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

Town House,
ABERDEEN 9 OCTOBER 2009

BUDGET MONITORING BOARD

The Members of the **BUDGET MONITORING BOARD** are requested to meet in Committee Room 2 - Town House on **FRIDAY, 16 OCTOBER 2009 at 10.00 am.**

RODERICK MACBEATH
HEAD OF DEMOCRATIC SERVICES

B U S I N E S S

- 1 **MINUTES OF MEETINGS OF 28 AUGUST AND 10 SEPTEMBER 2009** (Pages 1 - 8)
- 2 **VACANCY MANAGEMENT** (Pages 9 - 14)

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

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BUDGET MONITORING BOARD

ABERDEEN, 28th August, 2009. - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor Kevin Stewart, Convener; and Councillors Boulton, Farquharson, Greig, Leslie (as substitute for Councillor John Stewart) and Young.

MINUTES

1. The Board had before it the minutes of its previous meetings held on 31st July, 2009 and 13th August, 2009.

The Board resolved:-

to approve the minutes of the meetings held on 31st July and 13th August, 2009.

FUNDING FOR THE 3R's DECANT ARRANGEMENTS FOR KAIMHILL SCHOOL

2. The Board had before it a report by John Tomlinson, Corporate Director with Lead for Education, Culture and Sport advising that transfer arrangements must be put in place for pupils to be decanted from Kaimhill Primary School to Braeside Primary School from September, 2009, to allow the construction of the new Kaimhill School on the Kaimhill site in Garthdee. The relocation is for a 12 month period covering financial years 2009/10 and 2010/11. The provision of a safe walking route can be accommodated within existing budgets however the provision of transportation, considered necessary due to the exceptional nature of the arrangements, would require to be funded from additional savings from other parts of the Education Service. The report identified that the transfer arrangements could be funded from the recovery of monies the City 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.

The Budget Monitoring Board was advised that this matter was considered at a meeting of the Education, Culture and Sport Committee on 27th August, 2009. The Committee agreed, in view of the exceptional circumstances, to provide transportation for all primary 1 to primary 7 pupils and nursery pupils and noted that a sum of up to £202,000 could be available to support the Kaimhill decant in the current financial year, this being a one-off sum arising from the recovery of interest on loans made as part of the refinancing of the 3R's project. The Committee agreed to request that the Board approve the use of a maximum of £38,520 from contingencies to meet costs in the current financial year.

The report recommended:-

that the Board approve that the sum of up to £202,000 be made available for the Kaimhill decant arrangements to be funded from the recovery of monies the City Council received from providing loans to ensure the continuation of the 3R's project.

The Convener moved, seconded by Councillor Greig:-

That the recommendation be approved and that, as requested by the Education, Culture and Sports Committee, the use of a maximum of £38,520 from contingencies is approved to meet costs in the current financial year.

Councillor Young moved as an amendment, seconded by Councillor Boulton:-

That the Budget Monitoring Board record its disappointment at the decision of the Education, Culture and Sport Committee of 27th August, 2009 in respect of the transport arrangements for pupils who are to be decanted from Kaimhill Primary School to Braehead Primary School, agree that it was inappropriate to ask the Board to sanction the expenditure and to request the Education, Culture and Sport Committee to use the Education Service's own budget or rethink this proposal, and decline to approve the expenditure.

On a division, there voted:-

For the motion (5) – Councillors Farquharson, Greig, Leslie, McDonald and Kevin Stewart.

For the amendment (2) – Councillors Boulton and Young.

The Board resolved:-

to adopt the motion.

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) Team Leader (Regional Communications Centre)
 - (2) Solicitor
 - (3) Senior Social Worker (Training Team)
 - (4) Family Information Service Development Assistant (part time)
 - (5) Family Centre Worker (Early Years) – two posts
 - (6) Homeless Accommodation and Support Worker
 - (7) Customer Services Assistant
 - (8) Pupil Support Assistant (9 part time posts)
 - (9) Word Processor Operator (Audio) (fixed term to 31/3/10)
 - (10) Clerical Assistant/Word Processor Operator (Court) (fixed term to 31/3/10)
 - (11) Work Experience Organiser (part time fixed term to 31/3/10)
 - (12) Senior Support Assistant (Community Centre) (fixed term to 31/3/10)
 - (13) Technician (School) (part time fixed term to 31/3/10);

- (ii) to approve the filling of the undernoted vacancies from a previous advertisement only –
 - (1) Supervisor (Leisure Centre)
 - (2) Occupational Therapist (three fixed term posts to 31/3/10)
 - (3) Support Assistant (Social Work) (part time fixed term to 31/3/10), and
 - (iii) to approve the extension of a post of Bus Driver – Reading Bus (part time) until 31/3/10 subject to the agreement of the Education, Culture and Sport Committee at its meeting on 8th October, 2009 and the extension of three posts of Support Assistant (Waste Collection/Disposal) to 31/3/10 subject to confirmation from the Head of Human Resources that there are no employment entitlements arising in respect of this extension.
- **KEVIN STEWART, Convener.**

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BUDGET MONITORING BOARD

ABERDEEN, 10th September, 2009. - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor Kevin Stewart, Convener; and Councillors Boulton, Crockett (as substitute for Councillor Young), Farquharson, Grieg, McDonald and John Stewart.

