

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 9 January 2006

REPORT ON: Social Work Department - Revised Staffing Establishment

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

REPORT NO: 537-2005

1.0 PURPOSE OF REPORT

- 1.1 This report outlines and seeks approval for changes to the structure of the Social Work Department and provides details of changes in reporting relationships.

2.0 RECOMMENDATIONS

It is recommended that the Personnel Committee:-

- 2.1 approves the proposed organisational structure outlined in Appendix 1;
2.2 approves the establishment and deletion of posts outlined in Appendix 1;
2.3 approves the redesignation of posts outlined in Appendix 2;

3.0 FINANCIAL IMPLICATIONS

- 3.1 Adjustments have already been made within the Social Work Department's Revenue Budget 2005/06 to reflect the establishment and deletion of posts. Other changes in designation and reporting arrangements are outlined in the report.

4.0 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6.0 BACKGROUND AND PROPOSALS

- 6.1 The Social Work Department structure was previously reviewed and approved by Personnel and Management Services Committee in October 2003 (Report No. 510-2003). The revised structure takes account of 45 reports and agenda notes approved by Committee in the past two years. These reports included arrangements involving the establishment and deletion of posts.

- 6.2 The establishment and organisational structure proposed in Appendix 1 has been developed to ensure that continued priority is given to direct care, as outlined in the Social Work Service Plan. Changes in designation and grades are outlined in Appendix 2.
- 6.3 The Committee is asked to approve the following additional changes to the establishment:-
- 6.3.1 One permanent part time Admin Assistant, graded AP1, £15,063 - £16,116, is proposed to support the customer care function and existing part time Customer Care post in the Strategy and Performance Section at Headquarters.
- 6.3.2 A realignment of the budget at the Whitetop Centre prior to a recent review of day services proposed a reduction in Social Care Officer hours equivalent to 2.6 posts, graded SCP16-23, £15,405 - £18,381.
- 6.3.3 Withdrawal of services and integration of services with other family support centres resulted in the reduction of 1 Clerical Assistant graded GS1/2, £10,671 - £14,220.
- 6.3.4 The Choice Project requires staff to hold either social work or equivalent community education qualifications to work with young people. To achieve this the structure includes a revised proportion of posts that are designated as Social Workers and Resource Workers. It is proposed to redesignate one post of Social Worker, graded AP4/5+1, £20,808 - £26,739, to Resource Worker with no change to grade.
- 6.3.5 A regrouping of responsibilities and change in reporting relationships to service managers in Community Care is proposed to take account of interagency interface issues that arise out of the Joint Future Agenda. The regrouping of responsibilities of Community Care Service Managers and reporting relationships has been taken into account in the structure pages for Community Care. It is proposed to redesignate one post of Service Development Manager PO15-18, £37,461 - £40,098, to Service Manager (Learning Disabilities).
- The Contracts team at HQ in Support Services report now to the Head of Service. The Section Leader, Finance and Contracts should be redesignated Section Leader, Finance as shown in Appendix 2.
- 6.3.6 The revised structure reflects a transfer of day services from Menzieshill House and the Wellgate to a new purpose built day centre Oakland Centre. A reduction of 1.8 posts of Social Care Officer, graded SCP16-23, £15,405 - £18,381, resulted from the transfer to Oakland Centre.
- 6.3.7 The review of the establishment in 2003 allowed the Director of Social Work maximum flexibility in the deployment of employees and gave the authority to vary reporting relationships. This has enabled the Director of Social Work to place employees where their services are most required.

7.0 CONSULTATION

- 7.1 Consultation has taken place with the Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and the appropriate trade unions.

8.0 BACKGROUND PAPERS

8.1 None.

Alan G Baird
Director of Social Work

21 December 2005

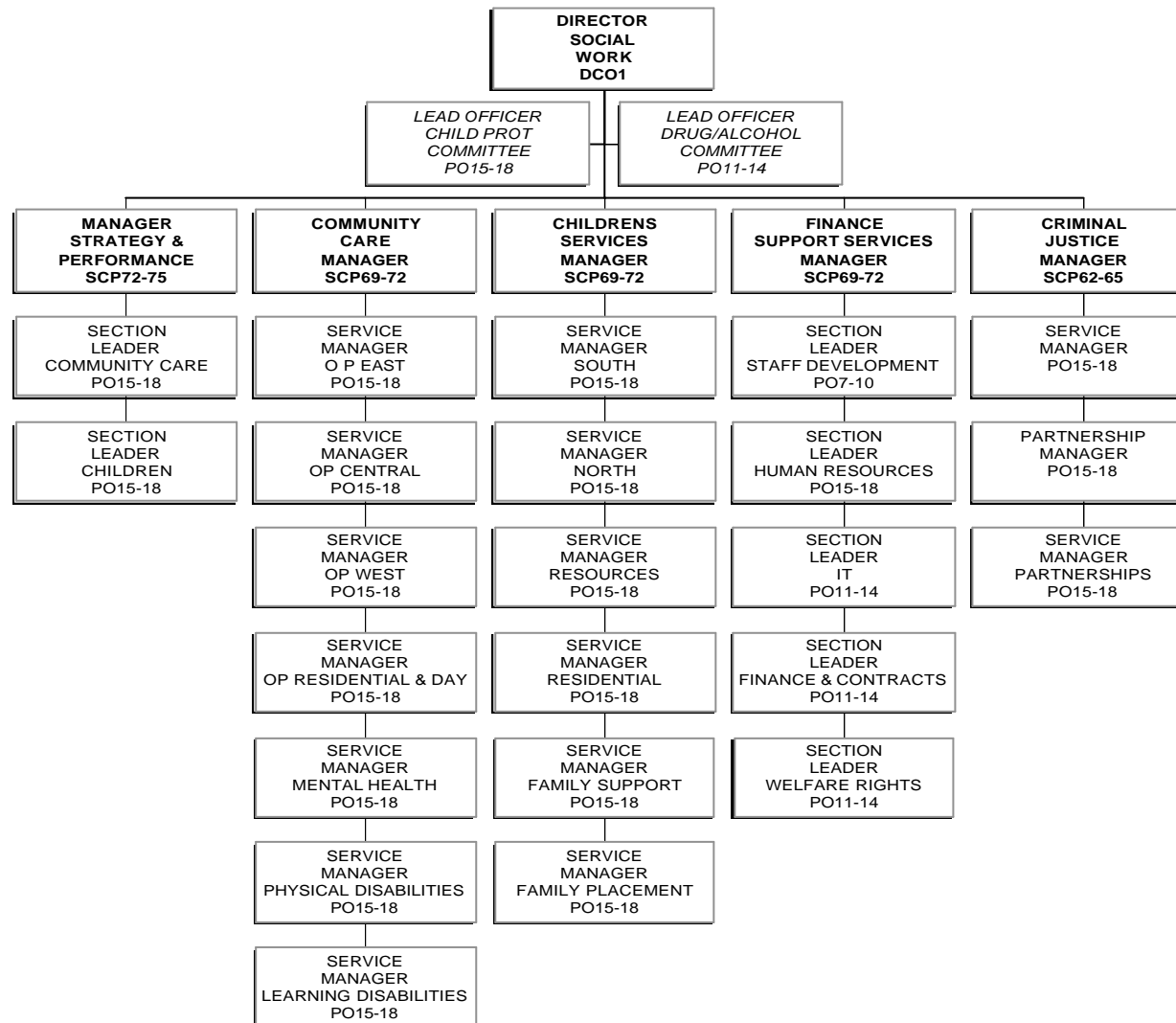
J C Petrie
Assistant Chief Executive (Management)

