

**Decision under Delegated Powers  
Extension of Vulnerable Persons Resettlement Administration  
Officer post**

**Officer Requesting Decision:**

Vulnerable Persons Resettlement Coordinator - Emma Moonlight

**Officer Making the Decision:**

Head of Strategic and Private Sector Housing – Alison Simmons

**Recommendation:**

That approval is given to extend the full time Vulnerable Persons Resettlement Administration Officer, at salary grade B, reporting to the Vulnerable Persons Resettlement Coordinator with effect from the end date of the current DD until the start date of the new Project Support Officer following recruitment.

**Reason:**

On 17<sup>th</sup> June 2019 the Government confirmed its ongoing commitment to resettlement, announcing plans for a new UK Resettlement Scheme for 2020-2021 was scheduled to begin in April 2020. The Vulnerable Persons Resettlement Administration Officer role was reviewed, and approval was granted for the change in title to Resettlement Project Support Officer and for the role to include an essential car user allowance.

Due to the coronavirus pandemic, planned recruitment to the Resettlement Project Support Officer role was put on hold in March 2020. Recruitment to that post will now commence, however the DD for the Administration Officer role expires before the new post-holder will be in place.

An extension to the Administration Officer role is required until the new post-holder is in place to ensure continuation of the administration function of the Vulnerable Persons Resettlement Service.

**Authority for Decision:**

Section 8 of the Council Constitution contains authority for the Head of Paid Service (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 (item 6 on page 8-4 of the Constitution). This has been sub-delegated to Heads of Service in certain circumstances, which this falls within.

**Decision and Date:**



Alison Sumner  
Head of Strategy and  
**Background:** Private Sector Housing

1st July 2020

Between 2016 and 2020, 35 families were resettled in Leicestershire and Rutland on the Vulnerable Persons Resettlement Scheme. Charnwood Borough Council will continue to provide each family with support during their first five years in the UK, with the final family's support coming to an end in March 2025.

On 17th June 2019 the Government confirmed its ongoing commitment to resettlement, announcing plans for a new UK Resettlement Scheme for 2020-2021 which was scheduled to begin in April 2020.

The UK Resettlement Scheme will consolidate the existing Vulnerable Persons Resettlement Scheme, the Vulnerable Persons Resettlement Scheme (VPRS), the Vulnerable Children's Resettlement Scheme (VCRS) and the Gateway Protection Programme.

The new Scheme will be open to refugees identified by UNHCR to be in need of resettlement to the UK because of their vulnerability. There is no geographic focus to the new Scheme.

Six Local Authorities of Leicestershire and Rutland have pledged to resettle families under the new UK Resettlement Scheme. Charnwood Borough Council will continue to lead and coordinate the VPRS and will take the lead role on the UK Resettlement Scheme during 2020-2021.

For Charnwood, Cabinet endorsed the recommendations of the Vulnerable Persons Resettlement Scheme Working Group to agree to the provision of one property (up to six people) from the Private Rented Sector during 2020-2021 to resettle a family under the new UK Resettlement Scheme.

**Summary of Advice Provided by HR:**

HR Adviser: Anna Cairns (23/6/20)

A variation eform will need to be complete to extend this post.

**Financial Implications:**

The cost of extending the Administration Officer post is £2,325.00 per month including all on-costs (salary Grade B) plus £117 per month for essential car user allowance.

The post will be paid from the Home Office funding for the Vulnerable Persons Resettlement Scheme.

Post will be in Cost Centre F313.

**Risk Management:**

There are no risks associated with this decision.

Key Decision: No

Background Papers: Vulnerable Persons Resettlement Administration Officer  
Job Description and Person Specification

