

Decision under Delegated Powers The creation of one Admin Officer (P/T) Post

Officer Requesting Decision:

Head of Strategic and Private Sector Housing – Alison Simmons

Officer Making the Decision:

Chief Executive – Rob Mitchell

Recommendation:

That approval is given to create a new part time Admin Officer (18.5 hours) on salary Scale B for a fixed term period of 12 months with effect from the start date of the successful applicant.


Reason:

The Admin Officer will act as a single point of contact for the Council to help with the provision of support to guests and hosts resettled in the UK through the Homes for Ukraine Scheme and the Ukrainian Family Visa Scheme.

Authority for Decision:

Section 8 of the Council Constitution contains authority for the Head of Paid Service (Chief Executive) to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution).

Decision and Date:



Rob Mitchell, Chief Executive 05/07/2022

Background:

The Homes for Ukraine Scheme was launched on 14th March 2022 by the Secretary of State for Levelling Up, Housing and Communities in response to the escalating situation in Ukraine. It allows people who are fleeing Ukraine to seek sanctuary and

who have no family ties to the UK to be sponsored by named individuals who can offer them a home, such as a spare room or unoccupied residential self-contained unit for at least 6 months.

The Scheme is open to Ukrainian nationals who were resident in Ukraine prior to 1st January 2022 and also to their immediate family members to be sponsored to come to the UK.

Guests will be able to live and work in the UK for up to 3 years and access benefits, healthcare, employment and other support.

The local council is responsible for initial checks, including at least one in person visit, payments to sponsors, ongoing support, school places, and information about the local area.

The Ukraine Family Visa Scheme was launched on 4th March 2022 and allows applicants to join family members, or extend their stay, in the UK. The Scheme is free to apply to and successful applicants will be able to live, work and study in the UK and access public funds.

Applicants must be applying to join or accompany a UK based family member and can stay in the UK for up to 3 years.

Summary of Advice Provided by HR:

HR Adviser: Anna Cairns (30/6/22)

The normal recruitment process will need to be followed.

Financial Implications:

The cost of the post across the 12 months period will be £14,450.

The post will be funded from the Homes for Ukraine funding from the Home Office.

Post will be in Cost Centre F318.

Risk Management:

No risks have been identified.

Key Decision: No

Background Papers: None