

AGENDA ITEM NO: 5(i)

DEPARTMENT OF SOCIAL WORK

ADDITIONAL ITEMS

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

POST	Clerical Assistant/Typist
DEPARTMENT	Social Work
SECTION	Criminal Justice Services Community Service Section
LOCATION	Alexander Resource Centre, 83 Blair Road, Coatbridge.
GRADE AND SALARY SCALE	GS1/2 - £8652 to £11685
NUMBER OF POSTS IN TEAM (WHERE APPROPRIATE)	Three full time (35 hours pw) One part time (20 hours pw)
SPECIFY HOW VACANCY AROSE	Resignation of present post holder
DATE VACANCY OCCURRED	WEF 20th March, 2000

BRIEF OUTLINE OF JOB

To provide administrative and clerical support to members of the community service team.

NORTH LANARKSHIRE COUNCIL

SPECIFY POSSIBLE ALTERNATIVES TO IMMEDIATE FILLING OF VACANCY (EG REDEPLOYMENT OF WORK DUE TO CHANGED WORK PATTERNS, TEMPORARY UPGRADING ETC):

There are no other alternatives available to the filling of this post.
The post is 100% funded from the Scottish Executive and therefore at no cost to North Lanarkshire Council.

WHAT ARE THE CONSEQUENCES IF THIS POST IS NOT FILLED?

The remaining members of staff would be put under considerable pressure due to the large volume of work which requires to be undertaken. If the work is not undertaken it could have repercussions with Courts etc. The post is required to be filled to meet statutory obligations.

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

25/2/00

FOR ADMINISTRATION DEPARTMENT USE:

DATE OF VACANCY CONTROL SUBCOMMITTEE

DECISION: APPROVE / NOT APPROVE / CONTINUE

SIGNED:

DATE

NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL - SUB COMMITTEE

APPLICATION FOR CONSENT TO FILL VACANCY

POST	Residential Worker (Nights) x 2 (20 hours)
DEPARTMENT	Social Work
SECTION	Child Care
LOCATION	Pine Court Children's Unit 29/31 Pine Court Abronhill Cumbernauld
GRADE AND CURRENT SALARY	RW12/RW28 £12,699 - £22,083
NUMBER OF POSTS IN TEAM (WHERE APPROPRIATE)	1.05 W.T.E
SPECIFY HOW VACANCY AROSE	New posts - Committee approval June 1998
DATE VACANCY OCCURRED	MARCH 1999
BRIEF OUTLINE OF JOB	
To provide a high standard of residential care for children and young people in accordance with Council Policies, procedures and guidelines.	

NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL SUB-COMMITTEE (PAGE 2)

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?

Adverse effect on service provision

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:

28/4/2000

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	Unit Manager
DEPARTMENT	Social Work
SECTION	Elderly
LOCATION	Antonine Centre Barroch Way Scafar Cumbernauld
GRADE AND CURRENT SALARY	AP4 £17,322 - £19,244
NUMBER OF POSTS IN TEAM (WHERE APPROPRIATE)	1
SPECIFY HOW VACANCY AROSE	Employee obtained post within another Authority
DATE VACANCY OCCURRED	24 January 2000
BRIEF OUTLINE OF JOB	
To be responsible for the overall management and operation of a Category 'A' Day Centre for Elderly people in line with current Council policies and practices.	

NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL SUB-COMMITTEE (PAGE 2)

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?

Adverse effect on service provision

REASONS FOR THIS PARTICULAR EXEMPTION:

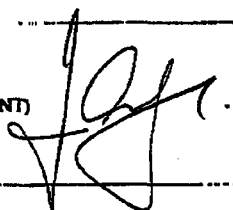
CONFIRMATION THAT POST IS PART OF APPROVED ESTABLISHMENT

YES/~~NO~~

CONFIRMATION THAT POST IS NOT AFFECTED BY BUDGET DECISIONS TO FREEZE CERTAIN POSTS

YES/~~NO~~

SIGNATURE:
(HEAD OF DEPARTMENT)



DATE:

28.4.00

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 A VACANCY

POST	SENIOR SOCIAL CARE WORKER (NIGHT) <i>Temporary</i> 33.5 hours
DEPARTMENT	SOCIAL WORK DEPARTMENT
LOCATION	LOCHVIEW HOME
GRADE AND CURRENT SALARY	RW23 £17322/£19224
NUMBER OF POST IN TEAM (WHERE APPROPRIATE)	3
SPECIFY HOW VACANCY AROSE	MATERNITY LEAVE
DATE VACANCY OCCURRED	2 June 2000
BRIEF OUTLINE OF JOB To provide care and support to individuals and groups of residents consistent with their emotional, social and physical needs, ensuring residents live in a situation where their independence, individuality and dignity are respected.	

PERSVACC

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?

THIS POST IS ESSENTIAL TO THE SMOOTH RUNNING OF THE UNIT

REASONS FOR THIS PARTICULAR EXEMPTION:

CONFIRMATION THAT POST IS PART OF APPROVED ESTABLISHMENT

YES

CONFIRMATION THAT POST IS NOT AFFECTED BY BUDGET DECISIONS TO FREEZE CERTAIN POSTS

N/A

SIGNATURE
(HEAD OF DEPARTMENT)

DATE 28/6/00

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	Depute Unit Manager
DEPARTMENT	Social Work
SECTION	Child Care
LOCATION	Pine Court Children's Unit 29/31 Pine Court Abrohill Cumbernauld
GRADE AND CURRENT SALARY	RW30 £21,636 - £23,319
NUMBER OF POSTS IN TEAM (WHERE APPROPRIATE)	1
SPECIFY HOW VACANCY AROSE	Post holder secured promoted post
DATE VACANCY OCCURRED	3 April 2000
BRIEF OUTLINE OF JOB	
<p>To deputise for the Unit Manager in his or her absence.</p> <p>Under the direction of the Unit Manager to be responsible for the efficient management of the Residential Children's Unit and to ensure the promotion of appropriate standards of care which are consistent with current Council policies and guidelines.</p>	

NORTH LANARKSHIRE COUNCIL

VACANCY CONTROL SUB-COMMITTEE (PAGE 2)

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?

Adverse effect on service

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: 28.4.00

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 A VACANCY**

POST	Assistant Unit Manager
DEPARTMENT	Social Work
SECTION	Airdrie Area Office
LOCATION	Monklands House 1 Stanrigg Street Plains Airdrie
GRADE AND CURRENT SALARY	RW26 £19224/£21030
NUMBER OF POSTS IN TEAM (WHERE APPROPRIATE)	One
SPECIFY HOW VACANCY AROSE	Resignation of permanent post holder.
DATE VACANCY OCCURRED	12 March 2000
BRIEF OUTLINE OF JOB	
<p>To assist, under the direction of the Unit Manager, with the management of all staff in the home.</p> <p>To assist in the management of the home and the promotion of standards of practice and care in accordance with North Lanarkshire Council policies and guidelines.</p>	

NORTH LANARKSHIRE COUNCIL

<p>SPECIFY POSSIBLE ALTERNATIVES TO IMMEDIATE FILLING OF VACANCY (eg REDEPLOYMENT OF WORK DUE TO CHANGED WORK PATTERNS, TEMPORARY UPGRADING, etc.)</p> <p>Temporary appointment could be made but as there are several temporary posts within the unit, a permanent appointment would offer more continuity in care for service users.</p>	
<p>WHAT ARE THE CONSEQUENCES IF THIS POST IS NOT FILLED?</p> <p>Already 2 posts at senior grade covered on a temporary basis. Overtime payments incurred due to additional hours worked by others. Staff may need to be brought in from other homes thereby causing inconsistencies in the standard of care.</p>	
<p>REASONS FOR THIS PARTICULAR EXEMPTION:</p> <p>As outlined above.</p>	
<p>CONFIRMATION THAT THIS 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: 28/6/00</p>
<p>FOR ADMINISTRATION DEPARTMENT USE:</p> <p>DATE OF VACANCY CONTROL SUB-COMMITTEE:</p> <p>DECISION: APPROVE / NOT APPROVE / CONTINUE</p> <p>SIGNED: _____ DATE: _____</p>	