

## Decision under Delegated Powers

### Officer Requesting Decision

Katie Moore – Housing Needs Manager

### Officer Making the Decision

Alison Simmons – Head of Strategic and Private Sector Housing

### Recommendation

To approve the temporary increase in hours on the H379 Housing Allocations Officer post for up to 37 hours per week for a period of up to 3 months, at a cost of up to £9,600.

To approve the use of salary underspend relating to a vacancy on the M237 Housing Allocations Team Leader post during the period 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021 for the costs associated with this request.


### Reason

To ensure there is sufficient capacity within the Housing Allocations Team to address the backlog of Housing Register application assessments and processing of bidding shortlists for available social housing properties. This will support the achievement of the wider aims of the Housing Needs service, including minimizing relet times and void rent loss, making the best use of available social housing stock and preventing and relieving homelessness.

### Authority for Decision

The delegated function of 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 has been sub-delegated to Heads of Service subject to certain restrictions, which these proposals fall within.

### Decision and Date



Alison Simmons  
Head of Strategic and  
Private Sector Housing

22nd July 2021

## **Background**

The role of the Housing Allocations Team includes the assessment and determination of applications for social housing and the allocation of available social housing properties within Charnwood, including council and registered provider properties.

The Housing Allocations and Lettings Team consists of the following posts:

- 1 x FTE permanent M237 Housing Allocations Team Leader
- 0.7 x FTE permanent H379 Housing Allocations Officer
- 2 x FTE permanent M385 Lettings Officers
- 2.4 x FTE permanent M160 Assistant Housing Officer
- 2 x FTE temporary M160 Assistant Housing Officer posts (grant funded up to 31<sup>st</sup> March 2022).

Due to increased pressures on the Housing Allocations Team and the wider Housing Needs Team associated with the COVID-19 pandemic, there is a backlog of Housing Register application assessments and a backlog of bidding shortlists for available social housing properties.

A temporary increase in hours on the H379 Housing Allocations Officer post will support the team to address these backlogs. This will support the achievement of the wider aims of the Housing Needs service, including minimising relet times and void rent loss, making the best use of available social housing stock and preventing and relieving homelessness.

This request is for use of a salary underspend to fund a temporary increase in hours on the H379 Housing Allocations Officer post by up to 37 hours per week for a period of up to 3 months.

## **Comments from HR**

HR Adviser: Anna Cairns (19/7/21)

A variation eform will need to be completed to extend this temporary contract of employment.

## **Financial Implications**

Approximately £9,600 is required for the cost for 1 x FTE Scale E Housing Allocations Officer for a period of 3 months.

There is a salary underspend of approximately £10,800 relating to a vacancy on the M237 Housing Allocations Team Leader post during the period 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021.

This underspend is sufficient to cover the full cost of this request.

Accountancy: Neil Whittall (22/7/2021) It has been confirmed that there is an underspend on post M237 for the period April to June 2021

**Risk Management**

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and there is insufficient capacity within the Housing Allocations Team to address the back log of assessments of Housing Register application assessments and processing of bidding shortlists. This could potentially result in increased relet times, void rent loss, homelessness, temporary accommodation spend, complaints and legal challenges.	Medium	Medium	Offer over-time to existing staff within the Housing Needs Team (this may have cost implications, but the budget available is likely to be sufficient to cover this).

Key Decision: No  
Background Papers: None

