

REPORT TO: Personnel Committee - 16 April 2007

REPORT ON: Planning and Transportation Department - Parking Team Staffing Structure

REPORT BY: Director of Planning and Transportation and Assistant Chief Executive (Management)

REPORT NO: 121-2007

1. PURPOSE OF REPORT

1.1 This Report seeks Committee approval for proposed changes to the organisational structure of the Parking Team following a review of workload and resources by the Director of Planning and Transportation and the Assistant Chief Executive (Management).

2 RECOMMENDATION

2.1 It is recommended that the Committee approves the Staffing Structure for the Parking Team in the Planning and Transportation Department as detailed in Section 7 'Staffing Proposals' below and shown in Appendix A of this Report.

3 FINANCIAL IMPLICATIONS

3.1 The total additional cost of the revised Structure will be £16,609 in 2007/2008. This will be fully contained within the Car Park Trading Account.

3.2 The additional expenditure will be offset by the additional income generated from the revised operational arrangements and a reduction in overtime working.

4 SUSTAINABILITY POLICY IMPLICATIONS

4.1 Decriminalised parking enforcement addresses the following key items of Dundee 21:-

- Resources are used effectively.
- Access to facilities, services, goods and people is not achieved at the expense of the environment and are accessible to all.
- Health is protected by creating a safe, clean and pleasant environment.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 Decriminalised parking enforcement helps to promote a barrier free city.

6 BACKGROUND

- 6.1 The review considered the resource requirements to provide the Decriminalised Parking Service as agreed by the Planning and Transportation Committee on 2 December 2003 (Report No 757-2003) and the Joint Report agreed by the Planning and Transportation and Personnel Committees on 8 March 2006 (Report No 139-2004).
- 6.2 Decriminalised Parking Enforcement was introduced across Dundee City in April 2004.
- 6.3 The initial staff structure allowed for 10 Parking Attendants supported by 2 Senior Parking Attendants for carrying out parking enforcement for both on and off street parking. This was supplemented with associated administrative and technical support staff.
- 6.4 Following a review on the progression of Decriminalised Parking Enforcement, a further 6 Parking Attendants were appointed in September 2005 and after initial training, commenced enforcement in December 2005.
- 6.5 The appeals adjudication process (review panel) has now been agreed by the Planning and Transportation Committee on 17 April 2006 (Agenda Note AN162-2006). There has however, been a noticeable increase in correspondence relating to informal and formal representations made to the Council.
- 6.6 There is a need to establish a new Customer Services focus within the administration team, working toward the Council customer ethos. This, in part, is due to the establishment of a new Parking 'One Stop' Shop at the Gellatly Street Multi-Storey Car Park offices and also to deal with the increase in customer payments and general enquiries/representations.
- 6.7 There are ongoing programmes to ensure that on street enforcement is carried out as efficiently and effectively as possible and that all car parks are maintained to a high standard. Costs are controlled and managed within the parking budget.

7 STAFFING PROPOSALS

- 7.1 Redesignate the existing post of Car Park Controller to Car Parking Officer with no change in grade. This post is to be filled by matching in the current Car Park Controller postholder. This post will be responsible to the Senior Parking Officer for on and off street parking issues to incorporate line and sign maintenance. The current essential user allowance for this post will be deleted along with the contractual overtime for Saturday working. A rationalisation of transport requirements for the Parking Team is to be reviewed which will result in a reduction in business mileage. These changes would realise substantial savings of approximately £10,000 per annum.
- 7.2 Redesignate two posts of Parking Attendant to Maintenance Assistant, with no change in grade.
- 7.3 Establish one additional post of Senior Parking Attendant, graded AP3, £18,840 - £20,673, to assist with the overall 7 day operation for on and off street enforcement.

There is an operational need to change the working hours of the current Senior Parking Attendants. At present, the 2 posts work to a shift pattern between Monday through Friday between the hours of 08.00hrs to 18.00hrs. There is currently no coverage at weekends for the supervision of the Parking Attendants and overtime is paid on occasional weekends to deal with parking associated with major events. It is proposed to introduce a shift/rota system for full 7 day coverage so that more effective supervision can be introduced and will also incorporate enforcement. This arrangement will be fully supported by the creation of one additional post of Senior Parking Attendant, filled from within the current Parking Attendant team, with the subsequent vacancy deleted from the establishment.

- 7.4 Redesignate one post of Meter Mechanic to Technical Support and Maintenance Technician, with no change in grade. There will be no requirement for overtime working due to the establishment of one additional post as outlined in 7.5.
- 7.5 Establish one additional post of Technical Support and Maintenance Technician, graded Tech 3, £18,324 - £20,673, to assist with the full coverage of on and off street pay and display meters and pay on foot meter maintenance. This would increase the yield from meters as there would be reduced downtime due to vandalism and faults.
- 7.6 Redesignate the existing posts of Clerical Assistant to Customer Service Assistant, with no change in grade.

8 **CONSULTATION**

- 8.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Assistant Chief Executive (Community Planning) and the trade unions have been consulted and are in agreement with the contents of this report.

9 **BACKGROUND PAPERS**

- 9.1 None.

M Galloway
Director of Planning and Transportation

9 April 2007

J C Petrie
Assistant Chief Executive (Management)

9 April 2007

PARKING SECTION

