

## Decision under Delegated Powers

### Officer Requesting Decision

Alison Simmons - Head of Strategic and Private Sector Housing

### Officer Making the Decision

Rob Mitchell - Chief Executive

### Recommendation

To approve the creation of a new Sheltered Housing Review Liaison Officer at salary grade D on a 24 month fixed term contract for up to 37 hours per week plus essential car user allowance with effect from the start date of the successful applicant.

This post will report to the Principal Officer Customer Engagement and Older Peoples Services Housing Needs Manager in Landlord Services.

To approve a virement from the HRA Financing Fund to the HRA Budget Code - H055 Capital Team and Planned Maintenance to fund the post


### Reason

To ensure effective communications with Residents and Leaseholders, ensuring that queries are passed on and resolved throughout the planning and implementation of the Sheltered Housing Review.

### Authority for Decision

Section 8 of the Council Constitution contains authority for the Chief Executive as Head of Paid Service 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



27/1/20.

## **Background**

The aim of the Sheltered Housing Review is to provide high quality housing in self contained accommodation, addressing tenants' needs and expectations, where residents may live independently with support and arranged care packages when needed.

The review will determine the future of the schemes, providing a solution based approach and determining where the council wants to invest.

The Sheltered Housing Review Liaison Officer will play an essential role in effective liaison between Residents, Leaseholders and Contractors in the planning and implementation of the review.

The role will be for a fixed term period of 24 months and funded through a virement from the HRA Financing Fund to HRA Budget Code - H055 Capital Team and Planned Maintenance.

In 2019-2020 the salary including on-cost (37 hours) would be:

- Bottom of Scale D Pay Point 13 - £31,500
- Top of Scale D Pay Point 17 - £33,400

In 2020-2021 the salary including on-cost (37 hours) would be:

- Bottom of Scale D Pay Point 13 - £31,600
- Top of Scale D Pay Point 17 - £34,300

Plus the additional cost of £1,400 essential car user for both years plus any additional mileage.

## **Comments from HR**

HR Adviser: Anna Cairns (21/1/20)

This post has been through the Job Evaluation process and scored accordingly. The normal recruitment process should be followed.

## **Financial Implications**

The cost of a full time officer at the top of scale D with essential car user allowance for 24 months will be up to £70,700 funded via a virement from the HRA Financing Fund to HRA Budget Code H055 Capital Team and Planned Maintenance.

## **Risk Management**

There are no risks associated with the requested decision.

Key Decision: No

Background Papers: Not applicable