


Agenda Item No:	8	
Committee:	Employment Committee	
Date:	30th June 2023	
Report Title:	Proposed Restructure of Property and Assets Service	

1 Purpose / Summary

- 1.1 To seek members approval for the proposed structural changes within the following teams, slight changes following consultation with all team members, wider staff representatives and officers of the senior management team.

2 Key issues

- 2.1 The Estates and Assets team provide professional support to all council services covering the areas of property management (excluding housing), Facilities management and asset support including, but not limited to the management, maintenance, design, and construction of physical assets within the district including street lighting, street furniture, car parks, and water treatment works.
- 2.2 The service has undergone significant flux over the preceding 2 years with a significant number of staff changes at all levels resulting in a loss of historical knowledge and over reliance of agency staff.
- 2.3 The areas covered are reliant on experienced qualified staff with specific knowledge in their respective fields of operation. The report seeks to reinforce this service by providing clear structures and rewards for these staff members.

3 Recommendations

- 3.1 Members are now requested to: -
1. Note the contents of the report now presented.
 2. Give approval to the implementation of the proposed restructure as now reported including the regarding of existing posts and appointment of staff to the new posts as proposed.

Wards Affected	All
Forward Plan Reference	N/A
Portfolio Holder(s)	Cllr Ian Benney - Portfolio Holder for Economic Growth
Report Originator(s)	Mark Greenwood – Manager Property, Assets and Major Projects
Contact Officer(s)	Mark Greenwood
Background Paper(s)	

1.0 Purpose

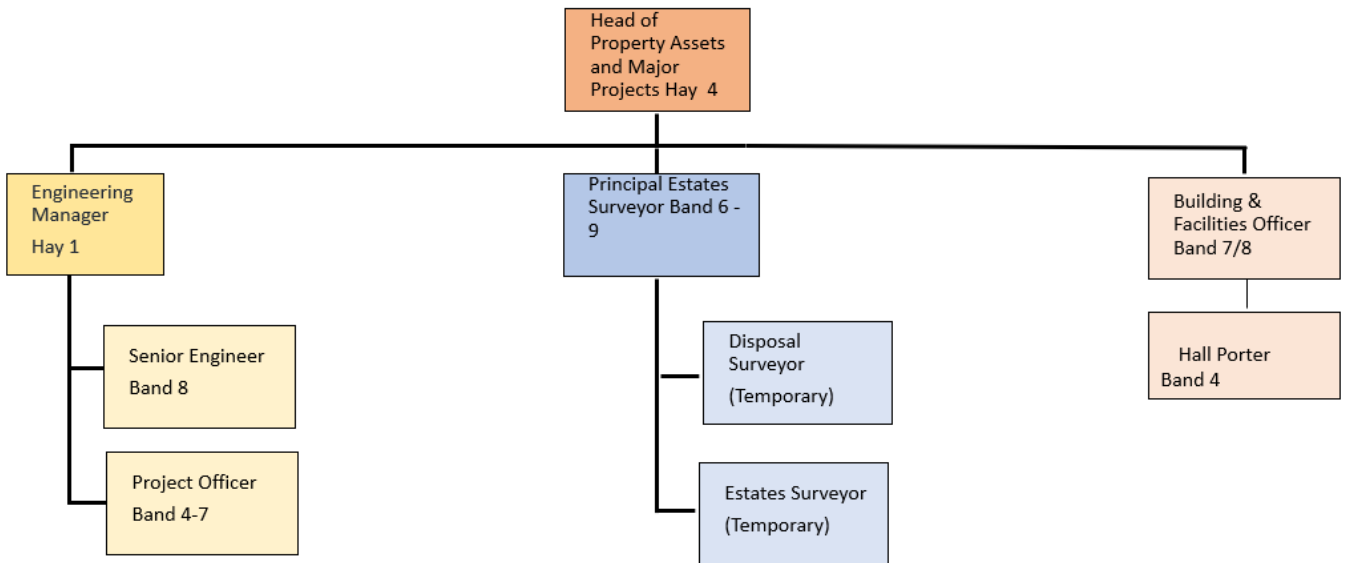
- 1.1 This paper is to brief members and seek their approval to the proposed structural changes within the following teams:

Estates	Responsible for the management of all Council owned / leased physical property assets including Council occupied sites investment estate and land. The team are also responsible for the holding of all property ownership records.
Engineers	Responsible for the management, maintenance, design, and construction of physical assets within the district including street lighting, street furniture, car parks, and water treatment works.
Facilities	Responsible for the maintenance and delivery of services of Council buildings and assets not within the remit of the Engineering team or other Council sections.

- 1.2 During the last 2 years the Facilities and Estates team has seen significant staff changes including the entire established Estates team leaving the Authority during 2021.
- 1.3 A new Head of Service was appointed and took up the position of the 1st of January 2022 and has since that time undertaken a comprehensive review of the functions of each of the respective teams in the service area.

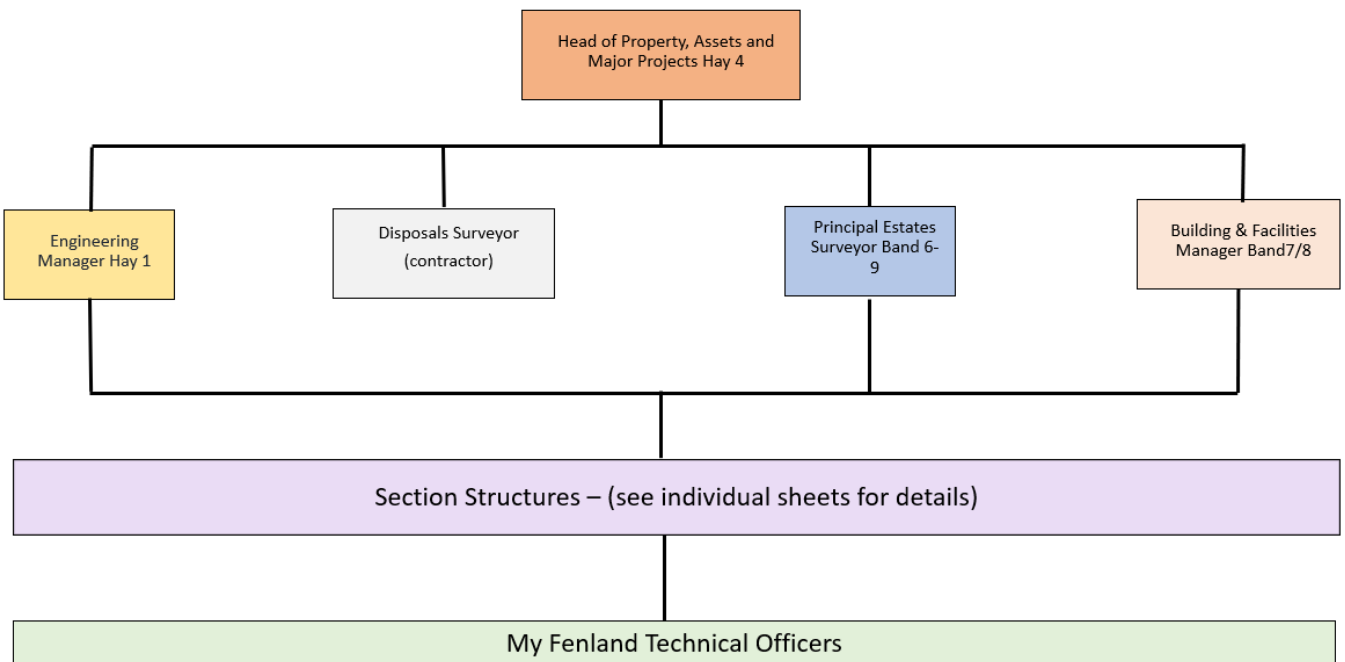
2 Existing Structure

- 2.1 The current structure of the department sees the service separated into three distinct areas as detailed below:



3 Proposed Structures

- 3.1 To provide a sustainable long-term solution the proposal is to now agree a sustainable deliverable structure with roles that will provide the existing function, other council services and stakeholders with a professional well focused team.
- 3.2 The proposal will see a section management structure similar to the one existing at the current time and detailed below:



