

### PROPERTY SERVICES

1. The property services department is subdivided in to two areas of operation; Planned & Cyclical, Response Repairs and Void maintenance.

#### **Planned & Cyclical**

2. Currently a team of five project managers and a contracts manager are responsible for the delivery of major works and elemental replacements as identified by the stock condition survey. The scope of work ranges across kitchen and bathroom modernisations, roof replacements, window and door renewals, rewiring and heating replacement contracts.
3. In addition to this they also ensure that the appropriate cyclical maintenance contracts are in place to effectively manage aspects of work like the gas servicing contract and periodic electrical testing programmes to ensure that health and safety risks are addressed.
4. Other aspects of work undertaken by the project managers include the administration of the aids and adaptation works and insulation improvements.

#### **Response Repairs & Voids**

5. The response repairs service is responsible for the day-to-day maintenance of the property stock. This area of the business typically manages approximately 14,000 repairs orders each year.
6. A small team of three project managers are responsible for the diagnosis and remedy of defects on a reactive basis and undertake a high percentage of pre and post inspections relating to this aspect of work.
7. The same team are responsible for the maintenance of void properties and ensure that approximately 350 homes are re-let annually in an efficient manner ensuring that pre-termination of tenancies are administered and rechargeable repairs identified and either rectified by, or charged to the outgoing resident.

#### **Staff potentially at risk of redundancy**

8. The proposal is to delete nine posts and create six new posts delivering a net change of a reduction of three posts.
9. A total of six staff (all project managers) would be potentially at risk of redundancy and it is anticipated that there could be up to two redundancies. The redundancies would not take effect until 2011 as there is a funded project that will support two posts during 2010/11.

#### **Cost of current structure**

£870,000

#### **Cost of proposed new structure**

£680,000

Making a total saving of £190,000, £150,000 of which is for the HRA

### **Potential negative impact of changes**

10. The main negative impact upon the tenants will arise from the reduction in the number improvements supported by the reduced capital programme.

### **Potential positive outcomes from proposed changes**

11. The new structure will ensure that the Council has a staffing base commensurate with the new level of capital programme. The new structure will also ensure that the Council is able to maximise the efficiency and effectiveness of its asset management role.