

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 11 September 2000

REPORT ON: Social Work Department - Revision of Establishment

REPORT BY: Director of Personnel and Management Services

REPORT NO: 440-2000

1 PURPOSE OF REPORT

- 1.1 This report outlines and seeks approval for changes to the structure of the Social Work Department and details changes in reporting relationships.

2 RECOMMENDATIONS

It is recommended that the Personnel and Management Services Committee:-

- 2.1 approves the proposed organisational structure outlined in Appendix 1;
- 2.2 approves the deletion of 89.2 posts outlined in Appendix 2;
- 2.3 approves the establishment of 2 new posts outlined in Appendix 2;
- 2.4 approves the redesignation and change of grade of posts outlined in Appendix 2;
- 2.5 notes the changes in reporting relationships as outlined in Appendix 3.

3 FINANCIAL IMPLICATIONS

- 3.1 The Social Work Department's Revenue Budget 2000/01 has already been adjusted for the deleted posts and those posts subject to a change in designation and grade as outlined in the report. The new posts created within the Criminal Justice Service will be 100% funded from the Scottish Executive.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND AND PROPOSALS

- 6.1 The Social Work Department structure was reviewed and approved by both Social Work and Personnel and Management Services Committees on 8 June 1998 (Report No. 139/1998). Significant savings have been achieved since 1998 and further savings are required to control expenditure within the current revenue budget in relation to employee costs. Through continuous improvement, certain posts are no longer required. In other circumstances, as posts have become vacant, savings have been made by delayed filling or non filling of posts. As a result, there are now specific posts that should be deleted and the establishment reduced accordingly.
- 6.2 The establishment and organisational structure proposed in Appendix 1 has been developed to ensure that priorities are continued to provide direct care, as outlined in the Social Work Service Plan. The posts proposed for deletion, together with new posts and changes in designation and grades, are outlined in Appendix 2.
- 6.3 The Committee's attention is drawn to the following specific changes to the establishment:-
- 6.3.1 Criminal Justice Service is 100% funded by the Scottish Executive. Due to an increase in the volume of reports for the Court and supervision of offenders funding for an additional 2 Clerical Assistant posts (£8,304 - £11,685) has been secured and the Committee's approval is sought to establish these posts.
- 6.3.2 As a result of closures approved by the Council and the development of alternative community resources, 83.1 full time equivalent posts are deleted in three residential units for older people. The units closed in 1998/1999 were Ancrum House, Marryat House and Harefield.
- 6.3.3 Improvements in the way support staff assist operational staff has resulted in the proposed deletion of an Administrative Assistant AP2 in the Finance Section and a part time 0.5 post of Clerical Assistant in Strategic Planning.
- 6.3.4 Following an evaluation of the post of Financial Policy Officer, AP5/PO1-4 (£19,827 - £24,009), it is recommended that this post be redesignated Finance Officer and regraded AP4 (£17,322 - £19,224).
- 6.3.5 There is a partnership working arrangement with Barnardos at Polepark Centre specialising in child protection work. The previous postholder was seconded to Barnardos. The posts have become vacant and it is proposed to delete the post and transfer equivalent funds to the joint project.
- 6.3.6 Auxiliary hours at sheltered housing developments have been reviewed according to the needs of tenants and use of the communal facilities. A reduction of 2 full time equivalent posts (77 hours per week) is proposed.
- 6.3.7 To meet changing needs of Home Care Services users, it is necessary to provide a more flexible and responsive service. This means conversion of Home Care Worker posts (MW5) to establish 20 full time equivalent Social Care Officer posts (SCP16-23) (£12,699 - £15,240).

6.4 The review of the establishment on 8 June 1998 allowed the Director of Social Work maximum flexibility in the deployment of employees by giving her the authority to vary reporting relationships. This has enabled the Director of Social Work to place employees where their services are most required. The greatest change has occurred in Children's Services, where the aim was to clarify the operational management and strategic planning responsibilities of individual service managers. These changes are outlined in Appendix 3.

