

**POLICY AND RESOURCES (ESTABLISHMENT MONITORING) SUB –
11 December 2006**

Motherwell, 11 December 2006 at 11 am.

**A Meeting of the POLICY AND RESOURCES (ESTABLISHMENT MONITORING)
SUB-COMMITTEE**

PRESENT

Councillor Smith, Convener; Councillors Gormill and McElroy.

CHAIR

Councillor Smith (Convener) presided.

IN ATTENDANCE

The Chief Committee Services Manager; Head of Personnel Services; Depute Director of Education; Head of Legal Services; Head of Planning and Development; Head of Social Work Resources; Client Services Manager and Tenancy Operations Manager.

APOLOGIES

Councillors Curley, Griffin, Irvine and McKenna.

**DEPARTMENT OF ADMINISTRATION - LEGAL SERVICES DIVISION - CLERICAL AND
PARALEGAL SUPPORT - SERVICE REVIEW**

1. There was submitted a report dated 30 November 2006 by the Director of Administration (1) seeking approval of an amended structure for the Clerical and Paralegal Support Section within the Legal Services Division, which involved (a) the deletion of (A) the post of Office Manager on salary grade NLC8; (B) two posts of Clerical Officer on salary grade NLC3, and (C) 1.5 FTE posts of Clerical Assistant (Word Processor Operator) on salary grade NLC4, and (b) the creation of (A) three posts of Administrative Assistant (Paralegal) on salary grade NLC4, two of which would be dedicated to the Litigation and Advice Section with the remaining post dedicated to the Property and Commercial Section, and (B) one post of Supervisor on salary grade NLC6, and (2) setting out the financial implications of the proposals.

Decided: that the Sub-Committee, for its interest, approve the report.

**DEPARTMENT OF EDUCATION - REVIEW OF STAFFING STRUCTURE FOR OUTDOOR
EDUCATION**

2. There was submitted a report dated 9 November 2006 by the Director of Education (1) seeking approval of an amended structure for Outdoor Education at the Kilbowie Centre, Oban, including (a) making five temporary FTE posts of Instructor permanent; (b) changing two posts of Instructor to Senior Instructor on salary grade NLC11, and (c) increasing the salary grade of the Instructors from NLC7 to NLC9, and (2) outlining the funding proposals for the amended structure, as detailed within the report.

Decided: that the Sub-Committee, for its interest, approve the report.

**POLICY AND RESOURCES (ESTABLISHMENT MONITORING) SUB –
11 December 2006**

DEPARTMENT OF HOUSING AND PROPERTY SERVICES

(1) PILOT OF SERVICES IN THE CUSTOMER CONTACT CENTRE

3. With reference to paragraph 10 of the Minute of the meeting of this Sub-Committee held on 14 August 2006, when it was agreed that the secondment of six posts of Customer Services Assistant and one post of Repairs Service Manager to the Housing and Property Repairs Pilot within the Customer Contact Centre be continued for a further period until 31 December 2006, pending the outcome of the review of the Housing Finance Section, there was submitted a report dated 16 November 2006 by the Director of Housing and Property Services (1) advising of the outcome of the pilot; (2) proposing that the scheme be rolled out across the other Housing Area Offices, involving (a) six posts of Customer Service Assistant and one post of Repairs Service Manager being permanently located within the Customer Contact Centre; (b) the creation of two FTE posts of Team Leader on salary grade NLC6 and five FTE posts of Customer Services Assistant on salary grade NLC4, to be filled through a restricted recruitment process from within the existing staff in the Area Offices, and (c) the relocation of two posts of Maintenance Officer to the Contact Centre, and (3) outlining the funding proposals for the posts, as detailed within the report.

Decided: that the Sub-Committee, for its interest, approve the report.

