

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 10 March 2003

REPORT ON: Planning and Transportation Department - Review of Organisational Structure

REPORT BY: Director of Planning and Transportation and Director of Personnel and Management Services

REPORT NO: 159-2003

1 PURPOSE OF REPORT

1.1 This report proposes changes to the organisational structure of the Planning and Transportation Department following a review by the Director of Planning and Transportation and the Director of Personnel and Management Services.

2 RECOMMENDATIONS

It is recommended that the Committee approves the following:-

- 2.1 the organisational structure outlined in Appendix 1.
- 2.2 the deletion of the vacant post of Policy and Regeneration Manager, grade SCP67-70, £51,428 - £55,223;
- 2.3 the deletion of the post of Building Quality Manager, grade SCP61-64, £44,780 - £47,927;
- 2.4 the establishment of a post of Head of Planning, grade SCP65-68, £49,082 - £52,700, and the appointment of the current Building Quality Manager to this post;
- 2.5 the redesignation of the post of Roads and Transportation Manager to Head of Transportation and the regrading of this post from SCP61-64, £44,780 - £47,927, to SCP65-68, £49,082 - £52,700;
- 2.6 the regrading of the post of City Engineer from SCP61-64, £44,780 - £47,927, to SCP65-68, £49,082 - £52,700;
- 2.7 in due course, the Director of Planning and Transportation will appoint a deputy from the Head of Planning, Head of Transportation and City Engineer: to reflect this additional responsibility, the deputy will be remunerated on SCP68-71, £52,700 - £56,534;
- 2.8 the redesignation of the post of Administration and Finance Manager to Support Services Manager, and the regrading of this post from SCP45-48, £31,004 - £33,224, to SCP49-52, £33,983 - £36,377;

- 2.9 the establishment of posts of Assistant Head of Planning, Assistant Head of Transportation and Assistant City Engineer, all graded PO15-18, £33,983 - £36,377;
- 2.10 after appointments have been made to the posts referred to in paragraph 2.8 above, the deletion of 3 Team Leader posts, all graded PO11-14, £31,004 - £33,224;
- 2.11 the establishment of the following new posts:-
- Team Leader (Sustainable Transport), grade PO11-14, £31,004 - £33,224;
 - Senior Engineer/Transport Officer (Sustainable Transport), grade PO7-10, £28,187 - £30,323;
 - Transportation Officer (Sustainable Transport), grade AP2-PO4, £15,084 - £25,976;
 - Senior Engineer (Traffic), grade PO7-10, £28,187 - £30,323;
- 2.12 the deletion of the vacant post of Travel Plan Co-ordinator, grade T2/5, £14,240 - £23,459;
- 2.13 the redesignation of the existing post of Senior Building Quality Assistant to IT Support Assistant, with no change in grade;
- 2.14 the establishment of a new post of Team Leader (Project Management and Support), grade PO11-14, £31,004 - £33,224, and the appointment to this post of the current Team Leader (Environment);
- 2.15 the resultant Team Leader (Environment) vacancy will be filled internally by application and competitive interview; the Committee will be requested to delete the subsequent vacant post in due course;
- 2.16 the establishment of a new post of Senior Building Quality Assistant, grade AP2, £15,084 - £16,217, to be filled internally by application and competitive interview; the Committee will be requested to delete the subsequent vacant post in due course;
- 2.17 the regrading of the posts of Building Quality Assistant from GS1-T1, £11,009 - £13,976, to GS1-AP1, £11,009 - £14,618;
- 2.18 the redesignation of the post of Administrative Assistant (Staffing) to Administrative Officer (Staffing) and the regrading of this post from AP1/2, £13,664 - £16,217, to AP1/3, £13,664 - £19,296;
- 2.19 the regrading of the post of Senior Clerical Assistant (Financial Services) from GS3, £13,124 - £13,664, to GS3/AP1, £13,124 - £14,618.

