

ABERDEEN CITY COUNCIL

BUSINESS CASE: Task Supervisors Community Service

COMMITTEE Social Care and Wellbeing

DATE 14 January
2010

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NAME(S) OF HR ADVISER(S) CONSULTED Leon Bremaneson

TITLE OF BUSINESS CASE Community Service Task Supervisor

REPORT NUMBER SCW/10/008

PURPOSE OF BUSINESS CASE

The purpose of this Business Case is to establish 2 fixed term Task Supervisor posts within the Community Service Team within Criminal Justice Social Work.

The government's aim, set out in "Protecting Scotland's Communities", is to 'lay a sound foundation for the future, building a robust model of community sentences commanding public confidence, and beginning a planned expansion of provision'.

In order to contribute effectively to this agenda it is essential that Community Service in Aberdeen has sufficient capacity to meet increasing demand for community based sentences.

The Scottish Government has allocated additional funding for this purpose.

RECOMMENDATION(S)

Additional resource(s) / change to structure required	Job title(s)	No of jobs
Establishment of permanent job		
Conversion of fixed term job to permanent status		
Creation of fixed term job	Task Supervisor	2
Extension of fixed term job		
Dis-establishment of permanent job		
Change to Job Title	Former: Revised:	
*Redesign of existing job		

BUSINESS CASE

1. With specific reference to anticipated outputs/outcomes, state how the recommendation(s) support corporate objectives e.g. Council's Policy Statement; Vision and Values; Local Government (Scotland) Act 2003; Community Plan; Transformation Programme etc.

The Community Plan aims to make Aberdeen a safer place in which to live and work. Key elements of this are social inclusion, crime prevention and a reduction in drug and alcohol misuse and associated crime. By increasing the capacity of the Criminal Justice Social Work Service in the way proposed, the service will be much better equipped to face and meet the challenge presented by the introduction of the new Community Payback Orders (contained in the Criminal Justice and Licensing (Scotland) Bill) due to be implemented in 2010.

2. State how the recommendation(s) support service objectives and plans and/or the achievement of a Statutory Performance Indicator.

The Management of Offenders Act requires Community Justice Authorities to ensure that Criminal Justice Social Work Services comply with relevant legislation, national and local policies and procedures. The aim is to enhance public protection by reducing the risk of harm and re-offending.

The Criminal Justice and Licensing (Scotland) Bill includes provisions to introduce a new Community Payback Order (CPO) which will replace the existing community penalties of probation, community service and supervised attendance orders.

Community Service (CS) is currently a direct alternative to custody. A considerable increase in orders with a CS component is anticipated in 2010 as the new legislation imposes a "presumption" against prison sentences of 6 months or less in favour of community based disposals. Protecting Scotland's Communities proposes that Community Payback Order will provide for an unpaid work and activity requirement, lasting from 20 – 300 hours.

In preparation for the changes Scottish Government has agreed a new target of 7 days from sentencing to starting community service. This replaces the previous target of 21 days, with the aim of consistent delivery of swift community payback. In turn this has implications for community service teams locally in terms of capacity and speed of response.

The indicated change from 21 days to 7 days from sentencing to commencement of order is anticipated to be the subject of an SPI.

3. A) Outline why the new work cannot be undertaken within existing staff resources e.g. by re-distributing resources or curtailing lower priority services.

We have been allocated an additional £53,500 in this financial year to increase capacity in Community Service. This is intended to: clear any backlogs in order to meet targets set out in the new Guidance on Community Service introduced in June 2009; and prepare for the introduction of Community Payback Orders in 2010. This funding will be continued through the Section 27 grant from Central Government next year. A further uplift is anticipated. Community Service is already under pressure in terms of capacity to meet the expectations of the courts. A particular issue relates to evening and weekend working, to accommodate offenders who are in paid employment. The creation of these two posts will help to enable us to meet current and future demands. Weekend placements, for example, are always oversubscribed.

4. Risk Management: What are the consequences of not proceeding with the recommendation(s)?

We would be unable to deliver our statutory responsibilities in terms of the Management of Offenders (Scotland) Act 2005. This would have serious implications for the effective delivery of Community Service, particularly in relation to meeting the targets required by the Guidance on Community Service and moving towards the introduction of Community Payback Orders.

