

SPECIAL SUB-COMMITTEE ON VACANCIES

At a meeting of the Special Sub-Committee on Vacancies, held within the Council Offices, Dumbarton on Thursday 1 August 1996.

Present: Provost Patrick O'Neill (LAB), and Councillors Mary Campbell (LAB), George Cairney (LAB), also Councillors Daniel McCafferty (LAB), Andrew White (LAB), James Doherty (LAB) Alistair Macdonald (LAB) and Patricia Rice (LAB).

Attending: Michael J Watters, Chief Executive; Ian Leitch, Depute Chief Executive and Solicitor to the Council; Eric Walker, Director of Finance; Ian McMurdo, Director of Education; Tim Huntingford, Director of Social Work; Irving Hodgson Economic Development Manager, Alasdair Gregor, Planning Services Manager, David Campbell, Director of Housing Services; Allan Findlay, Director of Contract Services; Norman Rae, Director of Environmental Protection and Leisure Services; John Bak, Head of Personnel and Training and John Morris, Information Services Project Manager

Apologies for Absence: An apology for absence was intimated on behalf of Councillor McCallum (LAB).

Councillor Mary Campbell in the Chair.

FILLING OF VACANT POSTS

There was submitted report by the Head of Personnel and Training, in relation to the Council's decision on freezing of vacancies and outlining considerations which the Sub-Committee might wish to consider in determining whether the filling of a post had been justified by the Director concerned. The report also specifically referred to vacancies under the Housing Revenue Account, vacancies with regard to Teachers/Residential Care Staff and also in relation to Job Sharers.

Councillor Campbell was heard (i) in respect of the non-participation of the SNP Group in the Sub-Committee, (ii) in clarification of the proposed procedure and (iii) that it had never been the Council's intention not to fill vacancies, subject to discussion with officers and being assured of the necessity of so doing.

The Chief Executive advised that in emergencies, he had delegated powers in respect of staffing/filling of vacancies and intimated he had used these powers in recent weeks. He also advised that he would consider doing so again in consultation with Provost O'Neill or the Depute Provost should circumstances arise which would merit this before the next meeting of the Sub-Committee.

The Special Sub-Committee noted:-

- (a) the report and that a standard format had been devised for completion in respect of each vacancy; and
- (b) that the Chief Executive, Depute Chief Executive and Solicitor to the Council and the Head of Personnel and Training had sought to undertake a preliminary examination of these submissions, which would be the subject of a further report to this meeting;
- (c) the arrangements proposed by the Chief Executive in respect of the inclusion of costings and savings where applicable;
- (d) that in future reports on Job Share Posts would only come to the Special Sub-Committee when the remaining Job Sharer decided not to opt for full-time employment.

VACANCIES

There was submitted report by the Head of Personnel and Training, together with reports by the relevant Directors and Heads of Department, referring to the preliminary examination of applications to fill vacancies submitted by Chief Officers and indicating that applications had been categorised as follows:-

Category 1 - recommended that vacancy be filled;

Category 2 - recommended that filling the vacancy be delayed pending further information/appraisal.

Category 3 - recommended that vacancy be not filled at this time.

The report referred to the posts submitted for consideration and intimated that the categories recommended were based on information initially supplied but would be subject to update at this meeting. It was also intimated that as a result of further discussion with Chief Officers, some posts had been withdrawn from the original submissions.

In this connection, there was submitted a revised version of the report on Summary of Vacant Posts, which the Sub-Committee proceeded to consider, in respect of individual Departments as follows.

EDUCATION

The Director of Education, was heard in relation to the section of the report by the Head of Personnel and Training, dealing with the Education Department.

Teaching Posts

Councillor McCafferty, having heard the Director, referred to the comments he personally had previously made to Council in relation to Teaching Posts. In this connection, the Depute Chief Executive and Solicitor to the Council advised that although the Council was under a

statutory duty to educate those of school age, there was no statutory right to employ a certain number of teachers.

In response to questions, the Director of Education advised that staffing standards had been adopted from the former Strathclyde Regional Council, based upon the nationally agreed staffing ratios.

The Special Sub-Committee agreed as follows:-

- (a) To delegate authority to the Director of Education to fill vacant teaching posts in line with the staffing ratios adopted by the Council;
- (b) To delegate authority to the Director of Education to appoint temporary staff to cover for teacher absence in line with the absence cover agreement adopted by the Council.

