

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 9 February 2004

REPORT ON: Leisure and Arts Department - Sports Development Section - Review of Organisational Structure

REPORT BY: Director of Leisure and Arts and Assistant Chief Executive (Management)

REPORT NO: 557-2003

1.0 PURPOSE OF REPORT

1.1 This report proposes changes to the organisational structure of the Sports Development Section within the Leisure and Arts Department following a review of the current situation and the outcomes of the Section Plan 2003-2007.

2.0 RECOMMENDATIONS

It is recommended that the Committee approves the following changes to the organisational structure of the Sports Development Section: -

- 2.1 the establishment of a post of Physical Activities Development Officer, grade AP5/PO4, £22,398 - £27,015;
- 2.2 the establishment of a post of Sports Activities Development Officer, grade AP5/PO4, £22,398 - £27,015;
- 2.3 the establishment of a post of Community Sports Development Officer, on a 4 year fixed term basis, grade AP3/4, £17,340 - £21,732;
- 2.4 the establishment of a post of part time (21.75 hours per week) Sports Co-ordinator, on a 4 year fixed term basis, grade AP2, £15,582 - £16,866 pro rata;
- 2.5 the establishment of a new post of Disability Sports Officer, grade AP3, £17,340 - £19,029;
- 2.6 the establishment of 2 part time posts (1 x 20 hours, 1 x 16 hours) of Physical Activities Leader, graded GS1/2, £10,068 - £13,416 pro rata;
- 2.7 the establishment of 2 part time posts (16 hours) of Sports/Activities Leader, graded GS1/2, £10,068 - £13,416 pro rata;
- 2.8 the establishment of a part time post (21.75 hours) of Disability Sports/Activities Officer, graded AP2, £15,582 - £16,868 pro rata;
- 2.9 the establishment of a part time post (14.5 hours) of Pre-School Disability Activities Officer, graded AP2, £15,582 - £16,868;

- 2.10 the regrading of the post of Swimming Development Officer, currently graded AP3, £17,340 - £19,029, to AP3/4, £17,340 - £21,732;
- 2.11 the regrading of the post of Gymnastics Development Officer, currently graded AP3, £17,340 - £19,029, to AP3/4, £17,340 - £21,732;
- 2.12 the redesignation and regrading of the post of Children's Activities Officer, currently graded AP3, £17,340 - £19,029, to Pre-School Activities Officer, graded AP3/4, £17,340 - £21,732;
- 2.13 the redesignation and regrading of the post of Community Sports Officer, currently graded AP3, £17,340 - £19,029, to Children's Sports/Activities Officer, graded AP3/4, £17,340 - £21,732;
- 2.14 the deletion of the post of Sports Development Officer, grade AP5, £22,398 - £24,396;
- 2.15 the deletion of the post of Disability Sports Development Officer, graded AP5, £22,398 - £24,396;
- 2.16 the deletion of 6 part time posts (2 x 20 hours, 4 x 16 hours) of Playworker, graded GS1/2, £10,068 - £13,416 pro rata. The current postholders will be matched into the new posts outlined in 2.6 and 2.7 above;
- 2.17 the deletion of the post of Disability Sports Officer, graded AP2, £15,582 - £16,866. The current postholders (job share) will be matched into the new posts outlined in 2.8 and 2.9 above;
- 2.18 the redesignation of the temporary post of Children's Sports Co-ordinator to Children's Sports/Activities Co-ordinator. It is further proposed to extend this post to terminate no later than March 2006;
- 2.19 the redesignation of the post of Disability Sports Officer to Disability Sports/Activities Officer.

3.0 FINANCIAL IMPLICATIONS

- 3.1 There will be no additional costs of this review in 2003/2004. There is an estimated increase in staffing costs of £17,000 in a full financial year. This cost will be contained within the Leisure and Arts (Sports Development) Revenue budget due to the refocusing enabled by the review. Expenditure on coaching and development will be absorbed within the duties of staff in the restructured Sports Development team. In addition agreement has been reached with sporttayside to redirect £22,000 per annum for the delivery of sport specific development on a more local basis by the restructured Sports Development teams.

4.0 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 The implementation of these recommendations will increase the opportunities of access to leisure and recreation activities for all, which will help encourage improvement in healthy lifestyles and promote social inclusion.

5.0 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.

6.0 MAIN TEXT

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 and scrutinise costs. The present organisational structure of the Sports Development Section as part of the overall formation of the new Leisure and Arts Department was approved by the Personnel and Management Services Committee on 16 June 2001. Please refer to Appendix 1.

6.2 The Sports Development Section has since undertaken a review of its programmes, activities and services and has devised a 4 year "Sports Development Section Plan 2003-2007" which has 2 clear aims:

- To ensure opportunities exist for regular, life-long participation in physical activity and sport, for every person in Dundee. (Physical Activity)
- To ensure opportunities exist for every individual to enter sport and reach their highest potential limited only by their ability, drive and ambition. (Sports Development)

A copy of the above plan is available in the members' lounge.

The proposed new structure for the Sports Development Section is to have four teams instead of the present three. The Youth Sports Teams and the N:2 Sport Teams would remain the same but two new teams would be created. One to develop Physical Activity and one to develop Sport. Please refer to Appendix 2.

6.3 The review of the section has highlighted the need for a change in service delivery mechanisms. This will involve delivering services locally in the community, working in partnership with local groups and organisations to ensure programmes meet client group needs, ensuring training and development is at the forefront of sustainable working practices, identifying and tackling the barriers which lead to social exclusion and delivering a more integrated approach to all services, in particular, disability sport.

6.4 The Section Plan has been grouped into the following age classifications and annual action plans have been devised for each age group which integrates all the services of the section: 0-5years, 5-8years, 8-14 years and 14years plus.

6.5 The existing Playtimes service was also part of the review. This service has had a significant reduction in participants since the creation of Out of School Care Clubs. The Sports Development Section has developed a strong partnership with the Out of School Care Clubs through the Early Years and Child Care Team. The Personnel and Management Services Committee, at its meeting of 24 June 2002, approved the establishment of the post of Children's Sports Co-ordinator on a fixed term appointment. This officer has very successfully delivered sport and physical activity locally in the Out of School Care Clubs as well as training the Club leaders and there is now an increase in the number of children participating in regular physical activity in comparison with the Playtime Service. External/...

External funding has been secured through the Early Years and Child Care Partnership and the committee is asked to approve the extension of this post from 31 March 2004 as previously agreed until 31 March 2006.

- 6.6 The demand for pre-school physical activity has rapidly increased over the past few years. Two of the Play Workers have been developing skills that would enable them to deliver a pre-school programme. It is therefore proposed that these two Play Leaders are redesignated as Physical Activities Leaders to deliver the pre-school physical activity programme.
- 6.7 The demand for Gymnastics and Football and other Focus Sports has also increased over the past few years. It is therefore proposed that two of the existing Play Workers are redesignated as Sports Activities Leaders to delivery a range of Focus Sports and activities across the city.
- 6.8 During the review, it was also identified that there is an unmet demand for additional Swimming teachers. One Playworker expressed an interest in undertaking training to become a Swimming Teacher. Once this training is undertaken, the individual concerned will split her time between the Leisure Centres Section to deliver the Learn To Swim Programme (during term time only) and the Sports Development Section during holiday periods to deliver the holiday sports activities programme.
- 6.9 A review of the service delivery of SportTayside Partnership (formerly referred to as Tayside Sports Development Group), to which the Council currently contributes £45,000 per annum, has been undertaken. The Executive Committee of SportTayside has agreed that the City Council will reduce this contribution to £23,000 per annum, which puts Dundee City Council's contribution on a level playing field with Angus and Perth and Kinross Councils. It is proposed that the funding will be reinvested into Dundee City Council to deliver sports specific development on a more local basis.
- 6.10 Reference is made to the Personnel and Management Services Committee of 19 May 2003, which approved the establishment of the N2:Sport Project, following a successful application for funding over the next 3 years from the New Opportunities Fund. This will provide considerable resources to deliver localised programmes across the entire city for 5-16 year olds. This new project team will form an integral part of the Sports Development Section.
- 6.11 Wherever possible, the existing employees of the Sports Development Section are matched into equivalent posts within the new structure of the section. The new posts of Physical Activities Development Officer and Sports Activities Development Officer outlined in 2.1, 2.2, above, will be advertised internally in the first instance to the current postholders of the deleted posts of Sports Development Officer and Disability Sports Development Officer and if successful will be appointed to one of these posts. Alternatively, in the event that either candidate is unsuccessful, they will be matched into one of the newly established posts outlined in 2.3 or 2.5., with cash conservation of salary for 3 years. Once this process is completed, the remaining unmatched and vacant posts will be advertised.
- 6.12 The regrading proposals outlined in this report are as a result of the review of the duties and responsibilities of the posts concerned and as a result of comparisons with other authorities.

