

	<b>Employment Committee – 22<sup>nd</sup> March 2017</b>	<b>Agenda Item No. 6</b>
<b>Title</b>	Project Manager-Car Parks fixed term contract extension	
<b>For further information about this report please contact</b>	Gary Charlton, Contract Services Manager Tel: 01926 456315 gary.charlton@warwickdc.gov.uk	
<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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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>	Executive Meeting 29 <sup>th</sup> June 2016	
<b>Background Papers</b>		

<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? (If yes include reference number)</b>	Yes
<b>Equality and Sustainability Impact Assessment Undertaken</b>	No
Assessment not applicable to the project	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	02/03/17	Bill Hunt
Head of Service	02/03/17	Robert Hoof
CMT	02/03/17	N/A
Section 151 Officer	02/03/17	
Monitoring Officer	02/03/17	N/A
Finance	02/03/17	Mike Snow
Portfolio Holder(s)	02/03/17	Cllr Dave Shilton
<b>Consultation &amp; Community Engagement</b>		
None		
<b>Final Decision?</b>	Yes	

## 1. **SUMMARY**

- 1.1 The Executive agreed on the 29<sup>th</sup> June 2016 to fund a Project Manager - Car Parks post for a maximum of two years. A Project manager was recruited to the position in November 2016 on a one year fixed term contract. It is now apparent that in order to deliver the full range of ongoing car park projects the post needs to be extended by a further 1 year.

## 2. **RECOMMENDATION**

- 2.1 The current 1 year fixed term contract for the Project Manager expires in November 2017. Members are asked to agree to extend this post until November 2018.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 Recruitment for this post was required quickly and so the post was appointed on 1 year fixed term contract using the Chief Exec's delegated powers. Now that the timescales for projects have become clearer it is apparent that the post holder will be required for a further 1 year.
- 3.2 The post holder is currently engaged in the consideration of the future of the Linen Street MSCP. This project is currently in the feasibility stage with the development of the business case to follow for a committee decision in June 2017. If this project is approved it would require the post holder for a further 12 months to control the necessary planning and development considerations with substantial communications with a numbers of stakeholders whilst maintaining the Council's reputation.
- 3.3 The post holder is currently engaged in the delivery of the displacement plans for both Leamington Spa and Warwick town centres. With the proposals for a new Covent Garden car park in Leamington being brought forward later this year the completion of the displacement plan and implementation will be delivered by this officer. The Warwick Displacement plan forms part of the overall Linen Street development business case and will run into 2018.
- 3.4 The post holder is currently assessing the requirements/needs of the future renewal of the existing car parking payment equipment. This work is not expected to be completed until early April 2018 and will need to be controlled by the post holder.
- 3.5 The post holder is currently engaged in the wider Car Parking strategy, including consideration of the future car parking provision needed within Leamington and Warwick. This will establish the potential areas of development and additional provision required within the town. The outcome of the strategy will open new project areas of work that will need to be undertaken by the post holder, strands of this work will run into 2018.
- 3.6 Funding for the post for the 1 year extension is available, as the June 2016 Executive agreed a maximum commitment of £105,000 from the Services Transformation Reserve. That sum was equivalent to the annual cost of a grade B post for two years however the post was assessed by the HAY panel in October 2016 and was scored to a D grade.

#### **4. POLICY FRAMEWORK**

- 4.1 This proposal will assist with the Service Strand of the Fit for the Future Change programme by enabling the Council to continue to deliver a key part of its service.
- 4.2 The provision of appropriate public car parking is an essential part of the infrastructure of our town centres and within the Prosperity theme of the Sustainable Community Strategy the Council is committed to supporting the vitality and viability of town centres.

#### **5. BUDGETARY FRAMEWORK**

- 5.1 The Executive had already agreed to a maximum £105,000 to fund a temporary project manager. This is to be funded through the Service Transformation Reserve.
- 5.4 The expenditure figure quoted was a maximum amount any unused funding provision would be returned to the respective Reserve as appropriate.

#### **6. RISKS**

- 6.1 Projects not being delivered on time or effectively due to the existing officer resource not being able to allocate sufficient time within existing workload also create risks. For example, there are a number of legal issues in relation to rights assigned at Linen Street MSCP that need careful consideration and time spent understanding the implications.
- 6.2 There are financial and reputational risks involved with not delivering the displacement plans effectively at Covent Garden and Linen Street MSCP's. There is also the wider risk of detrimental harm to the town centre economies if projects are not delivered on appropriate timescales.

#### **7. ALTERNATIVE OPTION(S) CONSIDERED**

- 7.1 The option to not continue with the project manager resource after 1 year would revert the workload back to the Contract Services Team. This has been discounted as there are too many detailed elements of each project that require significant time allocation which is not available within the current department resource.

#### **8. BACKGROUND**

- 8.1 The Council no longer has an internal engineering department which has placed limitations on how we can approach car park improvement works. A number of the multi-storey car parks have reached the end of their operational life as have the payment equipment within the car parks.
- 8.2 The existing officer resource within Contract Services has been unable to apportion the sufficient time to these multiple projects. The potential redevelopment of Linen Street alone requires substantial time allocation to communication with local stakeholders and residents.

- 8.3 The Car Park strategy is a key piece of work which needs to be completed by June 2017. The results of this strategy will directly affect all of the current car park projects and the project manager will support the co-ordination of this strategy and present the outcome to members once completed.