REPORT TO: Personnel Committee - 18 December 2006

REPORT ON: **Economic Development Department - Review of Organisational Structure**

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

REPORT NO.:   **686-2006**

1   **PURPOSE OF REPORT**

1.1   This report proposes changes to the organisational structure of the Economic Development Department following an interim review by the Director of Economic Development and the Assistant Chief Executive (Management).

2   **RECOMMENDATIONS**

2.1   Members are recommended to approve the establishment changes outlined in Appendix 1.

3   **FINANCIAL IMPLICATIONS**

3.1   The financial implications of this proposal would be a saving of £9,000 in 2006/07 and a saving of £126,500 in a full financial year.

4   **SUSTAINABILITY POLICY IMPLICATIONS**

4.1   None.

5   **EQUAL OPPORTUNITIES IMPLICATIONS**

5.1   None.

6   **BACKGROUND**

6.1   In the light of changing objectives and remits, the Director of Economic Development proposes changes to the organisational structure of his department in light of the following:-

6.1.1   the alignment of the Business Development, Marketing and City Centre Management sections of the Department;

6.1.2   social economy objectives being pursued by the Policy Section;

6.1.3   responsibility for corporate property management being allocated to the department;

6.1.4   the need to address the requirement for an Asset Management Plan.

6.2   The Policy Manager within the department has intimated his intention to retire on 31 March 2007. In light of his departure, the opportunity has been taken to carry out an interim review of the management responsibilities within the Policy Section and the Business Development Section of the department.

7   PROPOSALS

7.1   It is proposed that responsibility for Marketing and City Centre Management should transfer from the Policy Section to the Business Development Section. Furthermore, the Policy Section will assume responsibility for the Social Economy team.

7.2   The formation of a Corporate Property Unit has been taking place for some time. The transfer of property related staff from service departments to the Economic Development Department has been trialled and is working successfully. It is now proposed to formalise these transfers and to initiate the transfer of other property related staff from other service departments. It is proposed to formally transfer a number of posts to the Economic Development Department (please refer to Appendix 1).

7.3   The Director of Economic Development and the Assistant Chief Executive (Management) have further reviewed the structure of the Estates Division as a result of the increased workload resulting from the installation of the Corporate GVA software system and the continuing need to review the allocation of resources across the department. As a consequence of this review, it is recommended that the IT Section (excluding the Information Officer who will transfer to the Policy Section) be transferred to the Estates Section.

7.4   It is further recommended that the Director of Economic Development and the Assistant Chief Executive (Management) review the integration of the Corporate Property Unit and report back to this Committee within 6 months.

8   CONSULTATION

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

9   BACKGROUND PAPERS

9.1   None.

Douglas A A Grimmond
Director of Economic Development

11 December 2006

J C Petrie
Assistant Chief Executive (Management)

11 December 2006

ECONOMIC DEVELOPMENT DEPARTMENT - REVIEW OF ORGANISATIONAL STRUCTURE

DELETION OF POSTS

Business Development

Team Leader (Company Development)	PO11-14	35,028 - 37,539
Development Officer	AP5/PO4	25,044 - 29,349
Marketing Assistant (Job Share)	AP1/4	15,789 - 24,333

Property Management

Energy Efficiency Officer	PO1-4	27,039 - 29,349
Senior Estates Surveyor	PO5-10	30,279 - 34,260
Property Services Officer	AP5/PO4	25,044 - 29,349

Directorate and Administration

Policy Manager	SCP64-67	54,150 - 58,101
Clerical Assistant	GS1/2	10,938 - 14,577

ESTABLISHMENT OF POSTS

Policy

Senior Policy Officer	PO5-10	30,279 - 34,260

CCAG

DUNCAN Scheme Assistant	AP1	15,789 - 16,929

Property Management

Senior Technician (2)	T5	25,044
Trainee/Estate Surveyor	AP1-PO6	15,789 - 31,044

REDESIGNATION AND REGRADING OF POST

Policy

Team Leader (Policy and Europe) to Manager (Policy and Europe)	PO15-18 to SCP53-56	38,397 - 41,100 to 42,024 - 45,045
Information Officer to Senior Policy Officer	AP5/PO4 to PO5-10	25,044 - 29,349 to 30,279 - 34,260

REGRADING OF POSTS

Information Support

Team Leader (Information Technology)	PO8-11 to PO11-14	32,658 - 35,028 to 35,028 - 37,539

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Business Development

Team Leader (Economic Projects)	PO11-14 to PO15-18	35,028 - 37,539 to 38,397 - 41,100

Property Management

Team Leader (Property Maintenance)	PO11-14 to PO15-18	35,028 - 37,539 to 38,397 - 41,100
Team Leader (Property Services)	PO11-14 to PO15-18	35,028 - 37,539 to 38,397 - 41,100
Team Leader (Property Management)	PO11-14 to PO15-18	35,028 - 37,539 to 38,397 - 41,100
Team Leader (Property Valuation)	PO11-14 to PO15-18	35,028 - 37,539 to 38,397 - 41,100
Senior Estates Surveyor	PO5-10 to PO7-10	30,279 - 34,260 to 31,845 - 34,260
Estates Surveyor (2)	AP5-PO4 to AP5-PO6	25,044 - 29,349 to 25,044 - 31,044
Building Surveyor (2)	AP5-PO4 to AP5-PO6	25,044 - 29,349 to 25,044 - 31,044
Trainee/Estates Surveyor	AP1-PO4 to AP1-PO6	15,789 - 29,349 to 15,789 - 31,044
Assistant Building Surveyor	AP1-PO4 to AP1-PO6	15,789 - 29,349 to 15,789 - 31,044
Technician	T2/3 to T3/4	16,929 - 21,327 to 19,440 - 24,333

Directorate and Administration

Budget Monitoring Officer	AP2/3 to AP2/4	17,385 - 21,327 to 17,835 - 24,333

TRANSFER OF POSTS TO ECONOMIC DEVELOPMENT DEPARTMENT FROM:-

Education Department

Property Services Co-ordinator
Assistant Property Services Co-ordinator
Property Officers (3)
Administration Officer
WP Operators/Secretaries (2)
Clerical Assistant
Assistant Facilities Support Officer

Social Work Department

Buildings and Finance Officer

Leisure and Communities Department

Property and IT Officer