

REPORT

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| To: GENERAL PURPOSES COMMITTEE | | Subject: DEPARTMENT OF ADMINISTRATION: AREA OFFICES |
| From: DIRECTOR OF ADMINISTRATION | | |
| Date: 4 March 2004 | Ref: JAF/IL | |

1. **Purpose of Report**

1.1 The report recommends to the Committee the transfer of responsibility for the Area Offices at Council Chambers, Bron Way, Cumbernauld and Municipal Buildings, Kildonan Street, Coatbridge from the Department of Administration to, respectively, the Department of Housing and Property Services and the Department of Education.

2. **Background**

2.1 The Committee, at its meeting on 23 February 2003, approved a report by the Director of Administration on the structure of the Department of Administration. Included among the recommendations of that report were recommendations regarding the Area Office staff providing reception/support facilities at the Council Offices, Bron Way, Cumbernauld and the Municipal Buildings, Coatbridge.

2.2 The Department of Administration has, since the inception of the Council, had responsibility for those staff but, with the formalisation of liaison arrangements with the main occupying departments within those buildings - allied to the development of the network of First Stop Shops - the report identified that it was appropriate that responsibility for these units in relation to the major building users be reviewed. The report identified, also that, having regard to the free-standing status of those units, the staffing complement had been enhanced beyond that of the equivalent unit within the Civic Centre, Motherwell and recommended that the possibility be investigated, in liaison with the appropriate departments, of the transfer of those units - with a staffing complement in line with that of the Motherwell unit - to the major occupying departments in each location.

3. **Proposals**

3.1 With regard to the Municipal Buildings, Kildonan Street, Coatbridge, the Department of Education currently has responsibility for security and, after discussion, it has been agreed that the Department of Education assume responsibility for the Area Office unit which includes, in addition to the provision of reception and telephone facilities, the operation of the Reprographics Unit located within the Municipal Buildings, Coatbridge. It is accordingly proposed that the following posts together with the relevant budgetary provisions be transferred from the Department of Administration to the Department of Education.

Administrative Assistant – AP1
 Clerical Officer – GS2 (2 posts)
 Clerical Assistant – GS1

3.2 With regard to the Council Offices in Bron Way, Cumbernauld, while the major occupying department is, currently, the Department of Planning and Environment, accommodation proposals envisage that, in the near future, that department will vacate the building and the accommodation will, thereafter, be occupied by the Department of Social Work. The Department of Housing and Property Services has, however, proposed that the responsibility for the unit be transferred to the Department of Housing and Property Services. The basis of that request is that the Department of Social Work, in occupying the building, will have its own reception staff which will make it possible to transfer the current unit to provide reception and switchboard facilities from the adjoining premises in Fleming House. After consultation with the Departments of Planning and Environment and Social Work this has been agreed. It is, accordingly, proposed to transfer responsibility for the Area Office unit in Cumbernauld from the Department of Administration to the Department of Housing and Property Services together with the relevant budgets and the posts as undernoted.

Administrative Officer – AP1
Clerical Officer – GS2
Clerical Assistant – GS1

3.3 It is recommended, also, that the posts of Administrative Officer in each location be deleted. In each instance the post holder has been offered transfer to an equivalent post but has elected to leave the service of the Council.

4. Recommendation

4.1 It is recommended that the Committee approve the foregoing proposals and remit them, for consideration, to the Policy and Resources (Finance) and (Personnel) Sub-Committees.



Director of Administration

Members seeking further information on the contents of this report are asked to contact John Fleming, Head of Central Services on Extension 2228.