

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 of the Assistant Housing Officer (M160) post by 37 hours per week between 1st April 2021 and 31st March 2022.

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

Reason

An additional temporary resource is required within the Housing Allocations and Lettings Team to assist with an anticipated increase in Housing Register applications.

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 Housing Allocations and Lettings Team consists of 1 x FTE permanent Senior Allocations and Lettings Officer, 0.7 x FTE permanent Housing Allocations Officer, 2 x FTE permanent Lettings Officer and 2.4 x FTE permanent Assistant Housing Officer posts.

The 1 x additional FTE temporary Assistant Housing Officer was approved between 1st April 2019 and 31st March 2021 to assist with additional workloads associated with the introduction of a new online Housing Register and Choice Based Lettings system, a new Housing Allocations Policy and procedural changes relating to the assessment of Housing Register applications and the nomination of Housing Register applicants to Registered Providers.

It is anticipated that the Council will see an increase in Housing Register applications during 2021-2022 due to increases in housing issues and homelessness resulting from factors associated with the COVID-19 pandemic, such as loss of employment, tenant rent arrears and landlord mortgage arrears.

1 x additional FTE temporary Assistant Housing Officer between 1st April 2021 and 31st March 2022 will ensure that there are sufficient resources within the Housing Allocations and Lettings Team to manage this anticipated increase in applications.

Comments from HR

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

The normal recruitment process should be followed. Please note that any temporary posts that exceed two years in durations are entitled to a redundancy payment at the end of their contract. This is if they are not CBC employees on secondments.

Financial Implications

Approximately £28,000 is required for the cost of 1 x FTE Scale C Assistant Housing Officer for a period of 12 months.

£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.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and there is insufficient cover within the Allocations and Lettings service to manage the anticipated increase in Housing Register applications. This could result in increased homelessness, temporary accommodation spend, complaints and legal challenges.	Medium	Medium	Offer over-time to existing staff within the Allocations and Lettings Team (this would have cost implications, but there is likely to be sufficient funding available to cover these costs).

Key Decision:

No

Background Papers:

DD067 2019/2020
 DD157 2019/2020
 DD037 2020/2021
 DD146 2020/2021

