

ANGUS COUNCIL

RESOURCES & CENTRAL SERVICES COMMITTEE

3 MAY 2005

ESTABLISHMENT CHANGES

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This report summarises changes to departments' establishments as approved under delegated authority for the period 01 March to 18 April 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 01 MARCH – 18 APRIL 2005

The following establishment changes were approved under delegated authority for the period 01 March –18 April 2005.

Chief Executive's – Personnel Services

- 11.03.05 • Extend the existing temporary post of New Deal Officer 25+, AP3 (CEPER05J14) up to and no later than 31 March 2007, and redesignate the post Programme Centre Officer.
- 17.03.05 • Extend the existing temporary post of IT Training Instructor, AP3 (CEPER05J10) up to and no later than 31 March 2006.
- Extend the existing temporary post of New Deal 25+ Officer, AP3 (CEPER05J13) up to and no later than 30 September 2005, and increase the hours of work from 29 to 36.25 per week.

Education

- 23.03.05 • Establish a temporary post of Clerical Assistant, GS1/2 (EDTMP0081) up to and no later than 31 March 2006.
- Consolidate as permanent the existing temporary post of Project Co-ordinator, AP4 (EDTMP0019), redesignate as Management Information Systems Co-ordinator and re-number EDMIS0004.
- Consolidate as permanent the existing temporary post of Administrative Assistant, AP1 (EDTMP0034) and re-number EDMIS0005.

- 07.04.05
 - Delete the existing post of Principal Officer (Advice & Conciliation), SCP 57(EDTMP0020).
 - Establish a post of Principal Officer (School & Family Support Service), AP10 (EDSFS0018).
 - Establish a post of Senior School & Family Support Worker, AP6 (EDSFS0019).

Environmental & Consumer Protection

- 22.03.05
 - Establish a post of Waste Recycling Operative, MW1 (ECP1027) and eight posts of Refuse Collector, MW2 (ECP1028-ECP1035).
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- 25.03.05
 - Establish four temporary posts of Environmental Health Enforcement Assistant, Tech 2 (ECP03J12 – ECP03J15) up to and no later than 31 March 2006.
 - Establish two temporary posts of Waste Auditor, Tech 4, (ECP02J30 & ECP02J31) up to and no later than 31 March 2006.

Law & Administration

- 11.04.05
 - Extend the existing temporary post of Solicitor, SCP 31-40 (LA02J19) outposted to the Community Safety Team, up to and no later than 31 March 2008 and increase the hours from 25 to 36.25 per week.

Leisure Services

- 09.03.05
 - Establish a second post of designated Leisure Attendant (Chargehand) at each of the following facilities – Lochside Leisure Centre (LSLLC34); Webster's Sports Centre (LSWSC39); Forfar Swimming Pool (LSFSP21); Montrose Sports Centre (LSMSC57); Montrose Swimming Pool (LSMSP33); Brechin Leisure Centre (LSBLC34); Saltire Leisure Centre (LSSLC62); and Carnoustie Leisure Centre (LSCLC30).

Respective grades to be confirmed following an internal recruitment exercise.

- 24.03.05
 - Extend the two existing temporary posts of Clerical Assistant, GS1/2 (LS02J10 & LS02J25) up to and no later than 30 September 2005.
- 25.03.05
 - Establish a part-time (18 hours per week) post of Cleaner/Caretaker, MW2 (LSCS22J28).
- 11.04.05
 - Extend the existing temporary posts of Senior Countryside Ranger, Angus Glens, AP3 (LS10J01); Countryside Ranger, Angus Glens, AP2 (LS10J02); and Countryside Ranger, Montrose Basin, AP1/2 (LS11J01) up to and no later than 31 March 2008.

Planning & Transport

- 24.03.05
 - Extend the existing temporary post of Development Control Officer, AP5/6, (PT02J14) on a month by month basis until the additional permanent Development Control Technician post is filled.

Property Services

- 03.03.05
 - Appoint a temporary Clerical Assistant, GS1/2 up to and no later than 15 June 2005 to provide cover for the post of Clerical Assistant, GS1/2 (PROP05J05) who is 'acting up' as Senior Clerical Assistant, GS3 (PROP05J04) to cover the current postholder's maternity leave.
- 04.03.05
 - Establish a temporary post of part time (18 hours per week) Clerk of Works, Tech 1-4 (PROP06J29) up to and no later than 31 March 2006.
- 25.03.05
 - Establish a temporary part-time (14.5 hours per week) post of Building Technician, Tech 1-4 (PROP04J13) up to and no later than 30 September 2005.

- 11.04.05 • Regrade the existing post of Finance and Support Services Manager (PROP05J01) from AP10 to AP8.

Social Work and Health

- 04.03.05 • Delete existing vacant post of full time Handyperson, MW4 (SWO153RZ5)
• Establish two part time (18.5 hours per week) posts of Driver/Attendant, MW3 (SWO1540RZ5 & SWO1541RZ5)
- 22.03.05 • Establish a temporary post of Care Manager, AP4/5+1 (SWP2007AM5) up to and no later than 31 May 2005.

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.