

BUDGET MONITORING BOARD

ABERDEEN, 16th July, 2009. - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor John Stewart, Convener; and Councillors Donnelly (as substitute for Councillor Farquharson), Dunbar (as substitute for Councillor McDonald), Fletcher (as substitute for Councillor Cassie), Kevin Stewart and Young.

MINUTES

1. The Board had before it the minute of its previous meeting held on 29th June, 2009.

The Board resolved:-

to approve the minute of the meeting of 29th June, 2009.

DECLARATION OF INTEREST

Councillor Neil Fletcher declared an interest in the subject of this Article by virtue of being a Director of the Aberdeen Exhibition and Conference Centre. Councillor Fletcher did not feel it necessary to withdraw from the meeting during consideration thereof.

GENERAL FUND – FINANCIAL OUTTURN 2008/09

2. The Board had before it a report by the City Chamberlain giving an update on the final outturn (subject to audit) on the General Fund that had been recorded in the financial statements of the Council for the financial year 2008/09. This had been compared, for analytical purposes, to the revised budget which was set and to the last reported outturn projection. The report contained detailed information to enable Members to consider the outturn position for each service and examine favourable and adverse movements.

The report recommended:-

that the Board consider and note the final outturn (subject to audit) for each service and instruct officers to review the reasons for variances in 2008/09 and assess the potential impact that these may have on the budget for the financial year 2009/10.

The Board resolved:-

- (i) to approve the recommendations;
- (ii) to request that future reports include a column showing the Budget for the relevant financial year as approved by the Council;
- (iii) to request the Head of Human Resources to issue a briefing note to Members of the Budget Monitoring Board on current use of agency staff across all services and to note that an Establishment Control Project managed by Ruth Hepburn, HR Manager, is examining the issue of additional costs of agency staff as part of its remit;

- (iv) to request that a report be submitted to the Finance and Resources Committee on the training provided under the Corporate Training Budget and the costs incurred;
- (v) to note the need to amend the Financial Outturn Variance Notes in respect of Strategic Leadership to reflect the carry forward of Fairer Scotland Funding, that Economic and Environmental Services will not bear the full cost of the City Council's loan to the Aberdeen Exhibition and Conference Centre and that capital grants have been built into the 2009/10 Budget in respect of Energising Aberdeen projects previously funded from revenue grants;
- (vi) to note with satisfaction that contrary to some perceptions the City Council has invested significantly in roads maintenance and winter maintenance services having in fact exceeded the budgets for these services in 2008/09;
- (vii) to request the City Chamberlain to provide an information note to Members of the Budget Monitoring Board confirming that the costs of excavation work undertaken at St. Nicholas Churchyard is being borne by the City Council as part of the contribution from Energising Aberdeen;
- (viii) to request the Corporate Director for Culture and Learning to consult with the relevant officers and arrange for a briefing note on the software Logical Transport to be issued to Members of the Budget Monitoring Board and for a report to be submitted to the Finance and Resources Committee on its use by all Council transport services and to the Education, Culture and Sport Committee on the school transport aspects;
- (ix) to note that the City Chamberlain will improve the presentation of information on the allocation of capital financing charges to services in future reports and that the Director of Corporate Governance will be asked to consider producing an overview of the Council's overall financial position rather than concentrating on the General Fund in a readable format to assist in explaining the position to the citizens of Aberdeen;
- (x) to request the City Chamberlain to investigate and circulate a briefing note to Members of the Budget Monitoring Board on the circumstances which led to the rent increase for Kirkgate House not being provided for in the original budget and to clarify if this is an Asset Management issue whether the new Asset Management system would prevent a recurrence of this type of problem in future; and
- (xi) to welcome Mr. Fred McBride, Director of Social Care and Wellbeing to his first meeting of the Budget Monitoring Board and to acknowledge the general improvement in the Budget performance of the Social Work Service as reflected in the Financial Outturn position for 2008/09.