21 December 2005

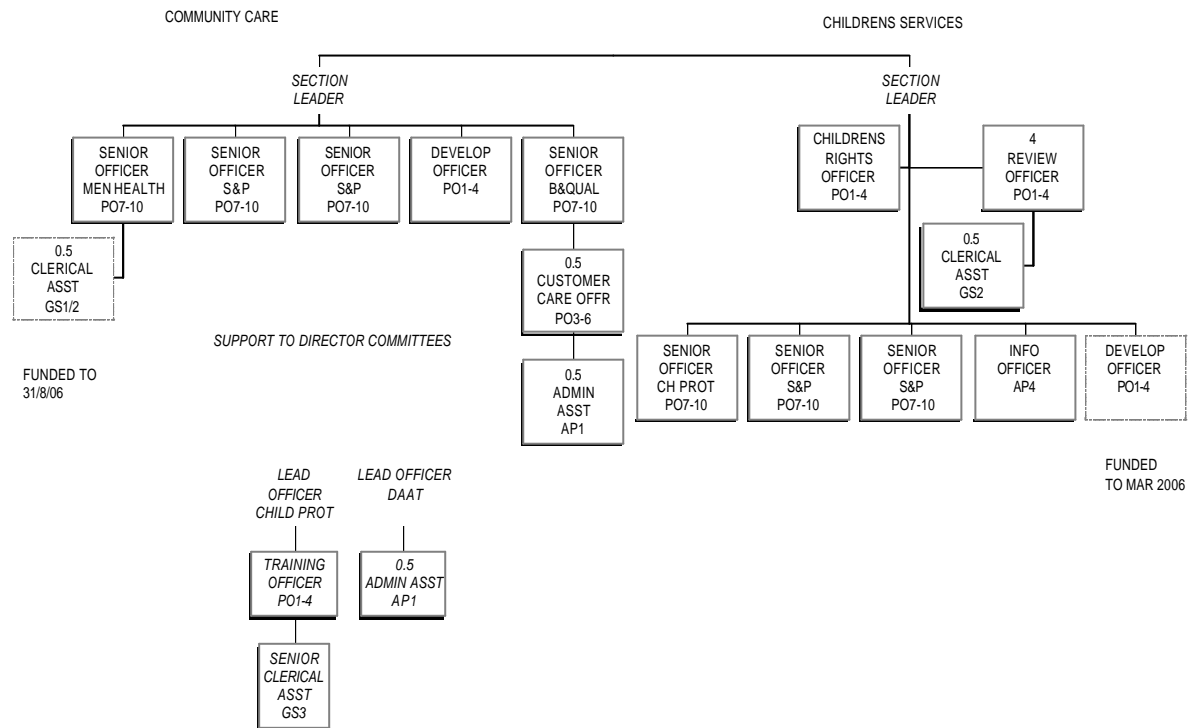
APPENDIX 1

SOCIAL WORK DEPARTMENT STRUCTURE

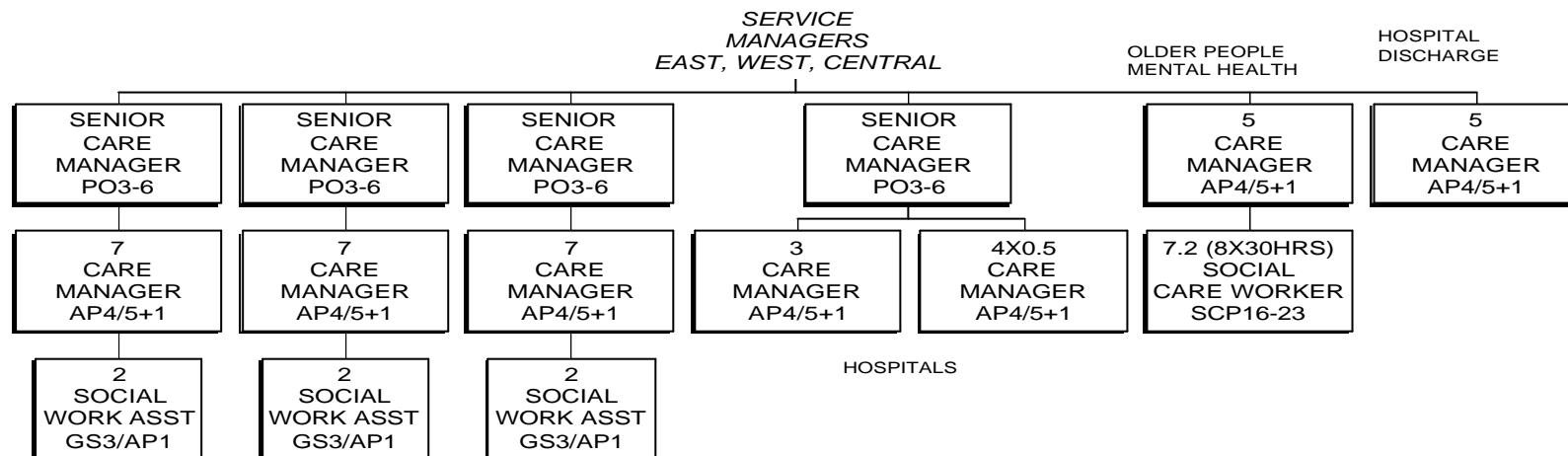
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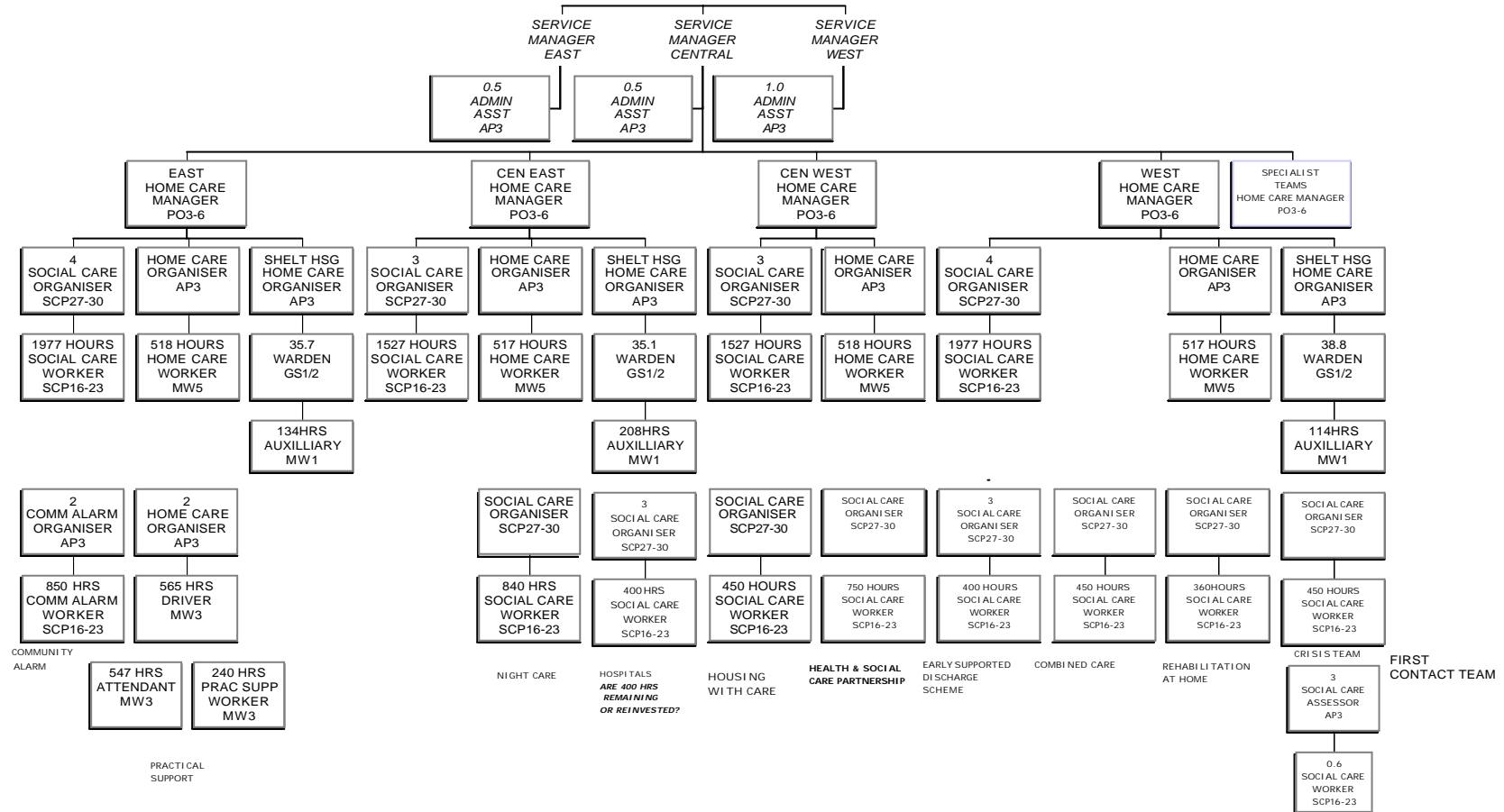
HQ STRATEGY & PERFORMANCE



