

# 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 extension of the following temporary posts during the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022:

- 1 x FTE CBC Lettings Coordinator (M334)
- 1 x FTE CBC Lettings Officer (M385)
- 1 x FTE CBC Landlords Officer (M403)

To approve the use of Ministry of Housing, Communities and Local Government Flexible Homelessness Support Grant for the costs associated with this request.

## Reason

To enable the provision of the CBC Lettings Service within Charnwood in order to increase availability of and access to affordable accommodation in the private rented sector for homeless households and to resolve problems between private sector landlords and tenants in order to support tenancy sustainment and prevent evictions and homelessness.

## 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 on page 8 - 3].

## Decision and Date



Alison Simmons

Head of Strategic and Private Sector Housing

10th December 2020

## Background

The CBC Lettings Service was established within Charnwood in 2017-2018. The service initially consisted of 1 x FTE CBC Lettings Coordinator. The role of this post was to improve links with private sector landlords and lettings agents in order to increase access to private rented accommodation for homeless households within Charnwood. This post was funded using the Homelessness Prevention Grant and Flexible Homelessness Support Grant awarded to Charnwood Borough Council by the Ministry of Housing, Communities and Local Government.

The District and Borough Councils within Leicestershire and Rutland County Council submitted a bid to the Ministry of Housing, Communities and Local Government Rapid Rehousing Pathway Fund and were awarded funding for the delivery of an accommodation pathway for rough sleepers during 2019-2020. This included funding for the expansion of the CBC Lettings Service across Leicestershire and Rutland. This included funding for 1 x CBC Lettings Officer and 1 x CBC Lettings Liaison Officer for a period of 12 months during 2019-2020. During 2019-2020 the role of the CBC Lettings Team included the procurement of accommodation for rough sleepers and the provision of support to rough sleepers across Leicestershire and Rutland.

The District and Borough Councils within Leicestershire and Rutland County Council submitted a further bid to the Ministry of Housing, Communities and Local Government Rough Sleeping Initiative Fund and were awarded funding for the delivery of an enhanced accommodation pathway for rough sleepers during 2020-2021. This included £77,100 for 2 x CBC Lettings Officers for a period of 12 months during 2020-2021. During 2020-2021 the role of the CBC Lettings Team focused on the procurement of accommodation for rough sleepers across Leicestershire and Rutland.

The CBC Lettings Service within Charnwood was extended during 2020-2021, through the creation of the CBC Landlords Officer post. This role of this post is to resolve problems between private sector landlords and tenants in order to prevent evictions and homelessness within Charnwood. This post was funded using the Preventing Repossessions and Evictions Grant awarded to Charnwood Borough Council by the Ministry of Housing, Communities and Local Government.

The CBC Lettings Team currently consists of the following temporary posts:

- 1 x FTE CBC Lettings Coordinator post, funded up until 31<sup>st</sup> March 2021
- 2 x FTE CBC Lettings Officer posts, funded up until 31<sup>st</sup> March 2021
- 1 x FTE CBC Landlords Officer post, funded up until 30<sup>th</sup> September 2021.

This request is for the extension of the following temporary posts:

- 1 x FTE CBC Lettings Coordinator post, funded up until 31<sup>st</sup> March 2022
- 1 x FTE CBC Lettings Officer posts, funded up until 31<sup>st</sup> March 2022
- 1 x FTE CBC Landlords Officer post, funded up until 31<sup>st</sup> March 2022.

The CBC Lettings service will no longer be provided across Leicestershire and Rutland, it will continue to be provided within Charnwood. The service will no longer

focus on assistance to rough sleepers, it will provide assistance to all types of homeless and at risk households within Charnwood.

The CBC Lettings Officer will attempt to identify suitable and affordable private rental properties. The main aim of the post is to relieve homelessness within Charnwood.

The CBC Landlords Officer will attempt to resolve issues between private sector landlords and tenants in order to prevent evictions. The main aim of the post is to prevent homelessness within Charnwood.

The CBC Lettings Coordinator will continue to lead on all aspects of the CBC Lettings service, including managing the CBC Lettings Officer and CBC Landlords Officer, building relationships with private sector landlords and letting agents and working with statutory and voluntary service providers, in order to prevent and relieve homelessness within Charnwood.

### **Comments from HR**

HR Adviser: Anna Cairns (4/11/20)

Variation forms will need to be completed for the relevant employees. Please also bear in mind if these temporary members of staff are employed over 2 years, they will be entitled to a redundancy payment at the end of their contracts. This is if they are not CBC employees on secondment arrangements.

### **Financial Implications**

Approximately £108,500 is required for the costs associated with the extension of these posts to 31<sup>st</sup> March 2022:

- Approximately £47,700 is required for the cost of 1 x FTE S02 CBC Lettings Coordinator for a period of 12 months (1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022)
- Approximately £1,400 is required for the cost of 1 x Essential Car User allowance for this officer for a period of 12 months (1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022)
- Approximately £38,200 is required for the cost of 1 x FTE Scale E CBC Landlords Officer for a period of 12 months (1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022)
- Approximately £1,400 is required for the cost of 1 x Essential Car User allowance for this officer for a period of 12 months (1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022)
- Approximately £19,100 is required for the cost of 1 x FTE Scale E CBC Landlords Officer for a period of 6 months (1<sup>st</sup> October 2021 to 31<sup>st</sup> March 2022)
- Approximately £700 is required for the cost of 1 x Essential Car User allowance for this officer for a period of 6 months (1<sup>st</sup> October 2021 to 31<sup>st</sup> March 2022).

£525,159 Flexible Homelessness Support Grant was awarded to Charnwood Borough Council by the Ministry of Housing, Communities and Local Government between 2017-2018 and 2020-2021.

A sufficient amount of this grant is still available to cover the costs associated with this request.

Please note: the CBC Lettings Team salary budget / spend need to be allocated to the K044 cost centre.

### Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and there will be insufficient resources to deliver a social lettings service within Charnwood. 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 to manage increases in homeless applications (this would have cost implications, but there is likely to be sufficient funding available to cover these costs).

Key Decision:

No

Background Papers:

DD049 (2020)

DD084 (2020)

DD120 (2020)