

## Appendix 2

### Housing & Communities

#### Proposed Staffing Re-Structure

May 2018

#### Proposed Changes to Be Implemented

The following changes are proposed:

- The part-time Housing Renewal Manager post and the part-time Careline Manager post be deleted.
- A new full-time Strategy & Sustainable Living Manager post be created.
- The Strategy, Careline and Housing Renewal Teams be merged under the leadership of the new Strategy & Sustainable Living Manager.
- The Strategy & Sustainable Living Team takes specific responsibility for the following technical functions including:
  - Disabled Adaptations
  - Careline & technology
  - Energy efficiency schemes
  - Home Improvement Loans & Empty Homes Finance

In addition and if required, assistance may be requested from the team in respect of temporary accommodation and sewage treatment works. Responsibility, however, will remain with the Housing Options Team and the Housing & Communities Manager respectively

- The current Housing Renewal Housing Support Officer 0.6 post will become part of the Strategy & Sustainable Living Team and will have responsibility to provide support, as necessary, for any Strategy & Sustainable Living Team functions. The post would also be available for assisting and supporting any arising wider team priorities.
- The scope and role of the current Housing Renewal Housing Support Officer be extended to include technical assistance to the Grants Surveyor.
- The Strategy & Policy Officers will be line managed by the Strategy & Sustainable Living Manager rather than the Housing & Communities Manager.
- An additional Strategy & Policy Officer post will be created, which will sit within the Strategy & Sustainable Living Team. The focus and aim of this post will be to be trained up to deliver the affordable housing and development function by the Senior Strategy & Policy Officer. Having three Strategy & Policy Officers will be a temporary arrangement until the existing Senior Strategy & Policy Officer retires by or before 1<sup>st</sup> May 2019. This post will then be deleted. This will be subject to and aligned with the current post-holders personal intentions. This will be funded from Welsh Government funding
- The Young Persons Accommodation Officer to be full-time. The post will be funded through the Supporting People programme
- The Senior Housing Support Officer post to be deleted
- The Senior Housing Support Officer post be replaced by a Housing Support Manager post.

- The Brokerage Assistant post be deleted and a new Administrative Assistant post be created with the same Grade. The new post will continue to provide support to the Housing Support Gateway but will also be available to provide support to the wider team. This will need to be fully defined.
- The Senior Strategy & Policy Officer will continue to be directly line managed by the Housing & Communities Manager until the point of retirement.
- A Leasing Assistant 0.6 wte and a Leasing Officer will be additional posts added to the Housing & Communities structure as part of the Housing Options Team.
- A temporary Housing Options Team Manager 0.4 wte will be created to job share with the current Housing Options Team Manager 0.6 wte. This will be funded through Welsh Government Grant..
- A temporary full-time Universal Credit Support Officer, to be funded through the Supporting People Programme, will be created and become part of the Housing Support Gateway Team.
- One of the temporary Accommodation Assistant posts (eg the first post created) to be made permanent.

