



EXECUTIVE DECISION RECORD
Cabinet Member

REF No: 0038.23

A1 Service Area	Communities and Regulatory Services
A2 Title	Recruitment of an additional Housing Options Advisor
A3 Decision Taken By	Cabinet Member
A4 Chief Officer	Please print name: Thomas Deery Please sign name: Approval by email 250723
A5 Deputy Leader	Please print name: Cllr Simon Slater Please sign name: Approval by email 250723
A6 Date of Decision	25 th July 2023

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	NA

Conflict of Interest

Are there any conflicts of interest to declare? No

(If "Yes" please contact the Chief Executive before making the Decision. A note of dispensation should be attached).



Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to? *(Please tick as appropriate)*

Scrutiny (Value for Money Council) Committee

Scrutiny (Regeneration Development and Market Hall) Committee

Scrutiny (Health and Wellbeing) Committee ✓

Scrutiny (Climate Change and Environment) Committee

<p>B1 What is the Decision?</p>	<p>To recruit an additional Housing Options Advisor on an 18 month contract utilising some of the available grant funding for homelessness.¹</p>
<p>B2 What are the reasons for the Decision?</p> <p>B2 Alternative options considered and rejected?</p>	<p>The additional Housing Options Advisor would augment the existing team of 3 providing the following advantages:</p> <ul style="list-style-type: none"> • To improve the capacity of the service to offer early interventions for those newly placed into temporary accommodation. • To reduce waiting times for a homeless appointment. • To facilitate an additional focus on the actions agreed in the Personal Housing Plan, providing a more responsive service to applicants. • To improve service resilience in the event of staff absence, as the team currently consists of three staff which is a source of particular vulnerability. • To fulfil the principles for which the ring-fenced grant has been issued to the Council (Appendix 1). The job description will be the same as utilised for the other Housing Options Advisors (Appendix 2). <p>The Council has previously used grant funding to improve management of temporary accommodation, but this is now largely optimised and that member of staff remains in post.</p>
<p>B3 What are the contributions to Corporate Priorities?</p>	<ul style="list-style-type: none"> • Standing up for our Communities
<p>B4 What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

Financial Implications

¹ The Council has been awarded Homelessness Prevention Grant for the period April 2023 to March 2025; <https://www.gov.uk/government/publications/homelessness-prevention-grant-2023-to-2025>

<p>B5 What are the financial implications?</p>	<p>The main financial issues arising from this decision are as follows:</p> <ul style="list-style-type: none"> • The council has been provided with Government funding to support the delivery of its homelessness functions under section 31 of the Local Government Act 2003 until the end of 2024/25 financial year. • The proposed expenditure would occur within the grant period. • The proposed programme of expenditure is not prohibited under the requirements of the specified funds. • Costs are based on current 23/24 SCP estimates and may differ as a result of any pay awards.
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Revenue	2023/24	2024/25	2025/26
Expenditure on Housing Options Advisor (assumed start date of 1 Oct 23)	£21,598	£42,295	
Utilisation of HPG	(£21,598)	(£42,295)	
Impact on MTFS	Nil	Nil	

<p>The finance section has been approved by the following member of the Financial Management Unit:</p>	<p>Please print name: Ross White – Senior Accountant</p> <p>Please sign name: Approval by email 200723</p>
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B6.2 Has it got the appropriate approvals under those provisions?	Yes
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	Yes

Equalities Implications

B8 What are the Equalities implications:
<p>B8.1 Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> • Potential support the reintegration of otherwise marginalised, through support to access suitable housing.
<p>B8.2 Negative (Threats):</p> <ul style="list-style-type: none"> • None identified.
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 NA

Risk Assessment

B9 What are the Risk Assessment implications:
<p>B9.1 Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> • Reduce the numbers becoming homeless through early intervention. • Enhanced support and assistance for homeless households.

B9 What are the Risk Assessment implications:

B9.2 Negative (Threats)

- Identified benefits are not fully realised, and or are not as significant as hoped.

B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:

B10.1 The main legal issues arising from this decision are as follows:

Under s112 Local Government Act 1972, the Authority may appoint such officers as it thinks necessary for the proper discharge of any of its functions, upon such terms and conditions as the Authority think fit.

This section has been approved by the following member of the Legal Team

Please print name: Glen McCusker – Locum Solicitor

Please sign name: [Approval by email 200723](#)

Sustainability Implications

B11 What are the Sustainability implications:

B11.1 The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).

B11.2 NA

B11.3 NA

Health & Safety Implications

B12 What are the Health & Safety implications:

B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

B12.2 Any financial implications to mitigate against these hazards and risks are considered above.

B12 What are the Health & Safety implications:
B12.3 NA
B12.3.1 NA
B12.3.2 NA

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

1. **REVENUE** – Any contract or proposal with an annual payment or saving of more than £100,000
2. **CAPITAL** – Any capital project with a value in excess of £150,000
3. **A decision which significantly affects communities living or working in an area comprising two or more wards.**

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk