

Decision under Delegated Powers

Officer Requesting Decision:

Head of Strategic and Private Sector Housing – Alison Simmons

Officer Making the Decision:

Chief Executive – Rob Mitchell

Recommendation:

To approve the extension of 2 x full-time equivalent CBC Lettings Officers (M385) up to 31st March 2022.

To approve the use of £79,200 of the Ministry of Housing Communities and Local Government Rough Sleeping Initiative Grant and Rough Sleeper Initiative Uplift Grant awards for the costs associated with these posts.

Reason:

To enable the continued delivery of the CBC Lettings service for rough sleepers across Leicestershire and Rutland, as part of the Rapid Rehousing Pathway project.

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).

Decision and Date:

Approved 26 May 2021

Background:

The District and Borough Councils within Leicestershire and Rutland County Council submitted joint bids to the Ministry of Housing, Communities and Local Government for funding to enable the provision of a Rapid Rehousing Pathway for rough sleepers during 2019-2020, 2020-2021 and 2021-2022.

These bids including the following amounts for staffing costs relating to the expansion of the CBC Lettings service across Leicestershire and Rutland:

- £77,000 Rapid Rehousing Grant for Qs 1-4 of 2019-2020
- £77,100 Rough Sleeper Initiative Grant for Qs 1-4 of 2020-21
- £19,275 Rough Sleeper Initiative Grant for Q1 of 2021-2022
- £58,200 Rough Sleeper Initiative Grant for Qs 2-4 of 2021-2022.

The 2019-2020, 2020-2021 and 2021-2022 funding bids were submitted by North West Leicestershire District Council on behalf of the District and Borough Councils within Leicestershire and Rutland County Council. The Ministry of Housing Communities and Local Government therefore paid the grants to North West Leicestershire District Council. Charnwood Borough Council have a Memorandum of Understanding with North West Leicestershire District Council for the transfer of the funding for the CBC Lettings element of the pathway.

An additional £5,000 uplift Rough Sleeper Initiative Grant was awarded directly to Charnwood Brough Council for costs relating to the provision of services to rough sleepers during Q1 of 2021-2022.

During 2021-2022 the CBC Lettings Team will consist of:

- 1 x FTE CBC Lettings Coordinator M384
- 1 x FTE CBC Landlords Officer M403 (Charnwood service for all household types)
- 1 x FTE CBC Lettings Officer M385 (Charnwood service for all household types)
- 2 x FTE CBC Lettings Officers M385 (Leicestershire and Rutland service for rough sleepers).

The CBC Landlord Officer (M403) and all of the CBC Lettings Officers (M385) will report to the CBC Lettings Coordinator (M384).

Summary of Advice Provided by HR:

HR Advisor: Shaminul Choudhury (20/05/2021)

HR Comments: The relevant part of the recruitment process will need to be adhered to and e-forms will need to be submitted for HR.

Financial Implications:

The staffing costs associated with 2 x FTE CBC Lettings Officers on scale E for 12 months is approximately £79,200 (£76,400 salary costs and £2,800 essential car user costs).

£19,275 Rough Sleeper Initiative Grant was awarded by the Ministry of Housing, Communities and Local Government towards staffing costs associated with the delivery of the CBC Lettings Service for rough sleepers across Leicestershire and Rutland during Q1 of 2021-2022.

£5,000 Rough Sleeper Initiative Uplift Grant was awarded to Charnwood by the Ministry of Housing, Communities and Local Government towards costs associated with the delivery of the CBC Lettings Service for rough sleepers during Q1 of 2021-2022.

£58,200 Rough Sleeper Initiative Grant was awarded by the Ministry of Housing, Communities and Local Government towards staffing costs associated with the delivery of the CBC Lettings Service for rough sleepers across Leicestershire and Rutland during Q2 to Q4 of 2021-2022.

These funding awards are sufficient to cover the staffing costs associated with 2 x FTE CBC Lettings Officers during 2021-2022.

Risk Management:

Risk Identified:	Likelihood:	Impact:	Risk Management Actions Planned:
This DD is not agreed and there will be insufficient resources for the delivery of a social lettings service within Charnwood and across Leicestershire and Rutland.	Medium	Medium	The funding can be returned to the Ministry of Housing, Communities and Local Government (please note that there may be administrative charges relating to this).
It is not possible to recruit to the posts on fixed term contracts.	Low	Medium	Attempts to recruit temporary agency staff via Matrix (please note that this may have increased financial implications).

Key Decision: No

Background Papers: DD104 2019
 Rapid Rehousing Pathway Memorandum 2019-2020
 DD084 2020
 Rapid Rehousing Pathway Memorandum 2020-2021
 DD182 2020