

# Report

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Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>6 July 2011</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b> <b>Executive Director (Enterprise Resources)</b>

Subject:	<b>Single Property Needs Solution</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update to the Executive Committee on proposals to develop a Single Integrated Property Needs Solution for the Council and to seek approval to progress the development of the proposals.

## 2. Recommendation(s)

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

- (1) that the content of the report is noted
- (2) that the revised arrangements for carrying out the necessary functions to deliver the Single Property Needs Solution including the associated staffing and budget transfer proposals, as set out in paragraph 4 of the report, be approved.

## 3. Background

- 3.1. The Executive Committee report on Alternative Service Delivery Methods dated 9 September 2009 set out recommendations relating to the Council's financial strategy and service efficiency programmes. This followed an exercise carried out on behalf of the Council by consultants Grant Thornton to review Council services aimed at assessing whether some services could benefit from introducing alternative service delivery models and achieving related efficiency savings.
- 3.2 Part of the proposals contained within the September 2009 report included a review of the Council's Property Needs and more specifically the current management arrangements within the Estates, Capital Transactions, Building Maintenance and Design functions. Opportunities such as developing a more efficient use of the Council's asset base, along with the potential to create an integrated Property Team, were identified.
- 3.3 A further report followed in December 2009 which set out the main activities undertaken by both Housing and Technical Resources and Enterprise Resources in the services provided by Property and Estates. A group comprising officers from both Resources supported by trade union representatives developed a range of delivery options for consideration in the future delivery of property needs across the Council. A key component of these options, however, was seen as the potential integration of both service areas.

#### 4. **Current Position / Proposals**

- 4.1 Following discussions between the Executive Director (Housing and Technical Resources) and the Executive Director (Enterprise Resources), it is proposed that the physical regeneration strategy/policy development activity will continue to be co-ordinated by Enterprise Resources. However, the delivery of any projects within the work programmes would fall to Housing and Technical Resources. In essence, the development strategy will be undertaken within Enterprise Resources and the implementation of any actions to support the development of the strategy, like site transfers or procurement will be undertaken by Housing and Technical Resources.
- 4.2 It is proposed that the following functions remain as part of Regeneration Services:-
- ◆ Business Support
  - ◆ Town Centre Management / Events Programme
  - ◆ Community Benefits / Renewable Energy Fund
  - ◆ Physical Regeneration – Clyde Gateway, VDLF and associated Capital Programme implementation. This proposal is a refinement of what was agreed by officers. It would be more practical, and effective to maintain this team given the close connection and integration that exists between project development and implementation. There could also be operational and delivery issues in terms of the way the team interacts with colleagues in other services within Enterprise such as Roads and Planning.
- 4.3 The following functions would transfer to Housing and Technical Resources:-
- ◆ Property Information – corporate property information (mapping, asset register, terrier, GIS, surveying and cartographic services)
  - ◆ Lease Management – commercial / industrial property portfolio and the Council's operation leases
  - ◆ Capital Transactions (acquisitions and disposals)
  - ◆ Asset Valuation
- 4.4 In addition to identifying the above functions for transfer, some work has been done to review the staffing arrangements and budget transfer arrangements. There are currently 48 employees working across both of the identified areas for transfer and it is proposed that 18 employees remain within Enterprise with 30 employees transferring to Housing and Technical Resources. The financial implications of the transfer are covered at paragraph 7 of the report.
- 4.5 Following discussion with Corporate Personnel, it is recommended that the identified staff transfer to the Property Section within Housing and Technical Resources on current job descriptions and current grades and conditions to facilitate a full review of the new service. The senior manager would in effect set up a separate team under the current Property structure and report directly to the Head of Property Services.
- 4.6 Following transfer to Housing and Technical Resources, it is proposed there is a review of both the workload of the team transferring and the synergies that exist within the existing operational structure within the Property Section.
- 4.7 It is considered that following integration of the team to a unified structure within Housing and Technical Resources, there would be efficiencies to be gained. The review will quantify achievable savings and an appropriate timescale. A report on the progress made will be submitted to the Performance and Review Scrutiny Forum at the appropriate time.

## **5. Next Steps**

- 5.1 It is proposed that further discussion takes place with the trade unions, Personnel and the employees concerned to facilitate the agreed moves which are recommended to take place by September, 2011.

## **6 Employee Implications**

- 6.1 The transfer of employees will take place on existing terms and conditions and, therefore, there are no immediate employee implications. A service review will take place following the transfer, with appropriate trade union consultation throughout the process, and the outcome implemented in accordance with the Council's Collective Agreement on Matching.

## **7. Financial Implications**

- 7.1 Appropriate budget transfer will be made. Future budgets will reflect any efficiencies following review.

## **8. Other Implications**

- 8.1 The key risk is that the current structures would not produce the most effective outcome in delivering the Property Needs Solution.

- 8.2 There are no significant sustainability issues associated with this report

## **9. Equality Impact Assessment and Consultation Arrangements**

- 9.1 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.

- 9.2 Full consultation will take place with Employees and Trade Unions throughout the process.

**Lindsay Freeland**  
**Executive Director**  
**(Housing and Technical Resources)**

**Colin McDowall**  
**Executive Director**  
**(Enterprise Resources)**

15 June 2011

## **Link(s) to Council Objectives/Improvement Themes/Values**

None

## **Previous References**

Executive Committees of 9 September and 16 December 2009

## **List of Background Papers**

- ◆ Alternative Service Delivery Methods
- ◆ Financial Strategy – Efficiency Programme – Alternative Service Delivery

**Contact for Further Information**

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

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