

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 10 February 2003

REPORT ON: Neighbourhood Resources and Development Department - Restructuring of Staffing Resources - Support Services Section

REPORT BY: Joint Report by Director of Neighbourhood Resources and Development and Director of Personnel and Management Services

REPORT NO.: 81-2003

1 PURPOSE OF REPORT

1.1 To seek to amend the Support Services Section staffing structure to reflect the new roles and responsibilities of certain posts within Support Services as a result of recently approved Staffing Reviews, increasing numbers of externally funded projects and to assist the integration of the Finance and Administrative teams within Support Services.

2 RECOMMENDATIONS

2.1 It is recommended that the Committee approves:

2.1.1 the regrading of the post Assistant Admin Officer, from AP4 (£18,878 - £20,897) to AP5 (£21,536 - £23,459);

2.1.2 the deletion of one full time post Admin/Finance Assistant, graded AP1 (£13,664 - £14,618);

2.1.3 the establishment of one full time post Senior Admin/Finance Assistant, graded AP2 (£14,984 - £16,217);

2.1.4 the reduction in hours of the post Senior Clerical Assistant, GS3 (£13,124 - £13,664), from full time to 20 hours (£7,094 - £7,386);

2.1.5 the redesignation of the posts Administration Assistant and Finance Assistant to Administration/Finance Assistant.

3 FINANCIAL IMPLICATIONS

3.1 The recommendations will be contained within the Neighbourhood Resources and Development Revenue Budget.

4 LOCAL AGENDA 21 IMPLICATIONS

4.1 The Report seeks to ensure that Departmental resources are used as efficiently and effectively as possible to achieve Departmental and Council agreed service priorities.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The proposals will continue to reflect priority to the Council's commitment to equal opportunities.

6 BACKGROUND

6.1 The Support Service Section comprises a Finance Team and an Administrative Team. Steps have been taken to integrate the two teams with staff rotating between the Teams. The creation of a Senior Admin/Finance Assistant to undertake both Finance and Admin duties is designed to facilitate the integration process and provide staff with development opportunities for career progression.

6.2 The roles and responsibilities of staff in Support Services has changed since reorganisation with an increasing number of externally funded projects associated with the department requiring varying levels and type of support.

6.3 Several major staffing reviews have been approved. Report No. 185-2002 in particular impacts on the Assistant Admin Officer post, which now has direct line management responsibility for the Resource Assistant Co-ordinator and indirectly for another 32 FTE.

6.4 The Senior Admin/Finance Assistant will be recruited from the existing Admin/Finance Assistants AP1 employed within Support Services.

6.5 The Senior Clerical post is operated on a job-share basis, and is currently filled for 20 hours per week. Therefore, no existing members of staff would be affected by the proposed reduction.

6.6 To reflect the revised role of Admin Assistants and Finance Assistants in undertaking both Administration and Finance work it is recommended that all such posts be redesignated Admin/Finance Assistant.

7 CONSULTATION

7.1 The Chief Executive, Directors of Finance and Support Services, as well as the appropriate Trade Unions have been consulted in the preparation of the report.

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 the above report.

F. Patrick
Director of Neighbourhood Resources and Development

27 January 2003

J.C. Petrie
Director of Personnel and Management Services

27 January 2003