



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

Town House,
ABERDEEN 18 March 2010

BUDGET MONITORING BOARD

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

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

- 1 Minute of Meeting of 25 February 2010 (Pages 1 - 2)
- 2 Vacancy Management (Pages 3 - 6)

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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, 25 February, 2010 - Minute of Meeting of the BUDGET MONITORING BOARD. Present:- Councillor John Stewart, Convener; and Councillors Crockett (as substitute for Councillor Young), Donnelly (as substitute for Councillor Boulton), Greig, McDonald and Kevin Stewart.

MINUTE

1. The Board had before it the minute of its previous meeting held on 21st January, 2010.

The Board resolved:-

to approve the minute of the meeting held on 21st January, 2010.

VACANCY MANAGEMENT

2. 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) Accountant (1 full time permanent post)
 - (2) Health and Safety Manager (1 permanent full time post)
 - (3) Skills Development Officer (Young People) (1 full time fixed term post)
 - (4) Aquatics Co-ordinator (1 full time permanent post)
 - (5) Casual Adventure Aberdeen Tutors (as and when required)
 - (6) Casual Aquatics Teacher (as and when required)
 - (7) Dance Development Officer (1 part time permanent post)
 - (8) Head Coach (Swim Team) (1 full time permanent post)
 - (9) Library Assistants (13 part time fixed term seasonal posts)
 - (10) Nursery Nurse (2 part time fixed term posts)
 - (11) School Support Assistant (1 part time fixed term post)
 - (12) Seasonal Leisure Attendants (20 part time fixed term seasonal posts) – Recruitment Fair only
 - (13) Cook in Charge (1 part time permanent post)
 - (14) Estates Surveyor (1 full time permanent post)
 - (15) Marketing Officer (1 full time fixed term post)
 - (16) Contract Manager (2 full time posts, 1 being fixed term and 1 being permanent)
 - (17) Control Room Operator (1 full time and 1 part time post, both posts being permanent)

- (18) Selections Clerical Assistant (1 full time permanent post)
 - (19) Technical Officer (Quantity Surveyor) (1 full time permanent post)
 - (20) Casual Assistant Support Worker (as and when required)
 - (21) Social Worker (Adoption and Fostering) (1 full time fixed term post)
 - (22) Depute Head Teacher (Primary) (4 full time permanent posts)
 - (23) Depute Head Teacher (Primary) (1 part time permanent post)
 - (24) Head Teacher (Primary) (2 full time permanent posts)
 - (25) Principal Teacher of English and Literacy Faculty (Secondary) (1 full time permanent post)
 - (26) Principal Teacher of Health and Wellbeing Faculty (Secondary) (1 full time permanent post)
 - (27) Principal Teacher of ICT, Business and Enterprise Faculty (Secondary) (1 full time permanent post)
 - (28) Principal Teacher of ICT and Mathematics Faculty (Secondary) (1 full time permanent post)
 - (29) Principal Teacher of Language and Literacy Faculty (Secondary) (1 full time permanent post)
 - (30) Principal Teacher of Modern Languages Faculty (Secondary) (1 full time permanent post)
 - (31) Principal Teacher of Performing Arts Faculty (Secondary) (1 full time permanent post)
 - (32) Principal Teacher of Pupil Support Faculty (Secondary) (1 full time permanent post)
 - (33) Principal Teacher of Science Faculty (Secondary) (1 full time permanent post)
 - (34) Specialist Teacher of Music (Primary) (1 full time fixed term post)
 - (35) Teacher (Nursery) (1 part time fixed term post)
 - (36) Teacher (Primary) (1 part time fixed term post)
 - (37) Teacher (Primary) (3 full time fixed term posts)
 - (38) Teacher ASN (Primary) (1 part time permanent post)
 - (39) Teacher of Chemistry (Secondary) (1 full time fixed term post)
 - (40) Teacher of Chemistry (Secondary) (1 part 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:-
- (1) Assistant Pensions Officer (1 part time permanent post)
 - (2) Committee Services Officer (1 full time fixed term post)
 - (3) Office Administrator (2 full time permanent posts)
 - (4) Pensions Officer (1 full time permanent post)
 - (5) Senior Pensions Officer (Benefits) (1 full time fixed term post)
 - (6) Assistant Cook (5 part time permanent posts)
 - (7) Cook in Charge (1 part time permanent post)
- (iii) to note that the Corporate Management Team had granted approval to fill the post of Customer Service Advisor on a part time fixed term basis; and
- (iv) to note that the Corporate Management Team had deferred advertising the posts of Customer Care Assistant, Health and Safety Adviser, Casual Library Assistant and Marketing Officer meantime.
- **JOHN STEWART, Convener.**

COMMITTEE : Budget Monitoring Board DATE : 25 March 2010

DIRECTOR : Stewart Carruth

TITLE OF REPORT : Vacancy Management – Activity Report

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 18 February, 25 February, 4 March and 11 March 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 MARCH 2010

