

Report

Report to:	Housing and Technical Resources Committee
Date of Meeting:	20 March 2019
Report by:	Executive Director (Housing and Technical Resources) Executive Director (Finance and Corporate Resources)

Subject:	Establishment Changes to Support the Implementation of an Integrated Housing and Property Management System
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1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ request approval for the changes to the establishment required to support the implementation of the new integrated housing and property management system

2. Recommendation(s)

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

- (1) that the changes to the establishment as detailed in section 5.0, be approved.

3. Background

3.1. A report to Housing and Technical Resources Committee in July 2016 outlined the requirement to procure a single integrated housing and property management system and how this should be progressed. To support this process, a project team was established to develop the specification and undertake the procurement implementation of a replacement system.

3.2. A new supplier was appointed at the end of 2018, following a lengthy procurement process. A project plan has been developed for the implementation of the new system.

4. Progress and Next Steps

4.1. The project plan has clarified the dedicated resources necessary to successfully implement the new system. A revised project team structure has been developed which includes a Project Advisor to oversee the implementation, the Team Leader and Assistants from the existing team, and a Systems Officer to support delivery.

4.2. Given the business critical nature of the project and to support effective implementation while ensuring continuity of service, staffing resources will require to be continued until the completion of the implementation of the new system, which is expected to be by April 2021.

5. Employee Implications

- 5.1. The establishment changes to the existing project team are detailed below. These posts will require to be included within the establishment until 31 March 2021.
- 5.2. In addition to this team, successful implementation of this project will also require support from other functions within the Resource with regards to testing, and rolling out each of the specific modules within the new system. Should this result in a specific resource requirement, this will be the subject of a future Committee report.

Post Title	Number of posts			Grade / SCP	Hourly Rate	Annual salary	Net costs (including on-costs 30.3%)
	Existing	New	Difference				
Business Change Manager	1	0	-1	Grade 5 Level 1-8 / 96 - 108	£26.84 - £32.11	£48,980 - £58,597	(£63,821 - £76,352)
Project Advisor	0	1	+1	Grade 4 Level 2-5 / 80-88	£21.16 - £23.85	£38,614 - £43,523	£50,315 - £56,711
Transition Team Leader	1	1	0	Grade 3 Level 2 / 61-65	£15.98 - £16.94	£29,161 - £30,913	£37,998 - £40,280
Systems Officer	0	1	+1	Grade 3 Level 2	£15.98 - £16.94	£29,161 - £30,913	£37,998 - £40,280
Transition Assistant	3	2	-1	Grade 2 Level 2-4 / 37-57	£13.98 - £15.04	£25,512 - £27,447	£53,406 - £71,524
Total	5	5	0				£179,717 - £208,795

6. Financial Implications

- 6.1. The financial implications of the proposed changes and of the revised project team through until 31 March 2021, are summarised in the table above. Funding provision has been included within the Resource budget.

7. Other Implications

- 7.1. Failure to implement the new IT system within the timescale set would impact the ability to deliver services within the Resource. The risks associated with the delivery of the project have been reflected within the Resource Risk Register.
- 7.2. There are no sustainable development issues associated with this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. Consultation will take place with employees and the appropriate Trade Unions.

Daniel Lowe

Executive Director (Housing and Technical Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

28 February 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Ambitious, self aware and improving
- ◆ Achieve results through leadership, good governance and organisational effectiveness
- ◆ Improve the the availability, quality and access to housing

Previous References

- ◆ Housing and Technical Resources Committee, 13 July 2016

List of Background Papers

- ◆ None

Contact for Further Information

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

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