

**REPORT TO:** Personnel Committee – 16 August 2004

**REPORT ON:** Social Work Department – Criminal Justice Service – Restructuring of Planning Team.

**REPORT BY:** Director of Social Work and Assistant Chief Executive (Management)

**REPORT NO:** 534 - 2004

## **1.0 PURPOSE OF THE REPORT**

- 1.1 This report outlines proposals to restructure the Planning Team in the Criminal Justice Service.

## **2.0 RECOMMENDATIONS**

It is recommended that the Personnel Committee approve the following recommendations:-

- 2.1 The deletion of one post of Information Assistant graded GS3, £13,650 - £14,211
- 2.2 The establishment of one part time (18.5 hours) post of Planning Officer graded AP4/5, £19,632 - £24,396
- 2.3 The establishment of one part time (18.5 hours) post of Information Assistant graded GS3, £13,650 - £14,211

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The costs of this restructuring will be £3,490 in a full financial year (£2,035 in 2004/05) which will be met from within 100% funding provided to the Council by the Scottish Executive for provision of Criminal Justice Social Work Service.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 None

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None

## **6.0 MAIN TEXT**

- 6.1 Prior to the establishment of the Tayside Criminal Justice Partnership, a partnership comprising Angus Council, Dundee City Council and Perth and Kinross Council, Dundee City Council employed a Senior Planning Officer and an Information Assistant within the planning team of its own Criminal Justice Social Work Service.

- 6.2 As part of the creation of the Partnership, Dundee City Council gave up its Senior Planning Officer post to provide part funding for a Partnership Development Manager's post. It was considered that the Partnership Development Manager would be able to absorb some of the tasks previously fulfilled by the Senior Planning Officer. However, the demands of the Partnership have made this difficult and consequently Dundee City Council has sustained a significant loss to its Criminal Justice Service in terms of planning support.
- 6.3 To make good this deficit, it is proposed to delete one post of Information Assistant (currently filled by two job share workers) and establish one part time post of Information Assistant, and use the resources released to establish a part time Planning Officer post to take on some of the responsibilities previously carried out by the Senior Planning Officer
- 6.4 The new Planning Officer post would be advertised within the Social Work Department and both the job-share staff would be able to apply for this new post. One of the existing job share employees will be redeployed to the part time Information Assistant post. The other existing job share employee will be redeployed within the Social Work Department if appropriate.

## **7.0 CONSULTATION**

- 7.1 The Chief Executive, Depute Chief Executive (Finance) and the Depute Chief Executive (Support Services) have been consulted on the contents of this report. The appropriate Trade Unions have also been consulted

## **8.0 BACKGROUND PAPERS**

- 8.1 None.

A Baird  
Director of Social Work

6 August 2004

J C Petrie  
Assistant Chief Executive (Management)

6 August 2004