

---

<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE</b>	<b>AGENDA ITEM:</b>	11
<b>DATE OF MEETING:</b>	<b>24<sup>th</sup> July 2003</b>	<b>CATEGORY:</b>	<b>DELEGATED</b>
<b>REPORT FROM:</b>	<b>DIRECTOR OF COMMUNITY SERVICES</b>	<b>OPEN PARAGRAPH NO:</b>	
<b>MEMBERS' CONTACT POINT:</b>	<b>DENISE BLYDE Private Sector Housing Manager</b>	<b>DOC:</b>	c:\myfiles\committee\ptadmin.doc
<b>SUBJECT:</b>	<b>ONE STOP DISABLED ADAPTATION SERVICE – STAFF RECRUITMENT</b>	<b>REF:</b>	<b>DB/DB</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>	<b>FM05</b>

---

### **1.0 Recommendations**

1.1 That committee confirm approval of the recruitment of an additional part time administration post to support the 'one stop' disabled adaptation service in the Private Sector Housing Section.

### **2.0 Purpose of Report**

2.1 To request Committee approval of the salary details and recruitment of a part time administrative post to the Private Sector Housing Section within Environmental Health, in accordance with the decision of the Housing and Community Services Committee (Special) held on 17<sup>th</sup> April 2003.

### **3.0 Detail**

3.1 On 17<sup>th</sup> April 2003 the Special Meeting of the Housing and Community Services Committee agreed to the recruitment of a part time post to deal with the extra, administrative burden of a unified Disabled adaptation service. It was further agreed that the matter, together with salary details would be referred to this committee for confirmation of approval

3.2 The proposed post, entitled part time 'Private Sector Housing Team Assistant', will undertake 20 hrs per week at £13,581 (pro rata) per annum within Salary Scale 3.

3.3 The post will be funded from previously agreed fee income.

3.4 The temporary admin support within the section, provided by agency staff will not be required once the post is recruited.

#### **4.0 Financial Implications**

4.1 The costs of an additional part time administrative post have been previously approved out of fee income.

#### **5.0 Community Implications**

5.1 The recent and proposed changes to the Private Sector Housing Section staff structure will support an improved disabled adaptation service to South Derbyshire residents.