

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 18 August 2003

REPORT ON: Leisure and Arts Department - Review of Wildlife Centre and Agricultural Activities

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

REPORT NO: 512-2003

1 PURPOSE OF REPORT

- 1.1 To advise the Committee of the findings and recommendations emanating from a review of the Wildlife Centre and Agriculture Staffing structures in the Leisure and Arts Department.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee approves:-
 - 2.1.1 the deletion of the post of Chargehand Agricultural Assistant, graded MW2 (£5.4 per hour);
 - 2.1.2 the deletion of the post of Agricultural Assistant, graded MW2 (£5.4 per hour);
 - 2.1.3 the establishment of 3 posts of Keeper, graded MW3 (£5.6 per hour);
 - 2.1.4 the regrading of the current Chargehand Keeper post from MW3 to MW4 (£5.8 per hour), to reflect the additional responsibility which will include the Gamekeeper.
- 2.2 Implement a new rota system as outlined in Appendix IV which will deliver sufficient cover at peak visitor times at weekends. The purpose of which will maximise customer experience and ensure that animal welfare is not compromised.

3 FINANCIAL IMPLICATIONS

- 3.1 Implementation of the recommendations contained in this report will result in additional revenue costs estimated at £20,000 but it is projected that increased income from charges and anticipated greater visitor numbers will compensate for this resulting in no additional costs. Please refer to Appendix II.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 Resources are used efficiently and waste is minimised.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None

6 BACKGROUND TO PROPOSAL

- 6.1 The Wildlife Centre is an important and unique visitor attraction facility in the City and is an essential part of the leisure mix within Camperdown Park. The Leisure and Arts Department is committed to maximising the Centre's potential to ensure the long term viability and sustainability of the facility. Already a new lemur enclosure and otter enclosure have been completed this year. A Wildlife Centre Development Plan is currently being formulated. In addition the Department recently had the licence for the Wildlife Centre approved.

Approval was given on the basis that a number of amendments were met including:-

“the staffing levels are increased in relation to the number of animals that are kept, by both increasing the number of staff undertaking animal husbandry and repairs and by reducing the number of individual animals and species held, within the next three months”.

In order to focus resources to achieve this, and meet requirements of the Zoo Licence, it is proposed to merge the agricultural remit with the Wildlife Centre. The Department has already reduced the number of cattle and horses and have withdrawn from peripheral sites with the objective of increasing the visibility and access to the remaining cattle and horses at Camperdown.

This will include for the management of the remaining cattle and horses within Camperdown Country Park. At the same time proposed amendments to the staff rota will best reflect customer patterns i.e. more staff will be present at weekends and during periods when the attendance at the Wildlife Centre is high thus, in addition to making better use of the facilities, there will be a greater opportunity for the public to become involved in Wildlife Centre programme and interact with the animals within the Centre while not compromising animal welfare.

6.2 Current Structure

The Wildlife Centre Officer is currently responsible for three teams who work independently. These include:-

- The Wildlife Centre - 1 Chargehand Keeper, 4 Keepers, 2 Part Time Shop Staff, 2 Seasonal Casual Staff.
- Agriculture - 1 Chargehand Agricultural Assistant, 1 Agricultural Assistant.
- Gamekeeper.

6.3 Proposals

It is proposed that all three teams are combined to one multi-functional group. The structure on Appendix 1 outlines the reporting hierarchy and proposed structure.

It is proposed to delete a post of Agricultural Assistant and the post of Chargehand Agricultural Assistant and establish 2 posts of Keeper.

It is further proposed to regrade the post of Chargehand Keeper in the Wildlife Centre to Manual Worker 4 to reflect the additional responsibilities.

It is further proposed to increase the establishment by 1 Keeper on MW3. This post is being funded from additional income into the Wildlife Centre.

Training will be provided in new skills to assist the integration of those individuals coming into the Wildlife Centre.

- 6.4 It is also proposed that in order to increase weekend cover all year, therefore, ensuring adequate resources at peak times for in visitor numbers and animal requirements and also for new work areas within the Wildlife Centre, that a new rota is implemented. The rota is outlined in Appendix IV.
- 6.5 In relation to the Agriculture, there will be a continuation of the incremental reduction in cattle over a two year period with only a minor presence currently at Riverside and within the Wildlife Centre. Clydesdale horse stocks will be maintained at 8. This will have the effect of reducing the agricultural activities requirement and there will be a re-focus on the Wildlife Centre activities and also the use of horses at Camperdown Country Park.
- 6.6 Implementation of these proposals should have the following benefits:-
- A large multi-skilled group will provide greater flexibility enabling the team to provide cover for all activities leading to a more consistent delivery of service.
 - Clearer line of command giving greater control of activities.
 - More time for the team to develop a bond with the animals reducing animal stress, development of “hands on” attractions and more visitor interaction opportunities, such as integrating the horses into the daily activities of the centre and carry out aesthetic improvements and improve the general appearance of the Centre.

The nature of the Keepers' duties do not allow quick replacement as the staff must be competent and skilled and, therefore, the larger pool of staff will assist in dealing with any situation such as holidays, sickness, etc.

7 **CONSULTATION**

- 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**

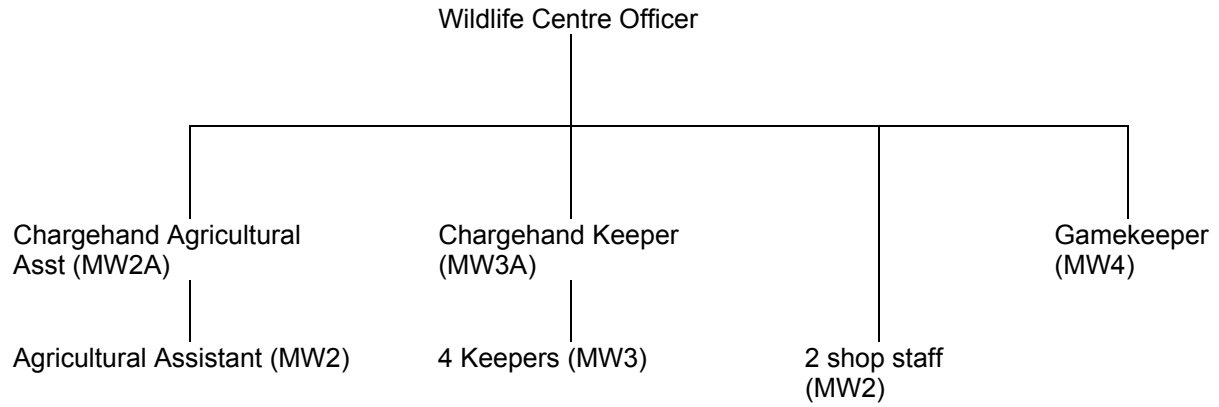
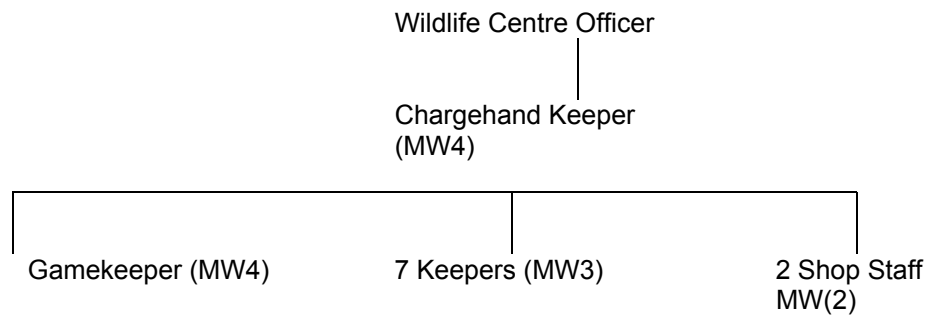
- 8.1 No background papers as defined by Section 50D of the Local Government Scotland Act 1973 other than any containing any confidential or exempt information (relied on to any material extent in preparing this report).

S. Grimmond
Director of Leisure and Arts

11 August 2003

J.C. Petrie
Assistant Chief Executive (Management)

11 August 2003

EXISTING AND PROPOSED STRUCTURE**Current Structure****Proposed Structure**

FINANCIAL IMPLICATIONS**CAMPERDOWN WILDLIFE CENTRE****CURRENT STRUCTURE**

Post Description	Grade	Salary	Employers Charges	Total Salary Costs
Wildlife Centre				
Chargehand	Grade 3A	16,174	3,396	19,570
Keeper	Grade 3	14,761	3,099	17,860
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Agriculture				
Chargehand	Grade 2A	17,055	3,582	20,637
Agriculture	Grade 2	15,512	3,257	18,769
Gamekeeper	Grade 4	16,555	3,477	20,032
Shop				
Shop Staff	Grade 2			10,056
Shop Staff	Grade 2			9,049
Overtime provision				8,000
Seasonal Staff				6,000
Total Current Costs				183,553

PROPOSED STRUCTURE

Post Description	Grade	Salary	Employers Charges	Total Salary Costs	
Chargehand	Grade 4A	17,055	3,582	20,637	
Keeper	Grade 3	14,761	3,099	17,860	
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Keeper	Grade 3	14,761	3,099	17,860	
Keeper	Grade 3	15,512	3,257	18,769	Preserved payment
Gamekeeper	Grade 4	16,555	3,477	20,032	
Shop Staff				10,056	
Shop Staff				9,049	
Additional Costs of Rota (ie Weekend Allowances)				2,400	
Overtime				9,500	
Seasonal Staff				6,000	
Total Proposed Cost				203,603	
Total Additional Cost				20,050	

Additional Costs of the rota are assumed to involve a 25% increase in weekend working.

