

AGENDA ITEM NO: 5(e)

DEPARTMENT OF EDUCATION

NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL SUB-COMMITTEE

APPLICATION FOR CONSENT TO FILL VACANCY

Post:	Clerical Assistant (Temporary)
Department:	Education
Section:	Special Educational Needs
Location:	Municipal Buildings Kildonan Street Coatbridge ML5 3BT
Grade and Current Salary:	GS1 £8,304 - £11,115
Number of Posts in Team: (Where appropriate)	1
Specify how vacancy arose:	Post holder promoted to another post within department.
Date vacancy occurred:	6 December 1999

Brief outline of Job:

Provide clerical support to the work of the section as directed by the SEN officer or any other person acting on his/her behalf.

NORTH LANARKSHIRE COUNCIL

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

None

What are the consequences if this post is not filled?

Workload in section is already suffering. Other staff having to work overtime to meet section targets. Timescales for Record of Needs are audited, therefore they have to be monitored regularly.

Reasons for this particular exemption:

Work backlog due to staff shortage.
Unable to redeploy members of existing staff.

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: *Christine Fallock*
(Head of Department)

Date: 8.3.2000

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:	Clerical Assistant (Temporary)
Department:	Education
Section:	Personnel
Location:	Municipal Buildings Kildonan Street Coatbridge ML5 3BT
Grade and Current Salary:	GS1 £8,304 - £11,115
Number of Posts in Team: (Where appropriate)	11
Specify how vacancy arose:	Maternity leave
Date vacancy occurred:	20 February 2000

Brief outline of Job:

Processing of travel expenses; status enquiries; recording of absences; assisting in the preparation of statistical information; general duties e.g. mail, filing, dealing with telephone enquiries for geographical area.

NORTH LANARKSHIRE COUNCIL

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

None

What are the consequences if this post is not filled?

Delays in the processing of claims. Late notifications to finance in respect of absences resulting in possible overpayments.

Reasons for this particular exemption:

Section is currently 3 staff members down due to maternity and vacancy therefore under pressure to meet deadlines.

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: *Christine Pollock*
(Head of Department)

Date: 8.3.2000

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:	Clerical Assistant (Temporary)
Department:	Education
Section:	Contracts & Provisions
Location:	Municipal Buildings Kildonan Street Coatbridge ML5 3BT
Grade and Current Salary:	GS2 £11,115 - £11,685
Number of Posts in Team: (Where appropriate)	16
Specify how vacancy arose:	Post holder on maternity leave
Date vacancy occurred:	6 February 2000

Brief outline of Job:

Checking accounts prior to passing for payment, arranging transport, dealing with enquiries from parents and schools and any other general clerical support

NORTH LANARKSHIRE COUNCIL

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

None

What are the consequences if this post is not filled?

Transport will not be arranged for special needs pupils, contractors would not receive payment, within terms and conditions of contract.

Reasons for this particular exemption:

Considerable delays in the provision of school transport for special needs pupils.
Considerable delays in payments to contractors.

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: *Breastine Pollock*
(Head of Department)

Date: 31.1.2000

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:	Clerical Assistant (Temporary)
Department:	Education
Section:	Personnel
Location:	Municipal Buildings Kildonan Street Coatbridge ML5 3BT
Grade and Current Salary:	GS2 £11,115 - £11,685
Number of Posts in Team: (Where appropriate)	10
Specify how vacancy arose:	Maternity Leave
Date vacancy occurred:	19 March 2000

Brief outline of Job:

Organisation of supply teachers in the secondary sector; preparation of documents on appointments and terminations; payroll notifications; registration of temporary staff; general duties e.g. mail, filing, dealing with telephone enquiries for geographical area.

NORTH LANARKSHIRE COUNCIL

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

None

What are the consequences if this post is not filled?

Non payment of supply teachers. Database of supply teachers not maintained appropriately and becoming out-dated therefore temporary teachers lost to other authorities.

Reasons for this particular exemption:

Section is currently 3 staff members down due to maternity and vacancy therefore work cannot be re-allocated. Post is crucial to maintaining efficient supply cover provision for secondary sector.

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: *Christine Pollock*
(Head of Department)

Date: 8.3.2000

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:	Clerical Assistant (Job-Share)
Department:	Education
Section:	Quality Development Service
Location:	EBP Centre, c/o Caldervale High School, Towers Road, Airdrie
Grade and Current Salary:	GS2 £11,115 - £11,685
Number of Posts in Team: (Where appropriate)	2
Specify how vacancy arose:	Resignation of Job Share Partner
Date vacancy occurred:	7 November 1999

Brief outline of Job:

To provide general clerical support to the EBP Centre. Duties include:- reception & telephone duties, input/retrieval of data from computer in relation to in-service training courses run by EBP, filing, photocopying and any other duties as required.

