

## NORTH LANARKSHIRE COUNCIL

## REPORT

TO: Social Work Committee	Subject:  Beltane Sheltered Workshop
FROM: Jim Dickie Director of Social Work	
DATE OF COMMITTEE: 17/02/98	
REPORT AUTHOR: Ian Crawford	
REF: IMC/Belt/Wish/TS	

**1. PURPOSE OF REPORT**

- 1.1 To advise committee on the Developments at Beltane since the last report was submitted in June 1996.
- 1.2 To seek Committee approval for the revised management structure at Beltane.

**2. PROGRESS**

- 2.1 Beltane Workshop has undergone considerable change in the period since the last report to Committee in June 1996.
- 2.2 With the support of SEPACS new industrial sewing machines have been purchased to support the new sewn products section.
- 2.3 A new range of curtain products has been introduced.
- 2.4 The overall workforce has increased from 17 to 22 and efforts are continuing to identify further suitable employees.
- 2.5 Customer base has been developed to include a wide range of both Public and Private sector clients.
- 2.6 Beltane has now introduced a range of pine products from sheltered workshops to its sales catalogue.
- 2.7 Beltane has gained recognition as a supplier to the ABC office products catalogue and took part in their local exhibition in September 1997.
- 2.8 Dependency on Blindcraft has been reduced from 75% of all production to 20% of all production.
- 2.9 A systematic training programme has been undertaken within the unit which has resulted in a marked increase in individual skills and a far greater degree of flexibility in the workforce.
- 2.10 Administrative systems have been reviewed to improve efficiency in order processing and reduce delivery times.
- 2.11 SEPACS have expressed confidence and full support in the progress being made at Beltane.

### 3. FUTURE DEVELOPMENT

- 3.1 In conjunction with SEPACS local management have developed a revised Business Plan which recognises the changes both within Beltane and in its customer base.
- 3.2 Production Control will be computerised over the next Financial year.
- 3.3 Administration procedures will be improved to reduce delivery times.
- 3.4 Supervisory structures will be modified to suit new product lines.
- 3.5 Employment of Production Operatives will increase from current 22 to 28 over the financial year.
- 3.6 Management will continue to develop and widen customer base in both Public and Private sectors.
- 3.7 Post of Assistant General Manager(Sales) will be deleted as General Manager and Depute have absorbed the duties of that post.

### 4. FINANCIAL IMPLICATIONS

- 4.1 There will be no change to the revenue budget from the increase in production operatives as each operative attracts a 50% subsidy from SEPACS and other costs will be matched by productivity improvements.
- 4.2 Structural changes to management will cost £6000 in year one with incremental increases thereafter for two years of £1000 per annum however these will be covered by deletion of post of Assistant General Manager(Sales) from the establishment.

### 5. PERSONNEL IMPLICATIONS

- 5.1 The change to administration grade complies with the criteria used to grade Area Team administration posts therefore there should be no resultant claims.
- 5.2 There are no similar sheltered production units in the council therefore grades for supervisory posts are based on those applicable in other council sheltered workshops.
- 5.3 Deletion of Asst General Manager has no implications as it has never been filled.

### 6. CONCLUSIONS

- 6.1 In order to recognise the product mix in the Unit two posts of Production Supervisor should be created at Grade AP4.
- 6.2 On the creation of the two new posts of Production Supervisor the following posts should be deleted from the establishment.  
Assistant Manager Beltane Sheltered Workshop  
Supervisor/Trainer Sewn Products
- 6.3 In recognition of the increase in responsibility for all factory administration the current post of Office Supervisor should be regraded to AP1.

### 7. RECOMMENDATIONS

- 7.1 The committee should note and improve the changes to Beltane business plan.
- 7.2 The committee should approve the recommendations to regrade the post of office supervisor to AP1.
- 7.3 The committee should approve the creation of the posts of  
Production Supervisor (Upholstered Products) AP4  
Production Supervisor (Sewn Products) AP4
- 7.4 The Committee should approve the deletion of the posts of Assistant Manager and Supervisor (sewn products).
- 7.5 Refer this report to Personnel Services Committee for its consideration and approval.

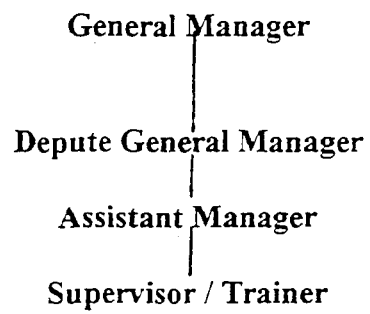
#### 8. BACKGROUND PAPERS

- 8.1 Background papers in relation to this report are held by Principal Officer, Personnel & Training, Social Work Department.



Jim Dickie  
Director of Social Work  
13.2.98

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

**Current Structure****Proposed Structure**