

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 14 August 2000

REPORT ON: Arts and Heritage Department - Revision of Organisational Structure

REPORT BY: Director of Arts and Heritage and Director of Personnel and Management Services

REPORT NO: 459-2000

1 PURPOSE OF REPORT

1.1 To seek Committee's approval for a revision of the organisational structure of the Arts and Heritage Department.

2 RECOMMENDATIONS

It is recommended that:-

2.1 The organisational structure outlined in Appendix 1 be approved.

2.2 The post of Team Leader, Arts Facilities, be redesignated Team Leader, Arts Services.

2.3 The Administration Services Team report directly to the Team Leader, Arts Services.

2.4 One Technician post be transferred from the Technical and Specialist Services Team to the Marketing and Design Team.

2.5 One Technician post be transferred from the Technical and Specialist Services Team to the Caird Hall and Special Events Team.

2.6 The post of Arts Programme Officer be redesignated Events Officer (Caird Hall) and regraded from AP3-5 (£15,240 - £21,636) to AP5 (£19,827 - £21,636).

2.7 Three posts of Caretaker, MW3, be transferred from the Facility Services Team to the Caird Hall and Special Events Team.

2.8 Three full time posts of Handyperson (MW1) be redesignated to 2 full time and 2 part time Cleaners (MW1), and transferred from the Facility Services Team to the Caird Hall and Special Events Team.

2.9 One post of Development Officer be transferred from the Development Team to the Heritage Facilities Team One.

2.10 The posts of Programme Officer, AP3-5 (£15,240 - £21,636), Steward, MW5, two Receptionist/Clerical Assistants, GS1/2 (£8,652 - £11,685), (Dundee Arts Centre), be deleted from the structure.

2.11 One full time post of Senior Arts and Heritage Assistant, MW3, one full time post of Arts and Heritage Assistant, MW3, and one part time post of Arts and Heritage Assistant, MW3, be transferred from the Facility Services Team to the Heritage Facilities Team Two, Broughty Castle.

- 2.12 Two part time posts of Arts and Heritage Assistant, MW3, be transferred from the Facility Services Team to the Heritage Facilities Team Two, Mills Observatory.

3 FINANCIAL IMPLICATIONS

- 3.1 There are no additional costs or savings arising from this report.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5 None.

6 BACKGROUND

- 6.1 The present structure of the department was approved by the Committee at its meeting on 25 January 1996. Since that time, there have been a number of changes in both the delivery and location of services. This report seeks to address those issues and bring forward proposals for a structure which reflects the current operation of the department.
- 6.2 At re-organisation, the department had responsibility for a number of premises which provided a wide range of arts and heritage services. These included, McManus Galleries, Barrack Street Museum, Mills Observatory, Broughty Castle Museum, Caird Hall Complex, Burgh Halls, Steps Film Theatre, St. Mary's Tower, Dundee Arts Centre and Camperdown House. With the building of the new arts centre, Dundee Contemporary Arts, and the subsequent transfer of a number of Arts and Heritage staff to Dundee Contemporary Arts Limited, there has been a requirement to revise the structure accordingly.
- 6.3 The Arts and Heritage Committee of 10 June 1996 agreed to the closure of Dundee Arts Centre in St. Mary's Place. In September 1997, Arts and Heritage withdrew from the operation of the Centre. Dundee College undertook to employ the existing staff (see 2.10 above) and further develop the facility and to continue to operate the arts classes. The financial resources have been re-allocated to the operation of Dundee Contemporary Arts.
- 6.4 In December 1998, the Steps Film Theatre ceased to operate as a Regional Film Theatre. A new Film Theatre with two screens now operates from Dundee Contemporary Arts. Arts and Heritage staff previously responsible for operating the Steps have transferred to Dundee Contemporary Arts Limited, which is now responsible for the operation of the Regional Film Theatre.
- 6.5 The department continues to develop funding agreements with a number of organisations, including Dundee Repertory Theatre, Scottish Dance Theatre, Dundee Heritage Trust and Dundee Contemporary Arts Limited, as well as national companies such as the Royal Scottish National Orchestra and Assembly Direct. As a consequence, the post of Team Leader, Arts Facilities, has been redesignated as Team Leader, Arts Services, with responsibility for developing and monitoring the funding agreements. In order to support this, the Administration Services Team report directly to the Team Leader, Arts Services.

- 6.6 The role of the Technician responsible for photography has developed to a point where a considerable amount of time is spent on marketing and design work, therefore, it is more appropriate to transfer the post to the Marketing and Design Team. The role of the Technician responsible for lighting has developed to a point where the majority of time is spent at the Caird Hall, therefore, it is more appropriate to transfer the post to the Caird Hall and Special Events Team. With the development potential of the Caird Hall Complex as a major concert and conference venue, it is seen to be appropriate to establish a facility team which includes three posts of Caretaker and two full time and two part time posts of Cleaner which report directly to the Team Leader, Caird Hall and Special Events. The redesignation and regrading of Arts Programme Officer to Events Officer is necessary due to the increased usage of the Caird hall complex, allowing the postholder to take on duties and responsibilities reflective of the grade, and to meet the needs of the service.
- 6.7 The post of Development Officer should be transferred from the Development Team to the Heritage Facilities Team One, to develop a programme of Heritage outreach work within the wider community.
- 6.8 With the development potential of Broughty Castle and Mills Observatory as improved community and visitor facilities, it is seen to be appropriate to establish teams reporting directly to the Heritage Programme Officers responsible for the programme and operation of those visitor attractions.

7 CONSULTATION

- 7.1 The Chief Executive and Director of Finance have been consulted in the preparation 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.

9 SIGNATURE

S. Grimmond
Director of Arts and Heritage

Date

J.C. Petrie
Director of Personnel and Management Services

Date

ARTS AND HERITAGE DEPARTMENTAL STRUCTURE

