

## Decision under Delegated Powers

### Officer Requesting Decision

Katie Moore – Housing Needs Manager

### Officer Making the Decision

Alison Simmons – Head of Strategic and Private Sector Housing

### Recommendation

To approve the temporary increase in hours of the Housing Options Officer (H150) post by 37 hours per week between 1st April 2021 and 31st March 2022.

To approve the temporary increase in hours of the Assistant Housing Officer (M160) post by 37 hours per week between 1st April 2021 and 31st March 2022.

To approve the use of the COVID Contain funding for the two posts.

### Reason

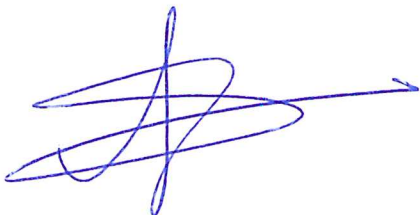
An additional temporary resource is required within the Housing Options Team to assist with an increase in homeless applications cases during the Pandemic.

An additional temporary resource is required within the Housing Allocations and Lettings Team to assist with the significant increase in Housing Register applications during the Pandemic.

### 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 make temporary appointments to be held against existing permanent posts or within the overall budget; [Item 2 on page 8 - 3].

### Decision and Date



Alison Simmons

Head of Strategic and Private Sector Housing

Date 3rd March 2021

## **Background**

### Housing Options Officer

The 1 Housing Options Team consists of 1 x FTE Senior Housing Options Officer and 9 x FTE Housing Options Officers.

The Council has seen a considerable increase in Homeless applications during 2021-2022 and this is expected to continue. The increase is due to housing issues and homelessness resulting from factors associated with the COVID-19 pandemic, such as loss of employment, tenant rent arrears and landlord mortgage arrears.

The additional FTE Housing Options Officer will ensure that there are sufficient resources within the Housing Options Team to manage this anticipated increase in applications.

### Assistant Housing Officer

The Housing Allocations and Lettings Team consists of 1 x FTE permanent Senior Allocations and Lettings Officer, 0.7 x FTE permanent Housing Allocations Officer, 2 x FTE permanent Lettings Officer and 2.4 x FTE permanent Assistant Housing Officer posts.

The Council has seen an increase in Housing Register applications during 2021-2022 due to increases in housing issues and homelessness resulting from factors associated with the COVID-19 pandemic, such as loss of employment, tenant rent arrears and landlord mortgage arrears.

The additional FTE temporary Assistant Housing Officer will ensure that there are sufficient resources within the Housing Allocations and Lettings Team to manage this increase in applications.

## **Comments from HR**

HR Adviser: Anna Cairns (26/2/21)

Comments: the normal recruitment process should be followed.

## **Financial Implications**

The COVID Contain funding will be used.

These posts are to be coded directly to X464 T0100 BG507.

Approximately £38,200 is required for the cost of 1 x FTE Scale E Housing Options Officer for a period of 12 months.

Approximately £1,400 is required for the cost of 1 x Essential Car User allowance for this officer for a period of 12 months.

Approximately £28,000 is required for the cost of 1 x FTE Scale C Assistant Housing Officer for a period of 12 months.

**Total cost of £67,600.**

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
<p>This DD is not agreed and there is insufficient cover within the Housing Options service to manage the anticipated increase in homeless applications. This could result in increased homelessness, temporary accommodation spends, complaints and legal challenges.</p>	<p>Medium</p>	<p>Medium</p>	<p>Offer over-time to existing staff within the Housing Options Team (this would have cost implications, but there is likely to be sufficient funding available to cover these costs).</p>
<p>This DD is not agreed and there is insufficient cover within the Allocations and Lettings service to manage the anticipated increase in Housing Register applications. This could result in increased homelessness, temporary accommodation spends, complaints and legal challenges.</p>	<p>Medium</p>	<p>Medium</p>	<p>Offer over-time to existing staff within the Allocations and Lettings Team (this would have cost implications, but there is likely to be sufficient funding available to cover these costs).</p>

Key Decision:

No

Background Papers:

N/A

