

# Decision under Delegated Powers

## Officer Requesting Decision

Katie Moore – Housing Needs Manager

## Officer Making the Decision

Alison Simmons – Head of Strategic and Private Sector Housing

## Recommendation

To approve the extension of the temporary increase in hours on the Housing Options Officer (H150) post for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

To approve the use of the Department for Levelling-Up, Housing and Communities Homelessness Prevention Grant for the costs associated with this request.

## Reason

To ensure there is sufficient capacity within the Housing Options Team to provide advice and assistance to persons who are homeless or at risk of becoming homeless, in order to successfully prevent and relieve homelessness within Charnwood.

## Authority for Decision

Under section 8 of the constitution the head of paid service (chief executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice versa or other policy implications. This has been further sub-delegated by the chief executive to strategic directors/heads of service in certain circumstances (DD 002 021 refers). These proposals fall within the limit of the authority of the relevant head of service.

## Decision and Date



Alison Simmons  
Head of Strategic and  
Private Sector Housing

21st February 2022

## **Background**

The main role of the Housing Options Team is to provide advice and assistance to persons who are homeless or at risk of becoming homeless in order to prevent and relieve homelessness within Charnwood.

The Housing Options Team have seen an increase in caseloads during the COVID-19 pandemic. Further increases in caseloads are expected over the coming months, particularly relating to anticipated increases in the loss of Assured Shorthold Tenancies in the Private Rented Sector.

The Housing Options Team currently consists of:

- 1 x FTE Housing Options Team Leader (permanent post)
- 9 x FTE Housing Options Officer (permanent posts)
- 1 x FTE Housing Options Officer (temporary post funded using the Flexible Homelessness Support Grant)
- 1 x FTE Housing Options Officer (temporary post funded using the COVID Contain Grant)
- 1 x FTE Housing Options Officer (temporary post funded using the Domestic Abuse Act New Burdens Grant)
- 2 x FTE Housing Options Assistants (temporary posts funded using the Homelessness Prevention Grant)

This request is for the extension of the following temporary post:

- 1 x FTE Housing Options Officer (funded using the Homelessness Prevention Grant) up until 31<sup>st</sup> March 2023.

## **Comments from HR – Assistant HR Advisor, Carolyn Knapp 15/02/22**

The hours should be advertised in accordance with the normal recruitment process. Relevant HR paperwork will need to be completed for the extension of hours and to advertise the post, including the SLT recruitment request form.

## **Financial Implications**

Approximately £39,400 is required for the cost of 1 x FTE Scale E Housing Options Officer for a period of 12 months. Approximately £1,400 is required for the cost of 1 x Essential Car User allowance for this officer for a period of 12 months.

£577,784 Homelessness Prevention Grant was awarded to Charnwood Borough Council by the Department for Levelling-Up, Housing and Communities between 2021-2022 and 2022-2023. A sufficient amount of this grant is still available to cover the costs associated with this request.

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and there is insufficient capacity within the Housing Options service. This could result in increased homelessness, temporary accommodation spend, complaints and legal challenges.	Medium	Medium	Offer over-time to existing staff within the Housing Options Team (this may have cost implications, but the budget available is likely to be sufficient to cover this).

Key Decision:

No

Background Papers:

DD181 2020

