

DELEGATED POWERS REPORT NO.**881**

SUBJECT: Changes to Roles and Grades in Housing Needs and Resources within the Directorate of Planning, Housing and Regeneration

Control sheet

All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to Democratic Service for publishing

All reports		
1. Democratic Services receive draft report	Name of DSO Date	Nick Musgrove 18/8/09
2. Democratic Services cleared draft report as being constitutionally appropriate	Name of DSO Date	Nick Musgrove 18/8/09
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer Date	Karen Balham 15/9/09
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer Date	Alison Clark 21/8/09
5. Trade Union response received (Staffing issues only)	Name of TU rep. Date	Paul Coles & Angus MacKay 24/8/09 & 3/9/09
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Margaret Martinus 25/8/09
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 19/8/09
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Julie Pal 19/8/09
9. The above process has been checked and verified by Director, Head of Service or Deputy (<i>report author to complete</i>)	Name Date	Stewart Murray 20/8/09
10. Signed & dated report, scanned or hard copy received by Democratic Services for publishing	Name of DSO Date	Nick Musgrove 17/9/09
11. Report published by Dem Services to website	Name of DSO Date	Nick Musgrove 24/9/09
Officer reports:		
12. Head of Service informed report is published and can be implemented.	Name of DSO Date	Nick Musgrove 24/9/09
Cabinet Member reports:		
13. Expiry of call-in period	Date	
14. Report circulated for call-in purposes to COSC members & copied to Cabinet & Head of Service	Name of DSO Date	
	Date	

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)

Subject	Changes to Roles and Grades in Housing Needs and Resources within the Directorate of Planning, Housing and Regeneration	
Officer taking decision	Director of Planning, Housing and Regeneration	
Date of decision	16 September 2009	
Summary	This report proposes changes to the roles and grades of 3 Housing Needs and Resources staff, one of which includes an amended job title following restructure proposals approved by the General Functions Committee in 2008. It proposes the changes to improve efficiency and effectiveness and more fully reflect the current roles of post-holders.	
Officer Contributors	Head of Housing and Environmental Health Housing Manager – Ingrid Leggatt	
Status (public or exempt)	Public	
Wards affected	N/A	
Enclosures	Appendix: Staff Schedule of identified Posts	
Power being exercised	Constitution Part 3, Responsibility for Functions, Section 6.3	
Contact for further information:		
Pam Wharfe, Head Of Housing and Environmental Health. Tel No. 4838 Ingrid Leggatt, Housing Manager – Accommodation & Resources, Tel No x 4939		Serial No 881.

1. RELEVANT PREVIOUS DECISIONS

- 1.1 General Functions approved the restructure of the new Planning, Housing and Regeneration Directorate 16 January 2008 (Decision Item 14).
- 1.2 General Functions Committee approved the restructure of the Housing Needs and Resources Service on 16 June 2008 (Decision Item No. 9)

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 The arrangements will support the delivery of the Corporate Plan priorities of a Successful City Suburb, a Bright Future for Children and Young People, Promoting Independence a Strong and Healthy Barnet, and More Choice Better Value. . This proposal meets all these priorities because these posts are critical to delivering better housing choices to families who are in high housing need (e.g. facing losing their homes or living with severe overcrowding).

3. RISK MANAGEMENT ISSUES

- 3.1 Failure to implement the proposed arrangements inhibits objectives to improve efficiency, effectiveness and deliver value for money and could lead to a reduction in choice and quality for those families approaching the council for help with housing.
- 3.2 Service delivery and staff morale and motivation are at risk if key posts are not properly defined within the organisational structure, and post-holders do not have clarity of purpose.
- 3.3 It is not considered that the issues will raise significant levels of public concern or policy issues.
- 3.4 These proposals will ensure the Services within the Directorate remain fit for purpose.

4. EQUALITIES AND DIVERSITY ISSUES

- 4.1 The proposals and efficiency and effectiveness objectives will enable better service delivery to all sections of Barnet's diverse communities including the vulnerable.
- 4.2 Staff affected by the proposals have been consulted and engaged in the process of change to ensure their individual staffing circumstances are fully considered and needs taken into account.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 These minor changes will not significantly impact on costs. Any additional costs will be absorbed within approved budgets or from external funding sources.

- 5.3 Staff affected and Trade Unions have been consulted.
- 5.4 There are no specific ICT or property implications.

6. LEGAL ISSUES

- 6.1 None save those contained within the body of the report

7. CONSTITUTIONAL POWERS

- 7.1 Constitution Part 3 - Responsibility for Functions - Section 2 - Responsibility for Council Functions - General Functions Committee - Staff matters and conditions of service. Restructures which have major implications including changes to contracts of employment and proposals involving major changes in working practices and location of employees must be submitted to General Functions Committee for approval.
- 7.2 General Functions Committee approved the main Directorate restructure and specific service restructures in 2008. Under the Constitution the Chief Officer may determine, under delegated powers, the various detailed implementation stages of the restructure programme including staffing changes, redeployment and recruitment.

8. BACKGROUND INFORMATION

- 8.1 The approved restructure of Housing Needs and Resources has been successfully implemented following the GFC decision in 2008 along with the first tranche of detailed implementation over the summer. The Heads of Service and Housing Management Team is in place.
- 8.2 The Head of Service and the Housing Manager have identified that efficiency and effectiveness can be improved by reviewing the roles of existing managers and staff to ensure that the roles are current, relevant and contributing fully to the achievement of Corporate Plan objectives.
- 8.3 These measures involve three existing posts, all of which are filled – the Allocation and Lettings Manager, the Income Maximisation Manager and the Temporary Accommodation Team Leader. However, the Allocations and Lettings Manager post is currently occupied by an agency member of staff and this proposal will ensure that this post can be recruited to permanently. It is proposed that the job title of the Temporary Accommodation Team Leader is changed to Temporary Accommodation Manager in line with the other posts on similar grades. Current role profiles have been reviewed and replaced by up-to-date and fit for purpose new role profiles which have been re-evaluated under the Council's Corporate Competency Framework.

Allocation and Lettings Manager

- 8.4 It is proposed that the existing Allocation and Lettings Manager post SCP 39-42 is regraded to SCP 43 - 46 from the date of approval of this report. The Unions are currently reviewing their evaluation with Human Resources and have agreed that this DPR is circulated on the understanding that the regrading will not be lower than the proposed SCP range above. The post has taken on additional duties and responsibilities within the Service as detailed below.

Income Maximisation Manager

- 8.5 It is proposed that the existing Income Maximisation Manager post SCP 37-40 is regraded to SCP 40 - 43 from the date of approval of this report. The Unions are currently reviewing their evaluation with Human Resources and have agreed that this DPR is circulated on the understanding that the regrading will not be lower than the proposed SCP range above. The post has taken on additional duties and responsibilities within the Service as detailed below.

Temporary Accommodation Manager

- 8.6 It is proposed that the existing post of Temporary Accommodation Team Leader at SCP 39-42 is regraded to SCP 41-44 from the date of approval of this report. The Unions are currently reviewing their evaluation with Human Resources and have agreed that this DPR is circulated on the understanding that the regrading will not be lower than the proposed SCP range above. It is also proposed that the job title be amended from Temporary Accommodation Team Leader to Temporary Accommodation Manager in line with similar posts. The post has taken on additional duties and responsibilities within the Service as detailed below.
- 8.7 Over the last 12 months the roles and responsibilities of these roles have changed in the following ways:

8.71 Allocations and Lettings Manager

This role is now the nominated deputy for the Housing Manager (Accommodation and Resources) and is responsible for the Private Rented Sector (PRS) Home Choice team as well as the Allocations team. The Home Choice team was formed out of a merger of two previous teams dealing with private rented sector placements and referrals and is also responsible for managing financial incentives for landlords of approximately £500K pa.

8.71 Income Maximisation Manager

This post is responsible for an additional 2 Housing Benefit Officers, write off and bad debt management and the preparation of DPR functions associated with this.

8.73 Temporary Accommodation Manager

This post is additionally responsible for the auditing and payment of invoices as well as ensuring that Housing benefit subsidy is correctly accounted for.

- 8.8 The Head of Housing and Environmental Health confirms that the above extended roles still retain 70% or more of the existing post-holders' duties and responsibilities. Human Resources confirm that the changes should be regarded as a regrading, as the role profiles have not been reviewed for some time and it is important that the role profiles reflect the post-holders' daily duties and responsibilities.

These regradings have resulted in an additional annual cost of £7,011, which will be contained within the 2009 Temporary Accommodation and Allocations staffing budgets.

9. LIST OF BACKGROUND PAPERS

- 9.1 General Functions Committee papers dated 16 January 2008.
- 9.2 General Functions Committee approved the restructure of the Housing Needs and Resources Service on 16 June 2008 (Decision Item No. 9)
- 9.3 Role profiles and job evaluation score sheets.
- 9.4 Any person wishing to inspect the background papers listed above should telephone: Ingrid Leggatt, telephone number 020 8359 4939.

10. OFFICER'S DECISION

I authorise the following action:

- 10.1 **to implement the proposed role changes as set out in this Delegated Powers report**

Signed

Signed by Stuart Murray

**Director of Planning, Housing and
Regeneration**

Date

16 September 2009

MINI- RESTRUCTURE OF PLANNING, HOUSING AND REGENERATION DIRECTORATE

DETAILED IMPLEMENTATION – STAGE TWO (Strategy, Planning and Building Control & Structures Services)

Summary of posts affected

New Posts Created	Deleted Posts
None	None

Existing Posts	Reviewed and Regraded Posts
Income Maximisation Manager SCP 37 - 40	Income Maximisation Manager SCP 40 - 43
Allocations and Lettings Manager SCP39 - 42	Allocations and Lettings Manager SCP 43 - 46
Temporary Accommodation Team Leader SCP 39 - 42	Temporary Accommodation Team Leader now retitled to Temporary Accommodation Manager SCP 41 - 44