

REPORT TO: PERSONNEL COMMITTEE - 15 AUGUST 2005

REPORT ON: HOUSING DEPARTMENT - REVIEW OF HOUSING DEPARTMENT STRUCTURE (HOUSING SERVICES UNIT)

REPORT BY: DIRECTOR OF HOUSING AND ASSISTANT CHIEF EXECUTIVE (MANAGEMENT)

REPORT NO.: 343-2005

1. **PURPOSE OF REPORT**

- 1.1. This report sets out proposals for the Housing Services Unit as part of the review of the structure of the Housing Department.

2. **RECOMMENDATIONS**

It is recommended that the Committee approve the following recommendations:

- 2.1. To redesignate and regrade the post of Senior Investigation Officer graded AP4 (£20,808 - £23,034) to Anti Social Behaviour Team Co-ordinator AP5 (£23,739 - £25,857).
- 2.2. To redesignate the post of Principal Housing Officer (Housing Services), graded PO5-8 (£29,541 - £31,860), to Housing Services Team Leader.
- 2.3. To redesignate the post of Principal Officer Housing Support, graded PO7-10 (£31,068 - £33,423), to Housing Support Team Leader.
- 2.4. To redesignate the post of Special Needs Housing Officer, graded AP5 (£23,739 - £25,857), to Special Needs Co-ordinator.
- 2.5. To redesignate the post of Applications Team Leader, graded AP5 (£23,739 - £25,857), to Applications Co-ordinator.
- 2.6. To redesignate the post of Contact Centre Supervisor, graded AP5 (£23,739 - £25,857), to Housing Repairs Centre Supervisor.
- 2.7. To redesignate the 7 posts of Contact Centre Adviser, graded GS3/AP2 (£14,466 - £17,877), to Housing Repairs Centre Adviser.
- 2.8. The deletion of one post of Clerical Assistant (Anti Social Behaviour Team and Housing Support Team), graded GS3 (£14,466 - £15,063).
- 2.9. To redesignate the post of Assistant Housing Officer (Anti Social Behaviour Team and Housing Support Team), graded GS3 (£14,466 - £15,063), to Clerical Assistant.
- 2.10. The deletion of the vacant post of Assistant Housing Officer (Applications), graded GS3 (£14,466 - £15,063).

3. **FINANCIAL IMPLICATIONS**

- 3.1. The permanent structure proposed provides a saving of £28,692 per annum.

4. **LOCAL AGENDA 21 IMPLICATIONS**

- 4.1. None.

5. **EQUAL OPPORTUNITY IMPLICATIONS**

- 5.1. None

6. **BACKGROUND**

- 6.1. The Housing Services Unit has been created by bringing together the Anti Social Behaviour Team, Housing Support Team, Special Needs Section, Applications Section and Housing Repairs Centre.
- 6.2. The amalgamation of the Anti Social Behaviour and Housing Support Teams allows for a continuity of management in areas where operational crossover occurs at the moment.

Day to day operations of the Anti Social Behaviour Team will be the responsibility of the post of Anti Social Behaviour Team Co-ordinator (AP5) created by the redesignation and regrading of one of the two Senior Investigation Officer posts (AP4) in the Team.

The post of Anti Social Behaviour Team Co-ordinator (AP5) will be ringfenced to the two current AP4 Senior Investigation Officers.

- 6.3. One post of Clerical Assistant (Anti Social Behaviour Team and Housing Support Team) (GS3) will be deleted and the current temporary postholder will be redeployed in the Housing Department.
- 6.4. The Applications Section and Special Needs Section are subject to review as part of the Lettings Contact Centre Working Group considerations and are likely to change significantly with the introduction of a Lettings Contact Centre in 2006/07.
- The Applications Section will be reduced by one post of Assistant Housing Officer (GS3) to reflect the section's workload over the past 12 months.
- 6.5. The Housing Repairs Centre staffing complement has been recently reviewed and reduced.
- 6.6. The Housing Services Unit structure is interim and will be subject to review when the outcome of the Contact Centre Working Groups is known.

7. **SUMMARY**

- 7.1. As an interim move, prior to the completion of the Contact Centre projects, a degree of rationalisation of resources is possible by bringing together the Anti Social Behaviour and Housing Support Teams.

8. **CONSULTATION**

- 8.1. The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and all Chief Officers have been consulted regarding the contents of this report.

9. **BACKGROUND PAPERS**

- 9.1. None.

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(DATE)

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(DATE)