

South Ayrshire Council

**Report by Director - Place
to Leadership Panel
of 14 May 2019**

Subject: Property Maintenance Staffing Structure

1. Purpose

- 1.1 The purpose of this report is to seek approval of changes within the Property Maintenance Services staffing structure to reflect the operational changes and improvements arising from the new work scheduling system which will contribute to the agreed £117,467 revenue budget saving.

2. Recommendation

- 2.1 **It is recommended that the Panel approves the changes to the Property Maintenance Service structure outlined in Appendix 1 of this report.**

3. Background

- 3.1 In April 2015, the Service and Performance Panel requested that the Property Maintenance Service Review be brought to the Leadership Panel for formal consideration ahead of the implementation of a work scheduling system.
- 3.2 Following review in September 2015, Property Maintenance was given approval to implement a work scheduling system to streamline and increase efficiency of the service. Work has progressed since and the service is now in the testing/implementation stage of new handheld devices to enable system implementation. A phased approach will be undertaken with a limited number of craft operatives going live, carrying out Housing repairs only.
- 3.3 This approach is based on advice from a number of other Local Authorities and the system supplier. This will allow us to review precisely how the introduction of the work scheduling system will improve efficiency of the service and identify and overcome challenges along the way.
- 3.4 There have been two efficiency savings previously identified and formally agreed as part of the implementation of the new system. The first was agreed as part of the 2016/17 General Revenue Services budget for £91,667 and the second as part of the 2019/20 General Revenue Services budget for £25,800.

4. Proposals

- 4.1 It is proposed to create a staffing structure that will allow the department to deliver an electronic repair service that will ensure the Council realises the operational and financial efficiencies available through the introduction of the new system – for example, increases current performance levels, improve time management, strengthen teamwork and offer a more efficient and effective service to our tenants. It will also bring the Council into line with other local authorities in the UK.
- 4.2 All repairs will be arranged via an appointment-system, which will ensure the service not only meets its statutory requirement, but also has the necessary resources to allow management to improve performance while, at the same time, reducing the overall cost to tenants.
- 4.3 The current and proposed structures are shown in Appendices 2 and 3 respectively. Delivering the full benefits of the system across the service will require the creation of new posts and the realignment of others. The new leaner structure reflects the more efficient manner of electronic.
- 4.4 The new system and structure will also allow the service to take on additional work. A summary of the proposed changes is shown in Appendix 1.

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 These proposed changes to the current structure will result in an employee cost budget reduction of £76,580. The balance of the budget savings (£40,887) will be achieved by reduced fuel costs (£15,087) and reduced payments to third party sub-contractors (£25,800). This will deliver the total agreed savings of £117,467.

7. Human Resources Implications

- 7.1 The staffing changes arising from this report will be implemented in accordance with the Council's Framework for Managing Workforce Change.
- 7.2 As outlined in Appendix 1, there are 9FTE posts currently vacant, 8FTE of which will be deleted by the proposals. 16 currently occupied posts are being deleted, but 23 new posts created and it appears that there will be a suitably graded job for everyone who wants one, with the result that there will be no detrimental financial impact on employees. It is also anticipated that if the proposals are accepted, some employees whose jobs are deleted may express interest in voluntary severance and any costs arising from employees who leave the Council's employment on that basis will be met by the corporate fund set aside for that purpose.
- 7.3 The proposals have been discussed in detail with the Trade Unions and all issues raised were addressed and all additional information/ documents that were requested issued.

- 7.4 The revised structural proposals reflect the requirements of the service in order to deliver on Council priorities.
- 8. Risk**
- 8.1 ***Risk Implications of Adopting the Recommendation***
- 8.1.1 There are no risks associated with adopting the recommendations.
- 8.2 ***Risk Implications of Rejecting the Recommendations***
- 8.2.1 The risks associated with rejecting the recommendations are that Property Maintenance Service would be unable to meet the timescales for implementation and subsequent approved savings of £117,467.
- 9. Equalities**
- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required. A copy of the Equalities Scoping Assessment is shown in 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 'Ensure the Council is structured to make the best use of resources' and within that to the outcome 'We will continue to develop organisational structures that will ensure we can deliver positive change through a workforce with the right skills and flexibility to meet future demands'.
- 13. Results of Consultation**
- 13.1 Consultation has taken place with Councillor Ian Cochrane, Portfolio Holder for Environment, and Peter Henderson, Portfolio Holder for Resources and Performance, and the contents of this report reflect any feedback provided
- 13.2 Regular consultation has taken place with the Trade Unions throughout the implementation of the scheduling system and the development of a new staffing structure. The contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

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>
New Property Maintenance Structure implemented	1 August 2019	Service Lead – Property Maintenance

Background Papers **None**

Person to Contact **William J Andrew – Service Lead - Property Maintenance**
McCalls Avenue Business Centre, Ayr
Phone 01292 612899
E-mail; william.andrew@south-ayrshire.gov.uk

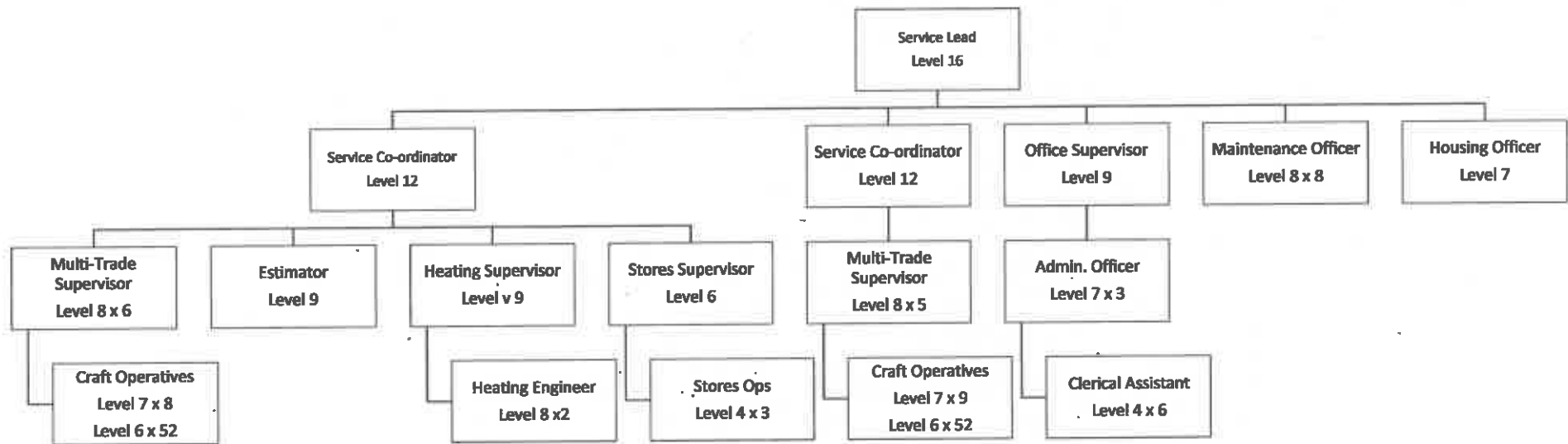
Date: 10 May 2019

**Property Maintenance
Structure Review - May 2019**

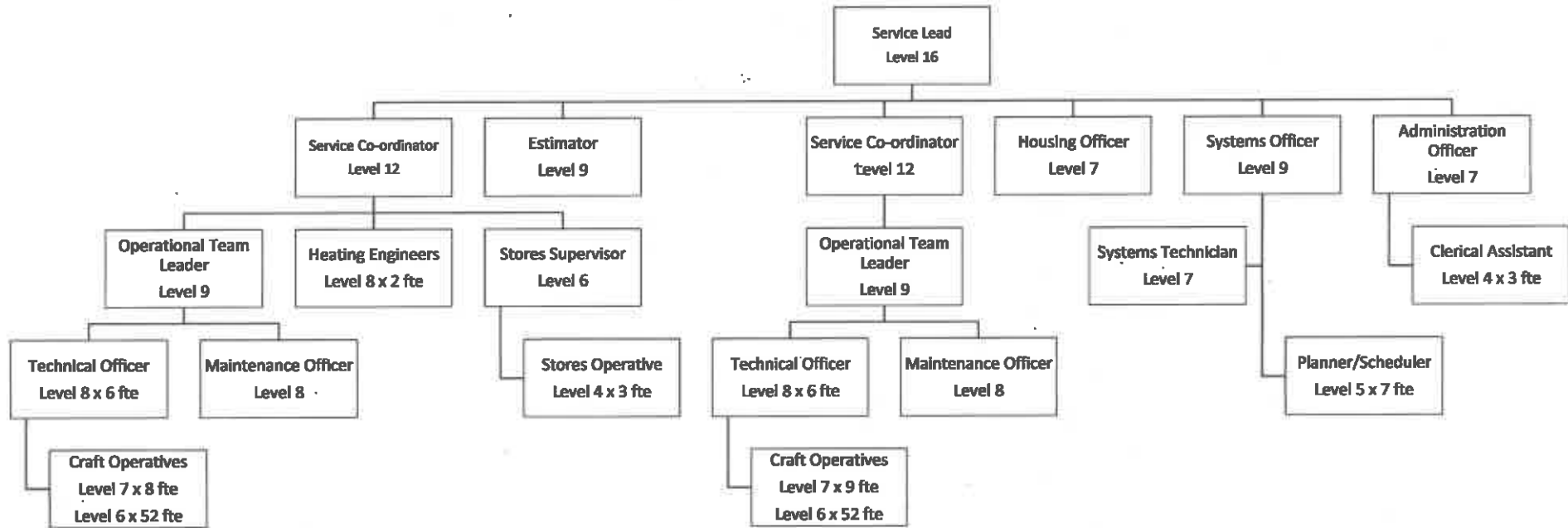
Appendix 1

Grade	Current Job Title	FTE	Vacancies	Salary (Including on-costs)	Post Status	Proposed Job Title	FTE	Salary (including on-costs)	Post Status
16	Service Lead - Property Maintenance	1.00		76,364	No Change	Service Lead - Property Maintenance	1.00	76,364	No Change
12	Service Co-ordinator	2.00		115,164	No Change	Service Co-ordinator	2.00	115,164	No Change
9	Estimator	1.00		44,735	No Change	Estimator	1.00	44,735	No Change
9						Operational Team Leader	2.00	89,469	Create Post
9						Systems Officer	1.00	44,735	Create Post
9	Office Supervisor	1.00		44,735	Delete Post				
9	Heating Supervisor	1.00		44,735	Delete Post				
8						Technical Officer	12.00	477,665	Create Post
8	Maintenance Officer	8.00	4.00	318,444	Delete 6FTE Posts	Maintenance Officer	2.00	79,611	Deleted 6FTE Posts
8	Multi-Trade Supervisor	11.00		437,860	Delete post				
8	Heating Engineers	2.00		79,611	No Change	Heating Engineers	2.00	79,611	No Change
7	Housing Officer	1.00		35,320	No Change	Housing Officer	1.00	35,320	No Change
7						Systems Technician	1.00	35,320	Create Post
7	Administration Officer	3.00	1.00	105,961	Delete 2FTE Posts	Administration Officer	1.00	35,320	Deleted 2FTE Posts
7	Craft Operatives	17.00		600,445		Craft Operatives	17.00	600,445	
6	Craft Operatives	104.00		3,269,960		Craft Operatives	104.00	3,269,960	
6	Stores Supervisor	1.00		31,442	No Change	Stores Supervisor	1.00	31,442	No Change
5						Planner/ Scheduler	7.00	195,731	Create Post
4	Clerical Assistant	6.00	4.00	148,992	Delete 3FTE Posts	Clerical Assistant	3.00	74,496	Deleted 3FTE Posts
4	Stores Operative	3.00		74,496	No Change	Stores Operative	3.00	66,294	No Change
