

7 COMMUNITIES DEPARTMENT - CHANGES TO STRUCTURE (AN285-2004)

Reference is made to Article V of the minute of meeting the Personnel and Management Services Committee of 15th April 2002 wherein the Committee approved Report No 185-2002, "Neighbourhood Resources and Development Department - Review of Manual Staff". This report established the post of Resources Assistant at the Hub Neighbourhood Centre and Library. The service provided at the Hub Neighbourhood Centre and Library has recently been reviewed and the building redesignated The Hub Library and Learning Centre.

Following the above redesignation of the Centre, a further review of the deployment of Resources Assistants across departmental locations was undertaken. It was noted that the provision of the service could be met more effectively by making some amendments to the current allocation of working hours of Resources Assistants across specific locations. The Sub-Committee is, therefore, asked to approve the following amendments to the current establishment:-

- 1 The deletion of one post of Resources Assistant, GS1/2 (£10,068 - £13,416), based at the Hub Library and Learning Centre.
- 2 The establishment of one part time (8 hours) post of Resources Assistant, graded GS1/2 (£10,068 - £13,416 pro rata), based at the Hub Library and Learning Centre.
- 3 Relief cover is required within all centres for annual and sick leave. At present there are 11 relief posts of Resources Assistant, graded GS1/2 (£10,068 - £13,416 pro rata), each covering 20 hours per week and three full time relief pool staff. It is proposed that an additional part time (20 hours) post of Relief Resources Assistant, graded GS1/2 (£10,068 - £13,416 pro rata), be established to provide adequate cover.
- 4 The locations at Finmill Centre and Fintry Library are geographically separate buildings and currently have Resources Assistant cover for 20 hours per week. In order to improve the service and to provide a degree of overlap for staff at critical times of the day and week, it is proposed to increase the hours of the part time post of the Resources Assistant based at Finmill Centre and Fintry Library from 20 to 24 per week, GS1/2 (£10,068 - £13,416 pro rata).
- 5 The locations at Menzieshill Centre and Library are geographically separate buildings and currently have Resources Assistant cover for 20 hours per week. In order to improve the service and allow for a degree of overlap for staff at critical times of the day and week, it is proposed to increase the hours of the part time post of Resources Assistant based at Menzieshill Centre and Library from 20 to 25 per week, GS1/2, (£10,068 - £13,416 pro rata).

The above changes would not incur any cost, but would better reflect the service provision within Communities Department.

The Sub-Committee's approval is requested.