DUNDEE CITY COUNCIL

REPORT TO: **Personnel and Management Services Committee - 18 June 2001**

REPORT ON: **Information Technology Division - Organisational Structure**

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

REPORT NO: **388-2001**

1 PURPOSE OF REPORT

1.1 To recommend changes to the organisational structure of the Information Technology Division following consultation with the trade unions.

2 RECOMMENDATION

2.1 It is recommended that the Committee approves the revised organisational structure outlined in the appendices to this report.

3 FINANCIAL IMPLICATIONS

3.1 At its meeting of 8 January 2001, the Personnel and Management Services Committee approved report no. 610-2000 and noted that the adoption of the recommendations would result in a full year saving of £147,700, inclusive of employer's costs.

3.2 The approval of the changes proposed in this report would reduce the full year saving to £136,500, inclusive of employer's costs.

4 LOCAL AGENDA 21 IMPLICATIONS

4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The appointment of people to posts will be carried out in accordance with the Council's equal opportunities policy and in consultation with the trade unions.

6 BACKGROUND AND PROPOSALS

6.1 At its meeting of 8 January 2001, the Personnel and Management Services Committee considered report no. 610-2000 by the Chief Executive and Director of Personnel and Management Services and approved a revised organisational structure for the Information Technology Division.

6.2 At that meeting, the Director of Personnel and Management Services advised the Committee that the trade unions had raised a number of issues which the Director of Personnel and Management Services accepted had to be discussed further.

6.3 As a result of this consultation, it was agreed that it would be appropriate to strengthen management and Team Leader arrangements in the Division and to propose a small number of changes to the structure which was agreed in principle on 8 January 2001. The proposed revised organisational structure, which contains the same number of posts (81), is outlined in Appendices 1-5 attached. Appendix 6 outlines a comparison of establishment.

6.4 The cost of these further changes will be £11,200, inclusive of employer's costs. The overall full year saving is, therefore, reduced to £136,500, inclusive of employer's costs.

7 CONSULTATION

7.1 The Chief Executive, Head of Information Technology, Director of Finance and Director of Support Services have been consulted on this report, as have the relevant trade unions. The trade unions are in agreement with the proposals outlined.

8 BACKGROUND PAPERS

8.1 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.

