

AGENDA ITEM NO: 5(a)

## **CHIEF EXECUTIVE'S DEPARTMENT**

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

<b>Post:</b>	Motherwell North SIP Partnership Clerical Assistant
<b>Department:</b>	Chief Executives
<b>Section:</b>	Community Planning and Partnership
<b>Location:</b>	Motherwell North SIP Offices
<b>Grade and Current Salary:</b>	GS2 £10,761 - £11,313
<b>Number of Posts In Team:</b>	2
<b>Specify how vacancy arose:</b>	Present post holder has new appointment
<b>Date vacancy arose:</b>	19 May 2000
<b>Brief Outline of Job:</b>	
<p>The clerical assistant will be required to provide general clerical assistant to the support team and management group, general typing, filing and processing of invoices. In addition, will also maintain budgets and prepare financial reports.</p>	

<p><b>Specify possible alternatives to immediate filling of vacancy (e.g. redeployment of work due to change work patterns, temporary upgrading etc.):</b></p> <p>No possible alternatives as other clerical assistant is on long term sickness absence.</p>
<p><b>What are the consequences if the post are not filled?</b></p> <p>No admin and clerical support will be available to the support team and the Motherwell North SIP development work will be reduced.</p>
<p><b>Reasons for this particular exemption:</b></p> <p>The 100% funding for this post comes directly to the Council from the Scottish Executive.</p>
<p><b>Confirmation that post is part of approved establishment: YES/NO</b></p>
<p><b>Confirmation that the post is not affected by budget decisions to freeze certain posts</b> YES/NO</p>
<p>Signature: <sup>KV</sup> <i>Sandra McKay</i> (Head of Department) <i>ACG</i> Date: 28/4/00</p>
<p><b>For Administration Department use:</b></p> <p><b>Date of Policy and Resources (Vacancy Control) Sub- Committee:</b></p> <p><b>Decision:</b> Approve/Not approve/Continue</p>

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

<b>Post:</b>	PUBLIC RELATIONS OFFICER
<b>Department:</b>	CHIEF EXECUTIVE'S DEPARTMENT
<b>Section:</b>	PUBLIC RELATIONS
<b>Location:</b>	CIVIC CENTRE, MOTHERWELL
<b>Grade and Current Salary:</b>	AP5 - £19,827 - £21,636
<b>Number of Posts In Team:</b>	8.5
<b>Specify how vacancy arose:</b>	Through the resignation of the previous post-holder to take up a post with another authority.
<b>Date vacancy arose:</b>	21 August 1998.  Vacancy has been filled on a temporary basis since 21 December 1998.
<b>Brief Outline of Job:</b>	
To deal with media enquiries, write copy for publications and press releases, advise Departments and Members on matters related to the media.	

**Specify possible alternatives to immediate filling of vacancy  
(e.g. redeployment of work due to change work patterns, temporary upgrading etc.):**

There are no obvious alternatives to the filling of this post.

**What are the consequences if the post are not filled?**

Deterioration in the ability to provide a pro-active public relations service to the Council.

**Reasons for this particular exemption:**

**Confirmation that post is part of approved establishment:** YES

**Confirmation that the post is not affected by budget decisions to freeze certain posts:**

YES/~~NO~~

**Signature:**   
(Head of Department)

**Date:** 12/1/00

**For Administration Department use:**

**Date of Policy and Resources (Vacancy Control) Sub- Committee:**

**Decision:** Approve/Not approve/Continue

AGENDA ITEM NO: 5(a)

# CHIEF EXECUTIVE'S DEPARTMENT

ADDITIONAL ITEM

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

<b>Post:</b>	Motherwell North SIP Partnership Clerical Assistant (JOB SHARE)
<b>Department:</b>	Chief Executives
<b>Section:</b>	Community Planning and Partnership
<b>Location:</b>	Motherwell North SIP Offices
<b>Grade and Current Salary:</b>	GS2 £10,761 - £11,313
<b>Number of Posts In Team:</b>	2
<b>Specify how vacancy arose:</b>	Existing member of staff requests job share
<b>Date vacancy arose:</b>	28 April 2000. Request from existing member of staff as part of return to work process.
<b>Brief Outline of Job:</b>	
The clerical assistant will be required to provide general clerical assistant to the support team and management group, general typing, filing and processing of invoices. In addition, will also maintain budgets and prepare financial reports.	

**Specify possible alternatives to immediate filling of vacancy  
(e.g. redeployment of work due to change work patterns, temporary upgrading etc.):**

N/A

**What are the consequences if the post are not filled?**

Motherwell North SIP development work will be reduced.

**Reasons for this particular exemption:**

The 100% funding for this post comes directly to the Council from the Scottish Executive.

**Confirmation that post is part of approved establishment: YES/NO**

**Confirmation that the post is not affected by budget decisions to  
freeze certain posts YES/NO**

Signature: <sup>MM</sup> *Sandie McChay*  
(Head of Department)

Date: *28/4/00*

**For Administration Department use:**

**Date of Policy and Resources (Vacancy Control) Sub- Committee:**

**Decision:**

**Approve/Not approve/Continue**