

**Decision under Delegated Powers**  
**The increase in salary for the post of the Empty Homes Officer**

**Officer Making Decision:**

Head of Strategic and Private Sector Housing – Alison Simmons

**Recommendation:**

That approval is given to increase the pay scale of the role from SO1 to SO2, at a cost of £3,900.

The Empty Homes Officer will continue to develop and implement the Empty Homes Strategy. In addition, the role has taken on the delivery of the Council's Housing Acquisition Policy and Service Projects including developing business cases and preparing implementation plans.

**Reason:**

The remit of the role has been widened to provide further tools for the Empty Homes Officer to use in bringing empty homes back into and to build resilience for the service to deliver projects from planning to implementation.

**Authority for Decision:**

Section 8 of the Council Constitution contains authority for Heads of Service, following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies, to change the grading of posts as a result of job evaluation, following consultation with the recognised trades unions.

**Decision and Date:**

Alison Simmons  
Head of Strategic and Private Sector Housing

Date: 13/1/2021

**Background:**

The Empty Homes Officers role was introduced into the Service in April 2016. The role has taken a proactive approach, seeking out empty homes, identifying the owners and working with them to identify the blockages to the home being brought back into use.

In May 2018 Cabinet approved a new Housing Acquisition Policy and allocated budget that supports the Council's aim to acquire additional homes with the use of rights to buy receipts and Housing Revenue Account funding. The

Housing Policy and Projects Officer was responsible for implementing the Housing Acquisition Policy and the Corporate target ERM2 - HOU(1). The target sets out the number of properties that should be purchased to spend the allocated budget and to meet the housing needs of the Borough.

Whilst the Housing Policy and Project Officer has been vacant the Empty Homes Officer has taken on the role of acquisitions. The offer of acquisitions of properties is a useful tool for the Empty Homes Officer in the delivery of the Corporate target to bring 50 empty homes back into use each year, so this task has been moved into the role.

In addition to build resilience across the Service and for projects in the Private Sector Housing team the role has been expanded to include projects, developing business cases and options for delivery and preparing implementation plans.

A job description and person specification were evaluated by the Job Evaluation Panel and the outcome was that the post be graded at SO2.

### **Summary of Advice Provided by HR:**

HR Adviser: Anna Cairns (15/12/20)

Comments: This post has been Job Evaluated and scored accordingly. A variation eform will need to be completed.

### **Financial Implications:**

The cost to increase the pay scale of the role from SO1 to SO2 is £3,900 and will be funded through the salaries budget Cost Centre F300 L235.

### **Risk Management:**

There are no risks to consider in making this recommendation.

Key Decision: No

Background Papers: Empty Homes Officer Job Description and Person Specification