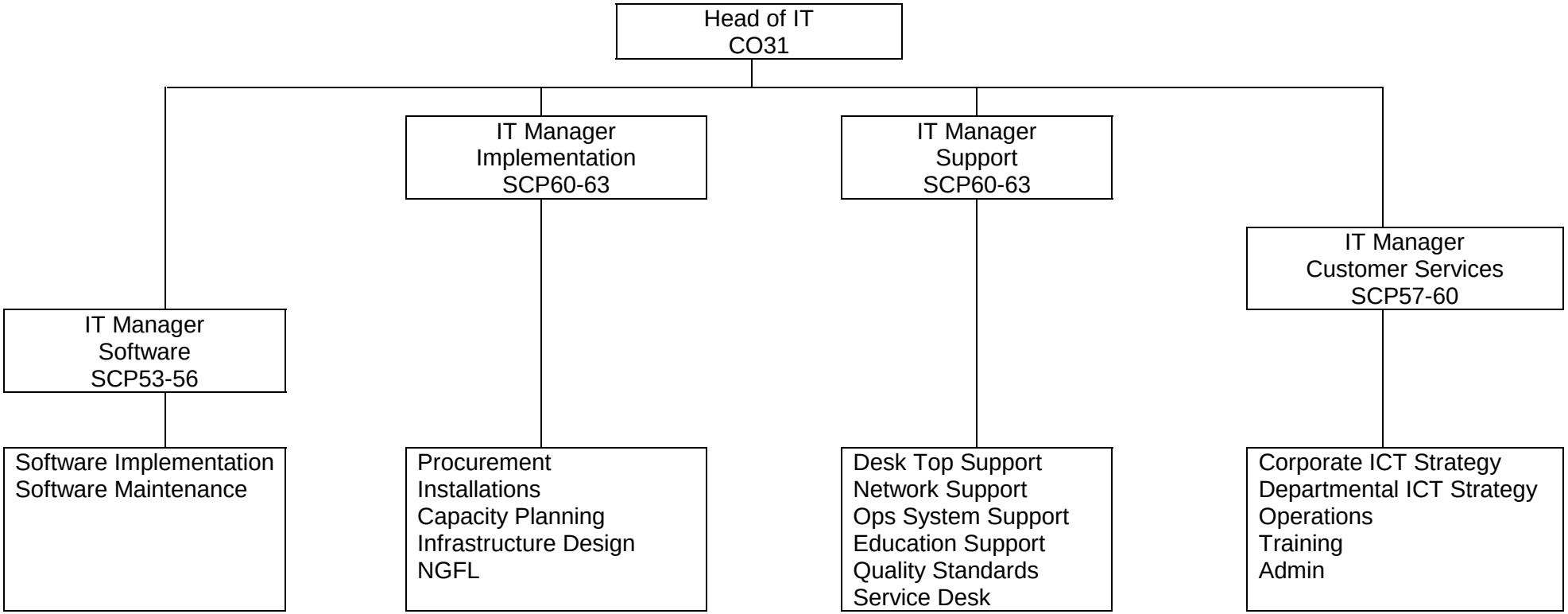
9 SIGNATURE

J.C. Petrie
Director of Personnel and Management Services .....

Date .....

