

Report by Executive Director, Economy, Neighbourhood and Environment to South Ayrshire Council of 13 February 2014

Subject: Structure Alterations within Property Maintenance

1. Purpose of Report

- 1.1 The purpose of this report is to request Council approval for new structures within services within Property Maintenance.

2. Recommendations

2.1 Council is asked to approve:

- **New structure within Property Maintenance, noting that numbers of FTE will reduce by 4 and that savings of £116,805 are estimated to result.**

3. Background

- 3.1 The impetus for the structural changes proposed in Property Maintenance come from three sources. Firstly the inclusion of housing inspection staff within the team, following Raising Our Ambitions restructuring and secondly the continuing implementation of improvements in the operation following the Council decision to keep the operation in house, but to require improvements in efficiency. Thirdly, there has been a reduction in craft operative posts of 21 since July 2012 and this has meant a review of the operating model to support these reductions. This restructuring focuses therefore on supervisory, inspection and administrative and management staff.

4. Proposals

4.1 Property Maintenance

Proposed structure is attached at [Appendix 1](#) and the previous structure is attached at [Appendix 2](#) for comparison. Details of the impact of these changes is attached as [appendix 3](#). The restructure is seeking to:

- Flatten the structure and ensure that management posts are in line with what is required in light of the need to (1) improve operations; (2) the move to non-trading status and (3) the reduction in craft operative positions.
- Review administration posts to bring the posts in line with current practice and what is required in future.
- Bring together Housing Officers and Property Officers' posts to streamline inspection work and to create a small unit which can handle external contract work, so that Property maintenance becomes a one-stop shop for getting repairs and maintenance work done. This also allows consideration of whether in-house or outsourced work offers better value for Housing and for General Services works.

The proposals give a net reduction of four posts, from 44.6 in the current structure to 40.6 in the proposed structure. They are summarised as follows:

- Creation of a new named generic post of Maintenance Officer covering existing Housing Officers & Property Officers x 8. Bringing these groups together will allow us to create a small team to manage external contract works in addition to those done in house.
- Creation of the post of Heating Supervisor to deal with all aspects of heating in both domestic properties and public buildings linked to deletion of a post of Heating Engineer. This change reflects the need for supervision and direction in this critical function.
- Removal of one post of Heating Engineer reducing from 4 posts to 3. There is currently a vacancy which will be deleted,
- Removal of Principal Estimator post and creation of a new post of Estimator/Quantity Surveyor with a more flexible remit,
- Remove Team Leader (support) post and create an Office Supervisor post. The duties of the Team Leader post will be split between the Office Supervisor and the Service Co-ordinator posts,
- Remove Operations Co-ordinator post and designation of an existing Team Leader post as Service Co-ordinator. This flattens the structure and reflects current practice which is working well,
- Review and re-evaluation of posts within administration section and management to reflect the requirements of this service going forward,
- A reduction in multi-trade supervisors from 10 to 8. This will reflect current workforce and areas of responsibility.

The overall position is one of a reduction of 4 posts. The changes above will delete 4 posts from the new structure and we would anticipate being able to accommodate those via VS/VER or redeployment within Property Maintenance. There are 4 vacant posts within the new structure which we anticipate will be filled by existing employees at Property Maintenance

5. Resource Implications

5.1 Financial

In Property Maintenance, the proposals will reduce employee budgets by approximately £117,000.

Costs of VS/VER or redundancy are not included and will be drawn from the Central Fund

5.2 Legal

There are no legal implications arising from these proposals.

5.3 Human Resources

New or altered posts have been subject to job evaluation.

The Property Maintenance restructure will result in a reduction of 4 FTE. This will be managed through the Managing Change Policy.

6. Risk

Risk of not approving the proposals is that the revenue savings associated with these changes will not be realised in full during 14-15 and that improvements in service itemised above will not be achieved as fully or as quickly as would otherwise happen.

Risk of approving the proposals - It is possible that not all reductions in posts will be achieved via voluntary means. The Managing Change policy will apply.

7. Equalities

This report is not proposing new services, policies, strategies, or plans (or significant changes to or reviews of them). It does not propose decisions about budgets, including budget cuts or service reductions. This report has been assessed for equalities impacts. The Equality Impact Assessment is attached as Appendix four.

8. Sustainable Development Implications

This Report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

9. Options Appraisal

Structure options for Property Maintenance were considered exhaustively. The proposals are considered to the best to achieve the needs of the services in the future.

10. Link to Improvement Priorities

This work links to the Aim - *Our public services are efficient, forward-looking and ambitious reflecting the views of our stakeholders*; specifically, *Ensure the Council makes best use of its key resources to deliver its strategic objectives*

11. Results of Consultation

Consultation has taken place with trade unions, employees and relevant portfolio holders.

Background Papers None

Person to Contact Lesley Bloomer, Executive Director – Economy, Neighbourhood and Environment, County Buildings, Wellington Square, Ayr. Tel No. 01292 612182 – e-mail lesley.bloomer@south-ayrshire.gov.uk.

William Andrew, Property Maintenance & Repairs Manager, McCall's Avenue, Ayr. Tel No. 01292 612899 – e-mail william.andrew@south-ayrshire.gov.uk