

## Decision under Delegated Powers

### Officer Requesting Decision

Rebecca Short (Private Sector Housing Manager), Katie Moore (Housing Needs Manager), Beverly Wagstaffe (Strategic Housing and Support Manager)

### Officer Making the Decision

Alison Simmons - Head of Strategic and Private Sector Housing

### Recommendations

1. To approve the extension of the acting up duties of the Private Sector Housing Team Administrator (post no. M025) to the vacant Housing Standards Officer (post no. L235) for 22 hours per week from 31<sup>st</sup> January 2018 to 31<sup>st</sup> March 2018.
2. To approve the extension of the secondment of the Housing Needs Team Administration Officer (post no. M238) to the Housing Strategy and Support Team Administrative Officer post (post no. M161) for 22 hours per week from 31<sup>st</sup> January 2018 to 31<sup>st</sup> March 2018.

### Reasons

1. Extending the acting up arrangement of the Private Sector Housing Team Administrator (post no M025) will allow for continuation of the Service whilst the Private Sector Housing Manager recruits permanently to the full-time Housing Standards Officer post (post no. L235).
2. The substantive post holder of the Housing Strategy and Support Team Administrative Officer post (M161) is currently on secondment to the post of Housing Support Coordinator. Extending the secondment of the Housing Needs Team Administrator Officer post (post no M161) will facilitate a review of the administration roles across the Strategic and Private Sector Housing Service.

### Authority for Decision

Section 8.2, of the Constitution gives delegated authority to 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 approve the payment of honoraria and acting up allowances in accordance with the Council's policy and to make temporary appointments to be held against existing permanent posts or within the overall budget [item 2 (vii) on page 8-3] and subject to the Officer Employment Procedure Rules and to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters including dismissal within their Directorate or Service Area [item 2(x) on page 8-3].

## Decision and Date

*Aislinn Simms*  
Head of Strategic  
and Private Sector Housing  
Background 31st January 2018

The Private Sector Housing Team provides two main services, the provision of private sector housing assistance in the form of mandatory and discretionary grants and the inspection and enforcement of housing standards in the private rented sector. Within the team, some Officers cover both areas of work, whilst some are focussed on one or the other.

On 11<sup>th</sup> May 2017, Cabinet considered a report of the Head of Strategic and Private Sector Housing setting out the Business case for transforming practical housing support in Leicestershire through the Lightbulb Model, it was resolved that Charnwood's participation in the scheme be approved.

In order to work to the Lightbulb Model, an implementation plan is currently being worked through, which includes the alignment, and in some cases recruitment, of staff to the posts of Technical Officer (x1) and Housing Support Co-Ordinator (x3).

Two Housing Support Co-ordinators have recently been appointed with the third currently being advertised. One of the successful candidates for the Housing Support Co-ordinator post is an internal Officer who has been seconded from their substantive duties as the Housing Strategy and Support Team Administrative Officer (post no. M161) leaving the need for this post to be covered during the secondment period.

A review has been completed of the elements of the housing standards work currently undertaken by the Housing Standards and Renewal Officer (post L232) which has resulted in the Housing Standards Officer role (post L235) working hours being increased to full-time (37 hours). Recruitment to this post is currently underway. In the meantime, it is essential that post L235 remains filled to ensure sufficient resilience within the service, particularly in respect of housing standards enforcement and mandatory HMO licensing work, whilst also allowing for potential transition planning.

The finalising and signing of the Lightbulb Legal Agreement between Blaby District and Charnwood Borough has taken longer than originally anticipated; as such the true impact of the changes and alignments within the service are yet to be realised.

All of the administrative roles across the Strategic and Private Sector Housing Team are due to undergo a review to ensure that there are sufficient resources and team structures in place to enable all current and desired administrative tasks across the team to be effectively completed, including adequate cover and resilience during periods of leave.

## Comments from HR

HR Adviser: Anna Cairns (25/1/18)

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

Variation eforms will need to be completed.

## Financial Implications

There are no direct financial implications as these proposals can be implemented within the current Strategic and Private Sector Housing salaries budgets.

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned

Key Decision:

No.

Background Papers:

DD054 2017/2018  
DD116 2017/2018

