

**REPORT TO :** Personnel Committee - 14 March 2005

**REPORT ON :** Support Services Department - Architectural Services Division - Review of Staffing Structure

**REPORT BY :** City Architectural Services Officer, Depute Chief Executive, (Support Services), Assistant Chief Executive (Management)

**REPORT NO:** 153-2005

## **1.0 PURPOSE OF REPORT**

- 1.1. To seek Committee approval for changes to the staffing structure of the Architectural Services Division.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Committee approves the following:-
- 2.1.1 the establishment of one additional post of Principal Building Services Engineer, graded PO11-14, £33,195 - £35,574;
  - 2.1.2 the establishment of two additional posts of Senior Architect, graded PO7-10, £30,177 - £32,466;
  - 2.1.3 the additional posts referred to in 2.1.1 and 2.1.2 above will be filled by existing staff whose posts will be deleted at the conclusion of the exercise;
  - 2.1.4 the redesignation of one post of Building Services Technician to Temporary Building Services Technician (2 years fixed term) with no change of grade;
  - 2.1.5 the deletion of one vacant post of Architectural Technician, graded T1-5, £14,052 - £25,116;
  - 2.1.6 the deletion of one post of Temporary Building Services Engineer, graded AP5/PO8, £23,058 - £30,948, when this post becomes vacant (within 6 months);
  - 2.1.7 the deletion of one post of Quantity Surveyor, graded AP5/PO8, £23,058 - £30,948 when this post becomes vacant (within 8 months).

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 These changes will result in a net saving of £55,206 in 2005/06 and £95,580 in a full financial year, both figures being inclusive of employer's costs.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 Resources are used efficiently and waste is minimised.

## 5.0 **EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 None.

## 6.0 **BACKGROUND**

6.1 The staffing structure of the Architectural Services Division was reviewed in January 2004 with a further minor review in January 2005. There were a number of outstanding issues relating to senior members of staff which were not resolved at that time and which required further consultation.

6.2 This final review has now taken place through consultation with staff and trade union representatives.

6.3 The establishment of an additional post of Principal Building Services Engineer will assist in the management of that section which currently has 37 staff and only one Principal Officer (Group Leader).

6.4 The establishment of two additional posts of Senior Architect will assist in the management of the two Architects' teams which each consist of 19 members of staff.

6.5 All of the new posts will be filled from existing staff whose posts will be deleted at the conclusion of the exercise.

6.6 The proposals will produce a reduction in establishment of three full time posts.

## 7.0 **CONSULTATION**

7.1 The Chief Executive, Depute Chief Executive (Finance) and the trade unions have been consulted on the contents of this report.

## 8.0 **BACKGROUND PAPERS**

8.1 Report No. 648-2003 and Report No. 59-2005, by the Depute Chief Executive (Support Services), Assistant Chief Executive (Management) and City Architectural Services Officer, approved by Personnel Committee in January 2004 and January 2005 respectively.

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City Architectural Services Officer

7 March 2005

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Depute Chief Executive (Support Services)

7 March 2005

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7 March 2005