

OFFICER DECISION RECORD SHEET

Name of decision maker: Chief Executive

Service Area: Housing and Property Services

Title of Decision:

Approval to extend the Interim role of Assistant Director of Property Services with Tile Hill

Decision made and reasons:

Decision:

To extend the contract for the current Assistant Director of Property through to January 2025 with Tile Hill.

Reason:

The current Assistant Director of Property is a key member of the Housing Leadership Team, who, in addition to significant operational responsibilities, is overseeing a number of key strategic projects, including the property related aspects of the Housing Transformation Improvement Programme (HTIP) and the re-procurement of the Council's Repairs and Maintenance contract. This is a key strategic contract for the Council, which will need to ensure we have the right contractors in place to deliver the repairs and maintenance service and the right client function to support and oversee the new contracts.

He is also a key strategic lead for work streams which sit within the Strategic Asset Review Programme.

These projects will have a significant impact on the service the Council provide to our residents and tenants for years to come.

This post is subject to the HTIP Service Redesign. The service had been planning to consult on a new service design in April, with the aim to start a recruitment campaign for leadership posts over the Summer. This consultation is now deferred due to the recent announcement of a statutory inspection of the Housing Service, so will not now take place until the Autumn, when the inspection has been concluded and the regulatory judgement has been published. The service redesign process has now concluded and this confirms that the post will not be further amended or reconfigured as part of the wider service redesign. The plan now is remove the post from the wider redesign implementation and to recruit to it over the Summer. Assuming a successful recruitment exercise, and allowing for a three month notice period, a new post holder could then be in place from January 25, and this would also allow for a handover period.

These timescales would also allow key work with the Strategic Assets Review to be completed and allow time to consider the resources required to support this work going forward.

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Importantly, this extension would also maintain service stability during a key period of external corporate scrutiny while a regulatory housing inspection takes place.

Commissioning process:

At the time of the initial appointment, there wasn't an appropriate framework in place to procure senior specialists of this nature. This role has been extended to ensure there is service continuity while a statutory inspection of the Housing Service takes place; the HTIP programme is further progressed; the work to re-procure the Council's Repairs and Maintenance Contract(s) moves forward; and the first phase of the Strategic Asset Review is completed.

Commercial Board:

Virtual approval has been sought via the Chair, who is supportive of the proposals to extend.

Reports considered:

None applicable.

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Strategic Director of Housing and Property Services
Strategic Director, Corporate & Commercial
Chief Finance Officer
Assistant Director, Democratic Services

Financial Comments:

The post is budgeted at £101,916 for 2024/25, meaning a pressure on budgets of £135k-160k for the financial year. The pressures will be covered from the HTIP and Asset management consultancy budgets which are budgeted at £250k and 358k for 2024/25.

Clare Dempsey, Financial Planning and Analysis Manager 26/03/2024

Monitoring Officer Comments:

The Council's Constitution allows the Chief Executive to procure supplies or services for interim resource to deliver corporate priorities. This use of this delegation will be reported to the relevant Portfolio Holder on a six monthly basis and to Audit Committee in accordance with agreed practices for exemptions to procurement standing orders.

S151 Officers Comments:

The Chief Executive needs to ensure that this procurement provides good value for money and is the most effective and efficient mechanism for delivering the corporate priorities.

This procurement would be an exemption to procurement standing orders and hence following agreed practice would be reported to the Audit Committee twice yearly

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procurement report.

Implications:

Value for Money: The agreed rates are competitive for posts of this level in the current operating environment.

Financial: The estimated cost of the contract is as follows

Current spend (from April 2022 to 31st March 2024).
£486,406

Spend for the extension of the role through to 31st January 2025:
£246,390

TOTAL cost from April 2022 to 31st January 2025 = £732,796

The cost of the extension is covered within current budgets.

Risk:

If this role were not extended, then the Council will need to bring another interim to fill the post while a permanent Director is appointed, which would take around 6 months. This would inevitably involve the post being vacant during the inspection period, which would be a high service and reputational risk for the Council.

The current interim Director is involved in a number of key projects, including the Strategic Asset Review, HTIP, and the Repairs and Maintenance re-procurement, so extending the contract will ensure there is consistency and service continuity while these projects are delivered.

This contract award will breach the Public Contract Regulations 2015, however, the possibility of challenge should be balanced against the risk of not extending the contract at this time and the associated service and reputational risk.

Moving forward, any new temporary appointments and interim roles required will be made through the Crown Commercial Service's Agency Framework.

Officer Signature:

Date: