

Decision under Delegated Powers

Officer Requesting Decision (if necessary)

Head of Service

Officer Making the Decision

Head of Paid Services

Recommendation

To apply a Market Premia of £1595 to the post of Electrician W158 (Skills Group 1) to assist in the recruitment to the post. The Market Premia is to be paid per year, for 3 years, to the post holders (6 FTE – total of 222hrs).

Reason

To advertise a competitive salary following five unsuccessful attempts to recruit to this essential post in the last six months.

Authority for Decision

Authority is delegated to the Head of paid Services, subject to the Officer Employment Procedure Rules and to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters and dismissal, including the application of staffing related policies, the exercise of discretion in the application of those policies and the settlement of employee claims against the Council, except insurance claims.

Decision and Date



Rob Mitchell 19/12/2024

Background

A total of five campaigns have taken place since March 2024 until September 2024 with three applicants during that time, they were unsuccessful because their qualifications did not match the essential criteria.

Research of the job market has shown three organisations advertising this post with a salary of £35,000, £36,490 and £39,000 per annum. Which is significantly more than Charnwood Borough Councils' salary range.

The market premia of £1595 per year for three years has been based on the average of the three posts advertised and the difference of skill group 1, spinal point 25: £35,235.

The Council's SLT endorsed the application of a market premia at its meeting on 27th November 25.

Comments from HR

HR Advisor: Nicola Ward 28/11/2024

Summary of Comments from HR:

Repairs and Investment Manager, Debbie Bartlett, has received the below statement from Peter Oliver via email regarding SLT approval.

'Market premia have to be considered and approved by the SLT as part of the procedure. I ran it past colleagues yesterday and they were fine with it'.

The Market Premia Questionnaire can be viewed below.

There are currently 5 employees within the post, and one vacancy. Once the Market Premia has been fully signed off, standard recruitment process to be followed. E-forms to be completed as required for the current Electricians in post.

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

Financial Implications

Nila Patel 18/11/2024

Electricians, Post No. W158 (total hours 222hrs/6fte – 74hrs allocated to H001 and 148hrs allocated to H003), skill group 1, subject to a market premia of £2,305 (£2,300 rounded) per annum (£1,595 basic plus 44.5% on-costs) per fte for three years.

2024/25 costs (4mnths)

Assume market premia will commence 01/12/24 – total approx. cost £4,600 (pro-rata)

Charge Code: H001 A0101 - £1,500

H003 A0101 – £3,100

2025/26 and 2026/27 costs (subject to any inflationary increases and pay awards)

Total approx. costs £27,600 (£13,800 per annum)

Charge Code: H001 A0101 - £9,200

H003 A0101 – £18,400

2027/26 costs (8mnths) (subject to any inflationary increases and pay awards)

Total approx. costs £9,200 (pro-rata)

Charge Code: H001 A0101 - £3,100

H003 A0101 – £6,100

Total costs for 3 year: £41,400

*calculations are based on the assumption that all posts are filled and are at the top of the grade

To be fully funded through the HRA Financing Fund as per Cabinet report 1st June 2023. Delegated authority has been given to the Director of Housing and Wellbeing in consultation with the Lead Member for Public and Private Sector Housing and the Council's Section 151 Officer or Head of Finance to draw down from the HRA Financing Fund a sum of up to £500k each year to fund initiatives to meet the challenges arising from a complex operating environment and improve services provided to tenants.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Unable to recruit permanently to post	4	3	High (12 - 16)	Award market premia of £1595 per year for three years
High cost of temporary staff	3	3	Moderate (6 - 9)	Temporary until permanent staff recruited

Key Decision:

No

Background Papers:

Yes
Job description
Person specification
Market Premia Questionnaire
Salary comparability evidence

JOB PROFILE

Directorate:	Housing and Wellbeing
Service Area:	Landlord Services
Job Title:	Electrician
Grade:	Skills Group 1
Post Number:	W158
Base/Location:	Southfield Road Offices
Responsible To:	Repairs Team Leaders
Responsible For:	Apprentices or Trainees
Key Relationships/ Liaison with:	Managers, Contractors, other tradesmen and Tenants

Job Purpose

- To ensure CBC achieves its vision and business objectives, by supporting the Repairs Team Leaders to drive and develop the service in order to achieve and maintain top quartile performance in all categories.
- To deliver high quality customer standards and contribute to achieving and retaining the customer service excellence standard.
- To carry out a wide range of electrical work associated with the business activities of CBC.
- To undertake all work to a competent recognised standard, with minimal risk to the health and safety of all those it may affect.