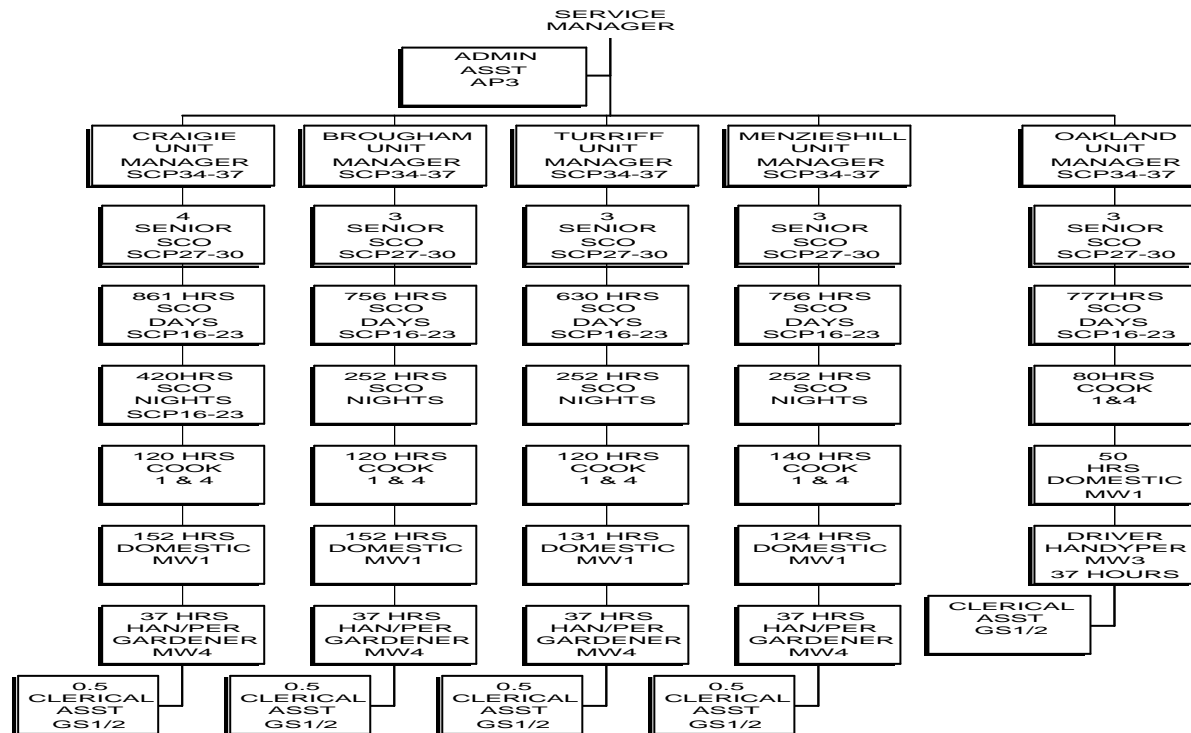
COMMUNITY CARE EAST WEST CENTRAL OLDER PEOPLE CARE MANAGEMENT



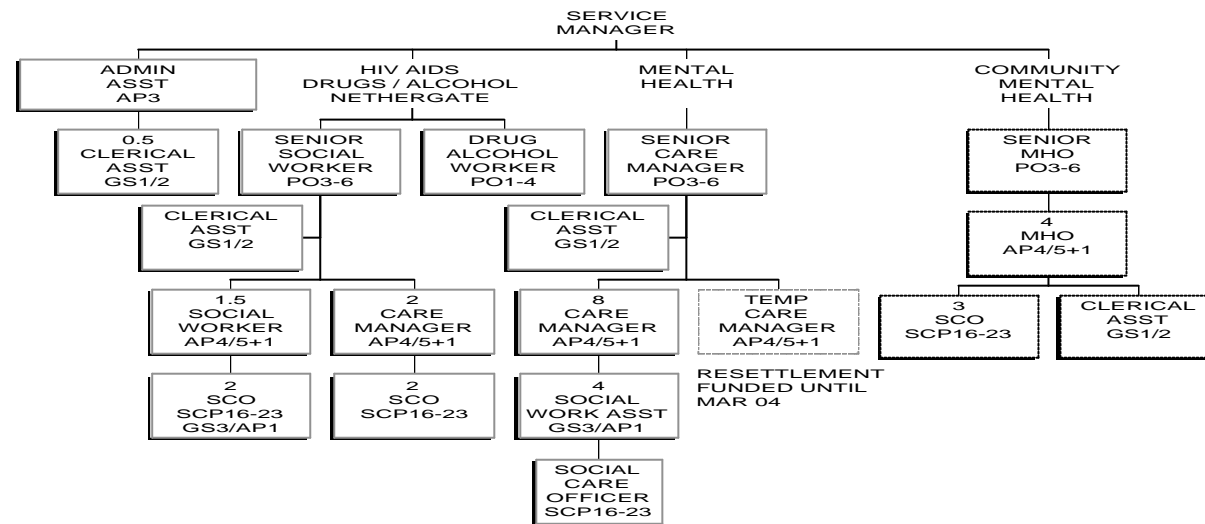
COMMUNITY CARE OLDER PEOPLE HOME CARE



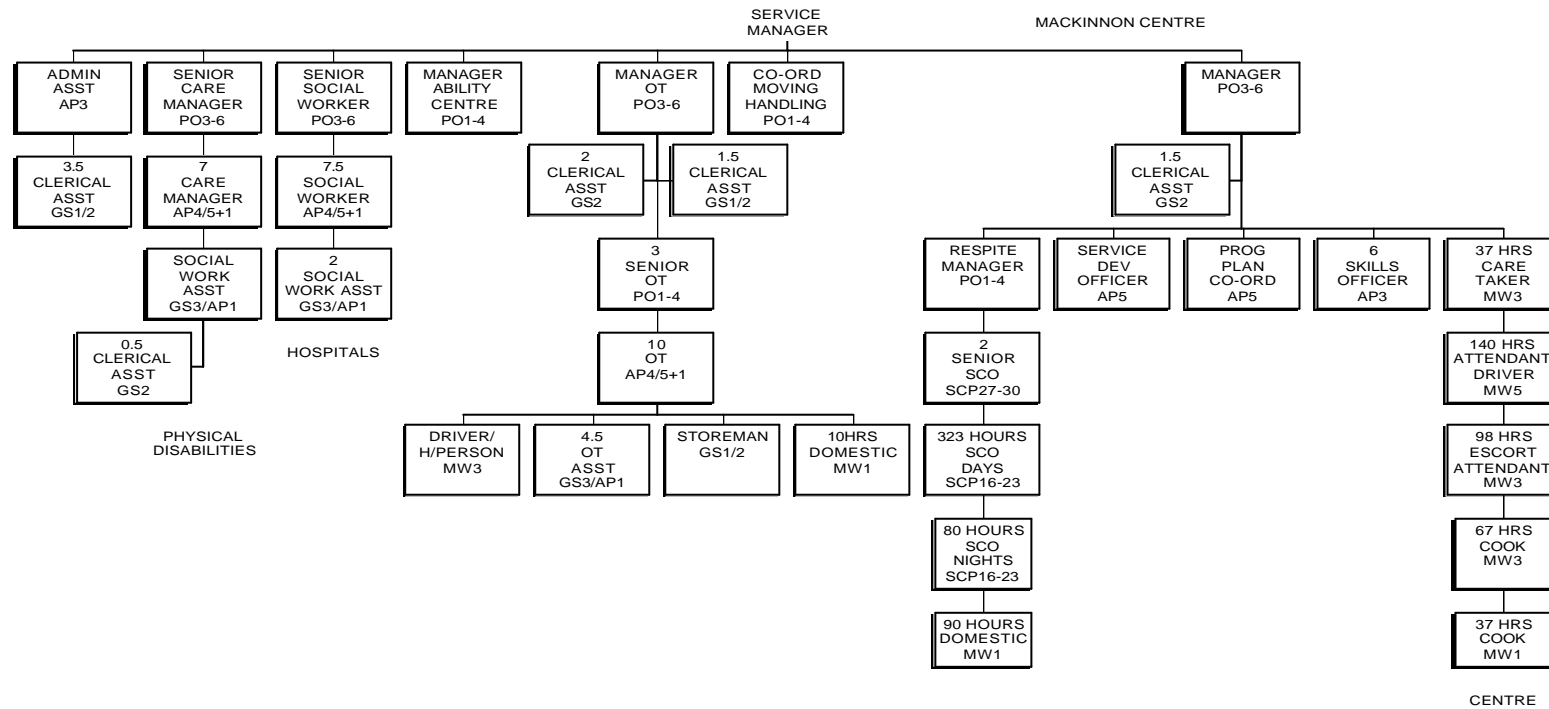
COMMUNITY CARE RESIDENTIAL AND DAY CARE OLDER PEOPLE