**Figure 1**

**Housing & Communities**

**Existing Structure & Functions – April 18**

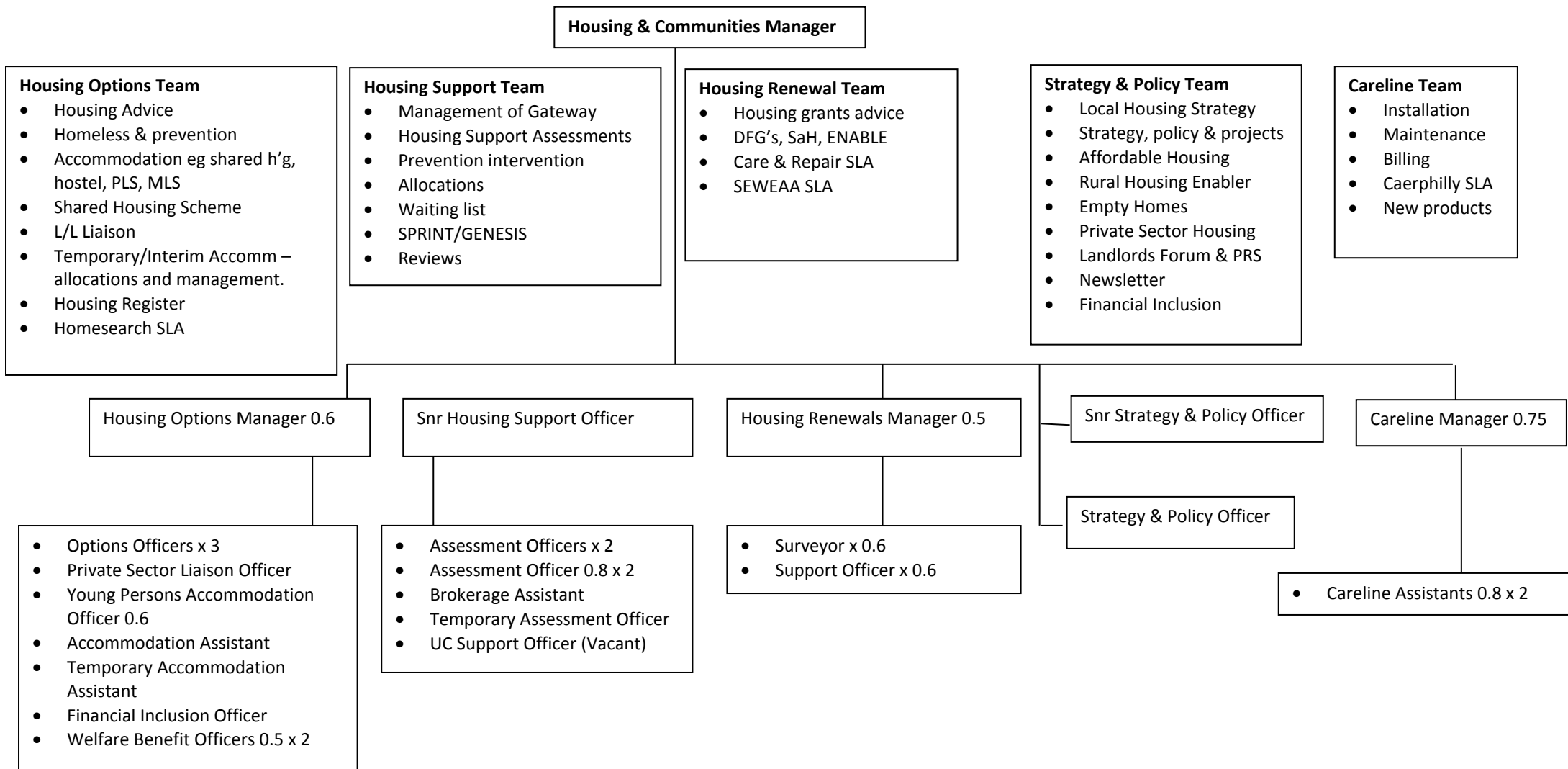
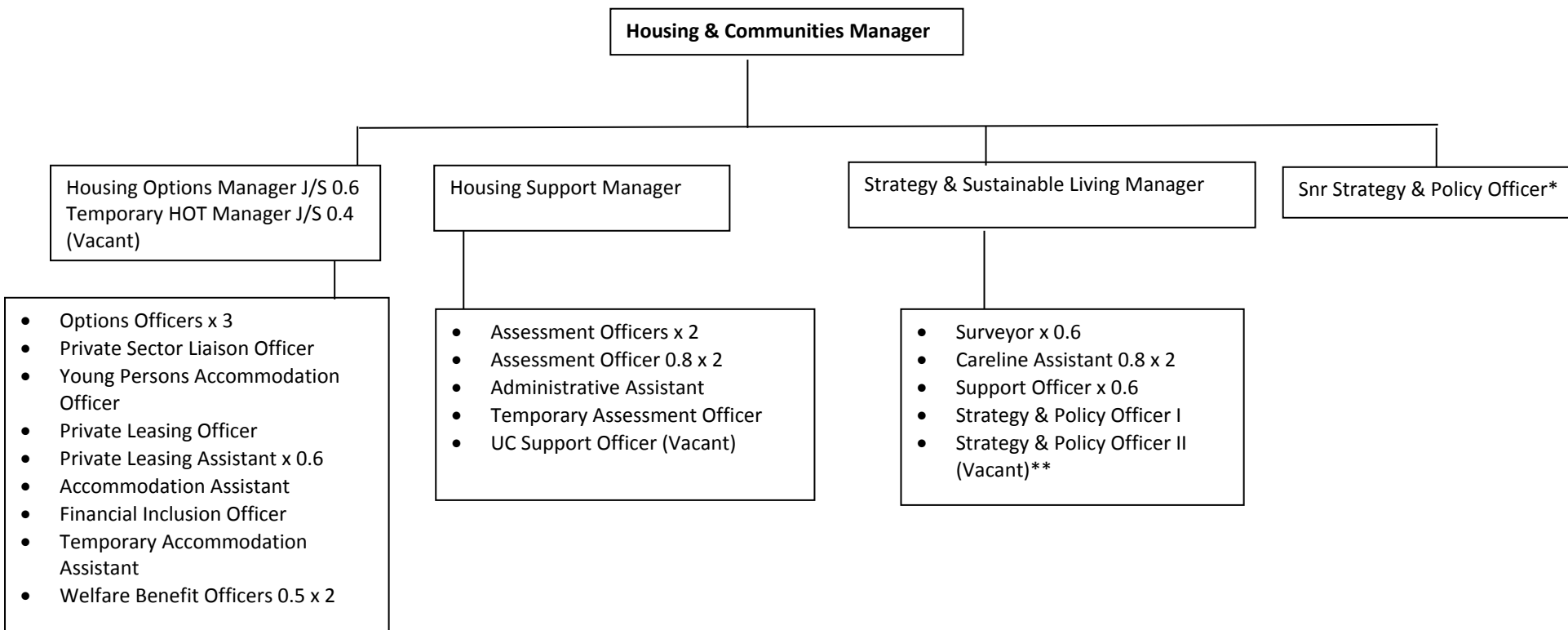


Figure 2

### Housing & Communities

#### Proposed Re-Structure – April 18



\*Assumes pending retirement

\*\* Subject to Snr Strategy & Policy Officer retirement

### Core Budget Salary Costs In Respect of Applicable Changes

<b>Current Structure</b>			<b>Proposed Structure</b>	
<b>Post</b>	<b>Salary</b>		<b>Post</b>	<b>Salary</b>
		New post	Strategy & Sustainable Living Manager	<b>54,382</b>
Housing Renewals Manager 0.5	<b>26,637</b>	To be deleted		
Careline Manager 0.75	<b>39,975</b>	To be deleted		
Snr Housing Support Officer	<b>43,911</b>	To be deleted	Housing Support Manager	<b>54,382</b>
<b>Sub Total</b>	<b>110,523</b>			
Snr Strategy & Policy Officer	<b>54,382</b>	To be deleted by May 19		
		New post	Strategy & Policy Officer	<b>49,287</b>
<b>Total</b>	<b>164,905</b>			<b>158,051</b>
<b>Saving</b>				<b>6,854*</b>

\*This saving will be used to support short-term temporary staffing adjustments in anticipation of arising and pending priorities