

Report of the Chief Executive

LEASEHOLD OFFICER1. Purpose of report

To request approval for a permanent increase in the hours of the Leasehold Officer (H123) from 18.5 hours per week to 25 hours per week.

2. Detail

The Council's Housing Strategy 2015-20 identified a key outcome to be achieved: 'Effective and efficient leasehold services are provided to all leaseholders of Broxtowe Borough Council'. It included the action to recruit a dedicated Leasehold Officer. There are currently 295 Leaseholders.

The post of Leasehold Officer was approved by Policy and Performance Committee in 2017 as part of the restructure of the Housing Service. The post is Grade 5. At this time it was believed that the work required could be completed within 18.5 hours.

Since recruitment the Leasehold Officer has identified a number of areas where processes needed to be improved and gaps in good practice which needed to be addressed. Full details of these are included in the appendix. This has led to an increase in work which cannot be achieved within 18.5 hours. Since September 2018 the hours of the Leasehold Officer have been temporarily increased to 25 hours per week.

3. Financial implications

The 2019/20 budget includes £12,550 for the salary and on costs (employers' national insurance and superannuation) for the Leaseholder Officer post based upon 18.5 hours per week. Increasing the hours to 25 per week would cost an additional £4,350 per annum

Recommendation

The Committee is asked to RESOLVE that the increase in hours for the Leasehold Officer be approved.

Background papers

Nil