

## Decision under Delegated Powers

### Officer Requesting Decision

Rebecca Short (Private Sector Housing Manager), Katie Moore (Housing Needs Manager), Beverly Wagstaffe (Housing Strategy and Support Manager).

### Officer Making the Decision

Alison Simmons - Head of Strategic & Private Sector Housing

### Recommendations

1. To approve the extension of the acting up duties of the Private Sector Housing Team Administrator (post no. M025) to the vacant Housing Standards Officer (post no. L235) for 22 hours per week from 24<sup>th</sup> July 2017 to 24<sup>th</sup> October 2017.
2. To approve the extension of the acting up duties of the Housing Strategy and Support Team Administrative Officer (post no. M161) to the Private Sector Housing Team Administrator post (post no. M025) for 22 hours per week from 24<sup>th</sup> July 2017 to 24<sup>th</sup> October 2017.
3. To approve the extension of the secondment of the Housing Needs Team's Administration Officer (post no. M238) to the Housing Strategy and Support Team's Administrative Officer post (post no. M161) from 24<sup>th</sup> July 2017 to 24<sup>th</sup> October 2017, for a reduced 22 hours per week. Reverting back to the substantive post of M238 for the remaining 15 hours.

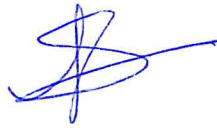
### Reasons

- 1-3. It is anticipated that the rollout of Lightbulb (participation approval Cabinet Minute 113:2017) in October 2017 will have an indirect impact on the hours of the currently vacant part time (22 hrs per week) Housing Standards Officer post (post no. L235), resulting in an increase in hours to a full time position (37 hrs per week). As such a continuation of the acting up arrangements will allow the role to be advertised as a full time position in October without impacting on service delivery in the meantime.

### 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 approve the payment of honoraria and acting up allowances in accordance with the Council's policy and to make temporary appointments to be held against existing permanent posts or within the overall budget [item 2 (vii) on page 8-3] and subject to the Officer Employment Procedure Rules and to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters including dismissal within their Directorate or Service Area [item 2(x) on page 8-3].

**Decision and Date**



Alison Simmons  
Head of Strategic  
and Private Sector  
Housing  
13th July 2017

**Background**

The Private Sector Housing Team provides two main services, the provision of private sector housing assistance in the form of mandatory and discretionary grants and the inspection and enforcement of housing standards in the private rented sector. Within the team, some Officers cover both areas of work, whilst some are focussed on one or the other.

On 11<sup>th</sup> May 2017, Cabinet considered a report of the Head of Strategic and Private Sector Housing setting out the Business case for transforming practical housing support in Leicestershire through the Lightbulb Model, it was resolved that Charnwood's participation in the scheme be approved.

In order to work to the Lightbulb model, an implementation plan is currently being worked through, which includes the alignment, and in some cases recruitment, of staff to the posts of Technical Officer (x1) and Housing Support Co-Ordinator (x3). It is anticipated that this will result in elements of housing standards work currently undertaken by the Housing Standards and Renewal Officer (post L235) being transferred to the Housing Standards Officer role with the associated increase in working hours.

All of the administrative roles across the Strategic and Private Sector Housing Team are due to undergo a review to ensure that there are sufficient resources and team structures in place to enable all current and desired administrative tasks across the team to be effectively completed, including adequate cover and resilience during periods of leave.

The secondment of the Housing Strategy and Support Team Administrative Officer (post M161) to the 6 month fixed term part time (15hrs) contract of the Empty Homes Administration Assistant (post M319) will come to an end on 23<sup>rd</sup> July 2017.

It essential to ensure that post L235 remains filled until October to ensure sufficient resilience within the service, particularly in respect of Mandatory HMO licensing work scheduled for Quarter 2, whilst also allowing for potential transition planning.

It is anticipated that the vacant Housing Standards Officer post L235 will be increased from 22 to 37 hrs per week, advertised externally and permanently recruited to by 24<sup>th</sup> October 2017.

**Comments from HR**

HR Adviser: Anna Cairns (7/7/17)

Comments: This is in line with the Acting Up/Honorarium policy. A variation eform is required for each employee.

## Financial Implications

There are no direct financial implications as these proposals can be implemented within the current Strategic and Private Sector Housing salaries budgets.

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned

Key Decision:

No.

Background Papers:

DD063 2016/17.