

To: SOCIAL WORK COMMITTEE		Subject: SOCIAL WORK DEVELOPMENTS -INFRASTRUCTURE FOR RESOURCES
From: DIRECTOR OF SOCIAL WORK		
Date: June 24 th 2002	Ref: JS	

1. PURPOSE OF REPORT / INTRODUCTION

- 1.1. The purpose of this report is to refer to the various development reports being presented to Committee, and to seek approval for the creation of a number of Resources posts, needed to support developments.

2. BACKGROUND

- 2.1. Committee will have presented to it a number of reports concerning the development agenda of Social Work within the current national social policy.
- 2.2. This report outlines a number of areas of development within the network of resources, which provide support to the operations of the Department. Each section refers to the relevant area of operational development.

3. TRAINING

- 3.1. Additional demands have been imposed on the Training Section through the development of the Joint Future agenda, the Regulation of Care, and the substantial expansion of Home Support services.
- 3.2. It is proposed that the configuration of the Training Section be amended to support developments in Home Support, and the planning, development, and management of the section.
- 3.3. Accordingly, it is proposed that a post of Training Officer, Grade PO2, and currently vacant, is deleted from the structure, and that a post of Training Co-ordinator, Grade PO5 is created to facilitate these changes.
- 3.4. The Training Section is the only one of the HQ Sections, which does not have a post of Co-ordinator to support the management of the Section. It is envisaged that the Co-ordinator will support the Service Manager, Training and provide direct training as required. Developments in social policy, noted above, lead the Social Work Department to increased multi agency working and training across agencies. This is particularly evident in the area of Joint Future. The Service Manager, Training will hold prime responsibility for this external development agenda, and the post of Co-ordinator will support this work by assisting with management of training within the Department. The direct training provided by the postholder will release one of the existing training staff to provide the additional training needed in Home Support. Grading the new post at this level will therefore deal with two issues.

- 3.5. The demands of assessment of staff, for SVQ has increased significantly in the past two years. The Training Section has increased its capability in this area and can now provide direct training input up to SVQ level 4.

It is intended to extend SVQ input to Home Support Managers and other Home Support staff, groups not previously provided with this training. It is proposed to create 3 posts of SVQ Assessor / Verifier, Grade AP5, to be located within the Training Section, but working to each of the 3 Social Work Divisions. The grade of these posts has been determined by the complexity of the task, combining both assessment and verification in the same post, the higher level of SVQ now available in house, and as the postholders will relate to Home Support Managers at grade AP4. Administrative support will be offered by creating a post of Clerical Assistant / Typist, Grade GS1/2.

- 3.6. These posts will be funded from Development Monies made available for Services to Older People and Regulation of Care.

4. FINANCE AND ADMINISTRATION

- 4.1. Demands on Finance and Administration have increased through a number of additional responsibilities placed on Social Work. These include the allocation of funding in relation to Free Personal Care, Addiction, Learning Disability, Supporting People, Transitional Housing Benefit, Children's Change Fund, and the Transfer of Works and Pension Resources.
- 4.2. In total, funding available to the Social Work Department has, since 1996, almost doubled, from £65 million to £120 million in the current financial year. In that time, there has been no increase in the numbers of staff in the Finance and Administration section of Social Work HQ. The unit also oversees capital planning, management of property, transport, control of Health and Safety in HQ managed buildings, and overall administration of Social Work HQ.
- 4.3. Additional staffing is now needed to support the above range of developments. The posts proposed below will allow the Social Work Department to meet its obligations in relation to new developments, while also improving its ability to meet demands in its other areas of activity.
- 4.4. It is proposed that the following posts are created to support the range of work undertaken by the Section – Office Manager, Grade AP5, Accountant, Grade AP5 - PO6, Resource Officer, Grade AP5, and Administrative Assistant, Grade AP1.
- 4.5. These posts will be funded from Development monies made available in relation to Service to Older People, Free Personal Care, and Regulation of Care.

5. PERFORMANCE MANAGEMENT AND INFORMATION COMMUNICATION TECHNOLOGIES

- 5.1. Additional demands on this section, in the past year, relate to the development of the Joint Future agenda, Free Personal Care, the significant expansion in Home Support, the introduction of electronic systems for Health and Safety, and ongoing development of the Social Work Information System.
- 350 staff are currently being trained in the joint information system which supports a Joint Future
 - the corporate Health and Safety system is being introduced to Social Work in the next 3 months
 - the continued expansion of Home Support has placed significant demand on information support staff
 - the ongoing extension and implementation of the Social Work Information System to all Social Work Units

All are crucial in underpinning the Performance Management System within the Department, demanding that additional support is provided to the wide range of staff now using electronic systems.

- 5.2. It is proposed to delete the post of IT Assistant, Grade AP2 and 3 posts of Administrative Officers, Grade AP3, and create 4 posts of IT Support Worker, Grade AP3. These post titles, and revised job descriptions, will more accurately reflect the work, which has developed to support the extensive development of use of electronic desktop and information systems within Social Work. These posts support the increased range of staff, and units, working with electronic information systems. One of the posts will be located at Social Work HQ, with the existing posts working in each of the 3 Social Work Divisions.

It is intended to evaluate the work done by staff involved in IT support, in the light of the Modernising Government agenda and the expansion of use of IT systems within Social Work. Any implications flowing from the evaluation will be reported to Committee in a future report.

- 5.3. The additional funding required will be met from existing IT budgets and from Development Monies for Free Personal Care and Services for Older People.

6. FINANCIAL / PERSONNEL / LEGAL / POLICY IMPLICATIONS

- 6.1. The costs for these posts can be met from the Development Monies being made available to Social Work from the Scottish Executive.
- 6.2. Approval for these posts will ensure that the Department has the key Resources staff in place to meet the Social Policy agenda of the Scottish Executive and to meet statutory requirements in these areas of service.

7. RECOMMENDATIONS

7.1. Committee is asked to:

- (i) Note the context of this report.
- (ii) Approve the deletion of the post of Training Officer, Grade PO2.
- (iii) Approve the creation of posts of Co-ordinator (Training), Grade PO5, SVQ Assessor/ Verifiers x 3, Grade AP5, and Clerical Assistant / Typist, Grade GS1/2, all to be located within the Training Section.
- (iv) Approve the creation of posts of Office Manager, Grade AP5, Accountant, Grade AP5 - PO6, Resource Officer, Grade AP5, and Administrative Assistant, Grade AP1, all to be located within the Finance and Administration Section.
- (v) Approve the deletion of post of IT Assistant, Grade AP2 and 3 posts of Administrative Officer, Grade AP3.
- (vi) Approve the creation of 4 posts of IT Support Worker, Grade AP3, all located within the IT Section.
- (vii) Remit this report to Policy and Resources (Personnel) Sub Committee for consideration.



Jim Dickie
Director of Social Work
August 14th 2002

*For further information on this report please contact John Scott, Manager of Resources and Information
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