


Agenda Item No:	6	
Committee:	Staff Committee	
Date:	5th August 2016	
Report Title:	Valuation & Estates Proposals	

## Cover sheet:

### **Purpose / Summary**

This report seeks approval to revise the future delivery of Valuation & Estates services within the Council and seeks to provide a permanent solution to the interim arrangements which have been in existence since August 2014.

### **Key issues**

- The Business & Economy Team provides a broad range of services to the Council which includes Asset Management, Economic Development, Business Premises and Valuation & Estates services.
- The current Valuation & Estates service is being delivered through a Service Level Agreement (SLA) with Peterborough City Council (PCC); however, the recent outsourcing of this service and has prompted this review of service delivery.
- The services provided by the PCC SLA are equivalent to 0.6 full time equivalents (FTE's) and the combined cost of this service to FDC is £68,840 p.a. The SLA is currently funded from two frozen posts within the Assets & Projects Team.
- The existing volume of work related to the Council's asset base is significant and not fully accommodated by the SLA arrangements. In addition, the emerging workload from the Asset Management Plan will place an additional requirement on this area of the service.
- It is therefore proposed that from the current frozen staffing budget, the Council recruits a directly appointed full time (1 FTE), permanent Valuation & Estates Surveyor and further, recruits a directly appointed part time (0.54 FTE), permanent Technical Administration Assistant to provide much-needed additional capacity within the team
- In terms of financial implications it is intended that such changes and the costs associated with the recruitment of a Valuation & Estates Surveyor and the Administration Assistant posts will be funded from the existing budgets from the current frozen staffing budget.
- There will be no impact on existing staff as all of these posts are vacant.

### **Recommendations**

Staff Committee are requested to consider the report and it is recommended that;

- Staff Committee approve the recruitment of a permanent, full time Valuation & Estates Surveyor and a permanent, part time Technical Administration Assistant as outlined in the report.

<b>Wards Affected</b>	
<b>Forward Plan Reference</b>	
<b>Portfolio Holder(s)</b>	Cllr Ralph Butcher, Portfolio Holder, Growth
<b>Report Originator(s)</b>	Gary Garford, Corporate Director
<b>Contact Officer(s)</b>	Gary Garford, Corporate Director Justin Wingfield, Head of Business & Economy
<b>Background Paper(s)</b>	

## Report:

### **1. Background**

- 1.1. The Business & Economy Team was recently created to align Assets & Estates Management, Business Premises and Economic Development functions within a single service area. The organisational fit and composition of the Business & Economy Team is shown at **Appendix 1**.
- 1.2. The Business & Economy Team provides a broad range of services to the Council, which include the provision of professional advice, management of revenue generating services and the disposal of surplus assets and the creation of capital receipts. The Team is comprised of a combination of professional, intermediate and administrative roles.
- 1.3. The professional arm of the team provides Asset & Estates Management support and strategic advice to the Council corporate and numerous internal customers.
- 1.4. Since the establishment of the Business & Economy Team, support for the Valuation & Estates management role has been provided on a temporary rolling basis. This report focusses on the future delivery of Valuation & Estates services within the Council and seeks to provide a permanent solution to the interim arrangements which have been provided by Peterborough City Council since August 2014 and have continued on a rolling basis ever since.
- 1.5. This report also considers how administrative support can be provided to the service to ensure that emerging work streams from the soon to be adopted Asset Management Plan (AMP) can be adequately accommodated within the remit of the team.

### **2. Current Valuation & Estates Service Overview**

- 2.1 The current Valuation & Estates service is being delivered through a Service Level Agreement with Peterborough City Council (PCC); however, changes at Peterborough have subsequently resulted in the loss of the internal client team and the outsourcing of this service into a 'standalone' Joint Venture company. As a result, the procurement benefits of linking services directly with another Local Authority concluded and thus it is recognised that there is an opportunity for a reassessment of approach and focus along with an assessment of delivery options.
- 2.2 The services provided by the Peterborough SLA are equivalent to 0.6 FTE's and the combined cost of this service to FDC is £68,840 p.a. The SLA is currently funded from the two frozen posts within the Assets & Projects Team, namely the Project Officer and Building Surveyor posts.
- 2.3 During the SLA period the 'matrix' approach and skills provided by PCC has been invaluable in creating capacity for FDC Officers to progress the Asset Management Plan.

However there has been an increasing need to redefine the focus of the Head of Service role to concentrate on wider and strategic matters and this has resulted in a need to re-assess the options for the provision of the Valuation & Estates support requirements to ensure that sufficient operational coverage is available to deliver the service.

### 3. Valuation & Estates Proposals

- 3.1 In light of the changes at Peterborough and the need to formalise future work arrangements, we recognise that there are a number of ways for us to improve the delivery of the Valuation & Estates services to the Council.
- 3.2 Whilst the SLA with PCC comprises 0.2 FTE to manage the Disposals programme and 0.4 FTE to manage all Estates, revenue and miscellaneous property matters. The existing volume of work related to the Council's asset base is significant and not fully accommodated by the SLA arrangements. In addition, the emerging workload from various Asset Management Plan projects will place an additional requirement on this area of the service.
- 3.3 The Head of Service role is becoming increasingly more involved with both Strategic Asset and Economic Development functions and is therefore proposed within the frozen staffing budget that the Council recruits a full time (1 FTE), permanent Valuation & Estates Surveyor.
- 3.4 In addition, the current structure of the Business & Economy Team does not make provision for a defined admin support role. Presently admin/clerical support is provided on an ad-hoc basis by the Assets & Projects Team. There is a therefore a need to establish an admin resource of 0.54FTE to provide the necessary capacity within the team and to assist with the delivery of actions from the newly developed AMP.
- 3.5 It is therefore proposed that an additional administration post be created (0.54FTE) to support the Business & Economy Team on a permanent basis.
- 3.6 The proposed structure is shown at **Appendix 2**.

### 4. Resourcing and managing the service

- 4.1 We have explored many potential options to deliver the service in the most effective way. We have recognised that we need to maintain the current resource levels to address the key Valuation & Estates areas and to provide much needed additional capacity from the existing and emerging work streams.
- 4.2 The tables below outline the proposed changes.

<b>PROPOSED DELETED POSTS</b>	
<b>Job Title</b>	<b>Band</b>
Building Surveyor (Frozen) 1.0 FTE - <b>VACANT</b>	9
Project Officer (Frozen) 1.0 FTE - <b>VACANT</b>	4-7

<b>PROPOSED NEW POST</b>	
<b>Job Title</b>	<b>Band</b>
Valuation & Estates Surveyor 1.0 FTE	9
Technical Administration Assistant 0.54 FTE	3

<b>PROPOSED AFFECTED POSTS</b>	
<b>Job Title</b>	<b>Band</b>

Head of Business & Economy 1.0 FTE	Hay 1-2
Head of Assets & Projects 1.0 FTE	Hay 2

## 5. Financial and Corporate Implications

- 5.1 In terms of financial implications it is intended that such changes and the costs associated with the recruitment of a Valuation & Estates Surveyor & Administration Assistant posts will be funded from the existing budgets from the current frozen staffing budget. (The current frozen Building Surveyor and Project Officer vacancies).
- 5.2 There will be no impact on existing staff as all of these posts are vacant.
- 5.3 These proposals do not increase the staffing budget of the Council and also does not increase the overall staffing head count.

