

Decision under Delegated Powers

Officer Requesting Decision:

Housing Needs Manager – Sharon Bignell

Officer Making the Decision:

Head of Strategic and Private Sector Housing – Alison Simmons

Recommendation:

That approval is given to increase the hours of Post No. H379 Allocations Officer by up to 37 hours per week for a period of 6 months from the start date of the successful applicant.

Reason:

To undertake the full range of duties in relation to allocations and the Choice Based Lettings scheme and to carry out assessments and investigations of the Housing Register applications.

Authority for Decision:

Section 8 of the constitution contains authority for the 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). This has been sub-delegated to Heads of Service in certain circumstances (DD 28 11/12) which this decision falls within.

Decision and Date:

10th May 2016

Background:

The staffing structure of the Allocations and Lettings team is to undergo a review within the next 6 months during which time the on-line application form is to be implemented. Due to an increase in workloads in this area an additional resource is required to create the opportunity to look at new and innovative ways for the team to deliver the service whilst continuing daily service delivery.

This fixed term vacancy will be advertised as a secondment internally within the Strategic and Private Sector Housing Department.

Comments from HR:

HR Advisor – Anna Cairns

This is in line with the Acting Up/Secondment Policy.

Financial Implications:

The savings within the homelessness budget are in the General Fund whilst all salaries relating to the Housing Needs team are in the Housing Revenue Account and recharged to homelessness where applicable. To enable this delegated decision, the salary will be in the Housing Revenue Account (J009) and the General Fund (K040) will receive a commensurate higher recharge to ensure the costs for this post are accounted for in the appropriate fund. The cost of the temporary appointment will be between £15,750 and £18,850 (appointment between point 26 - 28). There is approximately £25,400 of general fund money allocated to the prevention of homelessness and this post will be financed by accessing that fund

Risk Management:

Risk Identified:	Likelihood:	Impact:	Risk Management Actions Planned:
Failure to increase the establishment whilst the restructure of the team is carried out will result in one of the council's key services to vulnerable households not being delivered efficiently and effectively, with the consequential loss of housing rental revenue.	Med	Med	Approval of the proposal to increase the establishment.

Key Decision: No

Background Papers: None