COMMUNITY CARE ADULT CARE MANAGEMENT MENTAL HEALTH

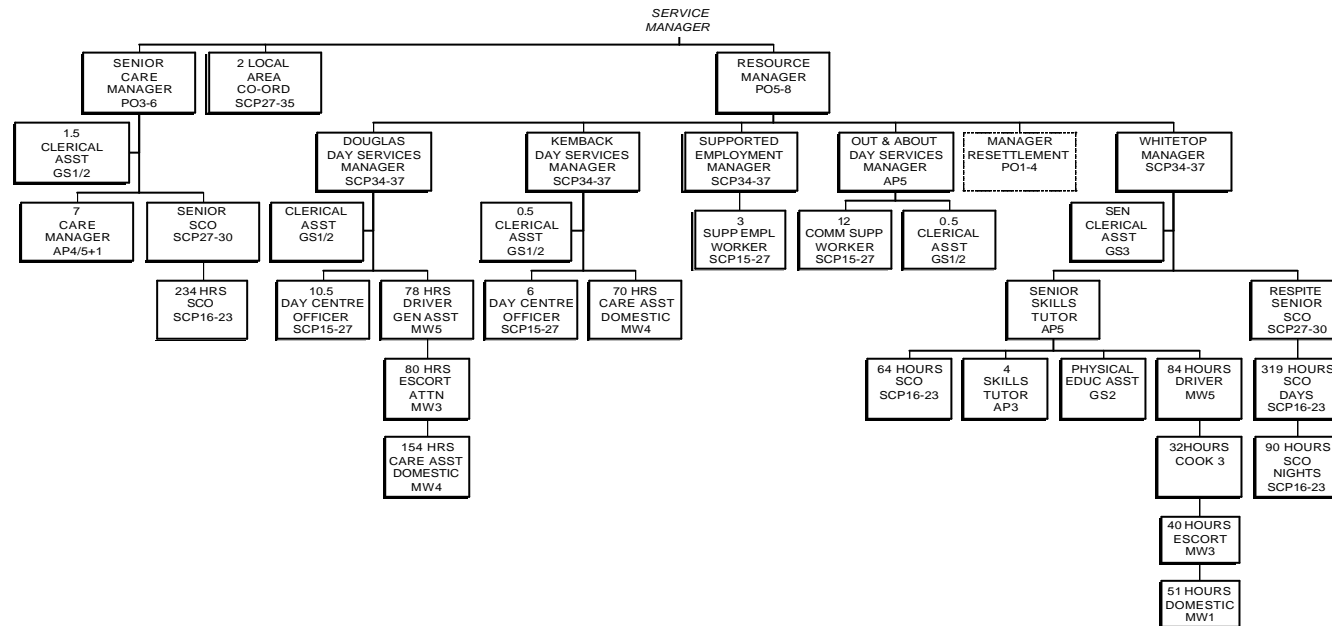


COMMUNITY CARE PHYSICAL DISABILITIES

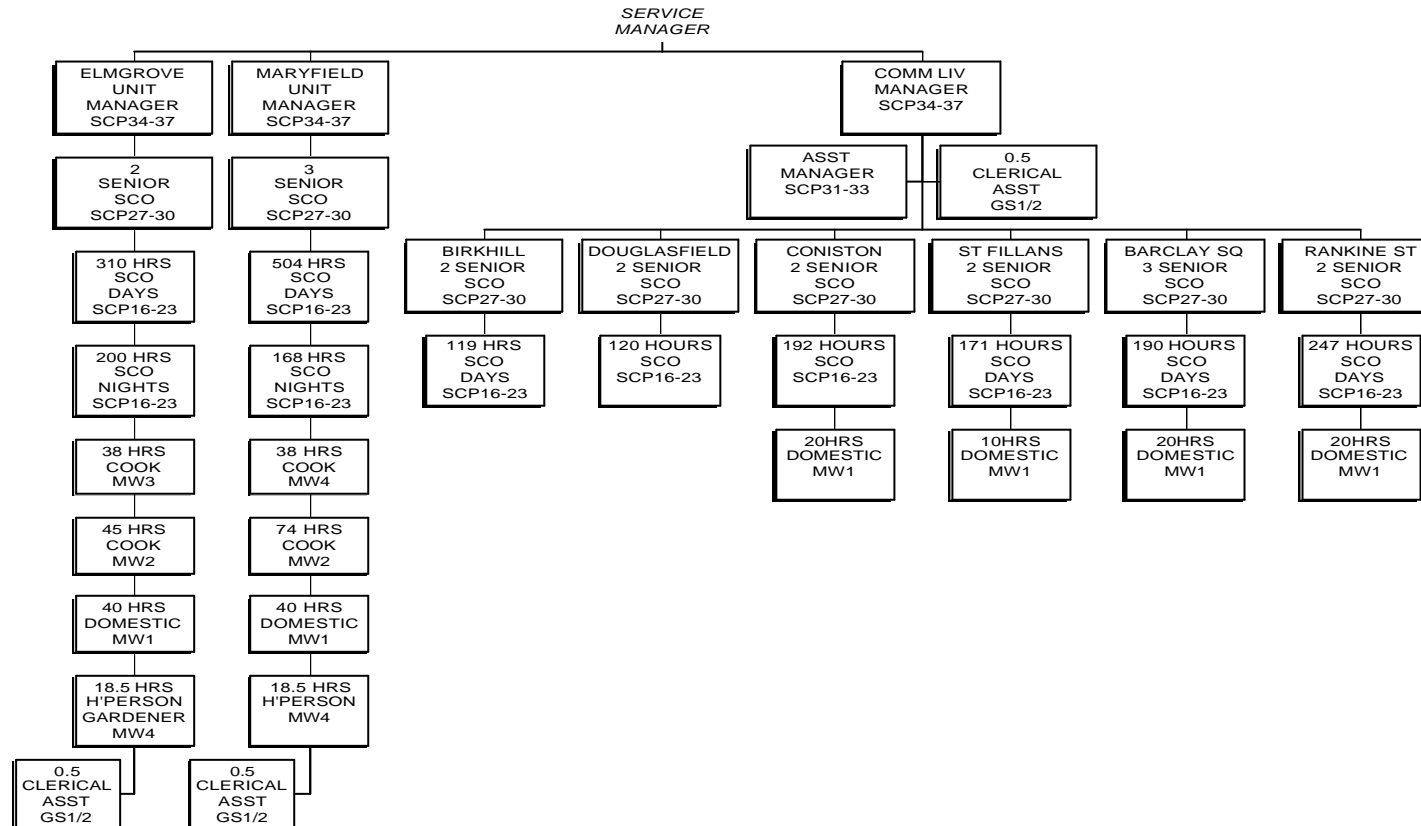


CENTRE

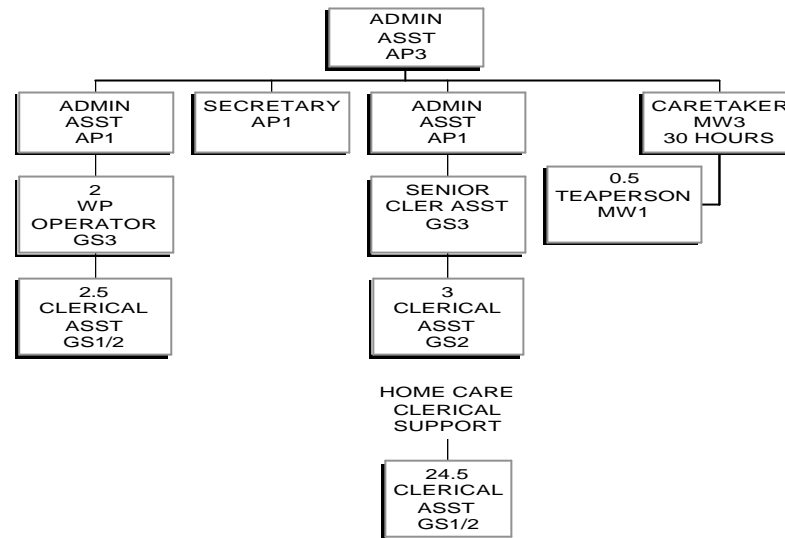