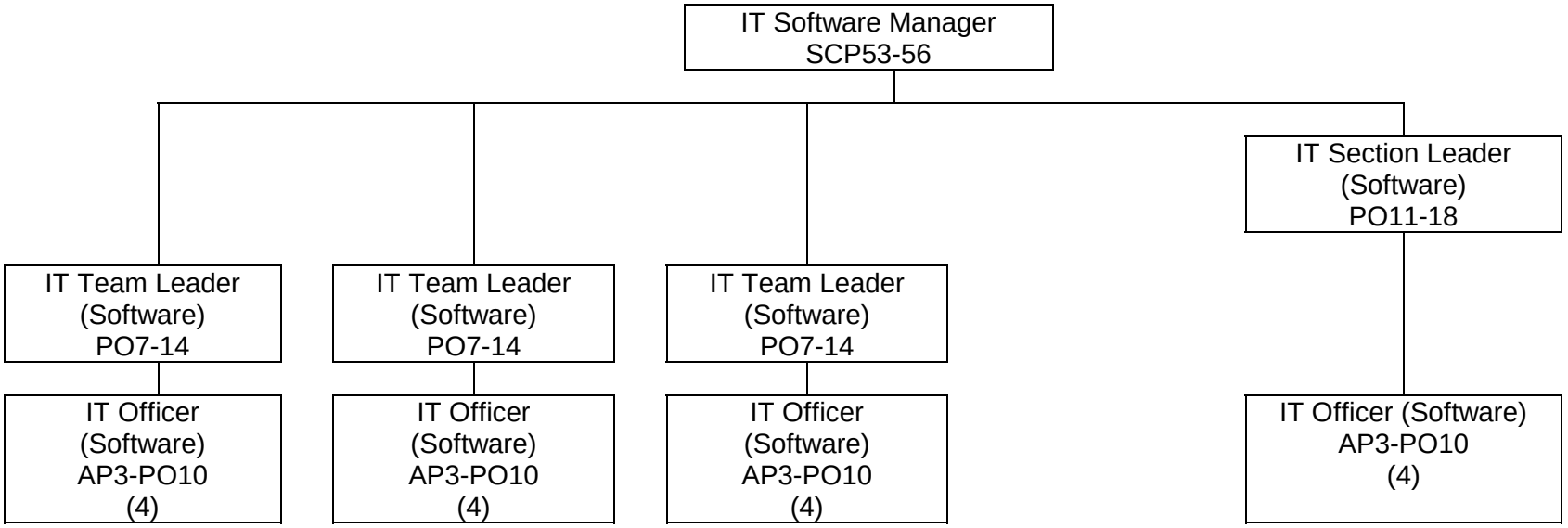
Appendix 1

IT DIVISION MANAGEMENT TEAM



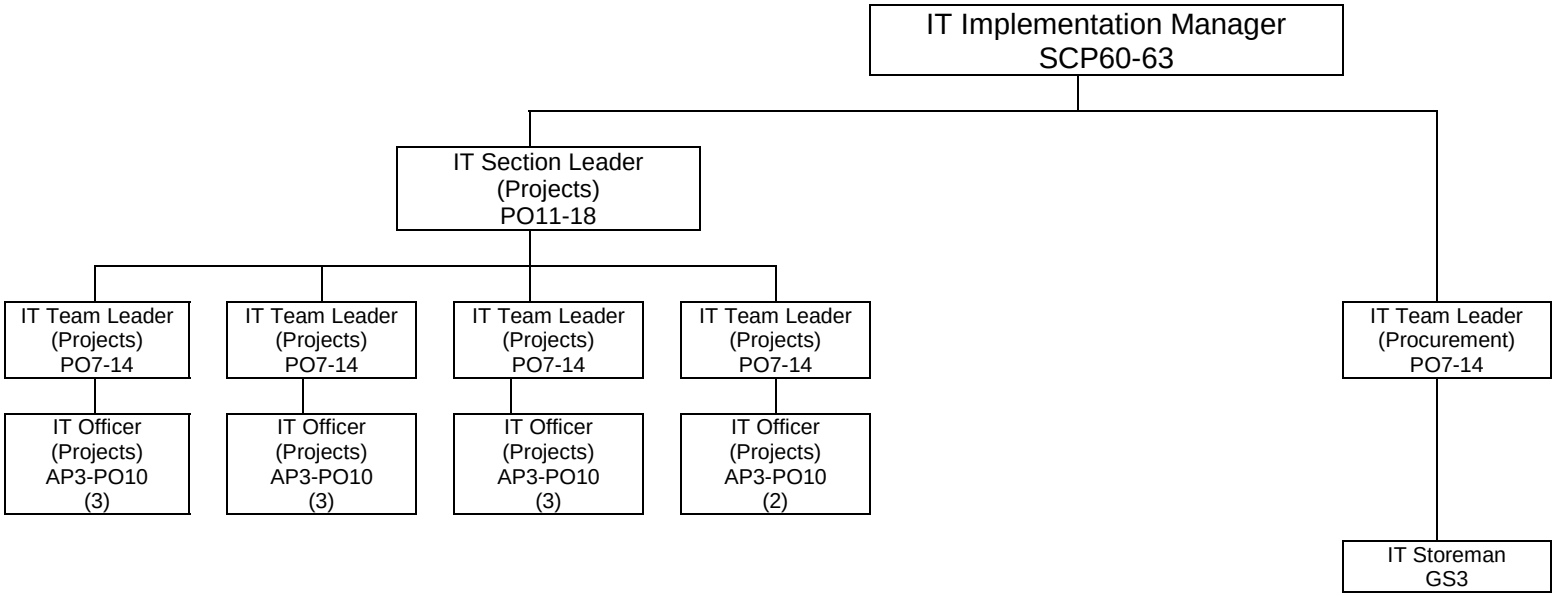
Appendix 2

SOFTWARE SECTION STAFFING STRUCTURE



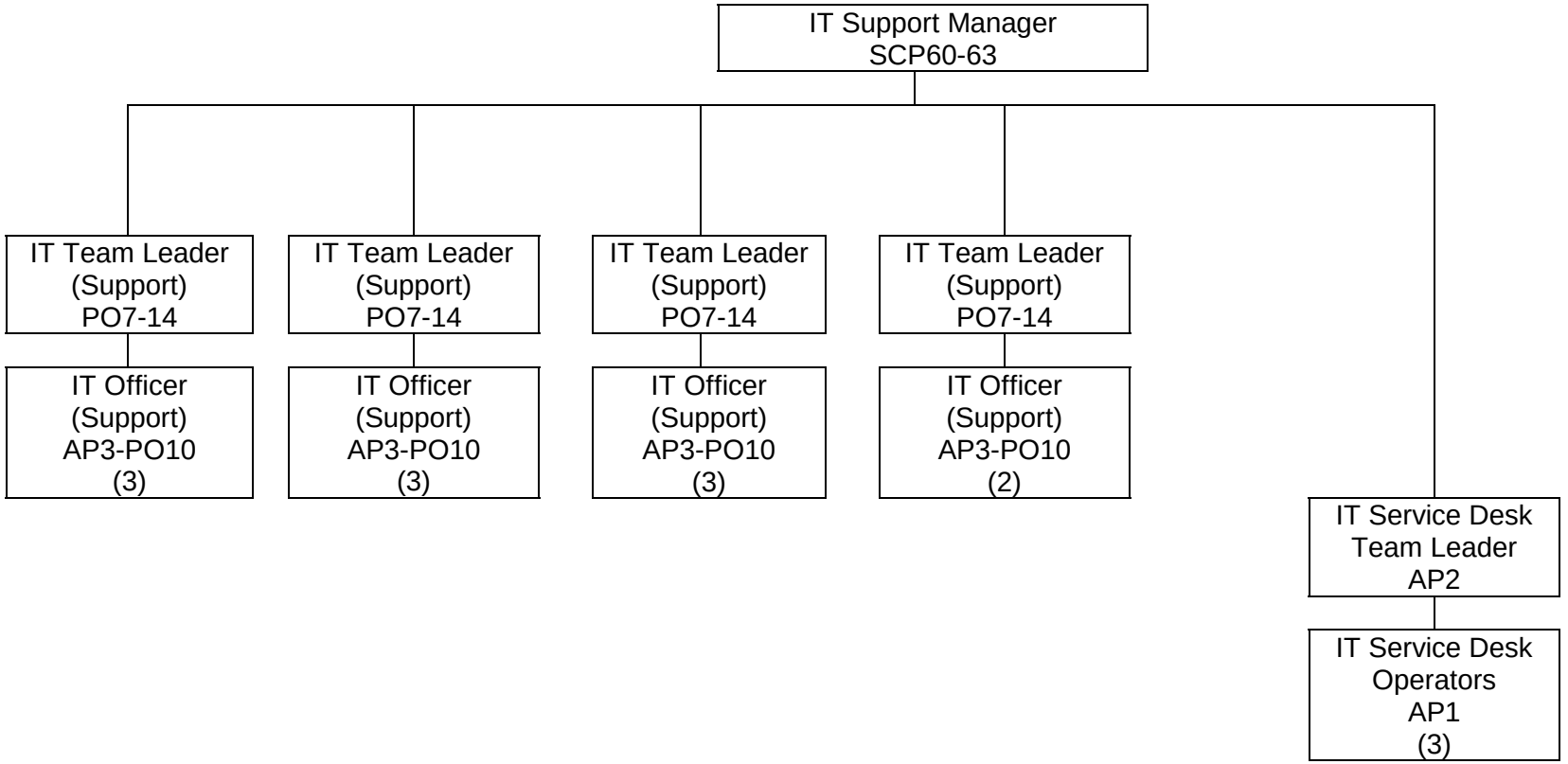
Appendix 3

IMPLEMENTATION SECTION STAFFING STRUCTURE

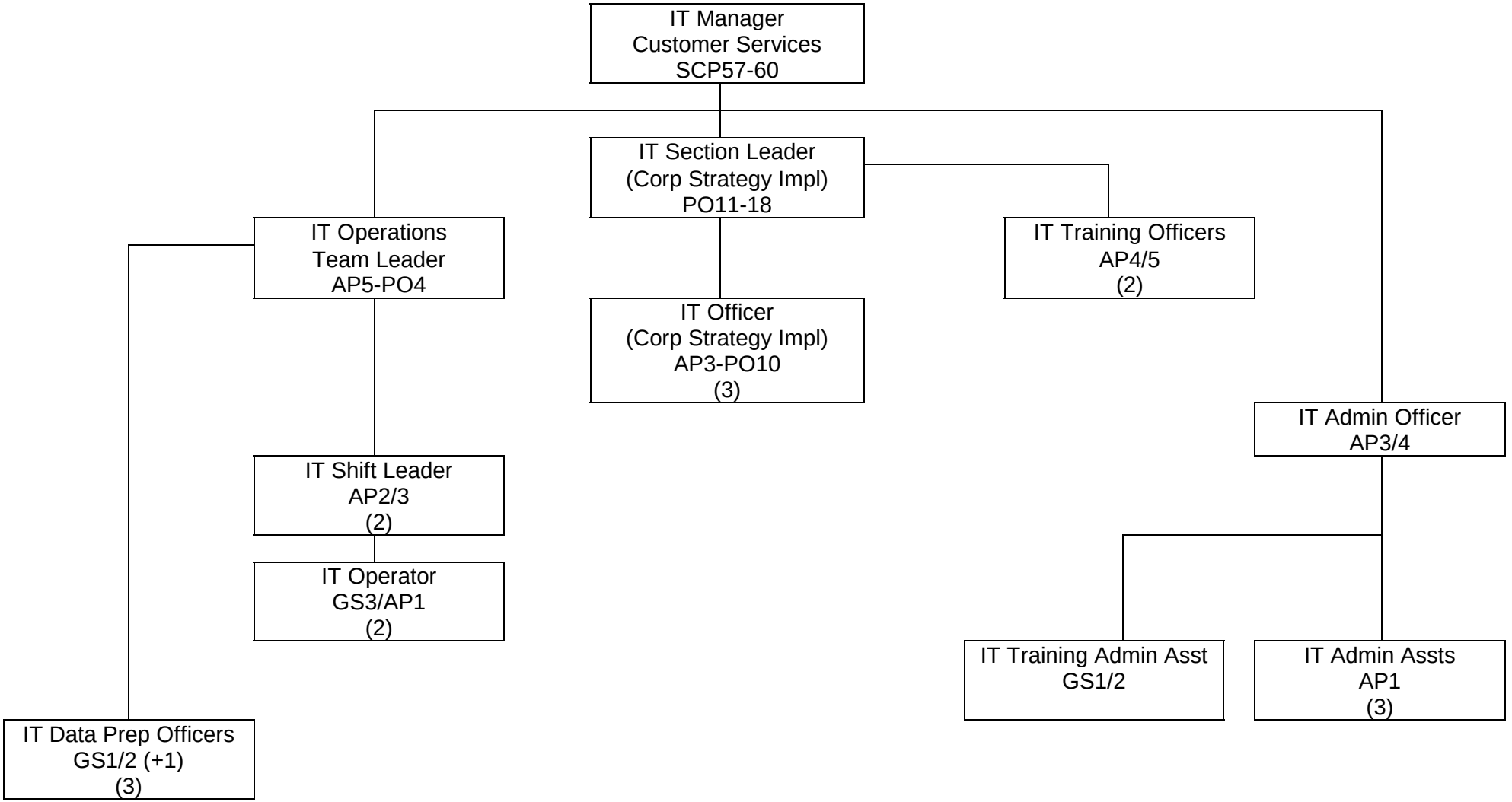


Appendix 4

SUPPORT SECTION STAFFING STRUCTURE



Appendix 5


IT Manager
Customer Services
SCP57-60
IT Section Leader
(Corp Strategy Impl)
PO11-18
IT Operations
Team Leader
AP5-PO4
IT Training Officers
AP4/5
(2)
IT Officer
(Corp Strategy Impl)
AP3-PO10
(3)
IT Admin Officer
AP3/4
IT Shift Leader
AP2/3
(2)
IT Operator
GS3/AP1
(2)
IT Training Admin Asst
GS1/2
IT Admin Assts
AP1
(3)
IT Data Prep Officers
GS1/2 (+1)
(3)

Appendix 6

