

# Public Document Pack



## ABERDEEN CITY COUNCIL

To: Councillor John Stewart and Stewart, Joint Conveners; and Councillors Boulton, Farquharson, Greig, McDonald and Young.

Town House,  
ABERDEEN, 21<sup>st</sup> August, 2009

### **BUDGET MONITORING BOARD**

The Members of the **BUDGET MONITORING BOARD** are requested to meet in the Town House, Broad Street on **FRIDAY, 28 AUGUST 2009 at 10.00 am.**

RODERICK MACBEATH  
HEAD OF DEMOCRATIC SERVICES

### **B U S I N E S S**

- 1 **MINUTES OF MEETINGS OF 31ST JULY AND 13TH AUGUST, 2009** (Pages 1 - 6)
- 2 **FUNDING FOR THE 3RS DECANT ARRANGEMENTS FOR KAIMHILL SCHOOL - REPORT BY JOHN TOMLINSON** (Pages 7 - 10)
- 3 **VACANCY MANAGEMENT - REPORT BY HEAD OF HUMAN RESOURCES** (Pages 11 - 18)

Should you require any further information about this agenda, please contact Fiona Gardiner on 01224 522864 or email [fgardiner@aberdeencity.gov.uk](mailto:fgardiner@aberdeencity.gov.uk)

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## BUDGET MONITORING BOARD

ABERDEEN, 31<sup>st</sup> July, 2009. - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor Kevin Stewart, Convener; and Councillors Boulton, Dean (as substitute for Councillor John Stewart), Farquharson, Grieg and McDonald.

### MINUTES

1. The Board had before it the minute of its previous meeting held on 16<sup>th</sup> July, 2009.

#### The Board resolved:-

to approve the minute of the meeting of 16<sup>th</sup> July, 2009.

### GENERAL FUND REVENUE BUDGET 2009/10 – MONITORING

2. The Board had before it a report by the City Chamberlain informing Members at a high level of detail about the first quarter financial position for the City Council and advising on areas of risk and management action that had been highlighted by Directors. The report set out changes which will be implemented to monitoring procedures now that Committees will have a direct overview of policy, strategy and resource management for their particular service. This will enhance the corporate reporting arrangements at service level and also allow the Finance and Resources Committee to consider the overall corporate position during each cycle of meetings. The City Chamberlain also pointed out that the figures used at Appendix C are for illustrative purposes only.

#### The report recommended:-

that the Board consider the report and information on management action and risks and approve the methodology and process of reporting on financial performance to Service Committees and to the Finance and Resources Committee as outlined in Appendix C of the report.

#### The Board resolved:-

- (i) to approve the recommendations;
- (ii) to request the City Chamberlain to advise the Budget Monitoring Board if there is any non compliance by services with the instruction to ensure that all budget holders attend briefings on the collaborative planning tool and successfully complete the online training programme;
- (iii) to instruct services which require to identify alternative savings for 2009/10 in order to avoid overspending to submit details of the alternative proposals to the Budget Monitoring Board or Finance and Resources Committee at the earliest opportunity;
- (iv) to request the Director of Education, Culture and Sport to ascertain if English local authorities had taken a similar decision to Scottish authorities to expand eligibility for school meals to pupils whose parents are in receipt of specific benefits as if this is the case under the Barnett formula there should be a consequential increase in the funding for Scotland;

- (v) to note that although joint decision making around individual cases in relation to out of city placements will continue, overall control of the budget will be allocated to one Service and that the same arrangement will also be implemented in respect of the Supporting People Budget;
- (vi) to note that a comprehensive report will be submitted to the Education, Culture and Sports Committee on 8<sup>th</sup> October, 2009, on the future design of the library service and implementation of the Hubs provision;
- (vii) to note that a report will be submitted on the 3Rs schools project to the meeting of the Education, Culture and Sports Committee on 27<sup>th</sup> August, 2009, and to thank officers for their efforts in managing the revised programme; and
- (viii) to request Allan Whyte, Head of Service, Housing and Environment to issue a briefing note to members of the Board on the deductions from payments to be made to the contractor related to delay in the completion of Coronation Court.

