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

Town House,  
ABERDEEN 14 January 2010

## **BUDGET MONITORING BOARD**

The Members of the **BUDGET MONITORING BOARD** are requested to meet in Town House, Broad Street on **THURSDAY, 21 JANUARY 2010 at 10.00 am.**

RODERICK MACBEATH  
ACTING HEAD OF DEMOCRATIC SERVICES

### **BUSINESS**

- 1 Minute of Meeting of 18 December 2009 (Pages 1 - 2)
- 2 Vacancy Management (Pages 3 - 6)

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

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, 18<sup>th</sup> December, 2009. - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor Kevin Stewart, Convener; and Councillors Fletcher (as substitute for Councillor Greig), McDonald, John Stewart and Young.

### MINUTE

1. The Board had before it the minute of its previous meeting held on 27<sup>th</sup> November, 2009.

#### The Board resolved:-

to approve the minute of the meeting held on 27<sup>th</sup> November, 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 (CMT), and on a number of posts for which CMT did not approve advertising at this time.

#### The report recommended:-

that the Board note the decisions of the Corporate Management Team.

#### The Board resolved:-

- (i) to note that the undernoted posts have been approved by the Corporate Management Team for external advertisement after scrutiny of each request namely:-
- (1) Assistant Pensions Officer (3 full time fixed term posts)
  - (2) Development Officer (1 full time fixed term post)
  - (3) Pensions Officer (Accounting) (1 full time permanent post)
  - (4) Casual Escort (as and when required)
  - (5) Casual Nursery Nurse (as and when required)
  - (6) Casual Pupil Support Assistant (as and when required)
  - (7) Children's Escort (part time fixed term post)
  - (8) Community Arts Officer (part time permanent post)
  - (9) Community Learning Worker (Mental Health) (1 part time permanent post)
  - (10) Library Assistant (1 part time fixed term post)
  - (11) Nursery Nurse (1 part time fixed term post)
  - (12) School Administrator (1 full time fixed term post)
  - (13) School Support Assistant (1 full time fixed term post)
  - (14) Supervisory Technician (1 full time fixed term post)
  - (15) Catering Assistants (3 part time permanent posts for term time)
  - (16) Cleaner (1 permanent part time post)
  - (17) Assistant Cook (1 permanent part time post)
  - (18) Children's Service Manager (Children in Need) (1 permanent full time post)

- (19) Task Supervisor (1 permanent full time post)
  - (20) Casual Primary Teacher (as and when required)
  - (21) Casual Secondary Teacher (as and when required)
  - (22) Depute Head Teacher – Secondary (2 full time permanent posts)
  - (23) Depute Head Teacher of ASN – Primary (1 full time fixed term post)
  - (24) Principal Teacher of Design, Food and Information Technologies Faculty – Secondary (1 full time permanent post)
  - (25) Principal Teacher of Language and Literacy Faculty – Secondary (1 full time permanent post)
  - (26) Principal Teacher of Modern Languages Faculty – Secondary (1 full time permanent post)
  - (27) Principal Teacher of Pupil Support (Support for Learning Faculty) – Secondary (1 full time permanent post)
  - (28) Principal Teacher of Science Faculty – Secondary (1 full time permanent post)
  - (29) Teacher – Primary (1 full time fixed term post)
  - (30) Teacher – Nursery (1 full time fixed term post)
  - (31) Teacher of ASN – Primary (2 full time permanent posts)
  - (32) Teacher of ASN – Primary (1 part time fixed term post)
  - (33) Teacher of ASN (Trampolining) – Primary (1 part time fixed term post)
  - (34) Teacher of Business Studies – Secondary (1 part time fixed term post);
- (ii) to note that the Corporate Management Team has approved for internal advertising only the undernoted posts, namely –
- (1) Safer Aberdeen Programme Manager (1 part time permanent post)
  - (2) Administrative Assistant (1 full time fixed term post)
  - (3) Clerical Assistant/Typist (1 part time fixed term post);
- (iii) to note that the Corporate Management Team has approved the filling of the following posts –
- (1) School Receptionist (part time fixed term post)
  - (2) School Support Assistant (1 full time fixed term post)
  - (3) Assistant Insurance Officer (1 part time permanent post);
- (iv) to note that the Corporate Management Team has deferred advertising the undernoted posts meantime, namely –
- (1) Teacher – Primary (1 fixed term part time post)
  - (2) Social Worker/MHO (1 full time permanent post)
  - (3) Social Worker (Criminal Justice) (1 full time permanent post); and
- (v) in the light of Members' concerns about the need for the review of the City Warden service to be completed quickly, to request the Director of Housing and Environment to arrange for early re-consideration by CMT of their decision to defer advertising of 12 posts of City Warden and to report on the outcome to the next meeting of the Budget Monitoring Board.
- **KEVIN STEWART, Convener.**

