

## 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 increase in hours of the Assistant Housing Officer post (post no. M160) up to 37 hours per week from Monday 30<sup>th</sup> January 2017 to 31<sup>st</sup> March 2017 and approve the temporary recruitment of agency staff to this post for the same period.

### Reason

To undertake the full range of duties in relation to the Council's Choice Based Lettings scheme and carry out investigations and assessment of Housing Register Applications. There needs to be sufficient resources within the lettings service to ensure the timely assessment and updating of new and existing housing register applications and to ensure that service standards and performance targets relating to the housing register can be met.

### 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].

### Background

The current post holder of M160 is due to leave the team on 29<sup>th</sup> January 2017 and move into a permanent position in another department on 30<sup>th</sup> January 2017. The vacant post is due to be advertised externally and it is anticipated that it will be permanently recruited to by 1<sup>st</sup> April 2017. We are recruiting a temporary staff member to the vacant post as from 30<sup>th</sup> January pending the permanent recruitment.

This request is for an increase in the hours of the post during the period 30<sup>th</sup> January 2017 to 31<sup>st</sup> March 2017 to enable an additional temporary agency staff member to be recruited. There has been an increase in workloads within the team and an additional resource is required to ensure that a backlog of work is addressed and daily service delivery continues.

**Decision and Date**

2nd March 2017

Head of Shale Gas and Private Sector Housing

**Comments from HR**HR Adviser: Anna Cairns (30/1/17)

Following a conversation with Alison Simmons/Katie Moore it is understood that this fits the requirements of the service.

Variation eform/s need to be completed.

**Financial Implications**

There are no direct financial implications as these proposals can be implemented within the current Housing Needs salaries budget. There has been an underspend on the salaries budget during this financial year due to vacancies arising within the team and the underspend is sufficient to cover the arrangement from 30<sup>th</sup> January 2017 to 31<sup>st</sup> March 2017.

**Risk Management**

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
It is not possible to recruit a suitable candidate for M160 via Matrix.	Low	High	Budget could potentially be used for overtime for existing staff within the Housing Needs team.

Key Decision:

No

Background Papers:

None.