### **SERVICES – SAVINGS ASSESSMENT 2009/10**

3. The Board had before it a report by the City Chamberlain providing an update on progress made in achieving the approved savings/income generation for 2009/10.

#### **The report recommended:-**

that the Board consider and note the updated information at Appendix A of the report which had been provided by services, reinforce the need for services to identify any necessary alternative courses of action to close any gap that may exist in delivering services on budget in 2009/10 and to note that the Board will receive regular reports on overall financial performance during the current financial year.

#### **The Board resolved:-**

- (i) to instruct all services to identify (wherever necessary) alternative courses of action to close any gap that may exist in delivering services on budget in 2009/10 with reports on alternative proposals to be submitted to the relevant Committees as soon as possible;
- (ii) to note that the Director of Education, Culture and Sport, will report to the Education, Culture and Sport Committee on 8<sup>th</sup> October, 2009, with alternative savings proposals to address the shortfall in savings originally approved to be achieved by the reduction in overall staff costs for new and combined schools;
- (iii) to note that the outcomes of discussions between education and social work officers on Out of Authority Placements will be reported to the Education, Culture and Sport Committee on 27<sup>th</sup> August, 2009, and the Social Care and Wellbeing Committee on 3<sup>rd</sup> September, 2009;
- (iv) to note the additional information supplied by Jan Falconer, Strategist – Sustainable Development, in relation to implementation of the increase in allotment charges and to request her to ensure that the narrative in future reports is comprehensive and as up to date as possible. Ms. Falconer was also asked to improve the narrative in future reports in respect of the Ranger Service Review;
- (v) to request Jan Falconer, Strategist – Sustainable Development, to circulate a briefing note to members of the Board on the timescale for completion of

- the agreement with the Management Committee of Auchmill Golf Club to take on the running costs of maintenance of the facility;
- (vi) to request Norrie Steed Heads of Service, Housing and Environment, to amend the Covalent entry in respect of EI-T03 to describe the saving as deleting the post of Smoking Control Officer;
  - (vii) to request Graham Wark, Head of Service Culture and Learning, to investigate whether or not swimming teachers are continuing to be paid even although lessons are not being given at Kincorth Academy and to advise Councillor Boulton of the outcome;
  - (viii) to note that a report will be submitted to the Housing and Environment Committee on 6<sup>th</sup> October, 2009, on alternative savings options due to the unavoidable delay in civil enforcement of bus lanes as legislation will not be in place in 2009 and to note that the alternatives will include trade waste charges and car parking income;
  - (ix) to request that future Covalent reports include information in the Full Year Projected Value and Latest Note columns when savings exceed the approved target.
  - (x) to note that a report will be submitted to the Social Care and Wellbeing Committee on 29<sup>th</sup> October, 2009, on proposed changes to the Foster Care Service to secure the savings of £120,000 which are currently on track and also continue to deliver a high quality service to clients;
  - (xi) to note a report will be submitted to the Social Care and Wellbeing Committee on 3<sup>rd</sup> September, 2009, on the overall Children's Services structure to secure the savings in the service which are dependant on the implementation of the redesign of the service;
  - (xii) to note that Murray Leys, Head of Service, Health and Social Care, will reassess the original proposal with a provider to reform the Learning Disability Services and a report will be submitted to the Social Care and Wellbeing Committee on 29<sup>th</sup> October, 2009 and
  - (xiii) to note with concern the delays cause by lack of early consultation on securing increased income from day care services in the light of early Budget decisions by the Council in 2008 and to note that the Director of Social Care and Wellbeing will be reporting to the Social Care and Wellbeing Committee on the redesign of day care service and will ensure that in future Covalent entries will be updated on a more regular basis so that the Board and relevant Committees have access to the best quality information.

