

DUNDEE CITY COUNCIL

REPORT TO: Personnel & Management Services Committee - 13 January 2003

REPORT ON: Social Work Department - Establishment of Additional Post

REPORT BY: Director of Personnel and Management Services

REPORT NO: 3-2003

1 PURPOSE OF REPORT

- 1.1 This report seeks approval to establish a post of Co-ordinator, Moving and Handling for the Social Work Department. This post will promote safe moving and handling practices and contribute to the Department's responsibilities for a healthy working environment.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Personnel and Management Services Committee approves the establishment of a new post of Co-ordinator, Moving and Handling, graded PO1-4, (£23,930 - £25,976)

3 FINANCIAL IMPLICATIONS

- 3.1 The full cost of implementing this new post and arrangements will be met from existing resources within the Social Work Department budget.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND AND PROPOSALS

- 6.1 An interim arrangement existed while a departmental moving and handling review was completed. The review included consultation with carers, staff, management and trade unions and concluded that a lead officer was required.
- 6.2 It is proposed that the new postholder will set and communicate standards and procedures that comply with statutory requirements. The purpose of the post will be the co-ordination of assessment of service users moving and handling issues, especially providing assessment of more complex needs.

- 6.3 Expert advice and support to managers and staff will be available on manual handling issues that reflects best practice. To underpin best practice a support network of key moving and handling staff across the Department will be established. The department provides services in partnership with approved contractors therefore the post will assist consistency through monitoring and reviewing compliance, with our statutory responsibilities.
- 6.3 Due to moving and handling being strategically important, the post will report to the Service Manager for services for people with physical disabilities.
- 6.4 Development and monitoring of staff training on moving and handling, including risk management will be co-ordinated by this postholder. Training will also include practical techniques developed in partnership with Health agencies.
- 6.5 This postholder will contribute to reducing occupational health accidents in line with targets under the recent "Revitalising Health and Safety" paper especially in relation to serious back injuries. Injuries to care staff is a major cost and service delivery issue for Social Work Department because in addition to sick pay, there are staff replacement costs involved.

7 **CONSULTATION**

- 7.1 Consultation has taken place with the Chief Executive, Director of Finance, Director of Social Work and the appropriate trade unions.

8 **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 this report.

J.C. Petrie
Director of Personnel & Management Services

13 December 2002