

**NORTH LANARKSHIRE COUNCIL
REPORT**

TO: Policy and Resources (Vacancy Control) Sub Committee	Subject: Vacancy Control Exemptions
FROM: Jim Dickie Director of Social Work	
DATE OF SUB COMMITTEE:	
REPORT AUTHOR: I M Crawford	
REF: vaccont/exempt/2000	

1. PURPOSE OF REPORT

- 1.1 To seek exemption from Vacancy Control Procedures for a defined list of Posts

2. BACKGROUND

- 2.1 The department is unable to provide the full range of services to clients at this time due to delays in gaining permission to recruit staff when vacancies occur.
- 2.2 It is not acceptable to Registration Authorities for staffing levels in Residential establishments to be reduced for extended periods of time while permission to recruit is sought. At all times staffing levels must be kept at agreed levels with vacancies being filled immediately.
- 2.3 In the case of externally funded posts including Criminal Justice service levels are being impaired due to delays in recruitment despite the fact that there is no cost to the Council in filling posts.
- 2.4 The department is working in a very tight labour market in relation to Social Workers with Local Authorities competing for a scarce resource and it is essential that we have maximum flexibility to ensure we can recruit staff as soon as vacancies occur in order to meet our statutory obligations.
- 2.5 In respect of Home Care Services which are increasingly supporting people who would previously have been in institutional care, service must be sustained.

3. LIST OF POSTS

3.1 EXTERNALLY FUNDED

At the last Vacancy Control Committee the Convenor granted exemption to all Externally Funded posts.

In Social Work this would cover all posts funded by external bodies, Special Funds or grants from various bodies.

Agreed procedure involved submission of retrospective report to Committee on all such recruitment carried out between Committee dates.

The posts to be exempted are:

There is a wide range of posts involved in External Funding which should all be exempt.

3.2 Criminal Justice

All Criminal Justice Posts are directly funded by the Scottish Office and as such any delay in filling vacancies would result in reduced service with no saving to the Council. These would be covered by agreed exemption for externally funded posts.

The posts to be exempted are

**Community Service Manager ; Asst Community Services Manager ;
Co-ordinator Criminal Justice ; Community Services Officer ;
Supervisor, Community Service ; Resource Worker ; Group Worker ;
Groupwork Assistant ; Project Worker :**

3.3 Social Work

It is essential that we maintain a full establishment of Social Workers if we are to meet our Statutory Duties and in the current tight labour market for Social Work staff it is essential that any vacancies are filled as soon as possible.

The posts to be exempted are:

**Senior Social Worker ; Social Worker ; Social Work Assistant ;
Senior Child Care Officer ; Child Care Officer:**

3.4 Residential homes for the Elderly and residential homes for Adults with Learning Disability

In order to provide care to the vulnerable clients and meet Registration and Inspection Standards we must fill any vacancies which occur. Failure to provide agreed levels of care could expose the authority to serious claims of negligence in the event of anything going wrong.

The posts to be exempted are

Unit Manager ; Deputy Unit Manager ; Assistant Unit Manager ; Senior Social Care Worker ; Social Care Worker ; Care Assistant ; Domestic Assistant ; Cook ; Escort Attendant :

3.5 Residential Child Care

In order to meet our statutory obligation to ensure the welfare of children in our care it is essential that staffing levels are maintained and recruitment from a difficult market is processed as quickly as possible.

Staff in these homes have to deal with complex and stressful situations thus it is essential that staffing levels are maintained at appropriate levels.

The posts to be exempted are:

Unit Manager ; Assistant Unit Manager ; Senior Residential Worker ; Residential Worker ; Cook ; Domestic Assistant ;

3.6 Care Management

The continuing increase in numbers of clients being supported in the community places ever greater pressure on Community Care staff and in order to ensure that service provision is maintained it is essential that recruitment for any vacancies can proceed quickly as possible. The Care Manager has the ultimate responsibility to ensure that the needs of vulnerable clients continue to be met and they are safe in the community.

The posts to be exempted are:

Assessment and Care Manager ; Care Manager ; Community Care Development Officer ; Care Manager (Learning Disability) ; Resource Worker ; Senior Community Care Officer ;

3.7 Occupational Therapy

Extremely difficult to recruit, workloads are very heavy and any delay in recruiting would have an immediate effect on service delivery. The current backlog of people awaiting assessment would be exacerbated by any delay in filling vacancies. The staff involved in installation and refurbishment of equipment for disabled clients are also included within this category.

The posts to be exempted are:

Community Occupational Therapist ; Occupational Therapist ; Head Occupational Therapist(Ops) ; Head Occupational Therapist(Devpt) ; Occupational Therapy Assistant ; Occupational Therapy Technician:

3.8 Home Care

In line with modernising community care agenda an ever increasing number of clients are being supported in the community. Service to these clients must be maintained at all times thus vacancies must be filled without delay.

The posts to be exempted are:

Home Support Worker ; Home Care Organiser ; Home Help Organiser ; Home Support Manager ; Team Leader(Home Care):

3.9 Day Care

Day Care Centres provide a vital service to the most vulnerable members of the population and statutory guidelines are laid down for staffing levels therefore it is essential that vacancies are filled quickly.

The posts to be exempted are:

Centre Manager ; Depute Centre Manager ; Day Care Officer ; Day Centre Officer ; Senior Day Centre Officer ; Unit Manager ; Depute Unit Manager ; Escort Attendant :

4 RECOMMENDATIONS

- 4.1 The Committee should grant exemption from Vacancy Control procedures for the specified posts.

5 BACKGROUND PAPERS

- 5.1 Background papers are held by the Principal Officer(Personnel and Training) Social work Department.



PP Jim Dickie
Director of Social Work
28 April 2000

For further information on this report please contact . Principal Officer (Personnel & Training) (TEL: 01698 332037)