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ABERDEEN CITY COUNCIL

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

Town House,
ABERDEEN 23 October 2009

BUDGET MONITORING BOARD

The Members of the **BUDGET MONITORING BOARD** are requested to meet in Committee Room 2 - Town House on **FRIDAY, 30 OCTOBER 2009 at 10.00 am.**

RODERICK MACBEATH
HEAD OF DEMOCRATIC SERVICES

B U S I N E S S

- 1 **Minutes of Meeting 16 October 2009** (Pages 1 - 2)
- 2 **Vacancy Management** (Pages 3 - 8)

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, 16th October, 2009. - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor Kevin Stewart, Convener; and Councillors Cormie (as substitute for Councillor Mark McDonald), Grieg, John Stewart and Young.

MINUTES

1. The Board had before it the minutes of its previous meetings held on 28th August, 2009 and 10th September, 2009.

The Board resolved:-

to approve the minutes of the meetings held on 28th August, 2009 and 10th September, 2009.

VACANCY MANAGEMENT

2. The Board had before it a report by the Head of Human Resources submitting information on a number of vacancies approved for advertising by the Corporate Management Team.

The report recommended:-

that the Board note the decisions of the Corporate Management Team to advertise a number of vacancies and to approve the submission of business cases for new posts to the Social Care and Wellbeing Committee.

The Board resolved:-

- (i) to note that the undernoted posts have been approved by the Corporate Management Team for advertisement after scrutiny of each request namely:-
- (1) Children's Service Manager (3 posts)
 - (2) Community Learning Worker (Youth Project)
 - (3) Library Assistant (Pool staff)
 - (4) School Support Assistant (part time) (2 posts)
 - (5) Senior School Sport Assistant (2 posts)
 - (6) Senior Support Assistant (Community Centre) (part time)
 - (7) Senior Support Assistant (part time)
 - (8) Children's Escort (part time fixed term post)
 - (9) Learning Choices Development Officer (16+) (fixed term)
 - (10) Learning Choices Information Officer (16+) (part time fixed term post)
 - (11) Project Manager SURF (fixed term)
 - (12) Senior Support Assistant (Community Centre) (fixed term post)
 - (13) Tenancy Support Officer (fixed term)
 - (14) Youth Worker (part time fixed term post)
 - (15) Teacher - Primary (3 posts)
 - (16) Teacher – Primary (2 fixed term posts)
 - (17) Teacher – Primary (2 part time posts)

 - (18) Teacher of Additional Support for Learning – Primary (part time)

- (19) Principal Teacher of Computing – Secondary (fixed term)
 - (20) Teacher of Geography – Secondary (fixed term)
 - (ii) to note the approval of advertising on an internal basis only of the undernoted posts –
 - (1) Clerical Assistant (Psychology Service)
 - (2) Senior Support Assistant (Community Centre) (part time)
 - (3) Clerical Assistant (New Tenancies) (fixed term)
 - (4) Policy and Service Support Assistant (fixed term)
 - (iii) to note the withdrawal of consideration of the post of Research Assistant (Psychology Service); and
 - (iv) to note that business cases for new posts of Senior Social Worker (Community Service) and (Substance Misuse Service) and for the conversion of Assistant Managers posts will be submitted to the next meeting of the Social Care and Wellbeing Committee.
- **KEVIN STEWART, Convener.**

Agenda Item 2

ABERDEEN CITY COUNCIL

Name of Committee	:	Budget Monitoring Board
Date of Meeting	:	30 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
<u>Other Implications</u>		
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 15 October 2009 and 22 October 2009

1. Summary Report including:

- Normal external vacancies
- Normal internal vacancies
- Teaching external vacancies
- Teaching internal vacancies
- Other
- Normal vacancies refused for advertising

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BUDGET MONITORING BOARD - ACTIVITY REPORT

30 OCTOBER 2009

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

Number of posts: 80 posts for advertising, 9 other requests and 3 refused for advertising

