

South Ayrshire Council

**Report by Director – Place
to Leadership Panel
of 11 June 2019**

**Subject: Asset Management and Community Asset Transfer -
Proposed Staffing Structure Changes**

1. Purpose

- 1.1 The purpose of this report is to seek approval to amend the current Asset Management and Community Asset Transfer staffing structure.

2. Recommendation

- 2.1 It is recommended that the Panel approves the revised staffing and structural arrangements as outlined in the attached Appendices.

3. Background

- 3.1 The Council approved an overall savings target of £147,507 for the Asset Management and Community Asset Transfer service on 28 February 2019.

4. Proposals

- 4.1 A revised structure has been developed reflecting the drive to deliver a more efficient service in terms of staffing structure proposed, resulting in savings to the organisation and in accordance with the Council's strategic priorities. A summary of the proposed changes is provided in Appendix 1; the proposed structure in Appendix 2; and the current structure in Appendix 3.
- 4.2 The proposed changes to the current structure will result in a saving of £137,530. The total number of staff within the Asset Management and Community Asset Transfer service has been reduced from 26.5 FTE to 22.7 FTE.
- 4.3 In addition, the £10,000 allocated to furniture costs within the Asset Management and Community Asset Transfer budget has further been identified as a saving, resulting in an overall combined saving of £147,530.
- 4.4 A summary of the proposed changes is provided below:
- 4.4.1 The current Property and CRA teams will become an integrated team with Property Officers taking on responsibility for the entire property, including minor property repairs and compliance works.

- 4.4.2 An additional Energy post has been created to reflect the increasing focus on this area as a priority for the Council and as detailed within the draft Sustainable Development and Climate Change Strategy. This role will be key in delivering a programme of work aimed at increasing energy efficient practises across the organisation.
- 4.4.3 A Project Officer post has been created as there is now a requirement to manage the Bereavement Services capital programme, as well as other projects, within the overall Capital Programme. A budget of £5,951,065 for improving cemetery infrastructure from 2019/20 to 2025/26 has previously been approved.
- 4.4.4 A Property Systems Officer post has been created as there is an increasing requirement to manage the workflow of property compliance projects which are passed on to Property Maintenance as well as external contractors.
- 4.4.5 A Senior Officer (Estates) post has been created to reflect the work required to undertake Asset Valuations and Rating Valuations which requires a qualified RICS accredited Valuer.
- 4.4.6 The number of Asset Officer (Data) posts has reduced to one FTE, reflecting the investment in the Technology Forge system with the asset management modules now live.
- 4.4.7 Around 40% of the Equalities Act budget has been removed and the remainder of the programme will now be managed by Professional Design Services who carry out the majority of work within the Capital Programme. The number of Asset Officer (Operational) has been reduced accordingly to one FTE.

5. Legal and Procurement Implications

- 5.1 There are no legal implications arising from this report.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 The savings target of £147,530 for financial year 2019-20 for the Asset Management and Community Asset Transfer service will be achieved. These savings have already been incorporated in the budgets approved for financial year 2019/20.

7. Human Resources Implications

- 7.1 The total number of staff within the Asset Management and Community Asset Transfer service will reduce from 26.5 FTE to 22.7 FTE.
- 7.2 The terms of the Council's Managing Change policy will apply, as appropriate, including the redeployment of displaced employees to suitable alternative jobs. However, it should be noted that employees can refuse such an offer if the alternative job is deemed to be 'unsuitable' and if this refusal is reasonable.

7.3 Every effort will be made to maximise employment opportunities, safeguard jobs and minimise any compulsory displacement of staff and as part of this process, expressions of interest have been sought for voluntary severance in areas where there is potential staff displacement.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 Risks involved in re-structuring and reducing headcount will be managed in accordance with the guidelines contained within the SAC Framework for Managing Workforce Change.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 There is a risk that the savings target approved on 28 February 2019 will not be achieved.

9. Equalities

9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process and there are no significant equality impacts of agreeing the recommendations. A copy of the Equalities Scoping Assessment is attached as Appendix 4.

10. Sustainable Development Implications

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - 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.

11. Options Appraisal

11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

12. Link to Council Plan

12.1 The matters referred to in this report contribute to the Council strategic objective of 'increase the profile and reputation of South Ayrshire Council' and within that to the outcome 'Improve trust and confidence in the Council and increase customer satisfaction with services'.

13. Results of Consultation

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Peter Henderson, Portfolio Holder for Resources and Performance, and the contents of this report reflect any feedback provided.

13.3 Consultation has taken place with Trade Unions and the contents of this report reflect any feedback provided. Consultation has also taken place with all staff affected within the service areas through a series of group meetings. Feedback

from these meetings has been incorporated and reflected in the final proposals presented in this report.

14. Next Steps for Decision Tracking Purpose

- 14.1 If the recommendations above are approved by Members, the Director – Place will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Implement the proposed structural changes to the Asset Management and Community Asset Transfer team	30 August 2019	Service Lead - Asset Management and Community Asset Transfer

Background Papers **None**

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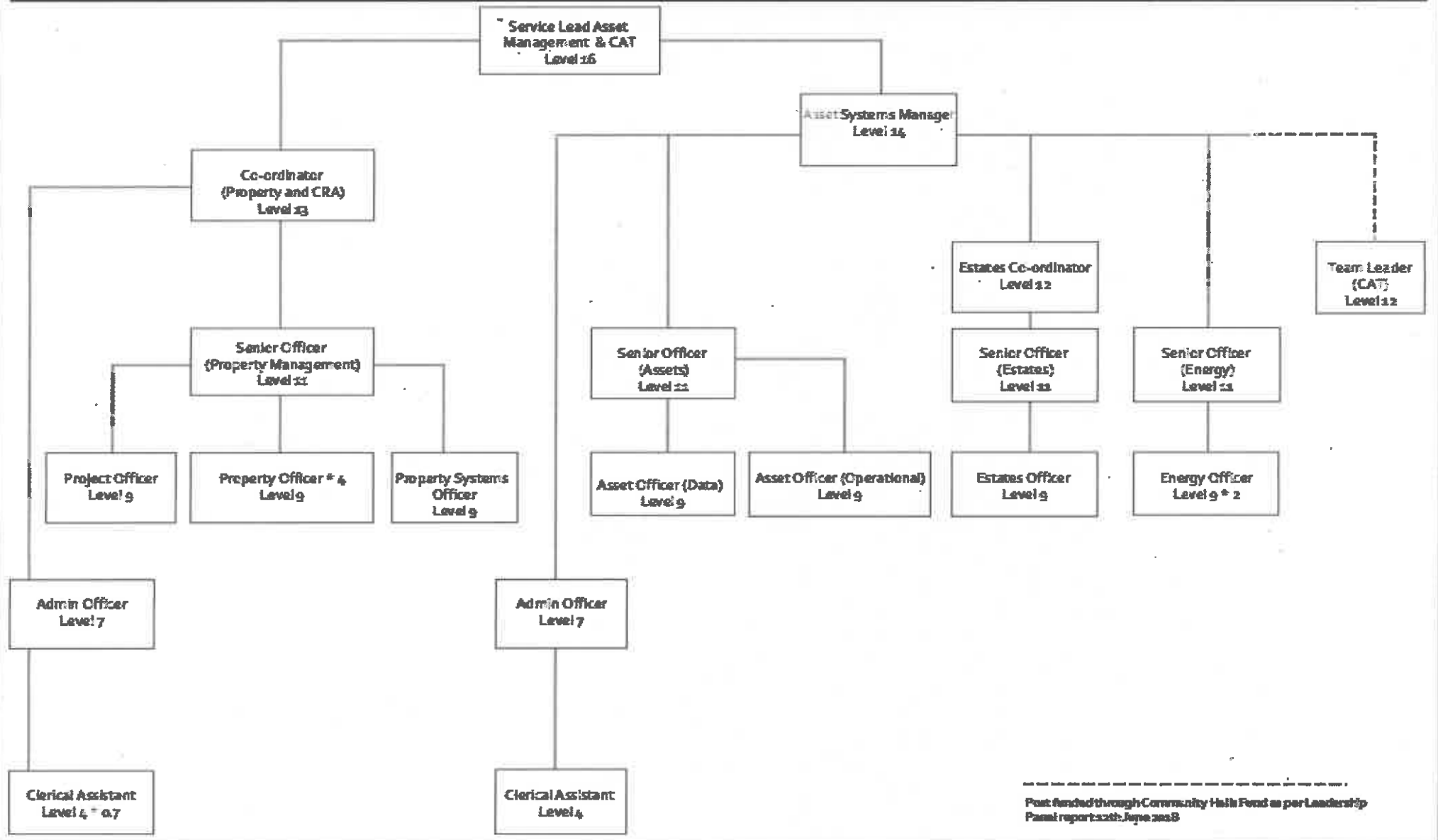
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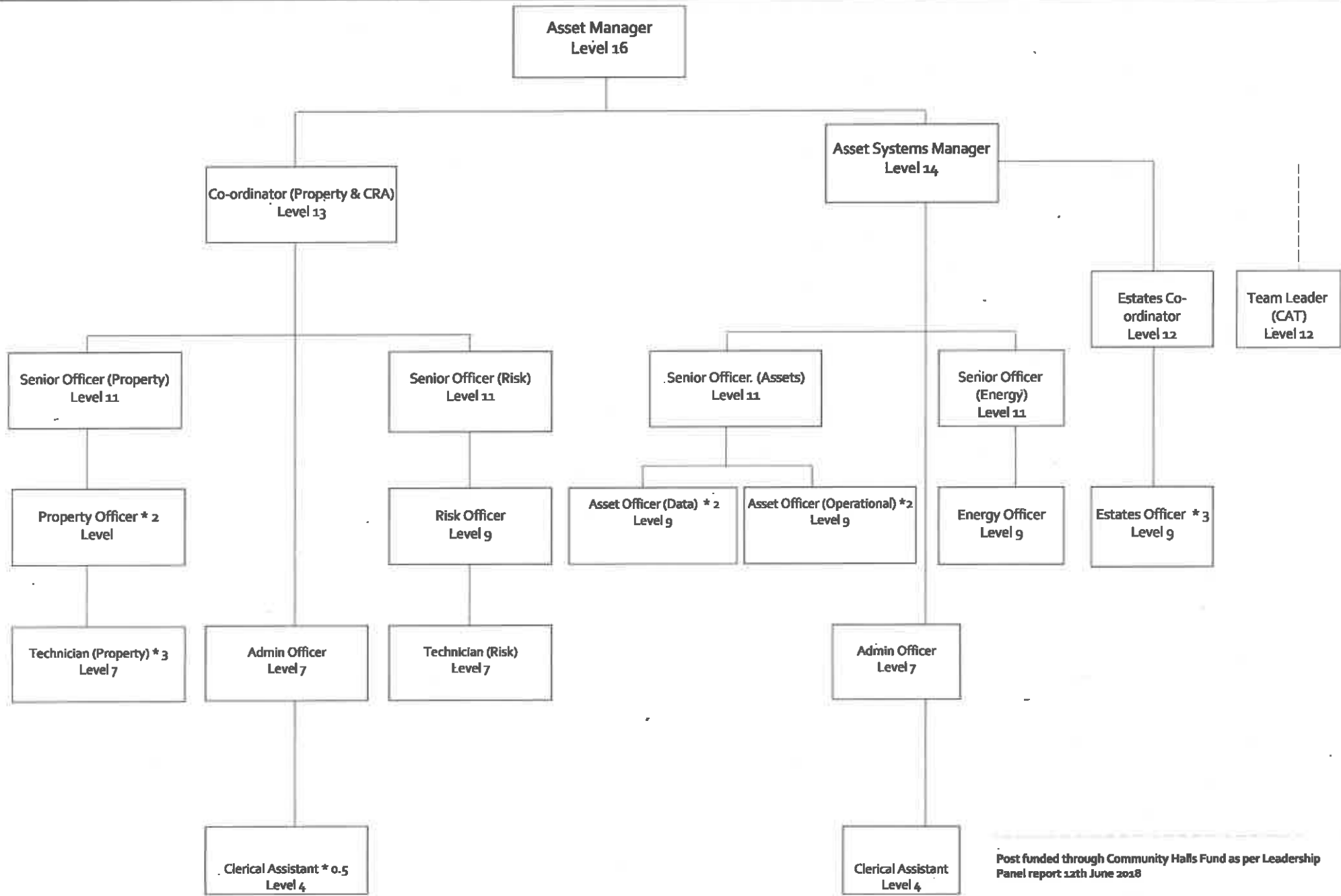
Asset Management & Community Asset Transfer Structure Review 2019

Appendix 1

Current Structure					Proposed Structure				
Level	Current Job Title	Post Status	FTE	Salary (Including on-costs)	Level	Proposed Job Title	Post Status	FTE	Salary (Including on-costs)
16	Service Lead	No Change	1	£78,292.00	16	Service Lead	No Change	1	£78,292.00
14	Asset Systems Manager	No Change	1	£68,336.00	14	Asset Systems Manager	No Change	1	£68,336.00
13	Co-ordinator (Property & CRA)	No Change	1	£61,498.00	13	Co-ordinator (Property & CRA)	No Change	1	£61,498.00
12	Team Leader (CAT)	No Change	1	£58,708.00	12	Team Leader (CAT)	No Change	1	£58,708.00
12	Estates Co-ordinator	No Change	1	£58,708.00	12	Estates Co-ordinator	No Change	1	£58,708.00
11	Senior Officer (Property)	Post Deleted	1	£54,442.00					
11	Senior Officer (Risk)	Post Deleted	1	£54,442.00					
					11	Senior Officer (Property Management)	New Post	1	£54,442.00
11	Senior Officer (Assets)	No Change	1	£54,442.00	11	Senior Officer (Assets)	No Change	1	£54,442.00
11	Senior Officer (Energy)	No Change	1	£54,442.00	11	Senior Officer (Energy)	No Change	1	£54,442.00
					11	Senior Officer (Estates)	New Post	1	£54,442.00
9	Property Officer	Increase in posts	2	£90,668.00	9	Property Officer	Increase in posts	4	£181,336.00
9	Risk Officer	Post Deleted	1	£45,334.00					
					9	Projects Officer	New Post	1	£45,334.00
					9	Property Systems Officer	New Post	1	£45,334.00
9	Asset Officer (Data)	1 Post Deleted	2	£90,668.00	9	Asset Officer (Data)	Reduction in posts	1	£45,334.00
9	Asset Officer (Operational)	1 Post Deleted	2	£90,668.00	9	Asset Officer (Operational)	Reduction in posts	1	£45,334.00
9	Energy Officer	1 Additional Post	1	£45,334.00	9	Energy Officer	Increase in posts	2	£90,668.00
9	Estates Officer	2 Posts Deleted	3	£136,002.00	9	Estates Officer	Reduction in posts	1	£45,334.00
7	Technician (Risk)	Post Deleted	1	£35,557.00					
7	Technician (Property)	3 Posts Deleted	3	£106,671.00					
7	Admin Officer	No Change	2	£71,114.00	7	Admin Officer	No Change	2	£71,114.00
4	Clerical Assistant	No Change	1.5	£35,238.00	4	Clerical Assistant	Increase in posts	1.7	£39,936.40
		TOTAL FTE	27.5	£1,290,564			TOTAL FTE	23.7	£1,153,034

Difference **3.8** **£137,530**





1. Proposal details

Proposal Title Asset Management and Community Asset Transfer - Proposed Staffing Structure Changes	Lead Officer Tom Burns
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2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this proposal? Please indicate whether these would be positive or negative impacts

Community, Groups of People or Themes	Negative Impacts	Positive Impacts
The whole community of South Ayrshire	No	No
People from different racial groups, ethnic or national origin.	No	No
Women and/ or men (boys and girls)	No	No
People with disabilities	No	No
People from particular age groups for example Older people, children and young people	No	No
Lesbian, gay, bisexual and heterosexual people	No	No
People who are proposing to undergo, are undergoing or have undergone a process to change sex	No	No
Pregnant women and new mothers	No	No
People who are married or in a civil partnership	No	No
People who share a particular religion or belief	No	No
Thematic Groups: Health, Human Rights, Rurality and Deprivation	No	No

3. Do you have evidence or reason to believe that the proposal will support the Council to:

General Duty and other Equality Themes	Level of Negative and/ or Positive Impact (high, medium or low)
Eliminate discrimination and harassment faced by particular communities or groups	-
Promote equality of opportunity between particular communities or groups	-
Foster good relations between particular communities or groups	-
Promote positive attitudes towards different communities or groups	-
Increase participation of particular communities or groups in public life	-
Improve the health and wellbeing of particular communities or groups	-
Promote the human rights of particular communities or groups	-
Tackle deprivation faced by particular communities or groups	-

4. Summary Assessment

Is a full Equality Impact Assessment (EQIA) required? (A full EQIA must be carried out on all high and medium Impact proposals)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Rationale for decision: The proposal does not have a significant negative or positive impact on any particular group.		
Signed :	Donald Gillies	Director
Date:	28 May 2019	Copy to equalities@south-ayrshire.gov.uk