

## ANGUS COUNCIL

## RESOURCES &amp; CENTRAL SERVICES COMMITTEE

1 DECEMBER 2005

## ESTABLISHMENT CHANGES

## REPORT BY CHIEF EXECUTIVE

**ABSTRACT**

This report summarises changes to departments' establishments as approved under delegated authority for the period 24 September – 4 November 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 24 SEPTEMBER – 4 NOVEMBER 2005**

The following establishment changes were approved under delegated authority for the period 24 September – 4 November 2005.

**Chief Executive's**

06.10.05

- Extend the temporary post of Clerical Assistant, GS1/2, (CE06J33) up to and no later than 30 December 2005.

**Education**

03.10.05

- Establish two part-time, 32.5 hours per week, term-time only posts of Support for Learning Assistant, GS1/2, (EDNTPS0009 and EDMHSS0028).
- Redesignate the post of Housekeeper (EDCESS0015) to House Manager (Angus House).

07.10.05

- Establish a part-time, 16.25 hours per week post of Early Years Practitioner, SCP 19-24 (EDKRPS0014).

27.10.05

- Redesignate the post of Early Intervention Assistant, GS1/2, (EDTNPS0004) to Primary School Assistant.
- Increase the hours of Primary School Assistant, (EDTNPS0004) from 16.25 hours per week to 25 hours per week, term-time only.

- 01.11.05
  - Reduce the hours of Senior Clerical Assistant, (EDKRPS0001) from 31.50 hours per week to 16.
  - Establish a part-time, 15.50 hours per week post of Senior Clerical Assistant, GS3, (EDKRPS0015).
- 02.11.05
  - Establish a full-time, 32.50 hours per week, term-time only post of Support for Learning Assistant, GS1/2, (EDCHSS0029).

#### **Environmental and Consumer Protection**

- 03.10.05
  - Establish a post of Environmental Health Officer, AP5/6, (ECP02J33) with effect from 1 September 2005.

#### **Housing**

- 30.09.05
  - Establish a post of Administrative Assistant, AP1, (HSG04J14).
  - Establish a post of Quality Assurance and Compliance Officer (Technical), AP5, (HSG04J13).

#### **Leisure Services**

- 02.11.05
  - Establish a post of Regional Sports Partnership Development Manager (Swimming), SCP 35-38, (LS30J03) for no more than three years.
  - Establish a post of Regional Sports Partnership Development Manager (Gymnastics), SCP 35-38, (LS30J04) for no more than three years.
  - Establish a post of Regional Sports Partnership Development Manager (Hockey), SCP 35-38, (LS30J05) for no more than three years.
  - Establish a post of Regional Sports Partnership Development Manager (Athletics), SCP 35-38, (LS30J06) for no more than three years.
  - Establish a post of Regional Sports Partnership Development Manager (Basketball), SCP 35-38, (LS30J07) for no more than three years.
  - Establish a post of Regional Sports Partnership Development Manager (Club/Coach), SCP 35-38, (LS30J08) for no more than three years.
  - Establish a post of Regional Sports Partnership Development Manager (Girls'/Women's Football), SCP 27-30, (LS30J09) for no more than three years.
  - Establish a post of Regional Sports Partnership Administration Manager, SCP 23-26, (LS30J10) for no more than three years.

#### **Planning & Transport**

- 28.10.05
  - Extend the temporary post of Transport Assistant (Rural), (PT06J07) up to and no later than 31 March 2009.

#### **Property Services**

- 03.10.05
  - Establish a temporary post of Interior Design Technician, Tech 1/4, (PROP06J31) up to and no later than 31 March 2006.
  - Extend the post of Architectural Technician, Tech 1/4, (PROP06J28) up to and no later than 31 January 2009.
  - Regrade the post of Practice Support Officer, AP5 (PROP09J01) from AP5 to AP4.
  - Delete the existing (frozen) post of Budget Administrator, AP2 (PROP05J03).
  - Establish a post of Administrative Assistant, AP1, (PROP05J09).

- 14.10.05
  - Establish a temporary part-time, 14.50 hours per week post of Procurement Project Manager, AP8, (PROP01J08) with effect from 14 October 2005 up to and no later than 30 December 2005.

#### **Social Work and Health**

- 02.11.05
  - Establish a post of Senior Social Care Officer, SCP 27-30 (SWO2601RV4).
  - Establish four part-time, 24 hours per week posts of Social Care Officer, SCP 16-23 (SWO2602RV5 – SWO2605RV5).
  - Establish a part-time, 18.5 hours per week post of Domestic Assistant, MW1, (SWO2607RZ5).
  - Establish two part-time, 18.5 hours per week posts of Driver/Attendant, MW3, (SWO2608RZ5 and SWO2609RZ5).

- Establish a part-time, 18.5 hours per week, post of Clerical Assistant, GS1/2 (SWO2606CA5).
- Establish two posts of Senior Social Care Officer, SCP 27-30 (SWO2610RV4 and SWO2611RV4).
- Establish ten part-time, 30 hours per week, posts of Social Care Officer, SCP 16-23 (SWO2612RV5 – SWO2621RV5).
- Establish four part-time, 24 hours per week posts of Social Care Officer, SCP 16-23 (SWO2622RV5 – SWO2625RV5).
- Establish one part-time, 4 hours per week, 'cover' post of Social Care Officer, SCP 16-23 (SWO2626RV5).
- Establish two part-time, 18.5 hours per week posts of Domestic Assistant, MW1, (SWO2631RZ5 and SWO2632RZ5).

#### **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.