Post Title	Service
Posts for external advertising	
Rent Management Co-ordinator	Corporate Governance
Rent Management Visiting Officer	Corporate Governance
Team Leader (Customer Contact Centre)	Corporate Governance
Visiting Officer	Corporate Governance
Customer Service Adviser	Corporate Governance
Customer Service Adviser (2 posts) (part-time) (fixed-term)	Corporate Governance
Customer Care Assistant (part-time) (fixed-term)	Corporate Governance
Active Schools Co-ordinator	Education, Culture and Sport
Community Learning Worker	Education, Culture and Sport
Nursery Nurse (part-time)	Education, Culture and Sport
Supervisory Technician (School)	Education, Culture and Sport
Technician (Science) (School)	Education, Culture and Sport
Breakfast Club Playworker (fixed-term)	Education, Culture and Sport
Museum Assistant (fixed-term)	Education, Culture and Sport
Assistant Selections Officer	Housing and Environment
Authorised Officer (Technical Support)	Housing and Environment
City Warden (9 posts)	Housing and Environment
Public Analyst	Housing and Environment
Selections Officer	Housing and Environment
Senior Authorised Officer	Housing and Environment
Systems Manager (Consilium)	Housing and Environment
Care Assistant (2 posts) (part-time)	Social Care and Wellbeing
Casual Family Centre Worker (part-time, as and when required)	Social Care and Wellbeing
Family Centre Worker (2 posts) (part-time)	Social Care and Wellbeing
Social Worker (Adoption and Fostering) (part-time)	Social Care and Wellbeing
Social Worker (Children's Services) (maximum 7 posts)	Social Care and Wellbeing
Support Worker (Family Support Team) (part-time)	Social Care and Wellbeing
Posts for internal advertising	
Clerical Assistant/WPO	Corporate Governance
Development Officer (Training)	Corporate Governance
Customer Care Assistant (part-time)	Corporate Governance
Customer Care Assistant (fixed-term)	Corporate Governance
Office Administrator (fixed-term)	Corporate Governance
Adult Learning Co-ordinator (part-time)	Education, Culture and Sport
School Support Assistant (2 posts) (one part-time, one full-time) (fixed-term)	Education, Culture and Sport
Senior Support Assistant (fixed-term)	Education, Culture and Sport
Cook (Sheltered Housing)	Social Care and Wellbeing
Court Support Worker	Social Care and Wellbeing
Domestic Assistant (Sheltered Housing) (part-time)	Social Care and Wellbeing
Clerical Assistant (Hospital) (fixed-term)	Social Care and Wellbeing
Clerical Assistant/WPO (Community Service Team) (fixed-term)	Social Care and Wellbeing
Clerical Assistant/Typist (part-time) (fixed-term)	Social Care and Wellbeing
Domestic Assistant (Children's Unit) (part-time) (fixed-term)	Social Care and Wellbeing
Family Centre Worker (fixed-term)	Social Care and Wellbeing
Senior Staffing Officer (fixed-term)	Social Care and Wellbeing
Support Assistant (part-time) (fixed-term)	Social Care and Wellbeing
Teaching posts for external advertising	
Depute Head Teacher - Primary (2 posts)	Education, Culture and Sport
Head Teacher - Primary (2 posts)	Education, Culture and Sport
Principal Teacher of English and Literacy Faculty - Secondary	Education, Culture and Sport
Principal Teacher of Social Subjects Faculty - Secondary	Education, Culture and Sport
Principal Teacher of Support for Learning	Education, Culture and Sport
Teacher - Primary (2 posts)	Education, Culture and Sport
Teacher - Primary (2 posts) (Part-time)	Education, Culture and Sport

Teacher of ASN (2 posts)	Education, Culture and Sport
Teacher of the Deaf (Hearing Support Service)	Education, Culture and Sport
Teacher of Gaelic - Secondary	Education, Culture and Sport
Teacher - Nursery (fixed-term)	Education, Culture and Sport
Teaching posts for <u>internal</u> advertising	
Teacher of Design and Technology - Secondary (fixed-term)	Education, Culture and Sport
Other	
Customer Service Adviser (2 posts) (part-time) - Approved for assimilation only	Corporate Governance
Customer Service Adviser (3 posts) - Approved for assimilation only	Corporate Governance
Duty Manager - Approval given to fill from previous advertisement only	Education, Culture and Sport
Support Assistant - Approval given to disestablish a vacant, permanent post and convert an existing fixed-term post to permanent within the Commercial Team	Housing and Environment
Assistant Unit Manager - Approved to extend fixed-term period only	Social Care and Wellbeing
Posts refused for advertising	
Visiting Officer	Corporate Governance
Administrative Assistant (Staffing) (part-time)	Social Care and Wellbeing
Policy and Development Officer (fixed-term)	Social Care and Wellbeing