

**REPORT TO:** POLICY AND RESOURCES COMMITTEE - 10th FEBRUARY 2011

**REPORT ON:** EDUCATION DEPARTMENT: REVISION OF DEPARTMENT MANAGEMENT STRUCTURE (INTERIM REPORT)

**REPORT BY:** DIRECTOR OF EDUCATION

**REPORT NO:** 89-2011

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to record the first tranche of Education Department staff who have been successful in their application for voluntary early retirement under the City Council's current scheme for local government employees, and also to indicate that a broad revision of the Education Department management structure is currently underway.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the proposed savings described in this report be approved.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The implementation of this proposal will result in savings of £481,000 in 2011-12 and £493,000 in future financial years.
- 3.2 It is likely that the revised Education Department structure will require some posts to be re-graded.

## **4.0 MAIN TEXT**

- 4.1 This is an interim revision which will be further influenced by the re-design of the Education Service delivery model, a piece of work currently being undertaken by the Director of Education as one of the 'Changing for the Future' projects. This work when completed will be reported to the Changing for the Future Board.
- 4.2 The revision will also require to be revisited when details of the Chief Executive's proposals for the future governance structure of the Council are known.
- 4.3 This interim revision will begin to take effect in January 2011 and can be fully in place by April 2011.
- 4.4 The following postholders have been successful in their application for voluntary early retirement under the scheme offered by the City Council for local government employees (effective dates in brackets):

- Head of Support for Learning (31.03.11) \*
- Education Finance & Resources Manager (31.12.10) \*
- Primary Education Manager (31.12.10) \*
- Secondary Education Manager (31.12.10) \*
- 3 x Tayside House Administrative/Clerical staff (30.09.10)
- 1 x Tayside House Administrative/Clerical staff (15.10.10)
- 1 x Tayside House Administrative/Clerical staff (31.03.11)
- 2 x School Administrative Officers (31.03.11)

- 4.5 The postholders in paragraph 4.4 above do not require to be replaced, and their departure therefore constitutes real savings, some of which will be part-year in 2010-2011, and all will be full-year savings thereafter.
- 4.6 An ongoing exercise to rationalise the provision of departmental administrative and clerical support has been undertaken over the last three years. The corporate early retirement scheme has allowed this to continue. In addition, the introduction of new electronic ways of working has enabled the Department to improve the efficiency of working practices.
- 4.7 Vacant posts of School Administrative Officers will be filled internally and resultant vacancies will not be backfilled.
- 4.8 The departure of the managers denoted \* above will further reduce the size of the Department's extended management team. At its establishment in March 2009 following the appointment of the current Director of Education, the team numbered 17. Since then, but prior to the proposals outlined in this report, the Quality Improvement Manager and the Advice and Conciliation Officer have retired and have not been replaced on the management team. Therefore, taken with the details of this proposal, the extended management team will now comprise the following 11 persons:
- Director of Education
  - Head of Secondary Education
  - Head of Primary Education
  - Education Human Resources Manager
  - Secondary Education Manager
  - Primary Education Manager
  - Early Years Manager
  - Support for Learning Manager
  - Principal Educational Psychologist
  - Principal Officer, School Community Support Service
  - Principal Finance Officer
- 4.9 The concept of school improvement is now firmly embedded in the vision and strategic direction of schools. It is therefore the intention, as part of the re-design of the service delivery model, to review the role of Quality Improvement Officers with a view to them spending significantly more time in schools than hitherto. This will mean that a streamlined managerial team is feasible.

## **5.0 POLICY IMPLICATIONS**

- 5.1 This report has been screened for any implications in respect of sustainability, strategic environment assessment, anti-poverty, equality impact assessment and risk management. There are no major issues. An Equality Impact Assessment has been carried out and will be made available on the Council website: <http://www.dundee.gov.uk/equanddiv/equimpact/>.

## **6.0 CONSULTATION**

- 6.1 This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Support Services) and Director of Finance.

## **7.0 BACKGROUND PAPERS**

- 7.1 Equality Impact Assessment.

Jim Collins  
Director of Education

27th January 2011

JC/MM