

Decision under Delegated Powers

Compliance Inspection Surveyor - Market Premia

Officer Requesting the Decision

Deborah Bartlett - Repair and Investment Manager

Officer Making the Decision

Peter Oliver - Head of Landlord Services

Recommendation

That the Compliance Inspection Surveyor grade PO1 post be subject to a market premia of £3,270.50 per year for three years.

That the market premia be funded from salary at the vacant Asbestos Compliance Advisor post Ref:M383.

Reasons

To increase the likelihood of a successful recruitment campaign by offering a competitive salary following several unsuccessful attempts to recruit to this post in the last six months.

The Asbestos Compliance Advisor post is no longer needed. It is therefore appropriate to target the resource at another area of organisational risk.

Authority for Decision

A delegated decision is required under the Market Premia Policy and Procedure (P5):

*The request will need to be approved by the HoS of the relevant department. Therefore the line manager requesting the market premia will also need to complete a Delegated Decision and forward it to HoS, in order for the decision to be formally recorded and so that the appropriate financing arrangements can be secured. The completed Market Premia Questionnaire outlining the business case and evidence should be attached to the Delegated Decision application. Before approving payment, the HoS should consult the Strategic Director who should also be satisfied that there is a sound business case for awarding a market premia to an individual employee or group of employees **and** that this is supported by sufficient and justifiable evidence.*

Decision and Date



Approved.

20.12.2021

Background

See Appendix A.

This relatively new post was filled very briefly several months ago. The newly appointed candidate received a better offer of alternative employment and left.

The post has been advertised online with Inside Housing on Jobs Go Public and on the Council's website.

Similar positions at other organisations attract a higher salary. It is therefore highly unlikely that a suitable candidate will be attracted at the current salary point.

The Strategic Director for Housing Planning Regeneration and Regulatory Services was consulted verbally by the Head of Landlord Services on 23/11/21 and the application of the market premia agreed.

Comments from HR

HR Advisor: Anna Cairns (29/11/21)

Summary of Comments from HR: This request meets the requirements of the Market Premia policy, please ensure that applicants are advised that this amount is not a guaranteed amount beyond the 3 years.

HR seen recommendations (both draft and final, if amended): Y

Financial Implications

The current rate of pay within the market (based on similar type roles) are highlighted in Appendix 1 – four comparators have been obtained.

An objective pay comparison has been undertaken comparing the Council's PO1 salary range for Compliance Inspection Surveyor (Post: M369) – £32,910 to £35,745 and compared to 4 similar organisations which gave an average of £39,019.50 per annum.

The difference between the top of CBC PO1 and the average of the 4 organisations is £3,270.50 + 44.1% on-costs = £4,712.79 (£4,700 rounded) and this is the amount requested for the first year.

The cost of the market premia/supplement for 2021/22 including on-costs (44.1%) will be £4,700 (rounded) pro rata. The cost for 2022/23 will be £4,800 and 2023/24 will be £4,900 plus any additional increases in on-costs in each year. (These figures include an estimated 3% ave inflation increase).

Market premia will not be increased in line with annual pay awards. Market premia is pensionable which is included within the on-costs. Any overtime payments shall be paid at the substantive grade of the post.

The costs will be met by vacant Asbestos Compliance Advisor post: M383.

The costs will be met from H058 / A0101

2021-22: Compliance Inspection Surveyor M369 - £4,700

2022-23: Compliance Inspection Surveyor M369 - £4,800

2023-24: Compliance Inspection Surveyor M369 - £4,900

Risk Management

There are no significant risks identified with this decision.

Key Decision: No

Appendix A – Market Premia Questionnaire

Please read in conjunction with the Market Premia Policy. Full and detailed information must be provided in order that the request for a market premia can be properly considered. Failure to provide all information may result in the request being refused.

Market Premia Questionnaire

Can the recruitment or retention issues be addressed in any other way? E.g. opportunities for development of more junior staff, extra support, facilities, flexible working practices, possible secondment of staff across the organisation etc.

