

# **DUNDEE CITY COUNCIL**

**REPORT TO:** Personnel Committee - 10 May 2004

**REPORT ON:** Support Services Department - Review of Staffing Structure for Senior Council Officer's Team in City Chambers

**REPORT BY:** Depute Chief Executive (Support Services) and Assistant Chief Executive (Management)

**REPORT NO:** 315-2004

## **1 PURPOSE OF REPORT**

- 1.1 To recommend changes to the staffing structure of the Senior Council Officer's team in the City Chambers to ensure that the structure reflects the operational arrangements and meets the workload demands experienced on a day to day basis.

## **2 RECOMMENDATIONS**

- 2.1 It is recommended that the Committee approves the structure outlined in paragraph 6.2 of this report.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The implementation of the proposals contained in this report would result in a full year saving of £6,800, inclusive of employer's costs.

## **4 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 None.

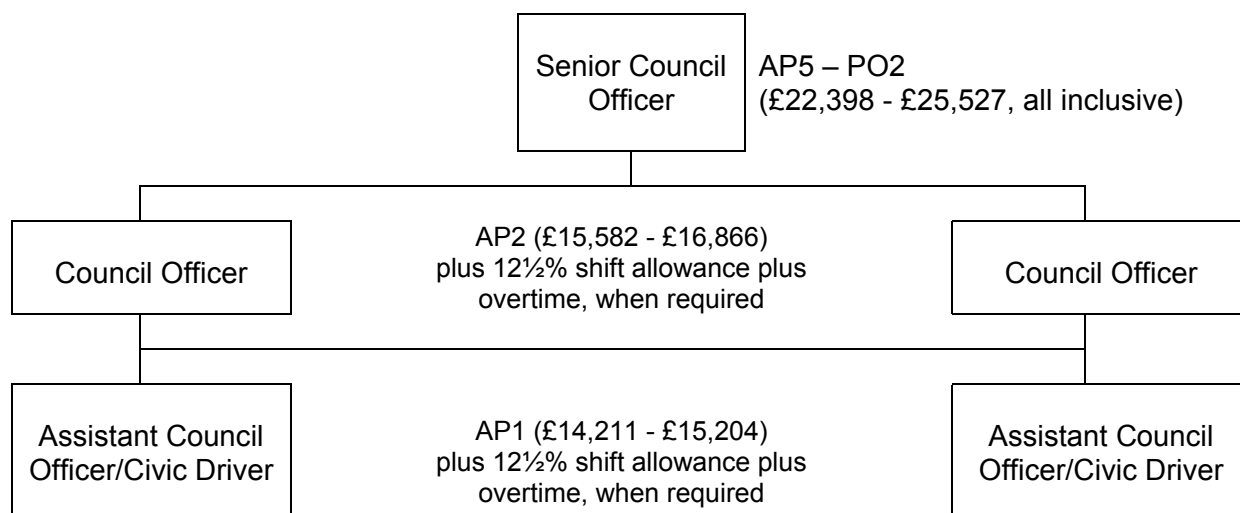
## **5 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None.

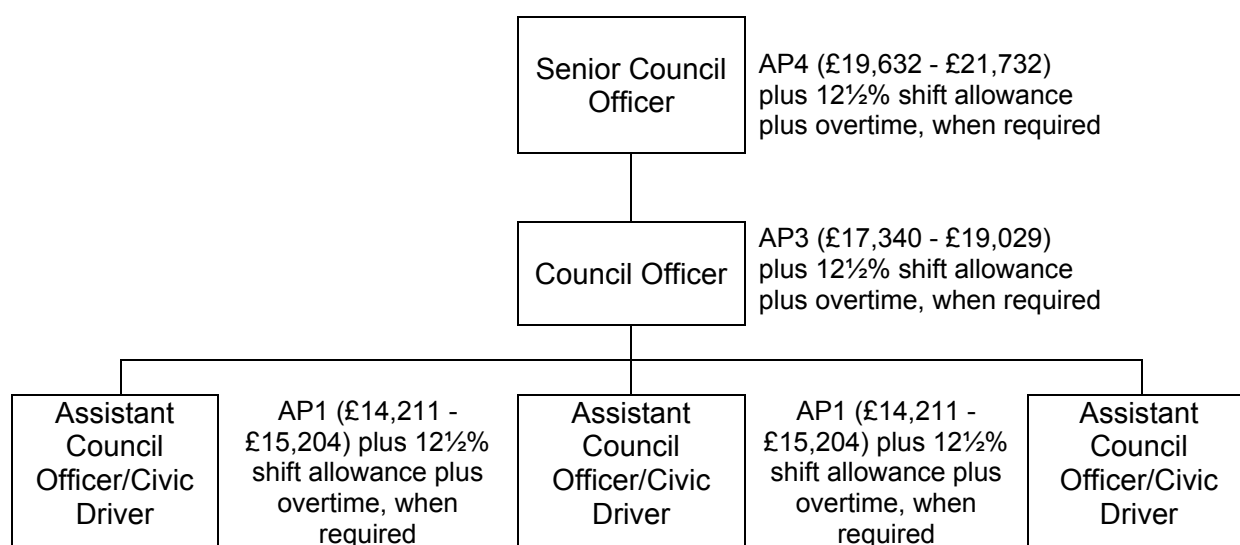
## **6 BACKGROUND**

- 6.1 At its meeting of 30 June 2003, the Personnel and Management Services Committee considered Report No. 147-2003 (Support Services Department - Review of Staffing Structure for Council Officer's Team in City Chambers) by the Director of Support Services and the Director of Personnel and Management Services and approved the following staffing structure:-





- 6.2 In the light of experience and operational demands, the Depute Chief Executive (Support Services) and the Assistant Chief Executive (Management) have considered the effectiveness of the revised structure and are of the view that further changes should now be proposed. The proposed structure for the future is as follows:-



- 6.3 With regard to the filling of posts, it is recommended that the vacant post of Senior Council Officer be filled by inviting applications from the 2 existing Council Officers and by interview thereafter. It is further recommended that the employee not appointed as Senior Council Officer be appointed to the regraded sole post of Council Officer.
- 6.4 It is also proposed that the new vacant post of Assistant Council Officer/Civic Driver be advertised within the Support Services Department in the first instance.



**7 CONSULTATION**

- 7.1 The Chief Executive and the Depute Chief Executive (Finance) have been consulted on the terms of this report.

**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 the preparation of this report.

P. McIlquham  
Depute Chief Executive (Support Services)

**(DATE)**

J.C. Petrie  
Assistant Chief Executive (Management)

**(DATE)**