

Report

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Report to:	Community Services Committee
Date of Meeting:	1 March 2016
Report by:	Executive Director (Community and Enterprise Resources) Executive Director (Finance and Corporate Resources)

Subject:	Landscape Development Officer
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1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ seek Committee approval to make the post of Landscape Development Officer a permanent position

2. Recommendation(s)

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

- (1) that the post of Landscape Development Officer at Grade 3, Level 4, SCP 68-74 (£31,662 - £34,618) be made permanent.

3. Background

- 3.1 Facilities, Waste and Grounds Services is one of six services within Community and Enterprise Resources. There are three service areas within the section including Facilities Management, Waste Services and Grounds Services. This report relates to Grounds Services which covers the maintenance of public, neighbourhood and country parks, fixed play areas, amenity open spaces, cemetery and crematorium management, landscape design provision, arboricultural services and street cleansing activities such as mechanical sweeping, litter collection and graffiti removal.
- 3.2 Due to increased workloads within the landscape design team, an additional temporary post was created in 2013 to supplement the existing team of 2 and assist in meeting strict deadlines governed by external funders as well as the delivery of the capital programme. The post is due to expire in March 2016.
- 3.3 As this is the only remaining landscape design function within South Lanarkshire Council, the team is now undertaking an increased range of design jobs for other Resources including Housing and Technical Resources, Social Work and Education Resources.
- 3.4 There are also legal obligations that affect the landscape development team in the medium to long term: the team is responsible for the provision and design of burial grounds covered by the Burial Land (Scotland) Act 1855. In addition, the imminent change in allotment legislation could lead to the mandatory creation of new sites across South Lanarkshire.

In addition, now that the Community Empowerment Act is in place, there may be an increased demand on the team to provide support to groups seeking to take on Council land for development.

- 3.5 As a result of recent changes to Construction Design Management (CDM) Regulations, the work normally undertaken by an externally appointed CDM Co-ordinator must now be fulfilled by the Landscape Development team. Additional functions include notifying the Health and Safety Executive of CDM projects where applicable, appointing and managing a Principal Designer and Principal Contractor where there is more than one contractor, ongoing health and safety vetting of contractors, creation and maintenance of formal health and safety files, reviewing and approving construction phase plans submitted by contractors. These additional responsibilities will be undertaken by the Landscape Development Officers.
- 3.6 During 2013/2014 and 2014/2015, the Landscape Development Team managed 42 externally funded projects, 63 capital projects covering play, parks infrastructure, new cemetery provision, cemetery infrastructure and environmental improvement works as well as 11 internal projects for other Resources. The total cost of these works is some £2.5m.

4. Proposal

- 4.1 Currently, two permanent and one fixed term landscape development officers are employed and the work programme for 2015/16 is such that the design team is currently dealing with 8 live community projects equating to investment of over £750,000, 20 capital projects covering public parks, cemeteries, fixed play areas and environmental improvement initiatives with a total budget of over £2m and design work for 11 internal projects some of which have still to be outlined. There are also a further 22 community projects at various stages of development. Taking this altogether, it is considered that this fixed term post needs to be permanently added to the establishment in order to meet demand.
- 4.2 The range of services provided by a landscape development officer when supporting an external funding submission by the local community includes:
- ◆ Creation of an outline design
 - ◆ Consultation with the group and wider community
 - ◆ Finalise designs and create outline budget costings
 - ◆ Prepare all tender documentation once funding award is confirmed
 - ◆ Select successful tenderer and agree programme of work
 - ◆ Manage requirements in accordance with CDM Regulations 2015
 - ◆ Manage delivery of contract including regular site visits, ensuring contractor compliance, manage budget, contractor claims and delivery timescales
- 4.3 On average, it is estimated that a community led project can call on the services of a landscape development officer for approximately three to four weeks from initial discussions to completion of the project. The permanent addition of the landscape development officer will enable community organisations to maximise external funding opportunities and to ensure the delivery of the Council's ongoing capital programme. The cost of this post will be recovered from existing revenue and income generated by the section for providing landscape design services to clients within the Council.

5. Employee Implications

- 5.1. It is proposed to maintain the establishment of Grounds Services as follows until March 2018, as detailed in the table below:

Post title	Current	Proposed	Grade/ Level	SCP	Hourly Rate	Annual Salary
Landscape Development Officer	3 FTE	3 FTE	Grade 3, Level 4	68 -74	£17.35- £18.97	£31,662- £34,618

6. Financial Implications

- 6.1. Funding for this post will be provided through existing revenue and additional income generated from design fees.

7. Other Implications

- 7.1. There are no issues in terms of sustainability in relation to the information provided in this report.

8. Equality Impact and Consultation Arrangements

- 8.1 This report does not introduce a new policy, function or strategy and therefore no impact assessment is required.

- 8.2 Consultation has been undertaken with the relevant trade unions.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

12 February 2016

Link(s) to Council Objectives/Values

- ◆ Support the local economy by providing the right condition for growth, improving skills and employability.

Previous References

- ◆ Community Services Committee March 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:- Stephen Kelly, Head of Facilities, Waste and Grounds Services

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