	Total	162.00		5,428,262			161.00	5,351,683	
Total Saving					1 FTE			£76,580	

Current Structure



Proposed Structure



South Ayrshire Council Equalities Scoping Template

1. Policy details

Policy Title Property Maintenance Restructure	Lead Officer William J Andrew
---	---

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 policy? 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	-	-
People from different racial groups, ethnic or national origin.	-	-
Women and/or men (boys and girls)	-	-
People with disabilities	-	-
People from particular age groups for example Older people, children and young people	-	-
Lesbian, gay, bisexual and heterosexual people	-	-
People who are proposing to undergo, are undergoing or have undergone a process to change sex	-	-
Pregnant women and new mothers	-	-
People who are married or in a civil partnership	-	-
People who share a particular religion or belief	-	-
Thematic Groups: Health, Human Rights, Rurality and Deprivation.	-	-

3. Do you have evidence or reason to believe that the policy 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	Low impact
Promote equality of opportunity between particular communities or groups	Low impact
Foster good relations between particular communities or groups	Low impact
Promote positive attitudes towards different communities or groups	Low impact
Increase participation of particular communities or groups in public life	Low impact
Improve the health and wellbeing of particular communities or groups	Low impact
Promote the human rights of particular communities or groups	Low impact
Tackle deprivation faced by particular communities or groups	Low impact

4. Summary Assessment

Is a full Equality Impact Assessment required? (A full EIA must be carried out on all high and medium impact policies)		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
This report advises the Panel of the proposed restructure of Property Maintenance Service and will have no impact on equality based issues			
Signed :	Donald Gillies	Director	
Date	27 March 2019	Copy to equalities@south-ayrshire.gov.uk	