

ANGUS COUNCIL

RESOURCES & CENTRAL SERVICES COMMITTEE

17 MARCH 2005

ESTABLISHMENT CHANGES

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This report summarises changes to departments' establishments as approved under delegated authority for the period 15 January to 28 February 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 15 JANUARY – 28 FEBRUARY 2005

The following establishment changes were approved under delegated authority for the period 15 January – 28 February 2005.

Chief Executive's – Personnel Services

- 28.02.05
- Deletion of a post of Employee Development Manager, AP10 (CEPER04J01).
 - Establishment of a post of Senior Employee Development Adviser, AP8 (CEPER04J04).

Law & Administration

- 17.02.05
- Establishment of a temporary post of Legal Assistant GS1/2 (LA02J24) for a period of up to and no later than 31 May 2005.
 - Establishment of a temporary part-time (21.75 hours per week) post of Administrative Officer (HMO), AP1 (**all inclusive**) for a period of up to and no later than 31 March 2006.

Leisure Services

- 18.02.05
- Redesignation and regrading of a post of Cleaner/Caretaker, MW2 (LSCS22J14) to Caretaker, MW3 and regrading of a post of Caretaker, MW5 (LSCS22J02) to MW3.
 - Consolidation of an existing temporary post (LS09J04) of Receptionist/Clerical Assistant, GS1/2 at Forfar Loch Country Park from seasonal to full-time permanent, working 20 hours per week April to September and 15 hours per week October to March.

Planning & Transport

- 28.01.05
- Redesignation of a post of Principal Development Control Officer, AP10 (PT02J02) to Development Control Manager.
 - Deletion of a post of Principal Development Control Officer, AP10 (PT02J01).
 - Establishment of two posts of Senior Development Control Officer, AP8 (PT02J17 and PT02J18).
 - Consolidation of an existing temporary post of Development Control Officer, SCP 13-38 from temporary to permanent and redesignation/regrading to Trainee/Development Control Officer, SCP 13-38 (post number identified after recruitment exercise).
 - Deletion of two posts of temporary Development Control Officer, AP5/6 (post numbers identified after recruitment exercise).
 - Establishment of a post of Development Control Technician, Tech 1-4 (PT02J20).
 - Increase in the hours of a post of Conservation Assistant, AP2 (PT03J03) from part-time to full-time.
 - Establishment of a post of Senior Building Control Officer, AP8 (PT05J16).
 - Establishment of a post of Building Control Officer, AP5/6(PT05J17).
 - Deletion of two posts of Building Control Technician, Tech 1-4 (post numbers identified after recruitment exercise).
 - Deletion of two posts of Building Control Technician, Tech 1-4 and subsequent establishment of two posts of Trainee Building Control Officer, GS3-AP6 (*as and when Building Control Technician posts become vacant*).
 - Redesignation and regrading of a post of Planning Officer, AP5/6 (PT08J03) to Computer Support Officer, AP4.
 - Establishment of two posts of Technical Support Assistant, GS3 (PT08J10 and PT08J11).
 - Consolidation of an existing temporary post of Clerical Assistant (Scanning), GS1/2 (PT09J09) from temporary to permanent.
 - Increase in the hours of a post of Special Projects Assistant, AP2 (PT04J04) from part-time to full-time.
 - Establishment of a post of Countryside Access Officer, AP5/6 (PT04J03) from 01 April 2005.
 - Establishment of a post of Transport Policy and Implementation Officer, AP5/6 (PT07J13) on a fixed term basis for a period of three years.

Property Services

- 01.02.05
- Extension of a temporary post (PROP01J07) of Property Adviser Technician, Tech 1-4, for a period of up to and no later than 30 June 2005.

Social Work and Health

- 28.01.05
- Regrading of five posts of Community Service Supervisor, AP1 (SWJ0118JZ5, SWJ0119JZ5, SWJ0120JZ5, SWJ0121JZ5 and SWJ0122JZ5) to AP2 (**all inclusive**).

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.