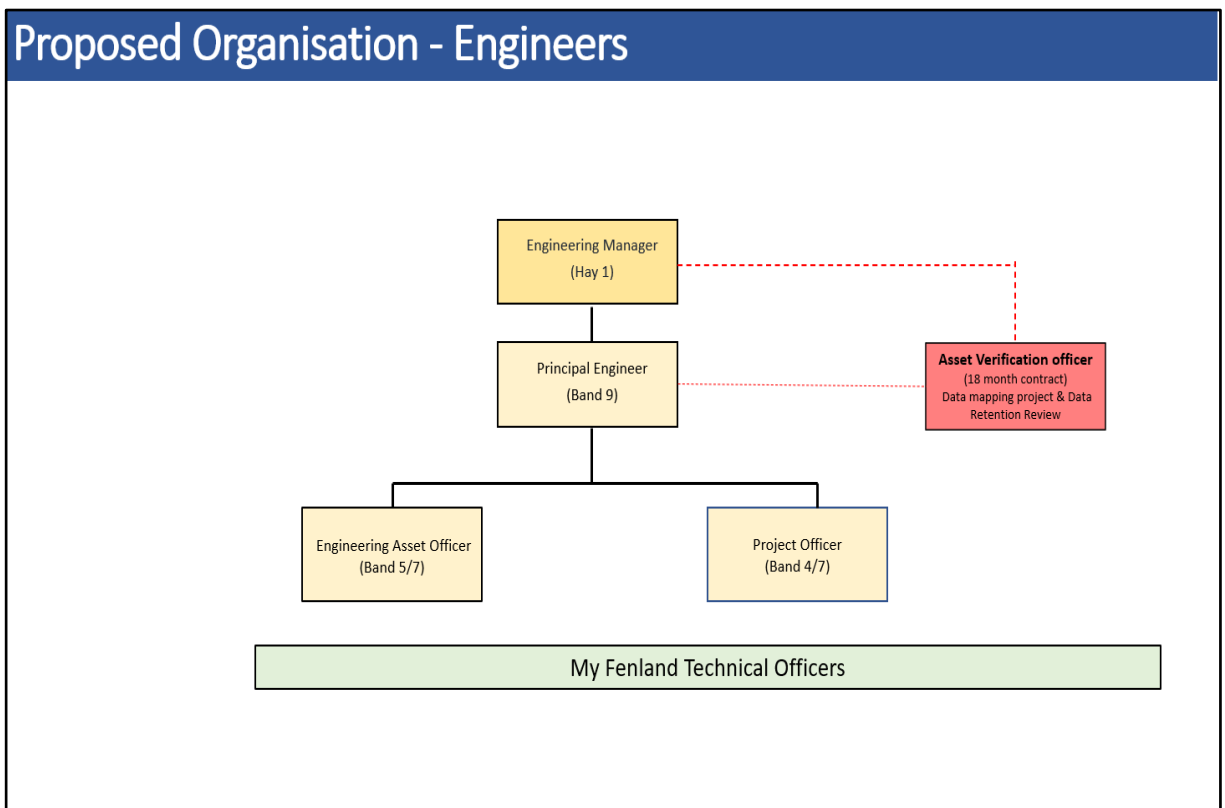
3.3 Engineers

3.4 The Engineering team are responsible for the management, maintenance, design, and construction of physical assets within the district including street lighting, street furniture, car parks, and water treatment works.

3.5 The proposed structure will allow for an additional FTE post to be created (with an additional temporary post dependent on the outcome of a separate business case) :

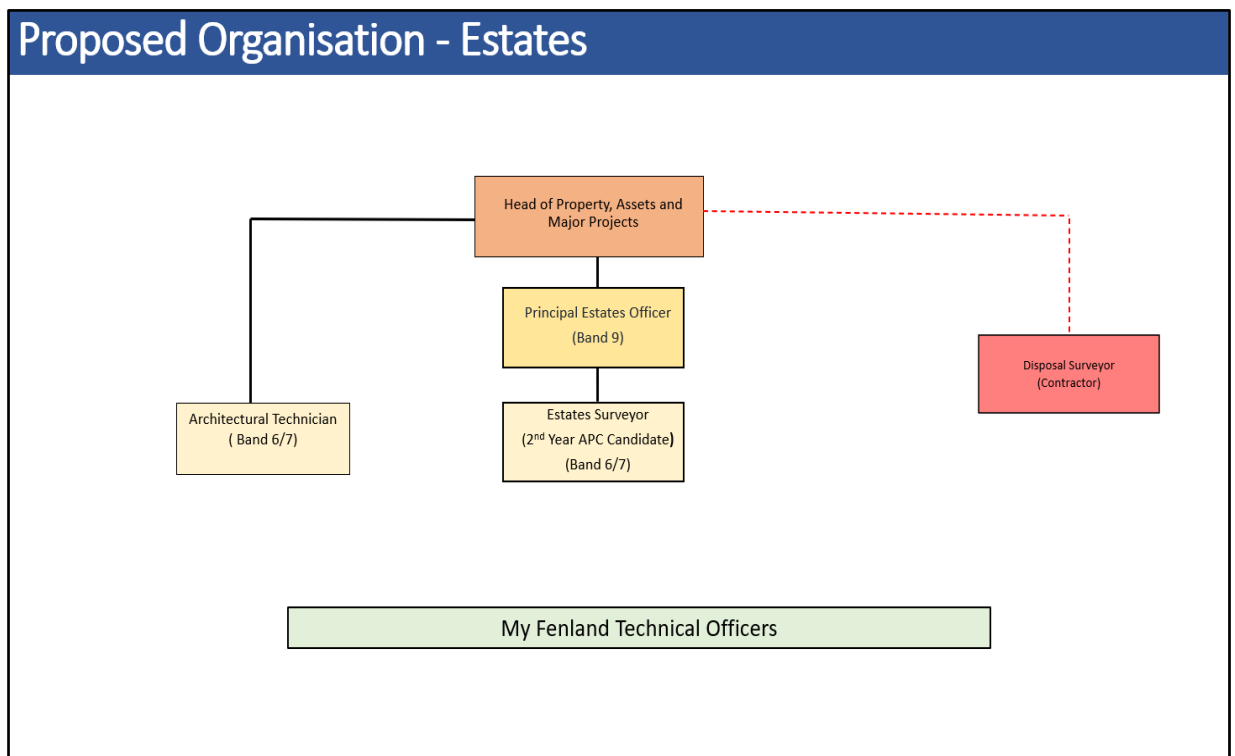
3.6 Engineering Asset Officer – This post holder will assist the senior engineers with the day-to-day management, maintenance, and inspection of FDC owned assets across the district. This resource will have the benefit of reducing the time senior engineers need to spend on these tasks and allowing them to concentrate on the in-depth technical programme of works overseen within this section an appropriate to their experience / qualifications.

3.7 Asset Verifications Officer - The Asset Verification Officer post is intended to be assessed in a future funding application as part of the asset tagging and verification programme the first phase of which, tree identification and tagging, is being implemented presently and the acquisition process for the ezyasset system is being considered as part of the transformation review project.



