

## ABERDEEN CITY COUNCIL

<b>Name of Committee</b>	:	Budget Monitoring Board
<b>Date of Meeting</b>	:	31 July 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
  - Other

**BUDGET MONITORING BOARD**  
31 July 2009

The relevant Corporate Director, in conjunction with the Redeployment Team, recommend approval to fill the following posts:

Number of posts: 31

Reference Number	Job Title	Service
<b>Jobs for external advertising</b>		
AB089/09	Asbestos Surveyor	Resources Management
AB090/09	Technical Officer (Asset Policy Non-Housing)	Resources Management
AT045/09	Commissioning Officer (Social Care)	Strategic Leadership
AC192/09 - Approval to fill from previous advert only	Social Worker (Health & Care)	Neighbourhood Services (Area Central)
AC195/09	Team Leader (Integrated Care at Home)	Neighbourhood Services (Area Central)
AC196/09 - open-ended advert requested	Trading Standards Officer (2 posts)	Neighbourhood Services (Area Central)
AC197/09	Senior Personal Carer (5 part-time posts across city)	Neighbourhood Services (Area Central)
AS147/09	Casual Driver (Health and Care) (As and when required)	Neighbourhood Services (Area South)
AS149/09	Community Learning Worker (Culture, Sport & Communities)	Neighbourhood Services (Area South)
AS151/09	Technical Officer (Roads and Transportation)	Neighbourhood Services (Area South)
AS152/09	Assistant Technical Officer (Roads and Transportation)	Neighbourhood Services (Area South)
AS153/09	Principal Technical Officer (Roads and Transportation)	Neighbourhood Services (Area South)
AC178/09	School Support Assistant (Fixed-term)	Neighbourhood Services (Area Central)
AC186/09	Care Manager (Reviews) (Fixed-term)	Neighbourhood Services (Area Central)
AC191/09 & AC209/09	Social Worker/Mental Health Officer (Rehabilitation Service) (1 Full-time, 1 Part-time) (Both Fixed-term)	Neighbourhood Services (Area Central)
AC199/09	Active Schools Co-ordinator (Fixed-term)	Neighbourhood Services (Area Central)
AN211/09	Library Assistant (Part-time) (Fixed-term)	Neighbourhood Services (Area North)
AN212/09	Library Assistant (Part-time) (Fixed-term)	Neighbourhood Services (Area North)
AS146/09	Senior Support Assistant (Support Team) (Part-time) (Fixed-term)	Neighbourhood Services (Area South)
AS150/09	Senior Support Assistant (Community Centre) (Part-time) (Fixed-term)	Neighbourhood Services (Area South)
AS148/09	Support Assistant (Community Centre) (Part-time) (Fixed-term)	Neighbourhood Services (Area South)
<b>Teaching posts</b>		
AN210/09	Teacher of Pupil Support	Neighbourhood Services (Area North)
<b>Jobs for internal advertising</b>		
AB091/09	Casual Caretaker/Cleaner (Housing) (As and when required)	Resources Management
AT044/09	Senior Building Standards Officer (2 posts)	Strategic Leadership
AS145/09	Assistant Registrar	Neighbourhood Services (Area South)
AA036/09	Income Assistant (Part-time) (Fixed-term)	Continuous Improvement
AA037/09	Change Manager (Fixed-term)	Continuous Improvement
AT046/09	Strategist (Regional) (Fixed-term)	Strategic Leadership
AC187/09	Clerical Assistant (Property Control) (Fixed-term)	Neighbourhood Services (Area Central)
<b>Other</b>		
The following request has been made by the Head of Service to extend the fixed-term contract. Approval is sought from the Budget Monitoring Board to extend these arrangements for a further six months until the 31 March 2009.		

AB/09	Committee Assistant (Fixed-term)	Resources Management
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Checked for Re-deployees 24 July 2009  
Budget Monitoring Board 31 July 2009

Reference number	Service & Location	Post	Responsible Manager/Corporate Director	Recommendation for approval to fill yes/no	Further information/ comment	Budget Monitoring Board - Decisions
<b>External posts</b>						
AB089/09	Resources Management, St Nicholas House	Asbestos Surveyor	C Hunter	There are no redeployees available	<b>External advertising requested. (web-only)</b> Agency temp is required at the moment to cover the work involved . Due to the specialist nature of this post, it is felt external advertising would attract suitably qualified candidates. Would be advertised on web-site only.	
AB090/09	Resources Management, St Nicholas House	Technical Officer (Asset Policy Non-Housing)	C Hunter	There are no redeployees available	<b>External advertising requested. (web-only)</b> Post requires to be filled to ensure necessary work is undertaken in relation to the rental/disposal of Non Housing Commercial properties. Unlikely to attract internal candidates with the essential experience required. Would be advertised on website only.	
AT045/09	Strategic Leadership, St Nicholas House	Commissioning Officer (Social Care)	Fred McBride	There are no redeployees available	<b>External advertising requested.</b> Commissioning Strategy must be fully implemented. This specialist post requires experience & knowledge of Health & Care legislation, therefore advertising in appropriate publications will hopefully attract suitable candidates.	
AC183/09	Central, Kittybrewster Primary School	Adult Literacy Worker (Family Learning)	Mark Armstrong	There are no redeployees available	<b>No need for Budget Monitoring Board, re-advertisement from 11/05/2009. External advertising requested.</b> No suitable candidates from previous internal advertisement, current senior has been undertaking extra work which has resulted in her own duties being put off and delayed. Post needs to be filled in terms of needs of the service.	
AC190/09	Central, Kirkgate House	Senior Care Manager	Liz Taylor	There are no redeployees available	<b>No need for Budget Monitoring Board - Resources Management Approval 16/06/2009. External advertising requested.</b> Due to the postholder requiring a professional qualification and experience, it has been difficult to recruit suitable applicants in the past and we need to ensure that we attract as big a field of candidates as possible.	

AC192/09 - Approval to fill from previous advert only	Central, Exchequer House	Social Worker (Health & Care)	Liz Taylor	There are no redeployees available	<b>Approval to fill from previous advert only.</b> Applicants require specific criminal justice experience and these posts have a tendency to be hard to fill.
AC194/09	Central, Kittybrewster	Support Officer (Construction Contracts)	Pete Leonard	There are no redeployees available	<b>No need for Budget Monitoring Board, re-advertisement from 01/06/2009.</b> <b>External advertising requested.</b> Post has previously been advertised both internally and externally with no success. Applicants require experience in Project Managing Construction Contracts.
AC195/09	Central, Kirkgate House	Team Leader (Integrated Care at Home)	Liz Taylor	There are no redeployees available	<b>External advertising requested.</b> By not filling these posts, we would fail to deliver essential services to vulnerable tenants of Extra Care Housing complexes. Candidates require specific skills and qualifications to perform duties required, therefore external advertising would hopefully attract qualified applicants.
AC196/09	Central, St Nicholas House	Trading Standards Officer (2 posts)	Norrie Steed	There are no redeployees available	<b>External advertising requested. (web only) (Request for no closing date - on website until posts have been filled).</b> Applicants must hold a Diploma in Trading Standards or equivalent. Necessary to advertise externally to attract suitable candidates.
AC197/09	Central, Kirkgate House	Senior Personal Carer (5 part-time posts - across city)	Liz Taylor	There are no redeployees available	<b>External advertising requested.</b> By not filling these posts, we would fail to deliver essential services to vulnerable tenants of Extra Care Housing complexes. Candidates require specific skills and qualifications to perform duties required, therefore external advertising would hopefully attract qualified applicants.
AC211/09 & AC212/09	Central, Aberdeen Maritime Museum	Sales Assistant (2 part-time posts)	Mark Armstrong	There are no redeployees available	<b>No need for Budget Monitoring Board, readvertisement from 21/04/2009.</b> <b>External advertising requested.</b> Due to the small amount of hours available this may be hard to fill internally. The team has been extremely understaffed for a number of months and this has put pressure on current staff members resulting in us requiring agency cover.
AS147/09	South, St Nicholas House	Casual Driver (Health & Care) (As and when required)	Gordon McIntosh	There are no redeployees available	<b>External advertising requested.</b> The cost of providing transport by hiring externally for peak time transport is higher than the cost incurred by providing it internally. Hiring a person on a casual as & when required basis would be cost effective. No-one suitable internally.

