

REPORT TO : PERSONNEL COMMITTEE, 17 JANUARY 2005

REPORT ON : SUPPORT SERVICES DEPARTMENT – ARCHITECTURAL SERVICES DIVISION – REVIEW OF STAFFING STRUCTURE

REPORT BY : CITY ARCHITECTURAL SERVICES OFFICER, DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES), ASSISTANCE CHIEF EXECUTIVE (MANAGEMENT)

REPORT NO: 59-2005

1.0 PURPOSE OF REPORT

- 1.1. To seek Committee approval to the proposed changes to the staffing structure of the Architectural Services Division.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that

- 2.1.1 The establishment of one post of Trainee Quantity Surveying Technician, graded Tech 1-3, £13,650-£19,029. This post will be held against an existing Quantity Surveying Technician post currently on the structure and which will be deleted.
- 2.1.2 Delete one Quantity Surveying Technician post and one Temporary Quantity Surveying Technician post.
- 2.1.3 The establishment of a further post of Temporary Architect graded AP5/PO8, £22,398-£30,060 for a period of 3 years. This post will be held against an existing vacant Architectural Technician post currently on the structure and which will be deleted.
- 2.1.4 The establishment of two posts of Trainee Architectural Technician graded Tech 1-3, £13,650-£19,029. These posts will be held against existing posts currently on the structure and which will be deleted.
- 2.1.5 The establishment of one post of Trainee Building Services Technician graded Tech 1-3, £13,650-£19,029. This post will be funded by the deletion of other posts detailed at 2.1.2.
- 2.1.6 The establishment of two Temporary Building Services Clerk of Works posts for a period of 3 years. Due to the increased workload these posts will be financed from increased fee income.
- 2.1.7 The establishment of four Temporary Project Manager posts for a period of 3 years, graded PO7/10, £29,313-£31,536. These posts will be held against existing posts currently on the structure.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The cost of these changes will result in a net increase of £4,207 in a full year.
- 3.2 This increase will be met from fees generated from an increased workload.

4.0 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 Resources are used efficiently and waste is minimised.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 The creation of Trainee posts will provide opportunities for the upskilling of local labour.

6.0 BACKGROUND

- 6.1 The Architectural Services Division was reviewed in January 2004 and it was agreed at that time that there were outstanding matters which had not been resolved during the normal consultation process and which would be reviewed over the next year.
- 6.2 This further review has now taken place through consultation with staff and Trade Union representatives.
- 6.3 The increased workload processed by the Division, especially in relation to Health and Safety, has highlighted the need for additional temporary staff over the next 3 year period.
- 6.4 The creation of Trainee posts, it is considered, will help to address the increasing shortage of skilled professionals working in the Building industry.
- 6.5 The creation of Project Managers addresses a need to establish these posts as part of the formal structure of the Division and to ensure that these posts are retained to ensure successful management of Council projects.
- 6.6 The Assistant Chief Executive (Management) and City Architectural Services Officer will review the structure of the Architects Section in relation to operating teams and the number of Principal Architects, Senior Architects and Senior Technicians and the grades of all Principals by end of March 2005.

7.0 CONSULTATION

- 7.1 The Chief Executive, Depute Chief Executive (Finance) and the Trade Unions have been consulted on the contents of this report.

8.0 BACKGROUND PAPERS

- 8.1 Report No. 648-2003, by the Depute Chief Executive (Support Services), City Architectural Services Officer and Assistant Chief Executive (Management), agreed by Committee in January 2004.

P McILQUHAM
DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES)

11 January 2005

J C PETRIE
ASSISTANT CHIEF EXECUTIVE (MANAGEMENT)

11 January 2005

J PORTER
CITY ARCHITECTURAL SERVICES OFFICER

11 January 2005

ARCHITECTURAL SERVICES DIVISION

PROPOSED STRUCTURE