At present it is felt that the position is such that a level of experience in the field could not be covered within the organisation at present

Has consideration been given to job re-design? Please comment

At present the Job design has the correct functions associated with the Compliance Inspection Surveyor post PO1(M369)

Please present evidence, within the previous 12 months, of a failure to recruit or of recent retention problems that exist. This can be turnover figures, exit information, interview data and unsuccessful recruitment campaigns in terms of unsuitable candidates. Any unsuccessful recruitment campaigns must be shown to be rigorous. You must include dates alongside each item of evidence.

First unsuccessful recruitment campaign was advertised from 27th September 2021 until 22nd October - we had no applications to short list.

I advised HR to extend until 9th November - we have had no applications in a total of 6 weeks

The section has been without the Compliance Inspection Surveyor since August 2021 which is unsustainable.

State what the risks are/ impact to the Council, if the department is unable to recruit or retain employees with key skills required for the specific role?

The post is to support the Council to comply with its legal and regulatory obligations. This includes the effective arrangements for annual gas servicing, solid fuel and chimneys, storage heaters, smoke alarm and CO2 detector servicing, and legal obligations in relation to legionella.

There is a significant risk if we do not recruit to post permanently, and the cost for a temporary surveyor arrangement has higher costs compared to a permanent member of staff.

What level of market premia is to be given? Please evidence the extent to which the Council is not competitive with other comparable organisations. This should include information on comparable pay data and also reference the complete benefits package where possible.

Below are four jobs advertised in November 2021 :

Gloucester City Homes: Gas Supervisor: Salary: £38,000 per annum plus £150 standby allowance and £25 callout attendance fee.

Sovereign Housing Association: Gas Qualifying Supervisor: £41,578 a year – Permanent Headquarters Basingstoke.

Nuneaton and Bedworth Community Enterprises Ltd – Gas Supervisor £38,500 per annum delivering gas services on behalf of Nuneaton and Bedworth Borough Council.

MEARS Group: Gas Supervisor: £38,000 a year - Based at our Head office in Rotherham.

See attached evidence at Appendix 1.

DURATION OF MARKET PREMIA AND ANTIPATED DATES FOR PAYMENT TO COMMENCE AND CEASE:

Maximum allowance of 3 years from date of new contract once agreed.

JUSTIFICATION FOR DURATION OF MARKET PREMIA:

In order to attract a suitable candidate 3 years would be considered a reasonable amount of time.

CALCULATION OF MARKET PREMIA:

(State amount requested showing calculation use separate sheet if necessary)

PO1: range

Spinal 29 -32 £32 910 to £35 745

Compared to average of 4 adverts = £38 000 x 2 plus £38 500 plus £41 578

Which averages at £39 019.50

Request a rise of average minus spinal point 32 = £39 015.50-£35 745

£3 270.50 per year for three years.

New wage: £ 39 019.50

Officer to Contact:

Debbie Bartlett
Repairs and Investment Manager

Appendix 1

Gas Supervisor

Gloucester City Homes

Gloucester

£38,000 a year - Full-time, Permanent

You must create an Indeed account before continuing to the company website to apply

Apply on company site

Gas Supervisor

Location: Gloucester

Salary: £38,000 per annum plus £150 standby allowance and £25 callout attendance fee

Contract: Permanent, Full Time (40 hours per week)

Closing Date: Tuesday 19 October 2021

GCH is an independent housing association providing excellent housing management services to over 5,200 tenants and 260 leaseholders in Gloucester.

We currently have an opportunity for an experienced Gas Supervisor to join our PropertyCare team.

You will oversee the day to day delivery of all activities undertaken by our in-house delivery team within the GCH housing stock and commercial property portfolio. This will include Home Safety Checks, Gas Servicing, Breakdowns and Repairs for all forms of heating and hot water systems. You will work in conjunction with our asset management team in relation to new heating installations and act as an advisor to the whole Property services business. Ideally you will be familiar with working in a housing association but experienced in overseeing maintenance contracts, dealing with budgets and the management of both in-house work force and sub-contractors, ensuring compliance and team targets are met whilst maintaining high quality and performance.

