

# DUNDEE CITY COUNCIL

**REPORT TO:** Special Personnel and Management Services Committee - 17 March 2003

**REPORT ON:** Education Department - Restructuring of Swimming Pool Services

**REPORT BY:** Director of Education and Director of Personnel and Management Services

**REPORT NO:** 264-2003

## 1 PURPOSE OF REPORT

- 1.1 To seek the Committee's approval to restructure the swimming pool staffing and service within the Education Department.

## 2 RECOMMENDATIONS

It is recommended that the Committee:-

- 2.1 approves that the operation of Swimming Pool Management is provided on a citywide basis;
- 2.2 approves the establishment of 2 posts of Senior Swimming Pool Technician graded AP3 (£16673 - £18296) and 5 posts of Swimming Pool Technician graded AP1/2 (£13664 - £16217);
- 2.3 approves the deletion of 7 posts of PE Assistant (Swimming) graded GS2 (£12296 - £12899);
- 2.4 approves a one-off buy out for change in current conditions of £1500 to the 2 PE Assistants (Swimming) who currently receive payments of contractual overtime and a one off buy out for change of current conditions of £750 to the remaining 5 PE Assistants (Swimming). This will be in complete recompense for the employees agreeing to the new locally agreed working conditions.

## 3 FINANCIAL IMPLICATIONS

- 3.1 The effect on the Revenue Budget by implementing these proposals would be an estimated saving in the financial year 2003/04 of £1620 and an estimated annual saving of £8370 in future. Financial Appendix is attached.

## 4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None

## 5 **EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 None

## 6 **BACKGROUND**

6.1 A joint working group, comprising representatives from Education, Personnel and Management Services and UNISON, was established to consider alternative working patterns and methods for providing swimming pool services to Education Department swimming pools. The objectives of the group were to recommend changes which:-

- i) provide a high quality, flexible and cost effective service of swimming pool management to Education Department facilities;
- ii) provide the service within the existing Revenue Budget;
- iii) ensure that the working pattern complies with the requirements of the Working Time Regulations.;
- iv) review the job purpose and description of the employees;

The Directors subsequently authorised management representatives to formally consult and negotiate with the Trade Union representing the PE Assistants (Swimming) and reach a local agreement.

## 7 **CURRENT SITUATION**

7.1 The Authority employs 7 PE Assistants (Swimming), graded GS2 (£12296 - £12899 per annum).

7.2 The PE Assistants (Swimming) are contracted to work 37 hours per week, however as a result of overtime to cover lets, a PE Assistant (Swimming) may have a working day that covers a period of 14 hours.

7.3 Overtime is paid at premium rates.

7.4 2 long serving PE Assistants (Swimming) are in receipt of contractual overtime payments.

7.5 As a result of the current working practice where each PE Assistant (Swimming) covers the lets at their own pool during term time, few of the employees enjoy many free evenings away from the place of work during term time.

## 8 **PROPOSALS**

8.1 Swimming Pools are resourced on a citywide basis.

- 8.2 2 Senior Swimming Pool Technicians will oversee the provision of Services to the 7 School Swimming Pools. Each of these officers will have a substantive base at 1 of the 7 pools
- 8.3 The remaining 5 pools will have a Swimming Pool Technician substantively based at them.
- 8.4 The Senior Swimming Pool Technicians and Swimming Pool Technicians will be required to be deployed, on a rota basis, to cover water and pool management including blanket duties at a number of schools hosting swimming pool lets in the evenings and at weekends.
- 8.5 The Senior Swimming Pool Technicians be graded AP3 (£16673 - £18296 per annum). This grade takes into account additional management responsibilities, evening rota and Saturday rota working and absence cover in accordance with the local agreement.
- 8.6 The Swimming Pool Technicians be graded AP1/2 (£13664 - £16217 per annum). This grade takes into account, evening rota and Saturday rota working and absence cover in accordance with the local agreement.
- 8.7 The Senior Swimming Pool Technicians and Swimming Pool Technicians will have a basic working week of 37 hours plus evening rota and Saturday lets and appropriate absence cover as per the local agreement during term time. During non-term time, the basic working week will be 25 hours per week. The extra hours during term time are compensated by reduced hours during non term time to produce annualised hours. Remuneration will be in 12 equal monthly instalments.
- 8.8 It is envisaged that there will be times where Senior Swimming Pool Technicians or Swimming Pool Technicians will be required to work additional hours over and above this agreement. No overtime or premium payment will be made in such cases but time off in lieu, at plain time, as agreed by and at the discretion of the appropriate line manager will be allowed and will be taken during non term time. Prior to any additional hours being worked, the flexibility of the rota cover system will be maximised.
- 8.9 The only additional payments which will be made will be for covering Sunday swimming pool lets. A minimum number of staff will cover these lets with each member of staff covering a maximum of 3 swimming pools. The level of payment will be £60 per Sunday. The £60 payment will be increased in line with any % increase in pay awards, excluding the pay award due on 1 April 2003.
- 8.10 All current PE Assistants (Swimming) will be eligible to apply for one of the 2 Senior Swimming Pool Technician posts and, following applications, interviews will take place to decide appointments. Following the appointment of the 2 Senior Swimming Pool Technicians the remaining 5 PE Assistants (Swimming) will be appointed to one of the 5 Swimming Pool Technicians posts.
- 8.11 The implementation of the new service will take effect as soon as is practical following approval by Committee.

