

## PROPOSALS FOR SURVEYING/CONTRACT DUTIES

**EXECUTIVE MEMBER:** Councillor Alan Holliday  
**LEAD OFFICER:** Sue Bamforth, Head of Finance and Business  
Development  
**REPORT AUTHOR:** Chris Lloyd, Business Development Manager

**Summary and Recommendation:** Personnel Panel is requested to agree to delete the existing post, create a new more flexible post, and a part-time post, at no additional cost through transfer costs within trading account budget.

### 1. INTRODUCTION AND PROPSAL

- 1.1. The property officer is due to retire on 13 January 2008. It is therefore considered appropriate to review this area of Business Development.
- 1.2. There are a number of changes which have occurred during the past few years, resulting in a reduction in staff numbers: the transfer of Housing professional Services, the PFI New Council Centre, the outsourcing of leisure buildings, priority given to disposing of property assets, rationalisation of the remaining assets, increasing legislation including, Asbestos management, prevention of Legionella, revision of Construction Design, Management Regulations.
- 1.3. A Procurement function has also been established within Business Development with provision made for short term staff resources to support. Whilst developments are taking place to reorganise and improve procurement, produce savings and efficiencies, and to join other authorities in Cumbria within a shared service framework (EPiC) there is current concern that the lack of longer term resources is preventing the Council from taking advantage of these developments.
- 1.4. The forthcoming retirement provides an opportunity to review the resources providing the services within the section, and to change them to better address current needs and demands.
- 1.5. Establishing a post of Surveyor/Contracts officer would enable continuation of the property maintenance function, but also enable further

provision of contract related services to support the procurement activities.

1.6. Provision of a further part time post would enable support to be provided to the Surveyor/Contracts Officer through the assembly of maintenance work packages as mini contracts to be administered by a Property Support Officer.

1.7. These changes would increase flexibility, enable better organisation of work and assist with the much needed additional procurement support, and can be provided at no additional cost (small saving £1,432).

## 2. COST DETAILS

2.1. Current budget is made up of Property officer salary and on costs and Professional & Legal costs (external support) in Supplies and Services (details in part 2 Appendix D).

EXISTING TOTAL: **£54,585.00**

2.2. Proposed changes from January 2008:

- Employ full time Surveyor/Contracts Officer to deal with Public Building maintenance and provide support for procurement, including contracts agreements etc.
- Continue to employ Property Officer in a reduced role and grade part time as Property Support Officer, to assist Surveyor/Contracts Officer in dealing with mini revenue projects and any small capital projects.

2.3. Costs would be	- Surveyor/Contracts Officer Full time S O 2	£26,928.00
	- Property Support Officer Part time 18.5 hrs S O 2	£13,464.00
	- National insurance and superannuation	£7,761.60
	- Sum retained for external support	£5,000.00
	<b>PROPOSED TOTAL</b>	<b>£53,153.00</b>

### **3. SUMMARY**

- 3.1. The proposals are aimed at improving service delivery and increasing flexibility whilst being cost neutral (small reduction in cost).
- 3.2. These changes would require virement from Supplies and Services cost heading to Employees cost heading.
- 3.3. The Current Property Officer has requested extension of employment on a part time basis beyond retirement date. The proposals will also accommodate this request, assist with continuity of knowledge and experience of the Council property and maintenance work.
- 3.4. It is further proposed that the new post be advertised in advance of January 2008 in order to fill prior to the present incumbent retiring, any costs to be absorbed with the existing Public Buildings budget and the changes proposed.
- 3.5. Existing and proposed Job profiles are attached for information, as Appendices A, B and C.

### **4. COMPARISONS WITH OTHER AUTHORITIES**

- 4.1 The salary levels proposed have been calculated through broad comparisons with other authorities and advertisements for local authority posts for Building Surveyors to ascertain the salary levels proposed.

### **5. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)**

- 5.1 There are no financial implications in the proposals other than a minor saving, and a transfer of costs between Supplies and Services and Salary Trading account heads. Virement of costs will require Executive approval.

### **6. IMPACT ON CORPORATE PLAN**

- 6.1 The proposal will impact on the Corporate Plan in that it will provide more flexibility, some efficiencies and an improved opportunity to develop procurement activities.

## List of Appendices

Appendix A – Job Profile Existing Property officer  
Appendix B - Job Profile New Surveyor/Contracts Officer  
Appendix C – Job Profile New Property Support Officer  
Appendix D part 2 (existing salary)

## List of Background Documents:

## List of Consultees:

Leader  
Chief Executive  
Head of Finance and Business Development  
Head of Legal and democratic Services  
Head of Policy and Performance  
HR Manager

## **CHECKLIST FOR DEALING WITH KEY ISSUES**

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	None
Impact on Sustainability	Will assist in procurement area
Impact on Rural Proofing	None
Health and Safety Implications	None
Impact on Equality and Diversity Issues	None
Children and Young Persons Implications	None
Human Rights Act Implications	None