

# DUNDEE CITY COUNCIL

**REPORT TO:** Personnel Committee - 12 September 2005

**REPORT ON:** Merger of Communities Department and Leisure and Arts Department

**REPORT BY:** Chief Executive and Assistant Chief Executive (Management)

**REPORT NO.:** 552-2005

## 1 PURPOSE OF REPORT

- 1.1 To propose the merger of the Communities Department and the Leisure and Arts Department, a name for the new department, and a senior management structure.

## 2 RECOMMENDATIONS

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

- 2.1 the merger of the Communities Department and the Leisure and Arts Department;
- 2.2 that the new department be named the Leisure and Communities Department;
- 2.3 that the posts of Head of Communities and Director of Leisure and Arts, both graded CO34, £68,205, be deleted;
- 2.4 that a new post of Director of Leisure and Communities, grade CO38, £74,283, be established and that the present Head of Communities be appointed to this new post;
- 2.5 that the following senior management posts in the Communities Department be deleted:-
  - Senior Manager, Communities, SCP59-62, £47,178 - £50,457;
  - Manager, Communities, SCP56-59, £43,947 - £47,178;
  - Manager, Communities Support Services, SCP54-57, £41,946 - £44,985;
- 2.6 that the following senior management posts in the Leisure and Arts Department be deleted:-
  - Operations Manager, SCP59-62, £47,178 - £50,457;
  - Development Manager, SCP56-59, £43,947 - £47,178;
  - Leisure and Arts Services Manager, SCP47-50, £35,748 - £38,295;
- 2.7 that the following senior management posts in the new department be established:-
  - Head of Parks, Sports and Leisure, CO22, £51,125;
  - Head of Libraries, Information and Cultural Services, CO22, £51,125;
  - Head of Community Learning and Development, CO22, £51,125;

Head of Business Development and Support Services, CO18, £46,323;

- 2.8 that the present postholders of the posts referred to in paragraphs 2.5 and 2.6 above be invited to apply for the posts referred to in paragraph 2.7 above, and that appointments be made after competitive interview by the Director of Leisure and Communities, the Assistant Chief Executive (Community Planning) and the Assistant Chief Executive (Management);
- 2.9 that the employees appointed to the posts of Head of Parks, Sports and Leisure; Head of Libraries, Information and Cultural Services; and Head of Community Learning and Development be invited to apply for the position of designated depute, and that an appointment be made after competitive interview by the Director of Leisure and Communities, the Assistant Chief Executive (Community Planning) and the Assistant Chief Executive (Management);
- 2.10 that the employee appointed as designated depute (please refer to paragraph 2.9 above) receive an additional 2 increments in recognition of this additional responsibility.

It is further recommended that the Committee notes:-

- 2.11 that the Director of Leisure and Communities and Assistant Chief Executive (Management) will, in the near future, submit a further report to this Committee regarding the final organisational structure of the department and the full financial implications;
- 2.12 that the existing Communities Committee and Leisure and Arts Services Committee continue to operate as normal in the meantime;

### 3 **FINANCIAL IMPLICATIONS**

- 3.1 The full financial implications of the merger will be included in the report referred to in paragraph 2.11 above.

### 4 **SUSTAINABILITY IMPLICATIONS**

- 4.1 None.

### 5 **EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 Appointments to the posts referred to in paragraphs 2.7 and 2.10 above will be made in accordance with the Council's equal opportunities policy.

### 6 **BACKGROUND**

- 6.1 Since the Council was formed in 1996, the Chief Executive and the Assistant Chief Executive (Management) have emphasised the need for departmental structures to be kept under review and, as a result, a significant number of major departmental restructurings have taken place.

- 6.2 In addition, when senior officers have left the Council, the opportunity has been taken to consider whether financial savings could be made by the non filling of senior management posts. This has happened on a number of occasions, but only when the Chief Executive and the Assistant Chief Executive (Management) were satisfied that service delivery would not be compromised.
- 6.3 The Committee is aware that the Director of Leisure and Arts has left the Council for a promoted post in Fife Council and the Chief Executive and the Assistant Chief Executive (Management) have considered how these senior management responsibilities should be carried out in future and how the services provided by the Leisure and Arts Department should be managed in future.

## 7 PROPOSALS

- 7.1 Having considered the situation, the Chief Executive and Assistant Chief Executive (Management) are of the view that the opportunity should be taken to merge the Communities Department and the Leisure and Arts Department. This will eliminate duplication, improve joined up working and deliver benefits to local communities. It is proposed that the new department should be called the Leisure and Communities Department.
- 7.2 It is further proposed to establish a post of Director of Leisure and Communities and to appoint the present Head of Communities to this post.
- 7.3 In addition, 4 second tier senior management posts would also be established and the respective areas of responsibility are outlined in Appendix 1 attached. Appointments to these posts would be restricted to the present second tier officers (6) in the Communities Department and the Leisure and Arts Department.
- 7.4 Furthermore, one of the employees appointed to the second tier posts will be appointed as designated depute to the Director of Leisure and Communities.
- 7.5 A further report detailing the final organisational structure of the department and the full financial implications will be submitted to this Committee in the near future. As part of this exercise, the opportunity will be taken to examine the feasibility of introducing a more corporate approach to marketing and property management across the Council.
- 7.6 The existing Committee structure will continue to operate in the meantime.

## 8 CONSULTATION

- 8.1 None.

## 9 BACKGROUND PAPERS

- 9.1 None.

A. Stephen  
Chief Executive

5 September 2005

J.C. Petrie  
Assistant Chief Executive (Management)

5 September 2005

**LEISURE AND COMMUNITIES DEPARTMENT -  
SENIOR MANAGEMENT STRUCTURE AND FUNCTIONAL RESPONSIBILITIES**

