

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 12 January 2004

REPORT ON: Support Services Department - Architectural Services Division - Review of Staffing Structure

REPORT BY: City Architectural Services Officer, Depute Chief Executive (Support Services), Assistant Chief Executive (Management)

REPORT NO: 648-2003

1 PURPOSE OF REPORT

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

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee approve:

- 2.1.1 the establishment of a post of Building Services Engineering Manager graded SCP51-54, £36,951-£39,576;
- 2.1.2 the redesignation and regrading of 4 posts of Architect graded AP5/PO8, £22,398 - £30,060 to Senior Architect graded PO7/10, £29,313 - £31,536;
- 2.1.3 the redesignation and regrading of 5 posts of Quantity Surveyor graded AP5/PO8, £22,398 - £30,060 to Senior Quantity Surveyor graded PO7/10, £29,313 - £31,536;
- 2.1.4 the redesignation and regrading of 3 posts of Building Services Engineer graded AP5/PO8, £22,398 - £30,060 to Senior Building Services Engineer graded PO7/10, £29,313 - £31,536;
- 2.1.5 the redesignation and regrading of 6 posts of Architectural Technician graded T1/5, £13,650 - £24,396 to Senior Architectural Technician graded AP5/PO4, £22,398 - £27,015;
- 2.1.6 the redesignation and regrading of 4 posts of Quantity Surveying Technician graded T1/5, £13,650 - £24,396 to Senior Quantity Surveying Technician graded AP5/PO4, £22,398 - £27,015;
- 2.1.7 the redesignation and regrading of 3 posts of Building Service Engineering Technicians graded T1/5, £13,650 - £24,396 to Senior Building Service Engineering Technician graded AP5/PO4, £22,398 - £27,015;
- 2.1.8 the redesignation and regrading of the post of Senior Building Clerk of Works grade PO1/4, £24,888 - £27,015 to Principal Building Clerk of Works graded PO3/6, £26,250 - £28,578;

- 2.1.9 the redesignation and regrading of 2 posts of Building Clerk of Works graded T3/4, £16,866 - £21,736 to Senior Building Clerk of Works graded T3/5, £16,866 - £24,396;
- 2.1.10 the redesignation and regrading of 2 posts of Building Service Clerk of Works graded T3/4, £16,866 - £21,736 to Senior Building Service Clerk of Works graded T3/5, £16,866 - £24,396;
- 2.1.11 the redesignation and regrading of the Post of Secretary graded AP2 £15,582- £16,866 to Secretary/Co-ordinator graded AP3 £17,340-£19,029;
- 2.1.12 the establishment of 2 posts of Architect, currently funded on a temporary basis, graded AP5/PO8, £22,398 - £30,060; be established;
- 2.1.13 3 posts of Architectural Technicians graded T1/5, £13,650 - £24,396 currently funded on a temporary basis be established;
- 2.1.14 2 posts of Building Service Engineer graded AP5/PO8, £22,398 - £30,060, currently funded on a temporary basis, be established;
- 2.1.15 5 posts of Building Service Technicians graded T1/5, £13,896 - £24,396, currently funded on a temporary basis, be established;
- 2.1.16 4 posts of Building Service Clerk of Works graded T3/4, £16,866 - £21,732, currently funded on a temporary basis be established;
- 2.1.17 2 posts of Building Clerk of Works graded T3/4, £16,866 - £21,732, currently funded on a temporary basis be established.
- 2.1.18 the establishment of 3 posts of Architectural Technicians graded T1/5, £13,650 - £24,396 for a temporary period of 3 years;
- 2.1.19 the establishment of 2 posts of Building Services Engineers graded AP5/PO8, £22,398 - £30,060 for a temporary period of 3 years;
- 2.1.20 the establishment of one post of Building Services Clerk of Works graded T3/4, £16,866 - £21,732, for a temporary period of 3 years;
- 2.1.21 the establishment of a post of Building Clerk of Works graded T3/4, £16,866 - £21,732 for a temporary period of 3 years;
- 2.1.22 the establishment of a post of CAD Operator graded T2/4, £14,811 - £21,732 for a temporary period of 3 years;
- 2.1.23 the deletion of 2 posts of Clerical Assistant graded GS1/2, £10,068 - £13,416;
- 2.1.24 the deletion of the post of Senior Clerical Assistant graded GS3, £13,650 - £13,896;
- 2.1.25 the deletion of the post of Quantity Surveying Technician graded T1/5, £13,650 - £24,396;
- 2.1.26 the deletion of the post of Quantity Surveyor graded AP5/PO8, £22,398 - £30,060 upon the retirement of the current postholder and the subsequent establishment of a post of Quantity Surveying Technician graded T1/5, £13,650 - £24,396 at that time.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of these changes will result in a net saving of £35,672 in a full year.
- 3.2 This saving will be passed on to Service Department's Capital and Revenue Expenditure through the fees billed by the Architectural Services Division.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 Resources are used efficiently and waste is minimised.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 BACKGROUND

