

Decision under Delegated Powers

Officer Requesting Decision

Katie Moore – Housing Needs Manager

Officer Making the Decision

Alison Simmons - Head of Strategic & Private Sector Housing

Recommendation

To approve the increase in hours of the Assistant Housing Officer post (M160) by 18.5 hours (from 74 to 92.5 hours), with effect from 1st April 2018 to 31st March 2019. This post is in cost centre J009 at scale 4 (SCP 18-21) and reports to the Senior Allocations and Lettings Officer post (M237).

To approve the implementation of the 2018/19 budget service pressure, approved by Council on 26th February 2018, for the costs associated with this request.

Reason

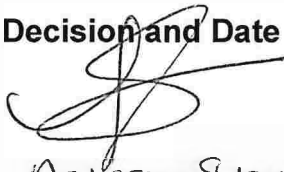
The Council is reviewing its Choice Based Lettings Software provision, and moving towards the implementation of an online application form. A new Housing Allocations Policy has been approved by Cabinet and is due to be implemented in 2018. Additional resources within the Allocations Team are required to manage the increased workloads associated with these changes.

Authority for Decision

The Constitution gives delegated authority to the Chief Executive to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case. This has been sub-delegated to Heads of Services in certain circumstances, which this case falls within.

Decision and Date

29th March 2018



Alison Simmons

Head of Strategic and Private Sector Housing

Background

The Housing Allocations and Lettings Team currently consists of 1 x permanent full-time equivalent Housing Allocations Officer, 2 x permanent full-time equivalent Assistant Housing Officers, 2 x permanent full-time equivalent Lettings Officers and 1 x permanent full-time equivalent Administration Officer.

The Council is reviewing its Choice Based Lettings Software provision, and moving towards the implementation of an online application form. It is anticipated that new applicants will require additional support with the transition to an online application system. A new Housing Allocations Policy has been approved by Cabinet and is

due to be implemented in 2018. A full review of the Council's Housing Register will need to be completed in preparation for the implementation of this policy, to ensure that existing applicants are notified of the changes, their applications are re-assessed under the new policy and those who no longer qualify are removed from the register.

The addition of 1 x fixed-term part-time Assistant Housing Officer within the Allocations and Lettings Team will ensure sufficient resilience and front-line resources to manage the increasing workloads associated with changes to the Council's Choice Based Lettings system and Housing Allocations Policy.

Comments from HR

HR Adviser: Anna Cairns (13/3/18)

The normal recruitment process should be followed.

Variation eforms will need to be completed if relevant.

Financial Implications

A one-off service pressure of £12,400 for the cost of a part-time officer from 1st April 2018 to 31st March 2019 was approved by Council on 26th February 2018.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and there is insufficient cover within the Allocations and Lettings service to deal with the increase in workloads associated with changes to the Council's Choice Based Lettings system and Housing Allocations Policy. This could result in increased homelessness, temporary accommodation spend, complaints and legal challenges.	Medium	Medium	Offer over time to existing staff within the Allocations and Lettings Team.
It is not possible to recruit to this post on a fixed-term part-time contract.	Low	Medium	Attempt to recruit agency staff via Matrix (this may have higher cost implications but there is likely to be sufficient budget to cover this).

Key Decision:

No.

Background Papers:

None.