

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee

REPORT ON: Social Work Department - Criminal Justice Service - Review of Administration Team

REPORT BY: Director of Personnel and Management Services

REPORT NO: 295-2001

1.0 PURPOSE OF REPORT

1.1 This report outlines and seeks approval for changes to the structure of the Criminal Justice Service Administration Team.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee approves:-

2.1.1 the regrading of 1 post of Administrative Assistant from AP1 (£13,164 - £14,118) to AP2 (£14,484 - £15,717);

2.1.2 the regrading of 5 posts of Clerical Assistant from GS2 (£11,796 - £12,399) to GS1/2 (£9,180 - £12,399);

2.1.3 the redesignation of 1 post of Word Processor Supervisor to Administrative Assistant with no change to grade; and

2.1.4 the amended structure as outlined in Appendix 1.

3.0 FINANCIAL IMPLICATIONS

3.1 The cost of implementing the above recommendations are £444 in a full financial year and will be met from the Criminal Justice Social Work budget. The Scottish Executive wholly funds Criminal Justice Social Work and has increased the grant funding of the service by 12% for the year 2001/02.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 None.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None.

6.0 BACKGROUND AND PROPOSALS

- 6.1** The Courts in Dundee have consistently made extensive and effective use of the Criminal Justice Service. An analysis of the pattern of demand suggests that the service can expect the high level of demand to continue.
- 6.2** Many changes have occurred within the Criminal Justice Service due to increasing demands by the Courts and a need to be responsive to these demands, given the Government's policy of making greater use of community-based disposals.
- 6.3** Currently, both GS2 and GS1/2 Clerical Assistants exist within the administrative team. To allow greater flexibility within the team, it is proposed to realign the grade of all Clerical Assistant posts to GS1/2. In addition, by altering the reporting relationships, the administrative team will be able to provide a more effective service.

7.0 CONSULTATION

- 7.1** The Chief Executive, Director of Finance and Director of Support Services have been consulted in the preparation of this report. Consultation has also taken place with the Trade Unions.

8.0 BACKGROUND PAPERS

- 8.1** 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.

9.0 SIGNATURE

J.C. Petrie
Director of Personnel and Management Services

Date

Admin CJS Structure

