

Members' Library Service Request Form

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Originator	
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Document Title	Community Development Assistant - Change of Work Location

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Additional information:

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Date	30/09/2024

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STAFFING REPORT

REPORT TO: Members' Library Service

BY: Executive Director - Place

DATE:

SUBJECT: Community Development Assistant – Change of Work Location

1 PURPOSE

- 1.1 To seek Executive Director – Council Resources approval under delegated powers for the change of scope of the 3 Part time Community Development Assistants at Prestonpans Community Centre and 3 part time Community Development Assistants at the Pennypit Centre. The changed scope would ensure Community Development Assistants cover two centres; both Prestonpans and Pennypit Centre, as a permanent change to the staffing structure.
- 1.2 In August 2023 a permanent change of scope was made to the Centre Head Prestonpans and the Senior Community Development Assistant at the Pennypit Centre to cover both centres and has worked successfully.

2 RECOMMENDATIONS

- 2.1 To agree to the proposed changes to the scope of the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 With the current freeze on recruitment, the ability to maintain a level of service for both Prestonpans and Pennypit Centres would be enhanced if we could share staffing between the sites.
- 3.2 The scope of their roles would remain the same and be in line with the current Community Development Assistant job description.
- 3.3 The two centres are within 1 mile of each other and both service the community of Prestonpans.
- 3.4 One member of staff at Prestonpans Community Centre has reduced their hours creating a 14-hour vacant post which is to be advertised.

3.5 By bringing these six posts in line with both centres it will provide efficiencies in processes, staffing etc as we look to review budgets and asset review.

3.6 There are no financial implications and therefore the role of Community Development Assistant would remain as Grade 4, £23,924 - £25,292.

4 POLICY IMPLICATIONS

4.1 There will be no implications on currently policies.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

6.1 This post is considered as regulated work with vulnerable children, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

7 RESOURCE IMPLICATIONS

7.1 There will be no financial implications or additional costs for the service.

7.2 Personnel – The 14-hour Community Development Assistant post will be advertised in accordance with the Council’s Recruitment & Selection Policy. As part of the approval process HR and relevant Trades Unions will be consulted.

8. BACKGROUND PAPERS

8.1 None

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