

## ABERDEEN CITY COUNCIL

<b>Name of Committee</b>	:	Budget Monitoring Board
<b>Date of Meeting</b>	:	27 March 2009
<b>Title of Report</b>	:	Vacancy Management
<b>Lead Officer</b>	:	Ewan Sutherland
<b>Author of Report</b>	:	Ruth Hepburn ☎ (52)3078 ✉ ruhepburn@aberdeencity.gov.uk
<b>Other Involvement</b>	:	None
<b>Consultation undertaken with</b>	:	None

### Summary of Report

This report brings forward requests from Services for posts to be advertised.

### Links to the Community Plan and to Vibrant, Dynamic & Forward Looking


The filling of vacant posts will impact on the Council's ability to deliver the Community Plan

### Implementation

Once decisions are taken by the Budget Monitoring Board, Human Resources will make the necessary arrangement for posts approved to be filled, including advertising posts. Human Resources will also notify the Services where approval is refused.

### Resource Implications

<b>People</b>	:	This process is likely to contribute to a reduction in the numbers employed by the Council.
<b>Finance</b>	:	This process is part of the Improvement Plan to deliver budget savings in the current financial year and beyond.
<b>Systems &amp; Technology</b>	:	No Implications

- Property** : No implications
- Other Equipment** : No Implications
- Other** : No Implications
- Other Implications**  
**Health & Safety** : These will be considered as part of the process of approving the filling of posts.
- Risk Management** : Clearly not filling vacant posts will have implications on delivery of services.
- Human Rights/  
Equalities/Diversity** : No direct implications
- Equalities Impact  
Assessment** : To follow.
- Sustainability** : The sustainability of services may be affected by the decisions whether or not to fill posts.
- Environmental** : No Implications
- Social** : No Implications
- Economic** : No Implications
- Construction** : No Implications
- Signature** : 

## **Main Considerations**

Attached is the following paperwork that the Budget Monitoring Board are requested to consider and take decisions on

1. Summary Report including:

- Normal external posts
- Teaching external posts
- Normal internal posts
- Normal posts to be held

**BUDGET MONITORING BOARD**

27 March 2009

The relevant Corporate Director, in conjunction with the Redeployment Team, recommend not filling the following posts:

Number of posts: 29

Reference Number	Job Title
<b>Jobs for external advertising</b>	
AA016/09	Assistant Development Officer (Admin)
AA017/09	Assistant Fraud Officer
AT020/09	Implementation Officer
AC081/09	Sales Assistant
AC082/09	PEEP Resources Worker
AC083/09	Adult Learning Co-ordinator
AC084/09	Housing Inspector
AC086/09	Active Schools Co-ordinator
AN076/09	Intermediate Treatment Officer
AN079/09	Superintendent
AN080/09	Inspector of Works
AN085/09	Technician
AS067/09	Engineer
AS068/09	Technical Officer
AS069/09	Support Assistant
AS070/09	Social Care Officer (3 posts)
AS072/09	Facilities Assistant
AS065/09	Seasonal Shop Attendant (Fixed-term)
AS066/09	Seasonal Gardeners (40 posts) (Fixed-term)

**Teaching**

AN082/09	Teacher ASN
AN083/09	Principal Teacher
AS062/09	Depute Head Teacher
AS063/09	Head Teacher
AS064/09	Principal Teacher English and Literacy
AC085/09	Teacher (Fixed-term)
AN087/09	Teacher (Fixed-term)

**Jobs for internal advertising**

AA018/09	Senior Staffing Officer
AA019/09	Directorate Support Assistant
AN084/09	Membership Administrator

\* Jobs requested to be advertised internal only by the redeployment staff the opportunity to apply first

The Redeployment Team, recommend not filling the following posts:

This is due to there being suitable redeployees currently available.

Number of posts: 2

Reference number	Post
AA020/09	Business Development Analyst
AS071/09	Night Care Assistant

**JARD**

**ment Team, recommend approval to fill the**

**Service**

- Continuous Improvement
- Continuous Improvement
- Strategic Leadership
- Neighbourhood Services Central
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- Neighbourhood Services Central
- Neighbourhood Services North

- Continuous Improvement
- Continuous Improvement
- Neighbourhood Services North

**ment team - to allow potentially displaced**

**sts:**

**Service**

- Continuous Improvement
- Neighbourhood Services South