

**REPORT TO:** HOUSING COMMITTEE – 20TH MAY 2002  
PERSONNEL AND MANAGEMENT SERVICES COMMITTEE –  
13TH MAY 2002

**REPORT ON:** CENTRAL AREA OFFICE – STAFFING STRUCTURE

**REPORT BY:** DIRECTOR OF HOUSING AND DIRECTOR OF PERSONNEL AND  
MANAGEMENT SERVICES

**REPORT NO.:** 289-2002

1. **PURPOSE**

- 1.1. To propose a revision of the Central Area Housing Office staffing structure in light of operational experience since the Area Office restructure in December 2001.

2. **RECOMMENDATIONS**

- 2.1. It is recommended that Housing Committee approves the content of this report.
- 2.2. It is recommended that Personnel and Management Services Committee approves the following:
- The establishment of one post of Area Housing Officer, graded AP2 (£14,984-£16,217).
- The deletion of one post of Assistant Housing Officer, graded GS1/2 (£9,680-£12,899).
- The deletion of one part-time post of Assistant Housing Officer, graded GS3 (£13,124-£13,664 pro rata).

3. **FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising from this report. The deletion of 0.5 x GS3 and 1 x GS1/2 will free up resources to fund 1 x AP2.

4. **LOCAL AGENDA 21 IMPLICATIONS**

- 4.1. None.

5. **EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1. None.

6. **BACKGROUND**

- 6.1. The Director of Housing has reviewed the Area Office structure implemented on 3 December, 2001 and now proposes some adjustments for Central Area Office to reflect the demands of the service.
- 6.2. There are currently two vacant posts in Central Office – one post of Assistant Housing Officer graded GS1/2 and one part-time post of Assistant Housing Officer graded GS3. The current volume of work at this level does not require these posts to be filled. The workload in estate supervision and rent arrears control is higher than expected and requires an additional post of Area Housing Officer graded AP2.

7. **MAIN TEXT**

- 7.1. The proposed level of clerical resources at the time of the restructure reflected a level of cash transactions similar to that prior to the Area Office restructure. Since last December's reorganisation cash transactions in Central Office (a GS1/2 function) have fallen. The part time GS3 post does not need to be filled as improvements in working practices have meant that there is less clerical support required for the Estate Supervision Officer than originally expected.
- 7.2. Conversely the volume of rent arrears and estate supervision work is much greater than anticipated.
- 7.3. It is therefore proposed to utilise the finance freed up by deleting 1 x GS1/2 and 0.5 x GS3 vacant posts in Central Office to facilitate the establishment of 1 x AP2 post in Central office to better match the operational needs of the service.
- 7.4. There are no further amendments required to the staffing structures in Central, Lochee or Happyhillock/Whitfield Area Offices at this time.

8. **CONSULTATION**

- 8.1. The Chief Executive, Director of Support Services, Director of Finance, Director of Corporate Planning, DFTA and the Trades Unions have been consulted on the contents of this report.

9. **BACKGROUND PAPERS**

- 9.1. None.

Elaine Zwirlein  
**DIRECTOR OF HOUSING**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Jim Petrie  
**DIRECTOR OF PERSONNEL AND  
MANAGEMENT SERVICES**

Signed \_\_\_\_\_

Date \_\_\_\_\_