

**REPORT TO: PLANNING AND TRANSPORTATION COMMITTEE –
23 FEBRUARY 2004 AND PERSONNEL COMMITTEE – 8 MARCH
2004**

**REPORT ON: PLANNING AND TRANSPORTATION DEPARTMENT PARKING
SECTION STAFFING STRUCTURE**

**REPORT BY: JOINT REPORT BY DIRECTOR OF PLANNING AND
TRANSPORTATION AND ASSISTANT CHIEF EXECUTIVE
(MANAGEMENT)**

REPORT NO: 139-2004

1 PURPOSE OF REPORT

1.1 This Report seeks Committee approval to establish the initial Staffing Structure for the Car Park operations in order to implement and operate the decriminalised parking enforcement arrangements as previously agreed by the Planning & Transportation Committee on 2 December 2003 (Report No 757-2003) with effect from 1 April 2004.

2 RECOMMENDATIONS

2.1 The Committee is asked to approve the Staffing Structure and gradings for the Parking Section in the Planning and Transportation Department as detailed in Appendices A and B of this Report.

3 FINANCIAL IMPLICATIONS

3.1 The total additional cost of the new structure in 2004/2005 will be £173,626. This will be contained within the Car Park trading account.

3.2 The additional expenditure associated with the revised Staff Structure and ongoing enforcement and operational expenditure will be offset by the additional income generated following the decriminalisation of parking enforcement as previously reported to Planning and Transportation Committee.

4 LOCAL AGENDA 21 IMPLICATIONS

4.1 The introduction of decriminalised parking enforcement will address the following key terms of Dundee 21.

- Resources are used effectively
- Access to facilities, services, goods and people is not achieved at the expense of the environment and are accessible to all
- Health is protected by creating a safe, clean and pleasant environment

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 Decriminalised parking enforcement will help to promote a barrier free city.

6 BACKGROUND

6.1 The introduction of Decriminalised Parking Enforcement will transfer the responsibility for issuing and processing on-street Penalty Charge Notices from the

Chief Constable to the City Council. As a direct result of this additional responsibility, along with the increased levels of enforcement within the City, the following staff resources will be required:

- Initially some 14 enforcement staff would be required in total, some of whom would be mobile;
- Processing of PCNs will be undertaken by existing Council staff with an additional two and a half full time equivalent staff. In addition, posts for a Senior Parking Officer, Parking Officer and Assistant Parking Officer will be required;
- The key post of Team Leader was approved by the Personnel and Management Services Committee on 10 November 2003 and has taken up his post on 2 February 2004;

6.2 The Business Plan and Decriminalised Parking Application was submitted by the Director of Planning and Transportation and was subsequently approved by the Scottish Executive with an effective date of 1 April 2004.

6.3 The proposed staff organisation structure is shown in Appendix A and a summary of the new and existing posts is shown in Appendix B. The arrangements for filling of the new posts will be the subject of consultation with the Trade Unions.

6.4 Discussions are underway with the Chief Constable regarding the potential transfer of the Traffic Wardens in post into the new structure.

7 CONSULTATIONS

7.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Assistant Chief Executive (Community Planning) and the Chief Constable have been consulted and are in agreement with the contents of this report.

8 BACKGROUND PAPERS

8.1 None.

Jim Petrie
Assistant Chief Executive (Management)

