

ANGUS COUNCIL

RESOURCES & CENTRAL SERVICES COMMITTEE

3 FEBRUARY 2005

ESTABLISHMENT CHANGES

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This report summarises changes to departments' establishments as approved under delegated authority for the period 26 October 2004 to 14 January 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 26 OCTOBER 2004 – 14 JANUARY 2005

The following establishment changes were approved under delegated authority for the period 26 October 2004 – 14 January 2005.

Finance

- 30.12.04
- Establishment of a temporary post of Team Leader, AP3 (FIN11J67) for a period up to and no later than 31 March 2005.
 - Establishment of a temporary post of Clerical Assistant, GS1/2 (FIN08J16) for a period up to and no later than 31 March 2005.

Housing

- 27.10.04
- Establishment of three temporary posts of Procedure Manuals Co-ordinator, AP3 (HSG06J13, J14 and J15) for a period up to and no later than 30 June 2005.
- 16.11.04
- Establishment of a temporary post of Strategy Support Co-ordinator, AP4 (HSG18J13) for a period up to and no later than 31 March 2005.

Information Technology

- 31.12.04 • Extension of an existing temporary post of Service Desk Operator, AP1 (IT05J19) for a period up to and no later than 20 June 2005.

Law & Administration

- 30.12.04 • Establishment of a temporary post of Graphic Designer, AP4 (LA08J10) for a period up to and no later than 31 March 2005.

Planning & Transport

- 23.11.04 • Extension of an existing temporary post of Clerical Assistant GS1/2 (PT09J04) for a period of no more than two months from 30 November 2004.

Social Work and Health

- 16.11.04 • Establishment of a post of Assistant Principal Officer (Mental Health), AP8 (SWH0203PM5).
• Establishment of a post of Day Services Worker, SCP 16-23 (SWM0308AV5).
• Establishment of three posts of Mental Health Officer, AP4/5+1 (SWM0801AM5 – SWM0803AM5).

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

A B Watson
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.