- 6.1 Since reorganisation in 1996 the annual workload of the Architectural Services Division has increased from approximately £30M at that date to £50M annually at present. The staffing establishment has only increased by 2 permanent posts however increasing numbers of staff have been employed on temporary contracts and agency staff have been used extensively.
- 6.2 The Division has had to adapt to the increasing number and diversity of projects which have included additional funding from the Scottish Executive for Education, Social Work and Housing, successful Lottery applications, projects funded through the Economic Development Company, Morgan Academy Rebuild (funded from insurance monies), Government legislation, through the Disability Discrimination Act 1999, Asbestos Regulations and high priority on Health and Safety. These have also had an impact on working procedures and responsibilities. Senior members of staff are required to undertake higher responsibilities and, consequently, more junior members of staff are required to carry out projects involving increased responsibility.
- 6.3 Despite these additional duties the Division has also ensured that service provision, standards of competence and best value have been addressed on an ongoing basis. The Division successfully completed its Best Value Review of Services in 1999/2000 and proved that the use of the in-house service provided savings to the Council of approximately £500K per year. Quality Procedures, Sustainability/Environmental procedures and Staff Welfare have been addressed by obtaining accreditation to ISO:9001, ISO14001 and Investors in People. The Division's achievements have also been recognised over the past four years by receiving 4 COSLA Awards, one National Award for Quality in Construction and one Association for Public Service Excellence (APSE) Award.
- 6.4 The Best Value Sub-Committee approved the report by the Directors of Corporate Planning and Personnel and Management Services in January 2003. This report recommended that the City Architectural Services Officer should review his Division's structure in relation to flexibility and vacant posts and report back to the Personnel Committee.
- 6.5 This review addresses these issues and proposes changes to the existing structure to accommodate these.

7 PROPOSED CHANGES

7.1 Proposed changes to the existing structure are as follows:-

- 7.1.1 A post of Building Services Engineering Manager, graded SCP51-54 be created due to the increased members of Service Engineers, Technicians and Clerk of Works and to reflect a similar structure to that of Architects and Quantity Surveyors Sections and the management responsibilities attached to the new post.
- 7.1.2 That 4 Architects, 5 Quantity Surveyors and 3 Engineers posts of the 28 qualified posts be re-designated Senior Architect, Senior Quantity Surveyor and Senior Engineer and regraded from AP5/PO8 to PO7/10 to reflect increased responsibilities. These posts would be advertised internally and filled from staff with appropriate qualifications and experience who are undertaking increased responsibilities.
- 7.1.3 That 6 Architectural Technicians, 4 Quantity Surveying Technicians and 3 Building Service Engineering Technicians posts of the 35 existing Technicians posts be redesignated Senior Architectural Technician, Senior Quantity Surveying Technician and Senior Building Service Engineering Technician and regraded from T1/5 to AP5/PO4 to reflect increased responsibilities. These posts would be advertised internally and filled from staff with appropriate experience who are undertaking increased responsibilities.
- 7.1.4 That the post of Senior Clerk of Works be re-designated Principal Clerk of Works and be regraded from PO1/4 to PO1/6 to reflect the management responsibilities attached to this post.
- 7.1.5 The 2 posts of Senior Building Clerk of Works and 2 posts of Senior Building Service Clerk of Works be established to reflect increased responsibility attached to these posts. These posts would be regraded from T3/4 to T3/5. These posts would be advertised internally and filled from existing staff in the Clerk of Works posts with the appropriate expertise. The resulting vacant posts would be deleted.
- 7.1.6 That the post of Secretary be re-designated Secretary/Co-ordinator and be regraded from AP2 to AP3 to reflect the increased responsibilities attached to this new post.
- 7.1.7 That 18 temporary posts, consisting of 2 Architects, 3 Architectural Technicians, 2 Building Service Engineers, 5 Building Service Technicians, 4 Building Service Clerk of Works and 2 Building Clerk of Works be established. These posts have been on extended temporary contracts ranging from 3-6 years and it is considered that the current, and projected workload, will sustain these additional permanent staff. This will reduce the number of temporary staff from 28 to 10. These posts will be advertised internally and filled from staff on existing temporary contracts.
- 7.1.8 That due to the recent increases in workload through additional Education provision, Social Work requirements and additional supervision on Housing projects additional temporary staff be employed for a 3 year period. These would consist of 3 Architectural Technicians, 2 Building Service Engineers, 1 Electrical Clerk of Works, 1 Building Clerk of works and 1 CAD Operator. These staff are currently employed through agencies and their costs are met from fees generated by the additional workload. This would increase the number of temporary staff to 18 but would allow continued flexibility within the structure as recommended by the Best Value Staffing Review. These posts would be advertised externally.

- 7.1.9 That vacant posts currently on the structure, consisting of 2 Clerical Assistants, 1 Senior Clerical Assistant and 1 Quantity Surveying Technician be deleted. This will address the recommendations of the Best Value Staffing Review.
- 7.1.10 A member of the Quantity Surveying Section will retire this year and it is proposed that a Quantity Surveyor's post, graded AP5/PO8 be deleted from the structure and a Quantity Surveying Technician's post, grade T1/5, be established. The ratio of qualified professional/qualified technical staff will change from 14:7 to 13:8.
- 7.1.11 The Assistant Chief Executive (Management) reviews the grades of Principal Architects, Principal Quantity Surveyors and Principal Building Services Engineers in the future once the full effect of the workload and staffing responsibilities is established.
- 7.1.12 Four members of staff - 2 Architects (AP5/PO8) and (P010) and 2 Quantity Surveyors (PO11-14) and (AP5/P08) are currently seconded to the PPP Scheme and this is likely to continue for some years.

