

 <p>WARWICK DISTRICT COUNCIL</p>	AGENDA ITEM NO.
Report Cover Sheet	
Name of Meeting:	Employment Committee
Date of Meeting:	11 March 2008
Report Title:	Warwick Plant Maintenance
Summary of report:	To propose the transfer of the Warwick Plant Maintenance team from the Cultural Services department to the Housing and Property Services department.
For Further Information Please Contact (report author):	<p>Bill Hunt, Head of Housing and Property Services 01926 456403 bill.hunt@warwickd.gov.uk</p> <p>Rose Winship, Head of Cultural Services 01926 456223 rose.winship@warwickdc.gov.uk</p>
Business Unit:	Housing and Property Services Cultural Services
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	All
Key Decision?	No
Included within the Forward Plan?	No
Is the report private & confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No
Date and name of meeting when issue was last considered and relevant minute number:	N/a
Background Papers:	

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	No	
Ward Councillors	No	
Portfolio Holders	Yes	Councillor Doody; Councillor White
Other Councillors	No	
Warwick District Council recognised Trades Unions	Yes	Unison – Andy Crump
Other Warwick District Council Service Areas	No	
Project partners	No	
Parish/Town Council	No	
Highways Authority	No	
Residents	No	
Citizens Panel	No	
Other consultees	Yes	Warwick Plant Maintenance staff

Officer Approval

With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.

Officer Approval	Date	Name
Relevant Director(s)	18/2/08	Mary Hawkins
Chief Executive		
CMT		
Section 151 Officer		
Legal	26/2/08	Simon Best
Finance	26/2/08	Mike Snow

Final Decision? Yes

Suggested next steps (if not final decision please set out below)

1. **RECOMMENDATION(S)**

- 1.1 To approve the transfer of the Warwick Plant Maintenance staff from the Cultural Services establishment to the Housing and Property Services establishment.

2. **REASON(S) FOR THE RECOMMENDATION(S)**

- 2.1 Warwick Plant Maintenance is a 3 person team, comprising a technical inspector who is supervisor of two engineering technicians. The team is responsible for the maintenance and safe operation of mechanical, electrical, water and gas equipment and systems at a range of corporate properties and assets, with a primary focus on the Council's leisure centres and swimming pools.
- 2.2 Prior to the Building on Excellence restructure the team formed part of the Leisure and Amenities department's establishment, reporting to the Sports Facilities Manager for line management purposes. However, both the staffing budget for the team and associated budgets for the parts, equipment and stores required for their day to day work, were managed by the old Property Services department, with day to day operational support on technical issues being provided by the Energy Manager from that unit.
- 2.3 Since the restructure there is no direct equivalent to the Sports Facilities Manager post within the new Cultural Services department and therefore no obvious line management successor for the team. Given the previous involvement of the Energy Manager in their operational management it is felt that it is now more appropriate to transfer the team to the Housing and Property Services department's establishment. Under the proposed arrangement the Energy Manager of that unit would become the team's line manager (see Appendix One).
- 2.4 The Heads of Cultural Services and Housing and Property Services are in agreement that the proposed establishment transfer should have no impact on the team's primary role of maintaining the mechanical and electrical systems at the Leisure Centres and responsibility for maintaining the water quality at the swimming pools. The Head of Cultural Services will therefore nominate one of the Centre Managers to attend a monthly meeting of the team and the Energy Manager to ensure the effective and efficient operation of this element of their work.
- 2.5 There appears to be some potential to make budget savings and efficiency gains by expanding the team to allow them to take on mechanical and electrical work currently undertaken at some corporate and housing properties by contractors. Further work to explore this potential is required and, if appropriate, a business case will be prepared and presented to members. However, this work will not be undertaken until the second half of the coming financial year due to the need to recruit and train a replacement Technical Inspector, as the current postholder is due to retire in April.

3. **ALTERNATIVE OPTION(S) CONSIDERED**

- 3.1 The alternative option would be for the team to remain on the Cultural Services establishment.

- 3.2 This is not a favoured option as it would require a manager taking on line management responsibility for a team of technical staff and there is no obvious 'fit' with any of the existing posts within the unit. Technical support would still be required from the Energy Manager and this could lead to operational difficulties with the staff having to approach different managers, in separate departments, on differing aspects of their day to day work.

4. **BUDGETARY FRAMEWORK**

- 4.1 There are no direct financial implications to the transfer.
- 4.2 However, the transfer will involve a change to the Energy Manager's job description which will be submitted to the HAY Panel for evaluation and could result in the post being regarded. In such an event the overall Housing and Property Services staffing budget could accommodate such a change.

5. **POLICY FRAMEWORK**

- 5.1 The revised working arrangements would support the 2007-11 Corporate Strategy objective to improve the efficiency of service delivery to the Council's customers.