EDUCATION (Cont)

SUBSTANTIVE TEACHING POSTS		
SENIOR PROMOTED POST (OUTWITH SCHOOLS):		
SENIOR PROMOTED POSTS:		
Head Teacher	Dumbarton Academy	Category 1
Depute Head Teacher	St Andrew's High School	Category 1
PROMOTED POSTS:		
P/T Guidance	Dumbarton Academy	Category 1
P/T Learning Support	Dumbarton Academy	Category 1
P/T Business Studies/IT Computing	Our Lady & St Patrick's High School	Category 1
P/T Home Economics	Our Lady & St Patrick's High School	Category 1
P/T Physics	St Columba's High School	Category 1
P/T Learning Support	St Andrew's High School	Category 1
UNPROMOTED POSTS:		
Maths Teacher	Clydebank High School	Category 1
Physics Teacher	Clydebank High School	Category 1
Biology Teacher	Clydebank High School	Category 1
Art Teacher	Vale of Leven Academy	Category 1
Physics Teacher	Our Lady & St Patrick's High School	Category 1
Modern Languages Teacher	Braidfield High School	Category 1
SPECIAL SCHOOL SECTION:		
UNPROMOTED POST:		
Teacher	Auchentoshan School (Primary Section)	Category 1
PRIMARY SECTOR:		
PROMOTED POST:		
Senior Teacher	Carleith Primary School	Category 1
UNPROMOTED POSTS:		
Teacher	St Joseph's Primary School	Category 1
Teacher	St Eunan's Primary School	Category 1
Teacher	St Eunan's Primary School	Category 1

EDUCATION (Cont)

APT & C Posts in Schools

The Director of Education and the Convener of the Education Committee were heard in respect of the APT & C posts in schools.

The Sub-Committee, having heard the Chief Executive, agreed that all APT and C posts within schools as undernoted be placed in Category 2, in order that possible savings might be assessed and reported back.

EDUCATION:		
OTHER POSTS WITHIN SCHOOLS:		
Leisure Attendant (39 Hours MW2)	Our Lady & St Patrick's High School	Category 2
Clerical Assistant 29½ Hours term time (GS 1/2)	Braidfield High School	Category 2
Clerical Assistant 14½ Hours term time (GS 1/2)	Ladyton Primary School	Category 2
Clerical Assistant 10 Hours term time (GS 1/2)	Bonhill Primary School	Category 2
2 posts - term time 1 @ 11½ 1 @ 11 Hrs 50 min (GS 1/2)	Braehead Primary School	Category 2
Clerical Assistant 16 Hours term time (GS 1/2)	Whitecrook Primary School	Category 2
Attendance Officer 35 Hours (GS2)	Dumbarton Academy	Category 2
Escort 20 Hours term time (MW3)	Cunard School	Category 2

EDUCATION (Cont)

APT & C Posts within Early Childhood Services Establishments

The Director of Education referred to the posts contained in paragraph 3.3 of his report, intimating that those placed in Category 1 had been temporarily filled and that authority was now sought to fill them permanently to promote value for money and continuity of service.

The Sub-Committee agreed:-

- (a) that the posts in Category 1 be permanently filled on this occasion;
- (b) that the Officer in Charge in Vale of Leven Nursery be temporarily delayed;
- (c) that any other vacancies in APT and C posts within the Early Childhood Services Establishments, be brought to this Special Sub-Committee for decision.

Officer in Charge	Vale of Leven Nursery	Category 2
Day Care Officer (j/s)	Vale of Leven Nursery	Category 1
Pre-Five Worker (j/s)	Faifley Community Nursery	Category 1
Nursery Nurse (j/s)	St Peter's Nursery	Category 1
Nursery Nurse (j/s)	Ladyton Nursery	Category 1
Nursery Nurse (j/s)	Dalmonach Nursery	Category 1
Nursery Nurse (j/s)	Edinbarnet Nursery	Category 1

Auxiliaries

The Director of Education reported that these posts were worthy of special attention, as in certain circumstances auxiliaries are employed to service the requirements of certain children with special needs on a recommendation by an educational psychologist.

The Special Sub-Committee agreed to authorise the Director of Education immediately to fill auxiliary posts in schools in relation to special educational needs only and that such auxiliary posts be altered from Category 2 to Category 1.

