

BUDGET MONITORING BOARD

ABERDEEN, 11th March, 2009. - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor John Stewart, Convener; and Councillors Cassie, Corall (as substitute for Councillor McDonald), Dunbar (as substitute for Councillor Kevin Stewart), Donnelly (as substitute for Councillor Boulton), and Farquharson.

VACANCY MANAGEMENT

1. The Board had before it a report by the Head of Human Resources submitting a number of vacancies to be considered by the Board.

The report recommended:-

that the Board approve the recommendations of the relevant Corporate Directors who have considered a number of vacancies in conjunction with the Redeployment Team in the Human Resources Service.

The Board resolved:-

- (i) to approve the external advertisement of the undernoted vacancies:-
 - (1) CRM Solution Analysis (2 posts) - Continuous Improvement
 - (2) Senior Pensions Officer (Benefits), Senior Pensions Officer (Technical), Senior Pensions Officer (Accounting and Investment) and Senior Pensions Officer (Communications) - Resources Management
 - (3) Stock Conditions Officer - Resources Management
 - (4) Estates Surveyor - Resources Management
 - (5) Senior Building Standards Officer (3 posts) - Strategic Leadership
 - (6) Skills Development Officer (Young People) - Strategic Leadership
 - (7) Environmental Health Officers (3 posts, two of which are full-time and one part-time) - Neighbourhood Services (Central Area)
 - (8) Engineering Assistant - Neighbourhood Services (South Area)
 - (9) Engineering Officer (2 posts) - Neighbourhood Services (South Area)
 - (10) Casual Social Worker (as and well required) - Neighbourhood Services (South Area)
 - (11) Team Leader - Neighbourhood Services (South Area)
 - (12) Senior Social Worker - Neighbourhood Services (South Area)
 - (13) HR Adviser (OD) (2 fixed term posts) - Resources Management
 - (14) Job Analyst (fixed term) - Resources Management
 - (15) Community Occupational Therapist (fixed term) - Resources Management
 - (16) Job Evaluation Appeals Chair (fixed term) - Resources Management
 - (17) Chargehand Tradesperson (2 fixed term posts) - Neighbourhood Services (Central Area)
 - (18) Library Assistants (13 posts for part-time summer relief work) including examining the option of offering the additional hours to existing Library Assistants whose contractual hours are affected by the reduction in library opening hours - Neighbourhood Services (Central Area)
 - (19) Occupational Therapist (fixed term) - Neighbourhood Services (Central Area)
 - (20) School Support Assistant (part-time fixed term post) - Neighbourhood Services (Central Area)

- (21) Social Worker (4 posts, one permanent and three fixed term) - Neighbourhood Services (Central Area);
- (ii) to approve the advertisement of the undernoted vacancies on a permanent basis with the services having the discretion to advertise on a fixed-term basis if they wish to do so:-
- (1) Teacher - Neighbourhood Services (Central Area)
 - (2) Depute Head Teacher (2 posts) - Neighbourhood Services (North Area)
 - (3) Head Teacher - Neighbourhood Services (North Area)
 - (4) Teacher (2 posts) - Neighbourhood Services (South Area)
 - (5) Autism Outreach Teacher (fixed term post) - Neighbourhood Services (Central Area)
 - (6) Teacher of Geography (fixed term post) - Neighbourhood Services (North Area);
- (iii) to approve for internal advertising only the undernoted vacancies:-
- (1) Clerical Assistant (part-time) - Strategic Leadership
 - (2) Senior City Warden - Neighbourhood Services (Central Area)
 - (3) Out of School Project Manager (Part-time) - Neighbourhood Services (Central Area)
 - (4) Home School Liaison Officer - Neighbourhood Services (Central Area)
 - (5) Senior Support Assistant - Neighbourhood Services (North Area)
 - (6) Clerical Assistant - Neighbourhood Services (North Area)
 - (7) Houseparent - Neighbourhood Services (North Area)
 - (8) Driver - Neighbourhood Services (South Area)
 - (9) Night Social Care Officer (part-time) - Neighbourhood Services (South Area)
 - (10) Care Assistant (5 part-time posts) - Neighbourhood Services (South Area)
 - (11) Clerical Assistant - Neighbourhood Services (South Area)
 - (12) Welfare Rights Assistant - Neighbourhood Services (South Area)
 - (13) Senior Support Assistant - Neighbourhood Services (South Area)
 - (14) School Administrator - Neighbourhood Services (South Area)
 - (15) Development Officer (fixed term) - Continuous Improvement
- (iv) to approve the external and internal advertising of the undernoted vacancies:-
- (1) Housing Inspector - Neighbourhood Services (Central Area)
 - (2) Risk Control Officer - Neighbourhood Services (Central Area)
- (v) to note that there were no suitable redeployees for the post of Community Waste Worker in Neighbourhood Services (North Area) and to approve the external advertisement of the post;
- (vi) to request the Head of Human Resources to remind services of the Board's decision to approve the re-advertisement of posts until posts are filled once the Board has agreed to the initial advertisement;
- (vii) to request a briefing note from the Chief Executive updating the Board on the status of the Officer Vacancy Scrutiny Panel and the measures in place to manage the vacancy process across the Council,

- JOHN STEWART, Convener.