Main Duties and Responsibilities

1. To support the Repairs Team Leaders, through partnership working, in the delivery of CBC's vision and values and the delivery of the Service Delivery Plan.
2. To support the Repairs Team Leaders with the achievement of strategic, corporate and partnership initiatives for the repairs and investment services.
3. To support the directorate in ensuring that the repairs and maintenance service reflects the needs and aspirations of the local community.
4. To contribute to the Council's out of hours call out service and be included on a rota.
5. To support the Repairs Team Leaders in delivering an excellent vacant property repairs service, responsive repairs service, gas servicing, maintenance and compliance service and planned maintenance services that are customer focussed and meet all legislative and statutory requirements.
6. Carry out all types of repair and maintenance work in a multi-skilled environment allied to the electrical trade discipline.
7. Undertake appropriate working across trades during peaks and troughs of demand,

	surplus/shortfall of trade skills, as required by a task, or as requested by a repairs team leader.
8.	Complete work to a high standard of quality and output.
9.	Ensure that repairs are carried out promptly and within the appropriate time limits.
10.	Introduce yourself to the tenant, show proof of identify and explain the nature and purpose of the repair. Wear overshoes within tenanted properties.
11.	Liaise with other building trades as necessary for the efficient co-ordination of work activities.
12.	Notify the Repairs Team Leaders of any necessary major variations from the work as stated on the works order.
13.	Maintain safe methods of work at all times and adhere to current Health and Safety legislation.
14.	Wear appropriate personal protective equipment relevant to the task.
15.	Report all accidents and/or hazardous occurrences to the Area Building Co-ordinator.
16.	Complete and submit timesheets, vehicle sheets and any other procedural requirements as per the nature of the job.
17.	Act at all times in an appropriate and customer friendly manner when dealing with tenants and/or members of the public, ensuring the delivery of an effective and appropriate service to all service users fairly and without discrimination.
18.	Attend relevant training courses as and when required.
19.	Able to identify and advise on correct remedial action for all electrical works and specify correct product for best possible outcome.
20.	Able to complete all types of electrical repair, testing, maintenance and installation work allied to the Electrical trade disciplines in accordance with the current regulations relating to the Institution of Electrical Engineers (IEE) and building regulations.
21.	To carry out associated remedial works.
22.	Able to deliver any collected waste to the depot collection area or specified waste location.
23.	Undertake all works as directed by Repairs Team Leaders, Project Surveyors, and Charge hands or from the Business Support Team. Advise work planners of any issues or works which cannot be completed on first visit. Promptly complete records of all completed works, issues, material requests, follow on or any other field on the PDA or on any other directed format.
24.	Inspect items of disrepair. Assess options for repair or replacement and remedy disrepair in the most appropriate manner. Take responsibility for quality of finished job, life expectancy of repair and quality of service to the customer.
25.	Check and ensure that all places where work is to be carried out have a safe working environment to proceed. Report any unsafe working conditions to the works planner and do not start work unless authorised to proceed.
26.	Act as the directorates contact with its tenants and residents regarding property issues and arranging further appointments.
27.	Be responsible and aware of any safeguarding issues when within a tenant's property and report these to the Repairs and Team Leaders.

