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**Report to: Clackmannanshire Council**

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**Date of Meeting: 30<sup>th</sup> November 2023**

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**Subject: Housing Policies and Service Redesign Recruitment**

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**Report by: Strategic Director (Place)**

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## **1.0 Purpose**

- 1.1. This report is in response to a motion agreed at Council on 5<sup>th</sup> October 2023. The motion stated, “Officers will present a report to the next meeting of the Council providing timescales for the advertisement of a Policy Officer and Service Planning & Participation Officer with details of the policies and procedures (where required) to be reviewed by the Housing Service and presented to Council over the course of the next two years.”

## **2.0 Recommendations**

- 2.1 It is recommended that Council:
- 2.2 Approve the list of policies to be reviewed by the Housing Service over the course of the next two years (in table 3.18),
- 2.3 Note the process undertaken by the service and HR for the grading of a Policy Officer and Service Planning & Participation Co-ordinator (3.5).

## **3.0 Considerations**

- 3.1. Consultation on the Housing Redesign was undertaken with our Trade Union colleagues in line with our Organisational Design protocols, and formally concluded at the TU Management meeting held on the 26th June 2023.
- 3.2. As Council is aware several key housing staff resources involved in progressing the structure and other key activities, were diverted to assist with the councils covid related activities. This meant that resources could not fully support the delivery and realisation of the Housing redesign, prior to this date.
- 3.3. Recruitment
- 3.4. Human Resource processes for job evaluation and recruitment have been followed to progress the structure.
- 3.5. The profiles for Policy Officer and Service Planning & Participation Co-ordinator were provided to HR for job evaluation on 1st September 2023 and

5th October 2023 respectively. The target turn around date for the evaluation process is 10 weeks, this includes engagement with the first analyst and the service followed by review by a second analyst to ensure consistency. HR are treating the posts with priority, notwithstanding the 10-week target turnaround process. Council will be updated at the meeting as to whether this process has completed and likely time for advertisement for each post.

3.6. Council may wish to note that the Service Planning & Participation Co-ordinator will be the Housing champion for 'The Promise', ensuring that it is emended across housing work streams and considerations.

3.7. Policies

3.8. The Housing Service has a number of policies that need to be developed and/or reviewed.

3.9. Once engaged the Policy Officer will start a 2-year plan of reviewing the policies in the table in 3.18.

3.10. Forward planning of policies is detailed in the table below:

<b>Policy/Strategy</b>	<b>Associated procedures</b>
Evictions Policy	ASB Procedure, Rent Arrears Procedure, NTRs – no rent arrears, SSST Procedure
Allocations Policy	Mutual Exchange Procedure, Tenancy Changes Procedure
ASB Policy (Housing specific)	ASB Procedure, Vandalism Procedure (inc. graffiti)
Local Housing Strategy	n/a
Property Buy Back Policy	Property Buy Back Procedure
Tenancy Participation Strategy (Full)	Tennat Participation engagement Procedures (various)
Property Asset Management Strategy	Multi-tenure Procedure, Right to Repair Procedure

3.11. An interim Tenant Participation Strategy was approved at Council in August 2023. With appointment of a Tenancy Participation Officer and realisation of a full strategy due back to Council in August 2024, the speed and priorities of our tenant engagement could mean there are alterations to the list of policies to be reviewed, as this will need to align with the priorities of our tenants in line with Charter outcome 3 (Social landlords manage their businesses so that tenants and other customers find it easy to participate in and influence their landlord's decisions at a level they feel comfortable with).

3.12. Once agreed these policies/strategies will be added to Pentana to assist in scheduling and forward planning of the review process.

## 4.0 Resource Implications

### 4.1. Financial Details

Finance have been consulted and have agreed the financial implications as set out in the report. Yes

## 5.0 Exempt Reports

5.1. Is this report exempt? Yes  (please detail the reasons for exemption below) No

## 6.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please click on the check box )

Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all

Our families, children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies** (Please detail)

*Interim Tenancy Participation Strategy (August 2023)*

## 7.0 Equalities Impact

7.1. Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? Yes  No

## 8.0 Legality

8.1. It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

## 9.0 Appendices

N/a

## 10.0 Background Papers

10.1. Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered).

Yes  No   
(please list the documents below)

### Author(s)

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### Approved by

NAME	DESIGNATION	SIGNATURE
Pete Leonard	Strategic Director - Place	