

Decision under Delegated Powers

Officer Requesting the Decision

Alison Simmons – Head of Strategic and Private Sector Housing

Officer Making the Decision

Rob Mitchell – Chief Executive

Recommendation

To create 2 Housing Licensing Officer posts (SO1) for up to 37 hours per week for a period of up to 24 months, from the date of recruitment.

To approve the use of the Licensing fee once received for the costs associated with this request.

Reason

To ensure there is sufficient capacity and resources available to implement the Additional and Selective Licensing Schemes approved by Cabinet in December 2020 and to be implemented in April 2022.

Authority for Decision

The Constitution gives the Chief Executive, as head of paid service, 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.

Decision and Date



Robert Mitchell (he, him, his)
Chief Executive

28/02/2022

Background

The Cabinet considered a report of the Scrutiny Management Board on 19th November 2015 when it was resolved that the Head of Strategic and Private Sector Housing should further investigate the potential to implement a Loughborough Accreditation Standard in partnership with the Loughborough Students Union; and consider the submission from the Loughborough Student Advisory Service of complaints data from 2014/15 and evaluate this alongside the evidence that had already been collated in relation to potentially introducing an Additional or Selective Licensing Scheme.

The Cabinet considered a report from the Head of Strategic and Private Sector Housing on the 17th January 2019 when it was resolved that further investigations be undertaken to gather evidence (as referred to in paragraph 61 of Part B of the report of the Head of Strategic and Private Sector Housing – see Background papers) to establish the case for the introduction of an Additional or Selective Licensing Scheme be approved.

The Cabinet considered a report from the Head of Strategic and Private Sector Housing on the 16th January 2020 when it was resolved that a consultation exercise be undertaken, as required by Section 56(3) of the Housing Act 2004 for Additional Licensing and Section 80(9) of the Housing Act 2004 for Selective Licensing.

The Cabinet considered a report from the Head of Strategic and Private Sector Housing on the 10th December 2020 when it was resolved to declare Charnwood Borough as an area for Additional Licensing and the two wards Hastings and Lemyngton an area for Selective Licensing. Approved the proposed draft licence conditions for both schemes, a consultation exercise to be undertaken for a period of 6 weeks from the 18th January 2021 to the 26th February 2021 be approved.

A further report was considered by Cabinet on the 1st July 2021 to note the outcome of the consultation on the licence conditions and approve them for the introduction of an Additional Licensing Scheme across the Borough and Selective Licensing Scheme in Hastings and Lemyngton wards.

The schemes are to go live in April 2022 the role of the Housing Licensing Officers is key to day to day delivery of the Private Sector Housing Licensing Schemes.

The job description for the post was evaluated at an Evaluation Panel on the 13th January 2022 when the post was graded at S01.

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

Job profiles have been through JE process and have been evaluated. Normal recruitment process to apply and relevant paperwork to be completed.

Financial Implications

Approximately £172,800 is required for the cost of 2 x FTE Scale S01, Housing Licensing Officers for a period of up to 24 months from the date of recruitment.

The posts will be funded from the Licence fee income.

Risk Management

| Risk Identified | Likelihood | Impact | Risk Management Actions Planned |
|-------------------------------------------------------------------------------------------------------------|------------|--------|------------------------------------------|
| This DD is not agreed and there is insufficient capacity to implement the Private Sector Licensing Schemes. | High | High | Delay the implementation of the Schemes. |

Key Decision: No

Background Papers: Cabinet, 1st July 2021 – Agenda Item ?? and Minute ??
Cabinet, 10th December 2020 – Agenda Item 7 and Minute 61.
Cabinet, 16th January 2020 – Agenda Item 7 and Minute 67.
Cabinet, 17th January 2019 – Agenda Item 8 and Minute 75.
Overview Scrutiny Group, 14th January 2019 – Agenda Item 6B and Minute 47.
Scrutiny Management Board, 18th March 2015 – Agenda Item 8 and Minutes 53.2 and 53.3.
Scrutiny Management Board, 8th October 2014 – Agenda Item 8 and Minute 26.
Cabinet, 10th April 2014 – Agenda Item 6 and Minute 120.
Scrutiny Management Board, 19th March 2014 – Agenda Item 8 and Minute 51.
Cabinet Report, 19th November 2015 – Referral from Scrutiny – Managing Student Occupancy Scrutiny Panel – Agenda Item 6 and Minute 24.
Agendas and notes of the Managing Student Occupancy Scrutiny Panel meetings, available on the Council's website at:
http://www.charnwood.gov.uk/committees/managing_student_occupancy_scrutiny_panel