

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee.

16th October 2017

Report of the Head of Property and Regeneration

S. Brennan

Matter for Decision

Wards Affected: All Wards

Changes to Facilities Management Structure

Purpose of Report

1. The purpose of this report is to seek Members' approval to restructure the existing 'Facilities Management' section to enable the employment of a modern Apprentice.

Background

2. 'Facilities Management', over the past few years, has lost approximately 50% of its office-based staff. Therefore, there has been increased pressure placed on the remaining staff to provide a reactive service.
3. The age profile in the 'Property and Regeneration' section, in which the 'Facilities Management' section falls, indicates that a substantial number of staff will be retiring in the next ten years, so in order to ensure that necessary skills and experience are available and retained within the Authority, it is vital that apprenticeships continue to be made available.
4. The proposal set out in this report supports one of the aims of the 'Career Start Scheme', in so far as the creation of

apprenticeship opportunities will enhance the employment prospects of a number of local young people as well as making a contribution towards a more diverse Council workforce in terms of age profile.

Proposal

5. Currently there are 6 x 'Concierge' posts (Grade 5), covering both Neath Civic Centre and The Quays, employed on a 30 hour a week contract. This allows for a twelve hour presence at these buildings with an overlapping shift when leave permits. There are currently only five concierges employed, as one has recently left the Authority. Due to the need to be more flexible with less staff, the proposal is to use the vacant 'Concierge' post to create an additional 'Charge-Hand' post (Grade 5) and delete one of the two existing posts of 'Handyperson' (Grade 3). Deleting one of these posts will also fund the 'Apprentice' post. The higher graded 'Charge-Hand' post will allow the service to use this post to cover the concierge duties when needed, as well as undertaking duties commensurate with the grade. There are currently two employees in the posts of 'Handyperson'. Under the 'Management of Change' policy, both employees will be placed 'at risk' of redundancy. These two employees will then be offered the opportunity to apply for the Grade 5, 'Charge-Hand' post and a competitive interview undertaken, should both apply. The 'successful' employee will be appointed to the Grade 5 post of 'Charge-Hand' and their Grade 3 post of 'Handyperson' deleted. In addition, the creation of an 'Apprentice' post will be used to assist with the office pressures and with succession planning.

Apprentice Recruitment.

6. Following consultation with the 'Corporate Training' section, suitable courses have been identified in Gower

College that are approved by the British Institute of Facilities Management (BIFM). It is the intention to aim the post at A' level leavers so they will enter the level three course with possible progression on to level four.

Financial Impact

7. No financial impact as funded through an internal restructure

Financial Appraisal – Appendix 1

Equality Impact Assessment

8. A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment – see attached.

Workforce Impact

9. There are no workforce impacts associated with this report

Legal Impact

10. There are no legal impacts associated with this report

Risk Management

11. None.

Consultation

12. There is no requirement under the Constitution for external consultation on this item

Recommendation(s)

13. It is recommended that members approve the proposals in this report in relation to the proposed restructure and creation of an apprentice post within the structure.
FOR DECISION

Reason for Proposed Decision(s)

14. To assist the Facilities Management section in providing a more flexible reactive service and to ensure succession planning for the section.

Implementation of Decision

15. The decision is proposed for immediate implementation.

Appendices

16. Appendix 1 - Financial Appraisal
Appendix 2 – Equality Impact Assessment Screening Form

List of Background Papers

17. None

Officer Contact

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