

# LGRJF

facilitating local government reorganisation

**CIRCULAR LGRJF/06 – APRIL 2014**  
**Extension of Vacancy Control System to Include**  
**Additional Potentially ‘At Risk’ Posts**



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## COVER LETTER TO: CIRCULAR LGRJF/06 – APRIL 2014

**To:** Chief Executives of District Councils, arc21, SWaMP 2008, North West Region Waste Management Group and Local Government Staff Commission

**Cc:** DoE Local Government Division, Public Service Commission

Dear Colleague

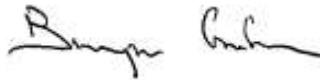
1. The attached circular on the extension of the vacancy control system to include additional potentially 'at risk' posts within local government has been agreed by the Local Government Reform Joint Forum (Joint Forum) and is promulgated under the authority of the Local Government Staff Commission under Section 40(4) (f) of the Local Government Act (NI) 1972.
2. It is therefore issued by the Local Government Staff Commission as a statutory recommendation for adoption by all 26 councils (including Environmental Health and Building Control Group Committees), arc21, SWAMP 2008, the North West Region Waste Management Group and the Staff Commission from 01 May 2014.
3. In the interim period when filling vacancies councils will be expected to operate within the spirit and intent of Circular LGRJF/03 - Vacancy Control System- Detailed Procedure.
4. From 01 May 2014 in addition to the Phase 1 'potentially 'at risk' posts the Vacancy Control System will apply to vacancies for posts:
  - that may be replicated in joining councils/functions
  - in broad functional areas
  - all Group Building Control and Group Environmental Health posts
5. Councils should seek to fill a vacancy from 'at risk' staff in the following order of consideration as detailed in Circular LGRJF/03 – Vacancy Control System – Detailed Procedure:
  - 'at risk' staff in the individual council
  - 'at risk' staff in the amalgamated cluster
  - 'at risk' staff across all the 26 councils (including Environmental Health and Building Control Group Committees), arc21, SWAMP 2008, the North West Region Waste Management Group and the Staff Commission
  - 'at risk' staff across all the sectors in the RPA Affected Group

6. In accordance with the Northern Ireland Executive's Guiding Principles all employing authorities should immediately engage with their local NIJC recognised Trade Unions to provide clarity and to ensure consistency of application.
7. In order for the Independent Secretariat to make regular monitoring reports to the Joint Forum councils will be required to submit Proforma returns when requested to the Commission. Further advice on the first monitoring period will be issued in due course.
8. In the event that interpretation matters arise or clarification is necessary contact should in the first instance be made with the Independent Secretariat at the Staff Commission who will if necessary consult with the Side Leads.



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**Dr A KERR**  
**LGSC**



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**B GRAHAM**  
**LGRJF TUS Lead**



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**R WILSON**  
**LGRJF Employers' Lead**

**04 April 2014**

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## CIRCULAR LGRJF/06 – APRIL 2014

### EXTENSION OF VACANCY CONTROL SYSTEM TO INCLUDE ADDITIONAL POTENTIALLY 'AT RISK' POSTS

#### 1.0 BACKGROUND

Circular LGRJF/03 - *Vacancy Control System, Detailed Procedure*, was issued as a statutory recommendation for adoption from 01 November 2012.

The Local Government Reform Joint Forum (Joint Forum) has been keeping the phasing of the implementation of the Vacancy Control System under review and has sought the views of the Local Consultation and Negotiation Forums.

At its meeting on the 19 March 2014 the Joint Forum agreed the extension of Vacancy Control System to additional, determined potentially "at risk" posts with effect from 01 May 2014.

#### 2.0 EXTENSION OF VACANCY CONTROL SYSTEM

From 01 May 2014 in addition to the existing Phase 1 'at risk posts' the Vacancy Control System will now apply to vacancies within the existing 26 councils (including Environmental Health and Building Control Group Committees), arc21, SWAMP 2008, the North West Region Waste Management Group and the Local Government Staff Commission for the posts of:

<b>Any posts that may be replicated in joining councils/functions</b>  <i>for example:</i>	Arts Development Managers and Officers Policing and Community Safety Managers and Officers Community Services & Development Managers and Officers Economic Development Managers and Officers Equality Managers and Officers Good Relations Managers and Officers Lead Building Control Officers Lead Environmental Health Officers Marketing/PR Managers and Officers Policy Officers Managers and Officers Registrars Sports Development Managers and Officers Tourism Development Managers and Officers Procurement Managers and Officers
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<b>Posts in broad functional areas:</b>	Administration (corporate) Audit Finance Health and Safety (corporate) Human Resources IT Payroll
<b>For Councils with Group Employer responsibilities</b>	All Group Building Control and Group Environmental Health posts

It is recognised that each organisation has its own particular structure, etc and that posts may not fit neatly into the categories listed above. Local Consultation and Negotiation Forums may seek clarification on posts which are now designated potentially 'at risk' from the Joint Forum Independent Secretariat.

However any proposals to include other posts would have to be approved by the Joint Forum.