

NORTH LANARKSHIRE COUNCIL

REPORT

TO: Social Work Committee	Subject: Seven Day Centre
FROM: Jim Dickie, Director of Social Work	
DATE OF COMMITTEE: 24th May, 2001	
REPORT AUTHOR: John Scott, Manager of Resources & Information	
REF: Co 1004	

1. PURPOSE AND CONTENT OF REPORT

- 1.1 The purpose of this report is to seek Committee approval for the re-designation of two Instructor posts at the Centre to Day Centre Officer posts.

2. BACKGROUND

- 2.1 The Seven Day Centre was established in 1983 to provide young persons aged 15 to 16 with a basic knowledge of car maintenance and by so doing encourage them to take up further training.
- 2.2 The Centre has developed considerably from its starting point and now seeks to provide opportunities for clients suffering economic and social deprivation and/or mild learning difficulties.
- 2.3 Staff now work regularly on a one to basis with clients in the development of personal and social skills in addition to employment skills. They liaise with colleagues and tailor individual learning programmes to the assessed needs of individual clients as well as contributing to the evaluation of training outcomes.
- 2.4 In 1996 the Centre moved to a new location and staffing was increased by the introduction of Instructors previously employed in the Urban programme funded Vocational Training Project. Management of the Centre was strengthened by the introduction of an Assistant Manager.
- 2.5 The Centre has developed to promoting external awards such as Scottish Vocational Qualifications (SVQ) and the Duke of Edinburgh Award Scheme.

3. PROPOSALS

3.1 The development of the Centre, in recent years, has resulted in greater expectations of staff in the promotion of life skill development with service users. In particular their duties involve:

- ◆ a greater emphasis on the development of life skills within individual service users than previous straightforward instruction on crafts
- ◆ responsibilities to prepare individual learning programmes for service users
- ◆ the preparation of training plans to ensure that service users can achieve National awards
- ◆ involvement in the assessment and review of service users in relation to their training and development
- ◆ assisting with the implementation of groupwork programmes within the unit.

3.2 It can be seen from the above that the duties required of staff are more in line with those required of Day Centre Officers, graded DCO (Qualified) in Social Work Day Centres than with those of Instructors, graded API. It is therefore proposed that the posts of Instructor should be re-designated as Day Centre Officer. A revised job description is attached which it is proposed should be adopted for the Day Centre Officer (Seven Day Centre).

4. PERSONNEL IMPLICATIONS

4.1 The post of Day Centre Officer is an established grade within Social Work, and re-designation of the posts of Instructor to Day Centre Officers will not affect current arrangements.

5. FINANCIAL IMPLICATIONS

5.1 The cost of re-designation will amount to £3,500 in year 1, rising to 27,500 in year 4.

6. RECOMMENDATIONS

6.1 Committee is asked to -

approve the re-designation and regrading of two Instructor posts (API) to Day Centre Officers (DCO, Qualified)

approve the attached job description for Day Centre Officer at the Seven Day Centre

remit this report to Policy and Resources (Personnel) **Sub** Committee for consideration.



**JIM DICKIE,
DIRECTOR OF SOCIAL WORK
MAY, 2001**

(For further information contact John Scott, Manager of Resources & Information - Telephone 01698 332029)

NORTH LANARKSHIRE COUNCIL

JOB DESCRIPTION

Department:	Social Work
Division:	Wishaw Area Team
Job Title:	Day Centre Officer
Responsible to:	Centre Manager
Grade:	DCO (Qual)
Conditions of Service:	SJC

Job Outline

The job holder is responsible for providing centre clients with:

1. Instruction on car maintenance
2. Advice and guidance on development of life **skills**
3. Development of learning programme to maximise potential

Main Duties and Resoonsibilities

1. Preparation of individual learning programmes for clients from a variety of backgrounds including those suffering economic and social deprivation.
2. Liaise with external agencies regarding participation in National Award Scheme for clients.
3. Preparation of training plans in order to ensure clients can achieve national awards,
4. Review progress of clients and modify plans in line with result of review.
5. Provide one to one instruction for clients in car maintenance skills.
6. Assessment of clients in terms of training and development.
7. Provide young people with individual support and assist with groupwork programmes within the Unit.

Nature / Scope

The Seven Day Centre was originally set up to provide young persons aged from 15 to 16 with a basic knowledge of car maintenance and by so doing encourage them to take up further training.

The Centre has developed considerably from its starting and now seeks to provide opportunities for clients ranging from those suffering economic and social deprivation to those with mild learning difficulties.

The staff originally demonstrated basic mechanical skills to groups of clients and supervised limited hands on experience, staff now work regularly on a one to one basis with clients in the development of personal and social skills in addition to employment skills. They liaise with colleges and tailor individual learning programmes to the assessed needs of individual clients as well as evaluation of training outcomes.



The above job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive or exclusive but while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

Post Reference: NLC/SW/???a	Closing Date: ?????	2001
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**EXCERPT OF MINUTE OF MEETING OF THE SOCIAL WORK (PLANNING AND ADMINISTRATION)
SUB-COMMITTEE HELD ON 16 NOVEMBER 1999**

SEVEN DAY CENTRE, CRAIGNEUK, WISHAW

8. There was submitted a report (docketed) dated 12 November 1999 by the Director of Social Work regarding changes in activities available at the Seven Day Centre Project, Wishaw (1) outlining the background to the services provided and to the developments which had taken place at the Centre; **(2)** detailing the development proposals for the Project which would enable 15 to 20 young people to be accommodated; (3) advising (a) that following the relocation of the Project, the cost of replacing of the spray painting booth which had been deemed unsafe would exceed the budget available for the Project, and (b) that the purchase and installation of a new ramp at a cost of £5,000 could be met from within the existing budget; **(4)** intimating that the two Painting and Bodybuilding instructors would be redeployed following consultation with the Head of Personnel Services, and (5) indicating that the creation of the post of Mechanical Instructor was necessary to ensure the efficient operation of the mechanical workshop.

Decided:

- (1) that the loss of the spray painting facility within the Seven Day Centre be noted;
- (2) that the arrangements for the disposal of the spray painting booth and purchase and installation of a new ramp be approved;
- (3) that the implementation of the Council's redeployment policy in respect of the two Painting and Bodybuilding Instructors be approved;
- (4)** that the deletion of two posts associated with vehicle painting from the Social Work establishment be approved;
- (5) that the creation of a post of AP1 Mechanical Instructor be approved, and
- (6)** that the report be remitted to the Personnel Services Committee for consideration.