

REPORT TO: POLICY & RESOURCES COMMITTEE - 31 OCTOBER 2011

REPORT ON: CITY DEVELOPMENT DEPARTMENT - REVIEW OF ORGANISATIONAL STRUCTURE

REPORT BY: DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 402-2011

1 PURPOSE OF REPORT

1.1 This report proposes changes to the organisational structure of the City Development Department following a review by the Director of City Development and the Head of Personnel.

2 RECOMMENDATION

2.1 It is recommended that the Committee approves the organisational structure outlined in Appendix 1 of this report.

3 FINANCIAL IMPLICATIONS

3.1 The savings included in the City Development Department's Revenue Budget for 2011/12 for deleted posts under the approved Voluntary Early Retirement scheme was £238,579 and this has been achieved.

3.2 In addition the savings included in 2011/12 for restructuring under the voluntary retirement scheme was £253,682 and this has also been achieved.

3.3 The proposed staffing structure set out in this report will in addition to the above save a further £149,872 in 2011/12, bringing the savings to £642,133.

3.4 The total savings in respect of the Voluntary Retirement Scheme for the Architectural Services Division in 2011/12 is £90,756. In 2012/13 there will be a total saving of £249,109 under this scheme.

3.5 In addition the savings included in 2011/12 for restructuring under the Voluntary Retirement Scheme is £610,631.

3.6 It should be noted that the total savings identified in paragraphs 3.4 and 3.5 above of £701,387 in 2011/12 will be offset by a corresponding reduction in fee income resulting in a zero net saving.

4 BACKGROUND

4.1 The Council reviewed its organisational structure in a report which was initially agreed by the Changing for the Future Board and was subsequently approved by the Policy and Resources Committee on 28 March 2011.

4.2 There are three significant implications for the City Development Department which required a review of the Department's Organisational structure to be carried out:

- The transfer of the Architectural Services Division from Support Services Department to the City Development Department.

- The consolidation of all property related matters becoming the responsibility of the City Development Department.
 - The required reorganisation within the Department's divisional structures following the results of the Voluntary Early Retiral Scheme.
- 4.3 The review has been undertaken under the principle of the Council's continuing commitment to making savings while still providing high quality essential services.
- 4.4 The transfer of the Architectural Services Division will mean that the City Development Department will now have seven Divisions each with a Head of Service/Manager who, with the Director, will form the Departmental Management Board.
- 4.5 The seven Divisions are:
- Planning Division
 - Transportation Division
 - Economic Development Division
 - Property Division
 - Support Services Division
 - City Architect's Division
 - City Engineer's Division
- 4.6 Each Divisional Structure has been reviewed and the implications identified in para 4.2 above have been addressed and the proposals are as follows:
- a Planning Division**
- The Research and Information Team to transfer to the Corporate Information and Research Team within the Chief Executive's Department.
 - The CAG Project Officers (2) to transfer to IT Department as part of the consolidation of IT staff resources across the Council.
 - The internal transfer of the Engineering Team (4) (Road Construction Consents) currently in the Planning Division to the Transportation Division.
 - The amalgamation of the Strategy and Policy Team and the Regeneration and Partnership Team into a new Development Plans and Regeneration Team under one Team Leader.
 - Change of title of the Development Quality Team to Development Management.
- b Transportation Division**
- The amalgamation of the Network Management Team and the Traffic Team into a new Network Management Team.
 - The creation of a new Traffic and Transport Team by the amalgamation of Traffic Control staff (3), Senior Engineer from the current Traffic Team (1), the internal transfer from the Planning Division of the Road Construction Team (4) and the existing Transportation Team (6).

c Economic Development Division

- There are no significant structural changes outwith the deletion of 4 posts and the replacement of these with two posts at lower grades.

d Property Division

- The review of the Property Division's structure deals with both Voluntary Early Retirals and the consolidation of all Property related matters becoming the responsibility of the City Development Department as part of the Council's review of its organisational structure.

The following proposals reduce the number of Teams from 6 down to 5:

- The creation of an Asset Management and Development Team from the amalgamation of the current Property Valuation (2), Property Development (2), and the transfer of a Senior Estates Surveyor post (1) from the former Property Management Team. This proposal will provide the necessary resources to fulfil the corporate remit to develop and maintain the Council's Asset Management Plan.
- The creation of 2 Teams - Building Surveying Services and Capital Projects from the current Property Maintenance and Property Education Teams.

This proposal seeks to properly integrate the Property Maintenance function and help fulfil the corporate remit to manage the Council's Property Asset within a Corporate Property Unit.

- Amend the title of the Property Services Team to Property Services and Energy Management.
- Amend the title of the Property Management Team to Estates Management.

e Support Services Division

The review of the Support Services Division deals with both the Voluntary Early Retirals and the integration of the Support Staff from the Architectural Services Division being transferred to City Development.

- The ICT Development and Support Team (5) has been transferred to the IT Department as part of the consolidation of all IT staff resources across the Council.
- The transfer of an Administration Officer post to the Transportation Division, Parking Team in order to provide an Office Manager role.
- Transfer the Corporate eRDMS Project Manager post to the IT Department.

f City Architect's Division

The review of the City Architects Division deals with the Voluntary Early Retirals, the transfer of Administrative Support Staff to the Support Services Division and the structure that will be in place in 12 months due to numerous staff retirements and the non filling of the resultant vacancies.

The proposed structure which is detailed in Appendix 1 of this report outlines the main structural changes as follows:

- The creation of two Teams - Mechanical Services and Electrical Services from the current Building Services Team.
- The consolidation of the Quantity Surveying and Architectural Services Teams as a result of the Voluntary Early Retirement Scheme and the reduction in the capital building programme.

g City Engineers Division

- There are no structural changes to the City Engineers Division.

5 POLICY IMPLICATIONS

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

An Equality Impact Assessment has been carried out and will be placed on the Council website.

6 CONSULTATIONS

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), and Director of Finance have been consulted and are in agreement with the contents of this report.

7 BACKGROUND PAPERS

- 7.1 None

Mike Galloway
Director of City Development

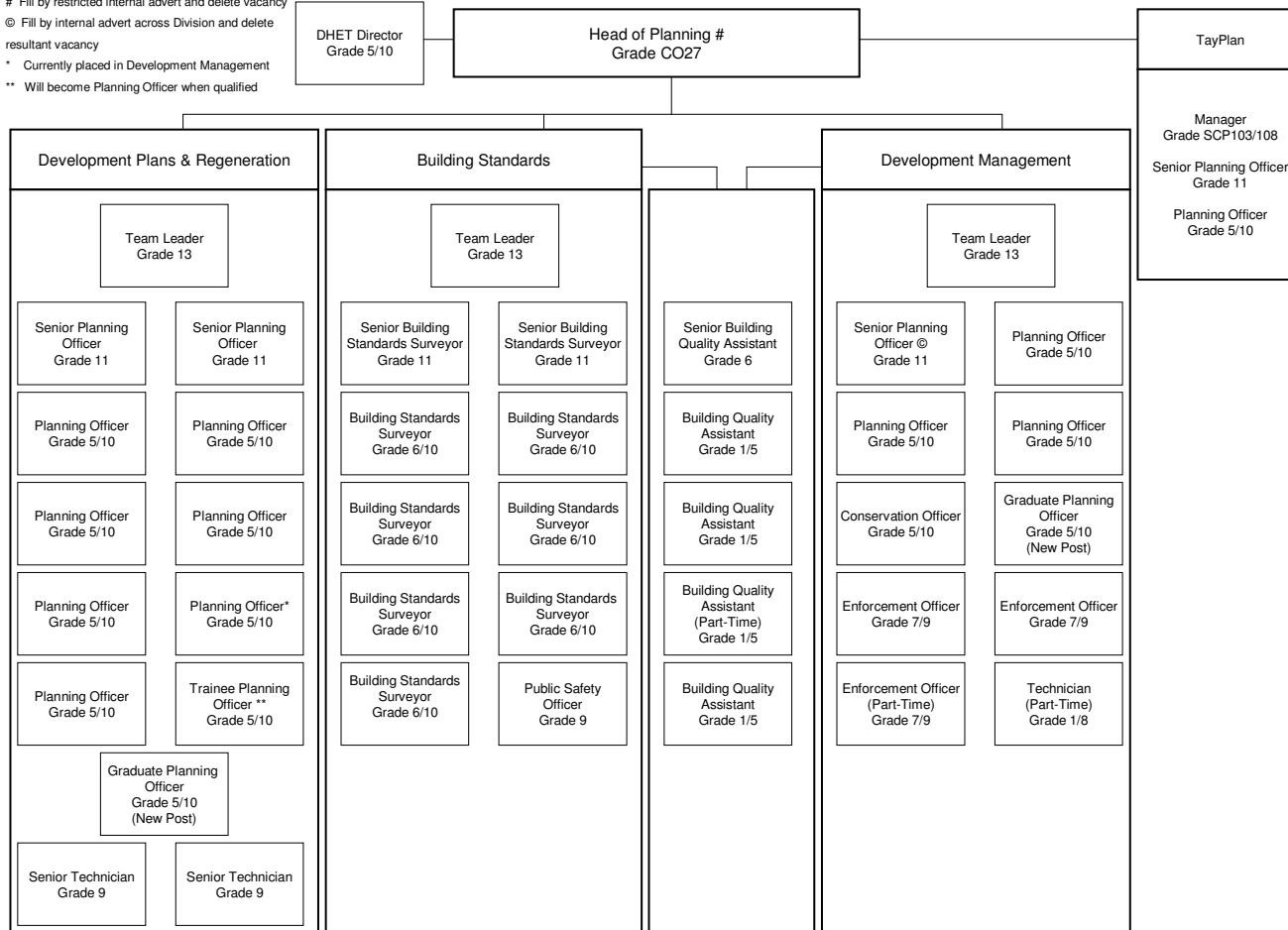
Alison Baird
Support Services Manager

MPG/AB/MS

6 September 2011

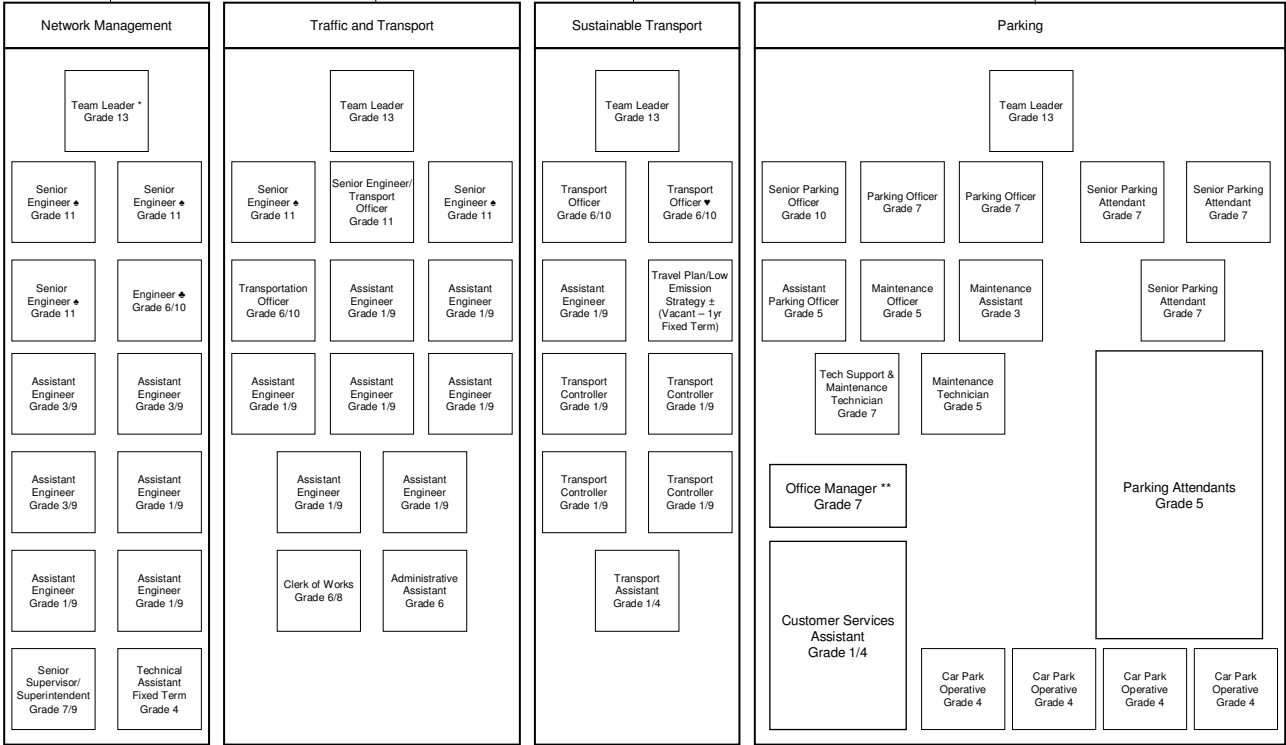
APPENDIX 1

Fill by restricted internal advert and delete vacancy
 © Fill by internal advert across Division and delete resultant vacancy
 * Currently placed in Development Management
 ** Will become Planning Officer when qualified



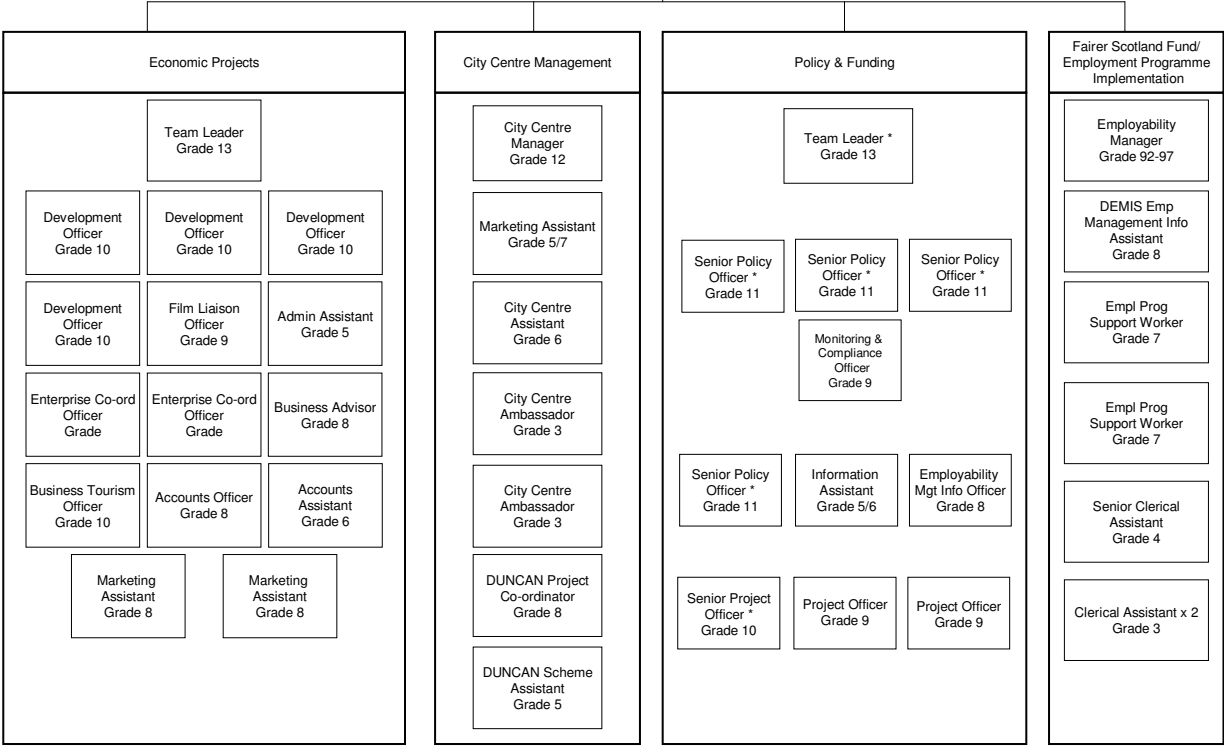
Head of Transportation
Grade CO27

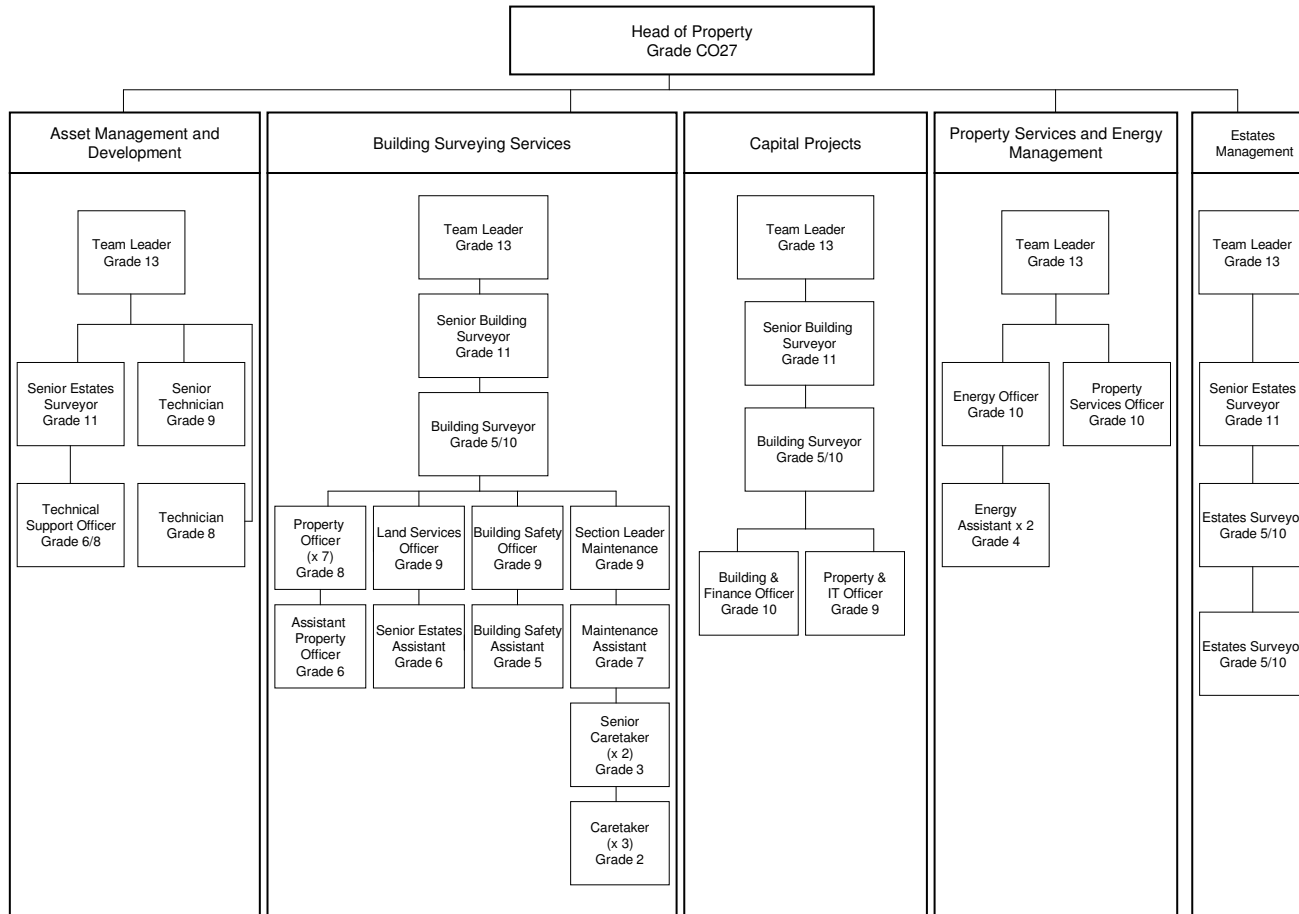
- * Fill and delete resultant Senior Engineer vacancy
- * One of these posts will be responsible for development of Residents Parking Schemes from 2010/11 – 2012/13.
- * Recruited from Assistant Engineers with successful candidates post converted from Assistant Engineer to Engineer.
- * Recruited from within Transportation Division.
- ± Dependant upon external funding and post to be evaluated once funding is approved
- ** To be filled internally and delete subsequent vacancy

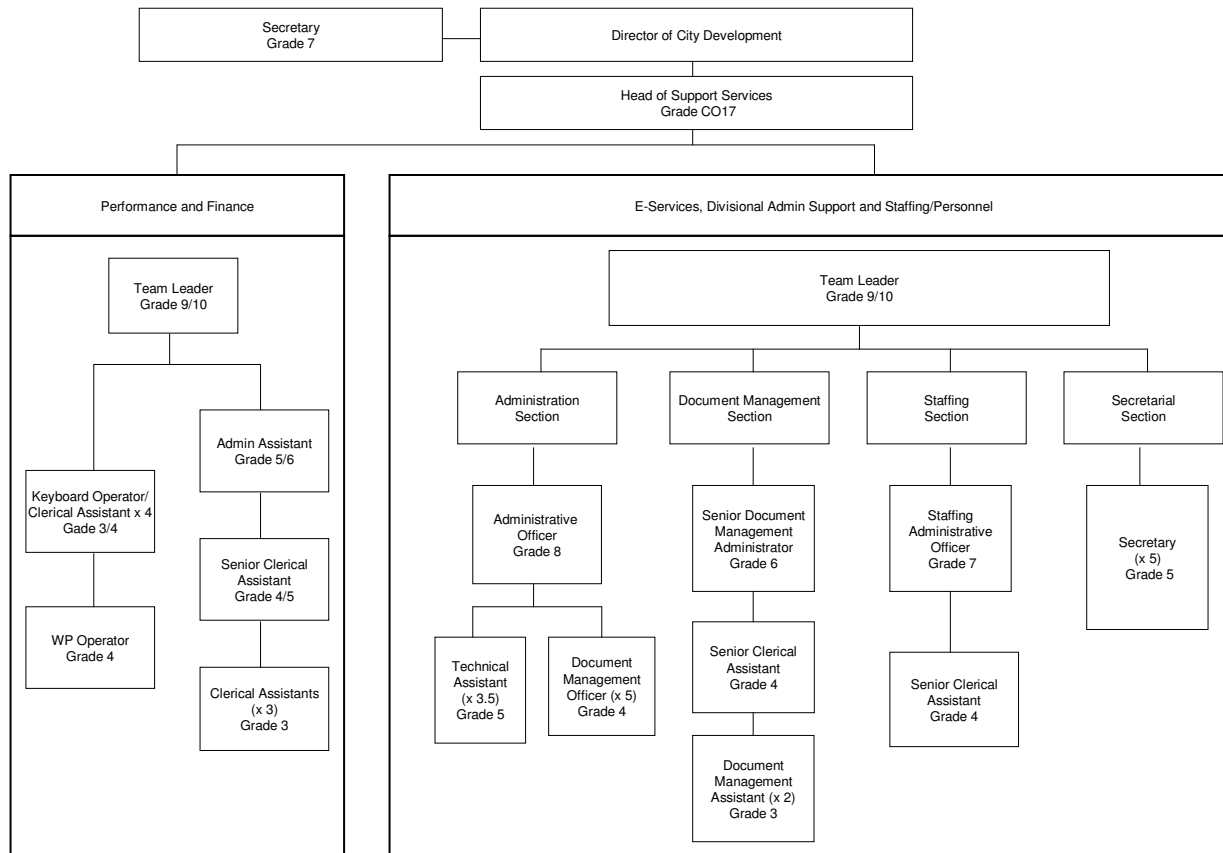


Head of Economic Development
Grade CO27

* Fill and delete Senior Policy Officer vacancy

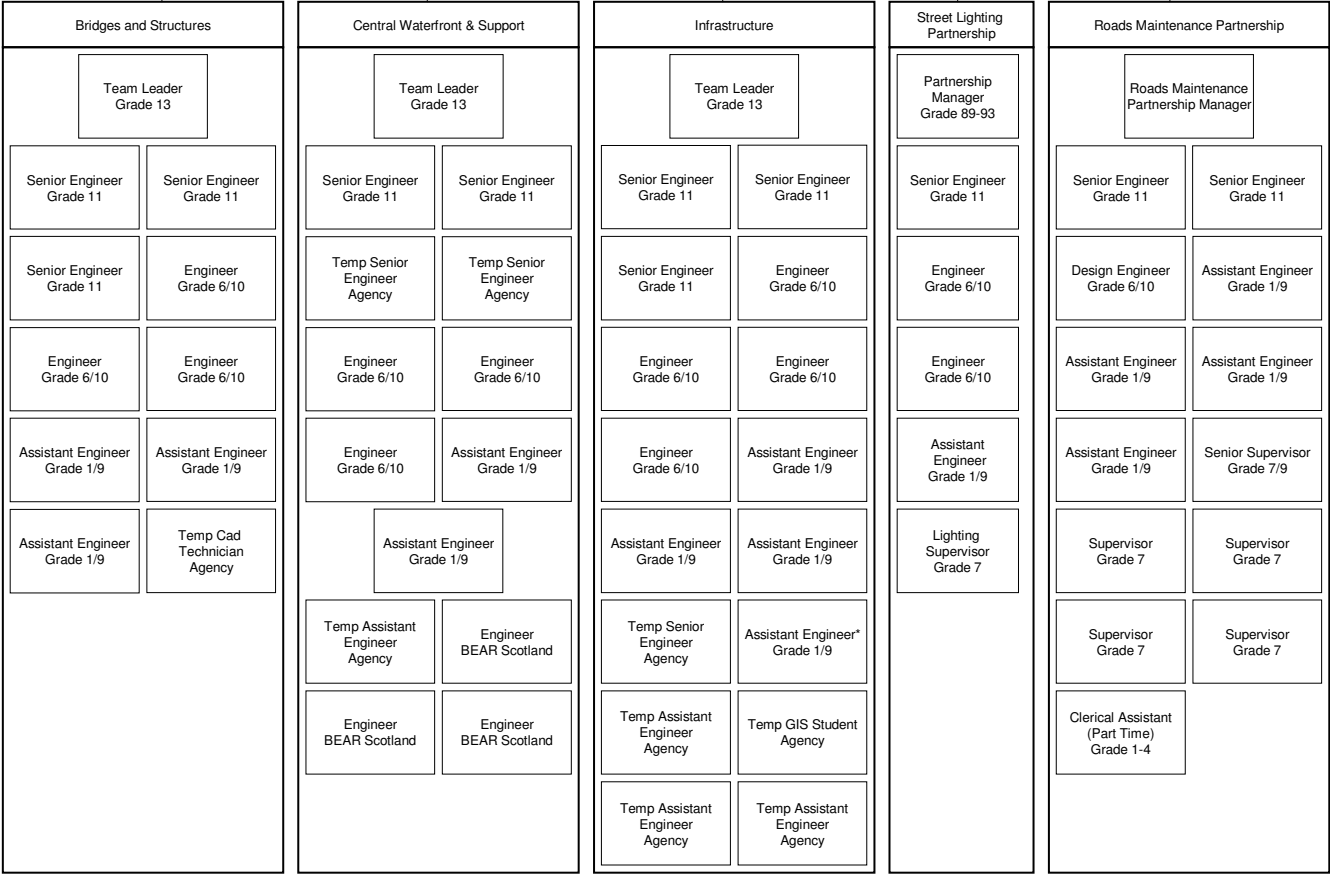






City Engineer
Grade CO27

* Seconded to Roads Maintenance



* VER 30/03/12 and delete post

** VER 30/09/11 and delete post