AS149/09	South, Various South Locations	Community Learning Worker, (Culture/Sport/Communities)	Graham Wark	There are no redeployees available	<b>External advertising requested.</b> Other staff have been covering the work, but this has now become unsustainable. Post requires experience and knowledge of Community Learning & Development and advertising in appropriate publications should hopefully attract suitable candidates.
AS151/09	South, St Nicholas House	Technical Officer (Roads and Transportation)	Norrie Steed	There are no redeployees available	<b>External advertising requested.</b> This is a specialist post requiring experience and knowledge of roads and transportation and advertising in appropriate publications will attract suitable candidates. Highly unlikely that there will be anyone internal with the necessary experience and knowledge.
AS152/09	South, St Nicholas House	Assistant Technical Officer (Roads and Transportation)	Norrie Steed	There are no redeployees available	<b>External advertising requested.</b> This is a specialist post requiring experience and knowledge of roads and transportation and advertising in appropriate publications will attract suitable candidates. Highly unlikely that there will be anyone internal with the necessary experience and knowledge.
AS153/09	South, St Nicholas House	Principal Technical Officer (Roads and Transportation)	Norrie Steed	There are no redeployees available	<b>External advertising requested.</b> This is a specialist post requiring experience and knowledge of roads and transportation and advertising in appropriate publications will attract suitable candidates. Highly unlikely that there will be anyone internal with the necessary experience and knowledge.
AC178/09	Central, Aberdeen Grammar School	School Support Assistant (Fixed-term)	David Leng	There are no redeployees available	<b>External advertising requested (web only). Held at the 16/07/2009 Budget Monitoring Board for further information.</b> It would be unlikely that we would be able to fill these internally. If not filled quickly the school office will not function efficiently or effectively as time would need to be spent training agency staff for these job specific roles. Fixed-term due to admin/clerical review.
AC184/09	Central, St Nicholas House	Assistant Liaison Officer (Part-time) (Fixed-term)	Gillian Milne	There are no redeployees available	<b>No need for Budget Monitoring Board - re-advertisement from 01/06/2009.</b> <b>External advertising requested. (web only)</b> Duties have been covered by other members of the Liaison Team. Post has been advertised internally with only two candidates applying, neither of whom were short listed. Advertising externally would hopefully attract more candidates. Would be advertised on web-site only.



AC186/09	Central, Exchequer House	Care Manager (Reviews) (Fixed-term)	Liz Taylor	There are no redeployees available	<b>External advertising requested.</b> Backlog of work exists due to two members of staff being off due to personal reasons. A transfer was offered across the service but had no response, therefore request external advertising to attract a suitable candidate.
AC191/09	Central, Royal Cornhill Hospital	Social Worker/Mental Health Officer (Rehabilitation Service) (Fixed-term)	Liz Taylor	There are no redeployees available	<b>External advertising requested, (web-only)</b> Due to qualification requirement, it is felt that external advertising would be most appropriate. Post is fixed term so might limit internal candidates and social work posts always prove hard to fill.
AC209/09	Central, Royal Cornhill Hospital	Social Worker/Mental Health Officer (Rehabilitation Service) (Part-time) (Fixed-term)	Liz Taylor	There are no redeployees available	<b>External advertising requested, (web-only)</b> Due to qualification requirement, it is felt that external advertising would be most appropriate. Post is fixed term so might limit internal candidates and social work posts always prove hard to fill.
AC199/09	Central, Linksfield Annexe	Active Schools Co-ordinator (Fixed-term)	Mark Armstrong	There are no redeployees available	<b>External advertising requested.</b> This post must be filled to fulfil the investment agreement between Sportscotland and Aberdeen City Council. The Active Schools Network is externally funded by Sportscotland. External advertising would hopefully attract the most suitable candidate for this post.
AN211/09	North, Mastrick Library	Library Assistant (Part-time) (Fixed-term)	John Tomlinson	There are no redeployees available	<b>External advertising requested (ACC website only). Held at Budget Monitoring Board on the 16/07/2009 for further information.</b> This post requires the ability to work within the complete range of library opening hours which includes morning, afternoon & evening working according to a 2 or 4 week rota over a 6 day week (inc Saturdays). It is thought unlikely that there are enough candidates who meet the minimum requirements of the JD & PS internally to provide a competitive interview shortlist.

