

Decision under Delegated Powers

Officer Making the Decision

Alison Simmons – Head of Strategic and Private Sector Housing

Recommendation

To approve the change of the car user allowance status of the Housing Needs Manager (post no. H373) from Casual to Essential to be funded through the reduction of 2 hours for the Housing Allocations Officers post (H379).

Reason

The Housing Needs Manager post (H373) is currently assigned a casual car user status. The requirement for visits by the post holder is expected to increase due to both planned procedural changes and the change in frequency of partner agency meetings dealing with complex need cases.

Authority for Decision

Section 8.2, 2 (i) of the Constitution gives delegated authority to Heads of Service to, following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies, approve essential and casual car allowances for individual posts where it is agreed that the post warrants such an allowance.

Decision and Date



Alison Simmons
Head of Strategic and
Private Sector Housing

28 March 2017

Background

The role of Housing Needs Manager is currently assigned a Casual car user status and the status needs to be changed to Essential for the following reasons:

Changes to the Council's Allocations Policy, application process and the process for allocating properties with disabled adaptations are due to be made, and this is expected to result in an increase in the requirement for the post holder to complete visits to void properties and home visits to applicants who have complex needs.

Recent structural changes to Partner meetings has seen an increase in the frequency and number of meetings such as MAPPA and MARAC that have to be attended by the Housing Needs Manager.

Comments from HR

HR Adviser: Anna Cairns (1/3/17)

The decision regarding car status is a management one decided by the requirements of the role. The JD/PS should be updated to reflect this. Once approved a Variation eform will 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.

The change will be implemented from the 1st March 2017 and the cost in the 2016/2017 will be covered by salary savings within the J009 Housing Needs cost centre. The ongoing cost for the Essential car user allowance is £1,400 for a year and will be funded by reducing the vacant hours of post H379 Housing Allocations Officer by 2 hours.

Risk Management

No risks have been identified.

Key Decision: No

Background Papers: None