

Decision under Delegated Powers

Officer Making the Decision:

Katie Moore – Head of Strategic Housing

Recommendation:

Temporary increase in hours of the H379 Housing Allocations Officer post (from 148 to 222) for the period of 5 months (1st November 2023 to 31st March 2024).

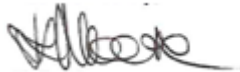
Reason:

To support the delivery of the housing allocations service and ensure backlogs of housing register application assessments and property allocations can be addressed.

Authority for Decision:

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has 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 further sub-delegated by the Chief Executive to Strategic Directors/Heads of Service in certain circumstances (DD 002 021 refers). These proposals fall within the limit of the authority of the relevant Head of Service.

Decision and Date:

Katie Moore
Head of Strategic Housing
11th January 2024

Background:

The Housing Allocations Officers are responsible for the assessment and determination of applications for the council's Housing Register and the allocation of available council and registered provider properties.

There has been a backlog of assessments of Housing Register applications and property allocations.

An additional resource is required for a short period to support the team to address these backlogs by the end of March 2024.

Summary of Advice Provided by Human Resources:

Hours arranged on a temporary basis to assist with the backlog within the department.

HR Advisor: Nicola Ward

Financial Implications:

The total cost (including on-costs) for 74 hours at salary grade E for a period of 5 months is £38,000.

The cost will be funded using additional homelessness prevention grant funding received from the Department for Levelling Up, Housing and Communities for 2023-2024.

The H379 Housing Allocations Officer post sits in Cost Centre J009.

Risk Management:

No specific risks have been identified in connection with this decision.

Key Decision:

No.

Background Papers:

N/A.