NORTH LANARKSHIRE COUNCIL

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

None

What are the consequences if this post is not filled?

Backlog of work, possibly affecting the delivery of service by EBP, including re-charge of courses etc.

Reasons for this particular exemption:

Only one clerical position exists within the centre, therefore no opportunity of re-allocation of work.

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: *Christine Pallock*
(Head of Department)

Date:

9.12.99

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:	TYPIST/CLERICAL ASSISTANT
Department:	Education
Section:	
Location:	Municipal Buildings Kildonan Street Coatbridge ML5 3BT
Grade and Current Salary:	GS2 £11,115 - £11,685
Number of Posts in Team: (Where appropriate)	3
Specify how vacancy arose:	Promotion of post holder
Date vacancy occurred:	13 October 1999

Brief outline of Job:

To provide typing for the department and help out with some clerical tasks.

NORTH LANARKSHIRE COUNCIL

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

None

What are the consequences if this post is not filled?

Typing tasks will not be completed to schedule.

Reasons for this particular exemption:

Team of 3 typists required to sustain level of support.

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: *Christine Pollock*
(Head of Department)

Date: 9.12.99

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:	Senior Clerical Officer
Department:	Education
Section:	Personnel
Location:	Municipal Buildings Kildonan Street Coatbridge ML5 3BT
Grade and Current Salary:	GS3 £11,898 - £12,405
Number of Posts in Team: (Where appropriate)	22
Specify how vacancy arose:	Resignation. Post holder leaving the authority.
Date vacancy occurred:	8 May 2000

Brief outline of Job:

Responsible for the assessment of teacher salary placements. Calculation of teaching and non teaching responsibility payments. Recording and monitoring of statistical information in relation to the staffing watch, Scottish Office Salary Survey and the Promoted Post Grading Board.

NORTH LANARKSHIRE COUNCIL

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

Possible upgrading within section or restriction of duties.

What are the consequences if this post is not filled?

- Non payment or timeous payment of acting up salaries.
- Teachers being paid on the incorrect salary point.
- Late submission of statistical returns within the Authority.

Reasons for this particular exemption:

To ensure the compliance of the Teachers Conditions of Service as it relates to re-assessment of salary/arrears, and payment of salary entitlement.

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: *Michael O'Neill* Date: 18/4/00
(Head of Department)

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:	Administrative Assistant
Department:	Education
Section:	Quality Development Service
Location:	Municipal Buildings Kildonan Street Coatbridge ML5 3BT
Grade and Current Salary:	£12,405 - £14,811 API / 2
Number of Posts in Team: (Where appropriate)	6
Specify how vacancy arose:	Previous post holder was dismissed
Date vacancy occurred:	1 January 2000

Brief outline of Job:

To assist the senior admin. officer with the plan of work for the support staff, provide admin. support to Arts & cultures initiatives and groups, to supervise & monitor specific grant orientated staff/finance, to complete returns for the directorate and external bodies and to administer budgetary, financial and management information systems using appropriate new technology.

NORTH LANARKSHIRE COUNCIL

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

A member of staff is temporarily seconded to this post.

What are the consequences if this post is not filled?

Committee papers will be delayed, the financial records concerning specific grant money will not be up to date and returns for both the council and external bodies will be delayed.

Reasons for this particular exemption:

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: *Michael J. Neale*
(Head of Department)

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:	ADMINISTRATIVE ASSISTANT
Department:	Education
Section:	BUDGET UNIT
Location:	Municipal Buildings Kildonan Street Coatbridge ML5 3BT
Grade and Current Salary:	AP1/2 £12,405 - £14,811
Number of Posts in Team: (Where appropriate)	3
Specify how vacancy arose:	Termination of appointment following long term sick absence (since April 1997)
Date vacancy occurred:	6 December 1999

Brief outline of Job:

Processing of orders and invoices for Core Education services such as HQ Early Years, Central Administration & Contract Services, supervision of clerical staff including supervision of Music Instruction Billing.

NORTH LANARKSHIRE COUNCIL

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

This post has been subject to long term sick absence since April 1997 and has been covered on an "acting up" basis since April 1998.

What are the consequences if this post is not filled?

1. Invoices & orders not processed at a time when demand is heading for its peak period.
2. Poor image of North Lanarkshire in payment of invoices timeously & possible levy of penalty interest.
3. Potential withdrawal of supply of goods & services by contractors.
4. HQ Early Years, Central Administration & Technician Service unable to function satisfactorily.

Reasons for this particular exemption:

The post has been subject to long term sick absence since April 1997 and has been covered on an "acting up" basis since April 1998. The department's capacity to provide cover in its busiest period from January – April, is severely constrained and cannot be made available.

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: *Christine Pallock* Date: 11.12.99
(Head of Department)

For Administration Department use:

Date of Vacancy Control Sub-Committee / /

Decision: Approve / Not Approve / Continue

Signed: Date: