



**RECORD OF DELEGATED DECISION (OFFICER)**

**CHANGE OF ESTABLISHMENT**

<b>1. Decision Reference No.</b>	<b>CEX266</b>
<b>2. Name/Title of Officer</b>	<b>Michelle Howard Director for Housing and Communities (Deputy Chief Executive)</b>
<b>3. Email</b>	<a href="mailto:mhoward@melton.gov.uk">mhoward@melton.gov.uk</a>
<b>4. Title / Subject Matter:</b>	<b>Change of Establishment: Void and Response Repairs Officer (Fixed Term, 18 months)</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>	To approve the recruitment of an additional fixed term post (Void and Response Repairs Officer) for a period of 18 months.
<b>8. Reasons for Decision:</b>	<p>The Council's Corporate Strategy 2020-24 commits to "providing high quality council homes and landlord services" as Priority Theme Two.</p> <p>The Council previously implemented a range of changes through a Housing Improvement Programme, including a number of fixed term posts. In March 2022, the Housing Asset Team establishment lost several fixed term posts that were created during the period of the Housing Improvement Plan (HIP). The Council has now developed a long-term business plan, asset management plan and is embedding a range of changes. All of these things are key to achieving and demonstrating regulatory compliance, which is placing sharp focus on the whole housing sector. The ability to respond at pace and to be proactive and assurance led is key.</p> <p>During the HIP, the number of inspectors was increased to take account of the extra workload created by being more proactive with repairs. The intention was that the requirement to work in a reactive way would reduce as we start to carry out more planned maintenance work. The extra fixed term positions ended in March, leaving us with a smaller repairs team.</p> <p>The planned maintenance team is now in place and fully resourced, but we have not seen the benefits of an increased capital programme yet. Much of the work has only just been procured and contracts are being put in place. This year is a small year and we still have a backlog of kitchens and bathrooms. As such, the demand on repairs is still high.</p>

We do not complete post work inspections on repair work, and we have limited capacity for pre inspections on void properties. Post work inspections help us to ensure that our contractor is completing repairs to the required standard. Pre inspections on voids help us to ensure that the tenants are aware of their obligations when leaving a property.

An additional resource in the repairs team will help the team to do important work that we have not done previously. It would also reduce the pressure on the planned team and allow them to focus on capital works. The Senior Surveyor would also be able to dedicate more time to operational management, rather than being directly involved in day today work.

To ensure that the team is resourced sufficiently, it is proposed that an eighteen-month, fixed term, post is created for an additional Void and Response Repairs Officer. This will allow us to manage the service effectively, then review the impact of the new planned maintenance programme over the next year and a half.

**9. Authority / Legal Power:**

At the Council meeting in July 2022, the Council provided the following [delegated authority](#):

Delegated authority is given to the Director for Housing and Communities in consultation with the Director for Corporate services and Portfolio Holder for Housing and Landlord Services to access the HRA Development and Regeneration Reserve to progress projects and activities in support of the HRA up to a limit of £100k per project and up to a maximum of £500k in any one year subject to the financial viability of the HRA Business plan not being undermined

This decision is authorised through the use of this delegated authority.

**10. Background Papers attached?**

**Yes**  
Job description

**11. Alternative options available / rejected:**

Not to create the post – not recommended. This will prevent continued progress and momentum on the housing service at a time of sharp regulatory focus. The postholder will also play a key role in inspecting voids, which will help to reduce void loss for the Council.

To recruit on a permanent basis – not recommended at this stage. The long-term staffing needs of the service will be evaluated upon implementation of the asset management plan and delivery of the five-year capital programme.

## 12. Implications:

<p><b>Legal</b></p>	<p>Delegated authority is given to the Director for Housing and Communities in consultation with the Director for Corporate services and Portfolio Holder for Housing and Landlord Services to access the HRA Development and Regeneration Reserve to progress projects and activities in support of the HRA up to a limit of £100k per project and up to a maximum of £500k in any one year subject to the financial viability of the HRA Business plan not being undermined</p> <p>[Legal Approval – 07 December 2022]</p>
<p><b>Finance</b></p>	<p>Delegated authority is given to the Director for Housing and Communities in consultation with the Director for Corporate services and Portfolio Holder for Housing and Landlord Services to access the HRA Development and Regeneration Reserve to progress projects and activities in support of the HRA up to a limit of £100k per project and up to a maximum of £500k in any one year subject to the financial viability of the HRA Business plan not being undermined.</p> <p>The cost of the current decision is shown below: A Band 9 full time employee, on the current years rates are from £40,050 to £43,660 per year.</p> <p>During the current financial year, the Director for Housing and Communities has previously requested funds from the HRA Development and Regeneration reserve to the value of £44,855-£47,923. The total value, including this spend is £104,930-£113,413. This fits within the delegation provided and the HRA's headroom.</p> <p>The balance in the HRA Development and Regeneration Reserve at 31 March 2022 was £5,113k.</p> <p>[Finance Approval – 6 December 2022]</p>
<p><b>HR</b></p>	<p>The post has already been job evaluated and will be appointed to in line with the Council's recruitment policies and procedures.</p> <p>[HR Approval – 07 December 2022]</p>

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

Email approval received  
**Michelle Howard**  
**Director for Housing and Communities (Deputy Chief Executive)**

**14. Consultation with:**

Email notification received  
**Director for Corporate Services**  
**Portfolio Holder for Housing and Landlord Services**

**15. Date:**

07 December 2022

Please send all decisions for publication to: Democratic Services at [democracy@melton.gov.uk](mailto:democracy@melton.gov.uk). All decisions with exempt information should be referred to [MonitoringOfficer@melton.gov.uk](mailto:MonitoringOfficer@melton.gov.uk)