

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 18 September 2006

REPORT ON: Personnel Department - Service Provision to Departments and Establishment Changes

REPORT BY: Assistant Chief Executive (Management)

REPORT NO.: 521-2006

1 PURPOSE OF REPORT

- 1.1 To propose changes to the way in which services are provided to departments and to seek approval for a number of establishment changes.

2 RECOMMENDATIONS

It is recommended that the Committee:-

- 2.1 notes the intention of the Assistant Chief Executive (Management) to outpost a number of employees to the Education and Social Work Departments for a period of one year, when the situation will be reviewed;
- 2.2 approves the following establishment changes in the Personnel Department for a period of one year:-
- the regrading of 2 posts of outposted Personnel Team Leader from PO11-14, £35,028 - £37,539, to PO15-18, £38,397 - £41,100;
 - the regrading of 2 posts of outposted Senior Personnel Officer from PO5-8, £30,279 - £32,658, to PO7-10, £31,845 - £34,260;
 - the regrading of 1 post of Personnel Team Leader from PO11-14, £35,028 - £37,539, to PO12-15, £35,838 - £38,397, and an increase in the postholder's working week from 3 days to 4 days;
 - the redesignation of 1 post of Personnel Officer to Senior Personnel Officer and the regrading of this post from AP5-PO6, £24,333 - £31,044, to PO5-8, £30,279 - £32,658;
 - the regrading of the post of Employment Disability Unit Manager from PO11-14, £35,028 - £37,539, to PO12-15, £35,838 - £38,397.
- 2.3 approves the following establishment changes in the Personnel Department:-
- the redesignation of the post of Office Administrator to Administrative Assistant and the regrading of this post from AP3, £18,840 - £20,673, to AP2, £16,929 - £18,324;

- the redesignation of the part time post of Keyboard Operator/Senior Clerical Assistant to Personnel Assistant, the regrading of this post from GS3, £14,829 - £15,441, to GS3/AP1 (qualification bar at the maximum of GS3), £14,829 - £16,518, and an increase in the postholder's working week from 20 hours to 25 hours;
- the redesignation of the post of Senior Clerical Assistant to Clerical Assistant and the regrading of this post from GS3, £14,829 - £15,441, to GS1/2, £10,938 - £14,577.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of implementing the recommendations within this report would be £3,491 in the current financial year, which can be contained within the Personnel Department's Revenue Estimates. In a full financial year, the costs would be £12,466 which will be included within the Personnel Department's Revenue Estimates for 2007/08. Both figures are inclusive of employer's costs.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 The Employment Disability Unit, which is a fundamental part of the Personnel Department, plays an important role in the Council's social inclusion efforts by finding employment and training opportunities for people with disabilities. This will continue.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 The Assistant Chief Executive (Management) is responsible for monitoring the effectiveness of the Council's equal opportunities in employment efforts and the recommendations contained in this report will help to ensure that this responsibility continues to be met.

6 BACKGROUND

- 6.1 The Personnel Department is a corporate resource which provides a range of services to departments of the Council. The Department comprises 5 sections: Administration and Recruitment, Employment Disability Unit, Health and Safety, Organisational Development, and Personnel. This report mainly concerns the Personnel section.
- 6.2 The Assistant Chief Executive (Management) believes that the vast majority of Personnel issues and problems are best addressed and resolved within the departments in which they arise, with limited advice and assistance being provided as necessary by the Personnel Department.
- 6.3 In the past, the Assistant Chief Executive (Management) has agreed to a number of time limited Personnel 'outpostings' where Personnel employees have been based in client departments.

- 6.4 Given the wide range of people management challenges facing the Council's two biggest departments (ie Education and Social Work), the Assistant Chief Executive (Management) and the respective Directors believe that the time is right for more resources to be devoted to outposts to these departments.

7 PROPOSALS - SERVICE TO EDUCATION AND SOCIAL WORK DEPARTMENTS

- 7.1 In respect of Education, the Assistant Chief Executive (Management) proposes outposting 3 members of staff who, for several years, have provided a service to the department: Personnel Team Leader, Senior Personnel Officer, and Personnel Officer. The Personnel Team Leader will assume the job title of Education Human Resources Manager.
- 7.2 In respect of Social Work, the Assistant Chief Executive (Management) proposes outposting 4 members of staff who, again, have been working for several years with that department: Personnel Team Leader, Senior Personnel Officer, Personnel Officer, and one part time Personnel Assistant. The Personnel Team Leader will assume the job title of Social Work Personnel Section Leader.
- 7.3 The outposts to both departments will be for an initial period of one year, after which the situation will be reviewed by the Assistant Chief Executive (Management) and the respective Directors. At that time, the outposts may continue or be brought to an end, or the outposted employees may be transferred to the host departments.
- 7.4 During the outposts, the employees will remain employees of the Personnel Department. The two Personnel Team Leaders will remain members of the Personnel Department Management Team and will continue to contribute to corporate initiatives. All of the employees will retain a link to the Personnel Department, through the Personnel Manager, for continuous professional development and corporate developments.
- 7.5 In recognition of the fact that additional higher level responsibilities will be allocated to a number of these employees in their new roles, the Assistant Chief Executive (Management) recommends that, for the initial period of one year, the two Personnel Team Leaders should be regraded from PO11-14, £35,028 - £37,539, to PO15-18, £38,397 - £41,100; and that the two Senior Personnel Officers should be regraded from PO5-8, £30,279 - £32,658, to PO7-10, £31,845 - £34,260.
- 7.6 During the outposts, a number of Education Department employees will report to either the Education Human Resources Manager or the Senior Personnel Officer, and a similar arrangement will apply in Social Work.

8 PROPOSALS - SERVICE TO OTHER DEPARTMENTS

- 8.1 The other departments of the Council will continue to receive advice and assistance from a Personnel Team based in the Personnel Department. This team will be led by a Personnel Team Leader who will be required to assume additional higher level responsibilities as a result of the outposting proposals referred to above. Consequently, the Assistant Chief Executive (Management) proposes that, for the initial period, the Personnel Team Leader should be regraded from PO11-14, £35,028 - £37,539, to PO12-15, £35,838 - £38,397. In addition, the postholder's working week will increase from 3 days to 4 days during the initial period.

- 8.2 To assist the Personnel Team Leader, it is proposed to appoint an additional Senior Personnel Officer, on a competitive basis, by regrading an existing Personnel Officer from AP5-PO6, £24,333 - £31,044, to PO5-8, £30,279 - £32,658. This would be for the initial period.

9 PROPOSALS - OTHER CHANGES

- 9.1 As a result of the outposts, the Employment Disability Unit Manager will assume higher level responsibility for other issues in the department. Consequently, the Assistant Chief Executive (Management) proposes that, for the initial period, the Employment Disability Unit Manager should be regraded from PO11-14, £35,028 - £37,539, to PO12-15, £35,838 - £38,397.
- 9.2 The post of Office Administrator, AP3, £18,840 - £20,673, is vacant. The level and nature of work of the department's administrative function has changed over the years and the Assistant Chief Executive (Management) is of the view that the opportunity should now be taken to review the duties of this post and the reporting relationship. Accordingly, it is proposed to redesignate the post to Administrative Assistant and regrade it to AP2, £16,929 - £18,324. This will be filled, on a competitive basis, by an existing member of the Personnel Department. The Administrative Assistant will report to the Recruitment Administrator.
- 9.3 The role of part time Keyboard Operator/Senior Clerical Assistant, GS3, £14,829 - £15,441, has expanded to include higher level responsibilities and it is proposed to redesignate this post to Personnel Assistant, and regrade it to GS3/AP1 (qualification bar at maximum of GS3), £14,829 - £16,518. The postholder's working week will increase from 20 hours to 25 hours.
- 9.4 The post of Senior Clerical Assistant, GS3, £14,829 - £15,441, is vacant. Having reviewed the duties of this post, it is proposed to redesignate this post to Clerical Assistant and to regrade it to GS1/2, £10,938 - £14,577. The Assistant Chief Executive (Management) further proposes that this post should be filled by a former Skillseeker who, for the past year, has been working in the Personnel Department. This would be on the basis of a clerical/administrative modern apprenticeship.

10 CONSULTATION

- 10.1 The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services), Director of Education and Director of Social Work have been consulted in the preparation of this report, as have the trade unions.

11 BACKGROUND PAPERS

- 11.1 None.

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Assistant Chief Executive (Management)

11 September 2006