

REPORT TO: Personnel Committee - 12 March 2007

REPORT ON: Dundee Contract Services Department - Review of Keyboard Services, Employee Services Section

REPORT BY: Director of Dundee Contract Services and Assistant Chief Executive (Management)

REPORT NO: 49-2007

1 PURPOSE OF REPORT

- 1.1 To put forward a revised staffing structure for Keyboard Services within the Employee Services Section of Dundee Contract Services to reflect changes in demand.

2 RECOMMENDATIONS

It is recommended that:-

- 2.1 the Committee approves the deletion of one post of Senior Keyboard Operator, graded GS3, £14,829 - £15,441.
- 2.2 the Assistant Chief Executive (Management) makes appropriate arrangements to redeploy the existing postholder.

3 FINANCIAL IMPLICATIONS

- 3.1 Implementing the proposal will result in a net saving of £18,934 in a full financial year.

4 SUSTAINABILITY IMPLICATIONS

- 4.1 Resources are used efficiently and waste is minimised.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 Dundee Contract Services has benefited greatly from the implementation of the Council's Information and Communication (ICT) Strategy and significant investment in ICT infrastructure.
- 6.2 One of the specific aims of the strategy is that Dundee will be a leader in electronic communication. This has resulted in most of the written communications generated in Dundee Contract Services being sent via E-mail and information being shared via the Intranet.

- 6.3 In addition, the ICT infrastructure has created opportunities for improvements in the department's processes through the automatic production and local printing of documents.
- 6.4 Inevitably, these changes have meant a significant reduction in the throughput of typing work and associated administrative duties in the Keyboard Services Section. In fact, the demand has fallen to such an extent that it is apparent that the current staffing levels can no longer be justified. It is recommended that one post of Senior Keyboard Operator, graded GS3, £14,829 - £15,440, be deleted. One post of Information Assistant, graded AP1, £15,441 - £16,518, one post of Senior Keyboard Operator, graded GS3, £14,829 - £15,440, (0.5 FTE is currently filled on a job share basis and the other 0.5 FTE is vacant), and one post of Clerical Assistant, graded GS1/2, £10,938 - £14,577, will remain.

7 CONSULTATION

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

8 BACKGROUND PAPERS

- 8.1 None.

R P Jackson
Director of Dundee Contract Services

2 March 2007

J C Petrie
Assistant Chief Executive (Management)

2 March 2007