

## 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:

1. To delete post M393 Apprentice Housing Administration Officer from the establishment and reinstate 37 hours back to post M378 Housing Administration Officer.

### Reason:

1. There have been no suitable candidates interested in the Apprentice Housing Administration Officer post M393.

### Authority for Decision:

Authorisation of changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) is delegated to the Chief Executive (Item 6 on page 8-4 of the Constitution dated 6<sup>th</sup> May 2019).

### Decision and Date:

Signed:



Date: 28/2/20.

Chief Executive

### Background:

In January 2019, a new Housing Administration post number M378 was established, Delegated Decision DD002 2019, for 148 hours (4 x 37 hours).

In September 2019, 37 hours of this post became vacant due to the retirement of the current post holder. Delegated Decision DD187 2019 provided for the an Apprentice Housing Administration Officer post M393 to be established funded by the vacant 37 hours of post M378 Housing Administration Officer. This Delegated Decision, DD187 2019, retained 37 hours of post M378 Housing Administration Officer and associated funding on the establishment, and set out that the Risk Management should there be no suitable candidates interested in the apprenticeship, is to recruit to post M378.

A recruitment exercise undertaken for the Apprentice post has resulted in only 4 applicants applying for which it is considered that none are suitable.

In January 2020, a further 37 hours of the Housing Administration post M378 became vacant due to the resignation of the current post holder. A recruitment exercise in February 2020 resulted in a high calibre of applicants. Following interview, 2 candidates scored highly. Therefore, an opportunity arises to fill the vacant M393 Apprentice Housing Administration Officer by reverting to post M378 as set out in DD187 2019.

### Comments from HR

HR Adviser: Anna Cairns (25/2/20)

Whilst this is a management decision, it is a shame that an Apprentice cannot be sought to support the CBC commitment to the Apprenticeship Levy.

The normal recruitment process should be followed.

### Financial Implications

There are no financial implications for this decision as the costs associated with post M378 vacant hours are already accounted for on the establishment.

### Risk Management

| Risk Identified                   | Likelihood | Impact | Risk Management Actions Planned   |
|-----------------------------------|------------|--------|---|
| That no suitable candidates apply | Low        | Medium | Post is to be initially offered to the second highest scoring candidate following recruitment to the vacant 37 hours of post M378 |

Key Decision: No

Background Papers: DD187 2019