



RECORD OF DELEGATED DECISION (OFFICER)

CHANGE OF ESTABLISHMENT

1. Decision Reference No.	CEX235
2. Name/Title of Officer	Michelle Howard Deputy Chief Executive
3. Email address of Officer	mhoward@melton.gov.uk
4. Title / Subject Matter:	Change of Establishment: Income and Tenancy Sustainment Officer (Housing and Communities Directorate)
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<ol style="list-style-type: none">1. To remove a vacant post of Income Officer x1 from the establishment (Band 6)2. To create a new post, titled Income and Tenancy Sustainment Officer (Band 8)3. To reduce the vacant Intensive Housing Management Service (IHMS) Team Leader post from 1 FTE to 0.7FTE
8. Reasons for Decision:	<p>Rental income is the main source of revenue for the HRA, and not maximising rental collection will significantly impact on the Councils ability to deliver both its statutory obligations and wider improvement and modernisation plans as a competent landlord, which are detailed in the HRA Business Plan and resultant Asset Management Plan.</p> <p>As a social landlord it is incumbent upon MBC to have a supportive, comprehensive and effective approach to debt management and to work with those tenants who are in debt to resolve their situation, and the related distress which it can cause.</p> <p>Along with delivering a comprehensive and efficient debt management approach, the officer will also work with those tenants to ensure that they are receiving the correct benefits and support them in accessing independent financial services, such as MADMAC, to help them better manage their finances in acknowledgement of our duty of care, and to mitigate wider financial hardship.</p>

This more senior post will have full responsibility for the management of rent arrears and associated housing related debts.

This new approach is required to reduce the current level of rent arrears, and whilst the increase can in part be attributed to the Pandemic and increases in the cost of living, the Council needs to take a more supportive and robust approach to debt management, through the creation of this dedicated senior post.

Former tenant arrears will be retained by the current Revenues and Benefits Team.

9. Authority / Legal Power:

The Constitution at Chapter 2, Part 4, Section 12.3 (11) provides the Chief Executive with a delegation to determine all staffing matters. This includes determining matters relating to structure (additions, reductions and other changes to the establishment), the appointment, dismissal, suspension or discipline of staff except for Chief Officer restrictions contained within the Officer Employment Procedure Rules. For the avoidance of doubt this power includes secondments and temporary appointments of any staff. In each case there must be adequate budgetary provision or in each case the gross cost per decision shall not exceed £5,000 per annum when implemented and the total cost in any financial year shall not exceed the sum of £20,000.

The Deputy Chief Executive has the authority to act in the absence of the Chief Executive by way of a reserved delegation.

10. Background Papers attached?	No
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11. Alternative options available / rejected:

The Council could choose not to recruit to this post. This is not recommended due to the importance of collecting income and supporting tenants. Rent arrears directly impact the money available to invest in an improve council homes. It is important that the Council supports tenants who are experiencing financial hardship. Not recruiting to this post would reduce the council's ability to deliver a professional and comprehensive service to tenants.

12. Implications:

Legal	<p>The Chief Executive has delegation to determine all staffing matters. This includes determining matters relating to structure (additions, reductions and other changes to the establishment), the appointment, dismissal, suspension or discipline of staff except for Chief Officer restrictions contained within the Officer Employment Procedure Rules. For the avoidance of doubt this power includes secondments and temporary appointments of any staff. In each case there must be adequate budgetary provision or in each case the gross cost per decision shall not exceed £5,000 per annum when implemented and the total cost in any financial year shall not exceed the sum of £20,000.</p> <p>The change is cost neutral.</p> <p>The Deputy Chief Executive has the authority to act in the absence of the Chief Executive by way of a reserved delegation.</p> <p>[Legal Approval - 1 August 2022]</p>
Finance	<p>The saving of the budgeted FTE at band 6 of £24,580 plus the reduction in the IHMS Team Leader post £12,610 is sufficient to cover the cost of a new officer at band 8. The annual cost for this officer will range from between £34,030 at the bottom of the band and £37,170 at the top of the band.</p> <p>[Finance Approval - 2 August 2022]</p>
HR	<p>The two posts being altered as a result of this decision are currently vacant therefore there are no people at risk as a result of this decision. The usual recruitment process will be followed to appoint to this position</p> <p>[HR and consultation - Approval - 1 August 2022]</p>

13. **Signature of Decision Maker with authority to sign**

**Michelle Howard
Deputy Chief Executive**

14. **Consultation with:**

Not applicable

15. **Date:**

2 August 2022

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