8 CONSULTATION

- 8.1 The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and the trade unions have been consulted and are in agreement with the contents of this report.

9 BACKGROUND PAPERS

- 9.1 Report No. 98-2003 by the Director of Corporate Planning and Director of Personnel and Management Services, Best Value Review of Staffing Levels, agreed by the Best Value Sub Committee in January 2003.

P McIlquham
Depute Chief Executive (Support Services)

19 December 2003

J Porter
City Architectural Services Officer

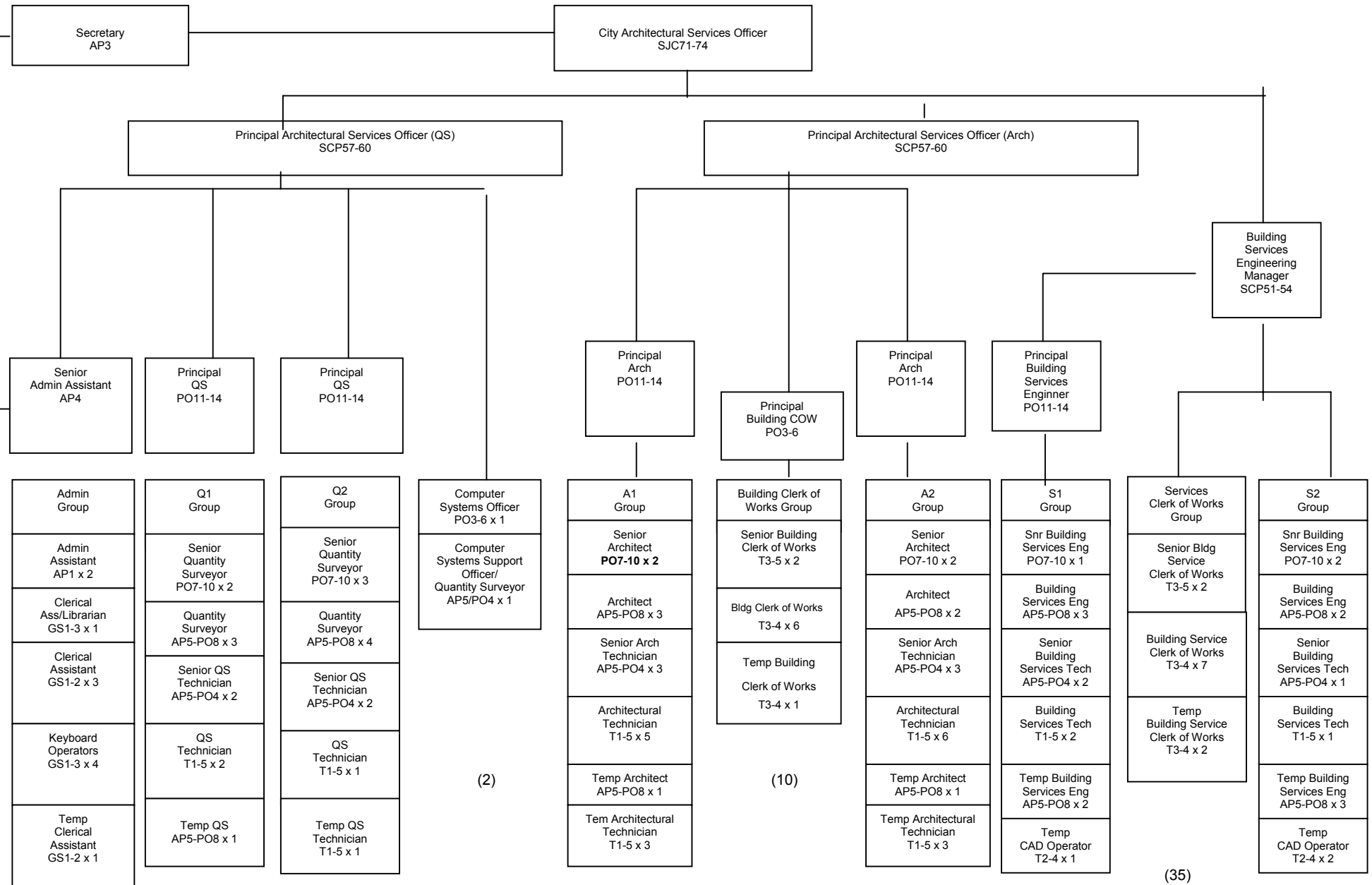
19 December 2003

J C Petrie
Assistant Chief Executive (Management)

19 December 2003

ARCHITECTURAL SERVICES DIVISION

PROPOSED STRUCTURE 2003



Architectural Services March 2003