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COMMITTEE : Budget Monitoring Board                      DATE : 21 January 2010

DIRECTOR : Stewart Carruth

TITLE OF REPORT : Vacancy Management – Activity Report

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## 1. PURPOSE OF REPORT

This report advises the Budget Monitoring Board of decisions taken by the Corporate Management Team (CMT) on vacancies brought forward by services.

## 2. RECOMMENDATION

That the Board note the decisions of the Corporate Management Team (CMT).

## 3. FINANCIAL IMPLICATIONS

This process is part of the Improvement Plan to deliver budget savings in the current financial year and beyond.

## 4. SERVICE AND COMMUNITY IMPACT

The filling of vacant posts impacts on the City Council's ability to deliver the Community Plan. The sustainability of services may be affected by the decisions whether or not to fill vacancies.

## 5. OTHER IMPLICATIONS

Health and Safety implications are considered as part of the process of approving filling of posts as part of the business case assessment.

## 6. REPORT

Attached is a list of decisions taken by the Corporate Management Team (CMT) at its meetings on 03 December, 10 December, 17 December and 7 January on requests to fill vacancies brought forward by services. The list includes approval of external advertising of vacancies including those for teaching posts and decisions to refuse/defer advertising of posts at this time.

## 7. AUTHORISED SIGNATURE

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## 8. REPORT AUTHOR DETAILS

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## 9. BACKGROUND PAPERS

Recruitment Advertising Forms.

**BUDGET MONITORING BOARD - ACTIVITY REPORT**

21 January 2010

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

**Number of posts: 25 posts for advertising, 7 posts for casual ongoing vacancies and 1 post refused/deferred for advertising**

Post Title	Service
<b>Posts for external advertising</b>	
Adviser, Employee Development (CPD Schools) (Full-time) (Fixed-term)	Corporate Governance
Development Officer (Full-time) (Fixed-term)	Corporate Governance
Casual Escorts ('As and when required')	Education, Culture and Sport
Casual Nursery Nurses ('As and when required')	Education, Culture and Sport
Casual Pupil Support Assistants ('As and when required')	Education, Culture and Sport
Nursery Nurse (Part-time) (Fixed-term)	Education, Culture and Sport
School Support Assistant (Full-time) (Fixed-term)	Education, Culture and Sport
Personal Assistant (Marischal College) (Full-time) (Fixed-term)	Enterprise, Planning and Infrastructure
City Wardens (10 posts) (Full-time) (Permanent) - advised that these can now be advertised	Housing and Environment
Contracts Officer (2 posts) (Full-time) (One permanent, one fixed-term)	Housing and Environment
<b>Teaching posts for external advertising</b>	
Casual Primary Probationary Teacher ('As and when required')	Education, Culture and Sport
Casual Primary Teachers ('As and when required')	Education, Culture and Sport
Casual Secondary Probationary Teacher ('As and when required')	Education, Culture and Sport
Casual Secondary Teachers ('As and when required')	Education, Culture and Sport
Depute Head Teacher (Full-time) (Permanent) (2 posts)	Education, Culture and Sport
Head Teacher (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher Faculty of Social Subjects (Full-time) (Permanent)	Education, Culture and Sport
Teacher (Full-time) (Fixed-term)	Education, Culture and Sport
Teacher (Nursery) (Full-time) (Fixed-term)	Education, Culture and Sport
Teacher (Part-time) (Fixed-term)	Education, Culture and Sport
Teacher SEBN (Full-time) (Fixed-term)	Education, Culture and Sport
<b>Posts held or deferred for advertising</b>	
Bookstart Co-ordinator (Part-time) (Permanent) - held for re-deployees	Education, Culture and Sport

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