

# Decision under Delegated Powers

## Officer Requesting the Decision

Alison Simmons – Head of Strategic and Private Sector Housing

## Officer Making the Decision

Rob Mitchell – Chief Executive

## Recommendation

To create 2 Housing Options Assistant posts for up to 37 hours per week for a period of up to 12 months, from the date of recruitment at a cost of up to £62,200.

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

## Reason

To ensure there is sufficient capacity within the Housing Options Team to provide advice and assistance to persons who are homeless or at risk of becoming homeless, in order to successfully prevent and relieve homelessness.

## 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



Robert Mitchell (he, him, his)  
Chief Executive

09/12/2021

## Background

The Council has seen a considerable increase in Homeless applications in 2021-2022 and this is expected to continue. The increase is due to the 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.

The additional 2 Housing Options Assistants within the Housing Options team will ensure that there are sufficient resources within the Housing Options Team to manage the current and anticipated increase in applications.

This request is for the use of the Ministry of Housing, Communities and Local Government Homelessness Prevention Grant to fund the 2 Housing Options Assistants for up to 37 hours per week for a period of up to 12 months.

The job description for the post was evaluated at an Evaluation Panel on the 25<sup>th</sup> November 2021 and was graded as Scale C,

## Comments from HR

HR Adviser: Anna Cairns (2/12/21)

The post has been job evaluated and scored accordingly. The normal recruitment process should be followed.

## Financial Implications

The Homelessness Prevention grant award from the Ministry of Housing, Communities and Local Government will cover the cost associated with this request.

Approximately £62,200 is required for the cost of 2 x FTE Scale C, Housing Options Assistant for a period of 12 months from the date of recruitment. This has been checked and signed off by the Head of Finance.

## Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
This DD is not agreed and there is insufficient capacity within the Housing Options service to manage workloads associated with the Council's statutory duties. 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 (this may have cost implications, but the budget available is likely to be sufficient to cover this).

Key Decision:

No

Background Papers:

None