

## BUDGET MONITORING BOARD

ABERDEEN, 25 March, 2010 - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor Kevin Stewart, Convener; and Councillors Boulton, Farquharson, Greig, John Stewart and West (as substitute for Councillor McDonald).

### 1 MINUTE

The Board had before it the minute of its previous meeting held on 25<sup>th</sup> February, 2010.

**The Board resolved:-**

to approve the minute of the meeting held on 25<sup>th</sup> February, 2010.

### 2 VACANCY MANAGEMENT

The Board had before it a report by the Head of Human Resources and Organisational Development submitting information on a number of vacancies approved for advertising by the Corporate Management Team (CMT) and on 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 had been approved by the Corporate Management Team for external advertisement after scrutiny of each request, namely:
- (1) Application Support Assistant – (two permanent posts, one being full-time and one being part-time)
  - (2) Catering Assistant – (one part-time permanent post with advertising authorised on an ongoing basis)
  - (3) Cleaner – (one part-time permanent post with advertising authorised on an ongoing basis)
  - (4) Customer Liaison Assistant – (one full-time permanent post)
  - (5) Electrician – (two full-time permanent posts)
  - (6) Keyholder Cleaner – (one part-time permanent post with advertising authorised on an ongoing basis)
  - (7) Lighting Inspector – (one full-time permanent post)
  - (8) School Crossing Patroller – (one part-time permanent post with advertising authorised on an ongoing basis)

## BUDGET MONITORING BOARD

25 March 2010

- (9) Support Assistant – (one full-time fixed term post)
  - (10) Adult Literacies Coordinator – (one part-time permanent post)
  - (11) Breakfast Club Playworker – (one part-time permanent post)
  - (12) Casual Catering Assistant – (as and when required)
  - (13) Casual Library Assistants – (fixed term posts as and when required)
  - (14) Driver – (one part-time fixed term post)
  - (15) Nursery Nurse – (one part-time fixed term post)
  - (16) Out of School Playworker – (one part-time permanent post)
  - (17) Senior Support Assistant - (one part-time fixed term post)
  - (18) Youth Worker – (two part-time permanent posts)
  - (19) Arborist – (one full-time permanent post)
  - (20) Confirm Systems Manager - (one full-time permanent post)
  - (21) Contract Controller – (one full-time permanent post)
  - (22) Electrician – (one full-time permanent post)
  - (23) Housing Inspector – (one full-time permanent post)
  - (24) Administration Officer – (one full-time permanent post)
  - (25) Clerical Assistant / Typist – (one part-time and one full-time post, both posts being permanent)
  - (26) Clerical Assistant / WPO – (one part-time permanent post)
  - (27) Occupational Therapist – (one full-time permanent post)
  - (28) Social Worker (Criminal Justice) – (one full-time permanent post)
  - (29) Social Worker (Criminal Justice, Prison) – (one full-time permanent post)
  - (30) Social Worker (Throughcare) – (one part-time permanent post)
  - (31) Task Supervisor – (two full-time permanent posts)
  - (32) Team Leader - (one full-time permanent post)
  - (33) Training Coordinator (NESCPC) – (one full-time permanent post)
  - (34) Depute Head Teacher – (one full-time permanent post)
  - (35) Principal Teacher of English and Literacy Faculty – (one full-time permanent post)
  - (36) Principal Teacher of Expressive Arts Faculty – (one full-time permanent post)
  - (37) Principal Teacher of Guidance – (one part-time permanent post)
  - (38) Principal Teacher of Mathematics and Numeracy Faculty – (one full-time permanent post)
  - (39) Teacher of Chemistry – (one full-time fixed term post)
  - (40) Teacher of Mathematics – (one full-time fixed term post)
  - (41) Teacher of Support for Learning – (one full-time fixed term post)
- (ii) to note that the Corporate Management Team had approved the undernoted posts for internal advertising only after scrutiny of each request, namely:

## BUDGET MONITORING BOARD

25 March 2010

- (1) Committee Assistant – (one full-time fixed term post)
  - (2) Research Officer – (one full-time fixed term post)
  - (3) Word Processor Operator (Audio) – (one full-time permanent post)
  - (4) Senior Planner – (one full-time permanent post)
  - (5) SURF Project Manager – (one part-time fixed term post)
  - (6) Arrest Referral Worker – (one full-time permanent post)
  - (7) Clerical Assistant – (one part-time permanent post)
  - (8) Directorate Support Assistant – (one full-time permanent post)
- (iii) to note that the Corporate Management Team had deferred advertising the posts of Paralegal in Corporate Governance, School Support Assistant in Education, Culture and Sport and Technician in Education, Culture and Sport; and
- (iv) to authorise the advertising of posts of Senior Social Worker (Communities) – (one full-time permanent post) and Social Worker (Communities) – (two full-time permanent posts) subject to the Director of Social Care and Wellbeing obtaining the approval of the Social Care and Wellbeing Committee to create these new posts.

### 3 APPRECIATION

Councillors John Stewart and Kevin Stewart as Joint-Conveners of the Budget Monitoring Board referred to the fact that this was the last meeting of the Board and thanked colleagues and staff for their work over the years which enabled the Budget Monitoring Board to discharge its remit.

- **KEVIN STEWART, Convener.**