Post title	Number of posts prior to 8 January 2001	Current Grade	Proposed No. of Posts	Proposed Grade
Director of Information Technology	1		0	
Head of Information Technology	0		1	CO31
Customer Services Manager	1	SCP60-63	0	
IT Implementation Manager	0		1	SCP60-63
IT Customer Services Manager	0		1	SPC57-60
IT Support Manager	0		1	SCP60-63
Support Services Manager	1	SCP57-60	0	
Engineering Manager	1	SCP57-60	0	
Software Development Manager	1	SCP57-60	0	
Central Operations Services Manager	1	SCP57-60	0	
IT Software Manager	0		1	SCP53-56
IT Training Team Leader	1	PO11-18	0	
IS Team Leader	1	PO11-18	0	
IT Development Section Leader	3	PO11-18	0	
IT Section Leader (Corporate Strategy Implementation)	0		1	PO11-18
IT Section Leader (Implementation)	0		1	PO11-18
IT Section Leader (Software)	0		1	PO11-18
IT Network Team Leader	1	PO7-14	0	
Education Installation Team Leader	1	PO7-14	0	
Installation Team Leader	1	PO7-14	0	
Procurement Team Leader	1	PO7-14	0	
Maintenance Team Leader	1	PO7-14	0	
IT Development Team Leader	6	PO7-14	0	
IT Operations Support Team Leader	1	PO7-14	0	
IT Team Leader (Projects)	0		4	PO7-14
IT Team Leader (Procurement)	0		1	PO7-14
IT Team Leader (Support)	0		4	PO7-14
IT Team Leader (Software)	0		3	PO7-14

Post title	Number of posts prior to 8 January 2001	Current Grade	Proposed No. of Posts	Proposed Grade
IT Technical Officer	5	AP3-PO10	0	
IT Engineer	15	AP3-PO10	0	
IT Development Officer	18	AP3-PO10	0	
Operations Support Officer	3	AP3-PO10	0	
IT Officer (Projects)	0		11	AP3-PO10
IT Officer (Customer Services)	0		3	AP3-PO10
IT Officer (Support)	0		11	AP3-PO10
IT Officer (Software)	0		16	AP3-PO10
Operations Control Team Leader	1	AP5-PO4	0	
IT Team Leader (Operations)	0		1	AP5-PO4
IT Trainer	2	AP4/5	0	
IT Training Officer	0		2	AP4/5
IT Business Support Officer	1	AP3/4	1	AP3/4
Operator Grade 1	2	AP2/3 + shift allowance	0	
IT Shift Leader	0		2	AP2/3 + shift allowance
IT Service Desk Team Leader	1	AP2	1	AP2
IT Business Support Assistant	3	AP1	3	AP1
IT Service Desk Operator	3	AP1	3	AP1
Operator Grade 2	2	GS3-AP1 +shift allowance	0	
IT Operator	0		2	GS3-AP1 +shift allowance
IT Administrative Assistant	1	GS3	0	
IT Storeman	0		1	GS3
Data Preparation Officer	4	GS1/2 (+1)	3	GS1/2(+1)
IT Training Administrator	1	GS1	1	GS1
TOTAL	85	**TOTAL**	81	