Auxiliaries (Schools)	Special Educational Needs	Category 1
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Psychological Services

The Director of Education reported that as from 1 April 1996, an Acting Principal Educational Psychologist had been in post and it was now proposed to make the acting appointment permanent at no additional cost and to fill the resultant vacancy of Educational Psychologist. The existing post of Senior Educational Psychologist within the existing structure would not be filled.

The Sub-Committee agreed to the immediate filling of these two posts on the understanding that the post of Senior Educational Psychologist would not be filled meantime, all as noted overleaf:-

EDUCATION (Cont)

Psychological Services (Cont)

Principal Educational Psychologist	Psychological Services	Category 1
Senior Educational Psychologist	Psychological Services	Category 3
Educational Psychologist	Psychological Services	Category 1

Quality Development Adviser (Special Educational Needs)

The Director of Education advised that in an attempt to achieve additional savings, this post had not been filled but that it was no longer possible to delay the filling of the post without having a detrimental effect on the Service.

The Special Sub-Committee, having heard the Chief Executive, agreed as follows:-

Quality Development Adviser, Special Educational Needs	Quality Development	Category 2
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Central Administration

The Director of Education reported that the posts of Admin/Clerical in the Support Services and the Resources Sections were Job-Shared posts, 0.5 of which were currently filled on a temporary basis and that the members of staff currently occupying those posts wished to exercise their right to fill the vacant 0.5 on a permanent basis, thereby rendering these posts full-time permanent. The Director advised also that he considered that these two posts should be filled without delay, although he would be prepared to accept that the post of Clerical Assistant (Resources Section) be delayed indefinitely.

The Special Sub-Committee agreed that the posts be categorised as follows:-

Admin/Clerical (j/s)	Support Services	Category 1
Admin/Clerical (j/s)	Resources	Category 1
Clerical Assistant	Resources	Category 3

Community Education

The Director of Education reported on the establishment within the Community Education Section and that the three posts of Community Education Workers, which had been deliberately delayed, now required to be filled urgently, as did the post of Clerical Assistant. Councillor McCafferty suggested that the social effects of putting youth workers in place would greatly outweigh the costs and would be in line with West Dunbartonshire Council's Policy for Youth, although the post of Clerical Assistant could perhaps be filled at a later date.

The Special Sub-Committee agreed as follows:-

Community Education Workers (3)	Community Education	Category 1
Clerical Assistant	Community Education	Category 2

Educational Resources Service (ERS)

The Director of Education, reported on the effects of reorganisation on the Educational Resources Services (ERS), particularly in respect of the post of Team Librarian. As officers were looking at possible joint working arrangements with Environmental Protection and Leisure Services Department, Councillor McCafferty suggested that the vacancies be temporarily delayed to allow further discussion.

The Special Sub-Committee agreed as undernoted:-

Team Librarian	Educational Resource Services	Category 2
Clerical Assistant	Educational Resource Services	Category 2
Clerical Assistant (10 Week Temp Contract)	Educational Resource Services	Category 2

Councillor Macdonald entered the meeting at this stage.

Child Protection

The Director of Education reminded members that at the last Education Committee, authority had been given to the Director to second a member of staff to the post of Child Protection Training Officer, given that West Dunbartonshire Council were at the forefront of this field. He explained that it was hoped that this post would be self financing, as the other eleven education authorities in the former Strathclyde Region, would have a commercial input to the post.

The Special Sub-Committee agreed as follows:-

Child Protection Training Officer (Secondment)	Category 1 *
Resultant Vacancy	Category 3

**As appropriate rather than without delay*

Foreign Languages Assistants in Schools

The Director of Education was heard in support of such posts in the Educational System both from an educational point of view and also from a value for money viewpoint.

The Special Sub-Committee, following discussion and having heard the Chief Executive and the Convener of the Education Committee, agreed that the posts be placed in the category as shown undernoted:-

Foreign Language Assistant (4)	Schools	Category 3
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At this point, the Convener of the Education Committee, and the Director of Education withdrew from the meeting, and the Special Sub-Committee proceeded to consider the vacant posts within the Social Work Department.

SOCIAL WORK

The Director of Social Work requested that the Committee grant delegated authority to fill specific posts and exemption from the vacancy freeze for specified groups of staff, considered vital to the discharge of the department's statutory responsibilities.

