

POLICY & RESOURCE SCRUTINY COMMITTEE

16TH MARCH 2022

Environment Departmental Business Plan 2022/23

(Extracts relevant to the Policy & Resource Scrutiny remit)

Purpose:

To give members an opportunity to review the Department's Business Plan.

To consider and comment on the following issues:

Elements of the business plan relevant to this Scrutiny's remit

Reasons:

To show how the department, for which this Scrutiny has a remit, supports the Corporate Strategy.

To be referred to the Executive Board / Council for decision: NO

CABINET MEMBER PORTFOLIO HOLDER:- Cllr. Hazel Evans (Environment); Cllr. David Jenkins (Resources)

Noelwyn Daniel Ainsley Williams	Director of Environment	Environmentdirector@cararthenshire.gov.uk
Name of Service Manager: Jason G Jones	Property Maintenance	JGJones@cararthenshire.gov.uk
Name of Service Manager: Jackie M Edwards	Service development, Support and Cleaning Services	JMEdwards@cararthenshire.gov.uk
Report Author: Jackie M Edwards		JMEdwards@cararthenshire.gov.uk

EXECUTIVE SUMMARY
POLICY & RESOURCES SCRUTINY COMMITTEE
16TH MARCH 2022

Environment Departmental Business Plan 2022/23

Purpose:

To give members an opportunity to review the Department's business plan.

The purpose of the business plan is to show how this plan will support the delivery of the Corporate Strategy.

Risks

Risk Ref	Risk score after mitigation	All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored 16+) 3. For Service High Risk (scored 12+), see Divisional Plan	Mitigating Action	Owner
CRR190047	25	Coronavirus – COVID19 : Strategic Ability to deal with the social, economic and operational impacts of the COVID 19 outbreak on the Division, Department and County.	To work closely with Regional and Welsh Government partners, other Departments, and the Third Sector to implement contingency plans and measures to deal with the impact of the COVID 19 outbreak	Director
CRR190025	25	Schools lack expertise and knowledge to manage property related risks and do not undertake routine property repair and maintenance using delegated funding or approve work that is identified non-compliant by Property Maintenance.	A corporate risk bid for a dedicated team to undertake a rolling programme of condition surveys of buildings and schools has been submitted and approved. Surveys to commence once the recruitment exercise has been completed. Funding for 2 years has been established and arrangements are in place for the Handyvan Service for schools to be rolled out as soon as possible following a recruitment exercise. This should significantly reduce this risk once the service commences.	Jason Jones

Department Profile

Property Maintenance **Service Manager: Jason Jones** **No. of Staff: 58**

The Division's core functions are ensuring that our property assets are properly maintained, managed, improved, and adapted in accordance with current statutory requirements. The unit also undertakes procurement and project management of all cyclical, planned maintenance works for housing and non-housing properties, including responsive maintenance for non-housing properties

Our division consists of the following:

- Compliance
- Maintenance
- Minor Works
- Contracts & Performance

Departmental Self-Assessment

We have during 21/22 prepared and delivered 13 contracts and frameworks such as the regional asbestos framework, corporate cleaning materials , PPE, and workwear. We will be reviewing SLA's and Procurement Frameworks within the department to improve performance and contract management. A corporate register of all frameworks would be beneficial to allow us to utilise current framework for supply of goods or services, this will save duplication of frameworks within the authority and time. Reviewing our SLA's will allow us to reflect customer expectations.

Our Property Design unit continues to deliver upon the targets of the 21st Century Schools (MEP) and Affordable Housing programmes. Recent delivered projects include Ysgol Maes Y Gwendraeth, New Welsh Immersion Centre, Construction of a new 2 storey building at Maes Y Gwendraeth School and 8 x 2 bed houses at Maespiode Llandybie. Alongside a key cluster of Leisure and Physical Regeneration projects, such as Abergwili Museum Renovation Works and Glanamman Workshops. The unit has also been instrumental in the appointment of both contractor and consultant for the first phase of Pentre Awel.

