

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 9 December 2002

REPORT ON: Better Neighbourhood Services Fund - Staffing

REPORT BY: Director of Neighbourhood Resources and Development and
Director of Personnel and Management Services

REPORT NO.: 785-2002

1 PURPOSE OF REPORT

- 1.1 To seek approval to appoint one Neighbourhood Assistant into each of the two pilot localities (Kirkton and Hilltown) to assist with the delivery of the Co-ordinated Neighbourhood Management Initiative which is funded by the Better Neighbourhood Services Fund.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee approves the establishment of two full-time posts for a fixed period ending 31 March 2005 graded AP2 (£14,984 - £16,217).

3 FINANCIAL IMPLICATIONS

- 3.1 The maximum cost of the above recommendation will be £38,973 in a full year and will be met in full from the Better Neighbourhood Services Fund.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 This initiative will have a positive impact on the key local agenda 21 theme relating to access to services.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 This initiative addresses the needs of people living in disadvantaged neighbourhoods.

6 BACKGROUND AND PROPOSALS

- 6.1 At its meeting of 10 September 2001 the Policy and Resources Committee agreed Report No. 593/2001. That report recommended the approval of draft proposals for the use of the Better Neighbourhood Services Fund.

- 6.2 At its meeting of the 28 January 2002 (Report No 784/2001) the Personnel and Management Services Committee approved the establishment of a series of BNSF posts and agreed that in addition two posts of Neighbourhood Assistants should be created in each of the pilot areas to help to deliver the required flexibility of service in responding to local priorities and that a job description should be developed in consultation with local communities.
- 6.3 In line with that report consultation was undertaken with members of the local communities and a detailed job description was formulated. (See Appendix One).
- 6.4 Taking account of the role now identified for these posts and the anticipated workload it is considered that, at this time, only one post should be established in each of the two areas. It is suggested that after the first six months a review is undertaken to assess the appropriateness of the staff/workload relationship.
- 6.5 These posts will have a vital role to play in achieving the local outcomes attached to the BNSF Co-ordinated Management Initiative, by for example, encouraging and supporting a much wider range of residents and locally based stakeholders to express an opinion on how services might be improved, liaising with other service departments regarding day to day service provision and assisting in the implementation of area regeneration and service improvement action plans. It is the Local Outcome Agreement which will be used by the Scottish Executive to evaluate this initiative.

7 **CONSULTATION**

- 7.1 The relevant Trade Unions, the Chief Executive and the Directors of Finance and Corporate Planning have been consulted in the preparation of the report.

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**

F. Patrick
Director of Neighbourhood Resources & Development

18 November 2002

J.C. Petrie
Director of Personnel and Management Services

18 November 2002

Appendix 1**JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES & DEVELOPMENT DEPARTMENT****IDENTIFICATION**

Post Title:	Neighbourhood Assistant	Post Ref:
Section:	Better Neighbourhood Services Fund Initiative	Grade: AP2
Responsible to:	Neighbourhood Development Officer	
Responsible for:	NIL	

JOB PURPOSE

To work under the direction of the Neighbourhood Development Officer for the area in response to priority tasks identified by the community and Council Officers.

The nature of these tasks will vary from time to time and will include, providing support to stakeholders during consultation, surveying stakeholder opinion and helping to develop and implement initiatives relating to the delivery of services within the designated neighbourhood.

PRINCIPAL WORKING CONTACTS

1. Neighbourhood Co-ordinator (Neighbourhood Management)
2. Neighbourhood Development Officers
3. Team Leaders in the main Service Departments
4. Elected Members within the designated areas
5. Key voluntary/community representatives and other locally based stakeholders.

MAIN DUTIES

1. Assist with the organisation and implementation of activities which are designed to encourage the involvement of local residents and other community based stakeholders.
2. Assist in the organisation and implementation of survey activities, or other forms of community consultation activity.
3. Support the involvement of local residents and other community based stakeholders in specific areas of development such as tenants groups/issue-based groups/voluntary activity etc.

4. Facilitate and promote good communication between the community, the City Council and its partners.
5. Undertake specific pieces of work relating to community safety, community organisation, improvements to the local environment or the development of community networking.
6. Co-work with community representatives, staff from partner agencies including the voluntary sector, in taking forward implementation of area regeneration and service improvements for the area.
7. Promote the use of new technology, and provide assistance for those seeking to access ICT.
8. Be accountable for allocated funds, ensuring that all accounting procedures are appropriately complied with .
9. Assist with the process of issue identification and ensure that an accurate record of enquiries/complaints is maintained.
10. Visit residents in their homes to discuss council services and BNSF.
11. Will note any environmental or other service delivery issues they find or are brought to their attention and raise these with the appropriate service team leaders.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 19 August 2002

Authorised:

If you have any queries regarding this vacancy, please contact Alan Hosie, BNSF Neighbourhood Management, Floor 8, City House, Dundee DD1 1UH, telephone 01382 435092.