

## APPENDIX

Staffing proposals for extended HMO licensing**Appoint part time (0.6 FTE) permanent Private Sector Housing Officer**

Costs at grade maxima (Grade 9 – SCP 44) including employers national insurance and superannuation costs would be £38,009 x 0.6 = £22,805 pa.

Income from licensing fees, based on known extra licensable HMOs  
£64,600 (NB Income likely to be more than this)

Cost over five years                    £114,025 - £64,600  
= £49,425

Cost per annum                        £9,885

The advantages of appointing a permanent officer as opposed to a fixed term contract are:

- Some limited pro-active enforcement of HMO standards in both licensable and non-licensable HMOs could be introduced. Currently, inspection of licensable HMOs only occurs at the time of licence issue/renewal. Inspection of non-licensable HMOs only occurs in a reactive manner on receipt of tenant complaint.
- All licence applications, including any which come in after Year 1, would be processed promptly.
- Limited amount of resilience provided in Private Sector Housing team for whole range of duties.
- No need for re-appointment of an officer at Year 6 when licences are renewed
- Some pro-active identification of properties used as HMOs
- Stability in workforce.
- Will ensure compliance with statutory duties.