

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Corporate Services	Division: Democratic & Legal Services
Section: Licensing & Litigation	Post: Solicitor (temporary 3 years)
Grade: NLC12	Essential Qualification: Law Degree & Diploma/Apprenticeship
Date vacancy occurred:	Current Salary Scale: £34,494 - £38,916
<p>Reason for vacancy:</p> <p>At the Policy & Resources Committee on 17 September 2015, approval was given to the creation of a principal solicitor post and a solicitor post, each for a three year period, to support the projects being taken forward by the Council under the Glasgow Clyde Valley City Deal agreement. It was noted that recruitment to these posts would be restricted to existing Council employees, with any consequential vacancies being backfilled to ensure consistency in service delivery. Following upon this, a solicitor in the Licensing & Litigation section has been appointed to the principal solicitor post which has created this vacancy.</p> <p>Following discussion between the Convener and the Head of Democratic & Legal Services, this post has been advertised, and homologation of this decision is sought.</p>	
<p>What are the consequences of not filling this post?</p> <p>This would have a significant adverse impact on the legal services required to support the Council, in particular in carrying out its statutory duties as both social work and education authority, and would result in resource implications in providing the necessary support in the areas of child and vulnerable adult protection.</p>	
<p>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</p> <p>Externalisation of legal services to private sector solicitors is the only alternative but this is not considered viable due to the sensitivity of the work referred to (with the expectation of client services that access to sensitive personal information will be kept in-house) and the increase in costs to the Council.</p>	
<p>The following documents are enclosed with this form: (✓)</p> <p>1. Job Description ✓</p>	

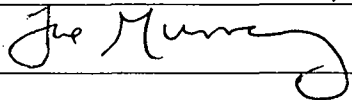
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)



I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.

Signature

Executive Director:



Date: 12/10/2015

Human Resources use:

Date of Vacancy Monitoring Sub-Committee _____

APPROVE / NOT APPROVE / CONTINUE

North Lanarkshire Council

Job Description

Service: Corporate Services
Division: Democratic & Legal Services
Job Title: Solicitor (Licensing & Litigation)
Responsible to: Principal Solicitors (Licensing & Litigation)
Grade: NLC12
Conditions of Service: SJC

Job Outline:

1. To support the work of the Legal Services Division by providing appropriate legal advice and support as required across the range of work carried out by the Division on behalf of the Council.
2. To work with colleagues to help secure a responsible, effective, efficient and professional legal service for the Council, and its services.

Main Duties and Responsibilities:

1. The caseload of this post will include litigation and advice work in the following key areas: licensing, housing, social work, education and employment in accordance with the Council's requirements, and the key strategic priorities in the Council's Corporate Plans.
2. To represent the Council as required in Licensing & Litigation matters e.g. attendance at the Sherriff Court, instructing representation at the Court of Session, attendance at employment tribunals etc.
3. To provide advice and legal support to all Committees, and to Officers of the Council, in the performance of their functions and service delivery.
4. Preparation of Committee reports including reports on responses to government consultation documents.
5. To assist the Principal Solicitors in maintaining compliance of the Council and its external bodies with Regulatory agencies.
6. To assist the Principal Solicitors in ensuring the costs of external services achieve best value.
7. To provide training to council employees where required on legal issues across the Councils services

8. To provide advice and guidance to trainee solicitors and paralegals in the performance of their duties, including the co-ordination of day to day work requirements.
9. To support the general day to day functioning of the Legal Services division as instructed.
10. To comply with North Lanarkshire Councils Health and Safety at Work policies/procedures, and any other relevant legislation and ensure that safe systems of work are used at all times.
11. To carry out any other duties consistent with the post as may be required.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive, but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

DEMOCRATIC & LEGAL SERVICES

