

The Arc  
High Street  
Clowne  
S43 4JY

To: Chair & Members of the  
Employment and Personnel Committee

Contact: Angelika Kaufhold  
Telephone: 01246 242529

Email: [angelika.kaufhold@bolsover.gov.uk](mailto:angelika.kaufhold@bolsover.gov.uk)

Tuesday, 29 October 2024

Dear Councillor

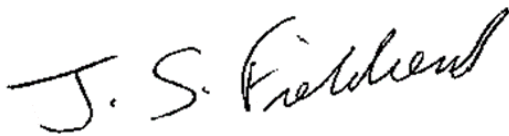
**EMPLOYMENT AND PERSONNEL COMMITTEE**

You are hereby summoned to attend a meeting of the Employment and Personnel Committee of the Bolsover District Council to be held in the Committee Room 1, The Arc, Clowne on Wednesday, 6th November, 2024 at 10:00 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 3 onwards.

Yours faithfully



Solicitor to the Council & Monitoring Officer

## **Equalities Statement**

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

### **Access for All statement**

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
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- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**EMPLOYMENT AND PERSONNEL COMMITTEE  
AGENDA**

***Wednesday, 6th November, 2024*** ***Wednesday, 6 November 2024 at 10:00 hours taking  
place in the Committee Room 1, The Arc, Clowne***

<b>Item No.</b>		<b>Page No.(s)</b>
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<b>Urgent Items of Business</b>	
	To note any urgent items of business which the Chair has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
<b>3.</b>	<b>Declarations of Interest</b>	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
<b>4.</b>	<b>Minutes</b>	4 - 6
	To consider the minutes of the last meeting held on 11 September 2024.	
<b>5.</b>	<b>Housing Options Triage Officer - Permanent Post</b>	7 - 10
	<b><u>DRAGONFLY</u></b>	
<b>6.</b>	<b>Corporate Property Officer in the Facilities Management Service</b>	11 - 20

# Agenda Item 4

## EMPLOYMENT AND PERSONNEL COMMITTEE

Minutes of a meeting of the Employment and Personnel Committee of the Bolsover District Council held in the Committee Room 1, The Arc, Clowne on Wednesday, 11<sup>th</sup> September 2024 at 10:00 hours.

### **PRESENT:-**

Members:-

Councillor Duncan McGregor in the Chair

Councillors Deborah Watson (Vice-Chair) and Sandra Peake.

Officers:- Karen Hanson (Chief Executive), Theresa Fletcher (Director of Finance and Section 151 Officer), Jim Fieldsend (Director of Governance and Legal Services & Monitoring Officer), Lesley Botham (Customer Services, Standards & Complaints Manager) for items EMP6-24/25 to EMP10-24/25 only, and Amy Bryan (Governance & Civic Manager).

### **EMP6-24/25      APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors Mary Dooley and Tom Munro.

### **EMP7-24/25      URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **EMP8-24/25      DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **EMP9-24/25      MINUTES**

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake  
**RESOLVED** that the Minutes of the Employment and Personnel Committee held on 3<sup>rd</sup> July 2024 be approved as a correct record.

### **EMP10-24/25      CUSTOMER SERVICE (COMPLAINTS AND STANDARDS) STAFFING**

The Committee considered a report which proposed to create an additional post within the Customer Services team, to provide resilience and make the team better resourced to deliver the Council's complaints administration.

The report detailed the changes that had been made by the Local Government and Social Care Ombudsman, Housing Ombudsman and Regulator for Social Housing, and the impact this had had on the complaints administration work.

## EMPLOYMENT AND PERSONNEL COMMITTEE

The report set out two options, with the preferred option being to create a permanent Customer Advisor/Complaints Administrator post. This would be a full-time position with three days per week (22 hours) dedicated to the complaints handling and two days per week (15 hours) operating as a Customer Advisor. This would also allow for a reduction in the overtime budget of £8,000.

The new post would be a Grade 5 post, and would incur additional costs of £34,072.09, to be funded from the General Fund. With the reduction in the overtime budget the actual cost would be £26,072.09. A proportion (roughly 42%) would be recharged to the HRA and Dragonfly based on the support service calculations.

In answer to a question about affordability, the Director of Finance and Section 151 Officer explained that the Growth Protection Reserve could be used to balance the increased cost if necessary.

Moved by Councillor Duncan McGregor and seconded by Councillor Deborah Watson  
**RESOLVED** that (1) the establishment of a new full time Customer Advisor/Complainants Administrator post be approved;

(2) it be recommended to Council that the new post be funded via the Council's General Fund.

### EMP11-24/25      REVIEW OF GOVERNANCE

The Committee considered a report which set out proposed changes to Governance and sought delegated authority for the Chief Executive to make a decision regarding a structure change following the completion of the required consultation with staff.

The report set out the background to the review of Governance and proposed that the current 0.6 FTE Governance & Civic Manager and 0.4 FTE Governance & Civic Manager / 0.6 FTE Governance & Civic Officer be replaced with one FTE Governance & Civic Manager (Grade 10) and one FTE Senior Governance & Civic Officer (Grade 7).

It was also proposed that the Scrutiny Officer would become part of the Governance Team and would report directly to the Governance & Civic Manager. The Scrutiny Officer was currently a stand-alone post and would benefit from being within a team.

The report set out that an increased budget of £36,641 was required to fund the proposed changes.

The Committee discussed and supported the proposals.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake  
**RESOLVED** that (1) the proposed changes be noted;

(2) authority be delegated to the Chief Executive Officer to make the changes, following completion of the consultation with Governance staff;

(3) the budget increase required to fund the proposed changes be recommended to Council for approval.

## EMPLOYMENT AND PERSONNEL COMMITTEE

The meeting concluded at 10:52 hours.

**Bolsover District Council**  
**Meeting of the Employment and Personnel Committee**  
**on 6<sup>th</sup> November 2024**  
**Housing Options Triage Officer - Permanent Post**  
**Report of Sandra Peake, Portfolio Holder for Housing**

<b>Classification</b>	This report is public.
<b>Contact Officer</b>	Elizabeth Ellis, Housing Options Manager

## **PURPOSE/SUMMARY OF REPORT**

- To seek approval to recruit a Housing Options Triage Officer. This would be a permanent post on the establishment.
- To recommend to Council funding the post through the General Fund revenue budget associated with the establishment from 2026/27.

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## **REPORT DETAILS**

### **1. Background**

- 1.1 The Housing Act 1996 Part 7, as amended by The Homelessness Reduction Act 2017 (which came into force in April 2018) placed new duties on Councils to intervene earlier to actively prevent homelessness, and to work with people who are homeless, or threatened with homelessness, for longer periods of time. As such, it brought a much wider group into the Council's area of responsibility, not just those that are in 'priority need.'
- 1.2 The Domestic Abuse Act 2021 amended Part 7 of the 1996 Act to strengthen the support available to victims of domestic abuse. The Act extends priority need to all eligible victims of domestic abuse who are homeless as a result of being a victim of domestic abuse. The 2021 Act brought in a new definition of domestic abuse which housing authorities must follow.
- 1.3 The Housing Options Team has a leading role in meeting the Council's statutory responsibilities to prevent and relieve homelessness in line with the Act. Since the Act came into force, the Council has seen a gradual increase in the demand on the service.
- 1.4 The Council responded to an increased demand for homelessness advice and assistance by recruiting a dedicated Housing Options Manager, Housing Options Triage Officer, and Temporary Accommodation Officer in 2021. Having dedicated roles has improved the service offered to customers within the district and ensured statutory duties are met. Despite best efforts to maximise productivity, the number of approaches to the service continues to grow.

- 1.5 The Housing Options Team are directly impacted by the external cuts/limitations of support services we have seen over the last 5 years. Lack of resources and capacity in services such as Social Care, Probation, Police, Health (specifically mental health services, and addiction support) places additional strain on the department as service user's needs are often not being met in other areas. Without timely intervention for these needs, often the result is homelessness where a person is unable to sustain accommodation.
- 1.6 There has been an increase in the number of approaches from single applicants who have multiple needs. Often when these people reach our service, their options are very limited, or in some cases non-existent. This results in the Housing Options Officers taking more time to make complex decisions on homeless applications which are subject to legal challenge.
- 1.7 Local Housing Authorities report their homelessness activities under Part 7 of the Housing Act 1996 to The Ministry of Housing, Communities and Local Government, by completing the quarterly H-CLIC statistical return. H-CLIC is an upload of all cases about statutory homelessness and the authority's activities within the legislative framework. We receive a homeless prevention grant which is calculated in part, on the number of prevent and relief cases we report on. It is therefore imperative that we are accurately recording this data.