A full driving license is essential

GCH offers excellent benefits including flexible working, town centre office with free parking or free bus travel, subsidised gym membership, Social Housing Pension Scheme, up to 29 days annual leave excluding bank holidays, childcare vouchers and employee wellbeing package.

Gas Qualifying Supervisor

Sovereign Housing

£41,578 a year - Permanent

At Sovereign we have a strong purpose beyond all else that means our work not only does good, it feels good too – we're making a huge difference to people's lives.

We are delighted to be recruiting for a Gas Supervisor to join the Blandford (Dorset) region.

This is fantastic opportunity where you will support the Gas Manager & Head of Gas & Renewables in the delivery of gas and heating services and repairs. You will line manage and support Sovereigns gas safe qualified engineers, ensuring they are able to operate safely, efficiently and effectively whilst maintaining the health, Safety & welfare of its customers and residents through the delivery of an effective, high quality service.

Responsibilities include:

- Working within defined procedures with a limited degree of supervision/guidance whilst being accountable for individual results and the impact these may have on Sovereign
- Responsible for the supervision, quality and continuous development of a team of directly employed operatives and when necessary external contractors
- Hands on line management, including 1-2-1's and performance management
- Undertake Audits in association with business requirements including, gas certification (LGSR) from internal team & external contractors

What you'll need

- Knowledge of Gas Safety (Installation and Use) Regulations 1998
- Previous experience within a similar role
- Line management experience
- Strong communication skills
- Self motivated and benchmark performance

What you'll get from us

- Industry leading pension, 12% matched contributions plus life cover
- 25 days holiday + Bank holidays (including 1 day extra for each year worked up to 30 days)
- A pot of £450 to spend on other discounted benefits of your choice such as dental plans and lots more
- A suite of personal development programmes

- Discounts with a huge array of partners such as our fab tech reward which allows you buy market leading technology and spread the cost with no interest
- There is also the opportunity to increase your income with competitive on call allowances and mileage rates

We are committed to our Equality Diversity and Inclusion strategy and believe that you can truly be yourself at Sovereign. Check out our careers site at <https://www.sovereign.org.uk/careers> to learn more about us and our values.

If this sounds like an opportunity you've been waiting for and you've got the right skills, we'd love to talk through your experience and what we might achieve together. Apply now and we can get in touch and tell you more.

Gas Supervisor

Recruiter	<u>Nuneaton and Bedworth Community Enterprises Ltd (NABCEL)</u>
Location	Weddington Road, Nuneaton
Salary	£38,500 per annum
Posted	04 Nov 2021
Closes	16 Nov 2021
Job Ref	NBBC000000895

Nuneaton and Bedworth Community Enterprises Ltd – NABCEL, have an exciting opportunity to join our small but ambitious team, delivering gas services on behalf of Nuneaton and Bedworth Borough Council.

As a qualified and gas safe registered engineer, you will have experience in supervising a team of engineers, scheduling works and undertaking quality inspections and audits.

You will be responsible for ensuring a comprehensive and quality service is provided, including repairs, maintenance, servicing and renewals, dealing with any issues as appropriate. You will have the ability to plan resources appropriately, including ensuring ordering of materials as needed.

The ideal candidate will have previous supervisory experience in a similar environment and will also have relevant qualifications to include CCN1, HTR1 and MET1.

Hours of work will be Monday to Friday and a works vehicle will be provided, therefore a full driving licence is essential.

Gas Supervisor

Clickwise for Mears Group

Rotherham
£38,000 a year - Full-time, Permanent

Gas Supervisor - £38,000 + great benefits

Based at our Head office in Rotherham with Audit visits within the area

Do you want to work for one of the UK's leading housing and care service providers in the UK? Are you somebody who is open to new opportunities, works to achieve high standards and is customer-focused? If so, we have an exciting new opportunity for a Gas Supervisor to join our Facilities Management division

The Role

If you are looking to be part of a dedicated business our role for Gas Supervisor could be what you are looking for.

Working for our Facilities Management Division you will supervise and manage on a day to day basis the gas service program, repair works &/or breakdowns / Installations as required.

