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

Town House,  
ABERDEEN 18 February 2010

## **BUDGET MONITORING BOARD**

The Members of the **BUDGET MONITORING BOARD** are requested to meet in the Town House, Broad Street on **THURSDAY, 25 FEBRUARY 2010 at 10.00 am.**

RODERICK MACBEATH  
ACTING HEAD OF DEMOCRATIC SERVICES

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

- 1 Minute of Meeting of 21 January 2010 (Pages 1 - 2)
- 2 Vacancy Management (Pages 3 - 6)

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

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# Agenda Item 1

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## BUDGET MONITORING BOARD

ABERDEEN, 21 January, 2010 - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor Kevin Stewart, Convener; and Councillors Boulton, Farquharson, Greig and McDonald.

### MINUTE

1. The Board had before it the minute of its previous meeting held on 18<sup>th</sup> December 2009.

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

to approve the minute of the meeting held on 18<sup>th</sup> December 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 one post 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) Adviser, Employee Development (CPD Schools) (1 full time fixed term post)
  - (2) Development Officer (1 full time fixed term post)
  - (3) Casual Escorts (as and when required)
  - (4) Casual Nursery Nurses (as and when required)
  - (5) Casual Pupil Support Assistants (as and when required)
  - (6) Nursery Nurse (1 part time fixed term post)
  - (7) School Support Assistant (1 full time fixed term post)
  - (8) Personal Assistant (Marsichal College) (1 full time fixed term post)
  - (9) City Wardens (10 full time permanent posts)
  - (10) Contracts Officer (2 full time posts, 1 permanent and 1 fixed term)
  - (11) Casual Primary Probationary Teacher (as and when required)
  - (12) Casual Primary Teachers (as and when required)
  - (13) Casual Secondary Probationary Teacher (as and when required)
  - (14) Casual Secondary Teachers (as and when required)
  - (15) Depute Head Teacher (2 full time permanent posts)
  - (16) Head Teacher (1 full time permanent post)

- (17) Principal Teacher Faculty of Social Subjects (1 full time permanent post)
  - (18) Teacher (1 full time fixed term post)
  - (19) Teacher (Nursery) (1 full time fixed term post)
  - (20) Teacher (1 part time fixed term post)
  - (21) Teacher of SEBN (1 full time fixed term post)
- (ii) to note that the Corporate Management Team has deferred advertising the post of Bookstart Coordinator (part time permanent post) in order to consider if a suitable re-deployee can be identified for the post.
- **KEVIN STEWART, Convener.**

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COMMITTEE : Budget Monitoring Board                      DATE : 25 February 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 14 January, 28 January, 04 February and 11 February 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**  
**25 FEBRUARY 2010**

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

**Number of posts: 77 posts for external advertising, 12 posts for internal advertising, 1 approval to fill only post, 3 posts for casual ongoing vacancies and 4 post refused/deferred for advertising**

<b>Post Title</b>	<b>Service</b>
<b>Posts for external advertising</b>	
Accountant (Full-time) (Permanent)	Corporate Governance
Customer Service Adviser (Part-time) (Fixed-term) - <b>approval to fill only</b>	Corporate Governance
Health and Safety Manager (Full-time) (Permanent)	Corporate Governance
Skills Development Officer (Young People) (Full-time) (Fixed-term)	Corporate Governance
Aquatics Co-ordinator (Full-time) (Permanent)	Education, Culture and Sport
Casual Adventure Aberdeen Tutors ('as and when required') - <b>ongoing</b>	Education, Culture and Sport
Casual Aquatics Teacher ('as and when required') - <b>ongoing</b>	Education, Culture and Sport
Dance Development Officer (Part-time) (Permanent)	Education, Culture and Sport
Head Coach (Swim Team) (Full-time) (Permanent)	Education, Culture and Sport
Library Assistants (13 posts) (Part-time) (Fixed-term - seasonal)	Education, Culture and Sport
Nursery Nurse (2 posts) (Part-time) (Fixed-term)	Education, Culture and Sport
School Support Assistant (Part-time) (Fixed-term)	Education, Culture and Sport
Seasonal Leisure Attendants (20 posts) (Part-time) (Fixed-term - seasonal) - Recruitment Fair only	Education, Culture and Sport
Cook in Charge (Part-time) (Permanent)	Enterprise, Planning and Infrastructure
Estates Surveyor (Full-time) (Permanent)	Enterprise, Planning and Infrastructure
Marketing Officer (Full-time) (Fixed-term)	Enterprise, Planning and Infrastructure
Contract Manager (2 posts) (Full-time) (One fixed-term, one permanent)	Housing and Environment
Control Room Operator (2 posts) (One full-time, one part-time) (Permanent)	Housing and Environment
Selections Clerical (Full-time) (Permanent)	Housing and Environment
Technical Officer (Quantity Surveying) (Full-time) (Permanent)	Housing and Environment
Casual Assistant Support Worker ('As and when required') - <b>ongoing</b>	Social Care and Wellbeing
Social Worker (Adoption and Fostering) (Full-time) (Fixed-term)	Social Care and Wellbeing
<b>Posts for internal advertising</b>	
Assistant Pensions Officer (Part-time) (Permanent)	Corporate Governance
Committee Services Officer (Full-time) (Fixed-term)	Corporate Governance
Office Administrator (2 posts) (Full-time) (Permanent)	Corporate Governance
Pensions Officer (Full-time) (Permanent)	Corporate Governance
Senior Pensions Officer (Benefits) (Full-time) (Fixed-term)	Corporate Governance
Assistant Cook (5 posts) (Part-time) (Permanent)	Enterprise, Planning and Infrastructure
Cook in Charge (Part-time) (Permanent)	Enterprise, Planning and Infrastructure
<b>Teaching posts for external advertising</b>	
Depute Head Teacher (4 posts) (Primary) (Full-time) (Permanent)	Education, Culture and Sport
Depute Head Teacher (Primary) (Part-time) (Permanent)	Education, Culture and Sport
Head Teacher (2 posts) (Primary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of English and Literacy Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Health and Wellbeing Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of ICT, Business and Enterprise Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of ICT and Mathematics Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Language and Literacy Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Modern Languages Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Performing Arts Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Pupil Support Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Science Faculty (Secondary) (Full-time) (Permanent)	Education, Culture and Sport
Specialist Teacher of Music (Primary) (Full-time) (Fixed-term)	Education, Culture and Sport

Teacher (Nursery) (Part-time) (Fixed-term)	Education, Culture and Sport
Teacher (Primary) (Part-time) (Fixed-term)	Education, Culture and Sport
Teacher (3 posts) (Primary) (Full-time) (Fixed-term)	Education, Culture and Sport
Teacher ASN (Primary) (Part-time) (Permanent)	Education, Culture and Sport
Teacher of Chemistry (Secondary) (Full-time) (Fixed-term)	Education, Culture and Sport
Teacher of Chemistry (Secondary) (Part-time) (Fixed-term)	Education, Culture and Sport
<b>Posts held or deferred for advertising</b>	
Customer Care Assistant - <b>withdrawn by Director</b>	Corporate Governance
Health and Safety Adviser - <b>deferred</b>	Corporate Governance
Casual Library Assistant - <b>deferred</b>	Education, Culture and Sport
Marketing Officer - <b>deferred</b>	Enterprise, Planning and Infrastructure