7.0 **CONSULTATION**

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

8.0 **BACKGROUND PAPERS**

Agenda Item III Personnel and Management Services Committee 24 June 2002
Agenda Item V Personnel and Management Services Committee 19 May 2003

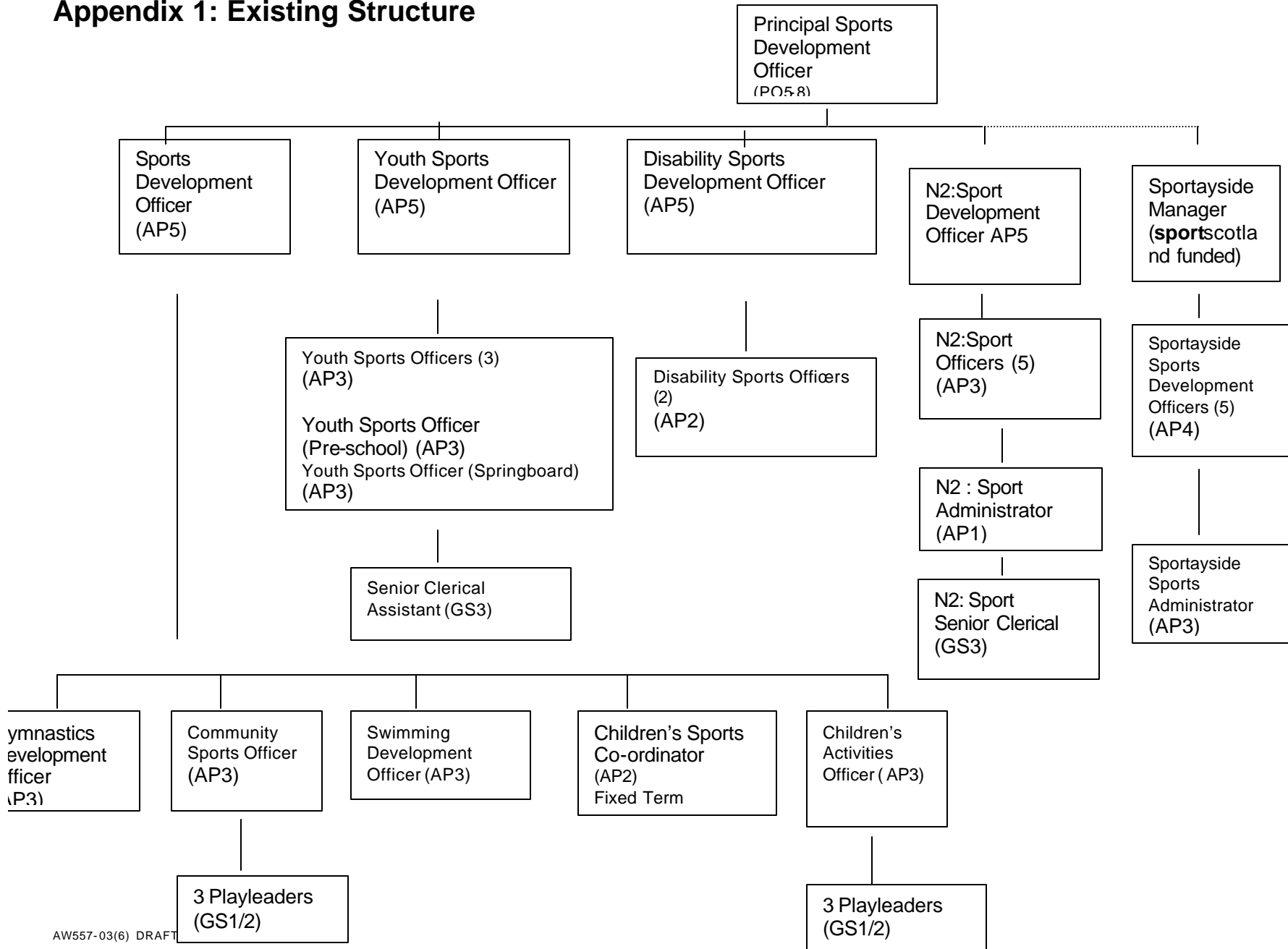
Steve Grimmond
Director of Leisure and Arts