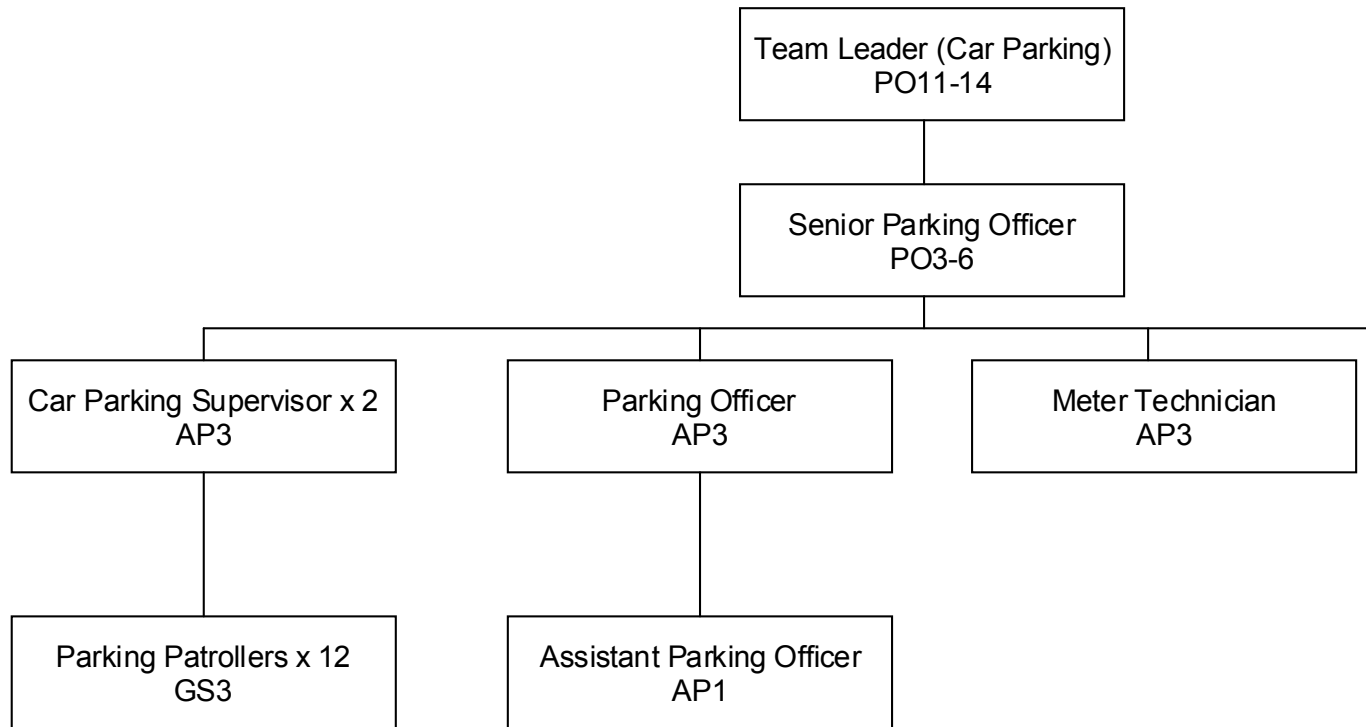
Mike Galloway
Director of Planning & Transportation

RT/DB

3 February 2004

Dundee City Council
Tayside House
Dundee

APPENDIX A - PARKING SECTION



Team Function
Enforcement on and
off-street cash
collection

Team Function
TRO creation and
processing.
Signs, road markings

Team Function
Machine maintenance

Team
Penalty
enquiri
permits

APPENDIX B**CAR PARK STRUCTURE (PROPOSED)**

	Number	Grade	Salary	N I	Super	T c t a l s	Totals
TEAM LEADER (PARKING)	1	PO 11-14	32244	2513	4643		39400
SENIOR PARKING OFFICER	1	PO3-6	26251	1909	3780		31940
CAR PARKING SUPERVISORS	2	AP3	17340	1116	2497		41906
PARKING PATROLLERS	12	GS3	13895	809	2001		200460
PARKING OFFICER	1	AP3	17340	1116	2497		20953
ASSISTANT PARKING OFFICER	1	AP1	14810	891	2133		17834
METER MECHANIC	1	AP3	17340	1116	2429		20885
ADMIN SUPERVISOR	1	AP3	18296	1201	2635		22132
SENIOR CLERICAL ASSISTS	4	GS3	14211	837	2046		68376
							463886

CAR PARK STRUCTURE (EXISTING)

CA R PARK CONTROLLER	1	AP3	19029	1266	2740		23035
ASSISTANT ENGINEER	1	T5	24396	1744	3513		29653
METER MECHANIC	1	AP3	19029	1266	2740		23035
CAR PARK SUPERVISOR	1	GS3	14211	837	2046		17094
CAR PARK OPERATIVES	5	GS1-2	13416	767	1932		80575
TRAFFIC WARDENS	4	GS2	13416	767	1932		64460
SUPPORT SERVICES							
SENIOR CLERICAL ASSIST	1	GS3	14211	837	2046		17094
CLERICAL ASSISTANT	1	GS2	13416	767	1932		16115
CLERICAL ASSISTANT (P/T)	1	GS2	6934	278			7212
CLERICAL ASSISTANT (TEMP)	1	GS1-2	10068	469	1450		11987
							290260

CAR PARK BUDGET SPLIT 2/3 1/3 BETWEEN OFF STREET AND ON STREET