

ANGUS COUNCIL

RESOURCES & CENTRAL SERVICES COMMITTEE

16 JUNE 2005

ESTABLISHMENT CHANGES

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This report summarises changes to departments' establishments as approved under delegated authority for the period 18 April to 31 May 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 18 APRIL – 31 MAY 2005

The following establishment changes were approved under delegated authority for the period 18 April – 31 May 2005.

Chief Executive's

- 04.05.05 • Extend the term of the current temporary post of Pictavia Support Assistant (Seasonal), (CE06J24) until no later than 16 October 2005.

Chief Executive's – Personnel Services

- 26.05.05 • Increase the hours of the existing part-time post of Development Officer, AP3, (CEPER05J16) from 21.75 hours per week to 29 with effect from 1 April 2005 up to and no later than 31 March 2006.

Education

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

- 18.05.05
 - Establish two posts of Support for Learning Assistant, GS1/2, (EDANPS0012 and EDANPS0013) within the Primary Schools – Additional Behaviour Support Base.
 - Establish 13 posts of Support for Learning Assistant, GS1/2, Arbroath Academy (EDAAS0024 and EDAAS0025); Arbroath High School (EDAHS0025 and EDAHS0026); Brechin High School (EDBHSS0026 and EDBHSS0027); Forfar Academy (EDFAS0028 and EDFAS0029); Montrose Academy (EDMAS0026 and EDMAS0027); Webster's High School (EDWHSS0026); Monifieth High School (EDMHSS0027); Carnoustie High School (EDCHSS0027) – Secondary Schools.
 - Establish a post of School and Family Support Worker, SCP 27-35, (EDSFS0020) – School and Family Support Service.
 - Establish a post of Community Learning and Development Worker, SCP 23-31, (EDCES0055) – Integrated Community Schools.
 - Extend the existing temporary post of Community Learning and Development Worker (EDTMP0065) for a further period from 1 April 2005 until no later than 30 June 2005.

- 23.05.05
 - Establish two temporary posts of Cultural Co-ordinator, AP4, (EDTMP0079 and EDTMP0080) until no later than August 2007.

Environmental and Consumer Protection

- 06.05.05
 - Extend the term of the current temporary post of Trading Standards Adviser (ECP05J14) until no later than 30 September 2005.

- 25.05.05
 - Downgrade a post of Dog Warden, AP4, (ECP03J04) to AP3 with immediate effect.

- 26.05.05
 - Establish a temporary part-time (20 hours per week) post of Environmental Health Officer, AP5/6 until no later than 31 March 2006.

Leisure Services

- 29.04.05
 - Establish a post of Senior Development Officer, AP5, (LS03J17) and note the intention to delete a post, yet to be identified, following a recruitment exercise as part of the restructure of the service.

- 06.05.05
 - Establish a temporary post of Regional Sports Partnership Manager, SCP 42-48, (LS30J02) for a fixed term period, from the date of appointment, for three years.
 - Establish a post of Theatre Technician, Tech3, (LSCS21J02).

Property Services

- 25.05.05
 - Establish a temporary post of Interior Designer (Student), GS1/2, (PROP06J30) until no later than 31 October 2005.

Roads

- 06.05.05
 - Redesignate and regrade the existing post of Technician, Tech 1/4, (RDS03J16) to Senior Technician (Systems), Tech 5.

Social Work and Health

- 03.05.05
 - Delete the existing post of Family Support Team Assistant (SWC3017BV5) from the Child and Family Centre, Arbroath.
 - Establish a post of Family Support Team Assistant (SWC3308BV5) to the Family Support Team for Carnoustie/Monifieth.

- 06.05.05
 - Extend the term of the current temporary post of Development Officer (Single Shared Assessment), (SWH0604PM5) until no later than 31 January 2006.
 - Delete the existing post of Day Centre Officer (SWL0712BV5) at Rosehill Resource Centre, Montrose.
 - Consolidate as permanent the existing temporary post of Social Care Officer (SWL0531BV5) at Lochlands Resource Centre, Arbroath.

