

Decision under Delegated Powers

Officer Requesting Decision:

Katie Moore – Head of Strategic Housing

Officer Making the Decision:

Rob Mitchell – Chief Executive

Recommendation:

Deletion of the following permanent post:

- M061 Housing Strategy and Support Manager (37 hours – 1 x full time equivalent).

Creation of the following permanent posts:

- Housing Development Manager (37 hours – 1 x full time equivalent)
- Housing Performance Manager (37 hours – 1 x full time equivalent).

Reason:

To support the delivery of the strategic housing service, provision of related performance information and service development and improvement work.

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 of services or involving a change from direct to indirect provision or vice versa or other policy implications.

Decision and Date:



05.03.2024

Background:

Over recent years the strategic housing service has seen increases in pressures and demand and changes to service delivery arrangements, relating to factors such as new prevention and relief duties introduced under the homelessness reduction act, housing affordability issues linked with rising living costs, the implementation of selective and additional housing licensing schemes, changes to asylum and refugee policy and practice.

Further changes to service demand and delivery are expected in the near future, relating to factors such as increased proactive work to support affordable housing delivery, changes to legislation and guidance relating to housing allocations, the housing health and safety rating system, changes to regulatory requirements for social landlords.

The permanent management structure within the strategic housing service has remained unchanged for several years. The service currently consists of the following permanent management posts:

- H373 Housing Needs Manager – responsible for the housing options and housing allocations services
- M060 Private Sector Housing Manager – responsible for the housing standards and housing grants services
- M061 Housing Strategy and Support Manager – responsible for the housing development service and the housing systems and housing administration functions.

A review of the permanent management structure and roles has been carried out to ensure that these reflect current service pressures, demands and delivery.

The following changes are being recommended:

- Deletion of the existing permanent M061 Housing Strategy and Support Manager post
- Creation of a new permanent Housing Development Manager post – responsible for the housing development service and staff.
- Creation of a new permanent Housing Performance Manager post – responsible for performance reporting across the service and the housing systems and housing administration functions and staff.

The following posts will report to the Housing Development Manager:

- M062 Housing Policy and Projects Officer
- M314 Empty Homes and Projects Officer.

The following posts will report to the Housing Performance Manager:

- H352 Housing Systems Team Leader
- M433 Housing Administration Team Leader.

The Housing Development Manager and Housing Performance Manager posts will report to the Head of Strategic Housing.

The recommended changes will provide for an overall increase in permanent management capacity across the service and more clearly defined and focused roles and responsibilities for the management posts within the service.

These changes will support the delivery of services to customers, including housing development, housing options, housing allocations, housing standards, housing grants, the provision of accurate and timely performance information relating to these services, and service development and improvement work.

New job profiles for a Housing Performance Manager post and a Housing Development Manager post have been written and evaluated by human resources. Both posts have been evaluated at salary grade PO2.

There would be no redundancies arising from the proposals as the M061 Housing Strategy and Support Manager post is currently vacant and an interim staffing arrangement is in place.

The proposals and related changes to line management arrangements have been discussed with existing staff members in the Housing Strategy and Support Team and no objections have been raised.

Human Resources Comments:

S Choudhury – Human Resources Advisor (01/03/24)

Management have confirmed that all relevant parties have been spoken to and no one has any concerns relating to the recommended changes to reporting lines.

Once the DD is approved, management will need to update all job profiles to change reporting lines and complete relevant e-forms so they can be issued.

For the two newly created posts, management to advertise in line with the recruitment policy.

Financial Implications:

The total cost (including on-costs) for the Housing Development Manager post at salary grade PO2 is approximately £64,000 per year.

This post will be under cost centre J200.

The total cost (including on-costs) for the Housing Performance Manager post at salary grade PO2 is approximately £64,000 per year.

This post will be under cost centre J220.

These posts will be funded by the general fund (75%) and the housing revenue account (25%) by reallocation of the following:

- £64,000 savings relating to the deletion of the existing M061 Housing Strategy and Support Manager post

- £64,000 of funding for homelessness prevention services.

Risk Management:

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

Key Decision:

No.

Background Papers:

None.