28.	Make good disturbed structures/finishes of a minor nature and report on further works by other trades if required.
29.	Clear all work areas and remove any rubbish after completion of works.
30.	Assist other operatives where there requires more than one operative.
31.	Use, maintain, clean and store all tools, equipment vans and first aid boxes etc provided by CBC in accordance with manufacturer's instructions. Bring to the notice of the Repairs Team Leaders immediately any items which are damaged, unfit for use or need servicing.
32.	Use vehicle fuel cards responsibly and only for company purpose.
33.	Order, collect and take delivery of materials or stock as per the agreements and procedures adopted by CBC with suppliers.
34.	Seek and implement service improvements to meet the needs of internal and external customers when possible in consultation with work planners.
35.	Carry out all duties in accordance with relevant legislation relating to the construction and maintenance industry and, in particular, health and safety within the parameters of task and duties.
36.	Attend regular training, updates, toolbox meetings as instructed by the management team.
37.	Provide cover for team members when they are absent from work as and when required.
38.	Use transport provided by the group to agreed policies and procedures and be responsible for the safe use of the vehicle.
39.	Ensure all PDAs or other devices are used appropriately and that they are charged up prior to commencing a day's work.
40.	Ensuring that any resale material removed from a property or materials not fully utilised within a designated job remains the property of CBC.
41.	The Operative should not leave a property where there is no access without the authorisation of the work planner and should not undertake further works in a property above the agreed job without the same authorisation.
42.	To deliver tenant surgeries around training on small repairs and additionally demonstrations within community activities.
43.	To ensure that all specified maintenance work complies with current Building Regulations, Codes of Practice and Health and Safety legislation and any other statutory requirements or European Directives relevant to the specific work.
44.	As a term of your employment you may be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
45.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
<p>The nature of the work may involve the jobholder carrying out work outside of normal working hours.</p> <p>Post holder must possess a full driving licence.</p>	

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Voids Repairs RTL

Date: Feb 2024

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 is required at skills group 1

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

At present the Job design has the correct functions associated with the Electrician post

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.

There have been a number of recruitment campaigns listed below , the candidates where unsuccessful during short listing because their qualifications did not match are essential criteria .

Electrician W158	1612	1	Closed	06/03/2024	24/03/2024
Electrician W158	1633	0	Closed	25/03/2024	21/04/2024
Electrician W158	1644	0	Closed	23/04/2024	30/04/2024
Electrician W158	1652	2	Closed	17/05/2024	02/06/2024
Electrician W158	1696	0	Open	23/08/2024	22/09/2024

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 ensure that the Council complies with its legal and regulatory obligations in connection with electrical repairs to the Councils Housing stock .

There is a significant risk if the Repairs team are unable to fill our vacant posts and unable to attend to repairs within our required times which could have a health & safety risk to our customers .

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.

Attached are three jobs advertised in October 2024
1.Social housing: Grantham: £39
2. Futures Housing Group: Alfreton; £36,490
3. Leicestershire County Care Ltd :Wigston:£35,000.

DURATION OF MARKET PREMIA AND ANTIPATED DATES FOR PAYMENT TO COMMENNCE 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)

1.Social housing: Grantham: £39 000
2. Futures Housing Group: Alfreton; £36,490
3. Leicestershire County Care Ltd :Wigston:£35,000.

Average :£36 830

Charnwood Borough Council pay skills 1:

Scale 17:£28770

Scale 20:£30296

Scale 25:£33945: pay rise 1/4/24 :£35235

Electrical QS who manages the team is paid P01 at scale 32 :£40221

Which would not be affected by any market premia .

Therefore difference of £1595 from our top of scale to average of advertised jobs in October 2024.

Recommendation to pay £1595 per year for 3 years to enable recruitment of electrician vacancies .

Which would apply to our employed electricians at CBC .

Salary comparability evidence

Job: Social Housing Electrician

Area: Grantham

Salary: £39,000 or SORS £48,000

My client a leading nationwide contractor are currently seeking a number of electrical testers to come on board for there social housing reactive maintenance contracts.

This role is within the social housing reactive maintenance sector covering domestic properties across Grantham These positions are perm and you will be provided with a van, fuel card and materials. Works will be EICR's + remedial works. You can go on a straight salary of £39,000 or you can take up the option to work on schedule of rates (Still perm) with earnings over £45,000 per year.

Duties:

- Maintenance
- EICRs & Remedial Works
- Upgrades
- Installation works

Requirements:

- 18th edition
- 2391
- NVQ L3
- Social housing/Maintenance experience
- UK Driving license

Benefits

- van fuel card
- Leading pensions
- Leading Bonus Scheme
- Family Friendly package

ASAP interviews + ASAP start

Job Types: Full-time, Permanent

Pay: £39,000.00-£48,000.00 per year

Schedule:

