

# 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 following temporary posts for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023:

- 1 x FTE CBC Lettings Coordinator (M334)
- 1 x FTE CBC Lettings Officer (M385)
- 1 x FTE CBC Landlords Officer (M403)

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 enable the continued provision of the CBC Lettings and CBC Landlords services within Charnwood, in order to increase availability of and access to affordable accommodation in the private rented sector for homeless households, resolve problems between private sector landlords and tenants, support tenancy sustainment and prevent possession action and homelessness.

## 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 CBC Lettings Service was established within Charnwood in 2017-2018. The service initially consisted of 1 x FTE CBC Lettings Coordinator. The role of this post was to improve links with private sector landlords and lettings agents in order to increase access to private rented accommodation for homeless households within Charnwood. This post was funded using the Homelessness Prevention Grant and Flexible Homelessness Support Grant awarded to Charnwood Borough Council.

The District and Borough Councils within Leicestershire and Rutland County Council submitted a bid to the Rapid Rehousing Pathway Grant Fund and were awarded funding for the delivery of an accommodation pathway for rough sleepers during 2019-2020. This allowed the expansion of the CBC Lettings Service across Leicestershire and Rutland and funding for 1 x CBC Lettings Officer and 1 x CBC Lettings Liaison Officer for a period of 12 months during 2019-2020. During 2019-2020 the role of the CBC Lettings Team included the procurement of accommodation for rough sleepers and the provision of support to rough sleepers across Leicestershire and Rutland.

The District and Borough Councils within Leicestershire and Rutland County Council submitted a further bid for the Rough Sleeping Initiative Grant Fund and were awarded funding for the delivery of an enhanced accommodation pathway for rough sleepers during 2020-2021. This included £77,100 for 2 x CBC Lettings Officers for a period of 12 months during 2020-2021. During 2020-2021 the role of the CBC Lettings Team refocused on the procurement of accommodation for rough sleepers across Leicestershire and Rutland.

The CBC Landlord Service within Charnwood was established during 2020-2021, through the creation of the CBC Landlords Officer post. This role of this post is to resolve problems between private sector landlords and tenants in order to prevent evictions and homelessness within Charnwood. This post was initially funded using the Preventing Repossessions and Evictions Grant awarded to Charnwood Borough Council.

The CBC Lettings Service and CBC Landlord Service within Charnwood were extended during 2021-2022, funded using the Flexible Homelessness Support Grant awarded to Charnwood Borough Council. The CBC Lettings Service for rough sleepers across Leicestershire and Rutland was extended during 2021-2022, funded using the Rough Sleeper Initiative Grant awarded to Leicestershire and Rutland.

The CBC Lettings Team currently consists of the following temporary posts:

- 1 x FTE CBC Lettings Coordinator post, funded up until 31<sup>st</sup> March 2022
- 1 x FTE CBC Landlords Officer post (Charnwood), funded up until 31<sup>st</sup> March 2022
- 1 x FTE CBC Lettings Officer post (Charnwood), funded up until 31<sup>st</sup> March 2022
- 2 x FTE CBC Lettings Officer post (Leicestershire and Rutland), funded up until 31<sup>st</sup> March 2022.

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

- 1 x FTE CBC Lettings Coordinator post up until 31<sup>st</sup> March 2023
- 1 x FTE CBC Lettings Officer posts up until 31<sup>st</sup> March 2023
- 1 x FTE CBC Landlords Officer post up until 31<sup>st</sup> March 2023.

### **Comments from HR**

Assistant HR Adviser: Carolyn Knapp (17/02/22)

Summary of comments from HR: Ensure HR processes are followed, a variation e-form will need to be completed.

HR seen recommendations (both draft and final, if amended): Yes

### **Financial Implications**

Approximately £130,200 is required for the costs associated with the extension of these posts to 31<sup>st</sup> March 2023:

- Approximately £47,200 is required for the cost of 1 x FTE S02 CBC Lettings Coordinator 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.
- Approximately £39,400 is required for the cost of 1 x FTE Scale E CBC Landlords 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.
- Approximately £39,400 is required for the cost of 1 x FTE Scale E CBC Lettings 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 will be insufficient resources to deliver the CBC Lettings or CBC Landlords services within Charnwood. 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 to manage increases in homeless applications (this would have cost implications, but there is likely to be sufficient funding available to cover these costs).

Key Decision:

No

Background Papers:

DD056 (2017)  
DD120 (2017)  
DD104 (2019)  
DD049 (2020)  
DD084 (2020)  
DD120 (2020)  
DD182 (2020)