

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 10 May 2004

REPORT ON: Communities Department - Re-Naming of the Central Library Departments, and Adjustments to Library and Information Staffing Structure

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

REPORT NO.: 313-2004

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise Committee of the re-naming of the Central Library Departments and to seek approval for the proposed adjustments to the staffing structure of Library and Information Staff within the Communities Department.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee notes the re-naming of the Central Library Departments as detailed below:-

From:

Arts Department
Local Studies Department
General Reference Department
Commerce and Technology Department/
Business Information Unit
Children's Department
Adult Lending Department

To:

Art and Music Centre
Local History Centre
Reference and Information Centre
Science and Business Centre

Children's Centre
Leisure Reading Centre

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

- 2.2.1 the deletion of two posts of Library and Information Worker, graded AP2-4, £15,972 - £22,275.

- 2.2.2 The establishment of the following posts:-

- one post of Senior Library and Information Worker, graded PO1-4, £25,510 - £27,690, based at the Central Library;
- one post of Senior Library and Information Worker, graded PO1-4, £25,510 - £27,690, based in a Community Library;

- 2.2.3 the regrading and redesignation of the post of Community Information Worker, graded AP4, £20,123 - £22,275, to Library and Information Worker, graded AP3-4, £17,774 - £22,275. This would not take effect until the post becomes vacant;
- 2.2.4 the relocation of one post of Library and Information Worker, graded AP3-4, £17,774 - £22,275, to community libraries;
- 2.2.5 the redesignation of the post of Community Information Assistant (Webgate), graded AP2, £15,972 - £17,288, to Senior Information Assistant (Training).

3 FINANCIAL IMPLICATIONS

- 3.1 The additional cost of these proposals is £8,100 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 To ensure that citizens have access to a responsive library and information service.

6 BACKGROUND

- 6.1 Surveys of staff and users were undertaken to identify names which would best represent the range of services available and changes to post titles to reflect changes in duties. This resulted in the proposals outlined in 2.1, 2.5 and explained in 6.4.
- 6.2 Report no. 434-2003 "Neighbourhood Resources and Development Department – New Identity, New Structure" redesignated the Unit Leader (Central Library) to Unit Leader (Reader Services). This post now incorporates a city-wide remit for the promotion of reading across the network of community libraries as well as Central Library. This is in addition to the management of the Central Lending Departments and Bibliographic and Office Services. It is proposed to establish a post of Senior Library and Information Worker, graded PO1-4, £25,510 - £27,690, recruited from the existing professional staff to assist with the management and promotion of the resources within the Central Library.
- 6.3 The implementation of the report no. 139-2002, "Introduction of a Team Approach in Library and Information Delivery", included the establishment of the Community Learning Team and the Community Outreach Team. Following the approval of the report no. 434-2003, a Section Leader (Libraries and Learning Teams) was established. This resulted in the revision of the responsibilities of the above teams to include management and development of thirteen community libraries. Experience and feedback has indicated that the staffing levels are insufficient to maintain an effective service.

Therefore, it is proposed to establish a Senior Library and Information Worker post, graded PO1-4, £25,510 - £27,690, recruited from the existing professional staff with responsibility for marketing and promotion and managing a number of community libraries. This will bring it in line with the structure for the delivery of Youth Work and Adult Learning services across the City, with one Senior Library and Information Worker accountable for each area.

- 6.4 The Commerce and Technology Department and the Business Information Unit currently operate as two services within the Central Library. Since its inception in 1995, the Business Information Unit has provided a range of services specifically tailored to the needs of business customers. Gradually, over the last two years, the number of enquiries for basic information has declined due to the availability of this type of data via the Internet. However, the demand for patent searches and information which requires specialist skills to retrieve it effectively remains constant. It is proposed to merge these services, re-name the Commerce and Technology Department as the Science and Business Centre and relocate the post of Library and Information Worker (formerly Community Information Worker) to this Centre. This relocation allows a post of Library and Information Worker to be allocated to Community Libraries enabling the creation of the Senior Library and Information post with responsibility for marketing and promotion and managing a number of Community Libraries.

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), 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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7 May 2004

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7 May 2004