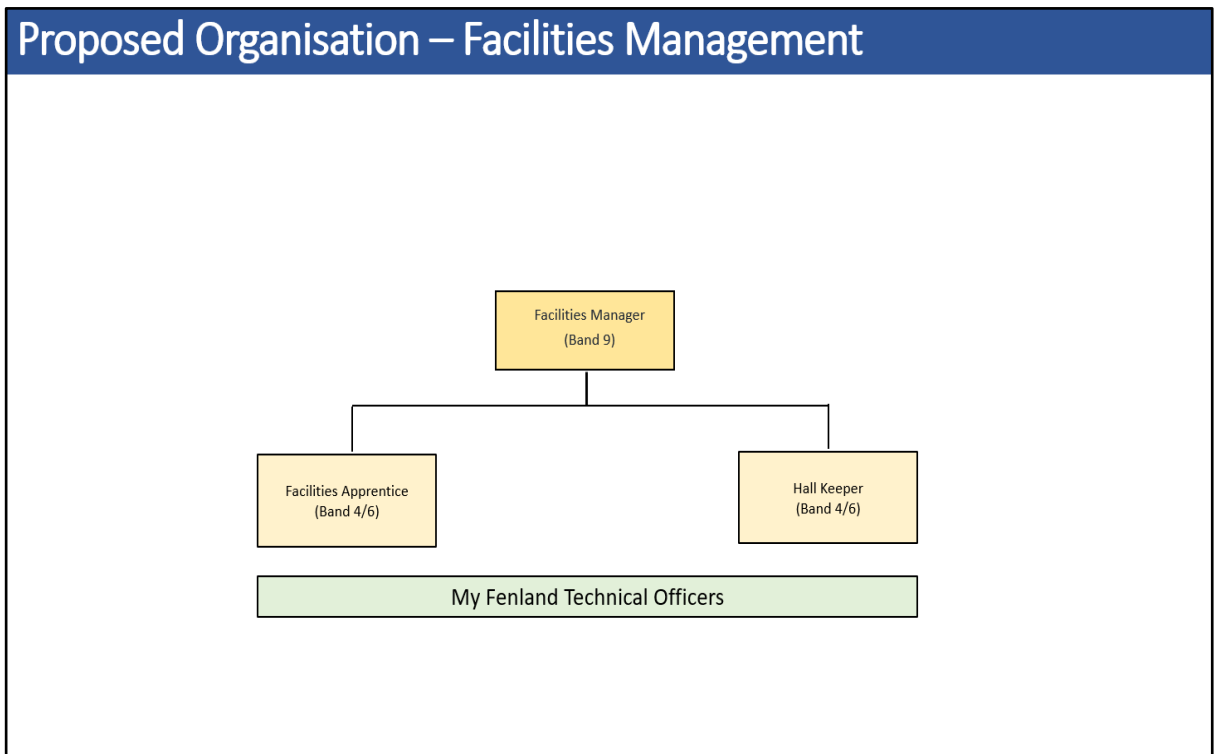
3.8 Estates

- 3.9 The proposal within the section is to bring in two additional team members being a 2nd year RICS APC student and an Architectural technician.
- 3.10 Estates Surveyor - The APC or Assessment of Professional Competence is a 2year assessment and is the final practical stage of a student having finished their degree moving onto becoming a fully qualified chartered surveyor.
- 3.11 The employment of this candidates will result in the release of the current contract surveyor at a projected annual saving of £59K pa.
- 3.12 Architectural Technician – The council are increasingly relying on external providers for survey and minor works e.g., March High Street Toilets and surplus land disposal planning applications, for example in FY 22/23 to date £16k has been spent on basic designs for planning application for site disposals alone.
- 3.13 It is intended that the post holder would undertake these works as well as assist with scheduled building inspections. The technician will also be required to assist with CDM and H&S inspections as well as provide support and guidance to the procurement team in the review of construction related tenders and contract awards.



3.14 **Facilities Management**

- 3.15 The proposed structure will see the post holder maintain the head of section role on a permanent basis and delete the current Hay 1 post of the former section head a permanent basis to lead the section.
- 3.16 The proposals are for additional resource to be brought in at a career grade level to be trained to provide support to the head of section allowing the senior post holder to focus on legal compliance issues, performance reporting and more significant incidents and projects.
- 3.17 The additional resource will also add additional support to the current Hall Keeper by providing cover during times of leave, sickness or when the current Hall keeper is deployed elsewhere. In addition, the current post holder in the Hall Keeper role has indicated a desire and willingness to also pursue the training for the FM role and this has been agreed and included within this proposal.



3.18 **My Fenland**

- 3.19 The My Fenland technical officers provide 3 team members to cover the estates department working in a shift pattern to ensure coverage throughout the normal working hours of the Council. This work includes the creation of invoices, call handling, debt query support and other ad hoc functions to support the team.
- 3.20 A review of service delivery by the My Fenland team is to commence shortly and will include a review of the level of service provision currently available to support the Service as a whole.

3.21 The proposals now reported will result in this service support continuing going forward with enhanced integration following the restructure as detailed and implementation of property and facilities software as detailed below.

4 Financial Considerations

4.1 The Estates section has a budget allocation for staff for the FY 22/23 of £583,008. The proposals if accepted and enacted in full will see a cost reduction to £567,672 equivalent to a 2.6%.

4.2 Since the significant staff changes in 2021 several roles have been filled by interim professional staff. In the year to date these interim staff have added approximately £93,500 to the cost of the department, however this is offset somewhat by underspend on the budget due to permanent posts remaining unfilled. If the existing structure were to be filled using interim staff on a longer-term basis the cost would exceed amounts incorporated into the current budget and the indicative cost of the revised structure,

4.3 The proposed approach looks to provide opportunities for professionals at an early stage of their career and it is hoped that with appropriate supervision and guidance this will provide for a greater level of resilience as well as support succession planning within the team.

5 Consultation Process

5.1 The review has been undertaken with full and extensive discussions with all members of the current service areas affected by the proposals.

