AGENDA ITEM NO 13
REPORT NO 612/11

ANGUS COUNCIL
STRATEGIC POLICY COMMITTEE – 6 SEPTEMBER 2011
ESTABLISHMENT CHANGES
REPORT BY CHIEF EXECUTIVE

ABSTRACT
This report summarises changes to departments’ establishments as approved under delegated authority for the period 1 April to 29 July 2011 and proposes a change to the arrangements for reporting such changes.

1 RECOMMENDATION
The committee:

i note the changes to departments’ establishment lists as detailed.

ii agree that, in future, establishment changes approved under delegated authority are reported to the Scrutiny and Audit Sub Committee instead of this committee.

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 ESTABLISHMENT CHANGES 1 APRIL– 29 JULY 2011

Chief Executive’s

03.05.11
- Redesignate and regrade post of Senior Community Planning Officer, LG10, (CE02J05) as Senior Corporate & Community Planning Officer, LG11.

Corporate Services

15.04.11
- Extend temporary post of Building Technician, LG5-LG8, (CSP08J13) until no later than 31 October 2011.
- Establish temporary part-time, 21.75 hours per week, post of Building Technician, LG5-LG8, (CSP05J36) until no later than 30 September 2011.

23.05.11
- Extend part-time, 21.75 hours per week, post of Interior Design Technician, LG5-LG8, (CSP05J23) until no later than 30 September 2011 and increase hours to 36.25 hours per week.

27.05.11
- Establish temporary post of Print Technician, LG5, (CSLA08J13) with effect from 1 June 2011 until no later than 30 September 2011.

04.06.11
- Establish temporary post of Senior Architectural Technician, LG9, (CSP05J37) with effect from 1 June 2011 until no later than 31 March 2012.
• Extend temporary post of Building Technician, LG5-LG8, (CSP08J13) until no later than 31 March 2012.
• Extend temporary post of Senior Architectural Technician, LG9, (CSP05J33) until no later than 31 October 2011.

22.06.11
• Extend temporary post of Architectural Technician, LG5-LG8, (CSP05J20) until no later than 31 March 2013.
• Reduce the hours of post of Payments Assistant, LG3, (CSF07J12) from 36.25 to 18.125 hours per week.

**Education**

15.04.11
• Extend temporary post of 16+ Learning Choices Co-ordinator, LG10, (EDEDS0033) until no later than 31 March 2012.
• Extend temporary part-time, 10 hours per week, post of Community Learning and Development Assistant, LG6/LG7, (EDCES0092) until no later than 31 March 2012.
• Extend temporary post of Community Learning and Development Worker, LG9, (EDCES0108) until no later than 31 March 2012.
• Extend temporary post of Community Learning and Development Worker, LG9, (EDTMP0111) until no later than 31 March 2012.

18.04.11
• Establish temporary part-time, 20 hours per week, term-time only, post of Primary School Assistant, LG3, (EDGLPS0006) until no later than 1 July 2011.

20.04.11
• Establish post of Usher (Supply), LG1, (EDUSHER) working variable hours with effect from 30 September 2010.

21.04.11
• Extend temporary part-time, 7.5 hours per week, post of Breakfast Club Supervisor, LG3, (EDIBPS0020) until no later than 1 July 2011.
• Extend two temporary part-time, 5 hours per week, posts of Breakfast Club Supervisor, LG3, (EDIBPS0021 and EDIBPS0022) until no later than 1 July 2011.

22.04.11
• Extend temporary part-time, 7.5 hours per week, post of Breakfast Club Supervisor, LG3, (EDFRPS0009) until no later than 1 July 2011.
• Extend temporary part-time, 5 hours per week, post of Breakfast Club Supervisor, LG3, (EDFRPS0010) until no later than 1 July 2011.

06.05.11
• Establish temporary part-time, 32.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDAHS0029) until no later than 31 March 2012.

17.05.11
• Establish two temporary posts of Community Learning and Development Worker, LG9, (EDCES0113 and EDCES0114) with effect from 1 May 2011 until no later than 31 March 2012.
• Increase hours of post of Early Years Practitioner, LG7, (EDSOPS0011) from 16.25 to 36.25 hours per week, term-time only, with effect from 3 May 2011.

