

# **DUNDEE CITY COUNCIL**

**REPORT TO:** Personnel Committee - 15 May 2006

**REPORT ON:** Dundee Contract Services - Review of Staffing Structure

**REPORT BY:** Director of Dundee Contract Services and Assistant Chief Executive (Management)

**REPORT NO:** 194-2006

## **1. PURPOSE OF REPORT**

- 1.1 To seek the Committee's approval to the proposed changes to the staffing structure of Dundee Contract Services.

## **2. RECOMMENDATIONS**

It is recommended that the Committee approves:-

- 2.1 the deletion of posts as outlined in Appendix 1;
- 2.2 the establishment of posts as outlined in Appendix 2;
- 2.3 the redesignation and regrading of posts as outlined in Appendix 3;
- 2.4 the regrading of posts as outlined in Appendix 4;
- 2.5 the redesignation of posts as outlined in Appendix 5;
- 2.6 the transfer of employees as outlined in Appendix 6.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 The cost of these changes to the staffing structure will result in a net saving of £49,095. inclusive of employer's costs, in a full year.

## **4. SUSTAINABILITY IMPLICATIONS**

- 4.1 Resources are used efficiently and waste is minimised.

## **5. EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None.

## **6. BACKGROUND**

- 6.1 The addition of the Parks Section in April 2002 and the recent introduction of the Partnership Agreements for the provision of the Property Maintenance and Small Works Service and Housing Repairs and Maintenance Service, including the establishment of the Housing Repairs Centre at Clepington Road, has significantly changed the way in which the Department operates.
- 6.2 These changes have impacted on most Sections within the Department, necessitating an overall review of the Departmental Structure.

## **7. PROPOSALS**

### **Housing Repairs and Maintenance Section**

- 7.1 The implementation of the Partnership Agreement changed the roles of the supervisory and administrative employees within the Housing Repairs and Maintenance Section.
- 7.2 The proposed structure is designed to phase out the Whitfield Sub Depot transferring the total functions to the Main Depot at Clepington Road and to reflect the changing role of the supervisory staff due to the implementation of the Partnership Agreement, including the establishment of the Housing Repairs Centre.

It is proposed to:-

- 7.2.1 establish a post of Housing Maintenance Manager, graded PO9-12;
- 7.2.2 establish a post of Assistant Housing Maintenance Manager, graded PO5-8;
- 7.2.3 delete 2 posts of Area Maintenance Manager, graded PO3-6, and the postholders be invited to apply for the posts as outlined in 7.2.1 and 7.2.2. Appointments will be made after competitive interview;
- 7.2.4 regrade and redesignate the post of Senior Security Officer, graded GS3 + 10% shift allowance, to Emergency Contact Officer, graded T2, to reflect an increase in duties and responsibilities;
- 7.2.5 regrade and redesignate 3 posts of Maintenance Superintendent, graded Tech 4 + Contractual Overtime, to Housing Maintenance Co-ordinators, graded PO1-4, to reflect increased duties and responsibilities;
- 7.2.6 regrade and redesignate 1 post of Clerical Assistant, graded GS2, to Senior Clerical Assistant, graded GS1/3, to reflect increased duties and responsibilities. It is also proposed to transfer this post from Property Maintenance Section to Housing Repairs and Maintenance Section;
- 7.2.7 delete one post of Administrative Assistant AP1 on the retirement of the existing postholder;
- 7.2.8 delete one vacant post of Radio Control Officer GS3.

### **Contracts Section**

- 7.3 The recent retrieval of the Contracts Manager has enabled a review of the current structure which has been in operation for a number of years. The proposed changes reflect the changes in operational procedures, methods of working and projected workload, in particular the Scottish Housing Quality Standards Programmes.

It is proposed to:-

- 7.3.1 delete a vacant post of Assistant Contracts Manager, graded PO3-6;
- 7.3.2 regrade and redesignate a post of Site Agent, graded Tech 4 + Contractual Overtime, to Senior Site Agent, graded PO1-4, to reflect an increase in duties and responsibilities;
- 7.3.3 regrade and redesignate a post of Paint Superintendent, graded Tech 4 + Contractual Overtime, to ECM/Paint Co-ordinator, graded PO1-4, to reflect an increase in duties and responsibilities;
- 7.3.4 regrade and redesignate the post of Plumbing Superintendent, graded Tech 4 + Contractual Overtime, to Plumbing Co-ordinator, graded PO1-4, to reflect an increase in duties and responsibilities;
- 7.3.5 regrade and redesignate the post of Trowel Trades Superintendent, graded Tech 4 + Contractual Overtime, to Trowel Trades Co-ordinator, graded PO1-4, to reflect and increase in duties and responsibilities;
- 7.3.6 regrade and redesignate a post of Electrical Superintendent, graded Tech 4 + Contractual Overtime, to Electrical Co-ordinator, graded PO1-4, to reflect an increase in duties and responsibilities;
- 7.3.7 regrade and redesignate 2 posts of Electrical Supervisor, graded Tech 3 + Contractual Overtime, to Electrical Superintendent, graded Tech 4 + Contractual Overtime, to reflect an increase in duties and responsibilities. It is also proposed to transfer one of these posts to the Property Maintenance Section;
- 7.3.8 regrade the post of Contracts Manager, graded PO7-10, to PO11-14, to reflect the increase in duties and responsibilities;
- 7.3.9 transfer 1 post of Technical Assistant from Cost Control and Measurement Section to Contracts Section;
- 7.3.10 redesignate the post of Maintenance Superintendent, graded Tech 4 + Contractual Overtime, to ECM Superintendent, with no change of grade.

