

City/County Structure and Functions – Asset Management and Property Services

COUNTY Structure (62 FTE + 10 agency)	Generic Functions/Skills	CITY Structure (15FTE +12P/T + 0.7 Agency)
<p>Commissioning Team 11 FTE + 1 Agency</p> <p>Management Team 4 FTE</p> <ul style="list-style-type: none"> ○ Strategic Lead x1 ○ Client Liaison x1 ○ Strategic Estate x1 ○ Strategic Asset x1 <p>Strategic Support 4 FTE</p> <ul style="list-style-type: none"> ○ Estate Management x1 ○ Rural Estate x1 ○ Building x1 ○ Energy x1 <p>Disposals Team 3 FTE + 1 Agency</p> <ul style="list-style-type: none"> ○ Planning Co-ordinator x1 ○ Valuations x1 ○ Disposals x2 	<p style="text-align: center;">Management function</p> <p>Cabinet, LCM, local member and public sector partner liaison. Area based reviews. Asset Management strategy. Media/Communications. Budget and Staff Management.</p> <p style="text-align: center;">Strategic Support function</p> <p>Estate Management of leases/licences/academy conversions. Rural Estate management of tenancies. Building commissioning and maintenance programme and Energy programme.</p> <p style="text-align: center;">Disposals function</p> <p>All disposals activity including valuations, planning co-ordination, liaising with agents re marketing, auctions etc.</p>	<ul style="list-style-type: none"> ○ Management 1FTE Senior Estates Manager x1 ○ Estate Management 2FTE Surveyor/Valuer x2
<p>Delivery Team 39FTE + 5 Agency</p> <p>Delivery Lead 1 FTE</p> <p>Project Team 5 FTE + 2 Agency</p> <ul style="list-style-type: none"> ○ Architect x1 ○ Project Managers x6 <p>Engineering Team 3 FTE + 3 Agency</p> <ul style="list-style-type: none"> ○ Engineering x5 ○ Energy x1 <p>Surveying Team 7 FTE</p> <ul style="list-style-type: none"> ○ Surveying x6 ○ Hazards x1 <p>Grounds/Contract Team 6 FTE</p> <ul style="list-style-type: none"> ○ Contract Managerx1 ○ Contract Monitoring x3 ○ Catering Contract x1 ○ Arboriculture Officer x1 <p>Facilities Team 14 FTE</p> <ul style="list-style-type: none"> ○ Facilities Manager x1 ○ Custodians Team x6 ○ Maintenance Team x6 ○ Car Park Attendant x1 <p>General Office 3FTE</p>	<p style="text-align: center;">Delivery Project Management function</p> <p>Delivery of Capital Programme and externally funded projects.</p> <p style="text-align: center;">Delivery Engineering function</p> <p>Deliver engineering functions across estate, including all mechanical and electrical, corporate compliance, engineering, servicing, also education, BEM's, and TEAM energy usage data.</p> <p style="text-align: center;">Delivery Surveying function</p> <p>Deliver surveying function corporate sites and school sites. Also manage all hazards including asbestos, legionella, radon and fire risk assessments.</p> <p style="text-align: center;">Delivery Grounds & Contract Management function</p> <p>Grounds Contract Cleaning Contract Catering Contract and Waste Food £0.5m Tree work across estate.</p> <p style="text-align: center;">Facilities Management function</p> <p>Provision of FM offer across a suite of operational offices, inc Shire Hall and County Offices. Custodian focus on Shire Hall. Maintenance team includes, electrician, carpenter, plumbing, multi-trade functions.</p> <p style="text-align: center;">General Office function</p> <p>General office function inc post.</p>	<ul style="list-style-type: none"> ○ Building 3FTE Senior Building Officer x1 Building Officer x1 Building works - Vacant ○ Engineering 1FTE Streets Engineer x1 (Lighting, public realm, market). ○ Consultant 0.7FTE (Projects delivery) ○ Facilities Team 4FTE Senior Custodian x1 Custodians x3 ○ Cleaners 10 P/T Part-time direct labour ○ Dockside Catering 2 P/T Part-time direct labour
<p>Support Team 12FTE + 4 Agency</p> <ul style="list-style-type: none"> ○ Business Project Team 2FTE + 1 Agency ○ Property Information Team 4FTE + 1 Agency ○ Admin Support Team 6FTE + 2 Agency 	<p style="text-align: center;">Business Project function</p> <p>Provides generic project management services</p> <p style="text-align: center;">Property Information function</p> <p>All terrier related functions</p> <p style="text-align: center;">Admin Support function</p>	<ul style="list-style-type: none"> ○ Property Information 1.4FTE Terrier Officer x1 CAD Officer x1p/t ○ Admin Support 1FTE Support Officer x1
<p style="text-align: center;">Suggest Out of Scope</p>	<p style="text-align: center;">Parking function</p> <p>County has separate parking team, looking after parking administration and enforcement.</p> <p style="text-align: center;">Flood Risk Management Function</p> <p>County has separate flood and drainage team, in its role as Lead Local FRM Authority</p>	<ul style="list-style-type: none"> ○ Parking Team 1.6FTE Services Supervisor x1 Contract supervisor x1 ○ ED City Centre Management ○ FRM Team Drainage Consultant