

# **DUNDEE CITY COUNCIL**

**REPORT TO:** Personnel and Management Services Committee - 30 June 2003

**REPORT ON:** Support Services Department - Review of Staffing Structure for Council Officer's Team in City Chambers

**REPORT BY:** Director of Support Services and Director of Personnel and Management Services

**REPORT NO.:** 147-2003

## **1 PURPOSE OF REPORT**

- 1.1 To review the staffing and grading structure of the Council Officer's Team in the City Chambers to ensure that the structure reflects the operational arrangements and workloads experienced on a day to day basis.

## **2 RECOMMENDATIONS**

- 2.1 The Committee is requested to approve the proposals in Section 7 of this report.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The implementation of the proposals contained in this report will result in a full year saving of £8,300, including employer's costs.

## **4 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 None.

## **5 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The proposals will be implemented in accordance with the Council's equal opportunities policy.

## **6 BACKGROUND**

- 6.1 At the time of the last reorganisation of local government and the inception of the City Council in 1996, the structure adopted for the Council Officer's Team largely reflected the structure previously utilised by Dundee District Council.
- 6.2 The combining of former Regional Council and District Council functions has resulted in a wider range of bodies receiving recognition in the form of civic receptions and the use of the Chambers by outside bodies has also increased significantly.

- 6.3 It is also the case that whereas the District Council Team was servicing meetings and events in three or four rooms, the Team now controls bookings and provides services for ten rooms (Council Chamber, Lord Provost's Reception Room, Committee Rooms 1, 2, 3, 4 and 5 and Conference Rooms A, B and C). The volume of bookings for these various rooms has necessitated the introduction of a computerised booking system and over 3,000 meetings a year are being booked and, in many cases, catered for.
- 6.4 The increase in room usage has had an attendant increase in catering provision, ranging from teas, coffees and biscuits to buffet lunches and dinners. Many of these are recharged to the individuals, departments or organisations making the bookings.
- 6.5 The result has been that, occasionally, staff resources have been stretched to and beyond their limits and overtime levels have been running at a high level. This has had a detrimental impact on staff as well as budgets. Staff can find themselves working several weekends in a row and several evenings each week. This is unacceptable both in terms of health and safety and domestic life.
- 6.6 One measure adopted to ease workloads and reduce overtime to more acceptable levels has been the employment of Relief Attendants, who have undertaken a wide range of duties including covering in the Underground Garage during long term ill-health absence, and providing a reception service at the City Registrar's Office on Saturday mornings, and at weddings both there and in the City Chambers on Saturdays. Recent new legislation has also meant that they may on occasions have to accompany Registrars to more remote wedding ceremony venues outwith the City Centre. These staff also provide support at civic events, undertake security/reception duties for various room bookings, and undertake occasional driving duties.
- 6.7 The Relief Attendants' workload has been such that they are frequently required for more than 20 hours per week, sometimes even approaching full-time hours, and it is considered inappropriate for these hours of work to be undertaken by relief staff over long periods.
- 6.8 An examination of the current payment arrangements has shown a number of anomalies in terms of current practices and it is therefore considered that the review of this Team should take steps to ensure that the terms and conditions applied are, as far as is possible, brought into line with the National Agreement and the rest of the Council.

## **7 PROPOSALS**

- 7.1 The changes proposed are designed to more accurately reflect the operational arrangements and workloads being met on a day to day basis. These will be monitored for effectiveness and, if necessary, a further report will be submitted to Committee in a year's time. The proposals are as follows:-
- 7.1.1 The vacant post of City Chambers Administrator, grade AP5-PO4 (£22,398 - £27,015), be deleted from the establishment.

- 7.1.2 Existing Council Officer, current grade AP4 (£19,632 - £21,732) plus 12<sup>1</sup>/<sub>2</sub>% (to cover shift working and first five hours overtime at plain time rate) to be redesignated to Senior Council Officer, and regraded to AP5-PO2 (£22,398 - £25,527). Will work flexible dayshift Monday to Friday. Will be available for overtime Monday to Friday and weekends ("on call" rotas to be prepared); will be paid plain time rate for overtime in accordance with National Agreement and this overtime will be treated as contractual for pension purposes.
- 7.1.3 Two new posts of Council Officer, grade AP2 (£15,582 - £16,866) plus 12<sup>1</sup>/<sub>2</sub>% shift allowance for Monday to Friday working, to be established. Shift times may vary according to the demands of the service. Will be available for overtime Monday to Friday and weekends ("on call" rotas will be prepared); will be paid overtime rates in accordance with National Agreement and this overtime will be treated as contractual for pension purposes. Council Officers will be required to undertake driving duties (civic vehicles, etc). These posts will be filled by the two existing Assistant Council Officers.
- 7.1.4 Existing two posts of Assistant Council Officer, current grade GS3/AP1 (£13,650 - £15,204) plus 12<sup>1</sup>/<sub>2</sub>% (to cover shift working and the first five hours overtime at plain time rate) to be redesignated Assistant Council Officer/Civic Driver and to be regraded to AP1 (£14,211 - £15,204) plus 12<sup>1</sup>/<sub>2</sub>% shift allowance for Monday to Friday working. Shift times may vary according to the demands of the service. Will be available for overtime Monday to Friday and weekends ("on call" rotas to be prepared); will be paid overtime in accordance with National Agreement and this overtime will be treated as contractual for pension purposes. One of these posts will be filled by the existing Civic Car Driver/Attendant and every effort will be made to fill the other post from existing Chambers' employees.
- 7.1.5 The existing 2 posts of Civic Car Driver/Attendant will be deleted.
- 7.1.6 Two full-time posts of Garage Attendant, currently Manual Worker grade 1, be regraded GS1 (£10,068 - £12,789) plus 14% shift allowance for Monday to Friday working, to be filled. Contractual overtime in accordance with National Agreement to cover Saturdays. Will be filled from existing Relief Attendants in post prior to September 2002.
- 7.1.7 The system whereby employees receive a percentage of income from car parking fees will cease.
- 7.1.8 Any existing Relief Attendant employed prior to September 2002 and not appointed to any of the jobs indicated above will be consulted on his preferred working arrangements and hours for the future, subject to the demands of the service and a final decision by management. Thereafter, they will be appointed on a permanent basis as an Attendant/Steward, grade GS1 (£10,068 - £12,789 pro rata to hours worked). It is intended to specify the minimum and maximum number of hours which will require to be worked. Attendant/Steward postholders will be required to undertake driving duties (civic vehicles, etc.)
- 7.1.9 A number of new Relief Attendant/Stewards, grade GS1 spinal column point 7 (£11,448 pro rata to hours worked) (all inclusive) will be recruited to cover other demands on the service but will, so far as possible, work true relief work covering for holidays and sickness and periods of high workload. Relief Attendant/Steward postholders may be required to undertake driving duties (civic vehicles, etc.)

- 7.1.10 All employees will be paid monthly in future. The mechanism for achieving this will be discussed with the staff and the GMB.
- 7.1.11 No employee will be required to work more than an average of 48 hours per week over the measurement period specified by the Working Time Regulations.
- 7.1.12 The conditions of service of the Chambers catering employees are still being discussed with the employees and the GMB, and it is possible that further recommendations will be submitted in due course to this Committee.

## **8 CONSULTATIONS**

- 8.1 The Chief Executive, Director of Finance and Director of Support Services have been consulted on the terms of this report, as have the employees and the GMB.

## **9 BACKGROUND PAPERS**

- 9.1 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 this report.

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24 June 2003

J.C. Petrie  
Director of Personnel and Management Services

24 June 2003