

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 an arrangement for maternity leave cover for the Housing Options Officer (H150) post for a period of 6 months.

To approve the use of underspend on the salary budget for the Housing Options Officer (H150) post for the costs associated with this request.

Reason

To ensure there is sufficient capacity within the Housing Options Team to provide advice and assistance to persons who are homeless or at risk of becoming homeless in order to successfully prevent and relieve homelessness within Charnwood.

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].

Decision and Date



Alison Simmons
Head of Strategic and
Private Sector Housing

17th November 2020

Background

The main role of the Housing Options Team is to provide advice and assistance to persons who are homeless or at risk of becoming homeless in order to successfully prevent and relieve homelessness within Charnwood.

The Housing Options Team has seen an increase in case loads during the COVID-19 pandemic. Further increases in case loads are expected over the coming months, particularly relating to an anticipated increase in the loss of Assured Shorthold Tenancies in the Private Rented Sector.

The Housing Options Team currently consists of 1 x FTE Senior Housing Options Officer and 9 x FTE Housing Options Officer posts.

1 x 22.5 hour Housing Options Officer is due to be on maternity leave for a period of 12 months from 20th July 2020 to 18th July 2021.

Comments from HR

HR Adviser: Anna Cairns (22/9/20)

The normal recruitment process should be followed.

Financial Implications

£23,000 is budgeted for the cost of 1 x 22.5 hour Scale E Housing Options Officer for a period of 12 months from 20th July 2020 to 18th July 2021.

£17,900 is required for the maternity pay this officer for this period. £6,800 is due to be recoverable from the HMRC towards the cost of the maternity pay for this officer for this period.

£11,900 is therefore available to fund cover for this officer's maternity leave.

This amount is sufficient to fund 1 x 22.5 hour Scale E Housing Options Officer for a period of 6 months (£11,500).

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and there is insufficient capacity within the Housing Options service. This could result in increased homelessness, temporary accommodation spend, complaints and legal challenges.	Medium	Medium	Offer over-time to existing staff within the Housing Options Team (this may have cost implications, but the budget available is likely to be sufficient to cover this).

Key Decision:

No

Background Papers:

None