

Report of	Meeting	Date
Director of Business Development and Growth	Executive Member Decision	13.11.18

PROPOSAL FOR RESOURCE TO MEET BUSINESS NEED IN BUSINESS DEVELOPMENT & GROWTH DIRECTORATE

PURPOSE OF REPORT

- To request the reallocation of existing Directorate staffing budget (as previously agreed within the Business Development & Growth Restructure Proposal report dated 14 December 2017). The reallocated budget will be used to create additional resource to meet immediate business need.

RECOMMENDATION(S)

- To agree the re-apportionment of budget to support the recruitment of the posts (as detailed below) to meet immediate business need within Property Services.

Confidential report Please bold as appropriate	Yes	No
--	-----	-----------

Key Decision? Please bold as appropriate	Yes	No
--	-----	-----------

Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- To create additional resource to meet immediate business need.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None applicable

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
--	--	------------------------	--

Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	x
-------------------------------------	--	---	---

BACKGROUND

6. The Business Development & Growth Restructure Proposal report which went to Executive Cabinet on 14 December 2017, made provision for a new staffing structure and generated savings in the region of £200k. Approval for the report made provision for minor amendments to the structure subject to Executive Member approval.
7. There has been success in filling the posts within the structure. All posts across the Market Walk, Markets & Town Centre and the Planning Policy, Housing and Open Space Strategy teams are now full (excluding the Team Leader post within the Central Lancs Local Plan Team).
8. The filling of posts within the Property, Development & Business Growth teams has been more difficult. This is due to a skills shortage in related disciplines and a competitive labour market. The Property, Development & Business Growth Manager post remains vacant and it is intended that this will be re-advertised, with interim cover also sought via an agency to cover the recruitment period. There will be an additional cost to agency cover for this post which will be established once the agencies have been engaged.
9. There are also some historic and current challenges within the Property Services function. Staff vacancies and the volume of project work requiring Property Services input have put severe pressure on day to day work tasks. In addition, the need to completely review the activity of Property Services has not been started. Work includes a review of maintenance contracts, development of a planned maintenance schedule, a backlog of property surveys and an overall asset review to ensure the profitability of the Council's property portfolio. These works are urgently required in the context of the financial challenges faced by the Council and the fact that a number of high profile/high value capital schemes are due for completion that will require a new approach to asset management.
10. It is proposed to create two new posts to address this business need as outlined in the table below:

Post Title	Notes	Advertising Medium:	Grade
Building Surveyor (Full time)	Market supplement will be required and additional recruitment costs have been factored into the budgets. This is an additional post to undertake the additional work as detailed above	RICS Recruit website, Jobs Go Public Chorley Council Website Indeed	POE (Additional Post) Cost £44,911 subject to JE
Senior Estates Officer (Full time)	This is an additional post to undertake the additional work as detailed above	RICS Recruit website, Jobs Go Public Chorley Council Website Indeed	POE (Additional Post) Cost £44,911 subject to JE
Total Costs inclusive of on costs			£89,822

11. There have been some posts identified where savings have been generated as the incumbents work less than a full time post or where posts have been deleted or put on hold. Together they have generated a saving of:

Post Title:	Notes:	Saving (inc on costs):
Planning Policy Officer	Existing Post 0.6	£18,169
Planning Policy and Housing Officer	Existing Post 0.91	£3,999
Principal Planning Policy Officer	Existing Post 0.91	£4,572
Estates Officer	Existing post 0.72	£11,372
Property Development Business & Growth Manager	Existing post 0.8	£13,205
External Funding Officer	SO2 – post deleted	£19,258
Trainee Building Surveyor	Sc6 – vacant	£32,583
Total Savings inclusive of on costs		£103,158

Recruitment costs will be borne by the Directorate.

IMPLICATIONS OF REPORT

12. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources	✓	Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

13. The proposed changes to the structure will be funded through holding current vacancies open and through assuming that members of staff who have agreed reduced working hours continue to do so.

COMMENTS OF THE MONITORING OFFICER

14. The resourcing and staffing of a service is generally an officer decision. Executive Cabinet approval is required where changes are contemplated that lead to job losses and/ or additional resources. Whilst in this decision seeks neither the deletion of posts nor additional funding, it is recognised that the proposal relates to a structure recently approved by the Executive. It is appropriate to bring this proposal to the Executive Member for approval.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

15. Subject to approval the HR Department will resource the roles as agreed in order to complete the full complement of staff in the Directorate allowing them to deal with the backlog of work and have the Directorate resourced appropriately for the future. The wider structure was consulted upon earlier in the year.

MARK LESTER
DIRECTOR (BUSINESS, DEVELOPMENT AND GROWTH)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Sarah Wilde	5371	November 19	***



Dated 16/11/18

Councillor Alistair Bradley
Executive Member Economic Development and Public Service Reform