

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee

REPORT ON: Economic Development Department - Tay Training - Changes to Structure

REPORT BY: Director of Economic Development and Director of Personnel and Management Services

REPORT NO.: 139-2000

1 PURPOSE OF REPORT

1.1 The purpose of this report is to seek approval for proposed changes to the staffing structure of Tay Training.

2 RECOMMENDATIONS

2.1 It is recommended that the Committee approves:-

- the redesignation and regrading of the 3 posts of Instructor, grade Tech 1/2 (£11,898 - £14,433) (post ref. nos. ED 114/115/116) to Development Officers, graded AP2/3 (£13,650 - £16,770), with a bar operating at the top of AP2. Progress through the bar would depend upon the postholder having an HNC or Level 3 SVQ, or equivalent, in an appropriate subject and implementing commercially-related expansion activities;
- the establishment of the post of Catering Assistant, graded GS1/2 (£8,652 - £11,685);
- the deletion of the post of Senior Clerical Assistant (post ref.no. ED 122) graded GS3 (£11,898 - £12,405);
- the establishment of one post of Keyboard Assistant/Receptionist, graded GS1/3 (£8,652 - £12,405), in the Economic Development Department.

3 FINANCIAL IMPLICATIONS

3.1 The post of Catering Assistant, which is to be established, will be filled by an employee who is currently supernumerary. This employee's costs have already been included in the Department's budget. Therefore, the only additional costs in respect of this post will be £270 in the current financial year and £320 in a full financial year.

In respect of the other staff structure alterations, the additional costs will amount to £830 in the current financial year and £1,000 in a full financial year.

All of these costs will be contained within the Department's Revenue Budget for each respective year.

4 LOCAL AGENDA 21 IMPLICATIONS

4.1 The actions recommended in the report will increase Tay Training's ability to promote three of Local Agenda 21's key themes, viz:-

- “access to the skills, knowledge and information needed to enable everyone to play a full part in society”;
- “the opportunity to undertake satisfying work in diverse economy”;
- “local needs are met locally”.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 A key objective behind Tay Training’s activities is to target socially disadvantaged young people and improved performance by Tay Training will enable more such young people to receive training and to enter employment.

6 BACKGROUND

- 6.1 Reference is made to the Best Value Review of Tay Training approved by the Council’s Best Value Sub-Committee on 1st April, 1999 (report ref. no. 236/1999).

- 6.2 The report recommended that Tay Training seek expansion of its activities and further improvement of the quality of its service. Included among the individual recommendations were:-

- SOCIAL CATERING EXPANSION - evaluate the current pilot catering training project in Mid Craigie (P.P.A. funded project) at an early date to establish whether further projects could be developed in other neighbourhood areas.
- COMMERCIAL CATERING EXPANSION - identify, evaluate and implement new or expanded commercial catering projects.
- RANGE OF DISHES - investigate the potential for a wider-range of dishes being available in the commercial catering service.
- HORTICULTURE EXPANSION - identify, evaluate and implement new or expanded horticulture-based projects.
- TRAINEE TRACKING SYSTEM - together with S.E.T. develop a more comprehensive tracking system of the trainee output (regarding work/further education destinations etc.) to help refine training methods and course content.

- 6.3 Although Tay Training has been subject to a substantial amount of re-structuring since local government re-organisation, certain elements were left until the Best Value exercise had been completed and the changes in the major external funding relationship (i.e. via the Skillseekers Initiative) had had time to settle down.

- 6.4 It is now appropriate to examine the remaining elements of the re-structuring exercise.

- 6.5 The catering section of Tay Training is now markedly different from that inherited at re-organisation. The original operation was restricted to a single training operation at Balerno Street with one set of customers - the Douglas lunch club. In addition, assessment and verification of the training qualifications was carried out externally, by Dundee College.

- 6.6 The current operation consists of two training operations - one at the Caird Hall and one at Mid Craigie - and a range of customers. There is also a commercial catering operation servicing Dundee Airport’s London flight. In addition, assessment and verification of training qualifications is now carried out internally.

- 6.7 In recognition of developing roles and anticipated future development and expansion in all sections of Tay Training, it is proposed that the Instructor posts (ref. nos. ED 114/115/116) be regraded from Tech 1/2 to AP2/3 with a bar at the top of AP2. Progress through the bar would depend upon the postholder having an HNC or Level 3 SVQ, or equivalent, in an appropriate subject and implementing commercially-related expansion activities. It is also proposed to redesignate these posts to Development Officer.
- 6.8 Restructuring will enable Tay Training to increase its operational viability and long term success, and ensure ongoing commercially-related expansion activities.
- 6.9 Some of the increased workload required in the catering section has been carried out by a supernumerary from the Council's former launderette. It is now proposed to formalise this position and create a permanent post of Catering Assistant, graded GS1/2.
- 6.10 The administration requirements of Tay Training are now handled centrally by the Department's Administration section and it is proposed to formalise this position by deleting the post of Senior Clerical Assistant (post ref. ED 122) graded GS3 on the Tay Training structure and creating a new post of Keyboards Assistant/Receptionist, graded GS1/3 in the Administration section of the Economic Development Department.

7 CONSULTATIONS

- 7.1 The Chief Executive and the Directors of Finance and Support Services were consulted during the preparation of this report.

8 BACKGROUND PAPERS

- 8.1 No background papers, as defined in Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

9 SIGNATURE

D. Grimmond
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Date

J.C. Petrie
Director of Personnel and Management Services

Date