

AGENDA ITEM NO: 5(9)

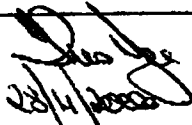
**DEPARTMENT OF  
HOUSING AND PROPERTY SERVICES**

ADDITIONAL ITEMS

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

Post:	CLERICAL ASSISTANT (TEMP 3 MONTHS APPROX)
Department:	HOUSING AND PROPERTY SERVICES
Section:	MOODIESBURN AREA HOUSING OFFICE
Location:	MOODIESBURN AREA HOUSING OFFICE BLACKWOODS CRESCENT MOODIESBURN
Grade and Current Salary:	GS1/2 (£8,652 - £11,685)
Number of Posts in Team: (where appropriate)	THREE
Specify how vacancy arose:	INTERNAL PROMOTION OF POSTHOLDER
Date vacancy occurred:	8 MAY 2000
<b>Brief Outline of Job:</b> To provide essential clerical, typing and reception duties within the area office. The post holder will also maintain a filing system, process repairs and allocation enquiries and provide general support to a housing team.	

## NORTH LANARKSHIRE COUNCIL

<p><u>Specify possible alternatives to immediate filling of vacancy (eg: redeployment of work due to changed work patterns, temporary upgrading, etc):</u></p> <p>The post is an integral part of the area office establishment and plays an essential role. I see no scope to spread the workload onto the rest of the staff without causing great difficulties both for our customers and the running of the office.</p>
<p><u>What are the consequences if this post is not filled?</u></p> <p>Direct impact on service delivery. Current staff level could not cope with level of workload generated, creating difficulties for customers and staff who require their support.</p>
<p><u>Reasons for this particular exemption:</u></p> <p>As stated above this post is part of existing staff establishment and should be filled as quickly as possible.</p>
<p>Confirmation that post is part of approved establishment</p> <p>Yes</p>
<p>Confirmation that post is not affected by budget decisions to freeze certain posts</p> <p>Yes</p>
<p>Signature </p> <p>Date: 28/11/2000</p>
<p>For Administration Department use:</p> <p>Date of Vacancy Control Sub-Committee .....</p> <p>Decision</p> <p>Approve/Not Approve/Continue</p> <p>Signed .....</p>

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

Post:	Clerical Assistant (Temp 5 months)
Department:	Housing and Property Services
Section:	Local Housing Services
Location:	Airdrie Area Office
Grade and Current Salary:	GS1/2 £8,652 - £11,686
Number of Posts in Team: (where appropriate)	2
Specify how vacancy arose:	Present postholder has accepted temporary position as Housing Officer in another Area Office
Date vacancy occurred:	02.05.00
<u>Brief Outline of Job:</u> Undertaking clerical and administrative duties within an estate team in the Airdrie Area Office, including reception duties, typing, repairs input and rent arrears administration.	

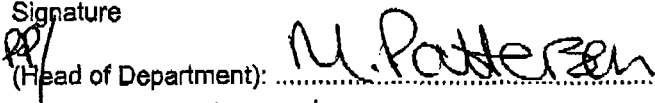
**NORTH LANARKSHIRE COUNCIL**

<p><u>Specify possible alternatives to immediate filling of vacancy (eg: redeployment of work due to changed work patterns, temporary upgrading, etc):</u>          It would be difficult to make alternative arrangements as there are a number of clerical officer vacancies within the office.</p>
<p><u>What are the consequences if this post is not filled?</u>          It is important that the Area Office offers a high level of service at all times. Unfortunately this becomes difficult to sustain if staff are not in position. It is important therefore that the post be filled as soon as possible.</p>
<p><u>Reasons for this particular exemption:</u>          The service delivery of the office has to be maintained. Agreeing to this post being filled would be extremely beneficial in this aim.</p>
<p>Confirmation that post is part of approved establishment</p> <p>Yes</p>
<p>Confirmation that post is not affected by budget decisions to freeze certain posts</p> <p>Yes</p>
<p>Signature          (Head of Department): <u>M. Patterson</u></p> <p>Date: <u>02/05/00</u></p>
<p>For Administration Department use:</p> <p>Date of Vacancy Control Sub-Committee .....</p> <p>Decision</p> <p>Approve/Not Approve/Continue</p> <p>Signed .....</p>

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

Post:	Housing Officer (Temp 3 months)
Department:	Housing and Property Services
Section:	Local Housing Services
Location:	Airdrie Area Office
Grade and Current Salary:	AP2/3 £13,651 - £16,769
Number of Posts in Team: (where appropriate)	4
Specify how vacancy arose:	Present postholder is on long term sick leave
Date vacancy occurred:	28/02/00
<b><u>Brief Outline of Job:</u></b> Providing a comprehensive generic housing service to a specific area. Tasks include estate management, rent arrears administration, homeless persons administration and house letting.	