## **2. Details of Proposal or Information**

- 2.1 We currently have one Housing Options Triage Officer in place, this Officer is the first point of contact and provides a triage service for people who are homeless or threatened with homelessness, assessing cases, providing advice and assistance, and completing an assessment. They then pass cases onto a Housing Options Officer. Having the Triage Officer post in place has had a significant impact on the service giving the Housing Options Officers' time to make more decisions on more complex homeless applications.
- 2.2 The table below shows the increase in homeless approaches to the housing options service over the last two financial years, and quarter 1 & 2 of this financial year:

<b>Homeless Figures</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Q1 &amp; Q2 2024/25</b>
<b>Total approaches to Housing Options</b>	476	656	586
<b>Triage only</b>	174	338	382
<b>Total prevention duty opened</b>	215	182	139
<b>Total relief duty opened</b>	86	119	65

- 2.3 It is felt, with the increase in homeless approaches and the increasing complexities of cases, that the demand on the service necessitates another Housing Options Triage Officer, to ensure the service continues to meet the demand shown in the above table. The team frequently deal with emergency cases which require emergency assessments on the day of presentation. The additional post would ensure statutory duties are met, and that assessments take place in a timely manner.



2.4 Members will be aware that Homelessness is a General Fund responsibility, not the Housing Revenue Account. The Council has accumulated an amount of unspent homeless prevention grant in a general fund reserve. The post has been job evaluated as a grade 6 and the current annual costs to the Council of the post (subject to pay award) is £38,810, which includes all oncosts. There is sufficient in the reserve to fund the new Housing Options Triage Officer, until 31<sup>st</sup> March 2026. The report seeks to obtain approval that from April 2026 this would be funded as a permanent post on the establishment, with the salary and oncosts being met from the general fund.

**3. Reasons for Recommendation**

3.1 Due to the consistent increase in demand over the number of approaches to the homeless service over the last 2 financial years, and the first two quarters of this year, we are seeking an additional Housing Options Triage Officer to ensure that we continue to meet our statutory duties, and complete homeless assessments in a timely manner to meet the needs of our customers.

3.2 The proposal for a permanent post is to increase the calibre of applicants. Given the increased demand on the service, we would benefit from an applicant with relevant experience who can meet the consistent demand. We currently have homeless prevention fund reserves, these are limited, but can cover the cost of the post for the remainder of 2024/25, and the financial year 2025/26.

**4 Alternative Options and Reasons for Rejection**

4.1 There are alternatives which could be considered:

To do nothing, however, the demand on current staffing resources at this time is not sustainable. The additional post would help in spreading the workload amongst the team and allowing Housing Options Officers to focus on decision making for more complex cases which can be subject to judicial review. They are currently assisting the Housing Options Triage Officer on a frequent basis, due to the consistent increase in homeless approaches.

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**RECOMMENDATION(S)**

- 1. To approve a new full-time permanent Housing Options Triage Officer on the establishment, to be funded from the general fund from April 2026.
- 2. To recommend to Council a revenue budget increase per year of £38,810 (subject to pay award) to the general fund from April 2026.

Approved by Councillor Peake Portfolio Holder for Housing

<b><u>IMPLICATIONS.</u></b>		
<b><u>Finance and Risk:</u></b>	<b>Yes – X</b>	<b>No <input type="checkbox"/></b>
<b>Details:</b> The Council is at risk if we cannot meet our homeless statutory duties. The proposal would mean an annual increase to the general fund budget of £38,810 (subject to		

pay award) from April 2026. Salary costs can be met from a Homeless general fund reserve until this time.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**      Yes – X      No

**Details:**

All legal requirements are set out within the body of the report.

