

DUNDEE CITY COUNCIL

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

REPORT ON: Dundee Contract Services - Changes to Establishment

REPORT BY: Director of Dundee Contract Services and Director of Personnel and Management Services

REPORT NO: 263-2003

1 PURPOSE OF REPORT

- 1.1 This report seeks Committee approval for the establishment of a senior 'second in command' post within Dundee Contract Services.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee approves the establishment of a post of Operations Manager, grade SCP63-66, currently £48,711 - £52,272 per annum.

3 FINANCIAL IMPLICATIONS

- 3.1 It is estimated that the establishment of the post referred to in 2.1 above would result in an additional cost of £58,940 (including employer's costs) in a full financial year. This would be met from Dundee Contract Services trading account.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND AND PROPOSALS

- 6.1 At its meeting of 14 October 1996, the Personnel and Management Services Committee considered a report by the Director of Dundee Contract Services and approved an organisational structure for the department.
- 6.2 To continue to meet the demands of Best Value, and to enable Dundee Contract Services to compete in the highly competitive local market, it is essential that all of the department's resources are utilised as effectively and efficiently as practicable. To achieve this, it is essential that the various sections of the department are managed and co-ordinated to maximum potential.

- 6.3 The Director of Dundee Contract Services is of the view that an opportunity exists to introduce functional improvements which would increase the department's success rate in securing contracts and that these improvements will require a revision of the organisational structure.
- 6.4 At present, in the Director's absence, the Chief Surveyor/Estimator and the Support Services Manager deputise for the Director in their respective areas; there is no designated 'second in command'.
- 6.5 In Dundee District Council's Public Works Department (the predecessor of Dundee Contract Services), the 'second in command' role was carried out by a Depute Director. At local government re-organisation, it was decided that the department could operate without a designated 'second in command'. However, this has resulted in a number of operational difficulties.
- 6.6 As a result, the Director of Dundee Contract Services is of the view that there would be considerable advantages to be derived from the appointment of an Operations Manager who, in addition to having day to day responsibility for managing several major functions, would be fully responsible for managing the department in the Director's absence (please refer to Appendix 1, job description). This appointment would also allow the Director to devote more time to the consideration and progress of strategic issues, which are essential to the department's survival.
- 6.7 Having considered the duties and responsibilities of the post, the Director of Personnel and Management Services considers that a grade of SCP63-66 is appropriate.

7 CONSULTATION

- 7.1 The Chief Executive, Director of Finance and Director of Support Services have been consulted in the preparation of this report.
- 7.2 The trade unions will also be advised.

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 this report.

R. Jackson
Director of Dundee Contract Services

16 June 2003

J.C. Petrie
Director of Personnel and Management Services

16 June 2003