COMMUNITY CARE LEARNING DISABILITIES CARE MANAGEMENT AND DAY SERVICES



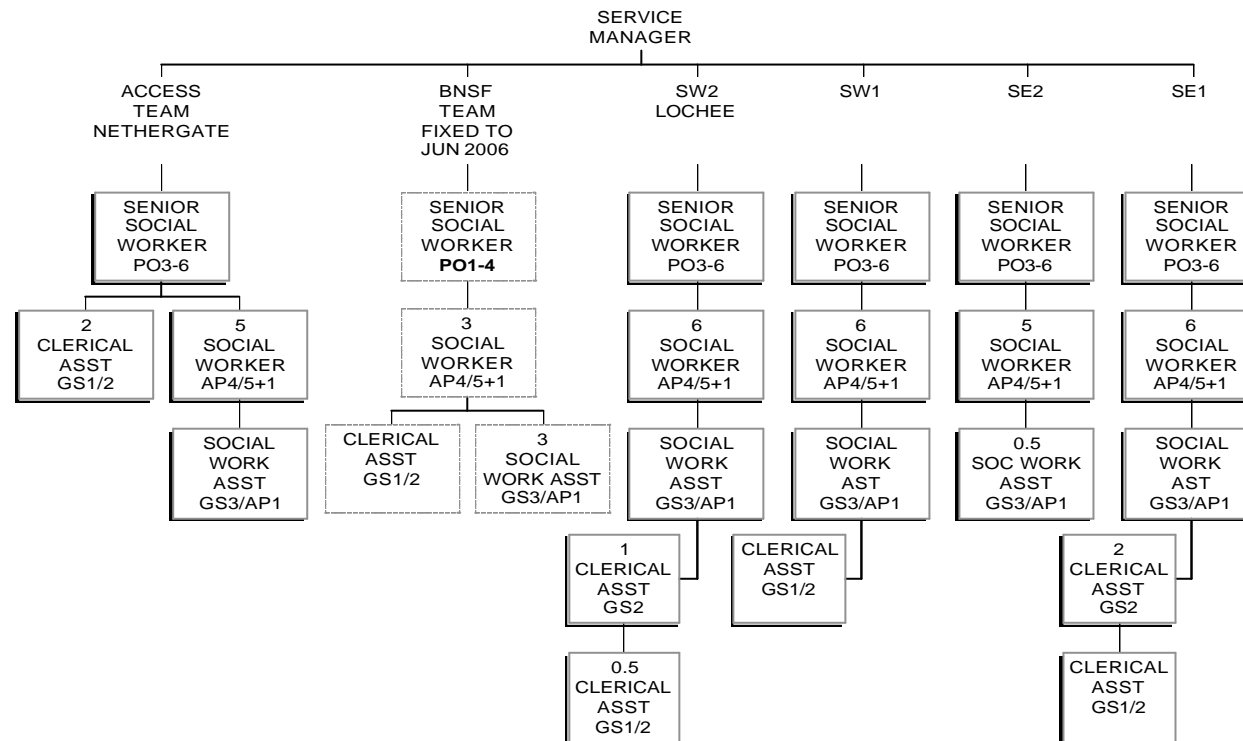
COMMUNITY CARE RESIDENTIAL LEARNING DISABILITIES



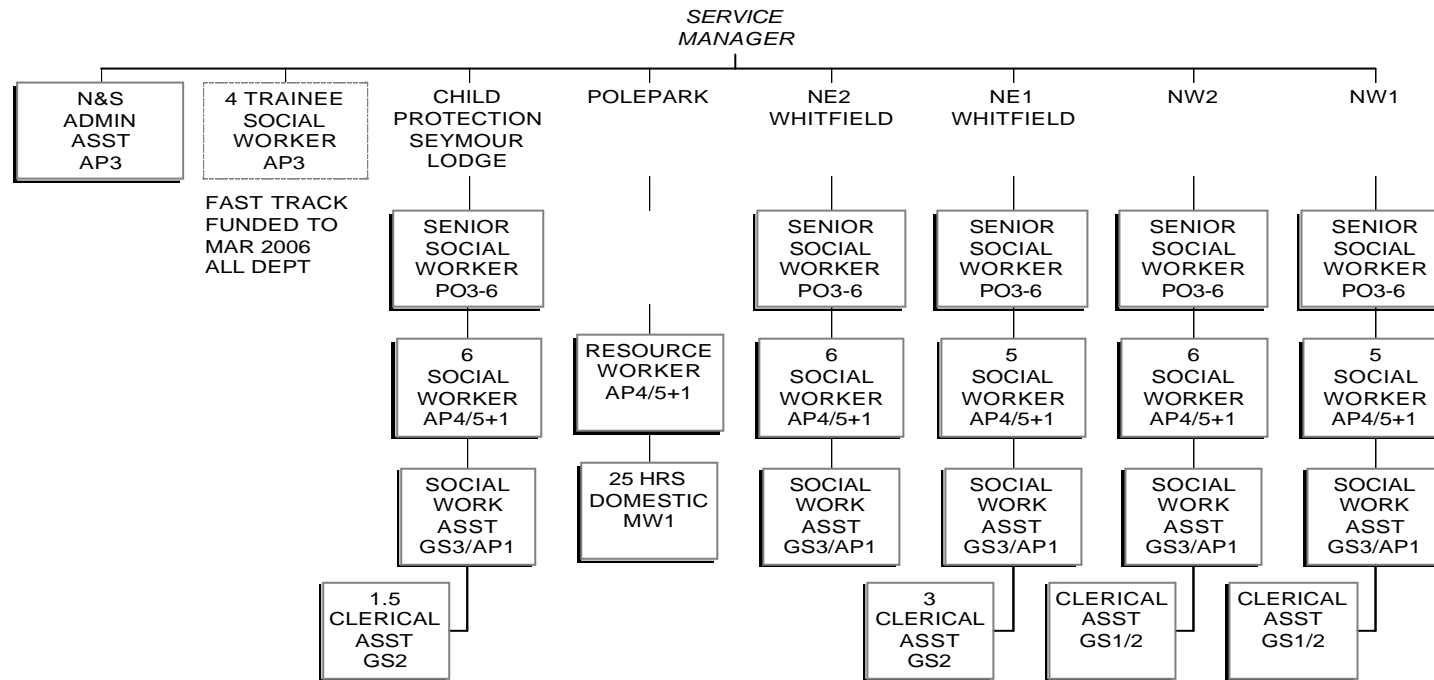
COMMUNITY CARE
CENTRAL SUPPORT SERVICES AND HOME CARE



