

# DUNDEE CITY COUNCIL

**REPORT TO:** Personnel Committee - 15 March 2004

**REPORT ON:** Social Work Department - Staffing Structure in East Port House Probation Hostel

**REPORT BY:** Director of Social Work and Assistant Chief Executive (Management)

**REPORT NO:** 173-2004

## 1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to seek approval for proposed changes to the staffing structure of East Port House.

## 2.0 RECOMMENDATIONS

It is recommended that the Personnel Committee approves the following:-

2.1 The establishment of one post of Senior Social Care Officer, graded Residential Grade SCP27-30, £19,632 - £21,732;

2.2 The redesignation of one post of Social Care Officer, graded Residential Grade SCP16-23, £14,535 - £17,340, to Senior Social Care officer, graded Residential Grade SCP27-30, £19,632 - £21,732;

2.3 The establishment of one part-time (18.5 hours) post of Social Care Officer, graded Residential Grade SCP16-23, £14,535 - £17,340;

2.4 the revised structure as outlined in Appendix 2.

## 3.0 FINANCIAL IMPLICATIONS

3.1 The changes in structure will cost £30,000 during the financial year 2004/05. The Tayside Criminal Justice Partnership has agreed to provide this funding from within each Council's grant allocation for Criminal Justice Services as follows:-

Angus Council - £7,500  
Dundee City Council - £15,000  
Perth & Kinross Council - £7,500

## 4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 None.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The proposed changes will ensure consistency in staff structures in residential services across the Social Work Department.

## **6.0 BACKGROUND AND PROPOSALS**

- 6.1 East Port House was established in 1996 as a residential unit for offenders who are subject to probation or bail supervision. The hostel is jointly funded by Angus, Dundee and Perth & Kinross Councils who came together formally in June 2001 as the Tayside Criminal Justice Partnership. The hostel accommodates a maximum of 12 men and 4 women and occupancy levels are approximately 80%.

- 6.2 Over the last two years, the Tayside Criminal Justice Partnership has recognised the need to develop a range of accommodation options for offenders, including move on accommodation for those offenders who no longer require the level of supervision provided by East Port House. The Partnership has also recognised the need to develop services to support the rehabilitation of prisoners who are returning to the area following a custodial sentence and on 20 October 2003 the Social Work Committee and Personnel & Management Services Committee approved a report which created an additional Social Worker post and Support Worker post.

- 6.3 These developments have an impact on the structure of East Port House. In view of the need for the Partnership to develop a broader range of accommodation options, there would be merits in the Manager's post having a slightly wider remit which would include the responsibility to develop move on accommodation options for East Port House residents and the responsibility to supervise the Support Worker. These can be achieved through amendments to the current job description and do not have implications for the grading of this post or that of the Depute Manager.

- 6.4 It is important that any new developments do not detract from existing management arrangements in East Port House and so consideration has been given to ways of strengthening management capacity in East Port House. The existing staff structure with appropriate grades is outlined in Appendix 1.

- 6.5 It is proposed that the management arrangement would be strengthened by having two Senior Social Care Officer posts and an additional part time Social Care Officer post.

One Senior Social Care Officer post would be a newly created post, recruitment for which will take place in the normal manner.

The second Senior Social Care Officer post would be created by redesignating a Social Care Officer post.

The additional part time post of Social Care Officer would only be filled if occupancy levels and related income remain at their current high level.

- 6.6 The revised structure is outlined in Appendix 2.

6.7 This revised structure would also have the secondary advantage of providing a career structure for Social Care Officers and would ensure greater consistency across the Social Work Department.

**7.0 CONSULTATION**

7.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and the trade unions have been consulted in the preparation of this report, plus Tayside Criminal Justice Partnership Management Group.

**8.0 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.

Alan G Baird  
Director of Social Work

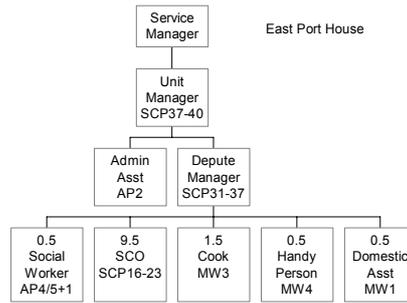
8 March 2004

J.C. Petrie  
Assistant Chief Executive (Management)

8 March 2004

# Criminal Justice Service

Organisational Structure - December 2003



# Criminal Justice Service

Organisational Structure - February 2004

