

 <b>Employment Committee – 15th February 2017</b>		<b>Agenda Item No.</b>  <b>4</b>
<b>Title</b>	Additional temporary Property Maintenance Officer – Housing & Property Services	
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<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	30/9/15, Executive , minute number 51	
<b>Background Papers</b>	Additional Temporary Staffing Resource – Housing & Property Services, Executive 30/9/15; Employment Committee 16/9/15	
<b>Contrary to the policy framework:</b>	No	
<b>Contrary to the budgetary framework:</b>	No	
<b>Key Decision?</b>	Yes	
<b>Included within the Forward Plan?</b>	No	
<b>Equality Impact Assessment Undertaken</b>	No	
<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	2/2/17	Bill Hunt
Head of Service	2/2/17	Bill Hunt
CMT	3/2/17	
Section 151 Officer	3/2/17	Mike Snow
Monitoring Officer	3/2/17	Andrew Jones
Finance	2/2/17	Andrew Rollins
Portfolio Holder(s)	6/2/17	Councillor Peter Phillips
<b>Consultation &amp; Community Engagement</b>		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **Summary**

- 1.1 The report sets out the proposal to recruit an additional Property Maintenance Officer (PMO) on a temporary basis for a period of one year to undertake pre and post inspections of empty (void) council houses as part of the revised voids repair process introduced in 2016.

## 2. **Recommendation**

- 2.1 That Employment Committee approves the creation of an additional Property Maintenance Officer post for a temporary period of 12 months from the 17 April 2017.

## 3. **Reasons for the Recommendation**

- 3.1 On 1<sup>st</sup> April 2016, the Housing and Voids Property Repairs Contract was changed from operating as an open book model to one based upon Schedules of Rates. In concert with this change, a one year fixed term property maintenance officer post was put in place to cover pre and post inspection all of the void properties. This approach has delivered greater cost certainty and improved quality control when undertaking void property repair works. The post, currently covered as a secondment, expires on the 17 April 2017.
- 3.2 The existing Housing and Voids Property Repairs Contract will continue to be run on the Schedule of Rates model until the 31<sup>st</sup> March 2018, when the current contract expires. As such, it is recommended that a new 12 month fixed term property maintenance officer post is approved, to commence on the 17 April 2017, coinciding with the remaining duration of the existing contract period. This post will ensure continuity in undertaking the current void repair process.
- 3.3 The necessary work to re-procure the new Housing and Voids Property Repairs Contract is currently underway in order for the new contract to commence on the 1<sup>st</sup> April 2018. During this re-procurement phase current processes and the necessary staff resource to operate the new contract will be reviewed. Should any changes to the existing establishment be required a future report will be submitted to a future Employment Committee.

## 4. **Policy Framework**

- 4.1 The internal element of the Fit for the Future programme has the three objectives of improving the quality of the range of services offered by the Council whilst achieving value for money and developing people. These recommendations directly support the programme in ensuring the effective completion of key activities that will directly inform the repair and maintenance of the Council's HRA residential assets.

## 5. **Budgetary Framework**

- 5.1 The existing Asset Management staffing budget currently has sufficient funds to support this temporary post from April 2017.

## **6. Risks**

The risk of not recruiting a property maintenance officer on the 12 month fixed term position relates to the control of costs and quality. Without this additional Property Maintenance Officer, a greater proportion of the void property specification and post inspection process will have to be passed to the contractor. Previous experience has demonstrated that this can result in increased costs and decreased quality.

## **7. Alternative Option(s) considered**

- 7.1 One option would be not to appoint the additional property maintenance officer. In such a case, some or all of the pre and post inspection work could be undertaken by the void repairs contractor. However there are risks relating to the control of cost and quality, as outlined in Section 6 above.
- 7.2 Another option is to appoint the property maintenance officer on a permanent basis. This alternative would address the requirement for the role; however a potential outcome of the current void repairs process review (as part of the current re-procurement exercise) could be a lack of need for the role post 1<sup>st</sup> April 2018. In such a case a permanent position would become surplus to requirements.
- 7.3 A further option would be to appoint a part-time Property Maintenance Officer. This would enable some pre and post inspections to be undertaken, but not to all voids, as currently accomplished. A reduced level of pre and post inspection could lead to a consequent reduced level of control on both cost and quality.