### **Property Maintenance Section**

- 7.4 The Schedule of Rates Contract for Non Housing Repairs and Small Works was replaced with a Partnership Agreement, similar to the Housing Repairs Partnership Agreement, on 31 March 2005. The implementation of this Agreement has changed the roles of the supervisory and administrative employees within the Property Maintenance Section.

It is proposed to:-

- 7.4.1 delete a vacant post of Technical Assistant, graded Tech 2/3;
- 7.4.2 regrade and redesignate the post of Property Maintenance Superintendent, graded Tech 4 + Contractual Overtime, to Property Maintenance Co-ordinator, graded PO1-4, to reflect an increase in duties and responsibilities;
- 7.4.3 regrade and redesignate the post of Minor Works Superintendent, graded Tech 4 + Contractual Overtime, to Minor Works Co-ordinator, graded PO1-4, to reflect and increase in duties and responsibilities;
- 7.4.4 regrade and redesignate the post of Minor Works Supervisor, graded Tech 3 + Contractual Overtime, to Minor Works Superintendent, graded Tech 4 + Contractual Overtime, to reflect an increase in duties and responsibilities;
- 7.4.5 regrade the post of Property Maintenance Manager, graded PO3-6, to PO6-9, to reflect and increase in duties and responsibilities.

### **Specialist Services Group**

- 7.5 The Partnership Agreement has resulted in a change from the calculation and application of an incentive bonus scheme for repairs and maintenance work to performance monitoring to agreed criteria. The implementation of the Partnership Agreement for contract type work and the increase in landscape design has necessitated changes in working methods and requirements of employees within the Specialist Services Group.

It is proposed to:-

- 7.5.1 establish a post of Landscape/Technical Designer, graded Tech 4;
- 7.5.2 establish a post of Assistant Land Services Surveyor/Estimator, graded Tech 3/4;
- 7.5.3 delete a vacant post of Technical Assistant, graded Tech 1/2;
- 7.5.4 delete a vacant post of Senior Cost Control and Measurement Officer, graded Tech 5;
- 7.5.5 regrade and redesignate a post of Senior Cost Control and Measurement Officer, graded Tech 5, to Principal Cost Control and Measurement Officer, graded PO3-6;
- 7.5.6 regrade and redesignate a post of Technical Assistant, graded Tech 1/2, to Cost Control and Measurement Officer, graded Tech 4;
- 7.5.7 regrade and redesignate the post of Senior Estimator Land Services, graded Tech 4, to Land Services Surveyor/Estimator, graded Tech 5, to reflect increase in duties and responsibilities;
- 7.5.8 regrade and redesignate the post of Clerical Assistant (Purchasing), graded GS1/2, to Senior Clerical Assistant, graded GS1/3, to reflect increase in duties and responsibilities;
- 7.5.9 redesignate the post of Management Services Officer, graded AP4, to Performance Monitor Officer, with no change of grade;

7.5.10 redesignate the post of Cost Surveyor, graded Tech 4, to Cost Control and Measurement Officer, with no change of grade.

## **8. CONSULTATION**

8.1. The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and the trade unions have been consulted on this report.

## **9. BACKGROUND PAPERS**

9.1 None.

R P Jackson  
Director of Dundee Contract Services

8 May 2006

J C Petrie  
Assistant Chief Executive (Management)

8 May 2006

## **DELETION OF POSTS**

<b>Section</b>	<b>Post Title</b>	<b>Grade</b>	<b>Salary</b>
Housing Repairs and Maintenance	2 posts Area Maintenance Manager	PO3-6	£27,822 - £30,288
	1 post Administrative Assistant	AP1	£15,063 - £16,116
	1 post Radio Control Officer	GS3	£14,466 - £15,063
Contracts	1 post Assistant Contracts Manager	PO3-6	£27,822 - £30,288
Property Maintenance	1 post Technical Assistant	T2/3	£15,699 - £20,169
Specialist Services	1 post Senior Cost Control and Measurement Officer	T5	£23,739 - £25,857
	1 post Technical Assistant	T1/2	£15,063 - £17,877

## **ESTABLISHMENT OF POSTS**

<b>Section</b>	<b>Post Title</b>	<b>Grade</b>	<b>Salary</b>
Housing Repairs and Maintenance	Housing Maintenance Manager	PO9-12	£32,631 - £34,965
	Assistant Housing Maintenance Manager	PO5-8	£29,541 - £31,860
Specialist Services	Assistant Land Services Surveyor/ Estimator	T3/4	£17,877 - £23,034
	Landscape/Technical Designer	T4	£20,808 - £23,034

## **REGRAIDING AND REDESIGNATION OF POSTS**

### **Current**

### **Proposed**

#### **Repairs and Maintenance Section**

Maintenance Superintendent (3 posts)  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

Housing Maintenance Co-ordinator  
PO1-4 - £26,379 - £28,632

Senior Security Officer  
GS3 + 10% shift allowance -  
£14,466 - £15,063

Emergency Contact officer  
Tech 2 - £16,515 - £17,877

Clerical Assistant  
GS2 - £13,554 - £14,220  
(transferred from Property Maintenance Section)

Senior Clerical Assistant  
GS1/3 - £10,671 - £15,063

#### **Contracts Section**

Site Agent  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

Senior Site Agent  
PO1-4 - £26,379 - £28,632

Paint Superintendent  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

ECM/Paint Co-ordinator  
PO1-4 - £26,379 - £28,632

Electrical Superintendent  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

Electrical Co-ordinator  
PO1-4 - £26,379 - £28,632

Plumbing Superintendent  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

Plumbing Co-ordinator  
PO1-4 - £26,379 - £28,632

Trowel Trades Superintendent  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

Trowel Trades Co-ordinator  
PO1-4 - £26,379 - £28,632

Electrical Supervisor (2)  
Tech 3 + Contractual Overtime  
£17,877 - £20,169

Electrical Superintendent  
Tech 4 + Contractual Overtime  
£20,808 - £23,034

- 1 post to remain in Contracts Section
- 1 post transferred to Property Maintenance Section



**Appendix 3 (Contd)****Current****Proposed**Property Maintenance

Property Maintenance Superintendent  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

Property Maintenance Co-ordinator  
PO1-4 - £26,379 - £28,632

Minor Works Supervisor  
Tech 3 + Contractual Overtime -  
£17,877 - £20,169

Minor Works Superintendent  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

Minor Works Superintendent  
Tech 4 + Contractual Overtime -  
££20,808 - £23,034

Minor Works Co-ordinator  
PO1-4 - £26,379 - £28,632

Electrical Supervisor  
Tech 3 + Contractual Overtime -  
£17,877 - £20,169

Electrical Superintendent  
Tech 4 + Contractual Overtime -  
£20,808 - £23,034

Specialist Services Group

Senior Cost Control & Measurement Officer  
Tech 5 - £23,739 - £25,857

Principal Cost Control & Measurement  
Officer  
PO3-6 - £27,822 - £30,288

Technical Assistant Officer  
Tech 1/2 - £14,466 - £17,436

Cost Control & Measurement Officer  
Tech 4 - £20,808 - £23,034

Senior Estimator (Parks)  
Tech 4 - £20,808 - £23,034

Land Services Surveyor/Estimator  
Tech 5 - £23,739 - £25,857

Clerical Assistant (Purchasing)  
GS1/2 - £10,671 - £14,220

Senior Clerical Assistant  
GS1/3 - £10,671 - £15,063

## **REGRADING OF POSTS**

<b>Post Title</b>	<b>Grade</b>	<b>Salary</b>
<u>Contracts Section</u>		
Contracts Manager	PO7-10	£31,068 - £33,423
	to PO11-14	£34,173 - £36,624
<u>Property Maintenance Section</u>		
Property Maintenance Manager	PO3-6	£27,822 - £30,288
	to PO6-9	£30,288 - £32,631

**REDESIGNATION OF POSTS****Current Title****Proposed Title**Contracts Section

Property Maintenance Superintendent

ECM Superintendent

Specialist Services Group

Management Services Officer

Performance Monitor Officer

Cost Surveyor

Cost Control &amp; Measurement Officer

## **TRANSFER OF EMPLOYEES BETWEEN SECTIONS**

<b>Post Title</b>	<b>Current Section</b>	<b>Proposed Title</b>	<b>Proposed Section</b>
Clerical Assistant	Specialist Services Group	Senior Clerical Assistant	Housing Repairs and Maintenance
Electrical Supervisor	Contracts	Electrical Superintendent	Property Maintenance
Technical Assistant	Cost Control and Measurement	Technical Assistant	Contracts