(2) TENANCY SERVICES AND SUPPORTED ACCOMMODATION DIVISION - TENANCY SUPPORT WORKER POSTS

4. With reference to (1) paragraph 8 of the Minute of the meeting of this Sub-Committee held on 14 August 2006, when it was agreed that the temporary posts of Tenancy Support Worker be extended for a further six month period to 31 March 2007, and (2) paragraph 33 of the Minute of the meeting of the Policy and Resources Committee held on 19 September 2006, when it was formally agreed that the Council would participate in the Gateway Protection Programme in conjunction with other key partners, there was submitted a report dated 4 December 2006 by the Director of Housing and Property Services (a) seeking approval for the further extension of the existing temporary posts of Tenancy Support Worker to 30 September 2007; (b) proposing that, subject to receipt of grant funding, two experienced Support Workers be assigned to the Gateway Protection Programme with their contracts being extended to 30 September and 31 December 2007, respectively; (c) suggesting that two additional Tenancy Support Workers be recruited to replace those assigned to the Gateway Protection Programme, and (d) outlining the funding proposals for the posts as detailed within the report.

Decided: that the Sub-Committee, for its interest, approve the report.

DEPARTMENT OF PLANNING AND ENVIRONMENT

(1) E-PLANNING PROJECT MANAGER

5. There was submitted a report dated 11 December 2006 by the Director of Planning and Environment (1) seeking approval of action taken to create a temporary post of E-Planning Project Manager within the Department of Planning and Environment on salary grade NLC13 for a temporary period of two years to 31 December 2008, and (2) outlining the funding proposals for the post, as detailed within the report.

Decided: that the Sub-Committee, for its interest, homologate the action taken.

**POLICY AND RESOURCES (ESTABLISHMENT MONITORING) SUB –
11 December 2006**

(2) TRANSFER OF COUNCIL OFFICER POST

6. There was submitted a report dated 28 November 2006 by the Director of Planning and Environment seeking approval to transfer the post of Council Officer at Bron Way, Cumbernauld, from the Department of Planning and Environment to the Department of Social Work, in line with the transfer of staff within this accommodation.

Decided: that the Sub-Committee, for its interest, approve the report.

DEPARTMENT OF SOCIAL WORK

(1) MEMBER/OFFICER REVIEW OF DAY OPPORTUNITIES - FINAL PHASE OF IMPLEMENTATION

7. There was submitted a report dated 8 December 2006 by the Director of Social Work regarding plans for the final phase of implementation of proposals arising from the Member/Officer Review of Day Opportunities for People with Learning Disabilities and the Best Value Review of Independent Living (1) seeking approval for (a) the deletion of 22.57 WTE former APT & C posts from existing day services to people with physical disabilities and mental health problems, as detailed in Appendix 1 to the report, and 17.13 WTE former manual workers, as detailed in Appendix 2 to the report; (b) the transfer of an existing post of Clerical Assistant/Typist to the Motherwell locality, and (c) the creation of (A) 1 post of Locality Manager on salary grade NLC12; (B) 3 posts of Locality Leader on salary grade NLC10; (C) 15 posts of Locality Worker on salary grade NLC7; (D) 32 posts of Locality Support Worker on salary grade NLC4, and (E) 1 post of Administrative Assistant on salary grade NLC6, as detailed in Appendix 3 to the report, and (2) setting out the financial implications of the proposals.

Decided: that the Sub-Committee, for its interest, approve the report.

(2) PROVISION OF EQUIPMENT AND ADAPTATIONS - PROGRESS REPORT

8. There was submitted a report dated 7 November 2006 by the Director of Social Work (1) seeking approval for the creation of 2 additional posts of Technician on salary grade NLC5 in order to comply with Health and Safety regulations and guidance for Portable Appliance Testing, and 2 additional posts of Store Operative/Driver on salary grade NLC4 to maintain the level of service currently being provided by temporary staff, and (2) outlining the funding proposals for the posts, as detailed within the report.

Decided: that the Sub-Committee, for its interest, approve the report.