

ANGUS COUNCIL

SOCIAL WORK COMMITTEE..... 27 FEBRUARY 2001
PERSONNEL AND PROPERTY SERVICES COMMITTEE..... 13 MARCH 2001

REPORT BY THE DIRECTOR OF SOCIAL WORK
AND DIRECTOR OF PERSONNEL

INCREASE IN CLERICAL SUPPORT TO SOCIAL WORK CRIMINAL JUSTICE SERVICES

ABSTRACT

This report recommends an increase in the staffing establishment of clerical assistants within Social Work Criminal Justice Services from 3.1 to 3.5, as a result of an increase in workloads.

1 RECOMMENDATIONS

It is recommended that the Social Work Committee:

- approves the contents of this report.

It is recommended that the Personnel and Property Services Committee:

- approves an increase in the established hours of post number 04/29, 0.6 Clerical Assistant (GS1/2) from 22.2 hours per week (0.6 wte) to 37 hours per week (1.0 wte).

2 INTRODUCTION

Social Work Criminal Justice Services provide a range of community based disposals for use by the courts. These include Probation Orders for offenders who are thought likely to benefit from a programme of work aimed at addressing offending related behaviour or problems; Community Service which is unpaid work as an alternative to custody; and Supervised Attendance Orders for those people unable to pay fines. Criminal Justice Services also provide services to courts, especially the preparation and presentation of Social Enquiry Reports which provide an assessment of the offender's circumstances, personality and behaviour to aid in the sentencing process.

During financial year 2000/2001, the number of Supervised Attendance Orders imposed by the Angus courts has remained steady, but the number for Probation Orders, Community Service Orders and Social Enquiry Reports have increased by 10%, 17% and 30% respectively compared to 1999/2000.

Whilst it has proved possible for the social workers to absorb the increase in workloads this year, the pressure on administrative services has only been relieved through the use of supply and temporary staff; and the slight increase proposed of 0.4 wte of a clerical assistant is aimed at managing this pressure on a permanent basis.

3 PROPOSAL

The change proposed is to increase the established hours of the clerical assistant post number 04/29 (currently vacant) from 0.6 wte to 1.0, an increase of 0.4 wte. This will raise the clerical assistant GS1/2 establishment from 3.1 to 3.5. This will ensure adequate provision to meet current and expected workloads.

4 FINANCIAL IMPLICATIONS

The proposed increase in the staffing establishment will cost £4,834. This cost will be funded from within the allocation from the Scottish Executive.

5 HUMAN RIGHTS IMPLICATIONS

There are no Human Rights implications arising from the recommendations contained in this report.

6 CONSULTATION

The Chief Executive, the Director of Law and Administration and the Director of Finance have been consulted in the preparation of this report.

7 CONCLUSION

As a consequence of the proposed change, the clerical workload and clerical staffing establishment will be brought into balance.

W B Robertson
Director of Social Work

J Torbet
Director of Personnel

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.