



Community Resources
Executive Director Norrie Anderson

Memo

To: Paul Manning
Head of Finance Services
(Finance and Information
Resources)

Our ref: NA
Your ref:

cc:

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Date: 06 October 2009

From: Alistair McKinnon
Head of Support Services
(Community Resources)

Subject: Budget Scrutiny Query – Vacancies and Overtime within Facilities and Cultural Services

Some of the vacancies within the halls were previously classed as relief posts and were put in place to ensure adequate absence cover was available when required. However, due to difficulties in recruiting suitable staff thought to be due to the need for extensive travelling, the position was reviewed. As a result it was decided that where possible existing staff would cover absences.

As the majority of staff working in halls are contracted for less than 35 hours per week most of these extra payments are classed as additional basic, albeit they are charged to overtime and reported as such.

Aside from the need to ensure absences are covered, overtime payments are regularly required due to the demand led nature of the service and this will continue.

No specific halls are affected more than others and the position continues to be monitored to ensure costs are kept to a minimum while ensuring appropriate staffing levels are maintained.

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