

## APPOINTMENTS AND STAFFING COMMITTEE

TUESDAY, 14 SEPTEMBER 2021

### REPORT OF THE LEASEHOLD AND ESTATE MANAGER

#### APPOINTMENT OF GARAGE ADMINISTRATOR ROLE - TEMPORARY CONTRACT

##### EXEMPT INFORMATION

None

##### PURPOSE

The report is in relation to the appointment of a temporary Garage Administrator for the duration of the garage renewal delivery project (approx. 2 years) ending October 2023.

This report seeks approval from the Committee to create a temporary Garage Administrator post for 2 years from appointment or project completion whichever is sooner.

##### RECOMMENDATIONS

It is recommended that the Committee consider the report and agree to the appointment of the post of temporary Garage Administrator for 2 years.

##### EXECUTIVE SUMMARY

The garage renewal project was agreed at cabinet in July 2021 and as part of that report project additional resource was identified to enable the project to run efficiently and ensure that all administration duties associated with the project are fully met.

It has been identified that the post will be responsible for the following duties;

1. Managing tenancies in Orchard and writing out to give notice to quit on any that are tenanted with 30 days' Voids and Allocations will continue with the role of garage sign ups as usual.
2. To assist in the decant and offer rubbish clearances so garages are vacated in a timely manner
3. Work with contractor and Tenant Liaison Officer to ensure local area communications are carried out.
4. To offer alternative garages/or assist with signposting to finding a garage working alongside the Voids and Allocations team in order to resolve any issues.
5. To manage the garage rent accounts and ensure payments are collected and or refunds are given
6. Where we have a site that is to be partially re-built to need to decant to near site or suspend account for the construction period and then re-let. Garages will continue to be re-let by the Voids and Allocations team
7. To manage the garages in Orchard by removing or adding depending on the outcomes agreed. site visits and key management will be managed until the site is handed over at which point Voids and Allocations will manage as usual
8. To communicate with contractors ensuring that all communications are completed and that the garage sites are handed over within timescales agreed.

9. Regular updates from the contractor (weekly work in progress) and this will need to be communicated to senior managers and members regarding project delivery only.
10. Work with the communication team around any good news stories and assist with the marketing of any sites that are replaced with new garages and future facilities where possible.
11. Resolve any outstanding complaints issues as a first stage
12. It is proposed that the post will be directly funded from the capital budgets associated with the project. The job attracts Grade D as well as an essential car user allowance.

## RESOURCE IMPLICATIONS

The post will be funded from the capital budgets for the garage renewal programme budget. This post has been through the JE process and is graded at grade D

There is insufficient capacity within the existing establishment to manage the high level of tenancy transactions that will result from this project, not funding and approving this post will mean that it will not be possible to manage the voiding and re-letting of garages.

This post will see the management of all aspects of the process relating to the decant and reinstatement of garage tenants but only while the post is in place for the 2 years as mentioned.

Further risks can be seen as the resource and management post project but post exists to deal with any decant and re-letting of garages and other admin duties during the project only.

### Financial information regarding the post over the 2 years

GRADE D	2021/22			2022/23			2023/24		
	Pay	on- cost @	total	Pay	on- cost @	total	Pay	on- cost @	total
		26%			26%			26%	
7	20,594	5,354	<b>25,948</b>	21,109	5,488	<b>26,597</b>	21,637	5,626	<b>27,263</b>
8	21,005	5,461	<b>26,466</b>	21,530	5,598	<b>27,128</b>	22,068	5,738	<b>27,806</b>
9	21,426	5,571	<b>26,997</b>	21,962	5,710	<b>27,672</b>	22,511	5,853	<b>28,364</b>
10	21,855	5,682	<b>27,537</b>	22,401	5,824	<b>28,225</b>	22,961	5,970	<b>28,931</b>
11	22,292	5,796	<b>28,088</b>	22,849	5,941	<b>28,790</b>	23,420	6,089	<b>29,509</b>
12	22,738	5,912	<b>28,650</b>	23,306	6,060	<b>29,366</b>	23,889	6,211	<b>30,100</b>

## LEGAL/RISK IMPLICATIONS BACKGROUND

The resourcing for the garage programme is understood and the project has a separate risk assessment which is kept under review.

The replacement of useable garages on sites will increase demand and resource for lettings

There is insufficient capacity within the existing establishment to manage the high level of tenancy transactions that will result from this project not funding and approving this post will mean that it will not be possible to manage the voiding and re-letting of garages. If attempts were made to make use of the existing staff dealing with garages -it would result in the programme becoming protracted and this is likely to result in higher construction costs and increased void losses on the newly built garages.

The main risk to be considered will be the over run of the project if it is not completed within 2 years and the post will need to end due to further financial impact and the fact that this may attract redundancy if the employment goes beyond the 2 year point.

Important to note; recommended liaison between this new role and the V&A team in relation to demand management is required and is a separate issue to this.

Once sites are developed, they will become the responsibility of Voids and Allocations to manage.

### **SUSTAINABILITY IMPLICATIONS**

Sustainability of garage estates directly contributes to the corporate strategic priorities around developing and safeguarding our open spaces and environment.

### **BACKGROUND INFORMATION**

Cabinet report for garages. June 2021

### **REPORT AUTHOR**

Trevor Wylie – Leasehold and Estate Manager

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