

## Decision under Delegated Powers

### Officer Making the Decision:

Katie Moore – Head of Strategic Housing

### Recommendation:

Changes to the job profile for the M462 Housing Licensing Administration Officer post.

### Reason:

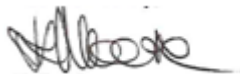
Changes have been made to the wording of the job profile in order to clarify the responsibilities of the role.

### Authority for Decision:

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications.

This has been further sub-delegated by the Chief Executive to Strategic Directors/Heads of Service in certain circumstances (DD 002 021 refers). These proposals fall within the limit of the authority of the relevant Head of Service.

### Decision and Date:



Katie Moore  
Head of Strategic Housing  
21<sup>st</sup> February 2024

**Background:**

The M462 Housing Licensing Administration Officer post was introduced to support the delivery of the selective and additional licensing schemes within Charnwood. The responsibilities of this role include determining license applications and issuing decisions, draft and full licenses.

Minor amendments have recently been made to the job profile for the post in order to clarify the responsibilities of the role.

The amended job profile has been evaluated by human resources.

The amendments have not resulted in any change to the salary grade for the post.

The changes to job profile have been discussed with existing post holders and no objections have been raised.

**Summary of Advice Provided by HR:**

HR Adviser: S Choudhury (20/02/24)

Post M462 was evaluated on the 13<sup>th</sup> November 2023 due to minor updates. Once the DD is approved management will need to complete contract variation e-forms so HR can issue the updated job profile to all employees occupying post M462.

**Financial Implications:**

There are no financial implications relating to this decision.

**Risk Management:**

No specific risks have been identified in connection with this decision.

**Key Decision:**

No

**Background Papers:**

DD157 2023 – Housing Standards Team

DD160 2022 – Creation of Housing Licensing Administration Officer posts.