

**Bolsover District Council**

**Meeting of the Employment and Personnel Committee on 17<sup>th</sup> April 2024**

**Creation of a Land and Property Assistant Post**

**Report of the Legal Services Team Manager**

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>Classification</b> | This report is Public                 |
| <b>Report By</b>      | Louise Arnold, Legal Services Manager |

**PURPOSE/SUMMARY OF REPORT**

- To seek approval for the establishment of a new Land and Property Assistant Post.
  - To seek agreement to recommend to Council for the approval of a budget to enable the appointment to the new post.
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**REPORT DETAILS**

**1. Background**

- 1.1 The role of the Senior Valuer historically sat in the Property and Estates Team until 2023 when the Team transferred to Dragonfly. Due to the type of work carried out by the Senior Valuer it was agreed that the Senior Valuer role should remain a Council role and management responsibility transferred to Legal Services.
- 1.2 To support the high volume of work required of the Senior Valuer in approximately 2007 the Council employed, on a temporary contract a Land and Property Assistant. Responsibilities included supporting the Senior Valuer in small land sales, valuations and licences etc. The role ended in approximately 2011, when the temporary contract came to an end and was not renewed. The Senior Valuer was then supported part-time by a shared officer with North East Derbyshire District Council (NEDDC). The arrangement with NEDDC ended in approximately 2020 and since that time the Senior Valuer has been solely responsible for all the Council's land sales, and valuations of: Council owned land and property, property assets for the Council's annual accounts and insurance, rentals and right to buys.
- 1.3 Large annual projects such as the annual asset valuation require significant input and time. Whilst this is ongoing, in the absence of any other officer in the Council carrying out / assisting in the valuation work some work has to be delayed for some time to ensure annual deadlines are met.

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

- 2.1 The proposal is to create a new role to assist the Senior Valuer and to provide support and assistance for the Council's day to day property management functions. The new role essentially resurrects that support role that had been in place on a temporary basis and was then provided by NEDDC historically.
- 2.2 This role will support the effective management of the Council's property portfolio (including land, operational buildings, tenanted (investment) property, covering both commercial and residential assets and undertake and manage a range of day-to-day activities including but not limited to, Landlord and Tenant matters, property inspections, rent reviews and lease renewals etc
- 2.3 Consequently a job description and person specification have been developed to mirror the former temporary role. The documents are included as **Appendix 1** and **2** respectively. The post has historically been evaluated and graded at Grade 4 (£24,405 - £25,657).

## **3. Reasons for Recommendation**

- 3.1 This report seeks approval to establish a Land and Property Assistant post to support the work of the Senior Valuer and ensure that the Council's property management functions can be dealt with more efficiently. Appropriate work can be allocated to this Assistant role enabling the Senior Valuer to focus on larger, annual projects whilst ensuring the day-to-day valuations etc continue to be provided.

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

- 4.1 The Committee elect not to support the creation of the post and the identified shortfalls in workload and timescales at the times of larger scale projects are accepted.

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## **RECOMMENDATION(S)**

1. That the Committee considers and supports the establishment of a Land and Property Assistant for the reasons outlined within this report.
2. That the Committee recommend to Council that a budget be created to fund the new post via the Council's General Fund.

Approved by Councillor Moesby, Portfolio Holder for Resources

**IMPLICATIONS:**

**Finance and Risk:**            Yes             No

**Details:** The cost for the creation of the post per annum is between £34,594 - £36,278 including on costs based on the previous evaluation.

On behalf of the Section 151 Officer

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

**Details:** There are no legal implication arising from this report.

On behalf of the Solicitor to the Council

**Environment:**                                    Yes                                     No

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:** The Council's policies and procedures will be followed for recruitment to this post

On behalf of the Head of Paid Service

**DECISION INFORMATION**

|   |    |
|---|----|
| <b>Is the decision a Key Decision?</b><br>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:<br><br><b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/><br><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i> | No |
| <b>Is the decision subject to Call-In?</b><br><i>(Only Key Decisions are subject to Call-In)</i>  | No |

|   |  |
|---|--|
| <b>District Wards Significantly Affected</b>  | n/a  |
| <b>Consultation:</b><br><b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/><br><b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/><br><b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input checked="" type="checkbox"/> | Details: Councillor Clive Moesby, Portfolio Holder for Resources |

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| <b>Links to Council Ambition: Customers, Economy and Environment.</b> |
| Providing excellent services  |

**Links to Council Ambition: Customers, Economy and Environment.**

**DOCUMENT INFORMATION**

| <b>Appendix No</b> | <b>Title</b>                                     |
|--------------------|--|
| 1                  | Land and Property Assistant Job Description      |
| 2                  | Land and Property Assistant Person Specification |

**Background Papers**

*(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).*