

REPORT TO: Personnel Committee - 10 January 2005

REPORT ON: Planning and Transportation Department - Redesignation and Regrading of Post

REPORT BY: Director of Planning and Transportation and Assistant Chief Executive (Management)

REPORT NO: 16-2005

1 PURPOSE OF REPORT

- 1.1 This report outlines the proposal to redesignate and regrade the post of Assistant Enforcement Officer to Enforcement Officer within the Planning Services Division of the Planning & Transportation Department.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee agrees to:
- 2.1.1 redesignate and regrade the post of Assistant Enforcement Officer graded Tech 2-4, £15,249 - £22,374, to Enforcement Officer graded Tech 3-5, £17,364 - £25,116.

3 FINANCIAL IMPLICATION

- 3.1 The additional cost of regrading this post is £3,409 in a full financial year, inclusive of National Insurance and Superannuation costs. This will be contained within the Planning and Transportation Department's Revenue Budget.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 The redesignation of this post will further enhance the efficient operation of the Planning and Transportation Department which will in turn broadly contribute to a range of LA21 key themes.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 Planning enforcement is a service which provides an essential and increasingly important role in support of mainstream planning activity. It is a daily port of call for Members, residents, businesses and Council officers who have concerns that development may be occurring without having obtained the necessary planning permission or where development is allegedly taking place in breach of consent. In addition this small team coordinates the Councils tree protection policies and practice and is the department's liaison mechanism in respect of HMO licensing and

Licensing Committee/Board business. It is essentially a reactive service which is high profile and stretched to its limits in terms of coping with its heavy workload.

- 6.2 The team comprises one Enforcement Officer, graded Tech 3-5, £17,364 - £25,116 and one Assistant Enforcement Officer, graded Tech 2-4, £15,249 - £22,374.
- 6.3 The job descriptions of these officers are identical with the exception of the Enforcement Officer having the management responsibility for Assistant Enforcement Officer and the Assistant Enforcement Officer assisting the Enforcement Officer. The team presently operates on a city wide basis with the Team Leader (DQ) having line management responsibility for the Enforcement Officer. In accordance with the appointment criteria the Assistant Enforcement Officer has progressed satisfactorily on an annual basis up the Tech scale.
- 6.4 However, experience has shown that the work of this team has become slightly detached from mainstream development quality casework and there is a need to redefine the responsibilities of the members of the Enforcement Team accordingly. This will involve redistributing enforcement workloads on an area basis with specialist responsibilities being shared as appropriate. To be effective these arrangements necessitate the proposals contained in this report.

7 CONSULTATIONS

- 7.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Assistant Chief Executive (Community Planning) and the trade unions have been consulted on the contents of this report.

8 BACKGROUND PAPERS

- 8.1 No background papers, as defined by 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 this report.

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21 December 2004

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21 December 2004