AGENDA ITEM NO
REPORT NO 329/11

ANGUS COUNCIL

STRATEGIC POLICY COMMITTEE – 3 MAY 2011

ESTABLISHMENT CHANGES

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This report requests that the committee approve the deletion of a Senior Service Manager post within the Neighbourhood Services Department and summarises changes to departments’ establishments as approved under delegated authority for the period 10 January – 31 March 2011.

1 RECOMMENDATION

The committee:

i approve the deletion of the post of Senior Service Manager, CO24, within the Housing Division of the Neighbourhood Services Department (NSHS 01J02), and

ii note the changes to departments’ establishments as detailed.

2 BACKGROUND

In accordance with the decision of the Strategic Policy Committee of 26 October 2004:

• Authority to establish, delete and regrade posts on JNC conditions of service rests with the Strategic Policy Committee.

• Authority to establish a new post or regrade an existing post to a grade in excess of LG10 is delegated jointly to the Chief Executive, Assistant Chief Executive and Head of Finance.

• Authority to agree all other establishment changes (except in regard to teaching posts) is delegated to the Assistant Chief Executive.

Establishment changes approved under delegated authority, excluding changes to job titles, are reported to this committee for noting.

3 DELETION OF CHIEF OFFICER POST

As part of a wider review of the senior management structure within the Housing Division of the Neighbourhood Services Department, the number of Senior Manager posts was reduced from two to one. There is therefore a need to delete this post from the establishment. Only this committee has authority to delete posts on Chief Officer conditions of service. The committee is therefore asked to delete the post of Senior Service Manager, CO24, within the Neighbourhood Services Department (NSHS 01J02).

4 ESTABLISHMENT CHANGES 10 JANUARY – 31 MARCH 2011

Corporate Services

14.01.11 • Extend temporary post of Quantity Surveyor Technician, LG5-LG8, (CSP07J18) until no later than 30 September 2011.

14.02.11 • Establish temporary post of Senior Architectural Technician, LG9, (CSP05J34) until no later than 31 March 2012.

• Establish temporary post of Senior Architectural Technician, LG9, (CSP05J33) until no later than 30 September 2011.

22.02.11 • Extend temporary post of Solicitor, LG10, (CSLA02J10) until no later than 30 June 2011.
04.03.11
- Establish temporary post of Building Clerk of Works, LG5-LG8 (CSP05J35) until no later than 31 March 2012.
- Increase hours of post of Clerical Officer, LG3, (CSLA06J09) from 20 to 36.25 hours per week until no later than 31 December 2011.
- Delete post of Council Tax and Benefits Assistant, LG6, (CSF13J26).
- Reduce hours of post of Benefits Fraud Co-ordinator, LG9, (CSF08J10) from 36.25 to 21.75 hours per week.
- Extend temporary post of part-time, 21.75 hours per week, Telephone Operator, LG2, (CSF09J05) until no later than 31 July 2011 and thereafter delete post with effect from 1 August 2011.
- Delete post of Clerical Officer, LG3, (CSF10J09).
- Delete part-time, 20 hours per week post of Council Tax and Benefits Team Leader, LG7, (CSF13J21).
- Delete part-time, 21.75 hours per week, post of Telephone Operator, LG2, (CSF09J06).

18.03.11
- Establish temporary part-time, 18.125 hours per week, post of Clerical Officer, LG3, (CSP02J10) until no later than 30 September 2011.
- Reduce hours of post of Administrative Assistant, LG6, (CSP02J08) from 36.25 to 18.125 hours per week and redesignate and regrade to Clerical Officer, LG3.
- Consolidate post of Energy Technician, LG5-LG8, (CSP03J10) as permanent.
- Establish post of Energy Technician, LG5-LG8, (CSP03J13).

31.03.11
- Extend temporary post of Administrative Assistant, LG6, (CSF11J20) until no later than 31 March 2012.
- Delete post of Contract Manager, LG9, (CSP05J24).
- Delete post of Senior Architect, LG12, (CSP05J03).
- Redesignate and regrade part-time, 20 hours per week, post of Clerical Assistant, LG2, (CSP02J09) as Clerical Officer, LG3.
- Extend temporary post of Services Clerk of Works, LG5-LG8, (CSP08J09) until no later than 31 March 2012.

