

## ANGUS COUNCIL

## RESOURCES &amp; CENTRAL SERVICES COMMITTEE

17 JUNE 2004

## ESTABLISHMENT CHANGES – CURRENT COMMITTEE CYCLE

## REPORT BY CHIEF EXECUTIVE

**ABSTRACT**

This report summarises changes to departments' establishments as noted by service committees during the current committee cycle.

**1. RECOMMENDATION**

The Committee approve the changes to the establishments of the Education, Environmental and Consumer Protection, Leisure Services and Social Work and Health departments.

**2. BACKGROUND**

The Resources and Central Services Committee is responsible for formally approving any changes to a department's establishment, which cannot be dealt with under the Council's Scheme of Delegation to Officers, in relation to posts which are graded on an APT&C salary scale, subject to any proposed change having been agreed by the appropriate service committee.

The Personnel Services Manager is consulted on any proposed change to a department's establishment prior to submission to the service committee.

In accordance with the decision of the Personnel and Property Services Committee of 28 August 2001, the Personnel Services Manager is remitted to submit a report to the Resources and Central Services Committee containing a summary of, and seeking formal approval for, those changes approved by service committees in the current committee cycle.

**3. ESTABLISHMENT CHANGES CONSIDERED BY OTHER COMMITTEES****Education Committee: 27 May 2004**

*Report No 612/04 – Childcare Partnership: Reconfiguration of Posts for Out of School Support.*

Within the Education Department establishment:

- the deletion of a post of Development Worker (Daycare), AP4 (EDCCP0002)
- the establishment of a post of Out of School Care Support Worker, AP4 (EDCCP0008)
- the establishment of a post of Clerical Assistant, grade GS1/2 (EDCCP0009)

**Social Work and Health Committee: 3 June 2004**

*Report No 669/04 – Increase in Funding of Criminal Justice Social Work Services.*

Within the Social Work and Health Department establishment:

- the establishment of two posts of part-time Criminal Justice Assistants, SCP 16-23 (SWJ0136JV5 & SWJ0137JV5)
- the establishment of a part-time (18.5 hours per week) post of Clerical Assistant, GS1/2 (SWJ0133CA5)
- an increase in the hours of post number SWJ0115JS5, Social Worker, AP4/5+1 from 18.5 hours per week to 36.25 hours per week

*Report No 665/04 – Child Protection: Resources to Enhance Fieldwork Services.*

Within the Social Work and Health Department establishment:

- the establishment of a post of Social Worker, Duty, SCP 27-38 (Senior Practitioner bar at point 35) (SWC2214AS5)
- the establishment of a post of Family Support Officer, Duty, SCP 12-18 (SWC2215AZ5)
- the establishment of a post of Family Support Officer, Childcare Fieldwork, SCP 12-18 (SWC2112AZ5)
- the establishment of two posts of Clerical Assistant, Child Protection, GS1/2 (SWC2412CA5 & SWC2413CA5)

*Report No 676/04 – Change to Staffing Establishment at The Firs, 26 Linefield Road, Carnoustie.*

Within the Social Work and Health Department establishment:

- the deletion of a post of Senior Social Care Officer, SCP 27-30 (SWL0803RV5)
- the establishment of two part-time posts of Social Care Officer, SCP 16-23, one 20 hours per week (SWL0809RV5) and one 25 hours per week (SWL0810RV5)

*Report No 668/04 – Direct Payments Update.*

Within the Social Work and Health Department establishment:

- the deletion of a post of Direct Payments Co-ordinator, AP4 (SWP0218AM5)

#### **Environmental and Leisure Services Committee: 8 June 2004**

*Report No 683/04 – Headquarters Establishment.*

Within the Environmental and Consumer Protection Department establishment:

- increase the hours of an established part-time (25 hours per week) Clerical Assistant post (ECP01J06) to full time

*Report No 684/04 – Fleet Services.*

Within the Environmental and Consumer Protection Department establishment:

- the establishment of a part-time (20 hours per week) post of Clerical Assistant, grade GS1/2 (ECP04J15)

*Report No 701/04 – Technical Section – Leisure Services.*

Within the Leisure Services Department establishment:

- consolidate as permanent the existing temporary post of Landscape Technician, grade Tech1/4 (LS02J24)

#### **4. FINANCIAL IMPLICATIONS**

Financial implications associated with the changes to departments' establishments as outlined in this report were considered by the appropriate service committee.

#### **5. HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications associated with this report.

## 6. CONSULTATION

The Director of Finance and Director of Law & Administration have been consulted on the terms of this report. The appropriate trade unions have been consulted on the changes to departments' establishments.

**A B Watson**  
**Chief Executive**

HR/PersMan

**NOTE** 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 the above Report.