

Decision under Delegated Powers

Officer Requesting Decision:

Katie Moore – Head of Strategic Housing

Officer Making Decision:

Rob Mitchell – Chief Executive

Recommendation:

That approval is given for the following:

- Extension of the M457 Ukraine Resettlement Worker post (37 hours per week) to 31st March 2024
- Extension of the M458 Resettlement Support Officer post (18.5 hours per week) to 31st March 2024
- Increase in hours for the M317 Resettlement Service Coordinator post (from 37 hours per week to 52 hours per week) for the period 1st July 2023 to 31st March 2024.

Reason:

To support the effective delivery resettlement services to households within Charnwood under the Homes for Ukraine Scheme (HFUS) and Ukraine Family Visa Scheme (UFVS).

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 operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications.

Decision and Date:

Robert Mitchell (he, him, his)
Chief Executive

14th July 2023

Background:

Charnwood Borough Council coordinate the following resettlement services on behalf of local authorities in Leicestershire and Rutland:

- Vulnerable Persons Resettlement Scheme (VPRS)
- United Kingdom Resettlement Scheme (UKRS)
- Afghan Citizens Relocation Scheme (ACRS)
- Afghan Locally Employed Staff Relocation Scheme (ALES).

Charnwood Borough Council recently commenced providing resettlement services to households within Charnwood who came to the United Kingdom under the Homes for Ukraine (HFU) and Ukraine Family Visa Scheme (UFVS). The following posts were created to enable the provision of these services:

- M457 Ukraine Resettlement Worker post (37 hours per week)
- M458 Resettlement Support Officer post (18.5 hours per week).

These are both fixed-term posts due to end on 7th January 2024.

A review has been carried out of the staffing requirements and relating funding arrangements for the resettlement services for households within Charnwood under the Homes for Ukraine (HFU) and Ukraine Family Visa Scheme (UFVS).

This review has highlighted a need for the above posts to be extended to 31st March 2024, and for the funding arrangements for these posts to be altered. This review has also highlighted a need for additional management capacity within the resettlement team, to support the effective delivery of these services.

Extensions for the M457 Ukraine Resettlement Worker and M458 Ukraine Resettlement Support Officer to 31st March 2024 will ensure sufficient capacity for the delivery of the service.

An increase in hours for the M317 Resettlement Services Coordinator post for the period 1st July 2023 to 31st March 2024 will ensure sufficient capacity for the day-to-day management of the service and staff.

[Please note - A further review of staffing requirements for the Resettlement Service is due to be carried out prior to 31st March 2024, to inform a decision around staffing arrangements for the period 1st April 2024 and 31st March 2025.]

Comments from Human Resources:

HR Adviser: S Choudhury (12/07/23)

Once the DD is approved management will need to complete contract variation e-forms so the contracts of the respective employees can be extended accordingly.

Financial Implications:

Approximately £74,400 is required for the costs associated with this request:

- Approximately £38,000 is required for 37 hours for the M457 Resettlement

Worker post at salary grade D (including on-costs) for a period of 12 months (1st April 2023 to 31st March 2024).

- Approximately £15,200 is required for 18.5 hours for the M458 Resettlement Services Support Officer at salary grade B (including on-costs) for a period of 12 months (1st April 2023 to 31st March 2024).
- Approximately £21,200 is required for 15 hours of the M317 Resettlement Services Coordinator post at salary grade SO2 (including on-costs) for a period of 9 months (1st July 2023 to 31st March 2024).

(Please note – the above figures includes an assumed pay award of 4.75% for 2023/2024).

£89,451 funding has been received from Leicestershire County Council for accommodation, support, and related services for households on the Homes for Ukraine Scheme during 2022-2023 and 2023-2024.

£136,757 funding has been received from the Department for Levelling Up, Housing and Communities for homelessness prevention services for households on the Homes for Ukraine Scheme and other households during 2023-2024.

50% of the cost relating to each of these posts during 2023-2024 will be allocated to each of these funding sources:

- 50% - Leicestershire County Council Homes for Ukraine funding (total £37,200)
- 50% - Department for Levelling Up Housing and Communities Ukraine Prevention Grant top-up (total £37,200).

Risk Management:

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This request is not agreed, and the service cannot be delivered effectively. This could result in increased homelessness presentations from these groups, and associated temporary accommodation spend.	Medium	Medium	Offer over-time to existing staff within the Resettlement Team and Housing Options Team to manage workloads and increase the budget for emergency accommodation (the homelessness prevention grant funding could potentially be used to contribute towards the costs of these risk management actions).

Key Decision:

No.

Background Papers:

- DD043 2023: Resettlement Services - 2022-2023
- DD112 2022: Creation of Resettlement Admin Officer Ukraine
- DD112 2022: Creation of Resettlement Worker Ukraine
- DD157 2021: ALES Staffing March 2022 (addendum)
- DD157 2021: Resettlement Services
- DD005 2020: Creation of VPRS Employment Advisor
- DD042 2020: Extension of Resettlement Project Support Officer
- DD094 2020: Extension of VPRS Administration Officer
- DD100 2020: Extension of VPRS Coordinator and Resettlement Workers
- DD193 2018: Extension and change grade of VPRS Coordinator
- DD192 2018: Creation of VPRS Resettlement Workers and Administration Officer
- DD191 2018: Creation of VPRS Administration Officer
- DD002 2017: Extension of SVPRS Coordinator
- DD158 2017: Extension of SVPRS Coordinator
- DD013 2016: Creation of SVPRS Coordinator