

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 on the H379 Housing Allocations Officer post for up to 37 hours per week for a period of 6 months from the date of recruitment at a cost of up to £19,200.

To approve the use of the Homelessness Prevention Grant for the costs associated with this request.

Reason

To ensure there is sufficient capacity within the Housing Allocations Team to address the backlog of Housing Register application assessments and processing of bidding shortlists for available social housing properties. This will support the achievement of the wider aims of the Housing Needs service, including minimizing relet times and void rent loss, making the best use of available social housing stock and preventing and relieving 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 (vii) on page 8 - 3].

Decision and Date



Alison Simmons
Head of Strategic and
Private Sector Housing

26th October 2021

Background

The role of the Housing Allocations Team includes the assessment and determination of applications for social housing and the allocation of available social housing properties within Charnwood, including council and registered provider properties.

The Housing Allocations and Lettings Team consists of the following posts:

- 1 x FTE permanent M237 Housing Allocations Team Leaver
- 0.7 x FTE permanent H379 Housing Allocations Officer
- 2 x FTE permanent M385 Lettings Officers
- 2.4 x FTE permanent M160 Assistant Housing Officer
- 2 x FTE temporary M160 Assistant Housing Officer posts (grant funded up to 31st March 2022).

Due to increased pressures on the Housing Allocations Team and the wider Housing Needs Team associated with the COVID-19 pandemic, there is a backlog of Housing Register application assessments and a backlog of bidding shortlists for available social housing properties.

A temporary increase in hours on the H379 Housing Allocations Officer post will support the team to address these backlogs. This will support the achievement of the wider aims of the Housing Needs service, including minimizing relet times and void rent loss, making the best use of available social housing stock and preventing and relieving homelessness.

Comments from HR

HR Advisor: Shaminul Choudhury (21/10/2021)

Summary of Comments from HR: It is my understanding that in a previous DD an additional 37 hours (1FTE) post was approved until 26th October 2021, this DD is to extend the post by a further 6 months.

Once DD is approved management will need to complete contract variation e-form so HR can issue contract extension letter.

Financial Implications

This request is for the use of the Homelessness Prevention Grant to fund a temporary increase in hours on the H379 Housing Allocations Officer post by 37 hours per week for a period of 6 months.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
<p>This DD is not agreed and there is insufficient capacity within the Housing Allocations Team to address the back log of assessments of Housing Register application assessments and processing of bidding shortlists. This could potentially result in increased relet times, void rent loss, homelessness, temporary accommodation spend, complaints and legal challenges.</p>	<p>Medium</p>	<p>Medium</p>	<p>Offer over-time to existing staff within the Housing Needs Team (this may have cost implications, but the budget available is likely to be sufficient to cover this).</p>

Key Decision: No
 Background Papers: None