## VACANCY MANAGEMENT

4. 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) Asbestos Surveyor
  - (2) Technical Officer (Asset Policy Non Housing)
  - (3) Commissioning Officer (Social Care)

- (4) Social Worker (Health and Care)
  - (5) Team Leader (Integrated Care at Home)
  - (6) Trading Standards Officer (2 posts)
  - (7) Senior Personal Carer (5 part time posts)
  - (8) Casual Driver (Health and Care) (as and when required)
  - (9) Community Learning Worker (Culture, Sport and Communities)
  - (10) Principal Technical Officer (Roads and Transportation)
  - (11) School Support Assistant (Fixed Term)
  - (12) Care Manager (Reviews) (Fixed Term)
  - (13) Social Worker/Mental Health Officer (Rehabilitation Service) (1 full time and one part time fixed term posts)
  - (14) Active Schools Co-ordinator (fixed term)
  - (15) Senior Support Assistant (Support Team) (part time fixed term)
  - (16) Senior Support Assistant (Community Centre) (part time fixed term)
  - (17) Support Assistant (Community Centre) (part time fixed term)
  - (18) Teacher of Pupil Support
- (ii) to authorise the external advertising of two posts of Library Assistant on a part time fixed term basis having considered a briefing paper from the Head of Service, Culture and Learning;
  - (iii) to defer consideration of the posts of Technical Officer and Assistant Technical Officer (Roads and Transportation) at the request of the service concerned;
  - (iv) to approve the internal advertising only of the undernoted vacancies –
    - (1) Casual Caretaker/Cleaner (Housing) (as and when required)
    - (2) Senior Building Standards Officer (2 posts)
    - (3) Assistant Registrar
    - (4) Income Assistant (part time fixed term)
    - (5) Change Manager (fixed term)
    - (6) Strategist (Regional) (fixed term)
    - (7) Clerical Assistant (Property Control) (fixed term) and
  - (v) to approve the extension of the fixed term contractual arrangements for the post of Committee Assistant (fixed term) until 31<sup>st</sup> March, 2010.

- KEVIN STEWART, Convener.

## BUDGET MONITORING BOARD

ABERDEEN, 13<sup>th</sup> August, 2009. - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor Kevin Stewart, Convener; and Councillors Boulton, Farquharson, Grieg, John Stewart and Young.

### 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 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) Assistant Accountant (one full time and one part time post)
  - (2) Contract Manager (Housing)
  - (3) Trainee Environmental Health Officer
  - (4) Social Worker/Mental Health Officer
  - (5) Assistant Cook (Care) (part time)
  - (6) Technical Officer
  - (7) Assistant Technical Officer
  - (8) Out-of-School Playworker (two part time posts)
  - (9) Out-of-School Playworker (one part time fixed term post)
  - (10) Casual Out-of-School Playworker (part time as and when required)
  - (11) Adult Learning Co-ordinator (part time)
  - (12) Support Assistant (Human Resources) (fixed term);
- (ii) to approve the filling of the following posts from previous advertisements only –
  - (1) Support Assistant (Social Work) (part time fixed term)
  - (2) Nursery Nurse (two fixed term posts)
  - (3) Project Manager (Council New Build) (fixed term)
  - (4) Training and Development Officer (two posts – one part time and one fixed term)
  - (5) Area Housing Assistant (three fixed term posts);
- (iii) 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 wished to do so or not to proceed if recruitment can no longer be justified –
  - (1) Head Teacher (four posts)
  - (2) Teacher of Physics
  - (3) Depute Head Teacher
  - (4) Teacher (Pupil Support)
  - (5) Principal Teacher of Computing (fixed term)
  - (6) Teacher (Early Stages) (part time fixed term)
  - (7) Teacher (fixed term);

- (iv) to approve the internal advertising only of the undernoted vacancies –
    - (1) Casual Adventure Aberdeen Tutor (a maximum of six part time posts as and when required)
    - (2) Adult Learning Co-ordinator (part time)
    - (3) Chargehand Environmental Driver
    - (4) Nursery Nurse (part time)
    - (5) Neighbourhood Community Planning Officer (fixed term)
  - (v) to approve the extension of the fixed term period for the post of Senior School Support Assistant until the end of November, 2009 and to request David Leng, Head of Service (Culture and Learning) to submit a report to the Education, Culture and Sport Committee providing information on the number of School Support Assistants in each school with a justification for the number;
  - (vi) to approve the filling of the post of Income Assistant on a permanent basis with the postholder currently providing cover;
  - (vii) to note the withdrawal, at the request of the Head of Human Resources, of the request to fill two fixed term posts of Pupil Support Assistant and to request a report to the next meeting of the Board from the Education, Culture and Sport Service giving the justification for the request for eight part time posts of Pupil Support Assistant including confirmation that previous postholders who accepted voluntary severance/early retirement had been asked if they wished to return to take up posts again; and
  - (viii) to request the Directors of Services who had vacancies to be considered and who were not represented at today's meeting to provide the Convener of the Board with an explanation.
- **KEVIN STEWART, Convener.**