Councillor Duncan Mills, Convener of the Social Work Committee, having heard the Director, suggested that all the posts shown as Category 1 in the report be approved. Following questions and having heard Councillor Campbell, the Chief Executive clarified that blanket approval was not being given for such posts but only in respect of the specific posts detailed.

In respect of the post of Assistant Principal Officer (Training), the Director of Social Work intimated that he considered that post should be filled as a matter of urgency and referred to the funding provision for the post. The Director of Finance was also heard in connection with the funding proposals.

The Special Sub-Committee, following further discussion:-

- (a) agreed that all the posts in Category 1 be approved as shown overleaf;
- (b) noted that the posts of Assistant Principal Officer and Senior Clerical Assistant had been withdrawn by the Director,
- (c) agreed that all vacancies should be brought to the Special Sub-Committee, in view of the Chief Executive's delegated authority, in consultation with the Provost, to fill posts in an emergency;
- (d) agreed to continue the post of Assistant Principal Officer (Training) to the next meeting for a report thereon by the Directors of Finance and Social Work.

Residential Worker	Hillpark Independent Living Unit	Category 1
Residential Worker (j/s)	Craigellachie Children's Home	Category 1
Residential Worker (j/s)	Ramsay House Children's Home	Category 1
Cook (p/t)	Burnside Children's Home	Category 1
Senior Care Worker (p/t)	Bruce Street Respite Unit	Category 1
Social Care Worker (p/t)	Braehead Hostel	Category 1
Assistant Unit Manager	Dalreoch Residential Home	Category 1
Occupational Therapist	Dumbarton Area Team	Category 1
Occupational Therapy Technician	Dumbarton and Vale Area	Category 1
Community Service Organiser	Community Service	Category 1
Principal Officer (p/t)	Registration and Inspection	Category 1
Assistant Principal Officer		Withdrawn
Admin Officer	Community Care	Category 1
Senior Clerical Assistant		Withdrawn
Assistant Principal Officer	Training	Category 2
Social Worker (5.5)	Area Teams	Category 1
Home Helps/Home Care	Home Care Services	Category 1
Home Help/House Organiser	Home Care Services	Category 1
Clerical Support	Home Care Services	Category 1
Day Centre Officer	Dumbarton ATC	Category 1
Depute Manager	Dumbarton ATC	Category 1

ADJOURNMENT

At this stage, Councillor Mills and the Director of Social Work left the meeting. The Special Sub-Committee unanimously agreed to adjourn at this point and resumed a short time thereafter, the sederunt being the same with the exception of the Convener and the Director of Social Work and the Convener and Director of Education.

The Head of Personnel and Training clarified the position in respect of the number of posts which were currently filled on a temporary basis and suggested that if Members wished to categorise these posts as Category 2 rather than Category 1, the temporary posts should continue to run until the next meeting of the Sub-Committee.

The Special Sub-Committee agreed.

HOUSING

The Director of Housing Services referred to the staffing levels in the Housing Department, which he indicated were causing him concern and requested whether those posts covered by the HRA might be filled without delay. Councillor White, Convener of the Housing Committee, proposed that all vacancies covered by the Housing Revenue

Account be filled immediately and the others in relation to Housing Benefit be considered separately.

The Chief Executive, whilst accepting the reasons for this suggestion, explained that he had categorised some of the vacancies as Category 2, to allow time to explore whether savings could be made. Councillor Campbell supported the Chief Executive's views that the vacancies under Category 2 should be continued to the next meeting and suggested that posts under Category 1 should be filled immediately. Provost O'Neill was also heard regarding the policy of West Dunbartonshire Council, in relation to the consideration of vacant posts.

The Special Sub-Committee agreed:-

- (a) to fill all Category 1 posts as shown below;
- (b) that all those remaining posts be placed in Category 2 as shown undernoted.

