

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3594
Author:	Tanya Najuk
Department:	Development and Growth
Contact:	Tanya Najuk (Job Title: Head of Strategic Asset Management, Email: tanya.najuk@nottinghamcity.gov.uk, Phone: 63402)
Subject:	Property Business Officer
Total Value:	£31,088 (Type: Revenue)
Decision Being Taken:	To establish a new post of Property Business Officer to manage the Council's property service charge process and support budget monitoring and forecasting.
Reasons for the Decision(s)	The post is required to 1. Ensure that the service charge process is effectively managed to maximise income collection and recovery 2. Manage the end to end process of service charging and billing within the Strategic Assets and Property Directorate, working directly with Estates Surveyors, Finance and Information Management Service to ensure that charges comply with RICS requirements and are issued in a timely manner 3. Support the debt recovery function by ensuring that billing are calculated and issued correctly to reduce the necessity for managing outstanding payments. 4. Support property budget managers with monthly forecasting and monitoring to ensure that journal corrections and account queries are dealt with promptly to support decision making 5. Provide an oversight function for the income reconciliation generated by properties managed by external agents
Briefing notes documents:	20190625 Property Business Officer Briefing Note.docx

Other Options Considered:

Do Nothing: This option would impact upon the collection of the Council's Property Service Charge income of £600,000 per annum. The option would impact adversely upon the Council's ability to comply with the RICS Guidelines impacting upon the reputation of the Council and its ability to issue accurate and timely service charge invoices. This would have an impact upon the Property Directorate to meet its financial targets.

Background Papers:

Published Works:

Affected Wards:

Citywide

Colleague / Councillor Interests:

Consultations:

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications:

Not applicable

Equality:

EIA not required. Reasons: Not applicable

Decision Type:

Officer

Executive Decision?

Yes

Scheme of Delegation Reference Number or Other Source of Delegation:

16

Subject to Call In:

No
The call-in procedure does not apply to the decision because the value of the decision is below the call in threshold.

Advice Sought:	Finance, Human Resources
Finance Advice:	This new post will be fee funded from Property Trading Account via either fee generated from the sale of assets or savings made from a better managed service charge process and recovery. Advice provided by Mandy Bryce (Finance Analyst) on 26/06/2019. Advice confirmed by Susan Tytherleigh - Finance Business Partner 18.07.19
HR Advice:	The establishment of the post within Property is supported following consultation with Finance. The new position will require job evaluation under NCC's job evaluation scheme and will require vacancy approval prior to advertising. Advice provided by Shilpa Arya (HR Consultant) on 19/07/2019.
Signatures:	chris henning (Corporate Director for Development and Growth) SIGNED and Dated: 25/07/2019