- 8.12 A local agreement between Management and Trade Unions reflecting the matters detailed in this report is attached for information.

## **9 CONSULTATION**

- 9.1 This report has been the subject of consultation with the Chief Executive, Director of Finance, Director of Support Services and the appropriate Trade Union.

## **10 BACKGROUND PAPERS**

- 10.1 No background papers, as defined by 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 this report.

A. Wilson  
Director of Education

11 March 2003

J.C. Petrie  
Director of Personnel and Management Services

11 March 2003

**FINANCIAL APPENDIX**

Current Structure							
Basic Salaries							
Grade	SCP	Sal 01/04/03	- Ers - Ni	Ers - Pen	Total	No Posts	of Total Cost
GS2	12	£13,416.00	£705.45	£1,931.90	£16,053.35	7.00	£112,373.45
Contractual Overtime							
Hrly Rate	Factor	Total	Ers - Ni	Ers - Pen	Total	Hrs Paid Per Annum	Total Cost
£6.9539	1.505	£10.4656	£0.87	£1.5070	£12.8426	312.00	£4,006.89
Overtime Payments							
Overtime Paid from April to Dec			28 wks	£27,674.90			
Projected at this level to March			39 wks	£38,547.18			
Projected % of Basic (7@12899)				42.69%			
Projected Overtime 2003/04							
SCP 12	Project ed %	Projected O/t	Ers - Ni	Ers Pen	- Total	No	Total Cost
£13,416.00	42.69%	£5,727.29	£475.37	£0.00	£6,202.66	7.00	£43,418.62
Travel Payments - Assuming Same Level as Current Year							
Travel Paid from April to Dec			28 wks	£301.79			
Projected at this level to March			39 wks	£420.35			
Total Projected Costs for 2003/04 - Current Structure							£160,219.31
Proposed Re structure Situation							
Basic Salaries							
Grade	SCP	Sal 01/04/03	- Ers - Ni	Ers - Pen	Total	No of Posts	Total Cost
AP3	26	£19,029	£,1171.33	£2,740.18	£22,940.51	2.00	£45,881.02
AP2	22	£16,866	£991.80	£2,428.70	£20,286.51	5.00	£101,432.54

**Sunday Lets - Based on Current Level of Lets (3 pw)**

Rate	Ers - Ni	Ers - Pen	Total	No of Weeks	Total Cost
£60.00	£4.98	£0.00	£64.98	35.00	£2,274.30

**Travel Expenditure**

Mile pd	Days pw	No of Weeks	Rate	Total Cost
18.00	6.00	39.00	£0.5370	£2,261.84

**Total Projected Costs for 2003/04 - Proposed Structure**

£151849.66

**Summary of Situation**

Projected Total Costs Current Structure	£160,219.31
Projected Total Costs Proposed Structure	£151,849.69
Annual Saving	£8,369.65

**Less Contractual Overtime/Overtime One Off Buy Out**

Contractual Buy Out	2.00	@	£1,500.00	£3,000
Overtime One Off Buy Out	5.00	@	£750.00	£3,750

Total Buy Out	£6,750
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Projected Annual Saving 2003/04

£1,619.65

**Appendix 1****DUNDEE CITY COUNCIL****EDUCATION DEPARTMENT - LOCAL AGREEMENT****Re-structuring of Swimming Pool Staffing City-wide**

Following a series of meetings with the Branch Secretary of UNISON and subsequently with delegated representatives of Education Swimming Pool Staff, the following agreement was reached: -

**CITYWIDE GROUP**

The provision of Swimming pool management will be given on a citywide basis.