- 10.05.05
- Establish a part-time (18.5 hours per week) post of Care Manager, AP4/5+1, (SWM0508AM5) within the Drug and Alcohol Service based at Gowanlea.
 - Establish a post of Social Care Officer, SCP 16-23, (SWL0618BV5) at Lilybank Resource Centre, Forfar.
 - Establish a part-time (20 hours per week) post of Social Care Officer, SCP 16-23, (SWL0740BV5) at Rosehill Resource Centre, Montrose.
 - Establish a part-time (20 hours per week) post of Social Care Officer, SCP 16-23, (SWL0532BV5) at Lochlands Resource Centre, Arbroath.
 - Delete the existing part-time (20 hours per week) post of Care Assistant/Domestic (SWL0612BZ5).
 - Establish a part-time (25 hours per week) post of Driver/Attendant, MW3, (SWL0619BZ5).
 - Delete five posts (annualised hours – 230 per year) of Social Care Officer, SCP 16-23, (SWL1202RV5, SWL1205RV5, SWL1209RV5, SWL1210RV5, SWL1211RV5).
 - Establish a part-time (20 hours per week) post of Social Care Officer, SCP 16-23, (SWL1212RV5).
 - Establish three part-time (20 hours per week) posts of Support Worker, SCP 16-23, (SWL0231BV5, SWL0232BV5 and SWL0233BV5).
 - Increase the hours of two existing part-time posts of Access Support Worker, MW4, (SWP4009BZ5 and SWP4010BZ5) from 18.5 hours per week to 20.
 - Increase the hours of two existing part-time posts of Access Support Worker, MW4, (SWP4011BZ5 and SWP4012BZ5) from 18.5 hours per week to 25.
 - Increase the hours of the existing part-time post of Care Assistant/Domestic, MW4, (SWP4006BZ5) from 18.5 hours to 25.
 - Increase the hours of two existing part-time posts of Care Assistant/Domestic, MW4, (SWP4007BZ5 and SWP4008BZ5) from 18.5 hours per week to 20.
 - Establish a part-time (20 hours per week) post of Care Assistant/Domestic, MW4, (SWP4014BZ5).
 - Reduce the hours of the existing post of Cook 2 (SWL102RZ5) from 37 hours per week to 32.
 - Reduce the hours of the existing post of Social Care Officer, SCP 16-23, (SWL1027RV5) from 30 hours per week to 24.
 - Increase the hours of the existing part-time post of Gardener/Handyperson, MW4, (SWL1025RZ5) from 9.74 hours per week to 23.
 - Reduce the hours of two part-time Home Care Manager posts (SW05001HM3 and SW05101HM3) to 18.5 hours per week.
- 13.05.05
- Delete the existing vacant post of Clerical Assistant, GS1/2, (SWO0715CA5).
 - Increase the hours of the existing part-time post of Home Care Manager, (SWO5101HM3) from 18.5 hours per week to 29 hours.
 - Establish four part-time posts (18.5 hours per week) of Clerical Assistant, GS1/2, (SWC2014CA5, SWC2113CA5, SWC2216CA5 and SWC2312CA5) within children's services – care and assessment teams in Arbroath (2), Forfar and Montrose.
- 26.05.05
- Transfer the existing post of Clerical Assistant, GS1/2, from the joint strategic support unit to the finance section - this transfer involves the deletion of post number SWH1207CA5 and the establishment of post number SWS0218CA5.
 - Establish a post of Welfare Rights Officer (Money Advice), AP4, (SWS0414WZ5) within the welfare rights service.
 - Establish a post of Clerical Assistant, GS1/2, (SWH1209CA5) within the joint strategic support unit.

- 27.05.05
- Establish two posts of Occupational Therapist, AP4/5+1, one within physical disability services (SWP0207OO5) and one within Older Persons Services (SWO0614OO5).
 - Reduce the hours of six posts of Social Care Officer, SCP 16-23 (SWO1508RV5; SWO1513RV5; SWO1514RV5; SWO1516RV5; SWO1518RV5 and SWO1520RV5) from 37 hours per week to 30 - Beech Hill House, Forfar.
 - Establish a part-time (20 hours per week) post of Social Care Officer, SCP 16-23, (SWO1542RV5) - Beech Hill House, Forfar.
 - Increase the hours of the "cover" post (SWO1599RV5) from 82 hours per week to 104 - Beech Hill House, Forfar.

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.