

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 a temporary increase in hours of the Assistant Housing Officer (M160) by 170 hours for the period 1st July 2022 to 30th September 2022.

To approve the use of Housing Revenue Account Financing Fund for the costs associated with this request.

Reason

The additional temporary resource is required within the Housing Allocations Team to assist with the assessment of Housing Register applications.

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. This has been sub-delegated to Strategic Directors and Heads of Service, subject to certain conditions and this decision meets those conditions (DD0002 2021 refers).

Decision and Date



Alison Simmons
Head of Strategic and Private Sector Housing

15th June 2022

Background

The main roles of the officers in the Housing Allocations Team is to assess and determine applications for the council's Housing Register and to allocate available council and Registered Provider properties.

Due to increased pressures on the Housing Allocations Team relating to the COVID-19 pandemic, there is a backlog of assessments of Housing Register applications and property allocations. Approval was given for the creation of 2.6 FTE additional temporary Assistant Housing Officer posts up to 30th June 2022 in order to assist with reducing this backlog. The extension of the 2.6 FTE existing posts and further increase of 2.0 FTE posts for the period 1st July 2022 to 30th September 2022 will assist with further reducing / clearing this backlog.

The Housing Allocations Team currently consists of the following posts:

- 1 x FTE Housing Allocations Team Leaders (permanent post)
- 0.6 x FTE Allocations Officers (permanent post)
- 1 x FTE Allocations Officers (temporary post up to 31st March 2023 funded using a Homelessness Prevention Grant)
- 2 x FTE Lettings Officers (permanent posts)
- 2.4 x FTE Assistant Housing Officers (permanent posts)
- 1 x FTE Assistant Housing Officers (temporary post up to 31st March 2023 funded using a Homelessness Prevention Grant)
- 2.6 x FTE Assistant Housing Officers (temporary post up to 30th June 2022 funded using a COVID-19 Grant).

This request is for the following posts:

- 4.6 x FTE Assistant Housing Officers (temporary posts for the period 1st July 2022 to 30th September 2022).

Comments from HR

HR Adviser: Anna Cairns (8/6/22)

A variation eform will need to be completed for any members of staff increasing their working hours.

The normal recruitment process should be followed for the recruitment of new posts.

Financial Implications

Approximately £36,800 is required for the cost of 4.6 x Scale C Housing Options Officers (170 hours) for a period of 3 months.

The Housing Revenue Account Financing Fund reserve is available for 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 Allocations service to address the backlog. This could result in increased homelessness, temporary accommodation spend, complaints and legal challenges. | Medium | Medium | Offer over-time to existing staff within the Housing Allocations Team (this may have cost implications, but the budget available is likely to be sufficient to cover this). |

Key Decision:

No

Background Papers:

DD061 2018
DD157 2019
DD067 2019
DD037 2020
DD146 2020
DD171 2020
DD183 2020
DD024 2021
DD195 2021
DD027 2022

