishment YES Post No CS273

Confirmation that post is not affected by budget decisions to freeze certain posts NO (not affected)

Signature
(Head of Department)

Date: 3/17/99

For Administration Department use:

Date of Vacancy Control Sub-Committee / /

Decision: Approve / Not Approve / Continue

Signed:

Date: