

## **5 LEISURE AND ARTS DEPARTMENT - CHANGES TO ESTABLISHMENT (AN34-2005)**

When the Leisure and Arts Department was created, a post of Systems Development Officer was established for a period of 3 years until March 2005. The post was established to support and develop systems operating within the department, particularly during the difficult transition stage. However, the work has proved to be of a more longer term nature, accordingly, approval is sought to establish this post on a permanent basis on the existing grade of PO5-8, £28,695 - £30,948.

Reference is made to Article I of the minute of meeting of the Leisure and Arts Services Committee of 20th September, 2004 wherein the Committee considered a revised policy for Cemeteries in Dundee and proposed the establishment of a post of Clerical Assistant to support the employees involved with the health and safety issues related to headstone inspections. Accordingly, approval is sought to establish this post on a grade of GS1/2, £10,365 - £13,812.

Reference is also made to Article VIII of the minute of meeting of the Personnel Committee of 10th March, 2004 wherein it was noted that the functions of the Bookings Service would be transferred to the Business Development Section. However, following a review of the roles and responsibilities, it has been decided that the most efficient and effective location for the Bookings Service is within the Purchasing and Finance Section and the Committee is requested to approve this structural change.

With regard to the financial implications of the above recommendations, funding for the post of Systems Development Officer is included in the Provisional Revenue Budget for 2005/06 and the approval of the recommendation will result in no additional expenditure. The additional cost of establishing the post of Clerical Assistant will be £17,000, inclusive of employer's costs, in a full financial year and this will be funded from additional income raised from increased interment fees as approved in Report No 565-2004. No additional costs arise from the transfer of the Bookings Service.