## ABERDEEN CITY COUNCIL

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COMMITTEE Budget Monitoring Board DATE 28 August 2009

CORPORATE DIRECTOR John Tomlinson, Corporate Director with lead for Education, Culture & Sport

TITLE OF REPORT Funding for the 3R's Decant Arrangements for Kaimhill School

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### **1. PURPOSE OF REPORT**

Transfer arrangements must be put in place for pupils to be decanted from Kaimhill Primary School to Braeside Primary School from September 2009. These arrangements are required to allow the construction of the new 3Rs Kaimhill School on the Kaimhill site in Garthdee. The relocation is for a period of 12 months covering the financial years 2009/10 and 2010/11.

A report to the Education, Culture and Sport Committee on 27 August 2009 sets out the various options. In particular there will be a safe walking route option which will require funding. There are also a number of transportation options which are to be considered by the Education, Culture and Sport Committee given the exceptional nature of the arrangements that are required for this particular decant.

There is no specific funding allocated for the purposes of arranging this decant. Whilst the provision of a safe walking route can be accommodated within existing budgets the provision of transportation would require equivalent savings in other parts of the Education Service.

Subject to the views of the Education, Culture and Sport Committee the purpose of this report is to advise on a source of monies which can be made available for the purposes of the decant arrangements.

### **2. RECOMMENDATION(S)**

It is recommended that the Budget Monitoring Board (subject to the decisions taken by the Education, Culture and Sport Committee on 27 August 2009) approve that the sum of up to £200,000 be available for the Kaimhill decant arrangements. This could be funded from the recovery of monies the Council received for providing Loans to ensure the 3R's project continued while alternative funding arrangements were being put in place following the collapse of the principal funder in 2008.

### **3. FINANCIAL IMPLICATIONS**

The Council provided a number of loans to enable the 3R's project to proceed following the collapse of the principal funder in 2008. The

payments received were part of a large and complex settlement arrangement which was put together to reflect the extent to which the Council had incurred additional expenditure during the course of the refinancing of the 3R's project. As reported to the Budget Monitoring Board in July 2009 there have been substantial costs incurred by the Council during 2008/09 and 2009/10 with the costs escalating as financial close was reached in early July 2009. With all of the recoveries in relation to the project made and accounted for in the current financial year there is an opportunity to utilise the monies received as the majority of the costs incurred were in the financial year 2008/09 and therefore already accounted for.

It is estimated that the amount that could be utilised in 2009/10 would be up to £200,000. This funding could therefore be utilised to boost the level of working balances or, alternatively, to finance the anticipated cost of the Kaimhill decant.

#### **4. SERVICE & COMMUNITY IMPACT**

This report basically deals with finance but the potential outcome is to enable the Aberdeen City Council implementation of the £110m 3R's Schools Project.

#### **5. OTHER IMPLICATIONS**

None arising directly from this report.

#### **6. REPORT**

Kaimhill School, pupils and staff are to be decanted to Braeside School to enable a new purpose built school to be built on the Kaimhill site. The budget is part of the 3R's initiative.

Pupils and staff are to move to the Braeside School on 1 October 2009. It is recognised that for the majority of children there will be an increase in the distance they will have to travel to their new school and it is incumbent on the Education Service to ensure that all appropriate measures are in place to allow pupils to walk to school, where appropriate.

A report to the Education, Culture and Sport Committee on 27 August 2009 sets out the assessment of the travel arrangements in particular whilst there is provision for a safe walking route by carrying out some upgrading of that route and whilst the walking option is one that is promoted as part of the Council's healthy lifestyles there are some exceptional circumstances about the proposed new travel route that merit consideration by the Service Committee.