5.2 These discussion shave resulted in amendments being made and as a result the proposals now presented have been approved by the staff affected, Management Team and the MTSP liaison panel.

5.3 The timetable of the discussions and consultations is set out below:

Date	Meeting / Action
Monday 27th March 2023	Initial meeting with Management, Trade Union, and Staff Partnership (MTSP) group – COMPLETE & APPROVED
Wednesday 5 th April 2023	Informal workforce engagement process begins. Presentations of proposal & rationale to all team. Copy updated to intranet. COMPLETE 06/04/2023
Friday 14th April 2023	Closing date for comments on proposals – agree slightly shorter consultation period as no direct impact and no redundancies COMPLETE
Week commencing 17th April 2023	Review feedback and make any potential changes to proposal COMPLETE
Week commencing 17th April	Final proposals shared with CMT COMPLETE
24th April 2023	Share comments and management responses with MTSP and confirm final proposal COMPLETE
25th April 2023	Update team on final proposal and next steps COMPLETE
30 th June 2023	Employment Sub Committee

w/c 3 rd July 2023	1-2-1 meetings/formal notification to staff impacted. Communication process to all workforce
July 2023	Recruitment to new structure

6 Redundancies

6.1 No redundancies are proposed as a part of the proposed structural re-organisation reported herein.

7 Costs

7.1 Costs Attributed to Present Structure

	Original Budget 2022/23
Engineers	£171,580.35
FM	£151,686.52
Estates	£259,741.40
Total	£583,008.27

7.2 Costs Attributed with Proposed Structure

	Original Budget 2022/23
Engineers	£257,699.90
FM	£125,621.39
Estates	£184,350.95
Total	£567,672.24

8 Recommendations

8.1 Members are now requested to: -

1. Note the contents of the report now presented.
2. Give approval to the implementation of the proposed restructure as now reported including the regarding of existing posts and appointment of staff to the new posts as proposed.

Appendix

SENIOR MANAGEMENT SALARY BANDS

<u>BAND</u>	<u>SCP</u>	<u>SALARY</u> <u>01/04/2022</u> £	Hourly rate	
Hay 1	1	47,575	24.66	
	2	48,590	25.19	
	3	49,593	25.71	
	4	124	50,637	26.25
	5	125	51,708	26.80
	6	126	52,807	27.37
	7	127	53,926	27.95
Hay 2	1	126	52,807	27.37
	2	127	53,926	27.95
	3	128	55,067	28.54
	4	129	56,235	29.15
	5	130	57,434	29.77
Hay 3	1	130	57,434	29.77
	2	131	58,650	30.40
	3	132	59,904	31.05
	4	133	61,182	31.71
Hay 4	1	133	61,182	31.71
	2	134	62,479	32.38
	3	135	63,814	33.08
	4	136	65,173	33.78

NJCLGS SALARIES

<u>BAND</u>	<u>SCP</u>	<u>SALARY</u> <u>01/04/2022</u> £	<u>Set Hourly rate</u>
1	1	£20,258	10.50
	2	£20,441	10.60
2	3	£20,812	10.79
	4	£21,189	10.98
3	5	£21,575	11.18
	6	£21,968	11.39
	7	£22,369	11.59
	8	£22,777	11.81
	9	£23,194	12.02
	10	£23,620	12.24
4	11	£24,054	12.47
	12	£24,496	12.70
	13	£24,948	12.93
	14	£25,409	13.17
5	15	£25,878	13.41
	16	£26,357	13.66
	17	£26,845	13.91
	18	£27,344	14.17
	19	£27,852	14.44
	20	£28,371	14.71
6	21	£28,900	14.98
	22	£29,439	15.26
	23	£30,151	15.63
	24	£31,099	16.12
7	25	£32,020	16.60
	26	£32,909	17.06
	27	£33,820	17.53
	28	£34,723	18.00
	29	£35,411	18.35
	30	£36,298	18.81
8	31	£37,261	19.31
	32	£38,296	19.85
	33	£39,493	20.47
	34	£40,478	20.98
9	35	£41,496	21.51
	36	£42,503	22.03
	37	£43,516	22.56
	38	£44,539	23.09
	39	£45,495	23.58
	40	£46,549	24.13
	41	£47,573	24.66
	42	£48,587	25.18
	43	£49,590	25.70