

REPORT TO: Personnel and Management Services Committee - 15 April 2002
Housing Committee - 22 April 2002
Social Work Committee - 22 April 2002

REPORT ON: Supporting People Team - Review of Staffing Arrangements

REPORT BY: Director of Housing, Director of Social Work and
Director of Personnel and Management Services

REPORT NO.: 225-2002

1. PURPOSE OF REPORT

- 1.1. To seek approval of the extension of the Supporting People Team utilising the additional funding from the Scottish Executive for 2002-2003.

2. RECOMMENDATIONS

- 2.1. It is recommended that the Committee should approve:
- 2.1.1. The proposed staffing structure in Appendix 1.
- 2.1.2. The continuation of the Supporting People Team until March 2004.

3. LOCAL AGENDA 21 IMPLICATIONS

- 3.1. The Supporting Policy Framework should improve the health and wellbeing of people by enhancing the range of accommodation and support services to meet their needs.

4. EQUAL OPPORTUNITIES IMPLICATIONS

- 4.1. The full implementation of the Supporting People Policy and Framework should improve the choice of accommodation with support available to vulnerable people in the community.

5. FINANCIAL IMPLICATIONS

- 5.1. The City Council has been advised that it will receive £139,000 for 2002/2003 and £222,000 for 2003/2004 from the Scottish Executive to enable it to make arrangements for the introduction of the new scheme. Estimated staff costs for 2002/2003 are £101,902.

6. BACKGROUND

- 6.1. In June 2001, Council agreed to the establishment of a team of dedicated Officers to carry out the main tasks of implementing supporting people utilising funding from the Scottish Executive. As described in Appendix 1.
- 6.2. Due to difficulty in recruiting to the part-time posts of Supporting People Officer and Senior Clerical Assistant these posts were advertised and appointed to on a full-time basis subject to review and a further report to Committee.
- 6.3. Finalised guidance is still awaited on a number of key areas, but it has become apparent that the duties and requirements of the staff team are different from those envisaged.
- 6.4. The duties to be undertaken by the Supporting People Officers (currently graded AP4) cover 2 main areas.
- i. A needs analysis of current and future housing and support services for the wide variety of clients who will be eligible for services under the Supporting People Grant.
 - ii. Development of a system of contracting and commissioning services to be funded by the Supporting People Grant and ensuring a computerised system for paying providers and assessing eligibility for clients to pay for services under a means tested system if fully developed before the date for supporting people implementation.
- 6.5. In addition the Team will ensure that clients who will be subject to any new changes, as a result of any changes in how services are provided, have their income from welfare benefits maximised, as part of their assessment.

Service provision will be reviewed in a way which attempts to ensure tenants are no worse off, yet receiving improved services, which are eligible for rebate under Transitional Housing Benefit and subsequently Supporting People.

- 6.6. Given the level of responsibility these posts carry, and the need to attract another candidate with the skills of the existing postholder, it is proposed that these posts be regraded to AP5 reflecting grades currently paid to other similar posts in the Housing Department.
- 6.7. The duties required of the Senior Clerical Assistant have changed from those originally envisaged. It became evident when the member of staff took up the post that the staff team did not generate sufficient clerical duties for the post holder. In light of this the staff member has taken responsibility, with support from the other Team Members, for the exercise of mapping the supply of existing services and directly liaising with providers, tasks originally envisaged for the Supporting people Officer.

The need for this information to be accurately managed, the increasing requirement for statistical returns to the Scottish Executive, the need for the preparation of documentation for contracts and for statistical information to assist the other team members requires the post to be regraded and redesignated as Administrative Assistant.

The existing postholder has been carrying out the duties currently required to a high standard and it is proposed to regrade this post to AP2.

6.8. This will give the revised staffing structure as outlined in Appendix 1.

6.9. The Supporting People Programme offers the Council many new duties and opportunities.

The proposed new staff structure will allow the work which has been undertaken so far to continue, but ensure that the appropriate staff are available to allow the new system to be in place in 2003, and allow the Council to maximise the financial opportunities which are available.

7. CONSULTATION

7.1. The Director of Finance has been consulted in producing this report. The report has also been the subject of consultation with the relevant trade unions.

8. BACKGROUND PAPERS

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.

9. SIGNATURE

ELAINE ZWIRLEIN
DIRECTOR OF HOUSING

SIGNATURE _____

DATE _____

ALAN BAIRD
DIRECTOR OF SOCIAL WORK

SIGNATURE _____

DATE _____

JIM PETRIE
DIRECTOR OF PERSONNEL AND
MANAGEMENT SERVICES

SIGNATURE _____

DATE _____

APPENDIX 1

PRESENT STAFFING STRUCTURE - SUPPORTING PEOPLE TEAM

Co-ordinator	Full Time	PO4-7	£25,976 - £28,187
Supporting People Officer (2)	Part Time	AP4	£18,878 - £20,897
Snr Clerical Assistant	Part Time	GS3	£13,124 - £13,664

PROPOSED STAFF STRUCTURE - SUPPORTING PEOPLE TEAM

Co-ordinator	Full Time	PO4-7	£25,976 - £28,187
Supporting People Officer (2)	Full Time	AP5	£21,536 - £23,459
Administrative Assistant	Full Time	AP2	£14,984 - £16,217