(DATE)

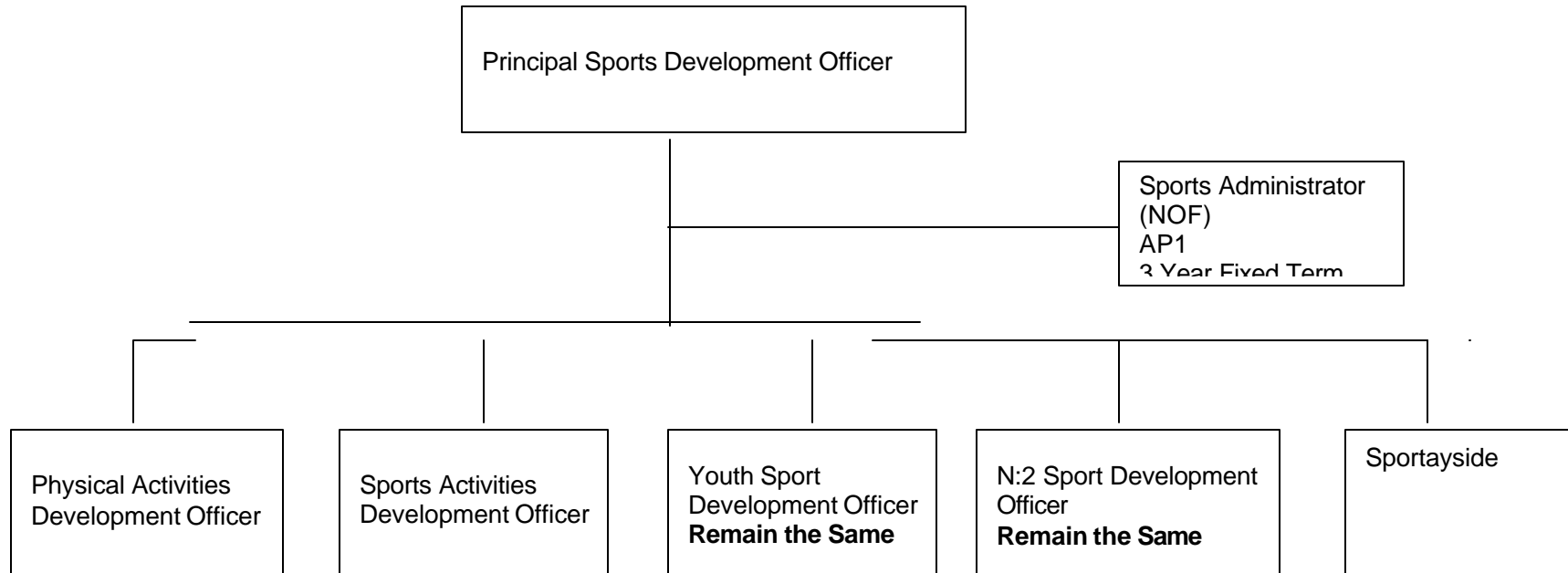
Jim Petrie
Assistant Chief Executive (Management)

(DATE)

Appendix 1: Existing Structure



Appendix 2: Proposed New Structure



Principal Sports Development Officer

Physical Activities Development Officer AP5 / PO4

Pre-School Activities Officer AP3/4

Children's Sports/ Activities Co-ordinator (Externally funded Fixed Term) March 06 AP2

Disability Sports/ Activity Officer AP2 Part-time 04.75

Children's Sports/ Activities Officer AP3/4

Pre School Disability Activities Officer AP2 Part time 14 .5hrs

Physical Activities Leader GS1/2 Part-time 20 hrs

Physical Activities Leader GS1/2 Part-time 16 hrs

Sports/ Activities Leader GS1/2 Part-time – 16 hrs

