

<b>REPORT TO:</b>	<b>FINANCE &amp; MANAGEMENT COMMITTEE (SPECIAL-BUDGET)</b>	<b>AGENDA ITEM: 10</b>
<b>DATE OF MEETING:</b>	<b>10 JANUARY 2019</b>	<b>CATEGORY: (See Notes) DELEGATED or RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>ADRIAN LOWERY, 01283 595764, adrian.lowery@south-derbys.gov.uk</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>MAINTENANCE STANDARDS PROJECT BRIEF</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: (See Notes)</b>

## **1.0 Recommendations**

- 1.1 That the Committee endorses the Business Case set out in Appendix A (Project Brief - Maintenance Standards Phase 1) as a valid business reason to invest in resources to capture environmental asset maintenance data.
- 1.2 That the Committee approves £50,000 from earmarked reserves to deliver the project as set out in the Business Case.
- 1.3 To approve a new temporary post of a GIS Project Officer on a fixed-term contract for 18 months.

## **2.0 Purpose of the Report**

- 2.1 To seek approval for £50,000 of earmarked reserve funding to be allocated to implement the first phase of the Maintenance Standards Project.

## **3.0 Detail**

- 3.1 A series of Maintenance standards documents were approved by the Environmental and Development Services and Housing and Community Committees in April 2018. These policies set out the Environmental Maintenance Standards that the Council is committed to deliver across a number of areas including: Street Scene, Waste and Transport, Cultural Services (parks and open spaces) and Housing Services (estate and communal areas).
- 3.2 This Business Case sets out the necessary investment needed to fund improvements to produce a clear record of the Council's key environmental maintenance obligations.

- 3.3 The introduction of the Council's new Senior Management structure in April 2018 placed the main front-line services under the Strategic Director - Service Delivery. The Strategic Director has through engagement with Service Managers and Lead Officers, across a number of projects, identified an opportunity to enhance the information and communications needed to enhance the delivery of these standards.
- 3.4 The proposed project will provide the tools to target resources and provide the reporting and analysis needed for effective performance management.
- 3.5 The project aims to produce a clear record of the Council's environmental assets relating to maintenance obligations and document in a single system which can be universally accessed and reported on.
- 3.6 Whilst the completion of this project in itself will support more effective working practices and performance management, further phases of the project are anticipated in order to ensure the records are utilised effectively across the Council, for example to support mobile working.
- 3.7 At this stage the costs of further phases are not quantifiable and would need to be the subject of further business cases.

#### **4.0 Financial Implications**

- 4.1 The table below outlines the approximate staffing costs of implementing this proposal:

Post Title	Status	Grade	2018/19	2019/20	2020/21	Total
GIS Project Officer	New	Scale 5	2,353	29,239	12,437	44,029

- 4.2 It is proposed to fund the £50,000 from the Council's ear-marked reserves for the maintenance of Open Space. These contributions have been secured through section 106 agreements for land that the Council has adopted and is required to maintain.
- 4.3 The remainder of the sum is to make provision for costs in relation to specialist development work to the geographical information and spatial data warehousing that will hold the data. This sum will only be utilised if the relevant skills cannot be sourced within the Council.
- 4.4 It is anticipated that documenting and structuring this information will lead to efficiencies across a number of services areas; however at this stage they have not been identified fully. The consolidated data will form the basis of the next phase of the project which will be to review the operations of the service areas and seek to improve maintenance standards through process change and better utilisation of technology.

#### **5.0 Corporate Implications**

##### **Employment Implications**

- 5.1 This is a new post on the establishment and it is proposed that it is advertised internally and externally.

- 5.2 The grade for the new post has been evaluated under the Council's agreed procedure and has been assessed at Grade 5.
- 5.3 The Fixed-Term (Prevention of Less Favourable Treatment) Regulations 2002 ensure that fixed-term employees are not treated less favourably than comparable permanent employees. The terms and conditions to be offered are in line with the NJC for Local Government Services and therefore the same as comparable permanent employees.
- 5.4 It is noted that the contract will be on a fixed-term basis for 18 months. If the contract is extended beyond a period of two years or the person appointed has continuous local government service then a redundancy payment would then become payable. In addition, if the person is aged 55 and over and member of the Local Government Pension Scheme then there would be an immediate entitlement to a pension and potentially a strain cost could become payable.

### **Legal Implications**

- 5.5 None

### **Corporate Plan Implications**

- 5.6 Approval of the recommendations contained within this report would allow the Direct Services functions to be delivered in alignment with the priority actions within the Council's Corporate Plan. The captured data will therefore have a direct positive impact on the Council's ability to deliver actions against the key objectives of:

- Progress
- Place
- People

### **Risk Impact**

- 5.7 There is a risk that without up-to-date and accurate data, that the Council could waste resources in its maintenance of environmental assets, or suffer reputational damage from not maintaining environmental assets it is responsible for in the most effective manner. The project will minimise this risk and also allow the Council to evidence its environmental maintenance performance against its own standards, as required by the Corporate Plan.

## **6.0 Community Impact**

### **Consultation**

- 6.1 None

### **Equality and Diversity Impact**

- 6.2 As noted in the report, the terms and conditions of employment being offered will be comparable to those used across the Council workforce.

### **Social Value Impact**

- 6.3 The option to appoint into a temporary post provides the creation of local employment.

### **Environmental Sustainability**

- 6.4 The project will identify and accurately record the Council's environmental assets onto a single GIS platform, which will assist officers in reducing the Council's environmental impacts on issues such as climate change, resource depletion, ecological damage, as well as on locally disruptive factors such as noise, traffic and maintenance, through improved maintenance planning.

## **7.0 Background Papers**

Appendix A Project Brief Maintenance Standards Phase 1