

## SOUTH HOLLAND DISTRICT COUNCIL

**Report of:** Portfolio Holder for Place and Head of Paid Service

**To:** Full Council

**(Author:** Rob Walker, Executive Director of Place

**Subject:** Staffing Structure – Emergency Planning and Property Services

**Purpose:** To consider proposed changes to the staffing structure.

### **Recommendation(s):**

- 1) That the establishment is increased and 0.6 FTE Emergency Planning Officer (Grade F) and 1 FTE Strategic Property Officer posts are created (Grade I).
- 2) That the post of Leisure Manager is deleted from the establishment.

### **1.0 BACKGROUND**

1.1 Following consideration of a report by the Head of Paid Service at Full Council on 27 July 2016, it was resolved that: -

- a) *The post of Executive Manager – Income & Prosperity be deleted from the establishment;*
- b) *The budget associated with this post be reinvested elsewhere in the staffing establishment, and focussed around two areas – emergency planning and property management;*
- c) *The Head of the Paid Service bring forward proposals, in due course, for additional staffing resources in another area or areas of the staffing structure.*

1.2 Full current year salary and on-costs of the Executive Manager – Income & Prosperity post were £76,880. These costs were shared 60:40 between Breckland and South Holland. As a result, the budget allocated to this post in South Holland was £30,740. This is the allocation available for reinvestment.

1.3 This report recommends that this budget saving is reinvested in the Emergency Planning and Property Services functions. Both functions will sit within the Place portfolio/directorate.

#### **Emergency Planning**

1.4 Currently, South Holland District Council's Emergency Planning service is provided by Lincolnshire County Council through a Service Level Agreement. The annual cost of this agreement is £11,500 per annum. It is proposed that the arrangement with Lincolnshire County Council is ceased on 31 March 2017 and that Emergency Planning is resourced directly by the Council after this point.

1.5 It is proposed that an Emergency Planning Officer post is created. It is further being proposed that an equivalent post is created at Breckland Council (and is going through their decision making process) and whilst the two posts will not be shared there will be shared resilience and mutual aid available across the two authorities.

- 1.6 Increasingly South Holland has to respond to varied emergency situations, for example: flash flooding, dangerous structures, policing incidents and accidents/emergencies involving council staff and/or assets. Whilst the council has managed all such recent incidents effectively the capacity to do so has been hard-pressed and it has impacted – albeit temporarily – on delivery across the council where officers have been redeployed.
- 1.7 In creating this post the emergency planning function will fall under the council’s direct control and provide additional support to our GOLD (strategic) and SILVER (tactical) officers that work across both South Holland and Breckland.
- 1.8 Whilst the SLA with Lincolnshire County Council will cease under this proposal we will continue to support the work of the Lincolnshire Resilience Forum and all our partner agencies to deal with emergencies that happen within our district but also across the county.
- 1.9 The Civil Contingencies Act 2004, and accompanying non-legislative measures, delivers a single framework for civil protection in the UK. Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. Local authorities are listed as Category 1 responders and are at the core of the response to most emergencies. They are required to:
- assess the risk of emergencies occurring and use this to inform contingency planning;
  - put in place emergency plans;
  - put in place business continuity management arrangements;
  - put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
  - share information with other local responders to enhance co-ordination;
  - co-operate with other local responders to enhance co-ordination and efficiency;
  - provide advice and assistance to businesses and voluntary organizations about business continuity management.

### **Property Services**

- 1.10 South Holland District Council is facing the challenge of sustaining front line services with reduced funding. It is now more important than ever that the Council ensures its asset and property base is used effectively to deliver the income and resources needed to support the services it provides. Property assets are inextricably linked to the delivery of the vision and priorities of the Council and the way that we manage our land and property assets has a direct impact on the quality of services delivered to the public.
- 1.11 Because the Council’s vision and priorities are specific to meeting the needs and requirement of the community it serves, it means that the strategy for the effective and efficient use of the Council’s assets is unique. There is also no prescribed process for how to use a local authority asset base that can easily be transferred from one authority to another given the unique nature of the priorities for each authority. Against this background it is relevant for the Council to create a resource that can deliver the needed output from its property asset base.

- 1.12 Since the restructure in mid-2015 and whilst the Council has successfully reviewed or moved forward a number of property related projects (Willow Court, Gore Lane, Moulton Park, temporary additional depot site) there has been no in-house or employed lead for strategic property management and there are a number of strategic related projects that need attention where the skills or resources are not available to do so.
- 1.13 The Council is now looking at a multi-strand approach to its asset management function and part of that approach is the creation of a Strategic Property Officer post that can drive forward this strategy and implement and deliver a number of projects will assist several different areas of the Council.

