

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee – 15 April 2002

REPORT ON: Social Work Department – Review of Administrative Services

REPORT BY: Director of Personnel and Management Services

REPORT NO.: 94-2002

1 PURPOSE OF REPORT

- 1.1 To recommend a revised administrative support structure for Community Care, Children's Services and Central Service in Tayside House, ensuring that all tasks are carried out as efficiently and effectively as possible.

2 RECOMMENDATIONS

It is recommended that:-

- 2.1 the organisation structure represented in Appendix 2 be adopted;
- 2.2 0.4 full-time equivalent Senior Clerical Assistant graded GS 3 (£12,624 - £13,164) and 0.6 full-time equivalent Clerical Assistant graded GS 1/2 (£9,180 - £12,399) be deleted from the establishment within Tayside House.

3 FINANCIAL IMPLICATIONS

- 3.1 The savings from the above recommendations will be approximately £20,324, including employer's costs, in a full financial year.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND AND PROPOSALS

- 6.1 This report takes cognisance of the re-organisation of Community Care and within that Service, the realignment of the Home Care Service and reflects the changing needs of the Social Work Department as a whole for administrative support.

6.2 As a result of further reviews of administrative services, not included within the original scope of the review, 0.4 full-time equivalent post of Senior Clerical Assistant graded GS 3 (£12,624 - £13,164) and 0.6 full-time equivalent post Clerical Assistant graded GS 1/2 (£9,180 - £12,399) located within Tayside House are no longer required. These posts are currently vacant.

7 **CONSULTATION**

7.1 The relevant Trade Unions have been consulted in the preparation of this report.

8 **BACKGROUND PAPERS**

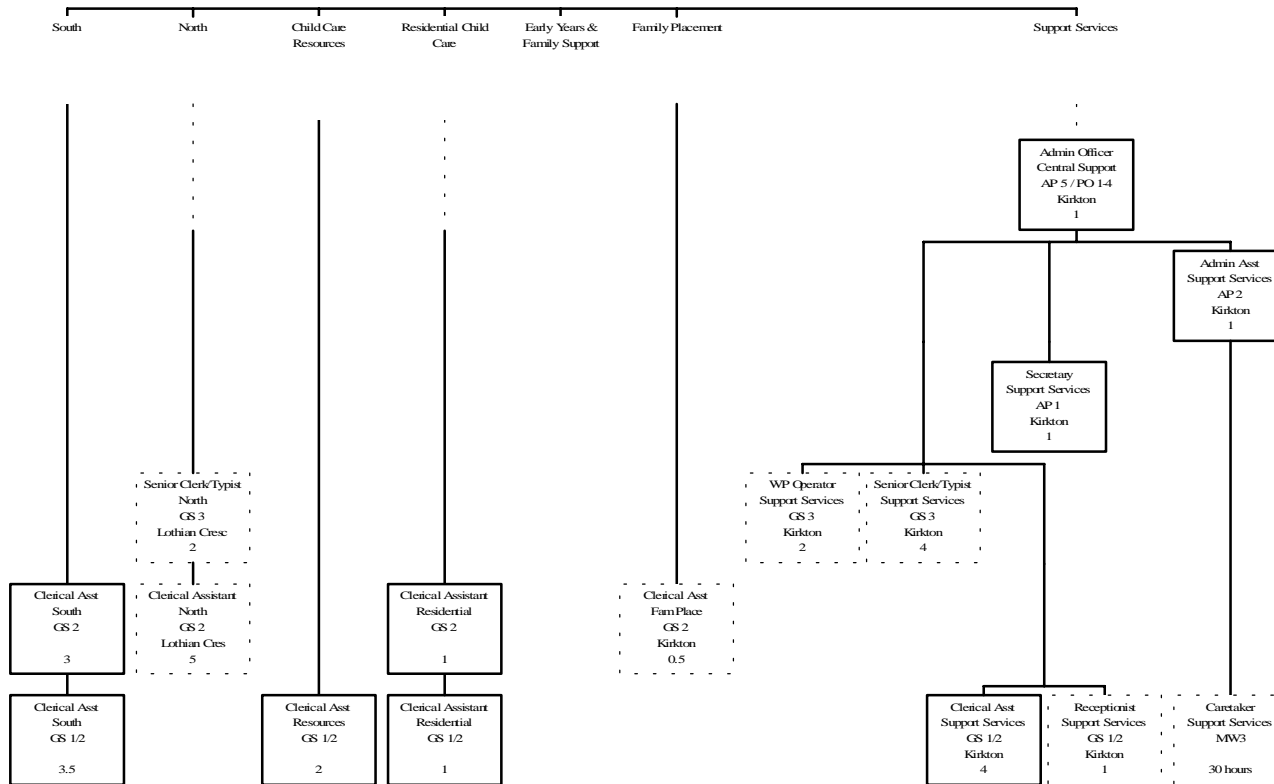
No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing this report.

