

DUNDEE CITY COUNCIL

REPORT TO: Special Personnel and Management Services Committee - 17 March 2003

REPORT ON: Review of Organisational Structure of Office Services and Legal Division in the Support Services Department

REPORT BY: Director of Personnel and Management Services

REPORT NO.: 224-2003

1 PURPOSE OF REPORT

- 1.1 To review the organisational structure to accurately reflect the current staffing levels in the Keyboard, Filing and General Office sections and to establish a post of Solicitor (part time) in the Legal Division.

2 RECOMMENDATIONS

- 2.1 One post of Assistant Keyboard Supervisor, graded AP1 (£13,664 - £14,618), be redesignated Keyboard Supervisor and regraded AP2 (£14,984 - £16,217).
- 2.2 One post of Assistant Keyboard Supervisor, graded AP1 (£13,664 - £14,618), be redesignated Secretary to the Administration Manager on the same grade.
- 2.3 The post of Senior Administrative Assistant graded AP2 in General Office Services to be regraded to AP3 (£16,673 - £18,296), to reflect the increase in responsibilities.
- 2.4 The vacant post of Secretary/Keyboard and Filing Services Supervisor, graded AP3, be deleted from the structure.
- 2.5 One post of Solicitor (part time), graded AP5/PO10 (£21,536 - £30,323 pro rata), be established, with effect from 1 April 2003.

3 FINANCIAL IMPLICATIONS

- 3.1 The deletion and regrading of the posts will result in a saving of £7,300 for a full year in the Department's Revenue Budget.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 **BACKGROUND**

- 6.1 The Director of Support Services, in conjunction with the Director of Personnel and Management Services, reviewed the organisational structure to accurately reflect the current staffing levels.
- 6.2 The structure in the Keyboard Section at Local Government re-organisation consisted of a Supervisor and two Assistant Supervisors supervising thirteen full time equivalent (FTE) keyboard staff. As a result of a reduction in workload due to changes in working practices by authors the present staff total is 9.2 FTE keyboard staff, a reduction of 3.8 FTE and the current level of supervisory posts is inappropriately high.
- 6.3 It is also considered appropriate to transfer the Filing Section from Keyboard Services to the General Office under the supervision of the Senior Administrative Assistant.
- 6.4 The Director of Support Services wishes to utilise some of the resulting savings to fund a post of Solicitor (part time) The post holder's functions will relate mainly to the recovery of monies due to the Council.

7 **CONSULTATION**

- 7.1 The Chief Executive, Director of Finance, Director of Support Services and the appropriate Trade Unions have been consulted on the terms of this Report.

8 **BACKGROUND PAPERS**

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

J.C. Petrie
Director of Personnel and Management Services

10 March 2003