

## 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 a Housing Licensing Project Manager post at S02 for up to 37 hours per week for a period of 6 months, from the date of recruitment at a cost of up to £22,900.

To approve the use of Licensing fee for the costs associated with this request.

### Reason

The post is required to ensure that the approved discretionary Private Sector Licensing Schemes are implemented in April 2022.

### 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 Cabinet considered a report of the Scrutiny Management Board on 19th November 2015 when it was resolved that the Head of Strategic and Private Sector Housing should further investigate the potential to implement a Loughborough Accreditation Standard in partnership with the Loughborough Students Union; and consider the submission from the Loughborough Student Advisory Service of complaints data from 2014/15 and evaluate this alongside the evidence that had already been collated in relation to potentially introducing an Additional or Selective Licensing Scheme.

The Cabinet considered a report from the Head of Strategic and Private Sector Housing on the 17th January 2019 when it was resolved that further investigations be undertaken to gather evidence (as referred to in paragraph 61 of Part B of the report of the Head of Strategic and Private Sector Housing – see Background papers) to establish the case for the introduction of an Additional or Selective Licensing Scheme be approved.

The Cabinet considered a report from the Head of Strategic and Private Sector Housing on the 16<sup>th</sup> January 2020 when it was resolved that a consultation exercise be undertaken, as required by Section 56(3) of the Housing Act 2004 for Additional Licensing and Section 80(9) of the Housing Act 2004 for Selective Licensing.

The Cabinet considered a report from the Head of Strategic and Private Sector Housing on the 10<sup>th</sup> December 2020 when it was resolved to declare Charnwood Borough as an area for Additional Licensing and the two wards Hastings and Lemyngton an area for Selective Licensing. Approved the proposed draft licence conditions for both schemes, a consultation exercise to be undertaken for a period of 6 weeks from the 18th January 2021 to the 26th February 2021 be approved.

A further report was considered by Cabinet on the 1<sup>st</sup> July 2021 to note the outcome of the consultation on the licence conditions and approve them for the introduction of an Additional Licensing Scheme across the Borough and Selective Licensing Scheme in Hastings and Lemyngton wards.

The schemes are to go live in April 2022 the role of the Housing Licensing Project Manager is key to the delivery of the schemes and will be:

- coordinating and supporting the preparation and implementation for the Private Sector Housing Licensing Schemes
- assisting in the coordination of the recruitment of resources and necessary documentation required to implement the Schemes

The job description for the post was evaluated at an Evaluation Panel on the 25<sup>th</sup> November 2021 when the post was graded at SO2.

## **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**

Approximately £22,900 is required for the cost of 1 x FTE Scale S02, Housing Licensing Project Manager for a period of 6 months from the date of recruitment, at a cost of £22,900.

The post will be funded from X296, £31,330.23 carry forward from 2020-2021. This has been checked and signed off by Head of Finance.

## **Risk Management**

No specific risks have been identified in connection with this decision.

Key Decision: No

Background Papers: Cabinet, 1<sup>st</sup> July 2021 – Agenda Item ?? and Minute ??  
Cabinet, 10<sup>th</sup> December 2020 – Agenda Item 7 and Minute 61.  
Cabinet, 16<sup>th</sup> January 2020 – Agenda Item 7 and Minute 67.  
Cabinet, 17<sup>th</sup> January 2019 – Agenda Item 8 and Minute 75.  
Overview Scrutiny Group, 14<sup>th</sup> January 2019 – Agenda Item 6B and Minute 47.  
Scrutiny Management Board, 18th March 2015 – Agenda Item 8 and Minutes 53.2 and 53.3.  
Scrutiny Management Board, 8th October 2014 – Agenda Item 8 and Minute 26.  
Cabinet, 10th April 2014 – Agenda Item 6 and Minute 120.  
Scrutiny Management Board, 19th March 2014 – Agenda Item 8 and Minute 51.  
Cabinet Report, 19th November 2015 – Referral from Scrutiny – Managing Student Occupancy Scrutiny Panel – Agenda Item 6 and Minute 24.  
Agendas and notes of the Managing Student Occupancy Scrutiny Panel meetings, available on the Council's website at:  
[http://www.charnwood.gov.uk/committees/managing\\_student\\_occupancy\\_scrutiny\\_panel](http://www.charnwood.gov.uk/committees/managing_student_occupancy_scrutiny_panel)