## 2.0 **OPTIONS**

- 2.1 Do nothing. This option is not recommended. Increasingly, the council has to manage emergency situations and there is need for additional capacity to resource this activity effectively. Furthermore, the Council needs a new resource to strategically manage its property portfolio and generate significant financial and organisational benefits for the Council.
- 2.2 Increase the establishment and create a 0.6 FTE Emergency Planning Officer (Grade F) post. This option will increase resilience, effectiveness and control in this functional area. A Strategic Property Officer (Grade I) post is required to drive forward strategy and implement and deliver projects across the Council and improve its overall financial position. This option is recommended.

## 3.0 **REASONS FOR RECOMMENDATION(S)**

- 3.1 To ensure that South Holland District Council is well resourced to prepare for and manage Emergency Planning and Business Continuity situations effectively with less impact on core council services and delivery.
- 3.2 To ensure that South Holland District Council is making best use of its property portfolio to deliver the strategic objectives of the Council and generate funds for reinvestment in core council services.

## 4.0 **EXPECTED BENEFITS**

- 4.1 Reinvestment of underutilised budget in new areas of the staffing structure that are faced with increasing demand.

## 5.0 **IMPLICATIONS**

### 5.1 **Carbon Footprint / Environmental Issues**

- 5.1.1 It is the opinion of the Report Author that there are no implications.

### 5.2 **Constitution & Legal**

- 5.2.1 Statutory matters dealt with in the body of the report. Staffing matters are a non-executive function. Permanent changes to the staffing structure are a matter for Full Council to determine.

### 5.3 **Contracts**

- 5.3.1 The Service Level Agreement with Lincolnshire County Council will be ceased with affect from 31 March 2017. This Agreement has an annual cost of £11,500 and has a notice period of 3 months.

### 5.4 **Corporate Priorities**

- 5.4.1 By focussing resources where they are most needed, we will support the corporate objective of *“To provide the right services, at the right time and in the right way”*.

### 5.5 **Crime and Disorder**

- 5.5.1 It is the opinion of the Report Author that there are no implications.

### 5.6 **Equality and Diversity / Human Rights**

- 5.6.1 The Council is subject the public sector equality duty, the Human Rights Act 1998 and various duties of non-discrimination in employment law. These matters are considered as part of all staffing reviews.

### 5.7 **Financial**

- 5.7.1 Total estimated employee costs of £68,000, emergency planning officer post, £18,000 (0.6fte) and the Strategic Property Officer post (1 FTE), £50,000 are to be financed in the 2017/18 Budget from other budget savings as identified below.
- 5.7.2 Existing budget of £30,740 for the Executive Manager - Income & Prosperity post is to be released in line with the council decision 27 July 2016.
- 5.7.3 The SLA for emergency planning with LCC is subject to a 3 month notice of termination and subject this action being carried out in 2016 a budget of £11,500 can be released in 2017/18
- 5.7.4 The Leisure Manager post in the Community Services Team is currently vacant and it is proposed that this is deleted from the establishment. Employee costs of £26,500 will be released from the 2017/18 Budget if the recommendation is approved. The 1Life Leisure contract will continue to be managed by the Community Services team utilising existing management resource.
- 5.7.5 Savings from these changes in 2016/17 is approximately £45,740 which has been assigned to interim & agency costs in year of approximately £30,000 with the remainder being held in the event that the strategic property officer post is filled prior to the 31 March 2017.

### 5.8 **Health & Wellbeing**

- 5.8.1 It is the opinion of the Report Author that there are no implications.

### 5.9 **Risk Management**

- 5.9.1 The proposed changes to the staffing structure would enhance the ability of the Council to respond in emergency planning and business continuity situations and would mitigate the risk and impact of any such situations on the core operational delivery and performance of the council.

5.10 **Safeguarding**

5.10.1 It is the opinion of the Report Author that there are no implications.

5.11 **Staffing**

5.11.1 Staffing matters are dealt with in the main body of the report.

5.12 **Stakeholders / Consultation / Timescales**

5.12.1 Lincolnshire County Council will be an affected stakeholder due to the ceasing of the SLA. A full recruitment process will be run and will be completed within three months.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 All Wards.

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**Background papers:-**

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**Key Decision:**  No

**Exempt Decision:**  No

**This report refers to a Discretionary Service but a function with statutory powers and duties.**