

# DUNDEE CITY COUNCIL

**REPORT TO:** Personnel Committee - 11 September 2006

**REPORT ON:** Leisure and Communities Department - Post Merger Follow up Restructuring of Staffing Resources

**REPORT BY:** Joint Report by Director of Leisure and Communities and Assistant Chief Executive (Management)

**REPORT NO:** 504-2006

## 1 PURPOSE OF REPORT

- 1.1 To seek approval to amend the Leisure and Communities Staffing Structure following the implementation of Report No 750-2005 (Leisure and Communities Department - Organisational Structure). This report had indicated that further reviews would be required as part of the formation of the Leisure and Communities Department.

## 2 RECOMMENDATIONS

It is recommended that the Committee approves the following:-

- 2.1 changes to the establishment of the Marketing & Design and Business Development Team:-
- 2.1.1 - delete the posts of Marketing Assistant, AP1-4 (£15,441-£23,610) and Designer, AP1-4 (£15,441-£23,610);
- 2.1.2 - establish the part time posts of:-
- Assistant Business Development Officer, (21.75 hours), AP1-4 (£15,441-£23,610);  
Designer, (21.75 hours), AP1-4 (£15,441-£23,610);  
Designer, (18.5 hours), AP1-4 (£15,441-£23,610); and  
Marketing Assistant, (14 hours), AP1 (£15,441-£16,518);
- 2.1.3 - redesignate the post of External Funding Officer, PO1-4 (£27,039-£29,349) to Senior Business Development Officer;
- 2.1.4 - redesignate and regrade of the post of Information Assistant, GS2 (£13,893 - £14,577) to Information Assistant (Educational Resources), GS1/3 (£10,938 - £15,441);
- 2.2 changes to the establishment of the Libraries, Information and Cultural Services, Sports Development and Business Development and Support Services Sections:-
- 2.2.1 - transfer the vacant post of Clerical Assistant, based at Douglas Community Centre, graded GS1/2 - 20 hrs (£5,912-£7,879) to the Sports Development Section;
- 2.2.2 - redesignate the following posts within the Administration Team:-
- Assistant General Administration Officer, AP3 (£18,840-£20,673), to Assistant Staffing and Payroll Officer;
  - Assistant Finance Officer, AP2 (£16,929 - £18,324), to Assistant Property and IT Liaison Officer.

### 3 **FINANCIAL IMPLICATIONS**

- 3.1 The financial implications in this report can be contained within the Leisure and Communities Revenue budgets.

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

- 4.1 The Report seeks to ensure that Departmental resources are used as efficiently and effectively as possible to achieve Departmental and Council agreed service priorities.

### 5 **EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The proposals will continue to reflect priority to the Council's commitment to equal opportunities.

### 6 **BACKGROUND**

- 6.1 Report No 750-2005 Leisure and Communities Department - Organisational Structure detailing the changes to the staffing structure of the merged department was approved by this Committee on 13 February 2006. This report was approved subject to further discussion, dialogue and negotiation with trade unions.
- 6.2 It was remitted to the Director of Leisure and Communities and the Assistant Chief Executive (Management) to review the implementation of report No 750-2005 and report back to Committee.
- 6.3 This report reflects the outcome of ongoing trade union negotiations and omissions and issues arising from the implementation of Report No 750-2005. There will be a further report after a 6 month review has been completed in November 2006.
- 6.4 Prior to the merger, informal changes to the staffing structure of the Marketing & Design and Business Development Teams were implemented. The revised structure was successful. However, the formalisation of these changes was omitted from Report No 750-2005. It is therefore proposed to seek approval to formally change the establishment to reflect current working arrangements as outlined in recommendations 2.1.1 - 2.1.4 above and to confirm the present postholders in post.
- 6.5 Further negotiations with the trade unions have resulted in agreed changes to the structure of the Administration Team, which more accurately reflects the duties and responsibilities undertaken. The proposed changes are outlined in recommendation 2.2.2.
- 6.6 The post of Information Assistant based at Mitchell Street was reviewed and a revised job description was compiled which reflected the change in focus and duties of this post. The job description was evaluated by the Personnel Department as GS1/3 (£10,938 - £15,441) bringing this post in line with similar posts in the department. Therefore, it is proposed to redesignate and regrade the post as outlined in recommendation 2.1.4.
- 6.7 Reference is made to Report No. 750-2005 regarding the Organisation Structure of the Leisure and Communities Department in which it was proposed to transfer a Senior Clerical Assistant Post from Support Services to Sports Development. After reviewing the proposed structure, it was agreed that the Support Services post could not be transferred without adversely affecting service delivery. As a consequence, having undertaken a further review of options it is now proposed to retain this post within Support Services as a Clerical Assistant GS1/2 (£10,938 - £14,577) in the Finance Team and to transfer the part-time post of Clerical Assistant from Douglas Community Centre GS1/2 20 hours (£5,912 to £7,879) to Sports Development.

**7 CONSULTATION**

- 7.1 The Chief Executive, Depute Chief Executive (Finance) and Depute Chief Executive (Support Services) as well as the appropriate trade unions have been consulted in the preparation of the report and are in agreement with its contents.

**8 BACKGROUND PAPERS**

- 8.1 None.

S Murdoch  
Director of Leisure and Communities

1 September 2006

J C Petrie  
Assistant Chief Executive (Management)

1 September 2006