

To: Education Committee	Subject: Review of Staffing Structure for Outdoor Education
From: Director of Education	
Date: 9 th November 2006	
Ref: CP/LE	

Purpose of Report:

To seek approval of the committee to implement a re-design of the Outdoor Education Centre staff structure in line with the enclosed papers.

Recommendations:

The committee is asked to;

- i) approve the proposals contained in this report,
- ii) remit the report to the Policy and Resources (Personnel Services) Sub Committee for consideration and approval, and
- iii) remit the report to the Policy and Resources (Finance) Sub Committee to note the financial implications.

Michael O'Neill

Members wishing further information regarding this report should contact:

Michael O'Neill, Director of Education, on 01236 812336, or
Christine Pollock, Depute Director of Education, on 01236 812338.

Review of Staffing Structure for Outdoor Education

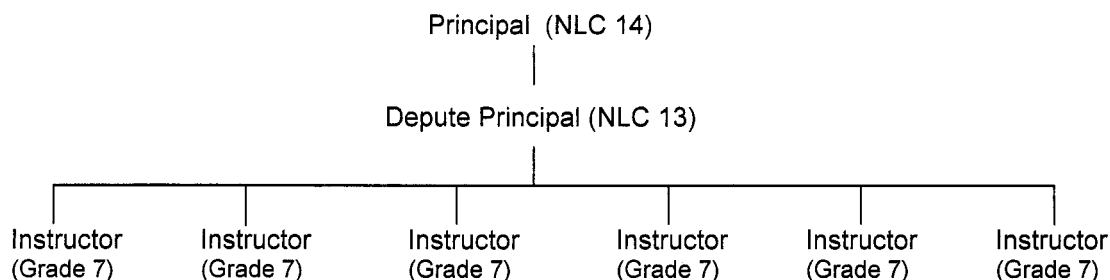
Report by the Director of Education

1. Background:

- 1.1 The Single Status Agreement agreed between Scottish Councils and the trade unions requires councils to review their local grading structures by undertaking a job evaluation exercise.
- 1.2 As a consequence of the outcomes of Job Evaluation and a commitment to minimise the red circle effect on posts, the education department has undertaken a review of the Outdoor Education service delivered at Kilbowie Centre, Oban.

2. Current Structure:

- 2.1 The Outdoor Education service is currently organised as follows:

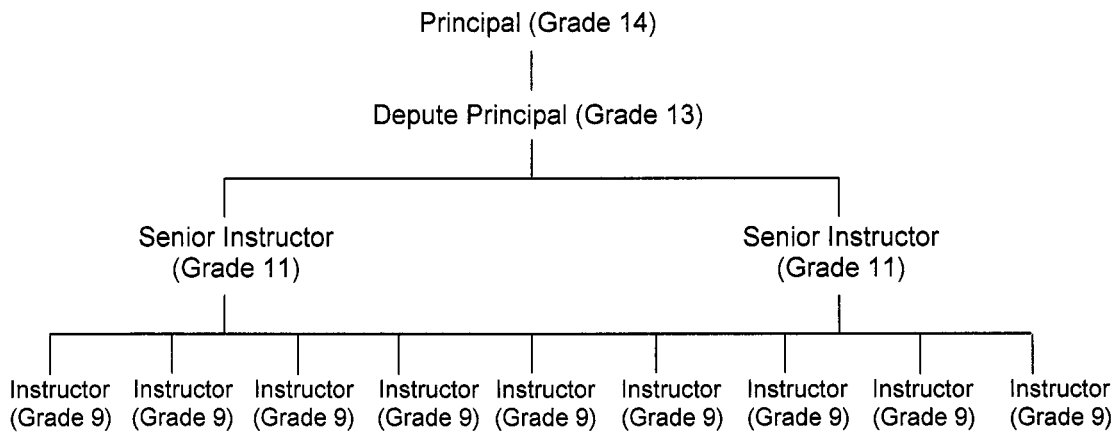


- 2.2 In addition there are 5 temporary instructor posts (Grade 7) on a fixed term contract financed by the New Opportunities Fund. These posts have been reviewed and alternative funding from increased numbers of pupils, fee income and National Priorities Action Fund has been identified to cover the costs of these 5 posts.
- 2.3 The present arrangements ensure that the maximum number of instructors is available to support a range of outdoor activities for young people during the school week/year.
- 2.4 The range of activities has been expanded over recent years and the risk assessment processes and related training to support the quality of the delivery to children has become more demanding.
- 2.5 The increased need to co-ordinate and support a wider variety of outdoor activities requires improved co-ordination, supervision and relevant staff development in specialist activities to ensure appropriate quality assurance processes are in place.
- 2.6 The service has been supported by 1 FTE clerical post and a 1 FTE driver/handyman post, both graded at NLC 2.

3. Proposed Structure:

- 3.1 It is proposed to enhance the development of this excellent service by continuing to expand the range of outdoor activities available to young people. This development must be supported by sound quality assurance processes including robust health and safety assessments and high quality training and support for staff to ensure the best possible outdoor experience is available to the young people attending the centre.

- 3.2 The main changes are to re-configure two of the instructor posts into senior instructor posts and to make permanent the additional 5 FTE temporary instructor posts. The establishment of the seniors posts will provide a more balanced, flexible management structure in the centre.
- 3.3 In addition, the remit of the Instructor's post has been reviewed, resulting in an enhanced role developed to reflect the increasing demands and greater complexities associated with the expansion of activities.
- 3.4 The revised staffing structure for the Outdoor Education Centre would be as follows:



- 3.5 The service will continue to be supported by a clerical post at NLC Grade 2 and a driver/handyman post at NLC Grade 2.
- 3.6 The posts of Senior Instructor will be recruited from the Instructors' group.

4. Financial Implications:

- 4.1 The revised structure outlined in this report will ensure that the service can respond to the increased volume of clients and to be accountable for the delivery of high quality outdoor experiences for young people. The reconfiguration of the structure will result in an estimated cost of £3,195 in this financial year. This cost, which includes employer on-costs, and subsequent years' costs will be funded from existing funding streams. The net effect of the review of the service will reduce the number of red circled posts to one.

5. This report has been prepared in full consultation with the Personnel Services Division.

6. Recommendations:

- 6.1 The committee is asked to;
 - i) approve the proposals contained in this report,
 - ii) remit the report to the Policy and Resources (Personnel Services) Sub Committee for consideration and approval, and
 - iii) remit the report to the Policy and Resources (Finance) Sub Committee to note the financial implications.