

# 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 Assistant Housing Officer post (M160) by 37 hours per week from 1<sup>st</sup> April 2020 to 31<sup>st</sup> September 2020.

To approve the use of the Flexible Homelessness Support Grant Top-Up for 2018/19 (received in March 2019) for the costs associated with this request.

## Reason

An additional temporary resource is required within the Housing Allocations and Lettings Team to assist with a procedural change that is being introduced in relation to the nomination of Housing Register applicants to Registered Providers.

## 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

9th March 2020

## Background

The Housing Allocations and Lettings Team currently consists of 0.7 x permanent Housing Allocations Officers, 2 x permanent Lettings Officers, 2.4 x permanent Assistant Housing Officers and 1 x temporary Assistant Housing Officer.

The Council introduced a new online Housing Register and Choice Based Lettings system on 18<sup>th</sup> March 2019 and a new Housing Allocations Policy on 1<sup>st</sup> April 2019. An additional temporary Assistant Housing Officer post was approved to assist with additional workloads associated with the implementation of the new system and policy and to assist with procedural changes relating to the assessment of Housing Register applications. This temporary post is due to end on 31<sup>st</sup> March 2020.

A procedural change is being introduced in relation to the nomination of Housing Register applicants to Registered Providers.

1 x FTE Assistant Housing Officer within the Allocations and Lettings Team from 1<sup>st</sup> April 2020 to 31<sup>st</sup> September 2020 will ensure that there are sufficient front-line resources to manage any temporary increases in workloads that could potentially arise whilst this procedural change is being embedded.

This will help to avoid / minimize delays in the assessment of Housing Register applications and nominations of Housing Register applicants to Registered providers, and therefore support activities that assist with the prevention and relief of homelessness within Charnwood.

## Comments from HR

HR Adviser: Anna Cairns (6/3/20)

Comments: These changes are management decisions, any staff changes will require a Variation eform to be completed. All new posts should follow the normal recruitment process.

## Financial Implications

Approximately £15,450 is required for the cost of 1 x FTE Scale C officer for a period of 6 months.

£525,159 Flexible Homelessness Support Grant was awarded by the Ministry of Housing, Communities and Local Government to Charnwood Borough Council between 2017/18 and 2020/21. This is a sufficient amount of this grant still available to cover the costs associated with this request.

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and there is insufficient cover	Medium	Medium	Offer over time to existing staff within the Allocations

<p>within the Allocations and Lettings service to deal with any increase in workloads associated the procedural change. This could result in increased homelessness, temporary accommodation spend, complaints and legal challenges.</p>			<p>and Lettings Team (this may have cost implications, but there is likely to be sufficient budget to cover this).</p>
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Key Decision: No

Background Papers: DD067 2019/2020  
DD157 2019/2020