

Decision under Delegated Powers

Officers Requesting Decision

Alison Simmons - Head of Strategic & Private Sector Housing

Officer Making the Decision

Geoff Parker – Chief Executive

Recommendations

To approve the creation of a new permanent Housing Projects Officer post at salary grade SO2 for 14 hours per week with effect from the start date of the successful applicant to give the effect to the intention of DD139 2017/2018. This post will report to the Housing Strategy and Support Manager for day to day management, and for Projects will report to the Head of Strategic and Private Sector Housing.

Reasons

To give effect to the intention of DD139 2017/2018.

Authority for Decision

Section 8.2 of the Constitution gives delegated authority to the Chief Executive to make changes to the establishment within budget and without major service or policy implications affecting no more than five posts (irrespective of their pot number) in any single case.

Decision and Date

APPROVED



16.06.18

Background

DD139 2017/2018 approved the increased in hours of the Housing Standards Officer post (post no. L235) from 22 hours per week to 37 hours per week. This was funded through the removal from the establishment of the vacant part time Housing Adaptations and Renewals Officer (post no.L232) and 15 hours of associated salary budget being transferred from F320 to F300 leaving a balance of 7 hours.

In December 2017 the Housing Strategy and Support Manager recruited to the vacant Housing Policy and Projects Officer post (post no. M062) for 30 hours, resulting in a vacancy of 7 hours which need to be filled.

To make the best use of the available resources to attract suitable experienced candidates DD139 approved the merging of the remaining hours of posts M062 and L232 to create a new permanent Housing Projects Officer post for 14 hours.

The intention is that the new Housing Projects Officer post will carry out project work which would have been undertaken by the Housing Policy and Projects Officer had recruitment been for 37 hours and as well as support a range of projects across the Strategic and Private Sector Housing Service.

A Job Profile for the proposed new Housing Project Officer post has been considered by the Job Evaluation Panel to be graded at SO2.

Comments from HR

HR Adviser: Anna Cairns (21/5/18)

This post has been evaluated by an Independent Job Evaluation panel.

The post should follow the normal Recruitment process.

Financial Implications

The cost of funding the new Housing Project Officer post on a salary grade of SO2 for 14 hours is £14,700.

There are no direct financial implications as this new post can be implemented within the current Strategic and Private Sector Housing budgets as set out below:

- 1) The 7 hours salary budget associated with post L232 (grade SO1) is £7,000, (General Fund).
- 2) The 7 hours salary budget associated with post M062 (grade SO2) is £7,700, (Housing Revenue Account).
- 3) This provides a budget of £14,700 leaving no shortfall in funding.
- 4) The new Housing Projects Officer will be working across the Strategic Housing and Private Sector Service and will be funded from the General Fund and the HRA. For accountancy purposes, the intention is that the post will sit within Cost Centre J200 and 48% (£7,000 for the current year) will be recharged to the General Fund Cost Centre F320.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Not being able to recruit a suitable experienced Officer to the 1 day vacant post of the Housing Policy and Projects Officer and the Housing Standards Officer posts.	High	High	<ul style="list-style-type: none">• Backfill the post with an Agency Officer. However, it may be necessary to offer a higher hourly rate to attract a suitably experienced Agent for which there is currently no available budget.• Reduce the Work undertaken by the Housing Policy and Projects Officer. However, this will impact on delivery of the Service.

Key Decision:

No

Background Papers:

DD139 2017/2018

