

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 13 December 2004

REPORT ON: Finance Department (General) - Review of Staffing Structure

REPORT BY: Depute Chief Executive (Finance) and Assistant Chief Executive (Management)

REPORT NO.: 739-2004

1 PURPOSE OF REPORT

- 1.1 To seek Committee approval for the proposed changes to the staffing structure of the Finance Department (General).

2 RECOMMENDATIONS

It is recommended that the Committee approves:-

- 2.1 the redesignation of the post of Corporate Finance Manager to Head of Finance, with no change of grade;
- 2.2 the deletion of the post of Financial Services Manager, graded SCP68-71, £54,807 - £58,794, on the retiral of the present postholder;
- 2.3 the establishment of the post of Chief Accountant, graded SCP65-68, £51,045 - £54,807;
- 2.4 the deletion of the post of Senior Financial Services Officer, graded SCP59-62, £44,511 - £47,607, and the appointment of the current Senior Financial Services Officer to the post of Chief Accountant;
- 2.5 the redesignation and regrading of the post of Principal Treasury and Investment Officer, graded PO15-18, £35,343 - £37,833, to Chief Exchequer Officer, graded SCP53-56, £38,682 - £41,463;
- 2.6 the redesignation and regrading of three posts of Principal Accountant, graded PO11-14, £32,244 - £34,554, to Accounting Manager, graded PO15-18, £35,343 - £37,833;
- 2.7 the regrading of the remaining six Principal Accountant posts from PO11-14, £32,244 - £34,554, to PO12-15, £32,991 - £35,343;
- 2.8 the regrading of the five Senior Accountant posts from PO7-10, £29,313 - £31,536, to PO9-12, £30,786 - £32,991;
- 2.9 the regrading of the post of Chief Internal Auditor from PO15-18, £35,343 - £37,833, to SCP53-56, £38,682 - £41,463;
- 2.10 the establishment of a post of Principal Internal Auditor, graded PO12-15, £32,991 - £35,343;
- 2.11 the regrading of the post of Senior Internal Auditor, graded PO7-10, £29,313 - £31,536 to PO9-12 - £30,786 - £32,991;

- 2.12 the redesignation and regrading of one post of Internal Auditor, graded GS3-PO6, £13,650 - £28,578, to Senior Internal Auditor, graded PO9-12, £30,786 - £32,991;
- 2.13 the deletion of one post of Internal Auditor graded GS3-PO6 - £13,650 - £28,578;
- 2.14 the regrading of the post of Sales Ledger Manager from AP5-PO4, £22,398 - £27,015, to PO5-8, £27,873 - £30,060;
- 2.15 the redesignation and regrading of the post of Principal Pensions Officer, graded PO11-14, £32,244 - £34,554, to Pensions Manager, graded PO15-18, £35,343 - £37,833;
- 2.16 the redesignation and regrading of the post of Senior Pensions Officer, graded PO1-4, £24,888 - £27,015, to Assistant Pensions Manager, PO5-8, £27,873 - £30,060;
- 2.17 the redesignation and regrading of one post of Pensions Assistant, graded GS3-AP1, £13,650 - £15,204, to Senior Pensions Assistant, graded AP3, £17,340 - £19,029;
- 2.18 the redesignation and regrading of the post of Principal Operations Officer, graded PO11-14, £32,244 - £34,554, to Payroll Manager, graded PO15-18, £35,343 - £37,833;
- 2.19 the redesignation and regrading of the post of Payroll Controller, graded PO1-4, £24,888 - £27,015, to Assistant Payroll Manager, graded PO5-8, £27,873 - £30,060;
- 2.20 the regrading of the post of Senior Administrative Assistant, Payroll Team, from AP3, £17,340 - £19,029, to AP4, £19,632 - £21,732;
- 2.21 an amendment to the career grade structure for Accountants which removes all qualification bars apart from the bar existing currently at the maximum of AP5.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of the proposed changes to the staffing structure will result in the following savings and costs in the following four financial years:-

<u>Financial Year</u>	<u>(Savings)/Cost (£)</u>
2005/06	(36,113)
2006/07	(20,739)
2007/08	(4,528)
2008/09	11,861

- 3.2 The above savings and costs will be reflected in future financial years' Revenue Budgets.

