

Decision under Delegated Powers

Officer Requesting Decision

Alison Simmons, Head of Strategic and Private Sector Housing

Officer Making the Decision

Rob Mitchell, Chief Executive

Recommendation

To delete the post of Housing Projects Officer M373 (S02) and one Strategic and Private Sector Housing Administration Officer (B) M378, 37hrs post.

To increase the hours of the Housing Policy and Projects Officer M062 (S02) from 30 to 37 hours per week.

To delete HRA Asbestos Compliance Advisor Post M383 (S02) 9.35 hrs PW.

To add to the establishment a new post of Strategic and Private Sector Housing Administration Team Leader (S01).

To approve the use the funding for the two deleted posts above to cover the associated costs of the Housing Policy and Projects Officer and the Strategic and Private Sector Housing Administration Team Leader.

Reason

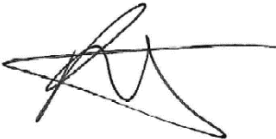
The increase in hours for the Housing Policy and Projects Officer will assist with the recruitment to this role and provide the service with additional working hours to streamline and review the services Policies.

The introduction of the Strategic and Private Sector Housing Administration Team Leader will manage and coordinate the Strategic and Private Sector Housing Administration Officers to provide a range of support services to ensure the smooth running of operational activities.

Authority for Decision

The Constitution gives the Chief Executive, as 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.

Decision and Date

A handwritten signature in black ink, consisting of a stylized, cursive 'A' followed by a horizontal line and a small flourish.

Approved 30th November 2021

Background

With the retirement of the existing potholder for the Housing Projects Officer, a part time role of 2 days per week a review of the team has been undertaken. With the recent difficulties in recruiting to the Housing Policy and Projects Officer a post of 30 hours the decision has been made to use one of the days from the Housing Project Officer's role to increase this to 37 hours per week.

The remaining day will be used to cover the difference in costs between the Strategic and Private Sector Housing Administration Officer and the Strategic and Private Sector Housing Administration Team Leader.

The Strategic and Private Sector Housing Administration Team Leader will manage and co-ordinate the remaining Strategic and Private Sector Housing Administration Officers to provide operational support and administration activities for the service.

The Strategic and Private Sector Housing Administration Team Leader has been through the evaluation process and the post was evaluated as S01.

Comments from HR

Assistant HR Advisor Carolyn Knapp 10/11/21

Job profile has been through JE, Normal recruitment process to be followed including SLT approval to advertise and relevant paperwork to be completed for HR for recruitment and selection.

Financial Implications

The tables below set out the budget available from the current posts and the funding required to make the changes to the establishment, this is within existing budgets and has been checked and signed off by Head of Finance.

Posts to be deleted:

Nos	Post	2021-2022 Budget Available
1	Housing Projects Officer post - M373 (S02)	£16,600
2	Housing Policy and Projects Officer – M062 (S02) 30hrs	£34,800
3	Housing Administration Officer M378 (B)	£27,500
4	HRA Asbestos Compliance Advisor Post M383 (S02) 9.35 hrs (Balance to fund new posts)	£34,800*
Total		£113,700

(*Pro-rata contribution balance required to fund new posts of Top £8,800)

New posts:

Nos	Post	Budget Required (Bottom of Pay Scale)	Budget Required (Top of Pay Scale)
1	Housing Policy and Projects Officer M062 - 37 hrs (SO2)	£43,200	£45,800
2	SPSH Admin Team Leader (S01) -37hrs	£39,100	£41,900
Total		£82,300	£87,700

The table below shows the funding split between the General Fund and Housing Revenue Account:

Cost Centre	Post	Grade	Post Hours	HRA Funded %	GF Funded %
J200	Housing Policy and Projects Officer	SO2	37	49.50%	51.50%
L020	Strategic and Private Sector Housing Administration Team Leader	Scale B	37	71.45%	28.55%

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
The Council are unable to recruit to the roles.	High	High	

Key Decision: No
Background Papers: None