

SOCIAL WORK COMMITTEE - 18 NOVEMBER 1997

PERSONNEL AND PROPERTY SERVICES COMMITTEE - 2 DECEMBER 1997

JOINT REPORT BY DIRECTOR OF PERSONNEL AND DIRECTOR OF SOCIAL WORK

**PERSONNEL DEPARTMENT SUPPORT TO SOCIAL WORK DEPARTMENT -
OUTPOSTING ARRANGEMENT**

ABSTRACT

This report outlines arrangements to provide personnel support to the Social Work Department by means of outposting a professional member of staff from the Personnel Department to the Social Work Department.

1 RECOMMENDATION

- 1 The Social Work Committee agree to the terms of this report for its interest.
- 2 The Personnel and Property Services Committee
 - i agree to outpost a member of the Personnel Department's professional personnel staff to the Social Work Department on grade AP8.
 - ii delete post no 07/13, Human Resources Officer, grade AP8, from the establishment of the Social Work Department.

2 BACKGROUND

The Personnel Department provides a personnel advisory support service to all departments. This service is provided on a centralised basis and departments, with one exception, do not have their own "in-house" personnel units.

The exception is the Social Work Department. The original structure of this Department as approved by Angus Council on 6 December 1995, established a Human Resources Section headed by a post of Human Resources Officer, grade AP8 to provide professional personnel support within that Department, which would be supplemented by support from the Personnel Department.

Due to financial constraints the post of Human Resources Officer has never been filled and the Personnel Department has provided full professional personnel support to the Social Work Department since April 1996.

3 PROPOSAL

Since reorganisation the demand for a personnel support service from the Social Work Department has been equivalent to one full time professional member of the Personnel Department's staff.

In practice and to ensure continuity of contact, approach and style, rather than "soread" the work amongst all staff, one officer has been allocated responsibility for providing this personnel advisory support service.

While the provision of this "dedicated" service has been welcomed, both Directors are of the view that personnel support to the Social Work Department could still be improved upon and that in particular the following areas of concern need to be addressed:

- line managers in Social Work are approaching the Human Resources Section because they believe professional personnel advice is available within that Section
- staff within the Human Resources Section do not have ready access to professional personnel support
- there is a need to develop the general staffing and administration function
- the parameters in terms of roles and responsibilities of administration and clerical staff within both the Human Resources and Training Sections need to be clarified
- there is a general need to increase the awareness of the Council's personnel policies and procedures

It is considered that the most effective way of addressing the above issues would be to outpost a professional officer from the Personnel Department to the Social Work Department and to give that officer day to day responsibility for the administrative and clerical staff who currently provide support to the Human Resources and Training Sections and whom it is proposed to merge into one Staffing Section.

To take account of the responsibilities the outposting would be on grade AP8. Expressions of interest would be sought from existing Personnel staff. If the person selected is on grade AP5/6 then they would be paid AP8 during the period of outposting with the difference in costs met by Social Work, if the person selected is already on AP8 there would be a "knock-on" effect within the Personnel Department with an existing AP5/6 having to cover for that person during their absence and again Social Work would meet the associated costs.

The arrangement negates the need for a post of Human Resources Officer in the Social Work Department and accordingly it is proposed to delete this post.

4 FINANCIAL IMPLICATION

The proposals as outlined in this report will not result in any cost to the Personnel Department. The proposals will however result in an estimated cost of £6900 to the Social Work Department within a full financial year at present day costs, this cost to be met from the Department's annual revenue budget.

5 CONSULTATION

The Chief Executive, Director of Finance and Director of Law and Administration have been consulted on the terms of this report.

6 CONCLUSION

It is considered that outposting a professional member of staff from Personnel to Social Work and giving that officer responsibility for the Staffing Section of that Department will enhance the personnel support service to that Department.

J Torbet
Director of Personnel
October 1997
HMR

W Robertson
Director of Social Work

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

