

# DUNDEE CITY COUNCIL

**REPORT TO:** Personnel and Management Services Committee - 20th October 2003

**REPORT ON:** Economic Development Department - Review of Establishment

**REPORT BY:** Director of Economic Development and Assistant Chief Executive (Management)

**REPORT NO.:** 351-2003

## 1 PURPOSE OF REPORT

- 1.1 To seek the Committee's approval to change the establishment of the Economic Development Department following a review by the Director of Economic Development and the Assistant Chief Executive (Management).

## 2 RECOMMENDATIONS

It is recommended that the Committee approves the following:-

- 2.1 the post of Property Inspector, graded T2/3 (£14,811 - £19,029), be deleted;
- 2.2 one post of Trainee Building Surveyor, graded GS1/AP1 (£10,068 - £15,204), be established;
- 2.3 one post of Keyboard Operator/Clerical Assistant, graded GS1/3 (£10,068 - £14,211), be established (this post was originally created on a temporary basis to provide data inputting to complete the database on the property system);
- 2.4 one post of Estates Assistant, graded AP1 (£14,211 - £15,204), be established;
- 2.5 the post of Revenue Control Officer, graded AP2 (£15,582 - £16,866), be redesignated Senior Estates Assistant on the same grade;
- 2.6 the post of Team Leader (Property Development), graded PO11-14 (£32,244 - £34,554), be deleted;
- 2.7 the post of Team Leader (Property Management), graded PO11-14 (£32,244 - £34,554), be deleted;
- 2.8 the establishment of one post of Team Leader (Property) and one post of Corporate Property Officer, both graded PO11-14 (£32,244 - £34,554), and the filling of these posts by interviewing the incumbents of the posts referred to in paragraphs 2.6 and 2.7 above;
- 2.9 the post of Senior Surveyor (Property Development), graded PO5-10 (£27,873 - £31,536), be redesignated Property Development Officer on the same grade;
- 2.10 the post of Team Leader (Technical Support), graded T5 (£22,398 - £24,346), be redesignated Land Services Officer on the same grade;

- 2.11 the post of Senior Building Surveyor, graded PO7-10 (£29,313 - £31,536), be redesignated Team Leader (Property Maintenance), and regraded PO11-14 (£32,244 - £34,554);
- 2.12 two posts of Trainee Building Surveyor remain on the establishment, but be redesignated Building Surveyor, graded AP5/PO4 (£22,398 - £27,015), as the postholders become qualified;
- 2.13 the post of Team Leader (Keyboard Services/Reception), graded AP1 (£14,211 - £15,204), be deleted;
- 2.14 the post of Director's Secretary, graded AP2 (£15,582 - £16,866), be redesignated Director's Secretary/Supervisor and regraded AP3 (£17,340 - £19,029), to reflect increased and additional responsibilities;
- 2.15 the post of Team Leader (Policy and Europe) be regraded from PO11-14 (£32,244 - £34,554), to PO15-18 (£35,343 - £37,833);
- 2.16 one post of Development Officer, graded AP5-PO4 (£22,398 - £27,015), currently funded on a temporary basis, be established and the temporary postholder be appointed to the post;
- 2.17 the post of Manager of "Dundee by Design", graded PO11-18 (£32,244 - £37,833), be deleted;
- 2.18 the post of Product Specialist, graded PO12-16 (£32,991 - £36,132), be deleted;
- 2.19 the Assistant Chief Executive (Management) review the grades of the posts referred to in paragraphs 2.8, 2.9 and 2.11 within 12 months of appointment once the full effect of the workload and staffing responsibilities is established.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 The effect of the proposed changes, including employer's costs, will result in savings of £32,950 within the Economic Development Department's Revenue Budget provision for Staff Costs for 2003/04.

### **4 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 None.

### **5 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The implementation of the recommendations contained in this report will be in accordance with the Council's equal opportunities policy.

## 6 BACKGROUND AND PROPOSALS

- 6.1 The Committee is aware that the Chief Executive and Chief Officers continue to monitor and review the organisational structures of departments to deliver efficiency and effectiveness and scrutinise costs. The structure has been reviewed to reflect both the increased workload and higher professional qualifications needed to ensure compliance with property related health and safety legislation and also the increased workload of the Estates Division resulting from the installation of the Corporate GVA Software computer system and the ongoing need to review the allocation of staff resources across the department.
- 6.2 The proposed changes will streamline the management of the Estates Division and help address the shift in the balance of the department's workload since 1996. The new structure will reallocate operational responsibilities between four sections within the Estates Division in a more balanced manner in order to improve the management of these services.
- 6.3 The Property Development team will report directly to the Estates Manager.
- 6.4 The Property team will combine responsibilities for surveying, asset management, technical support and energy management.
- 6.5 The Property Maintenance team will assume responsibility for property maintenance, building surveying, caretaking/engineering responsibilities and Health and Safety matters.
- 6.6 Within the Policy Section, the duties and responsibilities of the Team Leader (Policy and Europe) have increased and now include representing the 11 local authorities in the East of Scotland European Consortium in a variety of forums in Scotland, the UK and Europe.
- 6.7 Within the Business Development Section, an existing temporary post of Development Officer now performs a key mainstream role, particularly in relation to the introduction of the new Business Gateway. It is, therefore, proposed to establish the post in the Department's structure.

## 7 CONSULTATION

- 7.1 The Chief Executive, Depute Chief Executive (Finance) and Depute Chief Executive (Support Services) have been consulted in the preparation of this report, as have the trade unions.

## 8 BACKGROUND PAPERS

- 8.1 No background papers, as defined in 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 the above report.

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Director of Economic Development

10 October 2003

J.C. Petrie  
Assistant Chief Executive (Management)

10 October 2003