

**COMMERCIAL SERVICES DIRECTORATE, BUILDING MAINTENANCE SECTION
– ADDITIONAL RESOURCE****1. INTRODUCTION**

- 1.1 The purpose of this report is to seek approval for the creation of a clerical post within the Building Maintenance Section of the Commercial Services Directorate. As this post will be an increase to the Council's existing employee establishment, formal approval is required from Cabinet before recruitment can be undertaken.

2. BACKGROUND

- 2.1 The Building Maintenance Section undertakes reactive maintenance for 50% of the Council's housing stock. The work is performed alongside an external contractor (Mowlems) who maintain the other 50% of the stock. The annual value of works to the Building Maintenance Section is approximately £800,000.
- 2.2 Charging for this area of work is based on a detailed specification and priced schedule of rates. The contract for undertaking this work was subject to formal competitive tender earlier in the year with the new 3 year contract commencing on 1 July 2003. The Building Maintenance Section was required to submit a shadow bid, alongside other tenderers, in order that competitiveness could be demonstrated.

3. CLERICAL POST

- 3.1 The new specification has introduced a number of enhancements to the standard of service required. One of the most significant changes to the way in which work is undertaken is the requirement for appointments to be made with tenants for work undertaken. The standard required is that appointments are made in 95% of cases.
- 3.2 At the time the shadow bid was being submitted an assessment was made of the additional work associated with this new appointments regime. It was not considered possible to accommodate the extra work involved within existing resources. The cost of an additional clerical post was therefore included in the shadow bid submitted for the new contract.
- 3.3 Following acceptance of the Building Maintenance Section's Reactive Maintenance shadow bid a job description has been drafted and formally submitted through the Council's job evaluation process. The job has been officially assessed as a Band 1C post.

4. FINANCIAL IMPLICATIONS

- 4.1 The cost of the proposed post has been included in the build up of the rates included in the Reactive Maintenance shadow bid. No additional funding is therefore required for this post as it will be funded from within the existing reactive maintenance budgets.

5. ENVIRONMENTAL AND CRIME AND DISORDER IMPLICATIONS

5.1 There are none arising directly from this report.

6. PORTFOLIO HOLDERS COMMENTS

6.1 The Portfolio Holder supports the addition of this post for the duration of the contract.

7. EMPLOYEE SIDE COMMENTS

7.1 Employee Side recommend the creation and finances for the new post in this report.

8. RECOMMENDATION

8.1 That Members approve the creation of the new clerical post in the Building Maintenance Section to support the new appointments regime.

For Further Information Contact:

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Background Papers:

None