25.05.11
• Establish post of Active Schools Lead Project Co-ordinator, LG10, (EDEDS0036) with effect from 1 April 2011.
• Establish nine posts of Active Schools Co-ordinator, LG9, (EDEDS0037-EDEDS0045 respectively) with effect from 1 April 2011.
• Extend temporary part-time, 6.25 hours per week, term-time only, post of Primary School Assistant, LG3, (EDWOPS0010) with effect from 1 April 2011 until no later than 1 July 2011.

01.06.11
• Extend temporary, part-time, 32.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDAHS0029) until no later than 28 June 2012.
• Reduce hours of post of School Technician, LG5-LG6, (EDMHSS00029), from 34 to 25 hours per week.
• Delete post of Secondary School Assistant, LG3, (EDMHSS0012), (EDMHSS0013).
• Establish part-time, 25 hours per week, post of School Technician, LG5-LG6, (EDMHSS0033).
• Establish post of Senior Early Years Practitioner, 36.25 hours per week, term-time only, LG8, (EDPS0014), with effect from 15 August 2011.
15.06.11 • Establish post of Senior Early Years Practitioner, LG8, (EDPS0015) 36.25 hours per week, term-time only, with effect from 15 August 2011.
• Establish two temporary posts of Senior Early Years Practitioner, LG8, (EDPS0016 and EDPS0017), 36.25 hours per week, term-time only, with effect from 15 August 2011 until no later than 29 June 2012.

22.06.11 • Establish temporary post of Community Learning and Development Worker, LG9, (EDCES015) until no later than 31 March 2012.

12.07.11 • Establish part-time, 32.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDWHPS0022).
• Establish part-time, 10 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDMOPS0005).
• Establish temporary, part-time, 18.5 hours per week, term-time only, post of Early Years Practitioner, LG7, (EDIBPS0023) until no later than 28 June 2012.
• Establish temporary part-time, 12.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDLEPS0010) until no later than 28 June 2012.
• Extend temporary, part-time, 32.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDEI0021) until no later than 21 December 2011.
• Establish post of Early Years Practitioner, LG7, (EDCRPS0020), 37 hours per week, term-time only.
• Establish part-time, 27.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDCRPS0021).
• Establish temporary part-time, 16.25 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDLNPS0026) until no later than 28 June 2012.

13.07.11 • Consolidate as permanent part-time post of Support for Learning Assistant, LG4, (EDBIPS0013) and increase hours from 12.5 to 23 hours per week, term-time only.
• Establish part-time, 15 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDLDPS0020).
• Establish part-time, 27.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDLDPS0021).
• Consolidate as permanent, part-time, 32.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDLDPS0019).
• Consolidate as permanent, part-time, 27.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDFRPS0011).
• Consolidate as permanent, part-time, 27.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDIKPS0007).

21.07.11 • Establish temporary, part-time, 27.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDTFPS0004) until no later than 21 December 2011.
• Extend temporary part-time, 20 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDEDPS0006) until no later than 21 December 2011.
• Increase hours of temporary post of Support for Learning Assistant, LG4, (EDAIPS0005) from 9 to 12 hours per week, term-time only and extend until no later than 28 June 2012.
• Establish part-time, 27.5 hours per week, term-time only, post of Support for Learning Assistant, LG4, (EDSEPS0014).

Infrastructure Services

14.04.11 • Delete temporary part-time, 18.125 hours per week, post of Development Officer, LG10, (ISED03J09).
• Delete temporary post of Employability Co-ordinator, LG10, (ISED07J02).
• Delete post of Trading Standards Adviser, LG5-LG8 (ISED10J10).

15.04.11 • Extend temporary post of Design Engineer, LG10, (ISRD06J09) until no later than 31 March 2012.

20.05.11 • Delete post of Senior Planning Officer (Environment), LG12, (ISPT06J03).
• Establish post of Project Officer – Environmental Strategy, LG10, (ISPT04J10).

04.07.11 • Reduce the hours of post of Structures Engineer, LG10, (ISRD06J14) from 36.25 to 14.5 hours per week.
• Establish post of Design Engineer, LG10, (ISRD06J29).
- Extend temporary post of Technical Assistant, LG3, (ISPT03J14) until no later than 31 July 2012.

22.06.11
- Extend temporary part-time, 18.5 hours per week, post of Project Officer, LG9, (ISED02J07) until no later than 30 June 2012.

05.07.11
- Establish temporary part-time, 18.125 hours per week, post of Environmental Health Officer, LG10, (ISED08J15) until no later than 31 March 2012.

Neighbourhood Services
01.04.11
- Consolidate as permanent, on a seasonal basis from April to September each year, two posts of Waste Operative, LG3, (NSEM2152 and NSEM2153), and redesignate as Waste Operative (Seasonal).

15.04.11
- Extend three temporary posts of Housing Officer (Arrears), LG8, (NSHS07J15, NSHS08J11 and NSHS09J12) until no later than 31 March 2013.
- Extend temporary post of PATH (Scotland) Trainee, (NSHS04J12) until no later than 31 March 2013.

20.04.11
- Delete post of Caretaker (Supply), LG2, (NSLSCTKSP).
- Delete two posts of Relief Caretaker, LG2, (LSCS22J06 and LSCS22J13).
- Establish post of Leisure Attendant (Supply), LG2, (NSLSBELSP) 670 hours per annum.
- Establish post of Leisure Attendant (Supply), LG2, (NSLSACCLSP) 1024 hours per annum.
- Establish two posts of Leisure Attendant (Supply), LG2, (NSLSBHLS and NSLSWKLS) 884 hours per week.
- Establish post of Leisure Attendant (Supply), LG2, (NSLSLRLSP) 1144 hours per annum.
- Establish post of Leisure Attendant (Supply), LG2, (NSLSMMCLSP) 1024 hours per annum.
- Delete post of Area Manager, LG12, (NSHS10J01).
- Delete post of Housing Inspector, LG8, (NSHS10J02).
- Delete post of Clerical Officer, LG3, (NSHS10J03).
- Delete post of Tenant and Community Participation Co-ordinator, LG9, (NSHS04J02).
- Delete three posts of Community Planning Engagement Assistant, LG6, (NSHS04J08 – NSHS04J10 inclusive).
- Establish post of Local Community Planning Manager, LG14, (NSLCPJ01).
- Establish post of Area Community and Learning Development Officer, LG12, (NSLCPJ02).
- Establish post of Community Regeneration Officer, LG11, (NSLCPJ03).
- Establish post of Senior Community Learning and Development Officer, LG10, (NSLCPJ04).
- Establish post of Tenant Participation Officer, LG9, (NSLCPJ05).
- Establish four posts of Community Learning and Development Officer, LG9, (NSLCPJ06, NSLCPJ09, NSLCPJ12 and NSLCPJ15).
- Establish four posts of Community Planning Officer, LG8, (NSLCPJ07, NSLCPJ10, NSLCPJ13 and NSLCPJ16).
- Establish three posts of Community Planning Engagement Assistant, LG6, (NSLCPJ08, NSLCPJ11 and NSLCPJ17).
- Establish post of Community Regeneration Assistant, LG6, (NSLCPJ14).

22.04.11
- Extend temporary part-time, 7.5 hours per week, post of Library Assistant, LG3, (LSCS10J06) until no later than 31 December 2012.
- Consolidate as permanent, part-time, 18.125 hours per week, post of Galleries Officer, LG7, (LSCS20J07).
- Delete post of Cashier, MW3, (LSCS22J22).
- Delete post of Stage Manager, MW1, (LSCS22J25).

25.04.11
- Delete temporary post of Gardener 2, LG4, (NSEMP4323).
- Redesignate and regrade post of Gardener 2, LG4, (NSEMP5108) to Chargehand Gardener, LG6.
- Redesignate and regrade post of Gardener 2, LG4, (NSEMP5317) to Gardener 1 (Seasonal), LG2.
- Reduce hours of post of Senior Clerical Officer (TMIS), LG4, (NSSC02J12) from 36.25 to 18.125 hours per week.
- Establish part-time, 18.125 hours per week, post of Senior Clerical Officer (TMIS), LG4, (NSSC02J31).
- Delete part-time, 7.5 hours per week, post of Library Assistant, LG3, (NSCL06J04).
- Delete part-time, 28.5 hours per week, post of Library Assistant, LG3, (NSCL06J05).
- Establish post of Library Assistant, LG3, (NSCL06J08).

26.04.11
- Increase hours of post of Curator, LG10, (NSCL11J01) from 17 to 36.25 hours per week, on a temporary basis until no later than 30 June 2011.
- Establish temporary post of Galleries Designer, LG8, (NSCL17J05) until no later than 30 June 2011.

06.05.11
- Establish temporary part-time, 18.125 hours per week, post of Clerical Officer, LG3, (NSHS06J28) for no more than two years from date of appointment.
- Delete post of Anti-Social Behaviour Co-ordinator, LG9, (NSHS06J02) with effect from 31 March 2011.
- Establish post of Senior Community Safety Officer, LG10, (NSHS06J29) with effect from 1 April 2011.

04.07.11
- Establish temporary post of Service Manager (Environmental Management – Waste), LG14, (NSEMW0001) with effect from 1 October 2011 until no later than 31 March 2013.
- Delete post of Senior Waste Strategy Officer, LG12, (NSEM0201).

Social Work and Health

15.04.11
- Establish post of Administrative Assistant, LG6, (SWS1501CA3).
- Establish post of Senior Clerical Officer, LG4, (SWS1502CA5).
- Establish post of Clerical Officer, LG3, (SWS1503CA5).
- Establish post of Receptionist, LG2, (SWS1504CA5).
- Establish part-time, 27.5 hours per week, post of Clerical Officer, LG3, (SWS1504CA5).
- Establish part-time, 20 hours per week, post of Clerical Assistant, LG2, (SWS1506CA5).
- Delete post of Administrative Assistant, LG6, (SWH0501CA5).
- Delete post of Senior Clerical Officer, LG4, (SWH0804CA5).
- Delete three posts of Clerical Officer, LG3, (SWH0801CA5, SWH0806CA5 and SWS1104CA5).
- Delete post of Receptionist, LG2, (SWH0801CA5).
- Establish two posts of Care Co-ordinator, LG7, (SWL0237BV5 and SWL0238BV5).
- Extend temporary post of Refurbishment Technician, LG1, (SWP0304BZ5) until no later than 30 September 2011.
- Extend temporary post of Welfare Rights Officer, LG9, (SWW0112WZ5) until no later than 31 March 2013.
- Delete five part-time, 23 hours per week, posts of Community Meals Delivery Driver, LG2, (SWO7007HZ5, SWO7027HZ5, SWO7051HZ5, SWO7024HZ5 and SWO7053HZ5).
- Delete part-time, 18 hours per week, post of Community Meals Delivery Driver, LG2, (SWO7008HZ5).

18.04.11
- Consolidate as permanent three posts of Senior Social Care Officer, LG9, (SWL0536BV4, SWL0622BV4 and SWL0742BV4).

09.05.11
- Delete post of Unit Manager, LG11, (SWL1001RM3).
- Delete three posts of Senior Social Care Officer, LG9, (SWL1002RV4 – SWL1004RV4 inclusive).
- Delete part-time, 20 hours per week, post of Clerical Officer, LG3, (SWL1005CA5).
- Delete 13 part-time, 30 hours per week, posts of Social Care Officer, LG6-LG7, (SWL1006RV5 – SWL1008RV5 inclusive, SWL1010RV5 – SWL1018RV5 inclusive and SWL1026RV5).
- Delete part-time, 20 hours per week, post of Social Care Officer, LG6-LG7, (SWL1008RV5).
- Delete part-time, 24 hours per week, post of Social Care Officer, LG6-LG7, (SWL1027RV5).
- Delete post of Cook 3, LG6, (SWL1020RZ5).
- Delete part-time, 32 hours per week, post of Cook 2, LG3, (SWL1021RZ5).
- Delete part-time, 32 hours per week, post of Cook 1, LG3, (SWL1022RZ5).
- Delete two part-time, 19.47 hours per week, posts of Domestic Assistant, LG1, (SWL1023RZ5 and SWL1024RZ5).
- Regrade five posts of Contracts Officer (SWS0903QM5 - SWS0906QM5 inclusive and SWS0909QM5), from LG7 to LG9, with effect from 1 April 2011.
- Reduce hours of post of Contracts Officer (SWS0903QM5) from 36.25 to 29 hours per week.

18.05.11
- Establish part-time, 21.75 hours per week, post of Community Assessment and Review Officer, LG12, (SWC021YS5).

23.05.11
- Delete post of Case Manager, LG10, (SWM0405AM5).
- Delete two posts of Resource Worker, LG10, (SWM0213AM5 and SWM0208AM5).
- Delete two part-time, 21.75 hours per week, posts of Resource Worker, LG10, (SWM0408AM5 and SWM0304AM5).
- Delete part-time, 29 hours per week, post of Resource Worker, LG10, (SWM0309AM5).

24.05.11
- Establish post of Social Worker, LG10,(SWJ0143JS5).
- Establish post of Project Manager, LG13, (SWS0521TM2).
- Delete post of Administrative Officer, LG7, (SWS0522CA3).
- Establish post of Social Worker, LG10, (SWJ0143JS5).

07.06.11
- Delete post of Employment Co-ordinator, LG9, (SWL0211AM5).
- Delete post of Leisure and Recreation Co-ordinator, LG9, (SWL0212AM5).
- Establish post of Day Opportunities Co-ordinator, LG9, (SWL0113AM5).
- Establish temporary part-time, 21.75 hours per week, post of Senior Planning Officer, LG12, (SWD0204PM5) until no later than 31 March 2012.

22.06.11
- Extend three temporary posts of Criminal Justice Assistant, LG6-LG7, (SWJ0302JV5, SWJ0303JV5 and SWJ0305JV5) until no later than 31 March 2012.
- Extend temporary part-time, 18.125 hours per week, post of Clerical Officer, LG3, (SWJ0304CA5) until no later than 31 March 2012.
- Delete two part-time, 30 hours per week, posts of Social Care Team Leader, LG8, (SWO515HV4 and SWO5135HV4).
- Delete part-time, 24 hours per week, post of Social Care Officer, LG6-LG7, (SWM010HV5).
- Establish part-time, 30 hours per week, post of Social Care Team Leader, LG8, (SWM016HV4).
- Establish two part-time, 12 hours per week, posts of Social Care Officer, LG6-LG7, (SWM0169HV5 and SWO5171HV5).
- Establish part-time, 24 hours per week, post of Social Care Officer, LG6-LG7, (SWM0170HV4).
- Reduce hours of five part-time posts of Social Care Officer, LG6-LG7, (SWO5020HV5, SWO5058HV5, SWO5107HV5, SWO5140HV5 and SWO5156HV5) from 14 to 12 hours per week.
- Reduce hours of part-time post of Social Care Officer, LG6-LG7, (SWM0160HV5) from 30 to 20 hours per week.
- Reduce hours of part-time post of Social Care Officer, LG6-LG7, (SWM0563HV5) from 24 to 20 hours per week.

04.07.11
- Delete temporary post of Senior Social Care Officer, LG9, (SWL0537BV4).
- Delete post of Day Centre Officer, LG6-LG7, (SWL0512BV5).
- Delete part-time, 20 hours per week, post of Social Care Officer, LG6-LG7, (SWL0532BV5).
- Delete temporary post of Senior Social Care Officer, LG9, (SWL0623BV4).
- Delete post of Day Centre Officer, LG6-LG7, (SWL0606BV5).
- Delete part-time, 20 hours per week, post of Cook, LG2, (SWL0613BV5).
- Delete temporary post of Senior Social Care Officer, LG9, (SWL0743BV4).
- Delete post of Day Centre Officer, LG6-LG7, (SWL0704BV5).
- Delete part-time 20 hours per week, post of Escort/Attendant, LG3, (SWL0730BV5).
• Establish temporary post of Care Manager, LG10, (SW00121AM5) for a period of no more than one year from date of appointment.

4 THE FUTURE REPORTING OF ESTABLISHMENT CHANGES

This committee and, before it, the Resources and Central Services Committee, has, since February 2005, received reports listing establishment changes which have been approved by officers with delegated authority. These reports are submitted for noting only. The reports are part of the arrangements for approving and reporting staffing and establishment changes. These arrangements have evolved over time, with changes made to avoid unnecessary duplication and/or to reduce the number of ‘information only’ reports submitted to committees, all with a view to ensuring that elected members receive only information which is relevant for their purposes. With that background, it is proposed to alter the arrangements for reporting establishment changes.

The Scrutiny and Audit Sub Committee receives a ‘Quarterly Staffing Review’ report. That report provides an overview of the council’s staffing levels and vacancy management. It contains information on the council’s actual and budgeted staffing levels and the action taken when vacancies occur. This overview is given to allow the Sub Committee to appraise strategy and decision-making on staffing levels. Given that aim, it is suggested that it would be more appropriate, and more useful to the council, to report information on establishment changes to the Sub Committee within the context of the Quarterly Staffing Review report rather than to continue to report it to this committee. It is therefore proposed that this information is no longer reported to this committee but to the Scrutiny and Audit Sub Committee.

It is believed that this change would improve the council’s arrangements for scrutinising its management of staffing levels.

Irrespective of reporting arrangements, this committee would retain its authority to establish, delete and regrade posts on JNC conditions of service.

5 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.

6 HUMAN RIGHTS IMPLICATIONS

There are no human rights implications associated with this report.

7 EQUALITIES IMPLICATIONS

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

8 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

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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.