4 LOCAL AGENDA IMPLICATIONS

- 4.1 Resources are used efficiently and waste is minimised.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 Since re-organisation in 1996, the Finance Department (General), i.e. all departmental services except the Revenues Division, has operated effectively, with only minor amendments to the original staffing structure.
- 6.2 The imminent retirement of the Financial Services Manager and the Purchase Ledger Controller now gives the department the opportunity to amend the staffing structure in order to provide improved career opportunities and ensure that the department can retain and attract professional staff as required.
- 6.3 The current structure of the Finance Department (General) is based on two Divisions, being the Financial Services Division and the Corporate Finance Division and was established to respond to the extension of CCT legislation to professional services. Within these two Divisions, there are separate professional accountancy teams and, in the proposed structure, it is planned to bring all the professional accountancy services together under a new post of Chief Accountant. This will provide a "single door" approach for the delivery of financial services to service departments.
- 6.4 It is also proposed to combine the Pensions and Payroll services with the existing Treasury and Investment Services (including Office Administration) and these to be consolidated under a new post of Chief Exchequer Officer.
- 6.5 The Purchase and Sales Ledger Sections, which are currently in the Finance Services Division, are proposed to come under the responsibility of the Chief Accountant.
- 6.6 The Internal Audit and Insurance and Risk Management Sections, which are currently in the Corporate Finance Division, are proposed to come directly under the responsibility of Head of Finance.

7 PROPOSED CHANGES TO STAFFING STRUCTURE

The proposed changes to the current staffing structure are as follows:-

- 7.1 that the post of Corporate Finance Manager be redesignated as Head of Finance;
- 7.2 that the posts of Financial Services Manager and Senior Financial Services Manager be deleted from the structure;
- 7.3 that the post of Chief Accountant (SCP65-68, £51,045 - £54,807) be created and that the current Senior Financial Services Manager be appointed to the post of Chief Accountant;
- 7.4 that the post of Principal Treasury and Investment Officer be redesignated Chief Exchequer Officer and be regraded from PO15-18, £35,343 - £37,833, to SCP53-56, £38,682 - £41,463;
- 7.5 that three of the current Principal Accountant posts be redesignated as Accounting Manager and regraded from PO11-14, £32,244 - £34,554, to PO15-18, £35,343 - £37,833. These posts will be filled by inviting applications from the existing Principal Accountants. The remaining six Principal Accountant posts be regraded from PO11-14, £32,244 - £34,554, to PO12-15, £32,991 - £35,343;
- 7.6 that the five Senior Accountant posts be regraded from PO7-10, £29,313 - £31,536, to PO9-12, £30,786 - £32,991;

- 7.7 that the post of Chief Internal Auditor be regraded from PO15-18, £35,343 - £37,833, to SCP53-56, £38,682 - £41,463;
- 7.8 that a post of Principal Internal Auditor, graded PO12-15, £32,991 - £35,343, be established;
- 7.9 that the post of Senior Internal Auditor be regraded from PO7-10, £29,313 - £31,536, to PO9-12, £30,786 - £32,991;
- 7.10 that one post of Internal Auditor, which is presently vacant, be redesignated to Senior Internal Auditor and regraded from GS3-PO6, £13,650 - £28,578, to PO9-12, £30,786 - £32,991;
- 7.11 that one post of Internal Auditor, which is presently vacant, be deleted from the structure;
- 7.12 that the post of Sales Ledger Manager be regraded from AP5-PO4, £22,398 - £27,015, to PO5-8, £27,873 - £30,060;
- 7.13 that the post of Principal Operations Officer be redesignated to Payroll Manager and regraded from PO11-14, £32,244 - £34,554, to PO15-18, £35,343 - £37,833;
- 7.14 that the post of Payroll Controller be redesignated to Assistant Payroll Manager and regraded from PO1-4, £24,888 - £27,015, to PO5-8, £27,873 - £30,060;
- 7.15 that the post of Senior Administrative Assistant, Payroll Team, be regraded from AP3, £17,340 - £19,029, to AP4, £19,632 - £21,732;
- 7.16 that the post of Principal Pensions Officer be redesignated to Pensions Manager and regraded from PO11-14, £32,244 - £34,554, to PO15-18, £35,343 - £37,833;
- 7.17 that the post of Senior Pensions Officer be redesignated to Assistant Pensions Manager and regraded from PO1-4, £24,888 - £27,015, to PO5-8, £27,873 - £30,060;
- 7.18 that a post of Pensions Assistant be redesignated to Senior Pensions Assistant and regraded from GS3-AP1, £13,650 - £15,204, to AP3, £17,340 - £19,029;
- 7.19 that the career grade structure for Accountants be amended to remove all qualification bars apart from the bar existing currently at the maximum of AP5.

8 CONSULTATION

- 8.1 The Chief Executive and Depute Chief Executive (Support Services) have been consulted and are in agreement with the contents of this report. The trade unions have also been consulted.

9 BACKGROUND PAPERS

- 9.1 None.

D.K. Dorward
Depute Chief Executive (Finance)

J.C. Petrie
Assistant Chief Executive (Management)

7 December 2004

7 December 2004