
**Meeting of Executive Members for Housing
and Adult Social Services and Advisory Panel**

5th June 2006

Report of the Director of Housing and Adult Social Services

**Establishment of the Housing Standards and Adaptation
Team**

Summary

1. The report provides information on the proposed consolidation and restructure of the Grants and Adaptations team (Housing and Adult Social Services) with the Housing Regulation team (Chief Executives). It seeks agreement to transfer the Housing Regulation team from Chief Executives and to create the new Housing Standards and Adaptations Team within Housing Services and proposes a new staffing structure.

Background

2. Following the departure of the Grants and Adaptations Manager in 2003 the Principal Environmental Health Officer (Housing Regulation, Chief Executives) has managed both teams. Since May 2004 the two teams have been co located in new accommodation at 20 George Hudson Street and have, in effect, been operating as one team.
3. As part of a report regarding the restructure of Housing Services which was considered and approved in June 2005 by the Executive Member for Housing, it was agreed that the Grants and Adaptations team which was then part of the Adult services team was incorporated in to the new Strategy and Enabling Division for the Directorate, and the establishment of the new Housing Standards and Adaptations manager post (PO9-12).
4. The proposed new combined team would seek to co-ordinate all private sector housing renewal work including advice, enforcement and financial assistance to provide a one-stop shop. In addition it would deliver the council's adaptation work across all tenures.
5. To deliver this service it is necessary to make changes to the existing structure and it is proposed that the following, currently occupied, posts are deleted:
 - The Principal Environmental Health Officer post (PO8-11)
 - The three administration officers

And to create

- A new senior officer post (PO 3-6) and
 - Three support officers' posts.
6. This will provide a flexible team, which can meet the challenges of both existing legislation, primarily the Housing Act which has emphasized the need for stronger working relationship between the teams and the proposed changes to the administration of the disabled facilities grants recently highlighted in the governments consultation paper.
 7. Full details of the existing and proposed structures are set out in Annex 1.

Consultation

8. Consultation with staff has commenced and is ongoing.

Options

9. Option 1 - To agree the proposals set out in the report.
10. Option 2 - To reject the proposals and ask officers to present members with alternative proposals.

Analysis

11. The changes to the strategy and enabling division have already been agreed as part of the Housing Services restructure. The proposed structure is considered the best way forward not only meeting the needs of the customers but to ensure that we build upon existing good practice and continue to provide continuous improvement.

Corporate Objectives

12. Corporate Aim 1 – Take pride in the city by improving quality and sustainability through improving the condition and appearance of local council housing estates.

Corporate Aim 5 – Work with us to improve the health, wellbeing and independence of York residents through the Grants and Adaptations Programme.

Implications

Finance

13. The costs of the current and proposed structure are set out in the table below.

	Minimum £'000	Maximum £'000	Current £'000
Existing	277	316	305
Proposed	277	318	305
Difference	0	2	0

14. The proposed structure can be funded from within existing budgets for the service. The increase in maximum cost of £2k is due to incremental drift and will be dealt with as part of the annual budget process.

Human Resources (HR)

15. Staff are aware of the agreement to create a new Housing Standards and Adaptations Team within Housing Services and proposes a new staffing structure following restructure of housing (agreement June 2005). Consultation with staff and Unison is ongoing and individual consultation is underway to ensure that staff have an understanding of how the transfer and proposed restructure affects them as individuals.
16. The proposal is to formalise the change in line management as a result of transfer from one directorate to another; this will be managed using the Council's Change Management procedure.
17. The paper proposes the deletion of 3 administrative posts (as listed above) and the creation of 3 posts incorporating a technical element to be appointed at a higher grade. The Principal Officer post (8-11) will also be deleted if the proposal is agreed. Due to the deletion of posts, the affected staff will be placed at risk and suitable alternative employment sought via the redeployment process within the proposed structure depending on skills match.
18. The amendments of the job descriptions and titles of posts within the new team should be agreed with current postholders. This process of consultation is ongoing in conjunction with job evaluation.
19. An additional senior technical officer post is to be created and will be appointed to as normal recruitment process. Should the recommendation be agreed the grade should be specified as a "proviso grade " subject to the final outcome of Job Evaluation along similar lines to that of new posts. The grades proposed for the administrative posts and the senior technical officer are commensurate with posts across the authority.

Equalities

20. No implications

Legal

21. No implications

Crime and Disorder

22. No implications

Information Technology (IT)

23. No implications

Property / Other

24. There are no property or other implications

Risk Management

25. This reports seeks to formalise the current arrangements and complete the housing restructure, and has followed all necessary corporate policies and procedures. Without the new arrangements it could affect residents ability to access the services

Recommendations

26. That the Executive member for Housing approves:
- That Housing Regulation team from Chief Executive Directorate become part of Housing Services

and

 - That the new structure, as outlined in option 1, is implemented as the Housing Standards and Adaptations team with immediate effect

Reason: Formalises the current arrangement and provides a flexible team, which can meet the challenges of both existing legislation, and proposed changes, which will ensure that all residents can easily and quickly access the joined up services.

Contact Details

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Report Approved **Date** 19.05.06

Bill Hodson
Director of Housing and Adult Social Services

Report Approved **Date** 19.05.06

Specialist Implications Officers:

Financial Implications

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Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Background Papers:

Housing Services Restructure Report by the Head of Housing June 2005

Annexes

Annex 1- existing and proposed organisational chart