**STAFFING**

The 7 Swimming pools will be staffed by 2 Senior Swimming Pool Technicians and 5 Swimming Pool Technicians, each will have a substantive base at 1 of the 7 pools but will be required to work at any of the establishments.

**GRADING OF POSTS**

Senior Swimming Pool Technicians to be graded AP3 (Currently £16673 - £18296 per annum)

Swimming Pool Technicians to be graded AP1/2 (Currently £13664 - £16217 per annum)

This grade recompenses the employee for their basic working week Monday to Friday and also the following without any additional payment.

*EVENING/SATURDAY LETS* - Water and pool management including blanket duties at various pools in the Evening where pools are let. It is envisaged that the Senior Swimming Pool Technicians and Swimming Pool Technicians would on a rota basis, manage all the pools in an Evening so as no more than 3 Staff are required to work.

*ADDITIONAL HOURS* – Where due to the exigencies of the service eg absence cover as detailed below a Senior Swimming Pool Technician or a Swimming Pool Technician is require to work additional hours, no extra payment will be made however TOIL will be given in agreement with the Senior Swimming Pool Technician (for an Swimming Pool Technician) or the Property Services Co-ordinator (for a Senior Swimming Pool Technician). Prior to any additional hours with TOIL being used the maximum use of the rota system will be deployed.

Rest periods, for the above, as required by the Working Time Directive will be compensated by a shorter working week during non-term time.

## **SUNDAY LETS**

It is agreed that there will be a fixed payment for carrying out water and pool management duties, including blanket duties for Sunday Lets. The payment will be £60 for carrying out this duty at a maximum of 3 pools. It is the responsibility of the Senior Swimming Pool Technicians to ensure the least number of staff possible are used in the most effective manner, e.g. if 1,2 or 3 pools are in operation 1 member of staff would cover all 3 pools; if 4, 5 or 6 pools are in operation 2 members of staff would split the duties equally etc.

The £60 payment will be increased in line with any % increase of pay awards, excluding the pay award due on 1 April 2003.

*The Senior Swimming Pool Technicians should ensure that all Evening, Saturday and Sunday Lets are shared equitably amongst the Swimming Pool Technicians and themselves. If any dispute arises the Property Services Co-ordinator will act as arbitrator.*

## **BASIC HOURS OF WORK**

During Term time the Basic hours for all 7 members of staff will be 37 hours per week, plus any hours required under the Evening and Saturday Lets rota and any absence cover as per this local agreement. During non-term time staff will work a reduced week of 25 hours per week, to compensate the additional hours worked for Evening and Saturday lets during term time. The lower hours during non-term time will, along with extra hours for lets worked during term time result in the employees hours being annualised.

It is agreed that the Senior Swimming Pool Technicians may be required to respond to requests from the Swimming Pool Technicians outwith normal hours without additional payment. The higher grade of AP3 takes into account the flexibility required, without additional pay. In such instances TOIL at single hours will be granted and be taken during non-term time.

## **ROTA SYSTEMS FOR LETS**

A review has been carried out of how the rota system for lets would be worked.

## **ANNUAL LEAVE**

Annual Leave must be taken during non-term time unless otherwise approved in writing by the Property Services Co-ordinator. Swimming Pool Technicians will have their leave approved by their designated Senior Swimming Pool Technicians. The Property Services Co-ordinator will approve the Senior Swimming Pool Technicians leave. The Senior Swimming Pool Technicians will liaise with the Property Services Co-ordinator to ensure there is adequate cover citywide during periods of annual leave.

Although being taken during the period of reduced hours annual leave will continue to be expressed in days.



## **ACCRUED TIME OFF IN LIEU (TOIL)**

TOIL accumulated during term time must be taken during non term time to a maximum of 25 hours in any 4 week period and must be approved in the same manner as Annual Leave. The Senior Swimming Pool Technicians will liaise with the Property Services Co-ordinator to ensure there is adequate cover city wide during periods of TOIL.

## **ABSENCE COVER**

The Senior Swimming Pool Technicians shall ensure pools receive adequate staff cover during periods of absence and will on a rota basis between themselves and the Swimming Pool Technicians provide an appropriate level of cover to establishments. On these occasions priority will be given to Water management and Pool/Shower Area Hygiene. The Senior Swimming Pool Technician should ensure the Principal Teacher of Physical Education and Property Services Co-ordinator are fully aware of these facts during any period where absence cover is being deployed.

