

Appendix 4b - Estates & Property

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	Employees						TU Feedback	Management Information/Response		
							Reduction		Current		Likely FTE Reductions				Vacs.	VR Req.
							FTE's	Head count	2018/19	2019/20						
4R1	Estates & Property	Industrial Services Group (ISG) – reduce the staffing structure to suit the present workloads	43.3	0.0	43.3		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that there would be no further reductions in the workforce if the workload continues. ISG will break even this year and have been successful in winning a number of new contracts for delivering fire doors, especially around Newcastle		
													100118. TU's asked that Management clarify point "no further reductions in the workforce if the workload continues".	100117. Management confirmed that there will be no further reductions of staff. The £43.3K is to come off next year but cuts have been taken this year because ISG have seen an improvement in trade and will break even		
4R12	Estates & Property	School Catering and Cleaning – increased sales and price reviews	35.0	0.0	35.0		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that this has been dealt with through increased prices, there are no staffing implications		
4R14	Estates & Property	Asset Management – make the best use of the Council's and public sector partners' estate working with the Voluntary and Community Sector Also seek to invest in non-operational property to generate surplus income	360.0	200.0	560.0		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that the challenge is to continue to acquire and create investments that generate a surplus revenue and to maximise the existing investment portfolio. This year is well ahead of target. The NCP will generate 165k per year surplus income.		
													100118. TU's stated that they need to see some proposals.	100118. Management stated that they are sharing accommodation but have not identified with the third parties yet.		
													100118 TU's asked what the contribution will be from the third parties who we end up sharing with, how much will they be paying.	100118. Management agreed to provide the information		
													100118. TU's asked that management provide a list of organisations who are using Council accommodation and are not paying for it. This includes the Police Museum and Ghost Trips	100118. Management agreed to provide the information.		
4R15	Estates & Property	Facilities Management – operational cost reductions reflecting the continued contraction of the organisation	100.0	200.0	300.0		75.0	191.0	1.0	2.0	8.0	0		131217. Management stated that they are looking at savings in 2018/19 of £100k and a further £200k in 19/20 by reducing the number of buildings occupied and managed. Part of that is Jacobs well. There is likely to be a staff reduction of 1FTE in the first year and 2FTEs the year after but this would be managed		
													100118. TU's asked if "reducing the number of buildings occupied" is a capital scheme and if asked for a breakdown of operational costs including maintenance and utilities.	100118. Management stated that they have been tasked to save money through the reduction of the estate and will provide the TU's with details of buildings which have been closed and are to be closed.		

Ref	Service	Proposal Definition	2018-19 £'000	2019-20 £'000	Total £'000	%	FTE's	Head count	2018/19	2019/20	Vacs.	VR Req.	TU Feedback	Management Information/Response
													100118. TU's stated that Jacobs Well was vacated around July 2017.	100118. Management stated that staff moved out at the end of 2017 but the majority moved out in July. The building is still being used for storage but the intention is to demolish it to get the rates saving as we are still paying a big chunk in utilities. Any demolition costs will be offset by savings.
4R16	Estates & Property	Facilities Management – reduction in the maintenance budget as the size of the operational estate shrinks	100.0	780.0	880.0		259.0	267.0	3.0	6.0	39.0	2		131217. Management reported that there would be a reduction of 3FTE's next year through natural wastage/retirement. More savings would be made through closing buildings and Community Asset Transfers of which Richard Dunn is included.
4R17	Estates & Property	Facilities Management – reduction in the size of the estate together with energy efficiency measures	147.5	0.0	147.5		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that there would be no staff a risk, there would be a reduction in the amount of money spent on utilities through the closure of buildings.
5FM1	Estates & Property	Residential Catering - budget reduced in line with current requirement and cost, no change in service levels	80.0	0.0	80.0		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that they had had a surplus for the last 2 years and would be reducing the budget in line with operating costs
5FM2	Estates & Property	School Catering and Cleaning – increased sales, price review and administrative efficiencies.	200.0	0.0	200.0		0.0	0.0	0.0	0.0	0.0	0		131217. Management reported that they had introduced Parent Pay in 80 out of the 150 schools and removed the school meal administrator which achieved a saving of 450 man hours per week (term time) with the balance to be found in April. It is
		<b>TOTAL</b>	<b>1,065.8</b>	<b>1,180.0</b>	<b>2245.8</b>		<b>334.0</b>	<b>458.0</b>	<b>4.0</b>	<b>8.0</b>	<b>47.0</b>	<b>2.0</b>		