

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	30 June 2021
Report by:	Executive Director (Housing and Technical Resources) Executive Director (Finance and Corporate Resources)

Subject:	Property Compliance Officers
----------	-------------------------------------

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ seek approval to changes to the structure of the General Service Property Maintenance section to reflect the service delivery model required to meet future demands.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the current establishment for the General Services Property Maintenance section be reduced from 6 FTE Technical Assistants to 0 FTE; and
- (2) that the establishment for the General Services Property Maintenance be increased from 6 FTE Compliance Officers to 11 FTE.

3. Background

3.1. The repair and maintenance of General Services (Non-Housing) properties is delivered through a dedicated team which is part of the Building Services (Contracts) team.

3.2. This team delivers a service to:-

- Social Work Resources residential and day care
- Primary schools and nurseries
- Sheltered housing common parts
- South Lanarkshire Leisure trust properties
- Community and Enterprise roads depots
- Finance and Corporate data centres
- All Council offices

3.3. It delivers a single point of contact for enquiries, requests and the reporting of maintenance issues such as heating and plant failures, vandalism, power, gas and water failures, minor projects and refurbishments.

- 3.4. As part of a review of working arrangements, it has been identified that a more efficient approach could be achieved by harmonising the roles of the Property Technical Assistants and the Compliance Officers and create Compliance Officers posts able to provide additional support relative to external fabric and internal finishes.
- 3.5. This role would be responsible for all areas of legislative compliance and technical solutions to further support the maintenance of the external fabric and internal finishes for all General Services properties and would also include compliance with the 2015 Construction Design and Management (CDM) Regulations in terms of Health and Safety of Works, providing additional assurance that fabric repairs/upgrades are legislatively compliant.

4. Proposal

- 4.1. To take forward this service improvement, it is proposed that the remit of the current team of Compliance Officers be expanded to include the building structure, fabric and internal finishes.
- 4.2. To fully implement this model of working across the General Services (Non-Housing) portfolio of properties, the existing 6.0 FTE Property Technical Assistant posts will require to be removed and replaced instead with a further 6 FTE Compliance Officer posts. If approved, the current Property Technical Assistants will be matched into the new Compliance Officer posts.

5. Employee Implications

- 5.1. The current Property Technical Assistants will be matched into the new Compliance Officers posts which have been evaluated through the council's job evaluation scheme. This will include transferring to the same terms and conditions of the existing Compliance Officers.
- 5.2. There has been positive consultation with both the employee group and the Trades Union who are supportive of this change.
- 5.3.

Post title	Current No. of posts	Proposed	Grade/SCP	Hourly Rate	Annual Salary (excl. on-costs)	Gross salary (incl. on-costs 30.3%)
Technical Assistants (39 hr p/wk)	6	0	Grade 2, Level 4, SCP 55-57	£16.03 - £16.57	£32,596 - £33,694	£254,832 - £263,418
Compliance Officers (35 hr p/wk)	5	11	Grade 3 Level 2, SCP 63-65	£18.08 - £18.60	£32,994 - £33,943	£472,901 - £486,497
Total Cost Difference						£1,944 - £3,114 p/a

6. Financial Implications

- 6.1. The total financial cost of this proposal is an additional £3,209 p.a., which will be accounted for within existing budgets.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. There are no implication in relation to climate change, sustainability and environment included in this report.

8. Other Implications

- 8.1. There are no other implications within this report.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy, function, strategy or recommend a change to an existing policy, function or strategy. Therefore, no impact assessment is required.

Daniel Lowe

Executive Director (Housing and Technical Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

7 June 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Achieve results through leadership, good governance and organisational awareness

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

E-mail: frank.mccafferty@southlanarkshire.gov.uk