Clerical Assistant	Sold Property	Category 1
Strategy Officer	Policy Development	Category 2
Strategy Officer	Enabling	Category 2
Research Assistant (2)	Strategy	Category 2
Housing Benefit Assessor	Alexandria Area Office	Category 1
Allocations Assistant	Alexandria Area Office	Category 2
Clerical/Typist	Alexandria Area Office	Category 2
Caretakers (3)	Alexandria Area Office	Category 2
Housing Benefit Assessor	Dumbarton Area Office	Category 1
Housing Assistant	Dumbarton Area Office	Category 1
Estate Caretaker	Dumbarton Area Office	Category 1
Caretaker (3)	Dumbarton Area Office	Category 2
Customer Services Officer (3)	Various (Clydebank)	Category 2
Clerical Officer	Allocations	Category 2
Systems Officer	Finance and Admin	Category 2
Part-time Caretaker	Clydebank	Category 1

At this point, Councillor White and the Director of Housing withdrew from the meeting.

INFORMATION SERVICES

Councillor Campbell reminded the Committee that Councillor McCallum, the Convener of the Information Services Committee, was unable to attend and had intimated his apologies.

The Information Services Projects Manager explained that because of reorganisation, Information Services had required to take on a combination of systems from the former Councils and that it was hoped to rationalise them soon. He advised that the department was 25% under strength (16 posts unfilled) and this had caused a substantial backlog. In reply to a question from Councillor Cairney, he informed the Sub-Committee that all posts had been budgeted.

The Chief Executive intimated that he had allocated most of the posts to Category 2, in order to discuss them with the Head of Information Services and informed the meeting that following consideration and having heard the Information Services Project Manager, he would recommend the IS Assistant (Computer Operations) posts (3) as Category 1.

The Special Sub-Committee agreed that the posts be categorised as follows:-

Client IS Consultant	Information Services	Category 2
Senior IS Officer	Information Services	Category 3
IS Officer (8)	Information Services	Category 2
IS Assistant (Admin) (1.85)	Information Services	Category 2
IS Assistant (Telephonist)	Information Services	Category 2
IS Assistant (Computer Operations) (3)	Information Services	Category 1

PERSONNEL AND TRAINING

The Head of Personnel and Training advised of the serious deficiencies in Personnel and Training Services due to certain vacancies and urged the immediate filling of the vacancy of Personnel Officer (2) as the work was having to be undertaken by other staff to the detriment of the service. He advised also that the Training Officer post required to be filled now that training needs had been identified by most departments. Although the Health and Safety Officer post would become vacant at the end of August, the Head of Personnel and Training advised that if this post was not filled immediately, there was likely to be a gap in the service. The Chief Executive and Depute Chief Executive and Solicitor to the Council were heard in this connection.

PERSONNEL AND TRAINING

In response to a request from Councillor Cairney that the Council take a collective look at co-ordinating a policy for training throughout in operation, the Chief Executive confirmed that the Council had a centralised training function but had additional specific areas of expertise in other departments.

The Committee, following discussion and having heard Councillor Campbell, agreed as follows:-

Personnel Officer (2)	Personnel	Category 1
Assistant Personnel Officer	Personnel	Category 2
Personnel Assistant	Personnel	Category 2
Personnel Assistant (j/s)	Personnel	Category 2
Training Officer	Training	Category 1
Health & Safety Officer	Safety	Category 1

LEGAL AND ADMINISTRATIVE SERVICES

The Depute Chief Executive and Solicitor to the Council reported that the three posts in front of the Committee were the residue of posts from the restructuring in his department. He advised that the post of Senior Administrative Officer had been held over because a member of staff had been on long-term sick leave and that person had now resigned, although the functions still existed. In response to questions by Councillor Cairney, the Depute Chief Executive and Solicitor to the Council advised on the likely savings.

In respect of the posts of Registrar, the Depute Chief Executive and Solicitor to the Council reported that there would be a modest saving in filling these vacancies.

The Special Sub-Committee following discussion:-

- (a) agreed that the Depute Chief Executive and Solicitor to the Council report to the next meeting with further details on the post of Senior Administrative Officer,
- (b) otherwise resolved as follows:-

Senior Admin Officer	Administration	Category 2
Area Officer/Registrar	Clydebank	Category 1
Area Officer/Registrar	Dumbarton	Category 1

FINANCE

The Director of Finance was heard in respect of the IS Liaison Assistant and advised that the function of that particular section was crucial and the filling of the vacancy would offset overtime costs. Councillor Cairney expressed concern at the possible transfer of an employee from one crucial area to another, having a knock-on effect on the latter's service.

