

REPORT TO: PERSONNEL COMMITTEE – 13 NOVEMBER 2006

**REPORT ON: HOUSING DEPARTMENT – HOMELESS SERVICES UNIT –
REVIEW OF STRUCTURE**

REPORT BY: ASSISTANT CHIEF EXECUTIVE (MANAGEMENT)

REPORT NO: 623-2006

1. PURPOSE OF REPORT

- 1.1. This report sets out proposals for the Homeless 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. The integration of the Homeless Strategy Team (consisting of three externally funded posts) into the Homeless Services Unit, subject to continuation Scottish Executive grant funding.
- 2.2. The establishment of additional posts within the Homeless Services Unit structure as follows:
- 1 post of Assistant Housing Officer graded GS3 (£14,829 - £15,441) to provide reception and security service at Lily Walker Centre
 - 1 post of Housing Officer (Dispersed Accommodation Support) graded AP1/2 (£15,441 - £18,324). This post was previously transferred to Homeless Services Unit on a temporary basis.
- 2.3. The redesignation and regrading of the following posts:
- Supervised Accommodation Officer, graded AP5 (£24,333 - £26,502) to Supervised Accommodation Team Leader, graded PO1-4 (£27,039 - £29,349)
 - 1 post of Housing Officer, graded AP2 (£16,929 - £18,324) to Senior Housing Officer graded AP3 (£18,840 - £20,673)
 - 3 posts of Assistant Housing Officer (dispersed accommodation support) graded GS3 (£14,829 - £15,441) to Housing Officer graded AP1/2 (£15,441 - £18,324)
- 2.4. The regrading of the following posts :
- Homeless Assessment Team Leader, graded AP5 (£24,333 - £26,502) to Homeless Assessment Team Leader graded PO1-4 (£27,039 - £29,349)
 - 4 posts of Homeless Officer, graded AP2 (£16,929 - £18,324) to Homeless Officer graded AP3 (£18,840 - £20,673)

3. **FINANCIAL IMPLICATIONS**

- 3.1. The permanent structure proposed costs an additional £3,121.25 in the current year for the regradings as proposed at 2.3 and 2.4. The GS3 Assistant Housing Officer post at Lily Walker Centre will provide security and reception services and will be filled by redeployment of an existing caretaker/concierge.
- 3.2. These costs will be met from existing resources.

4. **SUSTAINABILITY POLICY IMPLICATIONS**

4.1. **Sustainability**

- (a) None.

4.2. **Anti Poverty**

- (a) Service provision will provide accommodation and support to homeless households.

5. **EQUAL OPPORTUNITY IMPLICATIONS**

- 5.1. None.

6. **BACKGROUND**

- 6.1. The Homeless Services Unit is tasked with carrying out the Council's legislative obligations to homeless persons in Dundee. The Homeless Service has been subject to a number of legislative changes in recent years, which have significantly expanded the statutory obligations on the service. In addition to legislative change and the introduction of new regulations the service has had to increase the number of properties it manages to cope with demand and has had to deal with an increasingly complex client group. Factors affecting change to the current structure include:
 - Additional duties imposed by the introduction of Children (Scotland) Act 1995, Housing (Scotland) Act 2001 and Homelessness etc. (Scotland) Act 2003.
 - 64% increase in applications over last five years.
 - 59% increase in number of units of temporary accommodation being managed over last five years.
 - Changing nature and extent of homelessness.
 - Increasing complexity of client cases.
 - Additional health and safety requirements.
- 6.2. A review of the organisation structure, the demands placed on the service and the duties and responsibilities of posts has been undertaken, and the following proposals are recommended.

7. **PROPOSALS**

- 7.1. To assist with the increased workload, additional statutory obligations and health and safety requirements, it is proposed to increase the current staff compliment as follows:
- 1 post of Housing Officer (dispersed accommodation support) graded AP1/2 was transferred on a temporary basis. It is now proposed that the establishment be changed accordingly;
 - 1 post of Assistant Housing Officer (LWC reception/security) graded GS3.
- 7.2. Together with the existing, externally funded posts, the proposed additional staffing would enable current service levels to be maintained and would allow service improvements in terms of dispersed accommodation management and support and enhanced security at Lily Walker Centre.
- 7.3. It is also proposed that the Homeless Strategy Team, previously part of the Policy and Plans Unit, will become part of the Homeless Services Unit, which will bring together strategic and operational services to homeless persons and will enable a more comprehensive service to be provided. This Team is currently externally funded and will only continue as long as external funding is provided.
- 7.4. The post of Homeless Assessment Team Leader, graded AP5 be regraded PO1-4. Regrading of this post reflects the additional responsibilities of the post arising from legislative changes.
- 7.5. The post of Supervised Accommodation Officer, graded AP5, be redesignated Supervised Accommodation Team Leader, and regraded PO1-4.
- 7.6. The posts of Homeless Persons Officers, graded AP2 be regraded AP3
- 7.7. The post of Housing Officer, graded AP2, be redesignated Senior Housing Officer and regraded AP3
- 7.8. The posts of Assistant Housing Officers, graded GS3, be redesignated Housing Officer and regraded AP1/2

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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6 November 2006