You will be responsible for a team of Gas Operatives and Sub Contractors who will be carrying out a range of gas work to our clients housing stock to ensure that gas appliances and installations which are worked on are safe for continued use, to safeguard the service users, members of the public, client's personnel and Mears employees from any potential danger associated with gas.

Responsibilities of the Role:

- Monitor and control the work & drive the Health & Safety culture within both the team assigned & the gas team.
- Oversee progress and completion of works from the Operatives and Sub Contractors through the MCM system to achieve the KPI requirements of the Client.
- Assist your team to provide a comprehensive gas maintenance and installation service within domestic premises, the work must be carried out in accordance with the relevant regulations, standards, and departmental procedures. The applicant must be gas qualified and hold current Domestic ACS certification or equivalent in the categories of work required and complete and to maintain all paperwork and electronic data records relevant to the work carried out to ensure completion of the job is confirmed and a comprehensive and accurate history is available for audit purposes, which includes quality, H&S issues and for invoicing purposes

- Work with other gas supervisors & other operational gas team members for the purpose of learning from each other to uplift the knowledge & skills of the team.
- Monitor engineers existing stock and the collection of materials as and when required to meet works orders, in accordance with standard operating procedures for purchasing and van stock control compliance
- Carry out informal and formal meetings and training sessions to ensure up to date business and job knowledge, communication, skills & progression are maintained. This includes but is not limited to training, re-training, toolbox talks, 1:1's, probation reviews etc.
- Adopt a professional manner when communicating with service users and/or client/external contacts to build and maintain a positive view of Mears Group. This includes but is not limited to appearance, company ID, communication.
- Highlight any safeguarding concerns to the relevant customer and Community officer within branch as early as possible to ensure they liaise with the client in accordance with the safeguarding policy.
- To use and maintain company vehicle/van in accordance with company vehicle & insurance policies in order to ensure safety, compliance, accurate and timely reporting of damage, cleanliness & condition (inside and out). This includes but is not limited to daily photographic recording of condition.
- Participate in call out cover *if and when* required to ensure contract compliance & service user satisfaction for emergency repairs

What are we looking for?

Qualified to City and Guilds/ Gas Service Engineer standard and hold appropriate ACS certification or an equivalent qualification for any of the aforementioned

Applicants are required to be both domestic and commercial gas qualified

Mears are keen to meet candidates with experience and knowledge of local authority, social housing, and property maintenance sectors.

A positive attitude.

Knowledge of local authority maintenance contracts, measured term contracts and schedule of rates. Knowledge of Gas Safety Regulations and current gas standards and industry best practice.

Ability to work under pressure and to strict deadlines

Experience of supervising Operatives and Sub Contractors.

Management experience in a similar operation.

H&S qualification.

Good working knowledge of computerized systems.

Highly self-motivated and ability to use initiative, when necessary.

What can we offer:

- Competitive basic salary – up to £38,000 + great benefits
- Company vehicle and fuel card
- 20 days annual leave
- Generous Pension Scheme
- Cycle to work scheme
- Sharesave - a simple way of saving money direct from your salary for 3 years, in order to buy Mears Group PLC (Mears) shares at a price that is fixed and discounted at the outset.
- Eye Test Vouchers
- Employee Assistance Programme
- Mears Fun Day - Our annual Fun Day is organised as a massive thank you from the Executive team for all the hard work! Previous years include, Alton Towers, Drayton Manor etc.
- Staff perks with Mears Rewards - discounts of up to 10% on coffee, weekly groceries, holidays, the list is endless.
- Be part of a friendly and dedicated team
- Volunteering Leave - Mears supports employees to undertake volunteering in the community, in support of our social value commitment.
- Maternity and paternity packages to make sure you get to spend time with your loved ones!
- Use and access to the latest technology

Reference ID: Gas Supervisor - Rotherham

Job Types: Full-time, Permanent

Salary: £38,000.00 per year

Schedule:

- 8 hour shift

Experience:

- plumbing: 1 year (preferred)

Licence/Certification:

- ACS (required)
- Driving License (required)
- City & Guilds (required)