

REPORT TO: Recess Sub Committee - 11 July 2005

REPORT ON: Economic Development Department - Review of Establishment

REPORT BY: Director of Economic Development and Assistant Chief Executive (Management)

REPORT NO.: 437-2005

1 PURPOSE OF REPORT

- 1.1 To seek the Sub Committee's approval to makes changes to the establishment of the Economic Development Department following a review by the Director of Economic Development and the Assistant Chief Executive (Management).

2 RECOMMENDATIONS

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

- 2.1 the regrading of one post of Team Leader (Information/Support) from PO7-10, £31,068 - £33,423, to PO8-11, £31,860 - £34,173;
- 2.2 the establishment of one post of Information Officer, grade AP5/PO4, £23,739 - £28,632;
- 2.3 the establishment of two posts of Property Services Officer, grade AP5, £23,739 - £25,857.

3 FINANCIAL IMPLICATIONS

- 3.1 The additional cost of the proposed changes, including employer's costs, will be £89,077, for a full year, and £59,384 for the current financial year. The cost of £59,384 in the current financial year will be contained within the Economic Development Department's Revenue Budget and provision will be made for the full year costs in future years Revenue Budgets.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 The implementation of the recommendations contained in this report will be in accordance with the Council's equal opportunities policy.

6 BACKGROUND AND PROPOSALS

- 6.1 The Committee is aware that the Chief Executive and Chief Officers continue to monitor and review the organisational structures of departments to deliver efficiency and effectiveness.
- 6.2 The regrading of one post of Team Leader (Information/Support), graded PO7-10, £31,068 - £33,423, to PO8-11, £31,860 - £34,173, is required to reflect the higher level responsibilities involved resulting from the installation of the Corporate GVA software computer system and the increased responsibility for Asset Management for all corporate properties.
- 6.3 The establishment of one post of Information Officer, graded AP5/PO4, £23,739 - £28,632, is required due to the increased workload of the Information/Support Section resulting from the installation of the Corporate GVA software computer system.
- 6.4 The establishment of two posts of Property Services Officer, graded AP5, £23,739 - £25,857, is required to reflect both the increased workload and higher professional qualifications needed to ensure compliance with property related health and safety legislation.

7 CONSULTATION

- 7.1 The Chief Executive, Depute Chief Executive (Finance) and Depute Chief Executive (Support Services) have been consulted in the preparation of this report, as have the trade unions.

8 BACKGROUND PAPERS

- 8.1 None.

Douglas A A Grimmond
Director of Economic Development

4 July 2005

J C Petrie
Assistant Chief Executive (Management)

4 July 2005