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

Number of posts: 46 posts for external advertising, 8 posts for internal advertising, 3 posts refused/deferred for advertising and 3 new posts

Post Title	Service
Posts for external advertising	
Application Support Assistant (2 posts) (One full-time, one part-time) (Permanent)	Enterprise, Planning and Infrastructure
Catering Assistant (Part-time) (Permanent) - request for ongoing advert	Enterprise, Planning and Infrastructure
Cleaner (Part-time) (Permanent) - request for ongoing advert	Enterprise, Planning and Infrastructure
Customer Liaison Assistant (Full-time) (Permanent)	Enterprise, Planning and Infrastructure
Electrician (2 posts) (Full-time) (Permanent)	Enterprise, Planning and Infrastructure
Keyholder Cleaner (Part-time) (Permanent) - request for ongoing advert	Enterprise, Planning and Infrastructure
Lighting Inspector (Full-time) (Permanent)	Enterprise, Planning and Infrastructure
School Crossing Patroller (Part-time) (Permanent) - request for ongoing	Enterprise, Planning and Infrastructure
Support Assistant (Full-time) (Fixed-term)	Enterprise, Planning and Infrastructure
Adult Literacies Co-ordinator (Part-time) (Permanent)	Education, Culture and Sport
Breakfast Club Playworker (Part-time) (Permanent)	Education, Culture and Sport
Casual Catering Assistant (as and when required)	Education, Culture and Sport
Casual Library Assistants (Fixed-term, as and when required)	Education, Culture and Sport
Driver (Part-time) (Fixed-term)	Education, Culture and Sport
Nursery Nurse (Part-time) (Fixed-term)	Education, Culture and Sport
Out of School Playworker (Part-time) (Permanent)	Education, Culture and Sport
Senior Support Assistant (Part-time) (Fixed-term)	Education, Culture and Sport
Youth Worker (2 posts) (Part-time) (Permanent)	Education, Culture and Sport
Arborist (Full-time) (Permanent)	Housing and Environment
Confirm Systems Manager (Full-time) (Permanent)	Housing and Environment
Contract Controller (Full-time) (Permanent)	Housing and Environment
Electrician (Full-time) (Permanent)	Housing and Environment
Housing Inspector (Full-time) (Permanent)	Housing and Environment
Administration Officer (Full-time) (Permanent)	Social Care and Wellbeing
Clerical Assistant/Typist (2 posts) (One part-time, one full-time) (Permanent)	Social Care and Wellbeing
Clerical Assistant/WPO (Part-time) (Permanent)	Social Care and Wellbeing
Occupational Therapist (Full-time) (Permanent)	Social Care and Wellbeing
Social Worker (Criminal Justice) (Full-time) (Permanent)	Social Care and Wellbeing
Social Worker (Criminal Justice, Prison) (Full-time) (Permanent)	Social Care and Wellbeing
Social Worker (Throughcare) (Part-time) (Permanent)	Social Care and Wellbeing
Task Supervisor (2 posts) (Full-time) (Permanent)	Social Care and Wellbeing
Team Leader (Full-time) (Permanent)	Social Care and Wellbeing
Training Co-ordinator (NESPC) (Full-time) (Permanent)	Social Care and Wellbeing
Posts for internal advertising	
Committee Assistant (Full-time) (Fixed-term)	Corporate Governance
Research Officer (Full-time) (Fixed-term)	Corporate Governance
Word Processor Operator (Audio) (Full-time) (Permanent)	Corporate Governance
Senior Planner (Full-time) (Permanent)	Enterprise, Planning and Infrastructure
SURF Project Manager (Part-time) (Fixed-term)	Enterprise, Planning and Infrastructure
Arrest Referral Worker (Full-time) (Permanent)	Social Care and Wellbeing
Clerical Assistant (Part-time) (Permanent)	Social Care and Wellbeing
Directorate Support Assistant (Full-time) (Permanent)	Social Care and Wellbeing
Teaching posts for external advertising	
Depute Head Teacher (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of English and Literacy Faculty (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Expressive Arts Faculty (Full-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Guidance (Part-time) (Permanent)	Education, Culture and Sport
Principal Teacher of Mathematics and Numeracy Faculty (Full-time)	Education, Culture and Sport
Teacher of Chemistry (Full-time) (Fixed-term)	Education, Culture and Sport
Teacher of Mathematics (Full-time) (Fixed-term)	Education, Culture and Sport
Teacher of Support for Learning (Full-time) (Fixed-term)	Education, Culture and Sport

Posts held or deferred for advertising	
Paralegal (Full-time) (Permanent) - Deferred by CMT	Corporate Governance
School Support Assistant (Part-time) (Fixed-term) - Approved by CMT but held by service	Education, Culture and Sport
Technician (Part-time) (Fixed-term) - Approved by CMT but held by service	Education, Culture and Sport
New posts	
Senior Social Worker (Communities) (Full-time) (Permanent)	Social Care and Wellbeing
Social Worker (Communities) (2 posts) (Full-time) (Permanent)	Social Care and Wellbeing