

15 September 2014

Agenda Item: 7

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT

PROPERTY STAFF INTEGRATION

Purpose of the Report

1. To provide Members with an update on the progress of integrating staff from non-property departments into the corporate property group.

Information and Advice

2. At the Finance and Property Committee on 24 February, 2014 it was reported that as part of budget savings proposals staff from outside of corporate property who undertake predominantly property activities on an 'informed client basis' would be transferred into the Property Group.
3. The rationale for the above proposal is that:-
 - (i) The Property Group is a multi- disciplined service that has been transformed during the last 3 years and demonstrated its ability to deliver a professional service.
 - (ii) An informed client role in departments is a resource that given the severe financial restraint can no longer be easily justified.
 - (iii) Consolidating staff in one group identifies duplication, maximises competencies and helps to bring forward efficiencies and savings.
4. As a first step in this process a trial has commenced with Children Families and Cultural Services Department with the objective of understanding how staff are identified, selected for transfer, where they are placed in the property group and what budgets are transferred.
5. Between February and May 2014 a matrix of property activity was developed with the department and staff time allocated against the activity. Those staff which were identified as having more than 50% property input were identified for transfer.
6. A process of informal interviews were arranged which each of the identified officers to develop a better understanding of their roles, specialism and to discuss with them how they could be integrated with the property group.
7. The initial assumption was that these officers could be placed within existing structures however; it became apparent that due to their roles and the need for

consistency of service delivery after the transfer took place that it would be more appropriate to develop a new team – Departmental Services.

8. The new team builds upon the model that was presented to members in February that there should be a single point of contact for client department and that there should be a division between this contact interface which identifies need and oversees the progress of instructions and the service delivery teams who undertake the tangible works such as design, quantity surveying, physical build.
9. The team structure is shown in appendix 1 and comprises three officers transferred from CFCS, involved in school capital projects; the management of PFI contracts/capital works and school academy transfers. An opportunity also arose following a restructure to include an officer from Environmental & Resources who is involved in corporate property project management. This new team is supplemented by the internal transfer of two property strategy officers. With the development of the team, new Job descriptions were developed for each of the roles. Pay gradings have been maintained for four of the posts with two posts being down-graded.
10. Formal consultation with staff and unions occurred throughout May with no significant issues being raised. The enabling process identified a post for each of the transferring officers with a competitive selection process being held for the position of Team Manager.
11. Running parallel with the enabling process a Service Level Agreement has been developed and agreed with the department which is outlined in appendix 2. With support from colleagues in Finance staff budgets and the budgets those officers manage will be transferred.
12. The commencement date for the transfer of the staff was 28 July 2014. As part of the review of the budgets transferred it was identified that savings can already be achieved amounting to circa £60,000 which will contribute towards achieving the original business case saving of £250,000 between now and 2016/17
13. A similar process will now be used to identify and transfer staff from other departments during the next 12 months starting with Adults Social Care Health and Public Protection. It is anticipated the transferred staff will be allocated within the new departmental services team structure.

Other Options Considered

14. The previous report examined two options:-

- (i) The status quo could be retained and measures adopted by client departments to secure revenue savings through staffing reductions.
- (ii) The need for budget savings could be ignored.

Both of these options were not considered viable as detailed in that report.

Reason/s for Recommendation/s

15. To provide Members with an update on the transfer of staff primarily from CFCS into the property group and the initial revenue savings that has been identified along with next steps towards completing the exercise.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required:

RECOMMENDATION/S

It is recommended:

1. To note the initial consolidation of property staff into the corporate property group; and
2. That a further report is presented to members after the next phase of transfer has been completed.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Andrew Stevens 0115 977 2085

Constitutional Comments (CEH 21.08.14)

17. The report is for noting purposes and further reports will be brought to the Finance and Property Committee in due course.

Financial Comments (TR 14.08.14)

18. As this report is for noting only, financial comments are not required

Background Papers and Published Documents

19. None.

Electoral Division(s) and Member(s) Affected

20. Ward(s): all
Member(s): all

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