

AGENDA ITEM NO: 5(b)

DEPARTMENT OF ADMINISTRATION

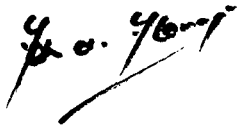
NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL SUB COMMITTEE

APPLICATION FOR CONSENT TO FILL VACANCY

Post:	Security Officer
Department:	Administration
Section:	Central Services - Administrative Services
Location:	Civic Centre Motherwell
Grade and Current Salary:	G1 £4.3668 per hour
Number of Posts in Team (Where appropriate)	7
Specify how vacancy arose:	Retiral of current postholder
Date vacancy occurred:	2 April 2000
<p>Brief Outline of Job:</p> <p>Security access, key and vehicle controls within the Civic Centre to ensure the security of the complex and to regularly carry out specific controls of the premises. The provision of information to members of the public and staff by way of a reception and telephone answering and message service. Monitoring of CCTV and access control systems</p> <p>To be the first point of contact with the emergency services in connection with any emergency situation which arises eg fire alarm evacuation, burglar alarm, bomb threat evacuation.</p>	

NORTH LANARKSHIRE COUNCIL

Specify possible alternatives to immediate filling of vacancy (eg redeployment of work due to change work patterns, temporary upgrading etc):	
No practical alternative available at present.	
What are the consequences if this post is not filled?	
Reduction in the level of security and patrol service within the Civic Centre complex and the likelihood of incurring additional costs.	
Reasons for this particular exemption:	
This post is necessary to maintain an acceptable level of security provision within the Civic Centre.	
Confirmation that post is part of approved establishment	YES
Confirmation that post is not affected by budget decisions to freeze certain posts	YES
Signature: (Head of Department)	Date: 27 April 2000
	
For Administration Department use:	
Date of Vacancy Control Sub-Committee	/ /
Decision	Approve/Not Approve/Continue

NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL SUB-COMMITTEE

APPLICATION FOR CONSENT TO FILL VACANCY

Post:	Litigation Court Clerk (Clerical Officer)
Department:	Administration
Section:	Legal Services/ Litigation and Advice
Location:	Civic Centre, Motherwell
Grade and Current Salary:	GS3 £11,898 to £12,405
Number of Posts in Team: (where appropriate)	1
Specify how vacancy arose:	Maternity Leave
Date vacancy occurred:	1 st August 2000
<u>Brief Outline of Job</u>	<p>Processing of all Court work relating to prosecution of parents in relation to school non-attendance. (Education Prosecutions).</p> <p>Monitoring of Council court diary.</p> <p>Collation of Key Performance Indicators Data.</p> <p>Administration and co-ordination of all Council court papers.</p> <p>Monitoring of all court actions raised by and against NLC.</p>

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

None – no persons are available to be re-deployed.

What are the consequences if this post is not filled?

Education prosecutions not raised nor processed. Limited ability to monitor court actions raised by and against the Council.

Reasons for this particular exemption:

Exemption is required to maintain this service.

Confirmation that post is part of approved establishment

YES / NO

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

YES / NO

Signature:
(Head of Department)

Walker B. Kelgowl

Date:

27/4/00

For Administration Department use:

Date of Vacancy Control Sub-Committee

/ /

Decision:

Approve / Not Approve / Continue

Signed:

Date:

NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL SUB-COMMITTEE

APPLICATION FOR CONSENT TO FILL VACANCY

Post:	2 TRAINEE SOLICITORS
Department:	ADMINISTRATION
Section:	LEGAL SERVICES
Location:	CIVIC CENTRE MOTHERWELL
Grade and Current Salary:	AP1/AP2 £12,405 to £14,811
Number of Posts in Team: (where appropriate)	N/A
Specify how vacancy arose:	EXPIRY OF PREVIOUS TRAINING CONTRACT
Date vacancy occurred:	September 2001
<p>Brief Outline of Job</p> <p>COMPREHENSIVE AND SYSTEMATIC TRAINING IN ALL ASPECTS OF THE COUNCIL'S LEGAL WORK</p>	

NORTH LANARKSHIRE COUNCIL

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

N/A

What are the consequences if this post is not filled?

N/A

Reasons for this particular exemption:

TO MAINTAIN A TRAINING COMMITMENT WITHIN THE DEPARTMENT

Confirmation that post is part of approved establishment

YES / ~~NO~~

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

YES / ~~NO~~

Signature:
(Head of Department)

Walter B. Kilgour

Date:

5/4/00

For Administration Department use:

Date of Vacancy Control Sub-Committee

/ /

Decision:

Approve / Not Approve / Continue

Signed:

Date:

NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL SUB-COMMITTEE

APPLICATION FOR CONSENT TO FILL VACANCY

Post:	SOLICITOR
Department:	ADMINISTRATION
Section:	LEGAL SERVICES
Location:	CIVIC CENTRE MOTHERWELL
Grade and Current Salary:	PO1 £22,083 - £24,009
Number of Posts in Team: (where appropriate)	N/A
Specify how vacancy arose:	POSTHOLDER HAS TAKEN UP POST EXTERNALLY - OUTWITH NORTH LANARKSHIRE COUNCIL
Date Vacancy Occured:	27 January 2000
	LEGAL WORK RELATED TO THE PROPERTY AND COMMERCIAL SECTIONS' WORKLOAD OF DOMESTIC CONVEYANCING, COMMERCIAL LEASES AND CONTRACTS BUT PRIMARILY FOR PROCESSING COUNCIL HOUSE SALES

NORTH LANARKSHIRE COUNCIL

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

NONE FEASIBLE

What are the consequences if this post is not filled?

FAILURE TO BRING IN PLANNED HOUSING CAPITAL RECEIPTS AND GENERAL SERVICES CAPITAL RECEIPTS

Reasons for this particular exemption:

REQUIRED TO MEET FINANCIAL COMMITMENTS OF THE COUNCIL

Confirmation that post is part of approved establishment

YES / NO

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

YES / NO

Signature:
(Head of Department)

R Thompson

Date: 28/1/00

For Administration Department use:

Date of Vacancy Control Sub-Committee

/ /

Decision:

Approve / Not Approve / Continue

Signed:

Date: