

**REPORT TO:** Recess Sub-Committee 21/07/03

**REPORT ON:** District Court Staffing

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

**REPORT NO:** 482-2003

## **1.0 PURPOSE OF REPORT**

1.1 To outline the need for and purpose of recruiting a part time member of Clerical Assistant/Bar Officer to support the District Court team.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that the Council establishes an additional part-time Clerical Assistant/Bar Officer (20 hours), graded GS 2/3, (SCP 10-15) (£12789-£14211 pro rata), to process payments received in settlement of auto detection fines issued by Tayside Police. Progression beyond SCP12 will be dependent upon the postholder undertaking duties of a similar nature to the Clerical Assistant/Bar Officer postholders within the section.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 The maximum cost of this post is £9,300 in a full financial year. The post will be fully reimbursed by the Scottish Executive through the Tayside Safety Camera Partnership, of which Dundee City Council is a partner. A business case has been approved by the National Project Board authorising the reimbursement of monies for this post.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 There are no local agenda 21 implications arising out of this report.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 There are no Equal Opportunities implications arising out of this report.

## **6.0 MAIN TEXT**

6.1 In the financial year 2002/2003 the Court processed 600 speeding fines with full complement of 5 full time administration staff and one supervisor. The Tayside Safety Camera Partnership commenced operation on 1<sup>st</sup> July 2003, and it is anticipated that the Court will process 4,350 of such fines in the first 9 months. A study has been carried out to assess the effect on current staffing levels. The result is that a part time clerical post (20 hours) is required to meet the additional workload. Whilst the post will initially deal with the processing of the speeding fines, the postholder will also be trained to undertake the duties of the Clerical Assistant/Bar Officer post as part of the multi skilled approach of the section.

## **7.0 CONSULTATIONS**

7.1 The Chief Executive and Deputy Chief Executive (Finance) have been consulted and are in agreement with the terms of the report. The trade unions have been advised as to the content of the report.

## **8.0 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.

**9.0 Name Patricia McIlquham  
Depute Chief Executive (Support Services)  
Date: 10 July 2003**

**Name Jim Petrie  
Assistant Chief Executive (Management)  
Date: 10 July 2003**