VACANCY MANAGEMENT

3. 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 Directors who had 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) Authorised Officer Food Safety/Food Standards – two posts
 - (2) Trainee Authorised Officer Food Safety/Food Standards
 - (3) Casual Creche Worker – maximum of six posts
 - (4) Detached Youth Worker – (Street Work Project) three part-time posts
 - (5) Youth Worker – three part-time posts
 - (6) Casual Assistant Sports Coach and Casual Lead Sports Coach (Active Schools) – a total of a maximum of thirty posts to be filled as and when required and to request that a briefing note be issued to Members of the Budget Monitoring Board giving the justification for the need to recruit up to the maximum requested
 - (7) Administrative Assistant (Social Care) (part-time fixed term)
 - (8) Payroll Assistant (fixed term)
 - (9) Support Assistant (Human Resources) (fixed term)
 - (10) Administrative Assistant (Accommodation) (part-time fixed term)
 - (11) Area Housing Assistant (one full time post and two part-time posts) (all posts are fixed term)
 - (12) Community Occupational Therapist (fixed term)
 - (13) School Support Assistant – one full time and one part-time post to be filled on a fixed term basis and a justification for the request for the second full-time School Support Assistant to be submitted to the next meeting of the Budget Monitoring Board
 - (14) Staffing Officer (fixed term)
 - (15) Supervisory Technician (School) (part-time fixed term)
 - (16) Community Learning Worker (fixed term)
- (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 or not to proceed if recruitment can no longer be justified –
 - (1) Behaviour Support Teacher
 - (2) Teacher of ASN
 - (3) Teacher (part-time)
 - (4) Teacher of English (part-time)
 - (5) Teacher of Art (part-time)
 - (6) Teacher of Support for Learning (part-time)
 - (7) Principal Teacher of Support for Learning
 - (8) Teacher of History (part-time fixed term)
- (iii) to approve the internal advertising only of the undernoted vacancies –
 - (1) Escort (School) (part-time)
 - (2) Nursery Nurse (part-time)
 - (3) Senior Housing Assistant (fixed term)
 - (4) Pupil Support Assistant (SEBN) (part-time fixed term)
- (iv) to defer consideration of the Library Assistant (two part-time posts on a fixed term basis) for the branch libraries at the Bridge of Don and Mastrick to the next meeting of the Budget Monitoring Board to enable the Head of Service, Culture and Learning to provide the Board with information on the staffing structure in the branch libraries, issue a further briefing paper to Members of the Budget Monitoring Board and invite Members of the Board to meet the staff involved if they wish to do so;
- (v) to approve the extension of the fixed term contractual arrangements for the undernoted posts until 30th November, 2009 –
 - (1) Support Assistant (1 fte)

- (2) Senior Admin Assistant (1 fte)
 - (3) Clerical Receptionist (18.5 hours)
 - (4) Clerical Assistant (1 fte)
 - (5) Clerical Assistant/Word Processor Operator (18.5 hours)
 - (6) Receptionist/Word Processor Operator (18.5 hours)
 - (7) Support Assistant (1 fte)
 - (8) Secretary to the Head of Service (1 fte)
 - (9) Senior Staffing Officer (1 fte)
 - (10) Admin Officer (Communications and Administration) (1 fte);
 - (11) Cash Assistant (1 fte);
 - (12) Senior Support Assistant (1 fte);
 - (13) Support Assistant, Admin. Section Communications and Admin. Team (1 fte)
 - (14) Support Assistant (Health and Care) (1 fte)
 - (15) Clerical Assistant – Accounts (2 fte)
 - (16) Senior Support Assistant (1 fte)
 - (17) Support Assistant (1 fte); and
- (vi) to note that the posts are permanent although filled on a fixed term basis due to ongoing corporate reviews, for example, Infosmart/Admin/Clerical reviews and the assurance that the current postholders will not become permanent employees as a result of the extension of their contracts.
- **JOHN STEWART, Convener.**