AN212/09	North, Bridge of Don Library	Library Assistant (Part-time) (Fixed-term)	John Tomlinson	There are no redeployees available	<b>External advertising requested (ACC website only). Held at BMB on the 16/07/2009 for further information.</b> This post requires the ability to work within the complete range of library opening hours which includes morning, afternoon & evening working according to a 2 or 4 week rota over a 6 day week (inc Saturdays). It is thought unlikely that there are enough candidates who meet the minimum requirements of the JD & PS internally to provide a competitive interview shortlist.
AS146/09	South, St Nicholas House	Senior Support Assistant (Support Team) (Part-time) (Fixed-term)	Gordon McIntosh	There are no redeployees available	<b>External advertising requested.</b> This post is crucial to ensure the maintenance of service standards and administrative support to avoid a reduced service. Fixed-term due to infomart/admin review.
AS150/09	South, Tullos Community Centre	Senior Support Assistant (Community Centre) (Part-time) (Fixed-term)	Graham Wark	There are no redeployees available	<b>No need for Budget Monitoring Board, re-advertisement from 18/05/2009.</b> <b>External advertising requested.</b> Use of Tullos Community Centre after 2.30 pm is severely curtailed if no admin/reception available. Post was previously advertised internally with no success. Fixed-term due to admin/clerical review.
AS148/09	South, Cults Community Centre	Support Assistant (Community Centre) (Fixed-term)	Graham Wark	There are no redeployees available	<b>External advertising requested.</b> Post is to support the After School Manager with paperwork and admin work, no suitable redeployees available. Very little interest previously - did interview previously, but candidate withdrew at last minute. Fixed-term due to admin/clerical review.
AT047/09	North, St Nicholas House	Principal Officer (Integrated Children's Services Plan (Part-time) (Fixed-term)	John Tomlinson	There are no redeployees available	<b>No need for Budget Monitoring Board, re-advertisement from 22/06/2009.</b> <b>External advertising requested. (web only)</b> Due to the specialist nature of this post and to ensure we meet our inspection commitments, there is a greater likelihood of finding the right candidate by external advertising. The fixed short term nature of the post may not be attractive to internal candidates. Would be advertised on web-site only.

Teaching Posts						
AN210/09	North, Northfield Academy	Teacher (Pupil Support)	S L Muncer, Head Teacher	There are no redeployees available	External advertising requested. (close 07/09/2009)	
Internal Posts						
AB091/09	Resources Management, Various Locations	Casual Caretaker/Cleaner (Housing) (As and when required)	Pete Leonard	There are no redeployees available	Internal advertising requested	
AT044/09	Strategic Leadership, St Nicholas House	Senior Building Standards Officer (2 posts)	Margaret Bochel	There are no redeployees available	Internal advertising requested	
AS145/09	South, St Nicholas House	Assistant Registrar	Norrie Steed	There are no redeployees available	Internal advertising requested	
AA036/09	Continuous Improvement, St Nicholas House	Income Assistant, (Part-time) (Fixed-term)	Rhona Atkinson	There are no redeployees available	Internal advertising requested	
AA037/09	Continuous Improvement, St Nicholas House	Change Manager (Fixed-term)	Rhona Atkinson	There are no redeployees available	Internal advertising requested	
AT046/09	Strategic Leadership, St Nicholas House	Strategist (Regional) (Fixed-term)	Craig Stirrat	There are no redeployees available	Internal advertising requested	
AC187/09	Central, Tillydrone Housing Office	Clerical Assistant (Property Control) (Fixed-term)	Pete Leonard	There are no redeployees available	Internal advertising requested. Fixed-term due to admin/clerical review.	
Other						
AB/09	Resources Management, Town House	Committee Assistant (Fixed-term)	Roddy MacBeath	There are no redeployees available	The following request has been made by the Head of Service to extend the fixed-term contract. Approval is sought from the Budget Monitoring Board to extend these arrangements for a further six months until the 31 March 2009.	