A Senior Swimming Pool Technician or Swimming Pool Technician will give 5 days absence cover within any 2 month period in addition to their basic hours of work as detailed above without gaining any TOIL. When this arrangement has been exhausted the aforementioned priority absence cover will be deployed within their basic hours of work.

## **APPOINTMENTS**

All existing PE Assistants (Swimming) will be given the opportunity to apply for the posts of Senior Swimming Pool Technician. Those not appointed to such a post will be appointed to a post of Swimming Pool Technician.

Future appointments of Senior Swimming Pool Technician or Swimming Pool Technician will be made following the Council's policies on Recruitment and Selection.

## **SALARY PLACING**

At changeover the staff currently employed as PE Assistants (Swimming) will be placed on the maximum point of the Grade for the post appointed to.

## **Subsequent New Starts**

Any new start after the changeover period will be placed on the Spinal Point (SCP 15 - 22 or SCP 23 –26) following the 'Smallest Increment Rule' as defined in the Scheme of Salaries and Conditions of Service. The Director of Education will have the discretion to make salary placements subject to employees qualifications and experience. Such placings will be made following consultation with the Director of Personnel and Management Services.

## **BUY OUT OF CURRENT CONDITIONS**

It is agreed that one off buy out payments will be made as follows –

The 2 staff that currently receive contractual overtime will receive one off buy outs of £1500 each in their first available salary following agreement by committee. The remaining 5 staff will receive one off buy outs of £750 each in their first available salary after agreement by committee. These buy outs are in complete recompense for staff agreeing to this change to their Conditions of Service.

Any member of staff that receives one of the aforementioned buy out payments and subsequently leaves the employment of Dundee City Council, excluding any retirements, in the 12 month period succeeding the implementation of this agreement will be required to refund a pro rata amount of the payment based on service not given during the 12 month period.

## **TRAVEL EXPENSES**

As a result of providing an Evening and Saturday Service to more than one Establishment's pool. The Senior Swimming Pool Technician or Swimming Pool Technician providing this service will be entitled to make claims for Travel and Subsistence Expenses as per the Councils current rules and rates for such reimbursement. As an additional payment is being made for Sunday working no claim for travel will be made for Sunday Lets.

## **IMPLEMENTATION DATE**

Applications for the 2 Senior Swimming Pool Technicians posts will be invited immediately following approval by committee. Once appointments of the two Senior Swimming Pool Technicians are made full implementation of the local agreement will be carried out.

## **JOB DESCRIPTION**

A full review of Job purpose and description has been carried out and enclosed at appendix 2 and 3 are Job Descriptions for the posts of Senior Swimming Pool Technician and Swimming Pool Technician.

## **SIGNATURES**

Director of Education .....

Date .....

Director of Personnel and Management Services .....

Date .....

Branch Secretary, UNISON .....

Date .....

**Appendix 2**

VACANCY REF.:  
CLOSING DATE:

**DUNDEE CITY COUNCIL****JOB DESCRIPTION – EDUCATION DEPARTMENT****DRAFT****IDENTIFICATION**

Post Title:	Senior Swimming Pool Technician	Post Ref.:	
Section:	Secondary	Grade:	AP 3
Responsible to:	Head Teacher of base school for day to day line management and Property Services Co-ordinator		
Responsible for:	In conjunction with Head Teacher of base school the day to day management of Swimming Pool Technicians		

**JOB PURPOSE**

To maintain the cleanliness of the water and pool area at the base school and any other school as part of the rota for covering lets or for covering for absence and at the base school to provide lifeguard duties and assist the teaching staff with swimming instruction.

To assist with the line management of Swimming Pool Technicians and for preparing and implementing rotas for lets and absence cover by Swimming Pool Technicians.

**PRINCIPAL WORKING CONTACTS**

Property Services Co-ordinator  
Teaching staff, pupils  
Swimming Pool Technicians  
Facility Staff  
Property Officers

**MAIN DUTIES**

Supervision of Staff

The Senior Swimming Pool Technicians, in consultation where appropriate with each other and/or the base school head teachers, will supervise the Swimming Pool Technicians with respect to:

- a) maintaining an overview of their work attendance, time keeping and rota adherence and notifying the Property Services Co-ordinator.

