

REPORT

<b>To:</b> HOUSING & TECHNICAL SERVICES COMMITTEE		<b>Subject:</b> OVERTIME WORKED BY OFFICERS OVER SPINAL COLUMN POINT 35 - QUARTERLY UPDATE
<b>From:</b> DIRECTOR OF HOUSING & PROPERTY SERVICES		
<b>Date:</b> 26 September 2001	<b>Ref:</b> TMcK/SR/BMW	

**1.0 Introduction**

- 1.1 Reference is made to my previous reports to committee regarding overtime payments to employees who have reached the earnings 'ceiling' of spinal column point 35 and also those who are paid on or above spinal column point 35.
- 1.2 The purpose of this report is to provide a quarterly update on such overtime requirements and seek committee approval retrospectively.

**2.0 Background**

- 2.1 The following section of the report details the circumstances under which employees concerned have been required to work overtime during the period 1 July 2001 to 30 September 2001.
- 2.2 The provision of a 24 hour emergency standby service has resulted in 5 officers working outwith normal hours. They are the Tenancy Services Officer (AP5), a Supported Accommodation Officer (AP3/4), two Assistant Area Housing Managers (Property Services) (PO1/3) and the Client Officer (Repairs and Maintenance) (AP3/4). The overtime collectively totals 693 hours at a cost to the department of £7,269. Similarly within the Property Division, an Assistant Property Officer (PO2) accrued 3.75 hours overtime at a cost of £48, in responding to an emergency incident.
- 2.3 As outlined in previous reports, the occasions on which these employees are required to work overtime for this purpose are unpredictable and often occur at very short notice. Therefore it is once again considered appropriate that these posts continue to be exempt from the requirement to advise committee in advance of overtime being worked in respect of emergency and standby services.
- 2.4 There are of course occasions that require overtime by officers not included in the emergency call out procedures. This overtime is strictly controlled and is only used to meet exigencies of service.

- 2.5 Within the Housing Division the following overtime has been required during the second quarter.
- 2.5.1 Work in relation to the Benefits service resulted in an Assistant Area Manager (PO1/3), both Divisional Support Managers (PO1/3), an Assistant Benefits Manager (PO2), and a Team Leader (AP5/PO1) working a total of 305 hours at a cost of £7,263.
- 2.5.2 Two Assistant Area Housing Managers (PO1/3) and a Senior Housing Officer (AP5/PO1) worked a total of 20 hours at a cost of £469. The overtime was as a result of an emergency call out to an office, the opening of a sub-office and the relocation of files between offices.
- 2.5.3 The Principal Investigator for the Anti-Social Task Force (PO1) was required to work 102 hours at a cost of £2114.
- 2.6 Within the Design Services Division one officer, the Assistant Design Officer (AP5) was required to work overtime for year end procedures in respect of the contract monitoring system as well as work on the development of the construction information management system. This involved 93 hours at a cost of £1,954.
- 2.7 There have also been various projects within the Property Division requiring overtime by officers on or exceeding the SCP 35 earnings 'ceiling'.
- 2.7.1 A comprehensive series of condition surveys in respect of Community Services properties is ongoing for PFI (Private Finance Initiative) evaluation purposes. In managing and co-ordinating the project the following senior maintenance staff; Section Manager, PO9; 2 Area Property Officers, PO6 and 2 Assistant Area Property Officers, PO2 have accumulated an additional of 270 hours at a cost of £6,540. The Community Services Department is funding the cost of this work.
- 2.7.2 As part of the implementation of the new property management system (PISA), further essential development work was undertaken by Cartographic Services staff in providing access to core property information via the systems web mapping facility. In this regard, the Cartographic Section Manager (PO9); Land Surveyor (APV/PO6) and 3 Cartographic Technicians accumulated a total of 99 hours overtime at a cost of £2,715.
- 2.7.3. In supervising essential school health & safety works and ensuring completion before the start of the School Year; Area Property Officer (PO6) and Assistant Area Property Officer (PO2) required a total of 9 hours at a cost of £174.00. This work was requested and funded by the Education Department.
- 2.7.4 One Surveyor (APV/PO6) within Valuation Services, in calculating and recovering back service charges owed to the Council accrued 6 hours at a cost of £154.
- 2.7.5 In meeting a deadline for significant insurance claims a Contracts Officer (APV/PO6) worked an extra 8 hours at a cost of £193.
- 2.7.6 Finally, in concluding the Division's Revenue estimate submissions for 2002/04 and ensuring adherence to deadlines it was necessary for the Senior Admin. Officer (APV/PO2) to work an additional 3 hours at a cost of £77.

### 3.0 **Approval and Reporting**

3.1 It is my intention to continue, where possible, to seek prior committee approval for overtime not yet identified and to advise committee, on a quarterly basis, the detail of retrospective requirements for emergency service employees.

3.2 There will continue to be occasions when due to exigencies of the service it may be necessary to instruct overtime for employees over spinal column point 35 in order to meet urgent or required deadlines. Authority is again sought for the Director to authorise such work subject to adequate budgetary provision and report retrospectively to committee as required.

#### 4.0 **Recommendations**

4.1 It is recommended that committee;

- a) Approves the posts associated with the emergency standby service (detailed in paragraph 2.2) continue to be exempt from prior overtime reporting requirements for that service.
- b) Notes the overtime arrangements outlined in section 2.5, 2.6 and 2.7 above.
- c) Give prior approval for future overtime required for exigencies of the service subject to Director approval and adequate budgetary resources, as outlined in paragraph 3.2, details of which will be reported, as appropriate.
- d) Refer to the Policy and Resources Personnel Sub-Committee for its interest.

#### 5.0 **Background Information**

5.1 Available within the Housing and Property Services Department.



**Thomas McKenzie**  
**Director of Housing and Property Services**