

EAST AYRSHIRE COUNCIL

PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 13 FEBRUARY 2001

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT – STAFFING PROPOSALS

Report by Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources

1. PURPOSE OF REPORT

- 1.1** To ask the Sub-Committee to agree proposed staffing changes within the Educational and Social Services Department with particular reference to clerical support within the Social Work function, subject to consultation with trade unions.

2. BACKGROUND

- 2.1** The Policy and Resources Committee on 10 February 2000 agreed to restructuring proposals within the Council which included the formation of the Educational and Social Services Department from the then Education and Social Work Departments.
- 2.2** The Sub-Committee has considered a number of reports over the year 2000/01 relating to the Council's overall saving target of £760,000 arising from the revised departmental structures. The most recent report considered by the Sub-Committee at its meeting on 21 November 2000 noted that the staffing adjustments to date had achieved a cumulative saving of £692,833.

3. SOCIAL WORK FUNCTION

- 3.1** The Director of Educational and Social Services has concentrated his initial review of the department's staffing structure on the support functions of Personnel, Finance and Administration. Given the size of the department it is understandable that it will require a longer period to review the front line services of the department and this area of review has also been delayed to an extent by the recent change in Head of Service within the Social Work function.
- 3.2** The Director has asked the recently appointed Head of Social Work to review the functions existing staffing arrangements. Again it is appropriate to allow a reasonable period of time to allow the Head of Service to review the staffing compliment against actual service delivery and to discuss with other Heads of Service within the department any areas for merger and rationalisation. However in the meantime a review of current vacancies by both senior officers has identified that there is no longer a need for five long term clerical vacancies, graded GS1/2 (£9,180 - £12,399) which can be deleted from the staffing structure.

4. SITE SERVICES BUSINESS UNIT

- 4.1** The Director of Educational and Social Services and Site Services Business Manager have set an objective of achieving ISO 9000 Quality Assurance accreditation for the business unit. Both officers believe that the Quality Assurance system will further enhance the performance of the Unit.

4.2 The revised administrative structure for the Unit established by the Council in response to the Commercial Operations deficit was established with a view to minimising the level of support costs charged to the operational units. However, whilst the performance of the Unit has significantly improved, there is a need to develop meaningful management information which will inform further progress.

4.3 It is therefore proposed that a post of Administrative Assistant (Management Information), graded AP1 be added to the unit's establishment. The Director and Site Services Business Manager believe that the profitability of the Unit is now stable and that this post will further enhance that position. Therefore, the annual salary costs of £16,260 (including employers costs) can be met from within the business unit's existing resources.

5. FINANCIAL IMPLICATIONS

5.1 The deletion of five Clerical Assistants graded GS1/2 (£9,180 - £12,399) provides a saving of £64,305 including employers costs.

5.2 The Head of Personnel has confirmed that these additional savings increase the total arising from the Council reorganisation to £757,138

6. LEGAL IMPLICATIONS

6.1 The proposals within the report are subject to discussions with the appropriate Trade Unions. Regular discussions on the implementation of the Educational and Social Work structure will continue with the Trade Unions until full implementation.

6.2 The savings relating to staffing changes noted in this report have been implemented without compulsory redundancies and in line with the Council's Redeployment Policy.

7. RECOMMENDATIONS

7.1 The Committee is asked to:

- a) agree the recommendations noted in sections 3 and 4 of this report and;
- b) otherwise note the content of the report .

John Mulgrew
Director of Educational and Social Services

Fiona Lees
Depute Chief Executive/Director of
Corporate Resources

LIST OF BACKGROUND PAPERS

1. Reports by Chief Executive to Policy and Resources Committee meetings on 28 March 2000 and 10 February 2000.
2. Reports to Personnel Sub-Committee meetings on 21 November 2000 and 28 September 2000.

Anyone wishing further information should contact Allan McDougall, Head of Resource Support, telephone 01563 576090 or Graham Haugh, Head of Personnel, telephone 01563 5776092.

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AGENDA