TOWN CENTRE REGENERATION FUND BID

1. The Board had before it a report by the Director of Enterprise, Planning and Infrastructure providing a summary of applications made to the Town Centre Regeneration Fund for Retail Rocks Aberdeen and Safer Places Improved Spaces.

The report recommended:-

that the Board note the details of the applications and approve the allocation (if the bids are successful) of £55,000 towards the Safer Places Improved Spaces bid from an underspending in the Corporate Revenue Investment Fund budget.

The Board resolved:-

to approve the recommendation.

VACANCY MANAGEMENT

2. 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
 - (2) Estates Surveyor (one full time and one part time post)
 - (3) Family Information Service Manager
 - (4) Care Assistants (6 part time posts)
 - (5) Personal Carers (12 part time posts)
 - (6) Quantity Surveying Technician
 - (7) Technical Officer (Quantity Surveying)
 - (8) Practice Teacher (Social Care) (part time)
 - (9) Technician (School, Science)
 - (10) Assistant Cook (Care Centre) (part time)
 - (11) Senior Social Worker (Adoption and Fostering)
 - (12) Senior Support Worker (Children's Home)
 - (13) Outreach Support Worker (Family Centre)
 - (14) Activities Co-ordinator (Care Home) (part time)
 - (15) Casual Customer Service Adviser (Access Point) (4 part time posts as and when required)

- (16) Shift Leader (Care Out-of-Hours) (2 part time posts)
 - (17) Social Worker (Out-of-Hours) (part time)
 - (18) Clerical Assistant/Typist (Care Home) (fixed term)
 - (19) Depute Head Teacher (3 posts)
 - (20) Head Teacher (3 posts)
 - (21) Teacher (ASN Science/IT) (part time)
 - (22) Teacher of Design and Technology
 - (23) Teacher of Drama
 - (24) Teacher of Music (part time)
 - (25) Teacher of Physics
 - (26) Teacher of Additional Support Needs
 - (27) Teacher of Geography (part time on a fixed term basis)
 - (28) Teacher (Primary) (3 fixed term posts)
 - (29) Teacher of Design and Technology (part time on a fixed term basis)
 - (30) Teacher of Modern Languages (part time on a fixed term basis)
 - (31) Teacher of Physical Education (fixed term)
- (ii) to note the withdrawal, at the request of the service concerned, of vacancies of School Support Assistant (fixed term), Teacher of Support for Learning (one part time and one full time post) and a part time post of Teacher of Additional Support for Learning;
 - (iii) to approve as an urgent request the external advertising of a post of Library Assistant for the Support Service to Schools in order to maintain access to the Resource Centre by Teachers;
 - (iv) to approve the internal advertising only of the undernoted vacancies –
 - (1) Team Leader (Document Processing)
 - (2) System Trainer (CareFirst)
 - (3) Support Assistant (Non-Housing Repairs) (part time on a fixed term basis); and
 - (v) to request the Head of Human Resources to report to a future meeting of the Education, Culture and Sport Committee on implications for the City Council of a recent change in legislation and of a court case involving another Scottish local authority on the current requirements in relation to the recruitment process for Head Teachers.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the following report be considered as a matter of urgency to enable the Board to consider whether the City Council should participate in a Project for which there was a time limit to submit a request for a place.

ECONOMIC ANALYSIS AND FORECASTING PATHFINDER PROJECT

The Board had before it a report by the Chief Executive advising the Board of the opportunity for the City Council to participate in the Economic Analysis and Forecasting Pathfinder Project designed to provide information to support future budgetary planning, pointing out that participation would enable the City Council to

work with nine other local authorities across the UK in analytical and forecasting work.

The report recommended:-

that the Board –

- (a) revoke the provisions of Standing Order 69(3)(i) to enable the City Council to exempt this piece of work from the competitive procurement requirements of the Standing Orders to enable immediate participation in the Economic Analysis and Forecasting Pathfinder Project which is being led by PriceWaterhouseCooper;
- (b) agree that the subscription of £35,000 be funded through revenue savings accrued in the management structure in the 2009/10 financial year; and
- (c) agree that the findings arising from the Economic Analysis and Forecasting Pathfinder Project be reported to a future meeting of the Finance and Resources Committee.

The Board resolved:-

- (i) to approve the recommendations; and
- (ii) to request the Director of Enterprise, Planning and Infrastructure to issue a briefing note to members of the Board explaining the forecasting methodology adopted by the City Council on which major economic and related strategies have been based, for example, the current Structure Plan.

MATTER OF URGENCY

The Convener intimated that he had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the following report be considered as a matter of urgency to enable the Board to consider whether the City Council should sign the Memorandum of Undertaking in respect of the Hub Initiative by the deadline of 14 September, 2009.