7 CONSULTATION

7.1 Consultation has taken place with the Chief Executive, Director of Finance, Director of Social Work and the appropriate trade unions. During the consultation process, both GMB and TGWU raised a number of issues. These issues were considered by management, who responded to the 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.

9 SIGNATURES

J.C. Petrie
Director of Personnel and Management Services

Date

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Appendix I is not available electronically. If you wish to view this document please contact Committee Services by telephoning (01382) 434075 or email committee.services@dundeecity.gov.uk

Appendix 2**DELETED POSTS**

Designation	Section	Grade	No. of Posts
Social Worker	Children's (Polepark)	AP4/5 + 1	1
Resource	Children's (Polepark)	AP4/5 + 1	0.6
Administrative Asst.	Finance	AP2	1
Clerical Assistant	Strategic Planning & Commissioning	GS1/2	0.5
Clerical Assistant	Adult Learning Disabilities (Whitetop)	GS1/2	1
Auxiliary	Home Care (Sheltered Housing)	MW1	77 hrs/week
Unit Manager	Residential Care (Harefield/Marryat/Ancrum)	SCP34-37	3
Snr Social Care Officer	Residential Care (Harefield/Marryat/Ancrum)	SCP27-30	9
Social Care Officer	Residential Care (Harefield/Marryat/Ancrum)	SCP16-23	49.5
Clerical Assistant	Residential (Harefield/Marryat/Ancrum)	GS1/2	1.5
Cook	Residential (Harefield/Marryat/Ancrum)	MW3/4	9.2
Domestic	Residential (Harefield/Marryat/Ancrum)	MW1	8.9
Handyperson	Residential (Harefield/Marryat/Ancrum)	MW4	2

NEW POSTS

Designation	Section	Grade	No. of Posts
Clerical Assistant	Criminal Justice	GS1/2	2

CHANGE OF DESIGNATION AND GRADE

From	To	Section
Snr Planning Officer (Welfare Rights) (PO7-10)	Section Leader (Welfare Rights) (PO7-10)	Headquarters
Placement Officer (AP4/5 + 1)	Social Worker (AP4/5 + 1)	Criminal Justice
Project Administrator (AP1)	Administrative Assistant (AP1)	Children's Support Services
Clerical Assistant (0.5) (GS1/2)	Social Work Assistant (0.5) (GS1/2)	Children's North West
Asst Handyperson/Gardener (MW4)	Domestic MW1	Children's Residential Care
Financial Policy Officer (AP5/PO1-4)	Finance Officer (AP4)	Headquarters
Home Care Worker (MW5)	Social Care Officer (SCP16-23)	Home Care

CHANGE IN REPORTING RELATIONSHIPS

Designation	Grade	From	To
Driver Handyperson	MW3	Headquarters	Residential Care - Menziesshill Day Care
Information Display Officer (0.5)	GS1/2	Strategic Planning & Commissioning	Headquarters (Office Services)
Children's Rights Officer	PO1-4	Directorate	Strategic Planning & Commissioning
Clerical Assistant (0.5)	GS1/2	Children's Support Services	Children's Family Placement
Clerical Assistant (0.5)	GS1/2	Children's Support Services	Children's North West (Choice Project)
Administrative Assistant	AP1	Children's Family Placement	Children's Support Services
Social Worker	AP4/5 + 1	Children's North East	Children's Family Placement
Residential Resource Worker	SCP31- 37	Children's South West	Children's South East (Community Support Team)
Domestic (10 hours)	MW1	Dudhope Hostel	Community Living
Service Manager	PO15-18	Children's North East	Early Years and Family Support
Service Manager	PO15-18	Children's North West	Residential Child Care
Service Manager	PO15-18	Family Placement	Family Placement
Service Manager	PO15-18	Children's South East	Child Care Resources
Service Manager	PO15-18	Children's South West	Child & Family Care - North
Service Manager	PO15-18	Child Health & Protection	Child & Family Care - South