**NORTH LANARKSHIRE COUNCIL**

<p><u>Specify possible alternatives to immediate filling of vacancy (eg: redeployment of work due to changed work patterns, temporary upgrading, etc):</u>          Work has already been distributed to other officers in the team but as there are 2 officers currently off on long term sick leave it is difficult to cover all duties on a consistent basis.</p>
<p><u>What are the consequences if this post is not filled?</u>          The estate team are attempting to continue to provide the best standard of service possible but this is becoming untenable given the length of time the present postholder has been absent.</p>
<p><u>Reasons for this particular exemption:</u>          It is important that the service is maintained. This will only be achieved by filling this post.</p>
<p>Confirmation that post is part of approved establishment</p> <p>Yes</p>
<p>Confirmation that post is not affected by budget decisions to freeze certain posts</p> <p>Yes</p>
<p>Signature            (Head of Department): .....</p> <p>Date: <u>02/05/00</u> .....</p>
<p>For Administration Department use:</p> <p>Date of Vacancy Control Sub-Committee .....</p> <p>Decision</p> <p>Approve/Not Approve/Continue</p> <p>Signed .....</p>

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

Post:	Housing Officer (Temp 3 months)
Department:	Housing and Property Services
Section:	Local Housing Services
Location:	Airdrie Area Office
Grade and Current Salary:	AP2/3 £13,651 - £16,769
Number of Posts in Team: (where appropriate)	4
Specify how vacancy arose:	Present postholder is on long term sick leave following hospitalisation.
Date vacancy occurred:	11/04/00
<b>Brief Outline of Job:</b> Providing a comprehensive generic housing service to a specific area. Tasks include estate management, rent arrears administration, homeless persons administration and house letting.	



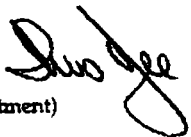
### NORTH LANARKSHIRE COUNCIL

<p><u>Specify possible alternatives to immediate filling of vacancy (eg: redeployment of work due to changed work patterns, temporary upgrading, etc):</u>          Work has already been distributed to other officers in the team but as there are 2 officers currently off on long term sick leave it is difficult to cover all duties on a consistent basis.</p>
<p><u>What are the consequences if this post is not filled?</u>          The estate team are attempting to continue to provide the best standard of service possible but this is becoming untenable given the length of time the present postholder is likely to be absent.</p>
<p><u>Reasons for this particular exemption:</u>          It is important that the service is maintained. This will only be achieved by filling this post.</p>
<p>Confirmation that post is part of approved establishment</p> <p>Yes</p>
<p>Confirmation that post is not affected by budget decisions to freeze certain posts</p> <p>Yes</p>
<p>Signature          (Head of Department): <u>N. Patterson</u>          Date: <u>02/05/00</u></p>
<p>For Administration Department use:</p> <p>Date of Vacancy Control Sub-Committee .....</p> <p>Decision</p> <p>Approve/Not Approve/Continue</p> <p>Signed .....</p>

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

Post :	<b>EMPTY HOMES INITIATIVE OFFICER (Temporary approx 4 months)</b>
Department :	<b>Housing and Property Services</b>
Section :	<b>Local Housing Services</b>
Location :	<b>124 Main Street, Coatbridge</b>
Grade and Current Salary :	<b>AP4 (£17,323-19,223)</b>
Number of Posts in Team : (where appropriate)	<b>1</b>
Specify how vacancy arose :	<b>Maternity Leave</b>
Date vacancy occurred :	<b>15 May 2000</b>
<p><b>Brief Outline of Job : Postholder will be responsible for developing the outline Empty House Strategy agreed by the Council and develop and monitor the implementation of the strategy, ensure that successful bid monies are targeted as outlined and assist in the preparation of further bids under the governments Empty House Initiative.</b></p>	

**NORTH LANARKSHIRE COUNCIL**

Specify possible alternatives to immediate filling of vacancy (eg. redeployment of work due to changed work patterns, temporary upgrading etc) :	
<b>None</b>	
What are the consequences if this post is not filled ? <b>Implementation and application of Empty House Initiative award for 1999/00 may be jeopardised.</b>	
Reasons for this particular exemption :	
Confirmation that post is part of approved establishment	YES / NO
Confirmation that post is not affected by budget decision to freeze certain posts	YES / NO
Signature :  (Head of Department)	Date : 28/4/2000
For Administration Department use :	
Date of Vacancy Control Sub-Committee	/ /
Decision	Approve / Not Approve / Continue
Signed :	Date :