We would also be failing to meet the requirements and expectations of the Courts, the Northern Community Justice Authority, the Scottish Government and the public.

5. Risk Assessment: What Health and Safety considerations have been taken into account?

Community Service involves offenders in a variety of unpaid work for the community. This may include individual placements, for example in charity shops, workshop placements or participation in work squads. Each of these entails careful risk assessment in terms of management of the offender with regard to both public protection and health and safety. For example a workshop placement may involve use of machinery, which will require a full risk assessment. Full protective gear is issued to offenders on Community Service, as appropriate, and it is a requirement that this be worn. It is the Senior's task to ensure adherence to strict health and safety guidelines.

6. Financial Implications:

Impact on current year's revenue/capital budget:

Job Title	JE Grade	Min Salary*	Max Salary*
Task Supervisor x2	G11	£7,060	£8,067

*These figures are based on an appointment being made by Feb 2010. Minimum and maximum salary costs also include agreed allowances and 26.1% on costs.

Net Cost	£7,060**	Net Saving	£0
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**These figures are based on an appointment being made by Feb 2009 at the bottom point of the G11 scale.

Full year impact on revenue/capital budget:

Job Title	JE Grade	Min Salary*	Max Salary*
Task Supervisor x2	G11	£56,480	£64,536

*Minimum and maximum salary costs include agreed allowances and 26.1% on costs (ie National Insurance and employer's pension contributions).

Net Cost	£56,480**	Net Saving	£0
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**Net costs include agreed allowances and 26.1% on costs (ie National Insurance and employer's pension contributions), and are based on appointment being made at the bottom point of the G11 scale. The costs do not include the requirement to work evenings and weekends on a rota basis with other task supervisors, to cover the requirement to enable offenders in work to undertake their community service hours. The implication of weekend working hours would be an additional £4,5184.

Source and amount of revenue/capital budget funding available:

Community Service is funded via Section 27 Grant. For 2009/10 Scottish Government funding, via the Northern Community Justice Authority, for Aberdeen City core criminal justice social work services was £580,680. An additional £53,500 was allocated in the current financial year by the Northern Community Justice Authority from the Scottish Government funding specifically for Community Service. A further sum, as yet unspecified, will be allocated in 2010/ 11. The purpose of the funding is to provide for additional capacity within existing community service teams. This is in direct response to the anticipated increase in community service orders, the move towards immediacy with offenders expected to commence their unpaid work for the community within seven days of the order being made and the expectation that the orders are completed within 6 months instead of the current twelve.

Amount of external monies available within the current financial year:

See above

Amount of external monies available in total:

See above

- If the recommendation(s) relate to additional staffing, outline and justify the proposed contractual status of the new employee(s) i.e. 'permanent' or fixed term?**

The anticipated growth of demand for unpaid work in the community, delivered via Community Service, and the provision of additional funding from Scottish Government indicates the need for these posts. The expectation is that community service orders are completed more quickly, for more people. This requires an increase in capacity within the

community service team. The proposal for the posts to be fixed term is to allow time for the resolution of issues relating to remedial repairs required to the Community Service workshop.

- 8. If the recommendation(s) are funded on a time-limited basis from an external source, what is the likelihood of the project continuing beyond the term of funding?**

N/A

- 9. If the project is likely to continue beyond the term of funding, what steps are being considered in order to finance this extension?**

N/A

- 10. In the case of fixed term contracts, state whether this contract is task or event related; outline the proposed exit strategy and detail how potential exit costs will be met.**

N/A

- 11. What accommodation and equipment considerations have been taken into account?**

The new posts will be based in the Community Service Workshop at Willowdale Place. The workshop roof is due to be replaced in the near future. The intention is for the internal structure to be renovated and reconfigured simultaneously in order to increase capacity and "future proof" it in anticipation of increased workload with the introduction of Community Payback Orders.

- 12. HR Comment(s)**

The grade of G11 for the Task Supervisor post mentioned as part of the proposals has been determined through Job Evaluation.

- 13. Report Author Details**

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