Consequently the Service Committee is being asked to approve the necessary upgrading for the provision of the safe and manageable walking route, but is also considering a number of transportation options. Given that there is no specific funding for the transportation options the purpose

of this report is to seek approval for the sum of up to £200,000 to be made available to support transportation options as part of the decant arrangements for the Kaimhill School.

**7. REPORT AUTHOR DETAILS**

**John Tomlinson**

Corporate Director with lead role for Education, Culture and Sport

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**8. BACKGROUND PAPERS**

Committee Report to Education, Culture and Sport Committee – 27 August 2009

Budget Monitoring Board Report July 2009

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## ABERDEEN CITY COUNCIL

<b>Name of Committee</b>	:	Budget Monitoring Board
<b>Date of Meeting</b>	:	28 August 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

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

## **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
- Normal internal posts
- Other

Checked for Re-deployees 12 August 2009  
Budget Monitoring Board 28 August 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>						
AA045/09	Corporate Governance, Regional Communications Service, Woodhill House	Team Leader (Regional Communications Centre)	Dorothy Anderson	No re-deployees available	<b>External advertising requested.</b> Have checked with the re-deployment team and there is no-one suitable available. Would request external advert to ensure the widest pool of high calibre applicants, who would also meet the specific experience required.	
AB098/09	Corporate Governance, Town House	Solicitor	Jane MacEachran	No re-deployees available	<b>External advertising requested (web only).</b> This is a vacancy that requires specialised qualifications/experience - hopefully external advertising will attract the quality and quantity required.	
AB099/09	Social Care and Wellbeing, Summerhill Education centre	Senior Social Worker (Training Team)	Fred McBride	No re-deployees available	<b>External advertising requested.</b> The knowledge base required for this post is specialised. There would only be a small number (if any) of potential candidates internally. External advertising would hopefully attract suitable applicants.	
AT048/09	Education, Culture and Sport, Silverburn Lodge	Family Information Service Development Assistant (part-time)	John Tomlinson	No re-deployees available	<b>External advertising requested.</b> This position requires a specific specialist skillset and experience which has made it hard to find applicants previously. This needs to be advertised externally to attract a wide range of suitable applicants - other posts have been advertised internally with no response.	
AC221/09	Social Care and Wellbeing, Tillydrone	Family Centre Worker (Early Years) (2 posts)	Susan Devlin	No re-deployees available	<b>External advertising requested.</b> Due to qualifications required it is felt that the post would not attract enough interest internally. Employees internally that would have the desired qualification would have no incentive to apply as these posts are all paid at the same level.	
AC222/09	Housing and Environment, Accommodation Unit, 77-79 Bon Accord Street	Homelessness Accommodation and Support Worker	Craig Stirrat	No re-deployees available	<b>External advertising requested.</b> This position needs to be filled as quickly as possible - as the team is currently under pressure due to a lack of staff. A previous internal advert attracted no suitable applicants.	