On behalf of the Solicitor to the Council

**Staffing:**      Yes       No

**Details:**

On behalf of the Head of Paid Service

## DECISION INFORMATION

<p><b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p><b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)</p>	No

<p><b>District Wards Significantly Affected</b></p>	N/A
<p><b>Consultation:</b>  <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/>  <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/>  <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/></p>	Details:

<p><b>Links to Council Ambition: Customers, Economy, Environment, Housing</b></p>	
<p>Preventing and responding to homelessness through early intervention and personalised solutions</p>	
<p><b>DOCUMENT INFORMATION</b></p>	
<p><b>Appendix No</b></p>	<p><b>Title</b></p>
<p><b>Background Papers</b></p>	
<p><i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i></p>	

## Bolsover District Council

### Meeting of the Employment and Personnel Committee

6 November 2024

#### Dragonfly – Property Services additional role –

#### Corporate Property Officer in the Facilities Management Service

#### Report of the Portfolio holder for Growth

<b>Classification</b>	This report is public.
<b>Contact Officer</b>	Katie Walters, Head of Property Services (Dragonfly)

### PURPOSE/SUMMARY OF REPORT

To seek approval to employ a second Corporate Property Officer in the Dragonfly Facilities Management Service to make Facilities Management more resilient, efficient, and effective.

### REPORT DETAILS

#### Background

- 1.1 Facilities Management manages 40 corporate buildings on behalf of the Council. The Service is managed by the Corporate Property Manager, supported by one Corporate Property Officer. The Dragonfly Business Support Team provides administrative support.
- 1.2 Facilities Management manage 17 directly employed cleaners and the caretaker. They also manage an external £1m Facilities Management contract, which allows for the provision of certain trades such as electricians and plumbers to be available 24 hours per day. In addition, 18 specialist external contractors are directly managed by Facilities Management.

#### Details of Proposal or Information

- 2.1 Detailed work as part of managing the budgets, has reduced the ad hoc budget spend but has also meant that there has been less time to spend in other areas such as remedial works following risk assessments and strategically planning capital works. We are seeking to create a permanent, second Corporate Property Officer, which would allow the Facilities Management Service to continue to save on ad hoc budgets whilst also being able to complete more planned-remedial and capital works which would have a beneficial effect on lifecycle costs. For example, a solar panel installation project at Riverside Depot has been identified and is estimated to save £434k over the lifetime of the installation (an average of £17,360 per annum). Having a second Corporate Property Officer on the team would enable this project to be brought forward earlier than is currently possible.
- 2.2 Analysis has been carried out on the savings that could be made through challenging quotes compared to always directly awarding work through the external contract. The

analysis was carried out on the savings that have been made on three key buildings (The Arc, Riverside Depot, and The Tangent). Projections show that if additional quotes continue to be obtained this will reduce the ad hoc repairs and maintenance spend by £30,500 per annum across these 3 buildings. Further savings have been achieved on the remainder of the managed buildings but analysis on these areas has not been carried out. A recent Facilities Management audit has recommended that a greater number of quotations should be challenged (especially where quotes exceed £1,000) to ensure value for money is achieved.

- 2.3 A module on the Uniform software, which Dragonfly already has in place, has been identified to achieve additional improvements. There is an initial time requirement in populating and implementing the module but currently there is no capacity within Facilities Management to do this. Having an extra Corporate Property Officer would enable the population of the Facilities element. This will allow the Commercial Team, who agree lettings on commercial buildings, to be informed in real time as to the status of repairs at commercial buildings. Equally Facilities Management would benefit from knowing which properties are to be let next so that work can be integrated effectively into the work stream.
- 2.4 Facilities Management currently does work for local parishes and other public sector partners and is keen to continue benefiting from these income streams. Having a second Corporate Property Officer in Facilities Management would enable further income streams to be pursued.
- 2.5 Other benefits from employing a second Corporate Property Officer, time permitting, could come in the form of training to enable them to complete currently outsourced work at a cheaper rate than charged by external contractors e.g. fire door and ladder inspections.
- 2.6 The external contract is due for renewal in October 2024. Recently, research was carried out to establish whether cost savings could be made by managing the external contract inhouse i.e. rather than going through the third-party external contractor for in and out of hours reactive and non-reactive works, Dragonfly could directly enter into arrangement with these contractors. The inhouse model breaks even at year 5 and after that makes a surplus every year. Insourcing is currently not possible as Facilities Management does not have the resources to enable the necessary preparation works or the future management of the additional contractors. Having the extra resource available would also allow Dragonfly to become ready for any future insourcing.
- 2.7 Furthermore, the recent flooding at Pleasley Vale Mills has shown that Facilities Management is not resilient when faced with incidents of this nature. Having a second Corporate Property Officer on the team would have enabled the service to continue more smoothly whilst dealing with this emergency.
- 2.8 The cost of employing a second Corporate Property Officer will be £43,033 to £46,657 (including oncosts but subject to the pending pay award pending) which is grade 7. The person specification for this post is shown at **Appendix 1**. The job description is shown at **Appendix 2**.

- 2.9 The budget for this post would sit with Dragonfly Management, it would be fully funded by the Council, and would be an increase to the general fund. However, as discussed in paragraph 2.2, this post would allow additional quotes for work to be obtained and this will reduce the ad hoc repairs and maintenance spend by £30,500 per annum across 3 Council buildings alone. This and future anticipated reductions in general fund costs, would help meet the cost of this new post.

### **3 Reasons for Recommendation**

- 3.1 Employing a second Corporate Property Officer will be a cost-effective solution to the current under capacity in Facilities Management because it will enable:
- more time to be spent on areas such as remedial works following risk assessments,
  - a greater number of quotations to be challenged to ensure value for money is achieved,
  - completion of more planned-remedial and capital works which will have a beneficial effect on lifecycle costs,
  - the Commercial Team, who agree lettings on commercial buildings, to be informed in real time as to the status of repairs at commercial buildings,
  - Facilities Management to know which properties are to be let next so that work can be integrated effectively into the work stream,
  - further income streams to be pursued,
  - potential training and capacity to complete currently outsourced work at a cheaper rate than charged by external contractors e.g. fire door and ladder inspections,
  - Facilities Management to become ready for any future insourcing and,
  - Facilities Management to become more resilient when faced with unexpected, large, incidents.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 Take no action – rejected because this leaves Facilities Management under resourced, inefficient, ineffective, non-resilient and removes the capacity for income generation / savings when compared to employing a second Corporate Property Officer.

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### **RECOMMENDATION(S)**

1. To approve a new full-time, permanent, Corporate Property Officer post to be funded by the General Fund.

2. To recommend to Council an annual revenue budget increase of £43,033 - £46,657, with the intention to achieve reductions in expenditure of £30,500 as a minimum.

**Approved by Councillor John Ritchie, Portfolio Holder for Growth**

**IMPLICATIONS:**

**Finance and Risk:**

Yes

No

**Details:**

The Corporate Property Officer post will be a grade 7 on the Council's pay scales. This has a salary cost range of £43,033 - £46,657 subject to pending pay award and including all oncosts. The post will be a Dragonfly Management one and will be fully funded by the Council's general fund.

The report specifies that at least £30,500 of recurring expenditure will be saved on the general fund, due directly to the creation of this post. More savings are expected to be made following the creation of this post, which will further balance out the cost of this post to the general fund.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**

Yes

No

**Details:**

It is a legal requirement to provide compliant buildings. The Corporate Property Officer would strengthen the talent, skills, and resilience of Facilities Management.

On behalf of the Solicitor to the Council

**Environment:**

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

**Details:** n/a

**Staffing:**

Yes

No

**Details:**

HR policies will be followed throughout the recruitment process.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

<p><b>Is the decision a Key Decision?</b>          A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>Revenue - £75,000</b> <input checked="" type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> Please indicate which threshold applies</p>	<p>Yes</p>
<p><b>Is the decision subject to Call-In?</b>          (Only Key Decisions are subject to Call-In)</p>	<p>Yes</p>

<p><b>District Wards Significantly Affected</b></p>	<p>All</p>
<p><b>Consultation:</b>  <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input checked="" type="checkbox"/>  <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/>  <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/></p>	<p>Details:</p>

<p><b>Links to Council Ambition: Customers, Economy, Environment and Housing.</b></p>
<p>The new post links to the four pillars of the Future – the Council’s Corporate Plan.</p>

<p><b>DOCUMENT INFORMATION</b></p>	
<p><b>Appendix No</b></p>	<p><b>Title</b></p>
<p>1</p>	<p>Corporate Property Officer Person Specification</p>
<p>2</p>	<p>Corporate Property Officer Job Description</p>



## PERSON SPECIFICATION

<b>Post Title:</b> Corporate Property Officer	<b>Section:</b> Property & Commercial Services
<b>Directorate:</b> Development	

