

## Decision under Delegated Powers

### Officer Making the Decision

Alison Simmons – Head of Strategic and Private Sector Housing

### Recommendation

To approve the temporary increase in hours on the M160 Assistant Housing Officer post for up to 97 hours per week for a period of 6 months from the date of recruitment at a cost of up to £38,600.

To approve the use of the Contain Funding 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.

### Authority for Decision

The Constitution gives the head of paid service delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications.

This has been sub-delegated to heads of service in certain circumstances, which this falls within.

### Decision and Date



Alison Simmons  
Head of Strategic  
and Private Sector  
Housing

5th November 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.

A temporary increase in hours on the M160 Assistant Housing 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 Adviser: Shaminul Choudhury (02/11/21)

Management will need to follow the recruitment and selection guide when appointing to these hours.

## **Financial Implications**

This request is for the use of the Contain Funding Grant to fund a temporary increase in hours on the M160 Assistant Housing Officer post by 97 hours per week for a period of 6 months.

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
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.	Medium	Medium	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).

Key Decision: No  
Background Papers: None

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