

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 12 March 2007

REPORT ON: Waste Management Department - Review of Administration Section

REPORT BY: Head of Waste Management and Assistant Chief Executive (Management)

REPORT NO.: 137-2007

1 PURPOSE OF REPORT

1.1 To seek approval for changes to the establishment of the Waste Management Department following a review of the Administration Section.

2 RECOMMENDATIONS

It is recommended that the Committee approves:-

- 2.1 the deletion of 1 post of Property Assistant, AP1, £15,441 - £16,518;
- 2.2 the redesignation of 2 posts of Clerical Assistant (Payroll), GS1/3, £10,938 - £15,441, to Clerical Assistant (Expenditure) with no change of grade;
- 2.3 the redesignation of 1 post of Clerical Assistant (Allocations), GS1/3, £10,938 - £15,441, to Clerical Assistant (Expenditure) with no change of grade;
- 2.4 the redesignation of 1 full time post of Clerical Assistant (Collections), GS1/3, £10,938 - £15,441, to 1 part time (20 hours per week) post of Clerical Assistant (Collections) with no change of grade;
- 2.5 the redesignation and regrading of 1 post of Clerical Assistant (Invoicing), GS1/2, £10,938 - £14,577, to Clerical Assistant (Expenditure), GS1/3, £10,938 - £15,441;
- 2.6 the redesignation and regrading of 1 post of Clerical Assistant (Reception) and 1 part time (22 hours per week) post of Clerical Assistant (Reception), both GS1/2, £10,938 - £14,577, to Clerical Assistant (Collections), GS1/3, £10,938 - £15,441;
- 2.7 the deletion of 1 post of Clerical Assistant (Invoicing) and 1 part time (22 hours per week) post of Clerical Assistant (Reception), both GS1/2, £10,938 - £14,577;
- 2.8 the redesignation and regrading of 1 post of Stores Assistant, GS1/2, £10,938 - £14,577, to Stores/Workshop/Transport Assistant, GS1/3, £10,938 - £15,441;
- 2.9 a review of the effectiveness of the implementation of these proposals be carried out by the Head of Waste Management and the Assistant Chief Executive (Management) within 6 months of the approval of this report.

3 FINANCIAL IMPLICATIONS

- 3.1 The Head of Finance confirms that the adoption of the proposals contained in this report will result in a saving of £48,244 in a full financial year.

4 SUSTAINABILITY POLICY IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 To meet the changing demands on the Administration Section of his department, the Head of Waste Management decided that a review of the workload and establishment was required.
- 6.2 As a result of that review, the Head of Waste Management and the Assistant Chief Executive (Management) consider that it would be beneficial to integrate the work of a number of posts and to facilitate the inter-changeability and flexibility of staff. This requires the redesignation and regrading of posts.
- 6.3 A comparison of current and proposed establishments are outlined in Appendix 1 attached.

7 CONSULTATION

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

8 BACKGROUND PAPERS

- 8.1 None.

J Laing
Head of Waste Management

2 March 2007

J C Petrie
Assistant Chief Executive (Management)

2 March 2007

Appendix 1

CURRENT ESTABLISHMENT

1 Property Assistant	AP1
2 Clerical Assistants (Payroll)	GS1/3
1 Clerical Assistant (Allocations)	GS1/3
4 Clerical Assistants (Collections)	GS1/3
1 WP Operator	GS1/3
2 Clerical Assistants (Invoicing)	GS1/2
1 Clerical Assistant (Reception)	GS1/2
2 Part Time (22 hours per week) Clerical Assistants (Reception)	GS1/2
1 Stores Assistant	GS1/2

TOTAL = 14.18 posts

PROPOSED ESTABLISHMENT

4 Clerical Assistants (Expenditure)	GS1/3
5 Clerical Assistants (Collections)	GS1/3
1 Part Time (20 hours per week) Clerical Assistant (Collections)	GS1/3
1 WP Operator	GS1/3
1 Stores/Workshop/Transport Assistant	GS1/3

TOTAL = 11.54 posts