THE HUB INITIATIVE

The Board had before it a report by the Chief Executive advising (i) of the creation of the Hub Initiative by the Scottish Government to assist in the procurement of public sector capital projects, (ii) that Aberdeen has been included in the North Territory initiative which comprises the geographical areas of Aberdeen, Aberdeenshire, Moray, Argyll & Bute, Highlands, Western Isles, Orkney and Shetland Island Councils, and (iii) that on the basis of detailed work undertaken by officers to date it is recommended that the City Council participates in the next stage of the development of the North Territory Hub Company.

The report recommended:-

that the Board –

- (a) agree that the City Council should sign the appropriate documentation to participate in the next stage of the development of the North Territory Hub Company; and

- (b) that reports be made on a regular basis to relevant City Council Committees on the progress of this initiative with a detailed report being submitted in due course on the outcome of the procurement of a private partner and on the consequences for the City Council of participating in a North Territory Hub Company.

The Board resolved:-

to approve the recommendations having noted there are no immediate financial implications for the City Council and that Moray Council has recently agreed not to proceed to the next stage of the Hub Initiative.

- **KEVIN STEWART, Convener.**

Agenda Item 2

ABERDEEN CITY COUNCIL

Name of Committee	:	Budget Monitoring Board
Date of Meeting	:	16 October 2009
Title of Report	:	Vacancy Management – Activity Report
Lead Officer	:	Ewan Sutherland
Author of Report	:	Ruth Hepburn ☎ (52)3078 ✉ ruhepburn@aberdeencity.gov.uk
Other Involvement	:	None
Consultation undertaken with	:	None

Summary of Report

This report brings forward vacancies from Services which have been approved by the Corporate Management Team to be advertised for information.

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

Following approval by the Corporate Management Team for vacancies, Human Resources will now make the necessary arrangement for posts approved to be filled, including advertising posts.

Resource Implications

People	:	This process is likely to contribute to a reduction in the numbers employed by the Council.
Finance	:	This process is part of the Improvement Plan to deliver budget savings in the current financial year and beyond.
Systems & Technology	:	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

The attached vacancies were approved to be advertised at the Corporate Management Team meetings on the 24 September 2009, 1 October 2009 and 8 October 2009

1. Summary Report including:

- Normal external vacancies
- Normal internal vacancies
- Teaching external vacancies
- New vacancies
- Withdrawn vacancies

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BUDGET MONITORING BOARD - ACTIVITY REPORT
16 OCTOBER 2009

The Corporate Management Team, in conjunction with the Redeployment Team, have given approval to fill the following posts:

Number of posts: 32 posts for advertising, 3 new posts and 1 withdrawn post

Post Title	Service
Posts for external advertising	
Children's Service Manager (3 posts)	Education, Culture and Sport
Community Learning Worker (Youth Project)	Education, Culture and Sport
Library Assistant (Pool Staff)	Education, Culture and Sport
School Support Assistant (Part-time) (2 posts)	Education, Culture and Sport
Senior School Support Assistant (2 posts)	Education, Culture and Sport
Senior Support Assistant (Community Centre) (Part-time)	Education, Culture and Sport
Senior Support Assistant (Part-time)	Education, Culture and Sport
Children's Escort (Part-time) (Fixed-term)	Education, Culture and Sport
Learning Choices Development Officer (16+) (Fixed-term)	Education, Culture and Sport
Learning Choices Information Officer (16+) (Part-time) (Fixed-term)	Education, Culture and Sport
Project Manager SURF (Fixed-term)	Education, Culture and Sport
Senior Support Assistant (Community Centre) (Fixed-term)	Education, Culture and Sport
Tenancy Support Officer (Fixed-term)	Enterprise, Planning and Infrastructure
Youth Worker (Part-time) (Fixed-term)	Housing and Environment
Posts for internal advertising	
Clerical Assistant (Psychology Service)	Education, Culture and Sport
Senior Support Assistant (Community Centre) (Part-time)	Education, Culture and Sport
Clerical Assistant (New Tenancies) (Fixed-term)	Housing and Environment
Policy and Service Support Assistant (Fixed-term)	Housing and Environment
Teaching posts for external advertising	
Teacher - Primary (3 posts)	Education, Culture and Sport
Teacher - Primary (Fixed-term) (2 posts)	Education, Culture and Sport
Teacher - Primary (Part-time) (2 posts)	Education, Culture and Sport
Teacher of Additional Support for Learning - Primary (Part-time)	Education, Culture and Sport
Principle Teacher of Computing - Secondary (Fixed-term)	Education, Culture and Sport
Teacher of Geography - Secondary (Fixed-term)	Education, Culture and Sport
New posts	
Senior Social Worker (Community Service)	Social Care and Wellbeing
Senior Social Worker (Substance Misuse Services)	Social Care and Wellbeing
Conversion of Assistant Managers	Social Care and Wellbeing
Withdrawn posts	
Research Assistant (Psychology Service)	Education, Culture and Sport

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