Appendix III

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL**JOB DESCRIPTION – LEISURE AND ARTS DEPARTMENT****IDENTIFICATION**

Post Title:	Wildlife Centre Chargehand Keeper	Post Ref.:	
Section:	Country Parks	Grade:	MW4A
Responsible to:	Wildlife Centre Officer		
Responsible for:	Wildlife Centre Keepers		

JOB PURPOSE

Undertake a range of duties involved in the operation of the Wildlife Centre and the welfare of the animals both within the Centre and the agricultural stock.

PRINCIPAL WORKING CONTACTS

1. Wildlife Centre Officer
2. Other staff of the Department
3. General Public

MAIN DUTIES

1. The supervision and the allocation of work to the Wildlife Centre Keepers on a daily basis and the supervision of work experience/volunteers who may be in attendance at the Wildlife Centre.
2. Maintain the highest standards of animal welfare.
3. To check stock of and prepare food, maintaining the highest standard of hygiene within the feed rooms, enclosures and stock holding areas etc.
4. Basic record keeping of animals, including animal births, deaths and departures, illnesses loans etc.
5. Administer drugs to the animals under the supervision of the Vet, including the storage and recording of such drugs.
6. Comply with all Council Health and Safety and Emergency Procedures and guidelines, in accordance with the Zoo Licence.
7. Catching, handling a variety of animals, in accordance with Health and Safety Procedures.
8. Attend to enquiries from members of the public and assist at special events as required.

9. Maintain equipment and carry out minor repairs.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 12/08/03
Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION – LEISURE AND ARTS DEPARTMENT

IDENTIFICATION

Post Title:	Wildlife Centre Keeper	Post Ref.:	
Section:	Country Parks	Grade:	MW3
Responsible to:	Wildlife Centre Chargehand Keeper		
Responsible for:	Volunteers/Helpers		

JOB PURPOSE

Undertake a range of duties involved in the operation of the Wildlife Centre and the welfare of the animals both within the Centre and the agricultural stock.

PRINCIPAL WORKING CONTACTS

1. Wildlife Centre Chargehand
2. Other staff of the Department
3. General Public

MAIN DUTIES

1. Maintain the highest standards of animal welfare
2. To check stock of and prepare food, maintaining the highest standards of hygiene within the feed rooms, enclosures and stock holding areas etc.
3. Basic record keeping of animals, including animal births, deaths and departures, illnesses, loans etc.
4. Administer drugs to the animals under the supervision of the Vet, including the storage and recording of such drugs.
5. Comply with all Council Health and Safety and Emergency Procedures and guidelines, in accordance with the Zoo Licence.
6. Daily inspection and grooming of the agricultural stock.
7. Catching, handling a variety of animals, in accordance with Health and Safety Procedures.
8. Assist in tagging and marking etc of animals.
9. Fences, gates, enclosures etc checked daily to ensure there are no escapes.
10. Undertake basic horticultural tasks pruning, weeding, grass cutting etc.
11. Undertake cleaning duties, including toilets, paths/road sweeping, litter picking etc.

12. Assist in the supervision of work experience and volunteer staff.
13. Attend to enquiries from members of the public and assist at special events as required.
14. Maintain equipment and carry out minor repairs.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

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Appendix IV**ROTAS****8 Employees**

Shift	MON	TUE	WED	THU	FRI	SAT	SUN	HOURS
A	7.4	7.4	7.4	7.4	7.4	OFF	OFF	37
B	7.4	7.4	7.4	OFF	OFF	7.4	7.4	37
C	7.4	7.4	7.4	7.4	7.4	OFF	OFF	37
D	OFF	OFF	7.4	7.4	7.4	7.4	7.4	37
E	7.4	7.4	7.4	7.4	7.4	OFF	OFF	37
F	7.4	7.4	7.4	7.4	7.4	7.4	7.4	51.8
G	OFF	OFF	7.4	7.4	7.4	OFF	OFF	22.2
H	7.4	7.4	OFF	OFF	7.4	7.4	7.4	37
	44.4	44.4	51.8	44.4	51.8	29.6	29.6	296