Education

11.02.11
- Delete post of Senior Officer (Support Services), LG9, (EDPPS0001).
- Establish post of Health & Safety/PPP Co-ordinator, LG10, (EDPR0026).

14.02.11
- Establish temporary part-time, 17.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDCHSS0031) until no later than 1 July 2011.
- Extend temporary, 32.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDE10021), until no later than 1 July 2011.

18.02.11
- Establish part-time, 18.125 hours per week, term-time only, post of Early Years Practitioner, LG7, (EDFEP0007).

04.03.11
- Increase hours of part-time, term-time only, post of Early Years Practitioner, LG7, (EDANPS001) from 16.25 to 36.25 hours per week.
- Establish temporary part-time, 20 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDMHSS0032) until no later than 1 July 2011.

Infrastructure Services

18.02.11
- Establish post of Design Engineer (Flood Management), LG10, (ISRD06J27).
- Establish post of Technician, LG5-LG8, (ISRD06J28).

04.03.11
- Delete post of Senior Clerical Officer, LG4, (ISBSEJ06).
- Delete post of Environmental Health Technician, LG5-LG8, (ISED09J13).

31.03.11
- Consolidate post of Senior Employability Officer, LG10, (ISED07J05) as permanent.
- Consolidate two posts of Towards Employment – Key Worker, LG7, (ISED07J08 and ISED07J06) as permanent.
- Consolidate part-time, 21.75 hours per week, post of Towards Employment – Key Worker, LG7, (ISED07J07) as permanent.
- Consolidate post of Towards Employment – Key Worker, LG8, (ISED07J09) as permanent.
- Consolidate post of Clerical Officer, LG3, (ISED07J10) as permanent.
Establish post of Towards Employment – Key Worker, LG7, (ISED07J11).

Neighbourhood Services
17.01.11  Establish temporary post of Leisure Attendant, LG2, (NSLSMSP22), for no more than six months.

04.03.11  Establish two temporary posts of Mechanic (HGV), LG7, (NSEMF0116 and NSEMF0117) for no more than 12 months from date of appointment.
Delete two posts of Assistant Countryside Ranger (Seasonal), LG3, (NSSC07J05 and NSSC07J06).
Reduce hours of two posts of Car Park Attendant (Seasonal), LG1, (NSSC07J08 and NSSC07J09) from 36.25 to 16.2 hours per week, working April to September each year.
Reduce hours of three posts of Leisure Assistant (Seasonal), LG2, (NSSC05J11 to NSSC05J13 inclusive) from 36.25 to 15.5 per week, working May to August each year.

Social Work and Health
21.01.11  Establish part-time, 30 hours per week, post of Social Care Officer, LG6-LG7, (SWO1844RV5).
Establish two part-time, 20 hours per week, posts of Social Care Officer, LG6-LG7, (SWO1845RV5 and SWO1846RV5).

18.03.11  Establish two posts of Care Co-ordinator, LG7, (SWL0237BV5 and SWL0238BV5).

31.03.11  Increase hours of post of Driver/Attendant, LG3, (SWO2637RZ5) from 10 to 18.5 hours per week.
Delete 11 part-time, 20 hours per week, posts of Home Support Worker, LG2, (SWO5203HZ5, SWO5206HZ5, SWO5319HZ5, SWO5508HZ5, SWO5523HZ5, SWO5530HZ5, SWO5532HZ5, SWO5713HZ5, SWO5726HZ5, SWO5727HZ5 and SWO5732HZ5).

Financial Implications
Financial implications associated with changes to departments' establishments are contained within departments' current revenue budgets and are approved by the Head of Finance prior to authorisation of the change.

Human Rights Implications
There are no human rights implications associated with this report.

Equalities Implications
The issues contained in this report fall within an approved category that has been confirmed as exempt from an equalities perspective.

Consultation
The Director of Corporate Services, Head of Law and Administration and Head of Finance have been consulted on the terms of this report.

Richard Stiff
Chief Executive

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.