9 **SIGNATURE**

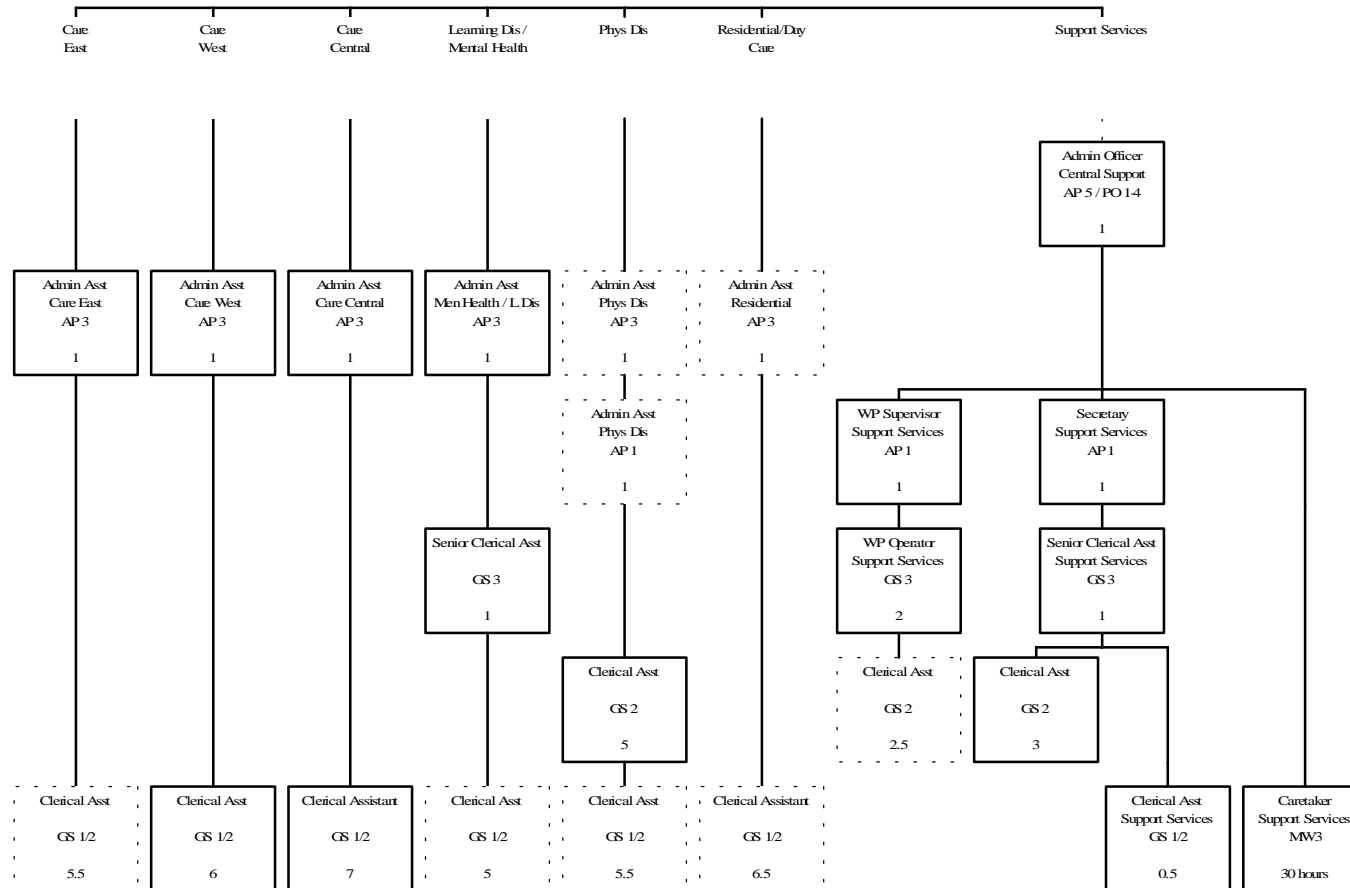
J.C. Petrie
Director of Personnel and Management Services

Date

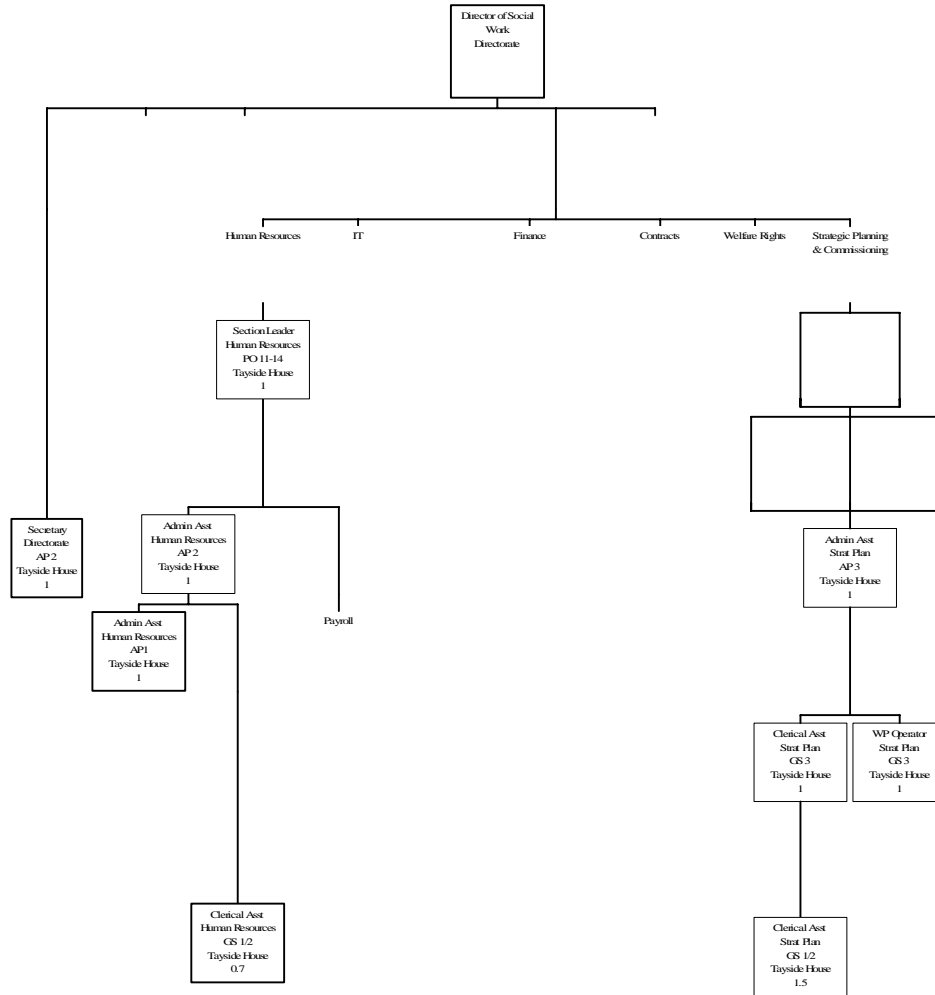
Dundee City Council - Social Work Department Present Organisation Structure Children's Services Administration



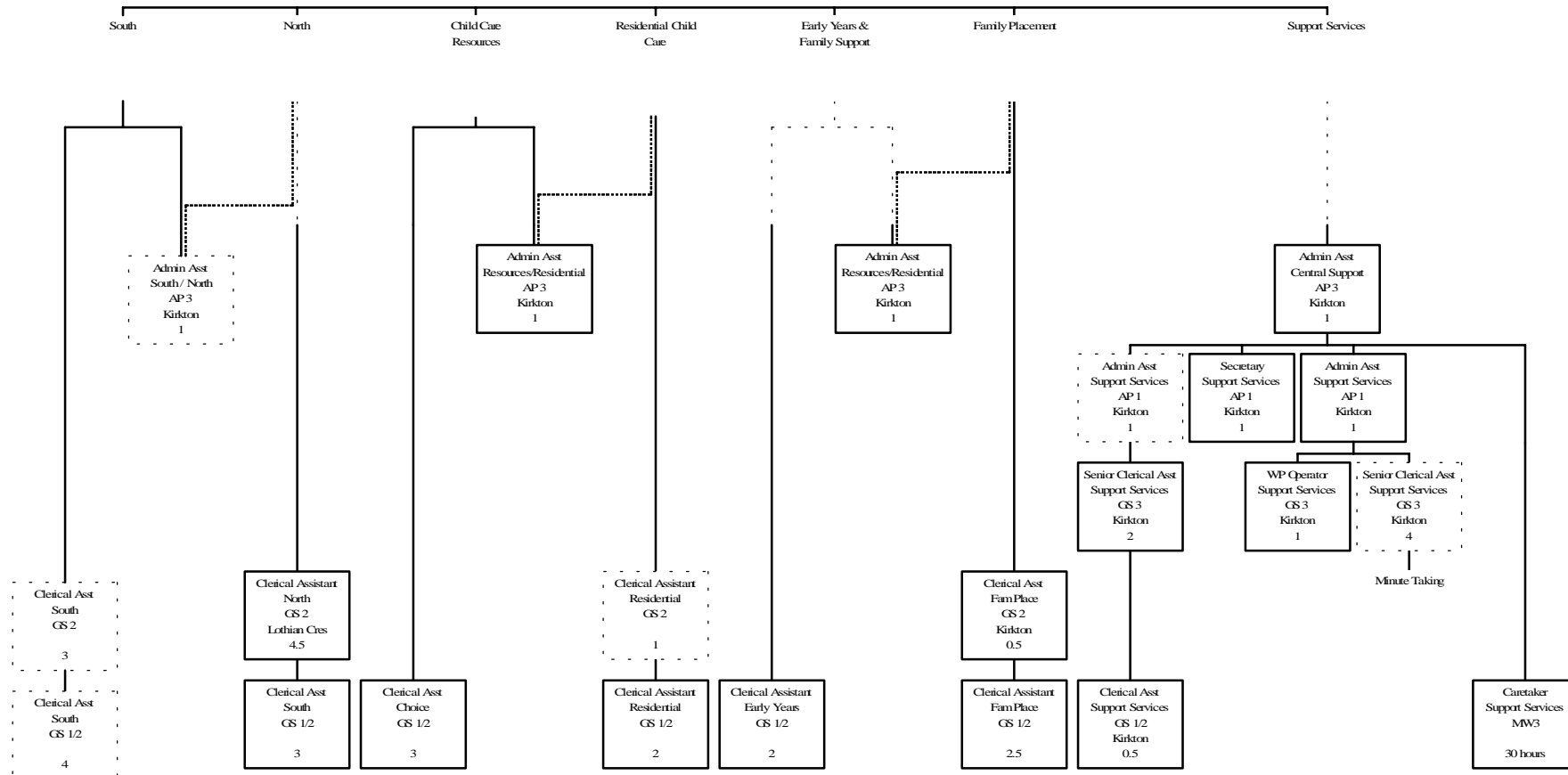
Dundee City Council - Social Work Department Present Organisation Structure Community Care Administration



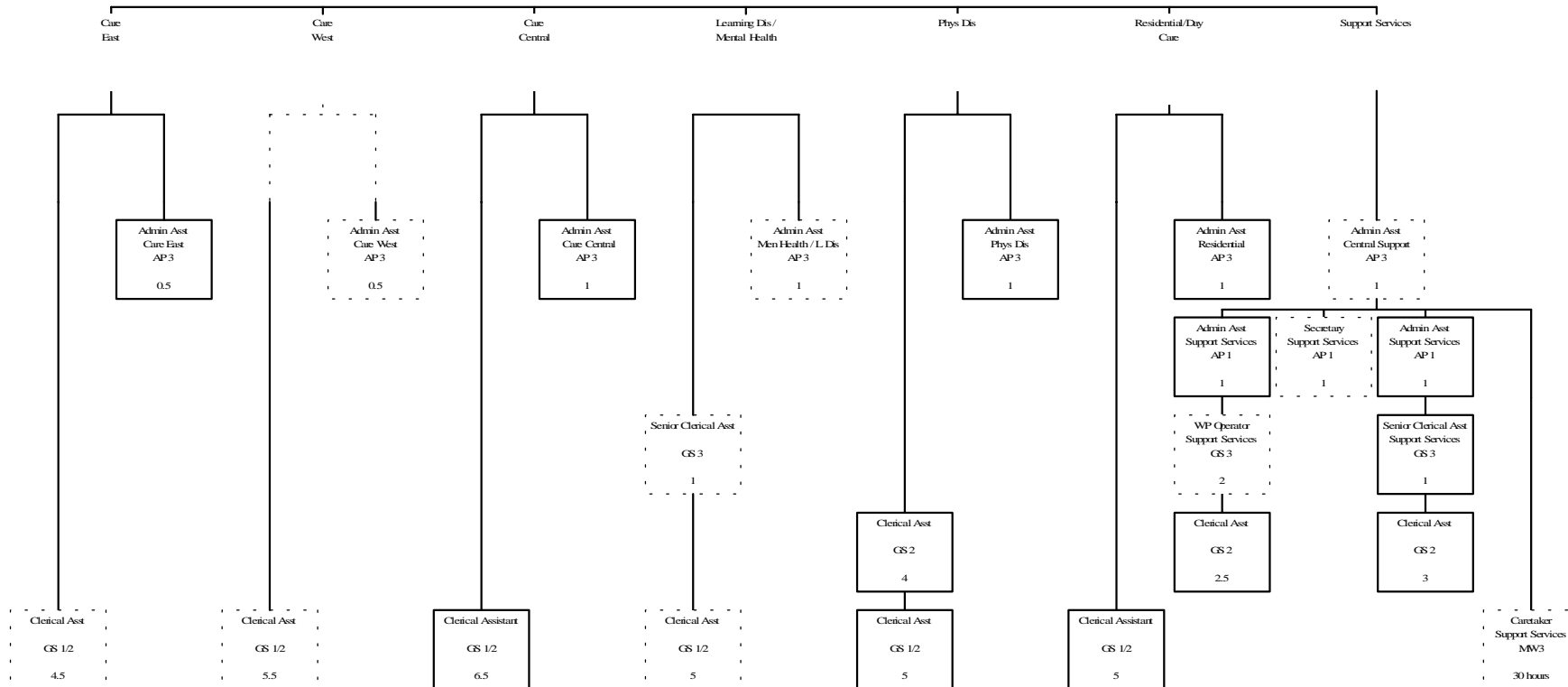
Dundee City Council - Social Work Department Present Organisation Structure Tayside House Administration



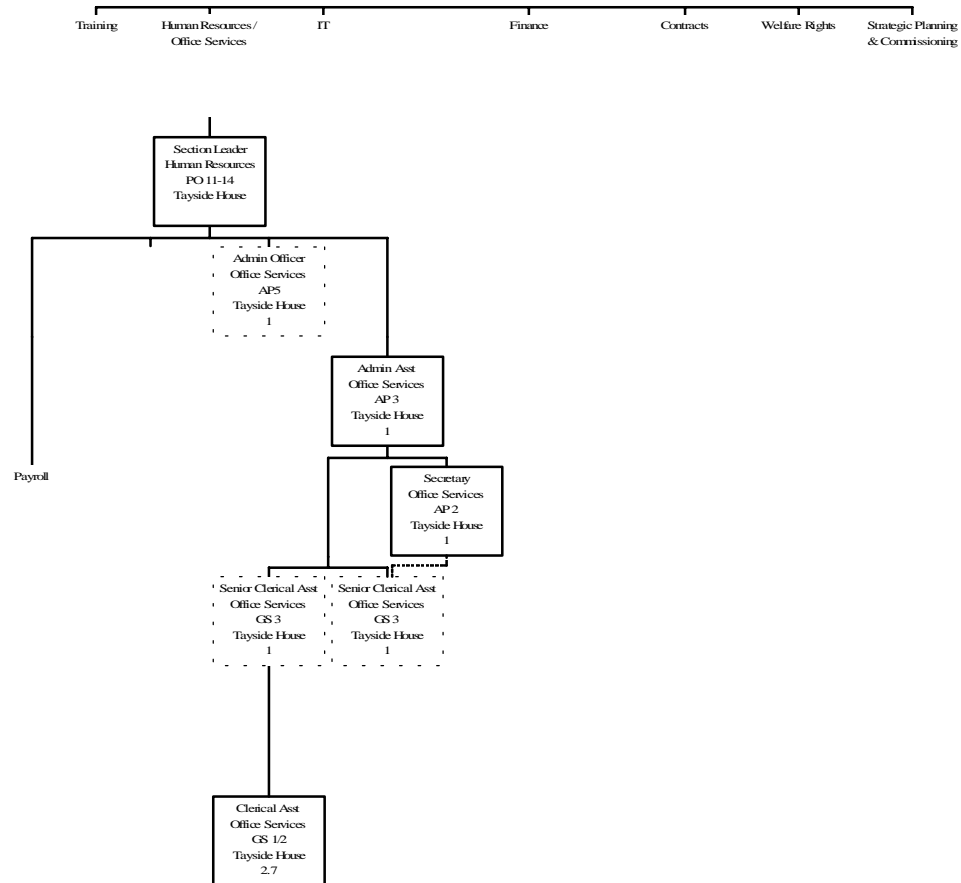
Dundee City Council - Social Work Department Proposed Organisation Structure Children's Services Administration



Dundee City Council - Social Work Department Proposed Organisation Structure Community Care Administration



Dundee City Council - Social Work Department Proposed Organisation Structure Tayside House Administration



Appendix 3

Financial Implications

Post Title	Grade	SCP	Salary Scale	Full Cost per post	Present Posts	Proposed Posts	<u>Savings</u>	<u>Additional Cost</u>	<u>No. of Posts Vacant</u>
Administration Officer	AP 5 / PO1	38	£25,476	£30,141.60	2	0	£60,283.20	£0.00	1
Administration Officer	AP 5	31	£21,036	£24,813.60	0	1	£0.00	£24,813.60	0
Administrative Assistant	AP3	26	£17,796	£20,925.60	7	4	£62,776.80	£0.00	2
Administrative Assistant	AP3	23	£16,173	£18,978.00	0	7	£0.00	£132,846.00	0
Administrative Assistant	AP 2	22	£15,717	£18,430.80	2	0	£36,861.60	£0.00	0
Secretary	AP 2	22	£15,717	£18,430.80	1	1	£0.00	£0.00	0
Administrative Assistant	AP 1	18	£14,118	£16,512.00	2	3	£0.00	£16,512.00	1
Administrative Assistant	AP 1	15	£13,164	£15,367.20	0	1	£0.00	£15,367.20	1
WP Supervisor	AP 1	18	£14,118	£16,512.00	1	0	£16,512.00	£0.00	1
Secretary	AP 1	18	£14,118	£16,512.00	2	2	£0.00	£0.00	0
Senior Clerical Assistant	GS 3	15	£13,164	£15,367.20	5	10	£0.00	£76,836.00	0
WP Operator	GS 3	15	£13,164	£15,367.20	5	3	£30,734.40	£0.00	1
Senior Clerk / Typist	GS 3	15	£13,164	£15,367.20	4	0	£61,468.80	£0.00	0
Clerical Assistant	GS 2	12	£12,399	£14,449.20	20	18.5	£21,673.80	£0.00	0.5
Clerical Assistant	GS1/2	12	£12,399	£14,449.20	48.7	42	£96,809.64	£0.00	6.7
Clerical Assistant	GS1/2	11	£12,105	£14,096.40	0	9.2	£0.00	£129,686.88	0
Receptionist	GS1/2	12	£12,399	£14,449.20	1	0	£14,449.20	£0.00	0
<i>Senior Clerical Assistant</i>	<i>GS 3</i>	<i>15</i>	<i>£13,164</i>	<i>£15,367.20</i>	<i>0.4</i>	<i>0</i>	<i>£6,146.88</i>	<i>£0.00</i>	
<i>Clerical Assistant</i>	<i>GS 2</i>	<i>12</i>	<i>£12,399</i>	<i>£14,449.20</i>	<i>0.6</i>	<i>0</i>	<i>£8,669.52</i>	<i>£0.00</i>	
Total					101.7	101.7	£416,385.84	£396,061.68	14.2
Increase in overall staffing						0	Saving	£20,324	

Posts in Italics are those outwith the remit of the original review.

Appendix 4

Post Title	Grade	Present				Proposed				<u>No. of Posts Vacant</u>
		Childrens	Com Care	HQ	Present Total	Childrens	Com Care	HQ	Proposed Total	
Administration Officer	AP 5 / PO1	1	1		2					1
Administration Officer	AP 5							1	1	
Administrative Assistant	AP3		6	1	7		4		4	2
Administrative Assistant	AP3					4	2	1	7	
Administrative Assistant	AP 2	1		1	2					
Secretary	AP 2			1	1			1	1	
Administrative Assistant	AP 1		1	1	2	2	1		3	1
Administrative Assistant	AP 1						1		1	1
WP Supervisor	AP 1		1		1					1
Secretary	AP 1	1	1		2	1	1		2	
Senior Clerical Assistant	GS 3	2	2	1	5	6	2	2	10	
WP Operator	GS 3	2	2	1	5	1	2		3	1
Senior Clerk / Typist	GS 3	4			4					
Clerical Assistant	GS 2	9.5	10.5		20	9	9.5		18.5	0.5
Clerical Assistant	GS1/2	10.5	36	2.2	48.7	9.8	30	2.2	42	6.7
Clerical Assistant	GS1/2					7.2	1.5	0.5	9.2	
Receptionist	GS1/2	1			1					
<i>Senior Clerical Assistant</i>	<i>GS 3</i>				0.4					
<i>Clerical Assistant</i>	<i>GS 2</i>				0.6					
Total		32.0	60.5	8.2	101.7	40.0	54	7.7	101.7	14.2

Increase in overall staffing

0

Posts in Italics are those outwith the remit of the original review.