- b) identifying and addressing training needs and notifying the Property Services Co-ordinator.
- c) dealing with allocation of annual leave and notifying Property and Support Services Section accordingly.
- d) investigating areas of concern which may result in application of the procedure for dealing with breaches of discipline and substandard work performance and acting as a witness or presenter of management's case to the appropriate Disciplinary Panel.
- e) preparing and implementing rotas for covering lets and absence of Swimming Pool Technicians.
- f) managing absence in accordance with the Council's Policy and Procedure, eg notifying the Property and Support Section of all absences, return to work interviews, identifying patterns of absence, breaches of reporting procedures, etc.
- g) verifying time sheets and expense forms.
- h) providing technical advice to Swimming Pool Technicians on all matters relating to the pool plant and water management.
- i) advising the Property Services Co-ordinator on all matters relating to the pool plant and water management.

### **Swimming Pool Duties**

- 1 Responsible for the maintenance of plant and cleanliness of the water of the swimming pool.
- 2 Responsible for the ordering of the pool chemicals and other cleaning materials.
- 3 Responsible for the cleanliness of the pool surrounds, changing rooms and showers.
- 4 Responsible for the laying and removing of pool covers (where applicable).
- 5 Responsible for the use and care of the pool resuscitator.
- 6 Assist the teaching staff with swimming activities.
- 7 Arrange for the repair and maintenance of the swimming pool and associated equipment as required.
- 8 Ensure the pool water is tested manually on a regular basis for water chemical balance. Take corrective action where necessary to restore appropriate chemical levels.
- 9 Organise the purchase of chemical cleaning materials, check invoices and pass for payment.
- 10 Check pool filter beds at least 3 times daily. Disinfect footbaths and surrounds of pool twice daily and replenish footbaths before classes resume. Ensure cleanliness of changing rooms and shower areas.
- 11 Attend to cleaning of plant room and backwash.
- 12 In conjunction with the teaching staff, ensure that the Health and Safety at Work Act 1974 and other statutory regulations are complied with.

- 13 Assist the teaching staff to develop and deliver swimming instruction and other pool activities.
- 14 Assist with the promotion of and encourage school pupils to take part in school swimming activities.
- 15 Miscellaneous associated duties as requested.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 08/04/03  
Authorised:

(If you have any other queries, please phone Derek Currie, Telephone 01382 –3754)

**Appendix 3**

VACANCY REF.:  
CLOSING DATE:

**DUNDEE CITY COUNCIL****JOB DESCRIPTION – EDUCATION DEPARTMENT****DRAFT****IDENTIFICATION**

Post Title:	Swimming Pool Technician	Post Ref.:	
Section:	Secondary	Grade:	AP 2
Responsible to:	Head Teacher of base school and Senior Swimming Pool Technician for day to day line management and Property Services Co-ordinator		
Responsible for:			

**JOB PURPOSE**

To maintain the cleanliness of the water and pool area at the base school and any other school as part of the rota for covering lets or for covering for absence and at the base school to provide lifeguard duties and assist the teaching staff with swimming instruction.

**PRINCIPAL WORKING CONTACTS**

Property Services Co-ordinator  
Teaching staff, pupils  
Senior Swimming Pool Technicians  
Facility Staff  
Property Officers

**MAIN DUTIES**

Responsible for the maintenance of plant and cleanliness of the water of the swimming pool.

Responsible for the ordering of the pool chemicals and other cleaning materials.

Responsible for the cleanliness of the pool surrounds, changing rooms and showers.

Responsible for the laying and removing of pool covers (where applicable).

Responsible for the use and care of the pool resuscitator.

Assist the teaching staff with swimming activities.

Arrange for the repair and maintenance of the swimming pool and associated equipment as required.

Ensure the pool water is tested manually on a regular basis for water chemical balance. Take corrective action where necessary to restore appropriate chemical levels.

Organise the purchase of chemical cleaning materials, check invoices and pass for payment.

Check pool filter beds at least 3 times daily. Disinfect footbaths and surrounds of pool twice daily and replenish footbaths before classes resume. Ensure cleanliness of changing rooms and shower areas.

Attend to cleaning of plant room and backwash.

In conjunction with the teaching staff, ensure that the Health and Safety at Work Act 1974 and other statutory regulations are complied with.

Assist the teaching staff to develop and deliver swimming instruction and other pool activities.

Assist with the promotion of and encourage school pupils to take part in school swimming activities.

Miscellaneous associated duties as requested.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 08/04/03

Authorised:

If you have any queries regarding this vacancy, please contact (Derek Currie Telephone Number 433754).