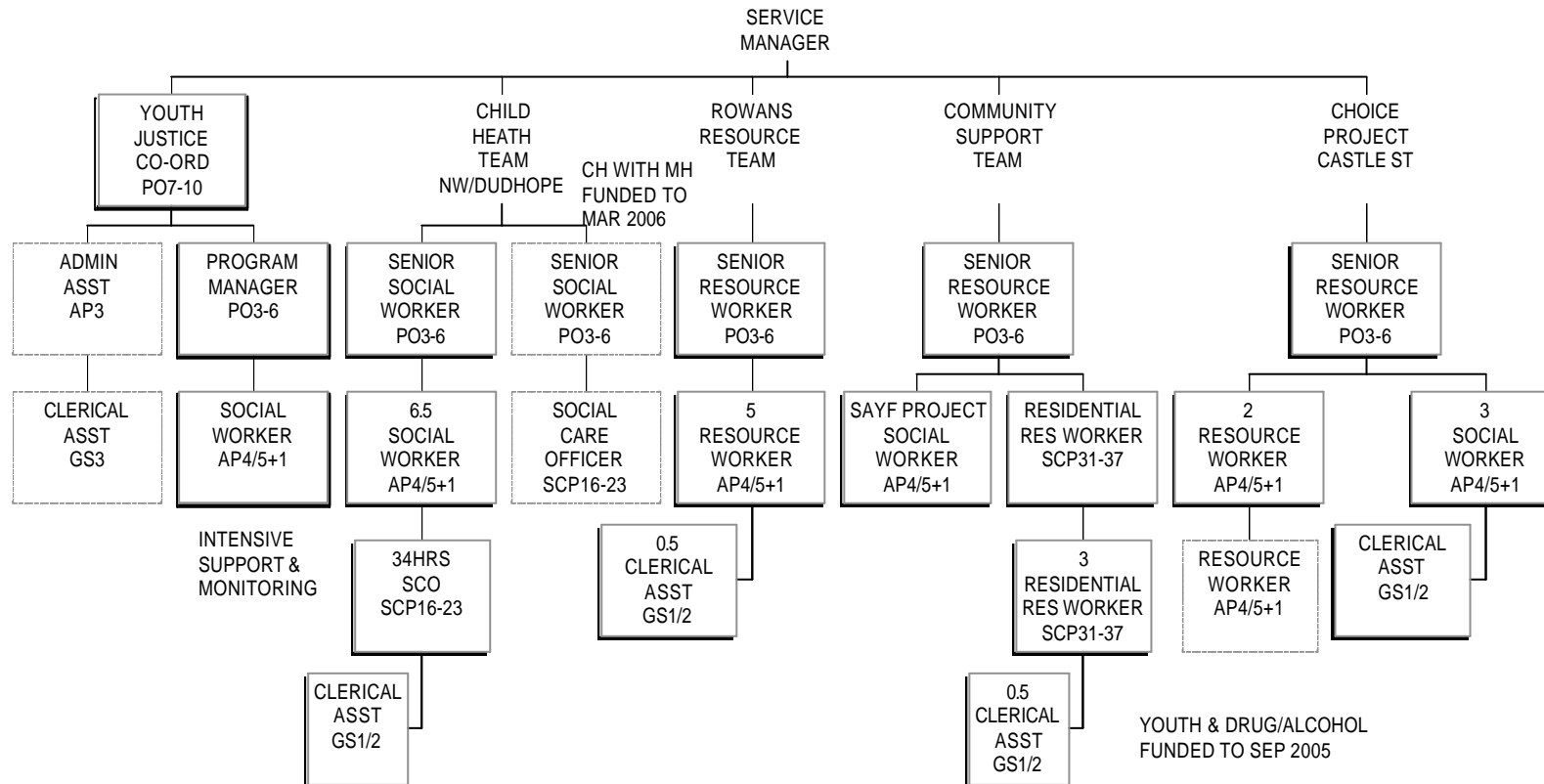
CHILDREN'S SERVICES SOUTH



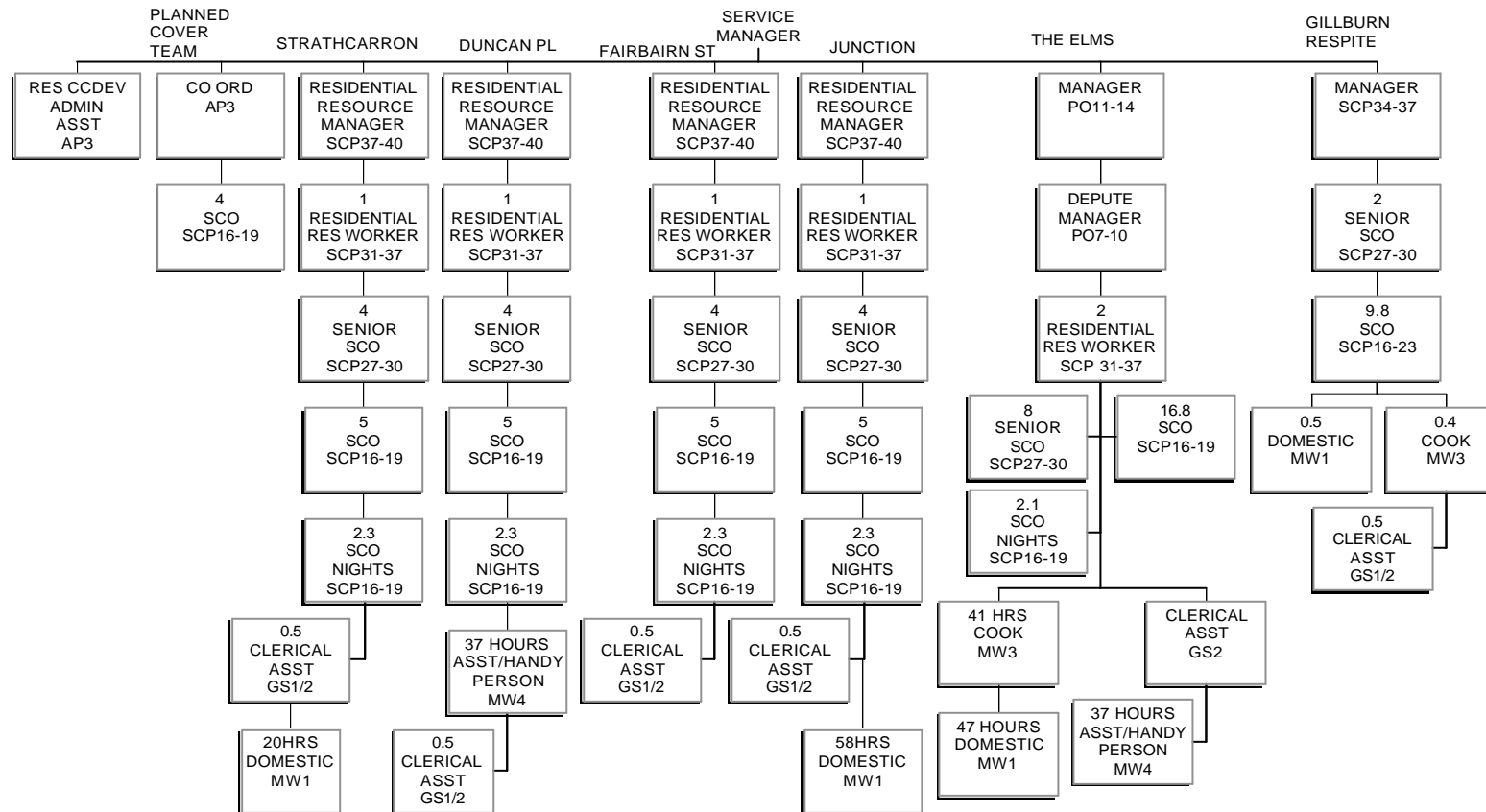
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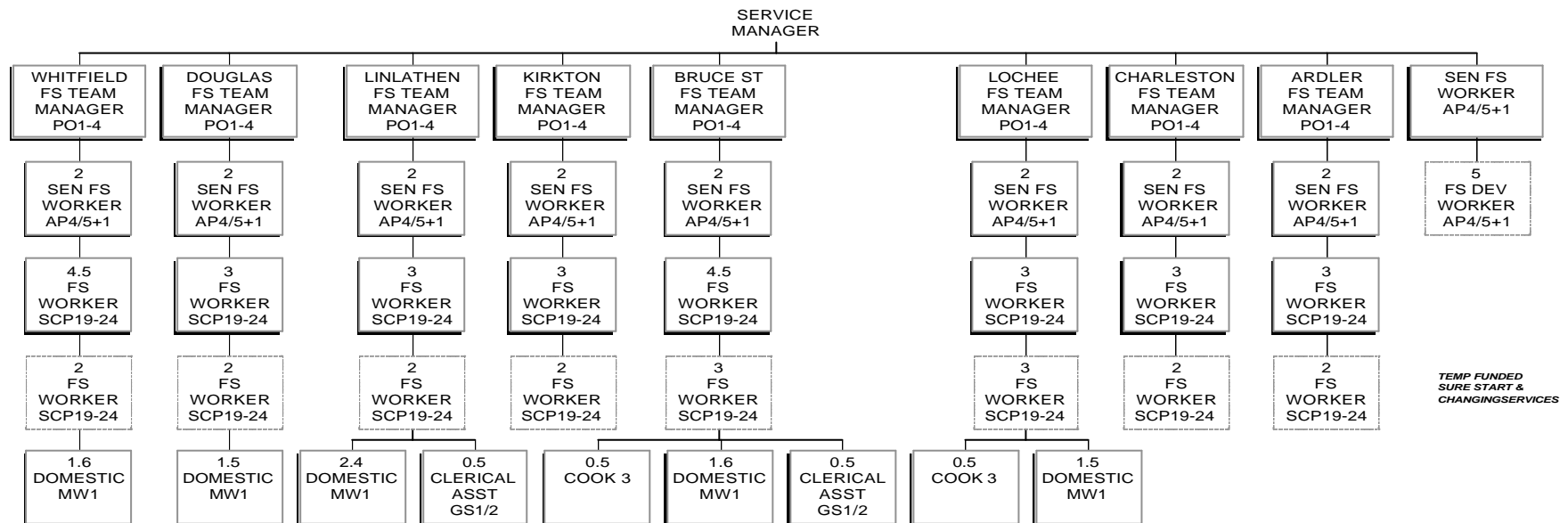
CHILDREN'S SERVICES CHILD CARE DEVELOPMENT