AC229/09	Education, Culture and Sport, Central Library	Local Studies Librarian	Mark Armstrong	No re-deployees available	<b>External advertising requested. No need for Budget Monitoring Board - re-advertisement from July 2009.</b> This was advertised externally previously and there was very little response. It needs to be advertised externally in order to attract the quantity and quality of candidates required.
AC230/09 - approval only	Education, Culture and Sport, Beach Leisure Centre	Supervisor (Leisure Centre)	Mark Armstrong	No re-deployees available	<b>Approval to fill from previous advert only.</b> There is a lack of staff in the section currently - and advertising internally would only exacerbate this deficiency.
AN224/09	Education, Culture and Sport, Summerhill Centre	Customer Services Assistant	John Tomlinson	No re-deployees available	<b>External advertising requested.</b> This post is crucial for the smooth running of a reception area and it is therefore imperative that it is advertised externally. Unlikely that there will be enough interest internally.
AS15/09, AS16/09, AS16/09 (X5) AS16/09 and AS16/09	Education, Culture & Sport, Various Schools	Pupil Support Assistant (9 posts) (part-time)	Graham Wark	No re-deployees available	<b>Held by Budget Monitoring Board on the 13 August 2009 to check background of posts.</b> These are specialist posts requiring knowledge of pupil support and it is highly unlikely that there will be anyone suitable within the council. The redeployment team confirm that no-one is suitable or they already have other jobs.
AB097/09	Corporate Governance, Town House	Word Processor Operator (Audio) (fixed-term)	Roderick MacBeath	No re-deployees available	<b>External advertising requested (web only).</b> This is an essential post and we hope by advertising on the external website that we will get a wide response to the advert. Not filling this post would put a great deal of pressure on the remaining staff members. Due to the fixed-term nature of the post it may prove hard to fill.
AC220/09	Social Care and Wellbeing, Exchequer House	Clerical Assistant/WPO (Court) (fixed-term)	Liz Taylor	No re-deployees available	<b>External advertising requested (web only).</b> The external website would reach a wider audience and hopefully promote a good response as there are specific skills required for this post. Due to the fixed-term nature of the post it may prove hard to fill.
AC225/09	Education, Culture and Sport, Spring Garden	Work Experience Co-ordinator (part-time) (fixed-term)	Graham Wark	No re-deployees available	<b>External advertising requested.</b> This is a post that requires specialist skills and feel to attract suitable candidates it would need to be advertised externally. Due to the fixed-term nature of the post it may prove hard to fill.



**BUDGET MONITORING BOARD**  
28 August 2009

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

Number of posts: 26

Reference Number	Job Title	Service
<b>Jobs for external advertising</b>		
AA045/09	Team Leader (Regional Communications Centre)	Corporate Governance
AB098/09	Solicitor	Corporate Governance
AB099/09	Senior Social Worker (Training Team)	Social Care and Wellbeing
AT048/09	Family Information Service Development Assistant (part-time)	Education, Culture and Sport
AC221/09	Family Centre Worker (Early Years) (2 posts)	Social Care and Wellbeing
AC222/09	Homeless Accommodation and Support Worker	Housing and Environment
AC230/09 - approval to fill from previous advertisement only	Supervisor (Leisure Centre)	Education, Culture and Sport
AN224/09	Customer Services Assistant	Education, Culture and Sport
AS165/09, AS166/09, AS167/09 (X5), AC168/09 and AC169/09	Pupil Support Assistant (9 posts) (part-time)	Education, Culture and Sport
AB097/09	Word Processor Operator (Audio) (fixed-term)	Corporate Governance
AC220/09	Clerical Assistant/Word Processor Operator (Court) (fixed-term)	Social Care and Wellbeing
AC225/09	Work Experience Organiser (part-time) (fixed-term)	Education, Culture and Sport
AC227/09 - approval to fill from previous advertisement only	Occupational Therapist (3 posts) (fixed-term)	Social Care and Wellbeing
AC228/09 - approval to fill from previous advertisement only	Support Assistant (Social Work) (part-time) (fixed-term)	Social Care and Wellbeing
AN223/09	Senior Support Assistant (Community Centre) (fixed-term)	Education, Culture and Sport
AN229/09	Technician (School) (part-time) (fixed-term)	Education, Culture and Sport
<b>Jobs for internal advertising</b>		
AC223/09	Homelessness Officer (fixed-term)	Housing and Environment
AN222/09	Community Learning Worker (Youth Work) (2 posts) (part-time)	Education, Culture and Sport
<b>Other</b>		

<p>The current post was originally approved as fixed-term to 31 July 2009 and an extension to March 2010 is due to be considered at the next Education, Culture and Sport Committee on 8 October 2009. As there will therefore be a period with no Bus Driver, the service are requesting approval to extend the post until the Committee meets.</p>	
AC237/09	<p>Bus Driver - Reading Bus (part-time) (fixed-term)   Education, Culture and Sport</p>
<p>The following posts were approved at the Budget Monitoring Board as fixed-term to the end August 2009 due the Administration/Clerical review. The fixed-term end date is approaching but there is an ongoing need for these posts. Service are therefore requesting approval to extend the fixed-term period to the end of December 2009.</p>	
AN225/09, AN226/09 and AN227/09	<p>Support Assistant (Waste Collection/Disposal) (3 posts) (fixed-term)   Housing and Environment</p>