3 FINANCIAL IMPLICATIONS

- 3.1 The effect of the proposals outlined in paragraphs 2.1 to 2.19 will result in a net saving of £1,165 within the Planning and Transportation Department's Revenue Budget provision for Staff Costs.

4 LOCAL AGENDA 21 IMPLICATIONS

4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The implementation of the recommendations contained in this report will be in accordance with the Council's equal opportunities policy.

6 BACKGROUND AND PROPOSALS - SENIOR MANAGEMENT STRUCTURE

6.1 The Committee is aware that the Chief Executive and Chief Officers continue to monitor and review the organisational structures of departments to deliver efficiency and effectiveness and scrutinise costs. The present organisational structure of the Planning and Transportation Department was approved by Committee on 25 January 1999 (Report No. 976/98).

6.2 The present second tier senior management posts are as follows:-

Policy and Regeneration Manager	SCP67-70, £51,428 - £55,223;
Building Quality Manager	SCP61-64, £44,780 - £47,927;
Roads and Transportation Manager	SCP61-64, £44,780 - £47,927;
City Engineer	SCP61-64, £44,780 - £47,927;
Administration and Finance Manager	SCP45-48, £31,004 - £33,224.

6.3 The post of Policy and Regeneration Manager is vacant, the previous postholder having left in August 2002.

6.4 The Director of Planning and Transportation and Director of Personnel and Management Services considered that the opportunity should be taken to review the senior management structure of the department.

6.5 Having considered the situation, the Directors propose the combination of the Policy and Regeneration Division and the Building Quality Division: this will become the Planning Division. It is further proposed that a new post of Head of Planning, graded SCP65-68, £49,082 - £52,700, be established to head this Division. In addition, both Directors propose that the current Building Quality Manager should be appointed to this new post. The existing posts of Policy and Regeneration Manager and Building Quality Manager would be deleted.

6.6 It is proposed that the post of Roads and Transportation Manager should be redesignated Head of Transportation and regraded to SCP65-68.

6.7 It is proposed that the post of City Engineer should remain unchanged in title but be regraded to SCP65-68.

- 6.8 In due course, the Director of Planning and Transportation, after competitive interview if necessary, will appoint a designated deputy from the Head of Planning, Head of Transportation or City Engineer. To reflect this additional responsibility, the deputy will be paid SCP68-71, £52,700 - £56,534. The deputy will continue to carry out his substantive role.
- 6.9 It is proposed that the post of Administration and Finance Manager should be redesignated Support Services Manager and regraded to SCP49-52, £33,983 - £36,377, to reflect changes to the duties and responsibilities of this post.
- 6.10 The revised second tier senior management structure would therefore be:-
- | | |
|--------------------------|------------------------------|
| Head of Planning | SCP65-68, £49,082 - £52,700; |
| Head of Transportation | SCP65-68, £49,082 - £52,700; |
| City Engineer | SCP65-68, £49,082 - £52,700; |
| Support Services Manager | SCP49-52, £33,983 - £36,377. |
- 6.11 As the number of posts at second tier level will be reduced from 5 to 4, the Directors consider it essential to enhance support at third tier level. It is, therefore, proposed to establish 3 new posts of Assistant Head of Planning, Assistant Head of Transportation and Assistant City Engineer. These posts will be graded PO15-18, £33,983 - £36,377, and will be filled by inviting applications from existing Team Leaders in each of the 3 Divisions and competitive interviews being held. The Assistant Head of Planning post will be filled by a Team Leader from the new Planning Division, etc. When appointments are made to these 3 new posts, 3 Team Leader posts, grade PO11-14, £31,004 - £33,224, will be deleted from the establishment.

7 BACKGROUND TO OTHER PROPOSALS

- 7.1 The present organisational structure for the Planning and Transportation Department was approved by the Personnel and Management Services Committee, at its meeting on 25 January 1999 (Report No. 976/98). With the recent resignation of the Policy and Regeneration Manager and the growth in Government expenditure on transportation, there exists both an opportunity and a need to review the allocation of staff resources across the department. The proposed new organisational structure will not only continue the development of a more co-ordinated approach to the provision of services to the public, but will also help address the shift in the balance of the department's workload since 1998.
- 7.2 The Director of Planning and Transportation has reviewed the organisation and management of all the functions within his department and now seeks approval for a revised structure which reduces the number of divisions from five to four. The new structure reallocates operational responsibilities between these new divisions in a more balanced manner in order to improve the management of these services.
- 7.3 The main components of the proposed changes to the Department's structure are:-
- a) the combination of the Building Quality and Policy and Regeneration Divisions into a new Planning Division;

- b) the reallocation of the roads and street lighting maintenance services from the Roads and Transportation Division to the City Engineer's Division;
- c) the provision of additional staff resources to create a focused new Transportation Division which can discharge the expanded workload in this service area.

7.4 The Committee is requested to note that the Directors will be submitting further recommendations in the near future regarding other parts of the department's functions.

8 **CONSULTATION**

8.1 The Chief Executive, Director of Finance and Director of Support Services have been consulted in the preparation of this report.

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.

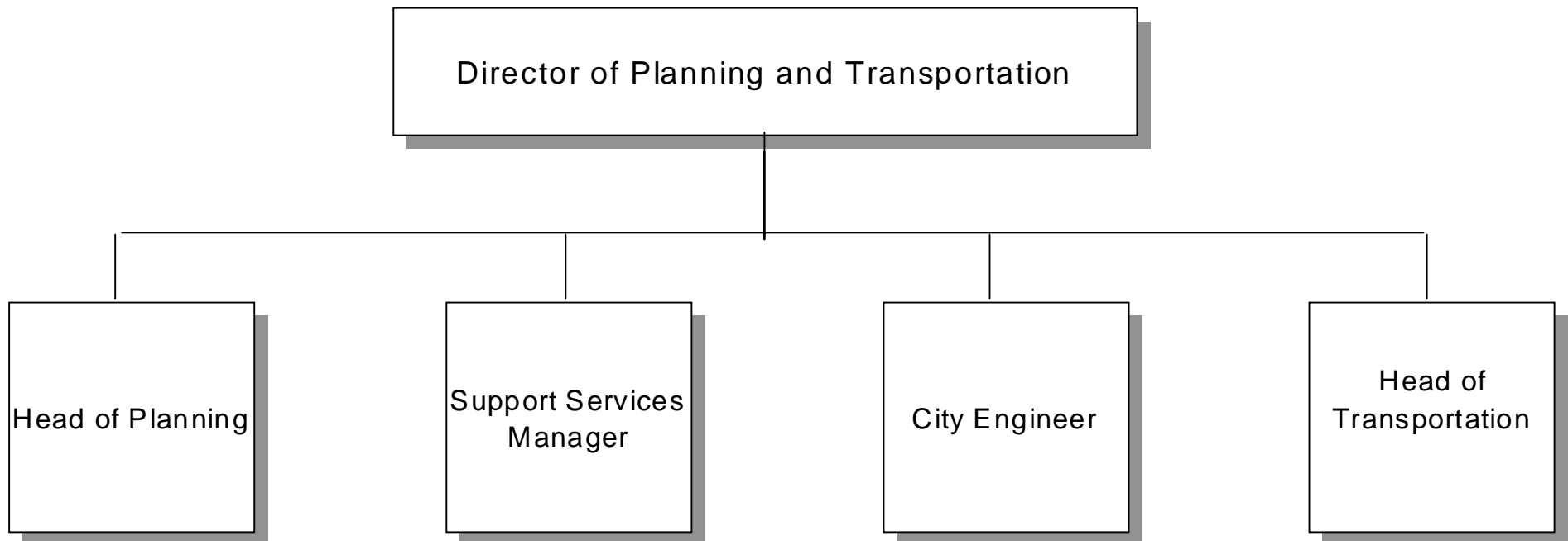
M. Galloway
Director of Planning and Transportation

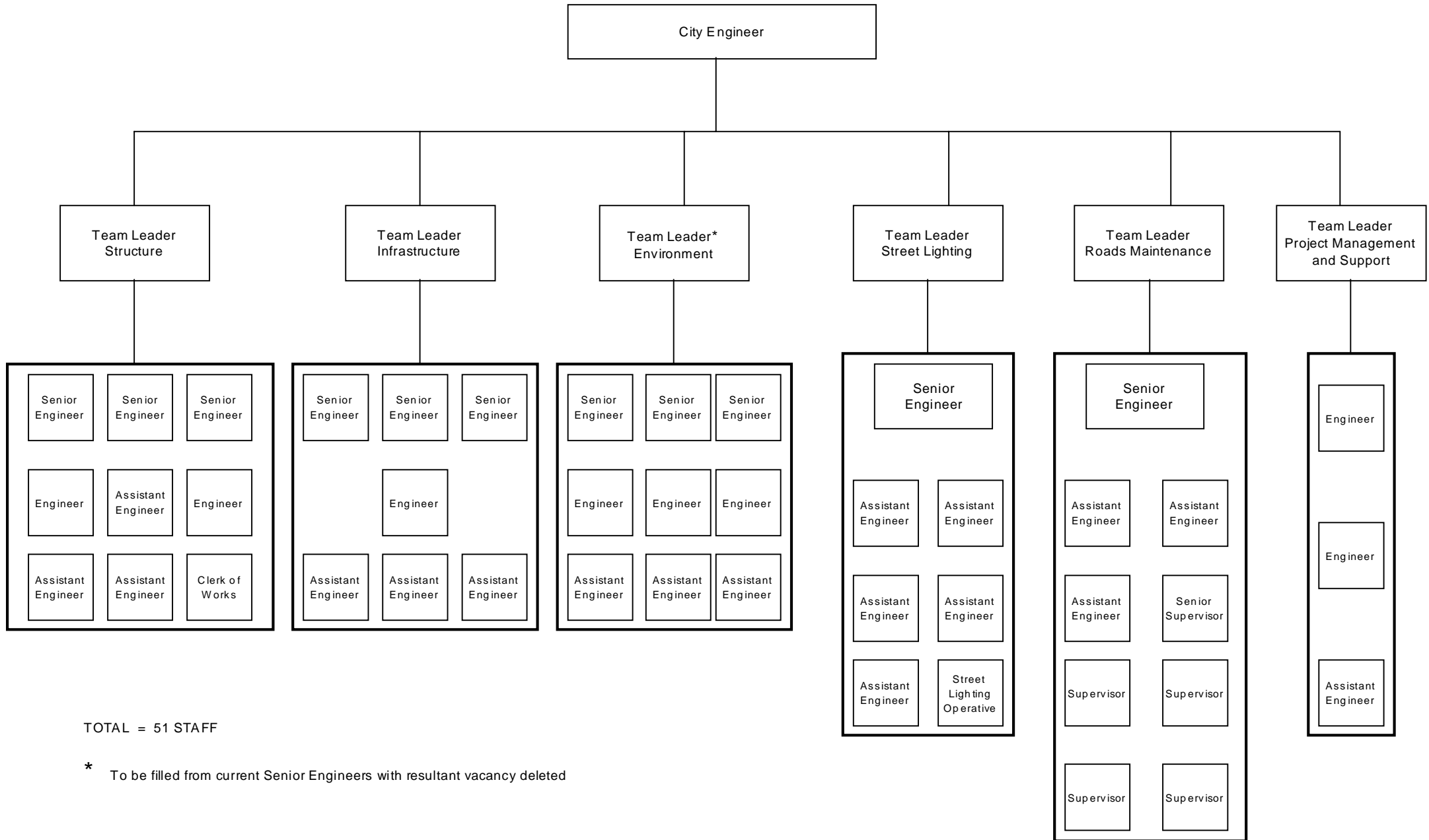
24 February 2003

J.C. Petrie
Director of Personnel and Management Services

24 February 2003

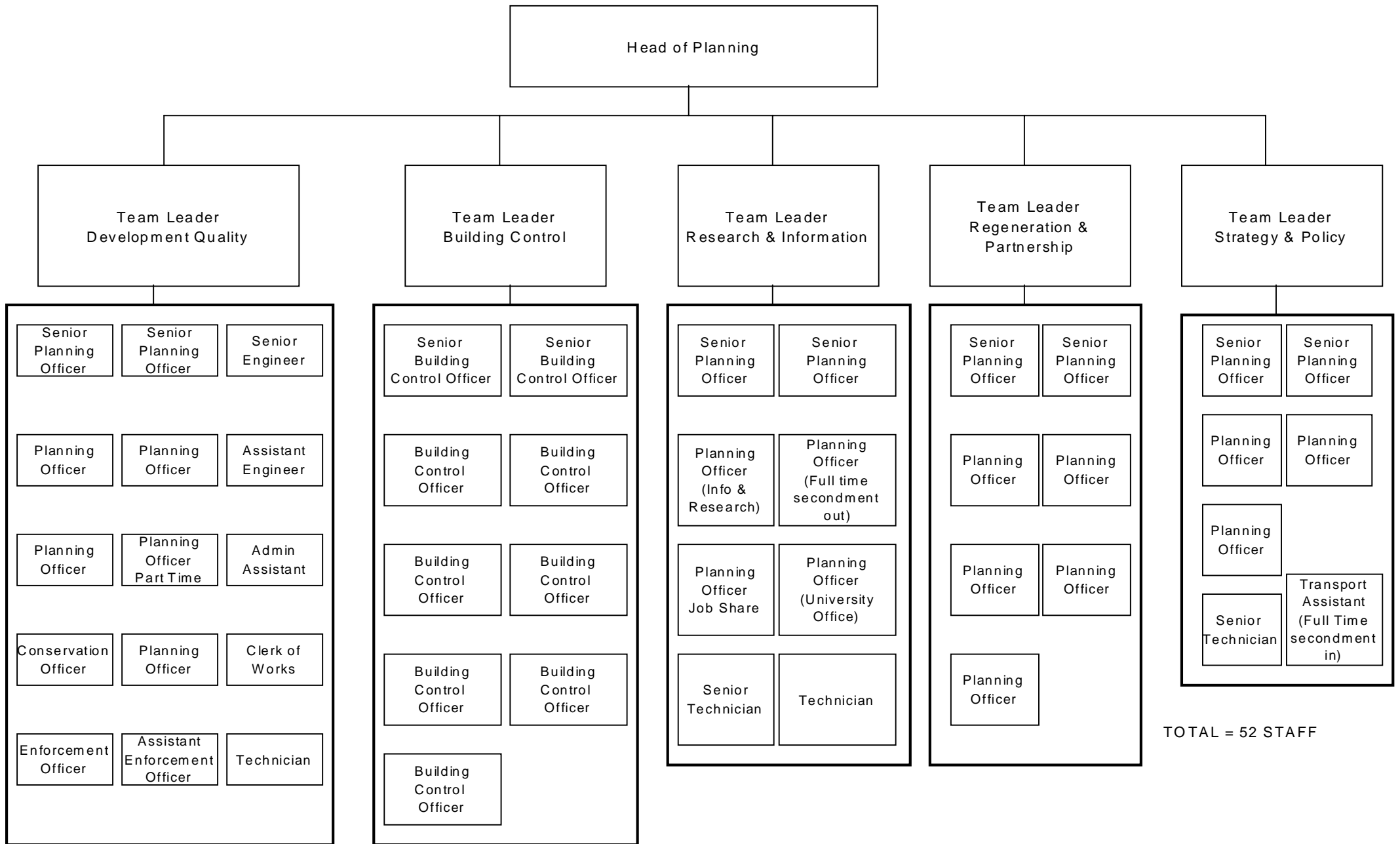
Department of Planning & Transportation - Staffing Structure



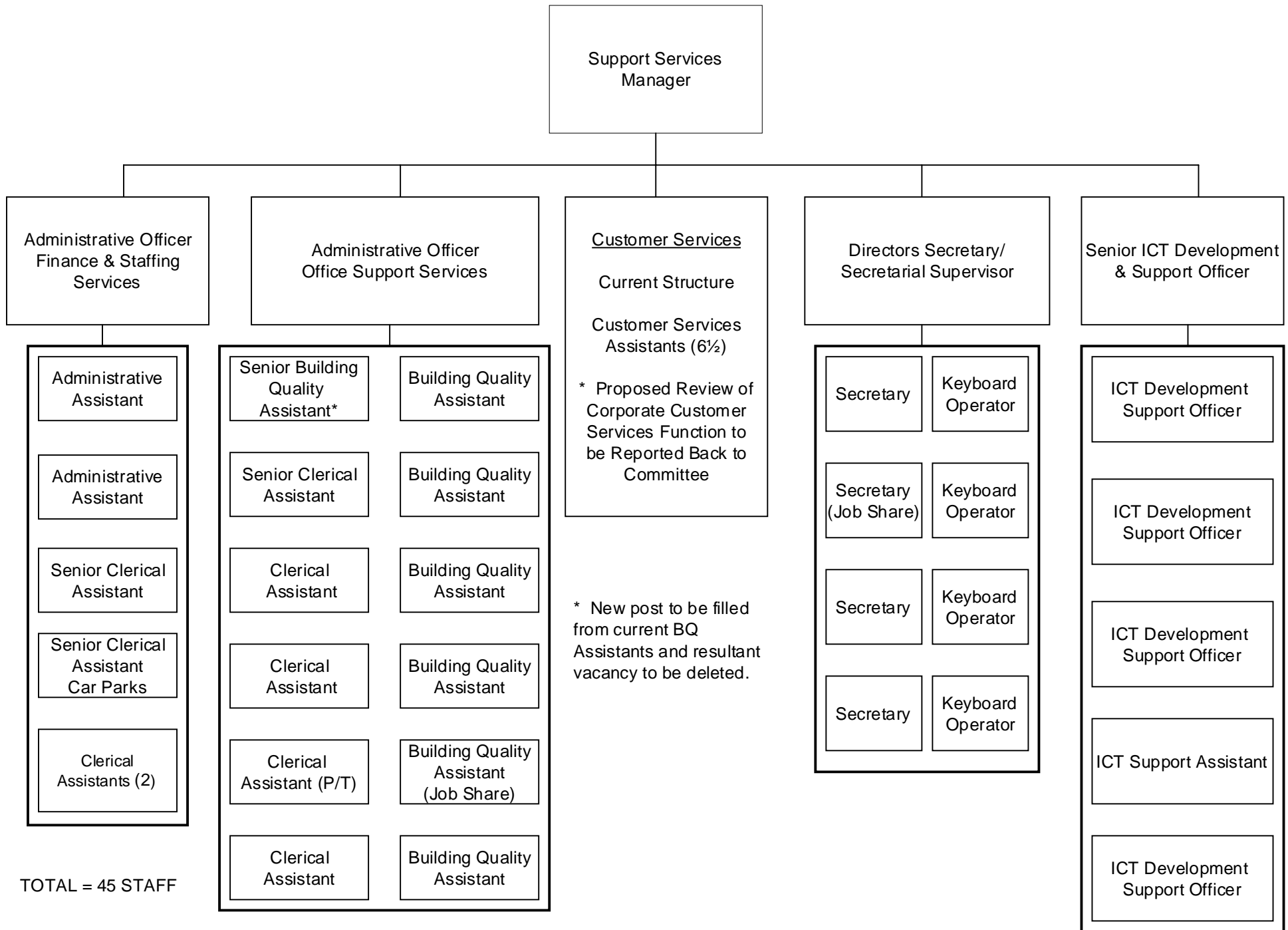


TOTAL = 51 STAFF

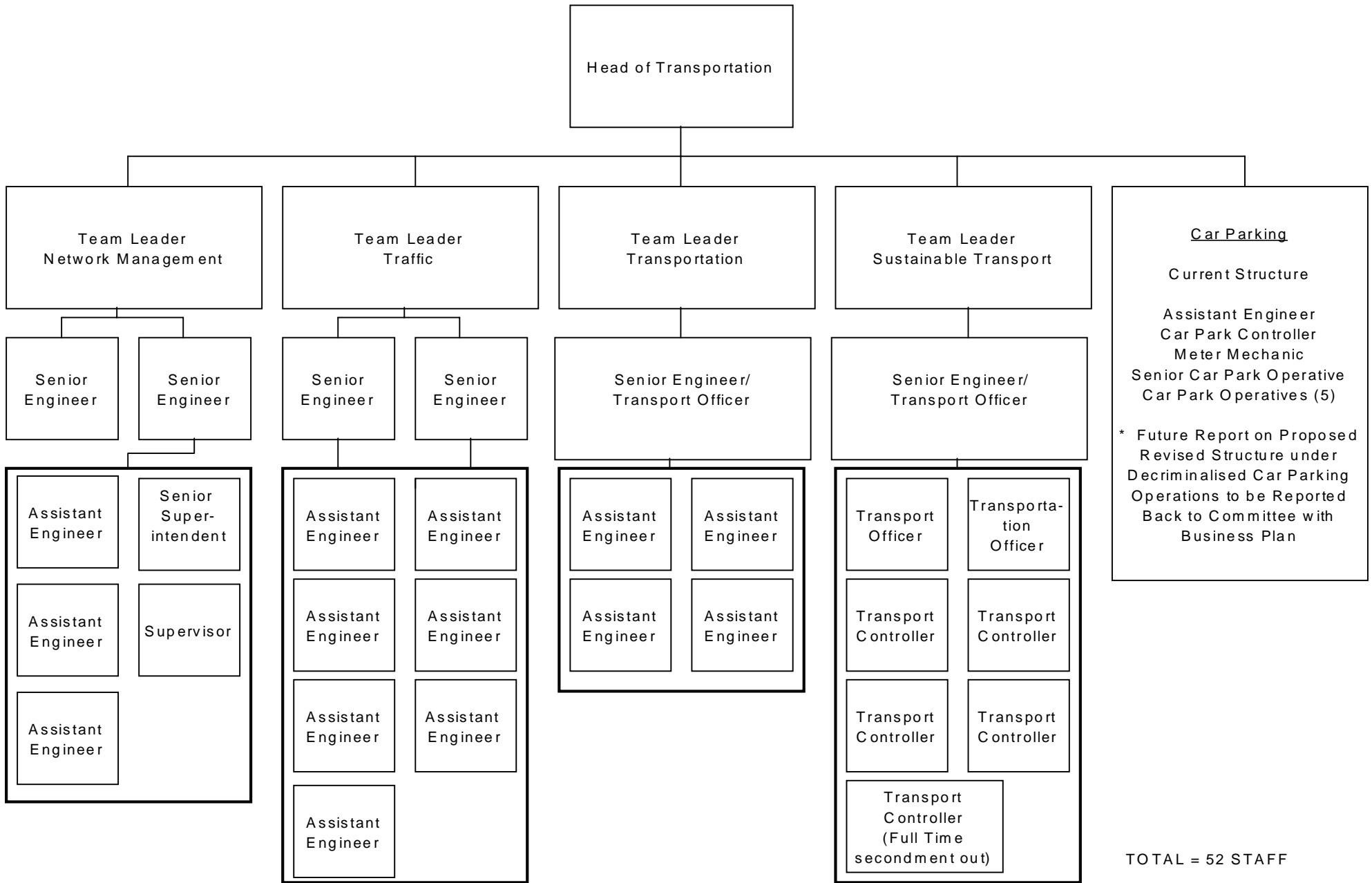
* To be filled from current Senior Engineers with resultant vacancy deleted



TOTAL = 52 STAFF



TOTAL = 45 STAFF



TOTAL = 52 STAFF