Department Action Plan

Well-being Objective 13 Corporate governance - Better Governance and use of Resources

Ref No	Outcome	Action/Measure	By When or EOY Target?	Responsible Officer
E54	Improve engagement with Headteachers to reduce and mitigate risk with regards to Property Maintenance of Schools	<ul style="list-style-type: none"> Engage with the Education Dept to raise awareness of Headteacher responsibilities Attend Headteacher meetings when requested to highlight the importance of compliance and maintenance Carrying out works identified whilst evaluating the risks associated utilising the handy van service. Adapt a risk-based approach with risk rating so that corporately we be aware, together with the mitigation required and the result on the risk rating should these works be completed. This will inform MEP strategy and be a factor in securing grant funding. <p>Every primary school to receive 2 inspections during 2022-23.</p>	March 2023	Jason Jones
E55	Carry out stock conditions to enable more accurate planning of future estate use	<ul style="list-style-type: none"> Corporate priority required for programme for the 1100 buildings over 5 years. 100 number of condition surveys to be carried out in 22-23. 220 number of condition surveys to be carried out in 23-24. 220 number of condition surveys to be carried out in 24-25. 	March 2023	Jason Jones
E58	IT System developments to enable improved data capture for performance monitoring and to develop mobile working for our operational staff	<ul style="list-style-type: none"> Support the full introduction of service connect which will have a fundamental impact on current processes and customer experience for contractors and tenants. Identify an IT system that will allow automated updates for our repairs service which deals with 70,000 repairs per annum. System is to improve methods of self-serve & reporting of issues for tenants, provide progress updates by sub-contractors to ensure live updates and provide electronic feedback on the repair. 	March 2023 March 2023	Phil Thomas Jason Jones

Performance Measures

E59	Develop robust dashboard of measures/manage ment information to make informed business decisions within Property Maintenance	Develop monitoring dashboard for delivery of responsive repairs within priority targets: <ul style="list-style-type: none"> • Stock conditions • Servicing compliance • Inspections • Fire Risk Assessments • Legionella 	March 2023	Jason Jones
DETAILED REPORT ATTACHED?		NO		

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed:

Jason G Jones
Jackie M Edwards

Property Maintenance Manager
Business Improvement Manager

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	YES	YES	YES	YES

1. Policy, Crime & Disorder and Equalities

- This departmental business plan shows how the department supports the Corporate Strategy and its Well-being Objectives.
- It will be supported by more detailed divisional business plans.
- The actions that support the Well-being Objectives and the steps taken to achieve them will be monitored throughout the year.
- The COVID-19 pandemic has had a considerable impact on departments and business plans reflect this. There have been many lessons learnt and new ways of working developed that will be maintained.

2. Legal

The Well-being Future Generations Act (2015) requires that functions of the council should maximise their contributions to the Well-being Objectives set by the Council. Our Well-being Objectives maximise our contribution to the seven national Goals of the Act and demonstrate the five ways of working.

3. Finance

The Well-being Future Generations Act (2015) requires that we ensure that resources are allocated annually to meet our objectives. The budget breakdown has been reported to a previous meeting.

4. ICT

The Digital Transformation Strategy sets out the Council's strategic digital priorities and aspirations, and outlines what we plan to do to achieve our vision for a Digital Carmarthenshire.

5. Risk Management Issues

Key risks are identified for each department and mitigating actions are outlined.

6. Staffing Implications

As identified within the plan.

7. Physical Assets

Some projects might be included in the business plan.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Jason G Jones
Jackie M Edwards

Property Maintenance Manager
Business Improvement Manager

1. Local Member(s) N/A

2. Community / Town Council N/A

3. Relevant Partners N/A

4. Staff Side Representatives and other Organisations N/A

EXECUTIVE BOARD PORTFOLIO
HOLDER(S) AWARE/CONSULTED
YES

Include any observations here

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Corporate Strategy		Corporate Strategy 2018-2023