<b>Essential Requirements</b>	<b>Desirable Requirements</b>
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<b>Knowledge</b>	<b>AM</b>		<b>AM</b>
<p>Demonstrable knowledge of procurement of building/construction related contracts.</p> <p>Demonstrable knowledge of facilities and asset management.</p> <p>A demonstrable understanding of the management, monitoring and implementing health and safety policies, including asbestos, legionella and fire risk actions.</p> <p>Demonstrable knowledge and procurement/tendering of contracts.</p> <p>Demonstrable knowledge of budget management monitoring and forecasting.</p> <p>Demonstrable knowledge of project management and specification development of building/construction related contracts.</p> <p>Demonstrable knowledge and understanding of Building and Planning Regulations and their interpretation.</p> <p>Maintenance of record systems</p> <p>Ability to undertake inspections of properties and determine repair/maintenance requirements</p> <p>Basic knowledge of building defects and common repairs.</p>	a, i & c	<p>Considerable proven practical experience of policy development in relation to facilities and asset management.</p> <p>Knowledge of contracts administration.</p> <p>Proven practical experience of day to day team management</p>	a & i
<b>Qualifications</b>			
HNC/HND or 2 years completed of a relevant degree in relevant area such as facilities management and building surveying <b>or considerable post related experience</b>			



<b>Experience</b>			
<p>To operate in a professional manner, effectively utilising available budgets. Experience of negotiations at a senior level both internally and externally in relation to contractual matters</p> <p>Dealing effectively with customers/service users to successfully resolving maintenance issues</p> <p>Prioritising repairs appropriately with consideration to business risk and customer service</p>	a & i	<p>Proven practical team management experience in order to provide effective management of the facilities function.</p> <p>Procurement of goods and services in accordance with local authority policies</p>	a & i
<b>Skills</b>			
<p>Ability to read and interpret plans, architect drawings, and specifications</p> <p>Effective oral and written communication skills</p> <p>Excellent interpersonal skills and the ability to demonstrate a strong customer focus</p> <p>Effective planning and organisation skills</p> <p>A commitment to service improvements.</p> <p>Excellent I.T. Skills in Word and Excel.</p> <p>Current full driving licence in order to undertake daily duties although alternative arrangements may be agreed with applicants with the relevant disability.</p>	a & i		
<b>Other Requirements:</b>			
A flexible approach to working hours	a & i		

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others**

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific

requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

<b>Approved by:</b>	K.Walters
<b>Date approved:</b>	July 2022
<b>Reviewed:</b>	

## Job Description

<b>Job title</b>	<i>Corporate Property Officer</i>
<b>Reports to</b>	<i>Corporate Property Manager</i>
<b>Direct reports</b>	
<b>Grade</b>	7
<b>Salary range</b>	<i>£28,554 to £31,200 per annum</i>

### Job purpose

To assist in the provision of an efficient asset management, design and building surveying service to the Council and external customers.

### Duties and responsibilities

To assist the Corporate Property Manager in the provision of a building maintenance and facilities management service for council non-housing properties.

To liaise with contractors, clients and consultants in respect of building and development projects.

To assist in the work of small project management teams to deliver housing and non housing related projects.

To design, supervise and implement small building projects under the Council's Capital and Revenue Programme under the direction of the Corporate Property Manager.

To deputise for the Corporate Property Manager as and when required and to manage staff as appropriate.

To co-ordinate and lead where appropriate the implementation of various risk management plans including those relating to fire safety, legionella, asbestos and others relating to the safe use of buildings.

To assist in the implementation of the Council's asset management plan.

To assist in the Corporate Property Manager with the management of facilities staff within the remit of the service.

To undertake monitoring of the facilities and asset management programmes to provide financial control systems and accurate budgetary projections.

To ensure compliance with health and safety legislation as it relates to the construction industry.

To be available in the event of "out of hours" emergencies in relation to the duties.

To undertake such other duties, commensurate with the grade, as may be specified from time to time by the relevant line manager or the Property Services Management Team.

### Working conditions

To work flexibly to meet the demands of the service including evening and weekend work and being available for out of hours emergencies

### Physical requirements

Standing, walking, lifting, carrying and use of ladders

### Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
  - Data Protection (Employees must at all times abide by the principles of the UK GDPR, Data Protection Act and Council policy and guidance)
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

<b>Approved by:</b>	Katie Walters
<b>Date approved:</b>	8 July 2022
<b>Reviewed:</b>	