- Monday to Friday

Work Location: On the road

Reference ID: Grantham Electrician

Electrician

- [Futures Housing Group](#)
- Leabrooks, Alfreton (DE55), DE55 1LN

- Permanent
- Published: 3 weeks ago
- £36,490 per annum Pension, 25 Days Holiday+BH, Purchase/Sell Holiday,
- **IMPROVING FUTURES**
- We're really proud of our Repairs Team at Futures and the commitment to providing our customers with the best service possible on our mission to deliver 'Great Places', 'Great Services' and 'Great Tomorrows'. We're now on the hunt for a special someone to join the team as an Electrician.
- You'll have the best support too as our Work Planners will coordinate your diary allowing you and the rest of the Repairs Team to be out there doing what you do best, putting our customer first.
- To be considered you'll need to have:
- NVQ level 3?in Electrical Installations & AM2 (or equivalent).
- 18th Edition of the Electrical Regulations, BS7671* would consider 17th edition.
- Full clean UK, manual driving licence
- PAT testing experience and holds C&G 2377-22 and C&G 2377 -32 (Desirable)
- Qualified to C&G2391 Inspection and Testing or 2394/2395 Inspection and testing.
- You'll have use of one of our company vans for visiting our customers' homes and you'll love the variety this role brings. Above all you'll take pride in a job well done, knowing that you've made a real difference to our customers.
- **A few key points from our role profile:**
- Attend pre-arranged responsive repair appointments to carry out work or contact customers directly to make access arrangements.
- Work flexibly to enable repairs to be carried out at times arranged with the customer.
- Maintain material van stocks on allocated vehicle, document use when allocated to a job and replenish as necessary.
- To receive repair requests or direct instruction, analyse the extent of work required and carry out the necessary repairs to rectify the fault.
- To carry out a variety of electrical inspection functions relating to housing repairs and maintenance as required including PAT on tools and equipment.
- **Sounds like me, so what are you offering?**

- If you're successful, you'll be joining a dynamic organisation with an amazing culture. We offer competitive benefits that include private healthcare options, discount schemes and with a big emphasis on health and well-being. You'll have great opportunities to grow and develop, personally and professionally, but the greatest reward will be knowing you're helping people and communities across our region to thrive.
- Your weekly hours of work would be 37, Mon - Thurs 8:00am till 4:00pm, Fri 8:00am till 3:30pm with 30 minutes break for lunch break, paid monthly. You'll also get 25 days holiday plus bank holidays and concessionary days holiday at Christmas.

Electrician - Company-wide

- [Leicestershire County Care Ltd](#)
- [Wigston Magna, Wigston \(LE18\), LE18 1AB](#)
- [Permanent](#)
- [Published: 3 weeks ago](#)
- [From £35,000 to £40,000 per annum](#)

Leicestershire County Care Ltd are currently seeking an experienced qualified Electrician to work within our 12 care homes within Leicestershire.

Responsibilities and Duties:

- To carry out electrical reactive and planned maintenance work to all the Companies properties.
- Install, inspect and test equipment, make sure electrical systems work and find and fix any faults.
- Machine repair - washing machines, tumble dryers, vacuum cleaners, installing and maintaining outside lighting.
- Diagnose malfunctioning systems, apparatus and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Be fully conversant with all aspects of electrical installation works.
- Undertake testing of all portable and fixed electrical equipment (PAT testing).
- Liaise with the Estates Department on a daily basis.
- The ideal applicant will also have a varied maintenance background as you may be required to cover for maintenance personnel within some of the other homes.

Qualifications and Skills:

- Relevant trade qualification for an electrician with a minimum of 5 years experience. Also, ensure that any required qualifications for your position remain valid and to ensure that any necessary training is arranged and undertaken within the specified timescales.
- Excellent understanding of electrician techniques and methods of installation and construction.
- Full clean driving license. You will be required to cover the whole Leicestershire. A vehicle will be provided.

What we can offer you?

- Great career development opportunity and ongoing support
- Paid 28 annual leave days
- Reliable contracted hours
- Company funded qualification for the staff (subject to eligibility)
- National Employment Saving Trust pension scheme
- Employee Assistance Programme
- Access to Blue Light Card
- Access to Company Shop Group

Successful applicants are required to provide an enhanced disclosure. The employer has claimed an exemption under the Equality Act 2010. This is a full time position of 40 hours per week Monday - Friday. However, on-call duties may sometimes be required.