

To: CORPORATE SERVICES COMMITTEE		Subject: DESIGN SERVICES – REVIEW OF STAFF STRUCTURE
From: HEAD OF DESIGN SERVICES		
Date: 19 August 2009	Ref: CC/JC	

1.0 PURPOSE

- 1.01 The purpose of this Report is to seek Committee approval to implement the staff structure review as detailed herewith, in respect of Design Services that forms part of Corporate Services.

2.0 BACKGROUND

- 2.01 A revised staffing structure within the Design Division was implemented in 2007, to reflect the new Service groupings established with the introduction of Service and People First.
- 2.02 There is a requirement at this time to further review the staffing requirements to take account of the following:-
- A changing workload of the Division to reflect future Capital Works
 - The revised procurement methods now established for Housing Capital Works with the intention to develop these for General Services
 - The established procurement methods for Schools and Centres 21 and the New House Building Programme, that will essentially be undertaken on a design and build basis by the Framework Contractors.
- 2.03 This review concentrates on the design function primarily, the provision of architectural, quantity surveying and engineering services, that is funded from income generation based on professional fees recharged to the Services.

3.0 REPORT

3.01 Staff Structure Review

This review focuses on the staffing requirements regarding the Division's responsibility for the implementation of building construction works for all the Service groupings particularly on the architectural, surveying, engineering and site supervision requirements.

- 3.02 There has been a drive within the construction industry to engage with the "building contractor" during the design phase on major new build and refurbishment projects. An integrated design team consisting of the building contractor and all of the associated disciplines provides an opportunity to deliver buildability into the design process with associated efficiencies and economies.

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- 3.03 This process has been developed for the Schools & Centres 21 Programme and the New House Building Programme, with the establishment of Framework Agreements with a number of building contractors who will develop the design solutions and progress the construction works to completion on site. The Framework Agreements enable the Council to award contracts for major new build and refurbishment projects in a structured way following a competitive process that will deliver cost and programme certainty.
- 3.04 With the implementation of these procurement methods, the role of Design Services has changed to become more of a Technical Advisor to develop the employer requirements and to manage the Framework Agreements both pre and post contract. As a consequence, the level of architectural and civil/structural engineering input is reduced whereas the requirements for project management and site supervision will be increased significantly for the duration of these programmes.
- 3.05 The greatest impact the Framework Agreements will have on the Design Division will be at the post contract stage, to ensure robust change/budgetary control measures are in place to ensure fixed programme and costs are delivered and that the employer requirements are met both in terms of the design solution and quality of finish. As a consequence of this, it is proposed to create a new post of Group Manager (NLC14) and 5 new posts of Clerk of Works (NLC8).
- 3.06 To reflect the decreasing workload relative to architectural civil/structural engineering, it is proposed to delete the post of Group Manager (Engineer) (NLC14), Team Leader (Engineer) (NLC12), 2 posts of Engineer (NLC9-11) and 1 post of Assistant Engineer (NLC6-10). In architectural terms delete 2 posts of Architect (NLC9-11) one post of Senior Technician (NLC6-10) and one Technician post (NLC6-10).
- 3.07 In this review, cognisance has also been taken of the accelerated Capital Programmes for 2009/10 and 2010/11 with an anticipated reduction in workload beyond that date, and other factors associated with workforce planning over that period.
- 3.08 The proposal set out above will result in the overall reduction in the Department Establishment of 3 posts and a saving of £185,491 on the staffing budget. For the purposes of comparison, the maximum spinal points have been used for both current and proposed grades in determining the overall financial position. A summary of the changes are detailed below:-

Additions		Grade	SCP	Salary	Salary X Nos	NI/Sup	Sum	TOTALS
1	Group Manager	NLC14	51	£43,437	£43,437	£10,859	£54,296	
5	Clerk of Works	NLC8	31	£26,331	£131,655	£32,914	£164,569	
								£218,865
Deletions								
1	Group Manager	NLC14	51	£43,437	£43,437	£10,859	£54,296	
1	Team Leader	NLC12	45	£37,905	£37,905	£9,476	£47,381	
1	Assistant (ENG)	NLC6-10	40	£33,594	£33,594	£8,399	£41,993	
2	Engineer	NLC9-11	42	£35,340	£70,680	£17,670	£88,350	
2	Architect	NLC9-11	42	£35,340	£70,680	£17,670	£88,350	
1	Snr Technician	NLC6-10	40	£33,594	£33,594	£8,399	£41,993	
1	Technician	NLC6-10	40	£33,594	£33,594	£8,399	£41,993	
								-£404,356
								-£185,491

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The current and proposed staff structure are attached in Appendices 1 and 2.

4.0 CORPORATE CONSIDERATIONS

4.01 The proposals contained within this Report have been the subject of consultation with Human Resources and the appropriate trade union representation, prior to submission to Committee.

5.0 IMPLEMENTATION

5.01 It will be necessary to create a mechanism to deal with assimilating existing employees into the new structure. In accordance with the Council's policy and procedures and following consultation with the trade union and the Head of Human Resources, posts will be filled firstly by matching and restricted competitive interviews.

5.02 One off costs will be incurred in order to implement these proposals, the exact cost will be known when implementation is complete and will be subject of separate consideration by the Early Retirement Sub-Committee. It is estimated that these costs will be approximately (£146,000).

6.00 RECOMMENDATION

6.01 It is recommended that:-

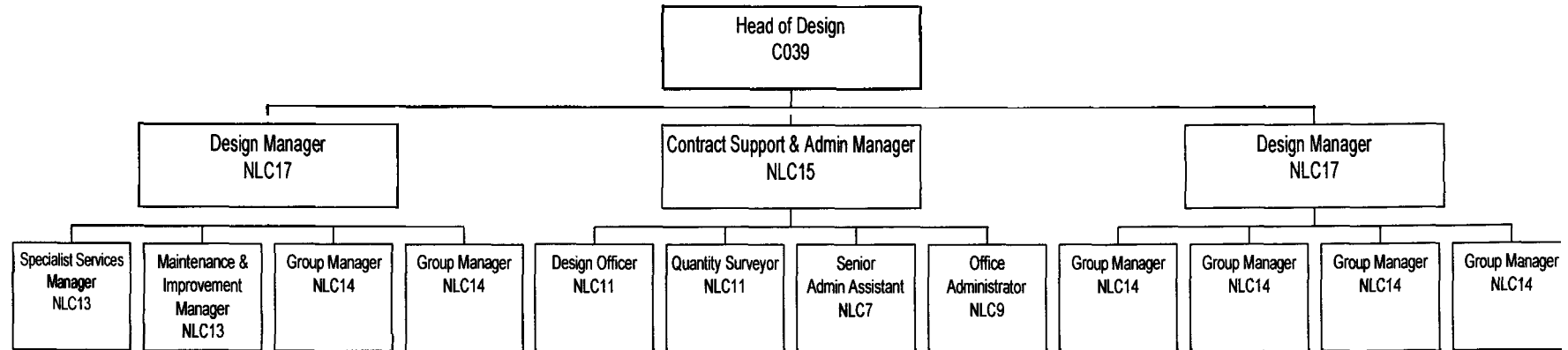
- The staff structure changes detailed within the Report, relevant to Design Services be approved.
- That the revised staffing levels with an annual saving of £185,491 be noted.
- The Report be referred to the Policy and Resources (Human Resources) Sub-Committee for consideration.


Head of Design Services

Members seeking further information on the contents of this Report are asked to contact Campbell Crawford, Head of Design Services on 011698 504001.

DESIGN SERVICES - CURRENT STRUCTURE

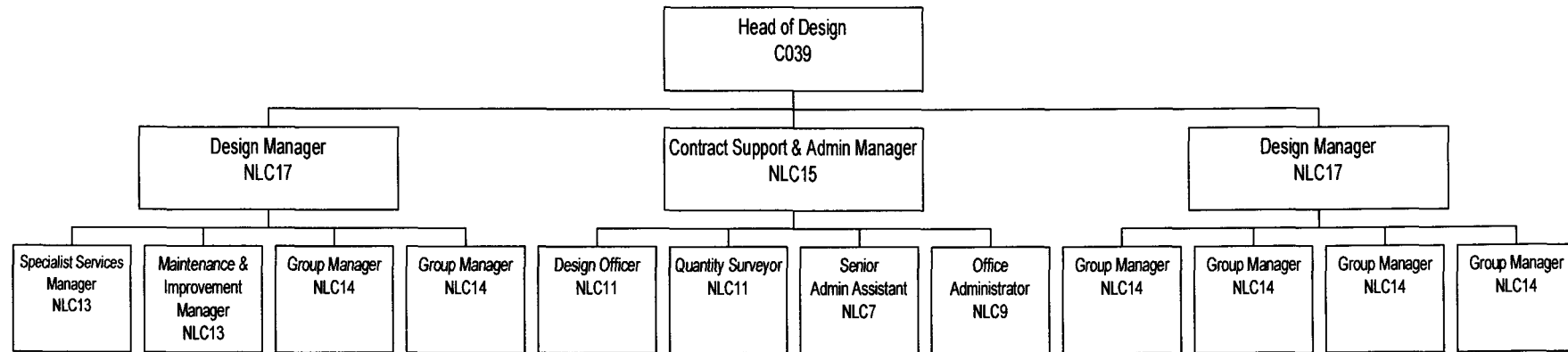
Appendix 1



Head of Design Services	1	Architectural Assistants	2	Clerk of Works	22
Design Managers	2	Graduate Architects	3	Senior Maintenance & Improvement Officers	3
Contract Support & Admin Manager	1	Building Surveyors	3	Maintenance & Improvement Support Officers	2
Group Managers	6	Engineers	2	Maintenance & Improvement Officers	16
Maintenance & Improvement Manager	1	Assistant Engineer	1	Specialist Services Support Officer	1
Specialist Services Manager	1	Quantity Surveyors	13	Senior Health & Safety Officer	1
Team Leaders	13	Senior Technicians	7	Design Officer	1
Architects	8	Technicians	14	Administration	14
Assistant Architects	2	Senior Clerk of Works	3	Modern Apprentices	8
				TOTAL	151

DESIGN SERVICES - PROPOSED STRUCTURE

Appendix 2



Head of Design Services	1	Architectural Assistants	2	Clerk of Works	27
Design Managers	2	Graduate / Architects	3	Senior Maintenance & Improvement Officers	3
Contract Support & Admin Manager	1	Building Surveyors	3	Maintenance & Improvement Support Officers	2
Group Managers	6	Engineers	0	Maintenance & Improvement Officers	16
Maintenance & Improvement Manager	1	Assistant Engineer	0	Specialist Services Support Officer	1
Specialist Services Manager	1	Quantity Surveyors	13	Senior Health & Safety Officer	1
Team Leaders	12	Senior Technicians	6	Design Officer	1
Architects	6	Technicians	13	Administration	14
Assistant Architects	2	Senior Clerk of Works	3	Modern Apprentices	8
				TOTAL	148