

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**

Post:	Motherwell North SIP Partnership Clerical Assistant (JOB SHARE)
Department:	Chief Executives
Section:	Community Planning and Partnership
Location:	Motherwell North SIP Offices
Grade and Current Salary:	GS2 £10,761 - £11,313
Number of Posts In Team:	2
Specify how vacancy arose:	Existing member of staff requests job share
Date vacancy arose:	28 April 2000. Request from existing member of staff as part of return to work process.
Brief Outline of Job:	
<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>	

**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: ^{JM} *Sandie McChay*
(Head of Department)

Date: 28th / 4 / 00

For Administration Department use:

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

Decision:

Approve/Not approve/Continue