

NORTH LANARKSHIRE COUNCIL

REPORT

AGENDA ITEM No. 30

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| To: HOUSING AND TECHNICAL SERVICES COMMITTEE | Subject: OVERTIME WORKED BY OFFICERS OVER SPINAL COLUMN POINT 35 – QUARTERLY UPDATE |
| From: DIRECTOR OF HOUSING & PROPERTY SERVICES | |
| Date: 21 February 2003 | Ref: TMcK/SR/BMW |

1. Introduction

- 1.1 The purpose of this report is to seek committee approval for overtime authorised for 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.

2. 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 November 2002 to 31 January 2003.

2.2 Housing Division

- 2.2.1 The provision of a 24-hour emergency standby service requires employees to work overtime, this is unpredictable and often occurs at very short notice.
- 2.2.2 The nature of the work of the Anti-Social Task Force requires work out of hours.
- 2.2.3 Five officers have been required to work undertaking asbestos surveys on housing stock. This is funded from the HRA capital Programme.
- 2.2.4 Two officers worked outwith office hours in preparation for the implementation of the new rents module of the HSMS system.

2.3 Design Division

- 2.3.1 Two Senior Clerk of Works and two Clerk of Works were required to provide emergency cover and also to supervise contractors working outwith normal working hours.
- 2.3.2 One Officer was required to work overtime in respect of IT systems development.
- 2.3.3 One Area Property Officer and one Assistant Area Property Officer was required to work overtime to provide emergency cover.
- 2.3.4 One Property Maintenance Officer was required to work overtime on HSMS V9 Integration.

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2.4 Property Division

2.4.1 As previously reported, there has been a dramatic increase in applications to buy Council houses following the introduction of the Housing (Scotland) Act in September 2002. In meeting the resultant backlog for site plans and ensuring the Council met statutory performance indicators, approval was sought and given for the Section Manager and Land Surveyor within Cartographic Services to work an additional 56 hours in supervision of this work.

2.4.2 However, in carrying out this work, a number of Cartographic Technicians have now exceeded SCP 35 ceiling.

3. Recommendations

3.1 It is recommended that committee approves the payment of overtime to the following officers within the Housing Division:-

- a) 68 hours overtime to the Accommodation Officer.
134 hours overtime to the Client Officer (Repairs and Maintenance)
72 hours overtime to two Assistant Service Managers
266 hours overtime to three Maintenance Officers.
- b) 90 hours overtime to the Principal Investigator for the Anti Social Task Force.
- c) 37 hours overtime to a Divisional Support Manager.
42 hours to a Service Manager.
78 hours overtime to two Assistant Service Managers.
63 hours overtime to the Client Officer (Capital Programme)
- d) 133 hours overtime to two Service Managers

3.2 It is recommended that committee approves the payment of overtime to the following officers within the Design Division:-

- a) 192 hours overtime to the two Senior Clerk of Works and Clerk of Works.
- b) 35 hours overtime to one Officer in respect of IT systems development.
- c) 4.5 hours overtime in respect of one Area Property Officer and one Assistant Area Property Officer providing emergency cover.
- d) 16 hours overtime in respect of one Property Maintenance Officer working on HSMS V9 Integration.

3.3 It is recommended that committee approves the payment of overtime to the following officers within the Property Division:-

- a) 40 hours retrospectively in respect of three Cartographic Technicians as detailed in 2.4.2 above.

3.4 It is recommended that committee refer this report to the Policy and Resources (Personnel) Sub-Committee for it's approval.

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4. **Background Information**

4.1 Available within the Housing and Property Services Department.

A handwritten signature in black ink, appearing to read 'Thomas McKenzie', written in a cursive style.

Thomas McKenzie
Director of Housing and Property Services