

## ABERDEEN CITY COUNCIL

---

COMMITTEE	Finance and Resources
DATE	17 June 2010
LEAD OFFICER	Chief Executive
TITLE OF REPORT	Office of Chief Executive Staffing Structure
REPORT NUMBER:	OCE/10/012

---

### 1. PURPOSE OF REPORT

The report seeks the Committee's approval for a change to the third tier of the Office of Chief Executive (OCE) staffing structure.

### 2. RECOMMENDATIONS

That the Committee agrees:-

- i) the disestablishment of the post of Personal Assistant to the Chief Executive and the establishment of the post of Business Manager;
- ii) that delegated authority be provided to the Chief Executive to implement further structural changes below third tier level within the Office of Chief Executive in accordance with Council policies and procedures relating to staff and trades unions consultation.

### 3. FINANCIAL IMPLICATIONS

The 2010/2011 revenue budget for the OCE was reduced by £84,000 through the deletion of vacant posts. The costs of the proposed post of Business Manager and any other structural change to be effected for the OCE will be met from within the existing budget allocation for the service.

### 4. SERVICE & COMMUNITY IMPACT

The proposed post of Business Manager will assist the OCE to discharge its role in the delivery of the Council's policy priorities.

### 5. OTHER IMPLICATIONS

The proposal for the establishment of the post of Business Manager has been developed in discussion with colleagues in Human Resources and Organisational Development. Trades Union colleagues have been informed of the proposal.

### 6. REPORT

The work of the OCE can be divided into four key areas of activity as follows:-

- i) civic administration (including the Lord Provost's office and the work of the Lord Lieutenancy)
- ii) elections
- iii) communications (both internal and external)
- iv) business management supporting the Chief Executive

Including the Chief Executive and the Head of Service the OCE currently comprises a total of 25 posts. At third tier level and reporting to the Head of Service, the Team Manager (Civic Administration) post is responsible for the civic administration and elections functions, while the Communications Manager post is responsible for the internal and external communications functions.

This report proposes the disestablishment of the post of Personal Assistant to the Chief Executive and the establishment of the post of Business Manager to lead on the fourth key area of activity set out above. The Chief Executive's current Personal Assistant leaves the Council in July under the terms of the Council's voluntary severance/early retirement scheme.

The new third tier post will work closely with the Chief Executive and the Head of Service to provide efficient, effective and flexible business management functions and activities for the OCE and the postholder will maintain a thorough understanding and appreciation of the role and responsibilities of the Chief Executive and the key drivers and influences at play as the OCE delivers against its priorities.

The post's key tasks will include:-

- i) providing personal support to the Chief Executive;
- ii) ensuring workflow arrangements and administration processes within the OCE are as effective and efficient as possible;
- iii) ensuring that all necessary policies and procedures are in place within the OCE and are regularly monitored;
- iv) managing all resources allocated to the business management function of the OCE; and
- v) ensuring that the business management functions of the OCE dovetail with those of other services including in particular those of the Corporate Governance Directorate.

Colleagues within Human Resources and Organisational Development are currently finalising the job evaluation assessment of the post of Business Manager. The costs of the post will be met from within the existing OCE budget allocation and the disestablishment of the post of Personal Assistant to the Chief Executive.

Within the context of the work currently underway on priority based budgeting and the establishment of the Council's costed five-year business plan, the Head of Service, will work closely with colleagues within the service over the coming months to bring forward proposals for further changes where required to the staffing structure below third tier level within OCE.

The Committee is requested to agree:-

- i) the disestablishment of the post of Personal Assistant to the Chief Executive and the establishment of the post of Business Manager;
- ii) that delegated authority be provided to the Chief Executive to implement further structural changes below third tier level within the Office of Chief Executive in accordance with Council policies and procedures relating to staff and trades unions consultation.

#### 7. REPORT AUTHOR DETAILS

Ciaran Monaghan  
Head of Service, Office of Chief Executive  
[cmonaghan@aberdeencity.gov.uk](mailto:cmonaghan@aberdeencity.gov.uk)  
(01224) 522293

#### 8. BACKGROUND PAPERS

None