

## Decision under Delegated Powers

### Creation of Housing Licensing Administration Officer Posts

#### Officer Requesting the Decision

Amir Salarkia (Interim Head of Strategic Housing)

#### Officer Making the Decision

Rob Mitchell (Chief Executive)

#### Recommendation:

To approve creation of the two Housing Licensing Administration Officer posts at Grade D on a full-time basis (37 hrs a week) for two years fixed term with effect from the dates of appointment. The post of Housing Licensing Administration Officer went through JE on the 14<sup>th</sup> September 2022 which was scored at Grade D will be fully funded from the licence fees collected in General Fund cost centre F300.

#### Reasons:

To enable the Council to implement the Selective and Additional Property Licensing Scheme that has been approved by the Cabinet on 22<sup>nd</sup> of May 2022 and a long formal consultation with stakeholder. Following the review of the implementation phase of the project, which resulted in the procurement of a bespoke off the shelf ready to use Property Licensing App, we need to put in place the required staff resources to deal with the incoming applications and the back-office process. Recruitment of the proposed posts will complete our preparation for going live with the Schemes which due to the lapse of time it is very urgent.

#### Authority for Decision:

Part 8, section 8.2.6 of the Constitution gives the Chief Executive 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**

11.10.2022

**Background:**

As eluded above, the members approved two property Licensing Schemes (Selective licensing for two wards of Hastings & Lemyngton and Additional HMO Licensing of all HMOs not covered by the Mandatory Scheme) on 22<sup>nd</sup> March 22 with a view to publish the required notices soon after and implementation of the Scheme thereon. However, for a number of reasons including inadequate staff resources the Scheme has not started as of yet. As part of the review, we have determined the types / level of staff resources we require to effectively and efficiently receive the projected application for both Schemes. This resulted in writing the Job Description (JD) for processing and determining the applications we receive and all aspect of back office and customer services for the relevant service users. Please below the JD which has been recently evaluated. This will help us to implement the Schemes which is now extremely urgent. These two members of staff in essence will be undertaking the back-office function, including dealing with incoming applications, issuing the licenses and provide a complete end to end customer services to the Landlord's agents and all the relevant stakeholders.

**Comments from HR**

**HR Advisor:** S Choudhury (4/10/22)

Summary of Comments from HR: Management to follow Charnwood Borough Councils recruitment policy once the DD is approved to appoint to vacant posts.

**Financial Implications**

The posts will cost £6,400 at the bottom of Scale D, rising to £71,000 at the top.

General Fund, Virements

Risk Management

No specific risks have been identified with this report.

Key Decision: No

Background Papers:

There are none.

Appendix 1



<b>Division:</b>	<b>Strategic and Private Sector Housing</b>
<b>Job Title:</b>	Housing Licensing Administration Officer
<b>Grade:</b>	Grade D
<b>Post Number:</b>	TBC
<b>Base/Location:</b>	Southfields Office / Agile Working
<b>Responsible To:</b>	Private Sector Housing Team Manager
<b>Responsible For:</b>	Nil staff
<b>Key Relationships/ Liaison with:</b>	Strategic and Private Sector Housing – Project Officer, Housing Standards Officers, Tenants and Customers.

<b>Job Purpose</b>	
	<ul style="list-style-type: none"> <li>To carry out the day-to-day administration associated with the licensing of privately rented properties which includes Mandatory and Additional HMO and selective licensing schemes.</li> <li>Provide the service, being the first point of contact for client groups to provide advice and guidance in relation to Property Licensing Schemes.</li> <li>Delivery of an effective and appropriate service to all service users, fairly and without discrimination.</li> </ul>

<b>Main Duties and Responsibilities</b>	
1.	To undertake an effective administrative function which covers all aspects of privately rented properties.
2.	To receive and analyse property licensing applications, ensuring all the required documentation is received, chasing any missing documentation as required.
3.	Responsible for the maintenance of the housing licensing database system, ensuring all required documentation is uploaded and accurate.
4.	Provide all relevant information to the public, deal with enquiries and complaints from applicants and colleagues by telephone, e-mail and face-to-face, demonstrating a professional approach.
5.	Provide assistance and support to other members of the housing team where required.
6.	Maintain and input accurate data into a range of databases to support the service, including the recording of communications and linking of all relevant documents.
7.	To use all available tools and follow the process to investigate and identify properties / or landlords who have failed to comply with their obligation to apply for the relevant property licence.

**NO-RESPONSE**