

AGENDA ITEM NO: 5(f)

**DEPARTMENT OF FINANCE**

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

Post:	Support Technician
Department:	Department of Finance
Section:	I.T. Services
Location:	Civic Centre, Motherwell
Grade & Current Salary:	GS1 – AP3      £8652 to £16770
Number of Posts in Team: (where appropriate)	3
Specify how vacancy arose:	Internal promotion of previous post holder
Date vacancy occurred:	1/9/99
<p><u>Brief Outline of Job:</u></p> <p>Involved in day to day support of all Council Desktop Computer users, with the emphasis on high levels of Customer Interface skills and experience in the technical support of Operating Systems and Desktop Applications.</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?

Timescales for allocated project work would extend reducing levels of service to customer departments.

Reasons for this particular exemption:


N/A

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)

Date: 10/12/99

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:	SECRETARY/ADMIN ASSISTANT (Job Share)
Department:	FINANCE - IT SERVICES
Section:	CLIENT SERVICES
Location:	CIVIC SQUARE, MOTHERWELL
Grade & Current Salary:	AP1      £12405 to £13305. Pro rata
Number of Posts in Team: (where appropriate)	
Specify how vacancy arose:	Current post holder requesting Maternity Leave
Date vacancy occurred:	16/6/00 approx
<u>Brief Outline of Job:</u>	
The Secretary/Admin Asst provides secretarial and administrative support to the Head of IT Services, Business Systems Manager, Production Services Manager, Infrastructure Manager and three Business Group Managers.	

## NORTH LANARKSHIRE COUNCIL

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

What are the consequences if this post is not filled?

Failure to provide necessary level of secretarial and administrative support to senior management within IT Services.

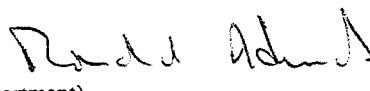
Reasons for this particular exemption:

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:   
(Head of Department)

Date: 6/13/00

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:	ADMIN ASSISTANT
Department:	FINANCE - REVENUE SERVICES DIVISION
Section:	EXPENDITURE - MAIL, RECEPTION & PAYSLIP DISTRIBUTION
Location:	166 PARK STREET MOTHERWELL
Grade and Current Salary:	AP1 £12,405 - £13,305
Number of Posts in Team: (where appropriate)	6
Specify how vacancy arose:	REVIEW OF REVENUE SERVICES
Date Vacancy occurred:	TRANSFER OF VACANT AP1 POST FROM INCOME TO THIS AREA. FINANCE AND PERSONNEL COMMITTEES 3 FEB 2000
<u>Brief Outline of Job:</u>	Responsible for day to day organisation of staff and duties. Ensuring all deadlines are met. Ingathering, collation and reporting or performance indicators and charging stats & other administrative duties.

**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?

PROBLEMS IN DISTRIBUTION OF PAYSLIPS  
DELAYS IN DISTRIBUTION OF INCOMING MAIL

Reasons for this particular exemption

TO ALLOW CREATION OF INTEGRATED SECTION AS DETAILED IN REPORT WITH SUFFICIENT NUMBERS TO COVER ABSENCE, ANNUAL LEAVE.  
TO ENSURE SECTION IS ADEQUATELY CONTROLLED AND ADMINISTERED.

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)



Date: 18/4/00

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:	RATES/DEBTORS ADMINISTRATOR
Department:	FINANCE - REVENUE SERVICES DIVISION
Section:	INCOME - NON DOMESTIC RATES/DEBTORS
Location:	166 PARK ST MOTHERWELL
Grade and Current Salary:	AP1/2 £12,405 - £14,811
Number of Posts in Team: (where appropriate)	11
Specify how vacancy arose:	RESIGNATION OF POSTHOLDER
Date Vacancy occurred:	21/4/00
<u>Brief Outline of Job:</u>	ASSIST IN THE BILLING AND COLLECTION OF NON DOMESTIC RATES AND SUNDRY DEBTORS



## 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?

DELAY IN UPDATING DEBTORS AND NON DOMESTIC RATES SYSTEMS

Reasons for this particular exemption

ADVERSE EFFECT ON THE BILLING AND COLLECTION OF RATES AND SUNDRY DEBTORS AND ALSO TO THE LEVEL OF SERVICE TO THE GENERAL PUBLIC

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)



Date: 13/4/00

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:	MASTERFILE ADMINISTRATOR
Department:	FINANCE - REVENUE SERVICES DIVISION
Section:	INCOME - COUNCIL TAX
Location:	MOTHERWELL RD BELLSHILL
Grade and Current Salary:	AP1/2 £12,405 - £14,811
Number of Posts in Team: (where appropriate)	7
Specify how vacancy arose:	RESIGNATION OF POSTHOLDER
Date Vacancy occurred:	5/5/00
<u>Brief Outline of Job:</u>	ASSIST IN THE BILLING AND COLLECTION OF COUNCIL TAX

## 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?

DELAY IN UPDATING INFORMATION TO THE COUNCIL TAX SYSTEM

Reasons for this particular exemption

ADVERSE EFFECT ON THE BILLING AND COLLECTION OF COUNCIL TAX AND ALSO TO THE LEVEL OF SERVICE TO THE GENERAL PUBLIC

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)



Date: 13/4/00

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:	CUSTOMER SERVICES OFFICER (OPERATIONS) Formerly approved as Service Centre Supervisor 10/2/99
Department:	FINANCE
Section:	I.T. SERVICES
Location:	CIVIC SQUARE, MOTHERWELL
Grade & Current Salary:	AP4/PO2      £17,322      to      £24,789
Number of Posts in Team: (where appropriate)	N/A
Specify how vacancy arose:	New Post - failed to fill following original approval 10/2/99
Date vacancy occurred:	10/2/99
<u>Brief Outline of Job:</u>	
<ul style="list-style-type: none"> <li>◇ Assist the Customer Services Manager (Operations) to monitor and perform the day-to-day tasks associated with the Council's Print and Operations Contracts.</li> <li>◇ Implement procedures to meet External Audit recommendations.</li> </ul>	

## NORTH LANARKSHIRE COUNCIL

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

None

What are the consequences if this post is not filled?

- ✧ No cover when the Customer Services Manager (Operations) is off work. Inability to monitor the day-to-day running of the Authority's Print and Operations Contract.
- ✧ Unable to meet recommendations of External Audit.

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:  
(Head of Department)

Date:

For Administration Department use:

Date of Vacancy Control Sub-Committee

/ /

Decision:

Approve / Not Approve / Continue

Signed:

*David White*

Date:

27/4/00