The Special Sub-Committee agreed as undernoted:-

IS Liaison Assistant	Accountancy	Category 2
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ENVIRONMENTAL PROTECTION AND LEISURE SERVICES

The Director of Environmental Protection and Leisure Services, explained that his department had attempted to make savings over and above the original cuts but that this was now creating pressures in the level of cover for Clerical Staff and Statutory Posts. A particular problem related to casual staff, which would mean bringing each casual post to the Sub-Committee every time. Notwithstanding this, he advised that he wished to withdraw the posts shown as Category 3 in his report. Councillor Macdonald, Convener of the Environmental Protection and Leisure Services Committee, expressed concern that a delay caused by, placing a post in Category 2 might result in a diminution of services, particularly in non-statutory services.

In reply to a question from Councillor Campbell, the Director advised that if the Creche Assistant and Lifeguard Attendant posts were not filled, it could have serious implications for the swimming pool in Clydebank but that consideration was being given to the viability of using staff from Dumbarton.

The Director urged that the Temporary Clerical/Typist posts be filled as soon as possible however, the Depute Chief Executive and Solicitor to the Council suggested that some of the work could be done by the typing pool at Dumbarton. The Director of Environmental Protection and Leisure Services advised that a large part of the work could not be dealt with in this way.

After discussion, and having heard Councillor Macdonald and the Director of Environmental Protection and Leisure Services further, the Special Sub-Committee agreed as follows:-

Temp/Clerical/Typist (2)	Contracts (client)	Category 1
Technical Officer	Contracts (client)	Withdrawn
Clerical Assistant (p/t)	Protective & Environmental Services	Category 1
Enforcement Assistant	Protective & Environmental Services	Category 1
Clerical Assistant	Protective & Environmental Services	Withdrawn
Environmental Health Assistant	Protective & Environmental Services	Withdrawn Meantime
Environmental Health Officer (2)	Protective & Environmental Services	Category 1
Principal Trading Standards Officer	Protective & Environmental Services	Category 2
Recreation Attendant	Leisure & Cultural	Category 1
Park Ranger	Leisure & Cultural	Category 1
Park Ranger (p/t)	Leisure & Cultural	Category 2
Clerical Assistant (p/t)	Leisure & Cultural	Withdrawn Meantime
Hallkeeper/Caretaker	Leisure & Cultural	Category 1
Football Attendants (p/t)	Leisure & Cultural	Category 1
Creche Assistant	Leisure & Cultural	Category 2
Admin/Clerical	Leisure DSO	Withdrawn
Lifeguards/Leisure Attend (5)	Leisure DSO	Category 1
Cashier/Receptionist (2)	Leisure DSO	Category 1
Library Assistant (5)(p/t)(temp)	Leisure DSO	Category 1
Caretaker/Cleaner	Arts & Leisure Development	Category 2
Caretaker/Cleaner (Alexandria)	Arts & Leisure Development	Category 1

PLANNING AND ECONOMIC DEVELOPMENT

Councillor Doherty, Convener of the Planning and Development Committee, explained that most of the posts had arisen through resignations within the department and that funding was available for them. He expressed concern regarding the category of the Senior Planner (Development Control), which was an important post, but recommended that all posts be filled. The Planning Services Manager was also heard in this connection, as was the Chief Executive on the question of flexibility between Dumbarton and Clydebank Offices.

In respect of the post of Urban Aid Co-ordinating Officer, the Economic Development Manager advised that the post was temporary, finishing at the end of September and asked that the post be mainlined. This could be achieved by not filling the vacant post of Development Officer, the duties of which could be incorporated within the post of Urban Aid Co-ordinating Officer and so would keep the cost within budget.

PLANNING AND ECONOMIC DEVELOPMENT (Cont)

Councillor Cairney was heard regarding this Urban Aid post and he asked that this post be continued for consideration with all the Urban Aid posts at the same time.

On a proposal to Planning Services Manager that the Senior Typist and Typist posts be filled immediately to aid service delivery, the Depute Chief Executive and Solicitor to the Council suggested that these posts be continued for discussion with the Director of Planning and Economic Development.

