

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 19 April 2004

REPORT ON: Communities Department - Review of Clerical Staff

REPORT BY: Head of Communities and Assistant Chief Executive
(Management)

REPORT NO.: 246-2004

1 PURPOSE OF REPORT

1.1 The purpose of this report is to seek approval for the proposed changes to the Staffing Structure of clerical staff within the Communities Department.

2 RECOMMENDATIONS

It is recommended that the Committee approves the following recommendations:-

2.1 the regrading and redesignation of the following posts:

- 15 posts of Receptionist graded GS1 (£10,068-£12,789) to Clerical Assistant graded GS1/2 (£10,068-£13,416) and extended from term time to full year as detailed in Appendix 1;
- 4 posts of Receptionist graded GS1 (£10,068-£12,789) to Clerical Assistant graded GS1/2 (£10,068-£13,416), and extended from term time to full year as detailed in Appendix 2;
- 2 posts of Clerical Assistant based at Charleston and Finmill Centres, graded GS2 (£12,789-£13,416) to Senior Clerical Assistant graded GS3 (£13,650-£14,211);

2.2 the regrading of the following posts:

- 5 posts of Clerical Assistant graded GS1 (£10,067-£12,788) to GS1/2 (£10,068-£13,416), and extended from term time to full year as detailed in Appendix 3;
- 9 posts of Clerical Assistant graded GS2 (£12,789-£13,416) to GS1/2 (£10,068-£13,416), as detailed in Appendix 4, as and when the present incumbents vacate the post;

2.3 the deletion of the following posts:

- 5 posts of Senior Clerical Assistant graded GS3 (£13,650 - £14,211) based at Ardler Complex, Douglas Centre & Library, Kirkton Centre & Library, Menzieshill Centre & Library and Mitchell St Centre;
- 3 posts of Senior Clerical Assistant graded GS3 (£13,650 - £14,211) based at the Podium, providing clerical support to the Departmental second tier officers;

- 1 part-time (20 hour) post of Senior Clerical Assistant graded GS3 (£13,650 - £14,211) based at the Podium, providing clerical support to a Departmental second tier officer;
- 2 part time (23 hour) posts of Clerical Assistant GS2 (£12,789 - £13,416) based at Mitchell St Centre;
- 1 post of Clerical Assistant graded GS1/2 (£10,068 - £13,416) based in the Central Library, Bibliographic & Office Services (vacant from 1 April 2004);
- 1 part time post (23 hour) of Clerical Assistant graded GS2 (£12,788 - £13,415), based at The Podium. (This recommendation to be implemented in December 2004);
- 1 post of Clerical Assistant graded GS1/2 (£10,068 - £13,416) currently vacant;
- 1 post of Senior Clerical Assistant graded GS3 (£13,650 - £14,211);

2.4 the establishment of the following posts:

- 5 posts of Centre Administrator graded AP1 (£14,211 - £15,204) in Ardler Complex, Douglas Centre & Library, Kirkton Centre & Library, Menzieshill Centre & Library and Mitchell St Centre;
- 3 posts of Administration Assistant graded AP1 (£14,211 - £15,204), to provide support to the three Departmental Second Tier Officers;
- 2 part time (18.5 hour) posts of Clerical Assistant graded GS1/2 (£10,068 - £13,416) to be based at Mitchell St Centre;
- 1 part time (18.5 hour) post of Clerical Assistant graded GS1/2 (£10,068 - £13,416), to be based at Central Library Bibliographic & Office Services Section;
- 1 post of Clerical Assistant graded GS1/2 (£10,068 - £13,416) to be based at Central Library, Main Foyer Reception Area. (This recommendation to be implemented in December 2004);
- 2 part time (18.5 hour) posts of Clerical Assistant graded GS1/2 (£10,068 - £13,416) to be based at The Hub Library & Learning Centre and Arthurstone Library (upstairs office);
- 1 part time (20 hour) post of Clerical Assistant graded GS1/2 (£10,068 - £13,416), to be based at Douglas Centre & Library;

2.5 the relocation of Clerical Assistant posts as detailed in Appendix 5.

2.6 the transfer of the funding for a 15 hour Clerical Assistant post graded GS1/2 (£10,068-£13,416) to Leisure & Arts, to be implemented when Leisure & Arts take over the administration of the Community Swimming Programme.

3 FINANCIAL IMPLICATIONS

3.1 The additional cost of these proposals is £463, in a full year and can be contained within the Communities Department Revenue Budget 2004-05.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 The report seeks to ensure the most effective and efficient use of departmental resources.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 The creation the Neighbourhood Resources and Development Department (now retitled the Communities Department) in 1996 brought together clerical/reception staff from the Regional and District Councils.

Continued development of these posts, together with movements of professional staff within the Department and previous staffing reviews/adjustments e.g. Reports No: 434-2003 (Neighbourhood Resources and Development Department – New Identity, New Structure; 139-2002 (Introduction of a Team Approach in Library and Information Delivery), has resulted in the need to reassess the level of clerical support in each location.

It was necessary to examine the current duties of staff to standardise the terms and conditions and the duties of all Clerical Assistants to ensure the effective delivery of clerical support across the Department. This resulted in a revised job description and the proposal to regrade all current GS1 (£10,068-£12,789) and GS2 (£12,789-£13,416) posts to GS1/2 (£10,068-£13,416).

Historically these posts operated on a term-time basis. However, given the changing nature of these posts and the above developments this is no longer an effective arrangement. Therefore, it is proposed to extend the majority of these posts to cover the full year, with the exception of those posts specifically supporting the Community Swimming programme.

- 6.2 The current duties of Senior Clerical Staff graded GS3 (£13,650 - £14,211) based in the four large centres (Ardler, Kirkton, Douglas and Menzieshill) and Mitchell St Centre were examined to ensure that the centre/building managers had the requisite support in relation to building administration, property and health & safety issues, to enable them to devote more time to professional delivery. This has resulted in the proposal to delete five posts of Senior Clerical Assistant graded GS3 (£13,650 - £14,211) and to establish five Centre Administrator posts graded AP1 (£14,211 - £15,204), in recognition of the higher duties and responsibilities to be undertaken.
- 6.3 Following approval of Report No 434-2003 (Neighbourhood Resources and Development Department – New Identity, New Structure) it was necessary to review the clerical support to the remaining second tier officers and to examine the duties undertaken by these staff. This has resulted in the proposal to delete 3.5 Senior Clerical posts graded GS3 (£13,650 - £14,211) and to establish 3 Administration Assistant posts graded AP1 (£14,211 - £15,204), to reflect the changing duties and responsibilities of these posts.

- 6.4 It has also been recognised that the Clerical Assistants graded GS2 (£12,789 - £13,416) in Finmill Centre and Charleston Neighbourhood Centre will be required to undertake duties and responsibilities of a higher nature and it is proposed to regrade these posts to Senior Clerical Assistant GS3 (£13,650 - £14,211).
- 6.5 As a result of previous staffing reviews and the movement of professional staff the deployment of clerical support was reviewed, resulting in the proposal to relocate clerical support staff to meet the needs of the service, as per appendix 5.
- 6.6 Discussions are under way with the Leisure & Arts Department regarding the transfer of responsibility for the administration and staffing of the Community Swimming programme. To facilitate this move it is necessary to transfer the equivalent funding for a part time (15 hour) Clerical Assistant post graded GS1/2 (£10,068 - £13,416) to the Leisure & Arts Department. This will be implemented once the transfer of responsibility has taken place
- 6.7 The filling of posts, following approval of this report, will be subject to discussions with The Trade Unions. All existing members of staff will have an equivalent or higher graded post.
- 6.8 It is proposed to implement this report with immediate effect, following approval from Committee, unless otherwise stated.

7 CONSULTATION

- 7.1 This report has been the subject of consultation with the Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Director of Leisure & Arts and the Trade Unions.

8 BACKGROUND PAPERS

- 8.1 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 the above report.

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Head of Communities

12 April 2004

J.C. Petrie
Assistant Chief Executive (Management)

12 April 2004

**CLERICAL/RECEPTIONIST POSTS GS1 TO BE REGRADED GS1/2
AND REDESIGNATED CLERICAL ASSISTANT**

PRESENT					PROPOSED				
Location	Designation	Grade	Hrs.of Work	Weeks per year	Location	Designation	Grade	Hrs.of work	Weeks per year
Menzieshill Centre	Receptionist	GS1	13.5	40	Menzieshill Centre	Clerical Assistant	GS1/2	13.5	52
Menzieshill Centre	Receptionist	GS1	15	48	Menzieshill Centre	Clerical Assistant	GS1/2	15	52
Menzieshill Centre	Receptionist	GS1	9	40	Menzieshill Centre	Clerical Assistant	GS1/2	9	52
Ardler Complex	Receptionist	GS1	18	46	Ardler Complex	Clerical Assistant	GS1/2	18	52
Ardler Complex	Receptionist	GS1	18	46	Ardler Complex	Clerical Assistant	GS1/2	18	52
Ardler Communities Officer	Receptionist	GS1	17	48	Ardler Communities Officer/LMSWs	Clerical Assistant	GS1/2	17	52
NEDT Swimming Programme	Receptionist	GS1	12	40	NEDT Swimming Programme	Clerical Assistant	GS1/2	12	40
NEDT Swimming Programme	Receptionist	GS1	3	40	NEDT Swimming Programme	Clerical Assistant	GS1/2	3	40
Douglas Centre Swimming Programme	Receptionist	GS1	15	40	Douglas Centre	Clerical Assistant	GS1/2	15	40
Douglas Centre	Receptionist	GS1	10	40	Douglas Centre	Clerical Assistant	GS1/2	10	52
Douglas Centre	Receptionist	GS1	15	40	Douglas Centre	Clerical Assistant	GS1/2	15	52

**CLERICAL/RECEPTIONIST POSTS GS1 TO BE REGRADED GS1/2
AND REDESIGNATED CLERICAL ASSISTANT**

PRESENT					PROPOSED				
Location	Designation	Grade	Hrs.of Work	Weeks per year	Location	Designation	Grade	Hrs.of work	Weeks per year
Kirkton Centre	Receptionist	GS1	13	40	Kirkton Centre	Clerical Assistant	GS1/2	13	52
Kirkton Centre	Receptionist	GS1	12	40	Kirkton Centre	Clerical Assistant	GS1/2	12	52
Kirkton Centre	Receptionist	GS1	20	48	Kirkton Centre	Clerical Assistant	GS1/2	20	52
Finmill Centre	Receptionist	GS1	7	40	Finmill Centre	Clerical Assistant	GS1/2	7	52

**RECEPTIONIST POSTS GS1 TO BE REGRADED GS1/2
AND REDESIGNATED CLERICAL ASSISTANT, WITH INCREASED HOURS PER WEEK**

Finmill Centre	Receptionist	GS1	15	40	Finmill Centre	Clerical Assistant	GS1/2	24	52
Mitchell St. • Adult Learning & Guidance Team	Receptionist	GS1	6	40	Mitchell St.	Clerical Assistant	GS1/2	14	52
Menzieshill Centre	Receptionist	GS1	12.5	40	Menzieshill Centre	Clerical Assistant	GS1/2	22.5	52
Ardler Complex	Receptionist	Gs1	20	48	Ardler Complex	Clerical Assistant	GS1/2	22	52

CLERICAL ASSISTANT POSTS GS1 TO BE REGRADED GS1/2

Location	PRESENT Designation	Grade	Hrs.of Work	Weeks per year	Location	PROPOSED Designation	Grade	Hrs.of work	Weeks per year
Menzieshill Centre	Clerical Assistant	GS1	37	52	Menzieshill Centre	Clerical Assistant	GS1/2	37	52
Ardler Complex	Clerical Assistant	GS1	37	52	Ardler Complex	Clerical Assistant	GS1/2	37	52
Whitfield Learning Centre	Clerical Assistant	GS1	18.5	52	Whitfield Learning Centre	Clerical Assistant	GS1/2	18.5	52
Douglas Centre	Clerical Assistant	GS1	37	52	Douglas Centre	Clerical Assistant	GS1/2	37	52
Charleston Centre	Clerical Assistant	GS1	6	48	Charleston	Clerical Assistant	GS1/2	9	52

CLERICAL POSTS GRADES GS2 TO BE REGRADED GS1/2

Location	PRESENT Designation	Grade	Hours per week	Location	PROPOSED Designation	Grade	Hours per week
Podium	Clerical Assistant	GS2	37	Podium	Clerical Assistant	GS1/2	37
Podium	Clerical Assistant	GS2	37	Podium	Clerical Assistant	GS1/2	37
Podium	Clerical Assistant	GS2	37	Podium	Clerical Assistant	GS1/2	37
Development & QA Team, Arthurstone	Clerical Assistant	GS2	37	Development & Q A Team, Arthurstone	Clerical Assistant	GS1/2	37
Ardler (section/unit leaders office) (Vacant)	Clerical Assistant	GS2	37	Ardler (section/unit leaders office)	Clerical Assistant	GS1/2	37
Development & QA Team, Arthurstone	Clerical Assistant	GS2	37	Development & QA Team, Arthurstone	Clerical Assistant	GS1/2	37
Mitchell Street	Clerical Assistant	GS2	37	Mitchell Street	Clerical Assistant	GS1/2	37
Whitfield housing Office (Vacant)	Clerical Assistant	GS2	18.5	Menzieshill Centre	Clerical Assistant	GS1/2	18.5
Youth Team Arthurstone	Clerical Assistant	GS2	17	Youth Team	Clerical Assistant	GS1/2	17

POSTS TO BE RELOCATED

Location	Designation	Grade	Hours of Work	Weekly per year	Location	Designation	Grade	Hours of Work	Weekly per year
Ardler Complex	P/T Receptionist	GS1	18	46	Douglas Centre	Clerical Assistant	GS1/2	16	52
Menzieshill Centre	Clerical Assistant	GS2	37	52	Kirkton Centre	Clerical Assistant	GS1/2	37	52
Whitfield Housing Office	Clerical Assistant	GS2	18.5	52	Menzieshill Centre	Clerical Assistant	GS1/2	18.5	52