

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 creation of a new Social Lettings Coordinator at salary grade S01 on a 24 month fixed term contract for up to 37 hours per week with effect from the start date of the successful applicant. This post will report to the Housing Needs Manager.

To approve the use of the Homelessness Prevention Grant for 2017/18, 2018/19 and 2019/20 for the associated costs.

Reason

To improve links with local private sector landlords and letting agents in order to increase access to and availability of accommodation in the private sector for homeless and lower income households in the local area.

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 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

3rd November 2017

Background

Charnwood Borough Council's Housing Options and Allocations teams are seeing increasing levels of demand for housing from vulnerably housed and homeless households. The current availability of Social Housing locally is not sufficient to meet demand. As at 30/06/17, there are 2362 households on the Council's Housing Register but only 155 void Charnwood Borough Council properties (73 of which are age restricted bedsits within Sheltered Housing Schemes).

The Social Lettings Coordinator will work to improve access to and increase the availability of accommodation within the private sector for vulnerably housed/homeless and low income households, such as by working closely with the Council's Empty Homes Officer to ensure that empty properties are brought back into use.

The Social Lettings Coordinator role was advertised on a 12 month term in August 2017, but we were unable to successfully recruit. It is anticipated that a longer term contract will attract more candidates.

Comments from HR

HR Adviser: Anna Cairns (18/9/17)

This post has been through a full JE process and scored accordingly. The normal recruitment process should be followed.

Financial Implications

The cost of a full time officer at the top of scale S01 with essential car user allowance and other on costs for 24 months would be up to £80,000.

Ongoing budgeted commitments to Homelessness Prevention funding are:

	£
SAP - The Bridge	45,000
Citizens Advice Bureau	23,000
The Bridge - Mediation Service	36,000
The Bridge - Tenancy Relations Officer	21,000
The Bridge - Family Tenancy Support	15,600
	<hr/> 140,600
Available funding for this DD	27,000
GF approved homelessness prevention	<hr/> <hr/> 167,600

Funding for Homelessness Prevention grant is:

	£
Funded by Homelessness Prevention grant (RSG)	-103,000
Direct top up funded from General Fund	-64,600
	<hr/> <hr/> -167,600

Funding available for this post is therefore:

		Costs	Available Budget
		£	£
1 January 2018 start	2017/18	9,300	-27,000
	2018/19	39,200	-27,000
	2019/20	29,400	-27,000
		<u>77,900</u>	<u>-81,000</u>

Please Note: this is dependent on a carry forward budget request for the surplus into the next financial year to fund the continuation of the post.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and the supply of housing will fail to meet the increasing demand for housing, potentially leading to increased homelessness and temporary accommodation spend.	Medium	Medium	The Homelessness Prevention Grant can be used to fund temporary accommodation.
It is not possible to recruit to this post on a fixed term contracts.	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: DD056.

