

ANGUS COUNCIL

RESOURCES & CENTRAL SERVICES COMMITTEE

20 OCTOBER 2005

ESTABLISHMENT CHANGES

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This report summarises changes to departments' establishments as approved under delegated authority for the period 8 August – 23 September 2005

1. RECOMMENDATION

The Committee note for its interest the changes to departments' establishments as detailed.

2. BACKGROUND

The Strategic Policy Committee on 26 October 2004 agreed that:

- Authority to establish, delete and regrade posts on JNC conditions of service (ie first and second tier posts) rest with the Strategic Policy Committee.
- Authority to establish a new post, or regrade an existing post to an APT&C grade in excess of AP5/6 be delegated jointly to the Chief Executive, Personnel Services Manager and Director of Finance.
- Authority to agree all other establishment changes (except in regard to teaching posts) be delegated to the Personnel Services Manager.

The Committee also remitted the Personnel Services Manager to submit a report to meetings of the Resources & Central Services Committee outlining, by service, all establishment changes approved under delegated authority since the previous committee, excluding changes to job titles.

3. ESTABLISHMENT CHANGES 8 AUGUST – 23 SEPTEMBER 2005

The following establishment changes were approved under delegated authority for the period 8 August – 23 September 2005.

Chief Executive's

- 19.08.05
- Extend temporary post of Clerical Assistant, GS1/2 (CE06J32) for a further period up to and no later than 16 September 2005.

Chief Executive's – Personnel Services

- 24.08.05
- Extend temporary post of New Deal 25+ Officer, AP3, (CEPER05J13) for a further period up to and no later than 31 March 2006.

Education

- 24.08.05
- Delete temporary part-time, 10 hours per week, post of School Technician, Tech 1/2 (EDTMP0052).
 - Establish part-time, 10 hours per week, post of School Technician, Tech 1/2 (EDMAS0028).
 - Delete temporary post of School Travel Co-ordinator, AP2, (EDTMP0030).
 - Establish post of School Travel Co-ordinator, AP2, (EDPR0019).
- 29.08.05
- Establish two part-time, 32.5 hours per week, term-time only posts of Support for Learning Assistant, GS1/2, (EDE10016 and EDE10017).

- 01.09.05
 - Merge two part-time posts of Clerical Assistant, GS1/2, (EDWHSS0005), 15 hours per week and (EDWHSS0006), 18.5 hours per week to establish a part-time post of 33.5 hours per week (EDWHSS0005).
 - Establish part-time, 15 hours per week, post of Work Placement Health and Safety Assessor, AP1 (EEDS0019).
- 09.09.05
 - Delete two posts of Primary School/Clerical Assistant, GS2, (EDDUPS0001 and EDDUPS0003).
 - Establish part-time, 10 hours per week, term-time only, post of Clerical Assistant, GS1/2, (EDMAS0028).
 - Establish post of Support for Learning Assistant, GS1/2, EDMRPS0004).
- 15.09.05
 - Delete part-time, 15 hours per week, term-time only post of Primary School/Clerical Assistant, GS2, (EDPIPS0001).
 - Delete part-time, 12.5 per week, term-time only post of Primary School Assistant, GS1/2 (EDPIPS0003).
 - Establish part-time, 15 hours per week, term-time only post of Primary School/Clerical Assistant, GS2 (EDABPS0004).
 - Establish part-time, 12.5 hours per week, term-time only post of Primary School Assistant, GS1/2 (EDABPS0005).
- 23.09.05
 - Establish post of Development Worker (Additional Support Needs), SCP 23-31, (EDCCP0011).

Environmental and Consumer Protection

- 15.08.05
 - Extend temporary posts of Waste Auditor (ECP02J30 and ECP02J31) for a further period up to and no later than 27 June 2006.

Housing

- 08.08.05
 - Establish post of Special Needs Officer, AP3, (HSG09J31).
 - Extend temporary post of Stock Improvement Liaison Officer , AP1, (HSG09J07) up to and no later than 31 December 2005.
 - Establish post of Gas Inspector, AP3, (HSG16J11).
 - Consolidate as permanent, temporary post of Deed Plan Assistant, Tech 2, (HSG16J03).
- 23.08.05
 - Extend temporary post of Community Safety Strategy Co-ordinator, AP4, (HSG18J13) for a further period up to and no later than 31 March 2008.
 - Establish temporary post of Arrears Recovery Officer, AP1, (HSG06J16) up to and no later than 31 March 2007.
 - Extend three temporary posts of Arrears Recovery Officer, AP1, (HSG06J10, HSG06J11 and HSG06J12) up to and no later than 31 March 2007.
 - Extend three temporary posts of Procedural Manuals Co-ordinator, AP3, (HSG06J13, HSG06J14 and HSG06J15) for a further period up to and no later than 31 December 2005.
- 05.09.05
 - Establish temporary part-time, 14.5 hours per week, post of Senior Officer (Management), AP4, (HSG09J32) up to and no later than 31 December 2005.

Law & Administration

- 31.08.05
 - Delete part-time, 18.5 hours per week, post of Solicitor, SCP 31-40, (LA02J04).
 - Delete part-time, 18.5 hours per week, post of Word Processor Operator, GS3, (LA05J15).
 - Establish post of Paralegal, AP4, (LA02J26).
- 12.09.05
 - Reduce the hours of post of Court Assistant, AP1, (LA02J15) from 36.25 hours per week to 21.75.
 - Increase the hours of post of Clerical Assistant, GS1/2, (LA02J12) from 20 hours per week to 36.25.

Leisure Services

- 18.08.05
 - Establish temporary post of Toy Library/Bookstart Co-ordinator, AP4, (LSCS15J05) up to and no longer than three years, from the date of appointment.

- 01.09.05
- Delete post of Support Services Manager, AP8, (LS41J01).
 - Re-grade two Estimator Surveyor posts (LS41J03/J04) from Tech 1/4 to AP5.
 - Establish post of Technical Assistant, Tech 1, (LS42J10).
 - Establish post of Apprentice Mechanic on the appropriate percentage of the craft grade, (LS6000).

- 21.09.05
- Extend temporary posts of Clerical Assistant, (LS02J10) and Clerical Assistant (Cemeteries), (LS02J25) up to and no later than 31 March 2006.
 - Re-designate and re-grade posts of Landscape Technician (LS12J03/04) Tech 1/4 to Landscape Services Officer, AP4/5.

Property Services

- 06.09.05
- Extend temporary part-time, 25 hours per week, post of Clerk of Works, Tech 1-4, (PROP06J29) up to and no later than 31 January 2007.

- 09.09.05
- Extend temporary part-time, 14.5 hours per week, post of Building Technician, Tech1-4 (PROP04J13) up to and no later than 31 March 2006.

- 15.09.05
- Re-grade post of Practice Support Officer, (PROP09J01), from AP5 to AP4.

Roads

- 16.09.05
- Consolidate as permanent temporary post of Design Engineer (RDS08J02).

Social Work and Health

- 30.08.05
- Establish part-time, 30 hours per week, post of Short Breaks Co-ordinator, AP3 (SWO3501HZ4).
 - Establish 12 part-time, 24 hours per week, posts of Social Care Officer, SCP 16-23 (SWO3502HZ5 – SWO3513HZ5).

4. FINANCIAL IMPLICATIONS

Financial implications associated with changes to departments' establishments are contained within departments' current revenue budgets and are approved by the Director of Finance prior to authorisation of the change.

5. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications associated with this report.

6. CONSULTATION

The Acting Director of Finance and Director of Law & Administration have been consulted on the terms of this report.

D S Sawers
Chief Executive

HR/PerServMan

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.