

REPORT TO: PERSONNEL COMMITTEE - 20 JUNE 2005

REPORT ON: HOUSING DEPARTMENT - REVIEW OF HOUSING DEPARTMENT STRUCTURE

REPORT BY: DIRECTOR OF HOUSING AND ASSISTANT CHIEF EXECUTIVE (MANAGEMENT)

REPORT NO.: 349-2005

1. PURPOSE OF REPORT

1.1. This report sets out proposals for the Housing Quality and Performance Unit, Housing Investment Unit and the Housing Finance and Corporate Services Unit as part of the review of the structure of the Housing Department.

2. RECOMMENDATIONS

It is recommended that Committee approves the following:

2.1. Delete the following posts:

- (a) 3 x Housing Officer posts AP4 (£20,808 - £23,034) from Housing Renewal Unit.
- (b) 1 x Costings/Admin. Officer post PO1-4 (£26,379 - £28,632) from Housing Finance and Administration Unit.
- (c) 1 x Assistant Housing Officer post GS3 (£14,466 - £15,063) from Rent Accounts.
- (d) 1 x Senior Housing Officer post AP5 (£23,739 - £25,857) from Policy and Plans Unit.
- (e) 1 x Housing Officer post AP1 (£15,063 - £16,116) from Policy and Plans Unit.
- (f) 1 x Housing Officer post AP3 (£18,381 - £20,169) from Housing Quality Unit.

2.2. Create the following posts:

- (a) 1 x Monitoring and Data Preparation Officer post AP2 (£16,515 - £17,877) in Housing Investment Unit.
- (b) 1 x Housing Officer post AP3 (£18,381 - £20,169) in Finance and Corporate Services Unit.
- (c) 1 x Performance Team Leader post PO5-8 (£29,541 - £31,860) in Quality and Performance Unit – funded from Supporting People – no cost to Housing Revenue.
- (d) 2 x Strategy Officer posts AP5 (£23,739 - £25,857) in Quality and Performance Unit – funded from Supporting People – no cost to Housing Revenue.

2.3. Regrade the following posts:

- (a) 1 x Housing Officer post graded AP1 (£15,063 - £16,116) to AP2 (£16,515 - £17,877) in Finance and Corporate Services Unit.
- (b) 5.5 x Project Officer posts graded AP4 (£20,808 - £23,034) to AP5 (£23,739 - £25,857) in Housing Investment Unit.

2.4. Regrade and redesignate the following posts:

- (a) 1 x Project Team Leader post graded PO3-6 (£27,822 - £30,288) to Capital Programme Team Leader PO7-10 (£31,068 - £33,423) in Housing Investment Unit.
- (b) 1 x Senior Housing post graded AP5 (£23,739 - £25,857) to Team Leader PO1-4 (£26,379 - £28,632) in Finance and Corporate Services Unit.

2.5. Redesignate the following posts:

- (a) 1 x Specialist Maintenance Team Leader post AP5 to Project Officer post in Housing Investment Unit.
- (b) 4 x Housing Officer posts AP2/3 to Assistant Project Officer posts in Housing Investment Unit.
- (c) 1 x Housing Officer post AP2 to Monitoring and Data Preparation Officer post in Housing Investment Unit.

3. **FINANCIAL IMPLICATIONS**

- 3.1 The total cost to the Department of the revised structure will be £1,427,463 achieving a saving of £107,994 in 2005/06 and £173,242 in a full year.

4. **LOCAL AGENDA 21 IMPLICATIONS**

- 4.1. None.

5. **EQUAL OPPORTUNITY IMPLICATIONS**

- 5.1. None.

6. **BACKGROUND**

- 6.1. Reference is made to Item I of Housing Committee of 17th January 2005 and Item IV of Personnel Committee of 17th January 2005 when the Management Structure of the Housing Department was agreed.

- 6.2. In furtherance of that decision and to facilitate implementation of the Housing Quality and Performance Unit, Housing Investment Unit and the Housing Finance and Corporate Services Unit it is intended to make staffing changes as outlined in paras. 2.1-2.6.
- 6.3. This staff realignment will allow the smooth transition of staff from the previous Housing Renewal, Improvements and Maintenance, Policy and Plans, Housing Quality, Housing Finance and Administration and Tenancy Services Units to the new management units previously agreed.
- 6.4. The new structure is designed to maintain existing levels of service while allowing the Department to meet the new challenges of delivering the Scottish Housing Quality Standard and meeting the requirements of the Regulation and Inspection regime.
- 6.5. As previously agreed, Best Value Review Groups are currently examining the potential of creating a number of contact centres and are due to report later this financial year. When this work is complete it is likely that further amendments to the structure of management units not covered in this report will be required. Subsequent proposals will be reported to Committee in due course.

7. **CONSULTATION**

- 7.1. The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services), all other Chief Officers and Trade Unions have been consulted regarding the content of this report.

8. **BACKGROUND PAPERS**

- 8.1. Report No. 775-2004 Housing and Personnel Committees 17th January 2005.

Elaine Zwirlein
DIRECTOR OF HOUSING

10 June 2005

James C. Petrie
ASSISTANT CHIEF EXECUTIVE (MANAGEMENT)

10 June 2005