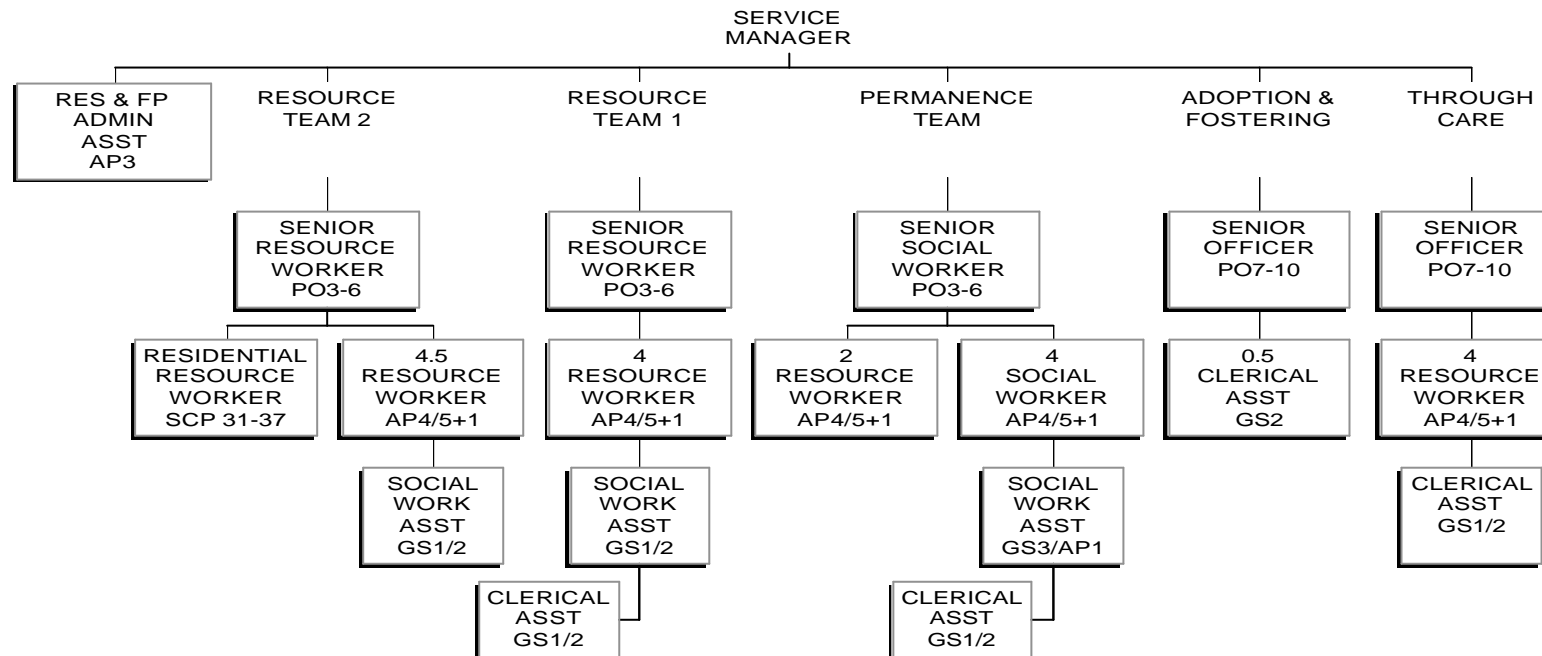
CHILDREN'S SERVICES RESIDENTIAL CARE



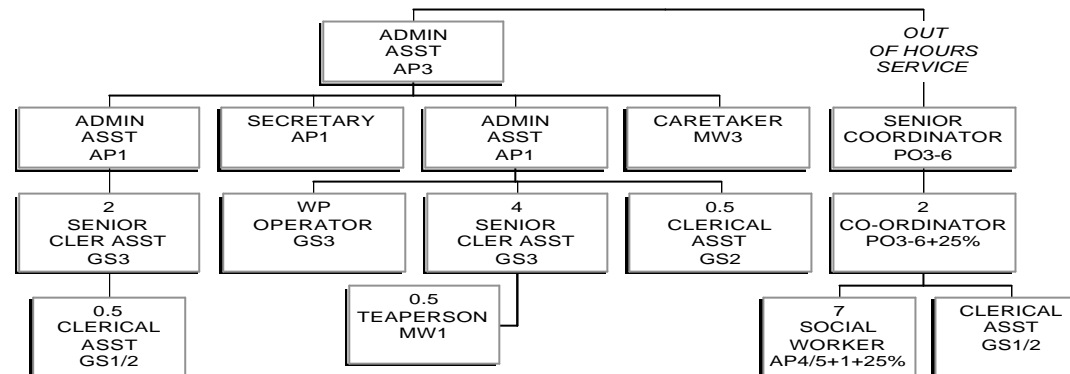
CHILDREN'S SERVICES FAMILY SUPPORT SERVICE



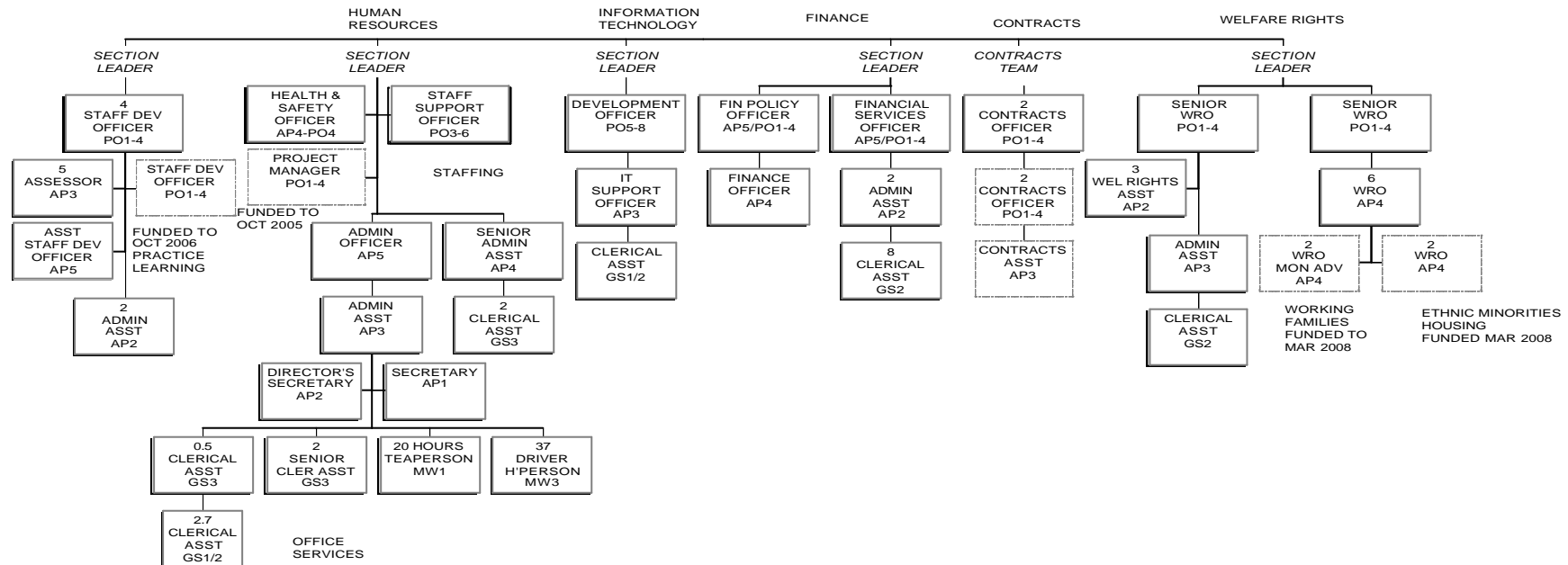
CHILDREN'S SERVICES FAMILY PLACEMENT



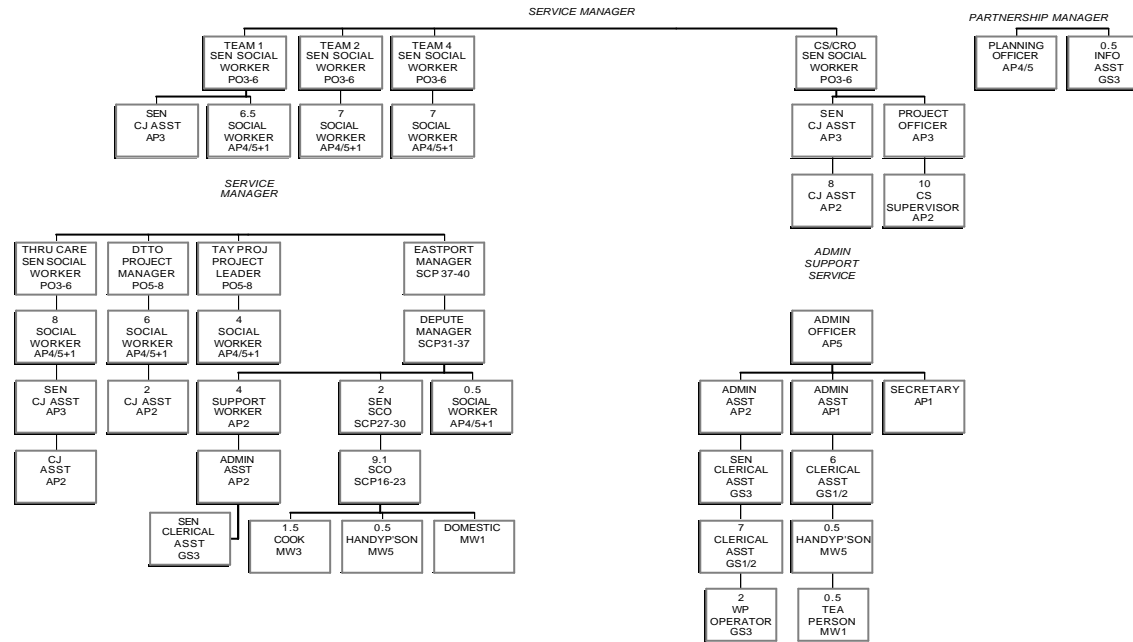
CHILDREN'S SERVICES OUT OF HOURS AND SUPPORT STAFF



HEADQUARTERS SUPPORT SERVICES



CRIMINAL JUSTICE



Appendix 2**NEW AND DELETED POSTS**

Designation	Section	Grade	No. of Posts
<u>NEW POSTS</u>			
ADMIN ASSISTANT	STRATEGY & PERFORMANCE HQ	AP1	0.5
<u>DELETED POSTS</u>			
SOCIAL CARE OFFICER	WHITETOP	SCP16-23	-2.6
CLERICAL ASST	CHILD & FAMILY CENTRES	GS1/2	-1
SOCIAL CARE OFFICER	WELLGATE/MENZIESHILL	SCP16-23	-1.8

CHANGE OF DESIGNATION OR GRADE

From	To	Section
SOCIAL WORKER	RESOURCE WORKER	CHILDRENS (CHOICE PROJECT)
SERVICE DEVELOPMENT MANAGER	SERVICE MANAGER (LEARNING DISABILITIES)	COMMUNITY CARE
SECTION LEADER, FINANCE & CONTRACTS	SECTION LEADER, FINANCE	HQ SUPPORT SERVICES