

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 30 June 2003

REPORT ON: Second Tier Officers' Salaries

REPORT BY: Chief Executive and Director of Personnel and Management Services

REPORT NO.: 436-2003

1 PURPOSE OF REPORT

- 1.1 To submit proposals for increases in second tier officers' salaries.

2 RECOMMENDATION

- 2.1 It is recommended that the revised salaries outlined in Appendix 1 to this report be approved with effect from 1 April 2003.

3 FINANCIAL IMPLICATIONS

- 3.1 The additional cost of implementing the above recommendations will be £30,100 in the financial year 2003/04. There is no specific budgetary provision for these additional costs and they will be met from the Council's General Fund balances in that year. Provision will be included in future years' Revenue Budgets for the cost of implementing the above recommendations.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 At its meeting of 4 May 1995, the City of Dundee Council considered and approved a report (Department, Committee and Chief Officer Structure) by the Chief Executive.

- 6.2 Contained within the report were proposals for Chief Officers' salaries in the new Council. These salaries were calculated to take account of the responsibilities and requirements of each post in the new structure, and were within the generally accepted range of salaries for Chief Officers with a maximum of 75% of the salary of the Chief Executive.
- 6.3 Subsequent to these proposals being approved and Chief Officers being appointed, further proposals for senior management structures and second tier officers' salaries were submitted for Committee consideration and approval.
- 6.4 In the City Council, second tier officers' terms and conditions of employment are regulated by the Scottish Joint Council for Local Government Employees.
- 6.5 At reorganisation, 52 people were appointed to second tier posts. Of these 52, 18 have vacated their posts for one reason or another. As these posts became vacant, the opportunity was taken to review and revise responsibilities, to change post titles and, where necessary, to change salaries.
- 6.6 As part of the 1999 Salaries Agreement for Chief Officers, it was agreed to conduct a full salary review process for Chief Executives to take into account the changes in responsibilities that had affected Chief Executives since 1996. The review culminated in the issue, in December 2001, of SJNC Joint Circular CO/136 which gave effect to the implementation of the review and revised Chief Executives' salaries.
- 6.7 Circular CO/136 also stated that it would be a matter for each Council to examine the position of Chief Officials in light of the Chief Executives' review and the Chief Executive and Director of Personnel and Management Services have submitted another report on this issue (Report No. 435-2003 Chief Officers' Salaries) for the attention of members.

7 PROPOSALS

- 7.1 In the report on Chief Officers' Salaries, the Chief Executive and Director of Personnel and Management Services confirm that, in their view, the salaries of Chief Officers should be reviewed to recognise the range of responsibilities undertaken. The actions taken by other Councils in respect of Chief Officers' salaries must also be considered. This will ensure that the Council continues to pay competitive salaries to ensure the retention and recruitment of Chief Officers.
- 7.2 Furthermore, the Chief Executive and Director of Personnel and Management Services are of the opinion that the salaries of second tier officers should also be increased not only to reflect the range of duties and responsibilities undertaken, but also to ensure that the Council is capable of retaining and recruiting employees.
- 7.3 The second tier is very important in any organisation as this is the source of potential successors to Chief Officers. While Chief Officer vacancies may be advertised externally, it is incumbent on Chief Officers to develop second tier officers to ensure that they are in a position to compete for the top jobs when they arise. To do otherwise would result in a waste of Council resources.

- 7.4 Appendix 1 attached details present and proposed salary scales. In the main, these range from 65% to 75% of the respective Chief Officer's salary and reflect the range, diversity and complexity of the jobs carried out.
- 7.5 The Chief Executive and Director of Personnel and Management Services recommend that these increases are approved.
- 7.6 The Chief Executive and the Director of Personnel and Management Services recommend the approval of the salaries proposed in Appendix 1 with effect from 1 April 2003.

8 CONSULTATION

- 8.1 The Director of Finance provided the financial implications of this report.

9 BACKGROUND PAPERS

- 9.1 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. Stephen
Chief Executive

16 June 2003

J.C. Petrie
Director of Personnel and Management Services

16 June 2003

SECOND TIER OFFICERS' SALARIES

POST	CURRENT		PROPOSED	
	SCP	SALARY (£) SCALE	SCP	SALARY (£) SCALE
<u>Support Services</u>				
City Architectural Services Officer	69-72	56,133 - 60,186	71-74	58,794 - 62,970
Administration Manager	64-67	49,845 - 53,484	65-68	51,045 - 54,807
Legal Manager	63-66	48,711 - 52,272	65-68	51,045 - 54,807
<u>Social Work</u>				
Strategy & Performance Manager	69-72	56,133 - 60,186	72-75	60,186 - 64,362
Manager, Children's Services	67-70	53,484 - 57,432	69-72	56,133 - 60,186
Manager, Community Care	67-70	53,484 - 57,432	69-72	56,133 - 60,186
Manager, Finance & Support Services	67-70	53,484 - 57,432	69-72	56,133 - 60,186
Manager, Criminal Justice	59-62	44,511 - 47,607	62-65	47,607 - 51,045
<u>Education</u>				
Education Services Manager	69-72	56,133 - 60,186	72-75	60,186 - 64,362
Education Services Manager	67-70	53,484 - 57,432	69-72	56,133 - 60,186
Education Services Manager	67-70	53,484 - 57,432	69-72	56,133 - 60,186
Education Services Manager	67-70	53,484 - 57,432	69-72	56,133 - 60,186
<u>Finance</u>				
Corporate Finance Manager	69-72	56,133 - 60,186	72-75	60,186 - 64,362
Financial Services Manager	67-70	53,484 - 57,432	67-70	53,484 - 57,432
Revenues Manager	67-70	53,484 - 57,432	68-71	54,807 - 58,794
Senior Financial Services Manager	58-61	43,479 - 46,572	58-61	43,479 - 46,572
<u>Planning & Transportation</u>				
Head of Planning	65-68	51,045 - 54,807	65-68	51,045 - 54,807
Head of Transportation	65-68	51,045 - 54,807	65-68	51,045 - 54,807
Head of Engineering	65-68	51,045 - 54,807	65-68	51,045 - 54,807
<u>Housing</u>				
Housing Strategy Manager	65-68	51,045 - 54,807	67-70	53,484 - 57,432
City Housing Manager	63-66	48,711 - 52,272	65-68	51,045 - 54,807
<u>Economic Development</u>				
Policy Manager	64-67	49,845 - 53,484	64-67	49,845 - 53,484
Business Development Manager	64-67	49,845 - 53,484	64-67	49,845 - 53,484
Estates Manager	64-67	49,845 - 53,484	64-67	49,845 - 53,484
<u>Personnel & Management Services</u>				
Personnel Manager	63-66	48,711 - 52,272	63-66	48,711 - 52,272
<u>Dundee Contract Services</u>				
Parks Manager	60-63	45,543 - 48,711	60-63	45,543 - 48,711
Chief Surveyor/Estimator	58-61	43,479 - 46,572	58-61	43,479 - 46,572
Support Services Manager	56-59	41,463 - 44,511	57-60	42,444 - 45,543

POST	CURRENT		PROPOSED	
	SCP	SALARY (£) SCALE	SCP	SALARY (£) SCALE
<u>Information Technology</u>				
IT Implementation Manager	60-63	45,543 - 48,711	60-63	45,543 - 48,711
IT Support Manager	60-63	45,543 - 48,711	60-63	45,543 - 48,711
IT Customer Services Manager	57-60	42,444 - 45,543	57-60	42,444 - 45,543
IT Software Development Manager	53-56	38,682 - 41,463	56-59	41,463 - 44,511
<u>Leisure & Arts</u>				
Operations Manager	57-60	42,444 - 45,543	59-62	44,511 - 47,607
Development Manager	54-57	39,576 - 42,444	56-59	41,463 - 44,511