## 6. Timetable

- 6.1 The following is an indicative timetable of decision making and implementation:

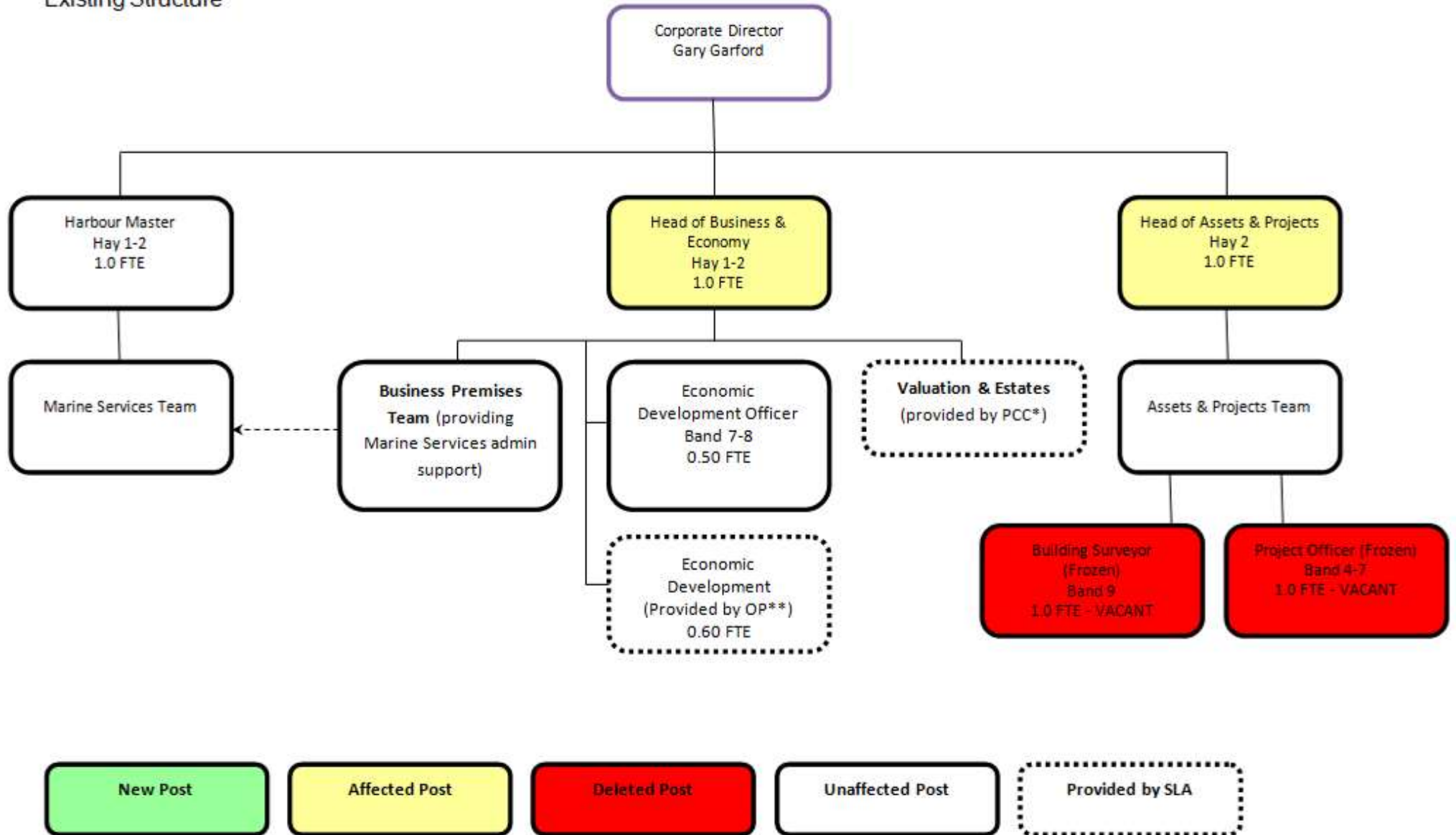
DATE	ACTION	COMPLETED
27 July 2016	Staff Side Briefing	Yes
5 August 2016	Staff Committee	
August 2016	Staff recruitment process	

## 7. Recommendation

- 7.1 Staff Committee are requested to consider this report and approve the recruitment of a permanent, full time Valuation & Estates Surveyor and a permanent, part time Technical Administration Assistant as outlined.

Appendix 1

Existing Structure



Appendix 2

Proposed Structure