The Special Sub-Committee agreed as undernoted:-

Urban Aid Co-ordinating Officer	Economic Development	Category 2
Senior Planner (Development Cont.)	Planning	Category 2
Senior Typist	Area Office East	Category 2
Typist (2)	Dev Control/Policy Research	Category 2
Admin Manager	Leven Valley Initiative	Category 1

ADJOURNMENT

The Special Sub-Committee unanimously agreed to adjourn and to resume at 2.00 pm, at which time those present were Councillors Campbell (Convener), Cairney, Rice and Provost O'Neill. Also in attendance were the Depute Chief Executive and Solicitor to the Council, the Director of Contract Services and the Head of Personnel and Training.

An apology was intimated from the Chief Executive.

CONTRACT SERVICES

The Special Sub-Committee resumed consideration of the reports and the Director of Contract Services, advised that he wished to withdraw the post of Quality Systems Officer, but that this would have a knock-on effect on the post of Management Information Officer and serious problems could be caused if both vacancies were left unfilled. The Depute Chief Executive and Solicitor to the Council explained that the Chief Executive had placed certain posts, including this one, in a category for continuation, in order to discuss with the Head of Information Services whether flexible working could be achieved.

In respect of the post of Management Accountant, the Director advised that it was necessary to fill this post as soon as possible, as the function was vital, although it was intimated that the Chief Executive wished the post continued in order that he could discuss it with the Directors of Contract Services and of Finance.

Following the discussion on the posts of Cost/Bonus Surveyor (2), it was accepted that one post be filled and the other held in abeyance. Further, more detail was required before a decision could be taken on filling the Office Supervisor post in Clydebank. The Director further intimated that the four Clerical Assistant posts were filled at present on a temporary basis and it was noted that the post holders would continue to be employed on this basis,

pending a final decision of the Special Sub-Committee. Regarding the post of Transport Manager (temporary), the Director advised that he was seeking a four week handover between this post and the post of Transport Manager (permanent). However, the Special Sub-Committee heard that the Chief Executive was emphatically against this.

On the question of Agency staff, having heard the Director and the Head of Personnel and Training, it was agreed that the current arrangement continue until the next meeting of the Sub-Committee to allow the situation to be further assessed.

The Special Sub-Committee, having heard Councillor Rice and the Director of Contract Services, in support of various posts, agreed as follows:-

Quality Systems Officer		Withdrawn
Management Information Officer	Support Services	Category 2
Management Accountant	Support Services	Category 2
Cost/Bonus Surveyor	Support Services	Category 2
Cost/Bonus Surveyor	Support Services	Category 1
Office Supervisor	Support Services	Category 2
Procurement Officer	Support Services	Category 2
Senior Cost/Bonus Surveyor	Support Services	Category 2
Temp Plumbers (2)	Housing Maintenance	Category 1
Temp Joiners (8)	Housing Maintenance	Category 1
Slater/Plasterer (2)	Projects	Category 1
Plumber (2)	Projects	Category 1
Clerical Assistant	Constrictions Operations	Category 2
Clerical Assistant	Support Services	Category 2
Clerical Assistant	Support Services	Category 2
Clerical Assistant	Commercial Operations	Category 1
Transport Manager (Temp)*	Construction Operations	Category 3
Site Services Manager	Catering & Cleaning	Category 2
Client Manager	Catering & Cleaning	Category 2
Apprentices (7)	Construction/Gardening	Category 1
Clerical Assistant (Temp)	Support Services - Agency	Category 2
Clerical Assistant (Temp)	Construction Operations	Category 2
Clerical Assistant (Temp)	Support Services	Category 2
Clerical Assistant (Temp)	Construction Operations	Category 2
Grave Digger (2) (Temp)	Land Services & Cleansing	Category 1
Waste Disposal Operative (2) (Temp)	Land Services & Cleansing	Category 1
Car Park/Toilet Attendant (2) (Temp)	Land Services & Cleansing	Category 1
Catering Manager (3) (Temp)	Catering & Cleaning	Category 2
Term Time Cleaners (23)	Catering & Cleaning	Category 1
Catering Assistant – Term Time (122) (Temp)	Catering & Cleaning	Category 1

**The existing employee to continue in post for a handover period until 9 August 1996.*

It was reiterated, at this point, that all vacancies should come forward to the Special Sub-Committee on vacancies, on the understanding that any emergency situation could be covered by the delegated powers granted to the Chief Executive. It was therefore agreed that emergency situations relating to staff would be routed to the Chief Executive with non-emergency situations being referred to this Special Sub-Committee.