

## Report of the Portfolio Holder -Resources and Personnel Policy

**Property Management Compliance Officer (Asset Management and Development)**1. Purpose of Report

To seek approval for the creation of a permanent Property Management Compliance Officer post, within the Asset Management and Development Team, Grade 12, Spinal Column Point 56.

2. Recommendation

**Cabinet is asked to RESOLVE that a new permanent Compliance Officer post within the Asset Management and Development Team, at a cost of up to £61,400, be approved. This post would be funded equally from General Fund Reserves and Housing Revenue Account (HRA) working balances.**

3. Detail

The proposed new Property Management Compliance Officer post will work within the Asset Management and Development team, linking in closely with the Housing Compliance Manager, to ensure the Council meets its statutory obligations, primarily in respect of Fire Safety and Asbestos Management. It will also contribute, where necessary to any other area of compliance. There are also some interim arrangements in respect of electrical testing that have been adopted by the Housing Repairs management team, which need to migrate back to Asset Management and Development, who are the budget holder for this stream.

The Asset Management and Development team are presently responsible for the delivery of the health and safety components of Fire Safety and Asbestos Containing Material (ACM) Management as per the Housing Regulatory Reform legislation. Presently, both work streams have been covered between colleagues across the teams in Housing Management and Corporate Health and Safety, and as a result, have led to a significant amount of fragmentation in terms of the service delivery, and consequentially, a lack of clarity on the authority's exposure in terms of compliance.

Significant progress has been made in in terms of the electrical testing regime, which is presently being delivered through the Housing Repairs team, and has achieved good levels of coverage (93% testing completed), however the budget, which is the responsibility of the Asset Management and Development team, needs to be reviewed in terms of contract management processes. In addition, there is presently no planned electrical rewire programme, which represents a

large risk to the Council, its Housing Revenue Account (HRA) assets and tenants.

In addition, work has progressed in terms of identifying the amount of remedial actions, both in terms of Fire and Asbestos Removal works, as well as the procurement of a software package which will allow the authority to allocate specific tasks both internally and with external contractors, allowing far more transparent, in time data in respect of the council's overall performance across both work streams.

Instructions have been passed to the Council's procurement partner, Nottinghamshire County Council, to proceed with securing contractors to undertake fire and asbestos related activities on behalf of the authority, and these appointments are expected to be completed in January 2025, through compliant framework routes.

Work to ensure accurate and sufficient asbestos data is available to on site operatives has commenced, with the data cleanse of Capita, the first phase which is due to complete by the end of January 2025. This will enhance both location and material type detail, and help to reduce the risk of any asbestos related incidents on our sites.

There is a need to have a specific resource to continue to develop and enhance the Council's compliance position, working within the framework that is being established as well as develop the strategic direction of the compliance position, both in the short and longer term.

- This role will be key in assisting the Asset Management and Development team to report coherently in terms of the council's position in terms of risk.
- Support / work with Housing Management to develop a co-ordinated approach to these areas of risk, plus resume responsibility for a capital electrical rewire programme, with a clear link into the EICR testing programme.
- Ultimately, ensure the necessary providers are procured across Passive, Active and Fire Door streams, surveying / air testing and removals of ACMs within the HRA stock.
- Ensure that the data that is captured sits within Council owned systems, is updated regularly, and drives the compliance activity as necessary.

The job description for the role has been completed and approved by the Job Evaluation team.

The position will report into the Capital Works Manager, however will have a requirement to work closely with the Compliance Manager role, which is currently located within the Housing Management team.

Current and revised Structure charts are contained within the **Appendix**.

4. Key Decision

The report is not considered a key decision.

5. Updates from Scrutiny

Not applicable

6. Financial Implications

The comments from the Head of Finance Services were as follows:

The cost of the proposed Property Management Compliance Officer post in Asset Management and Development at Grade 12 is up to £61,400 per annum including oncosts. As the role will be working across projects in relation to both the Council's housing stock and commercial properties, it is proposed that the cost of the role is split equally between the Housing Revenue Account and the General Fund.

Going forward, it is envisaged that further savings can be generated within Asset Management and Development with appointments to established roles replacing the temporary cover provided by agency at lower net cost.

7. Legal Implications

The comments from the Head of Legal and Deputy Monitoring Officer were as follows:

Whilst there are no direct legal implications that arise from this report, it is important that the recruitment process is in accordance with the Council's Recruitment and Selection policy

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The addition of a compliance manager role within housing repairs has worked very well in ensuring a high priority is given to compliance within that section. A similar mirroring role within Asset Management will further strengthen the capacity of the Council to ensure regulatory compliance.

9. Union Comments

The comments from the Union were as follows:

The Unions welcome this post.

10. Climate Change Implications

Not applicable.

11. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

12. Equality Impact Assessment

Not applicable.

13. Background Papers

Nil.