

TONBRIDGE AND MALLING BOROUGH COUNCIL

RECORD OF EXECUTIVE NON-KEY DECISION

Decision Taken By:
Cabinet Member Finance and Housing

Decision Number:
D250025MEM

Date: 13 March 2025

Decision(s) and Reason(s)

Housing Solutions – Extension of Contracts

The Housing Solutions team currently has 4 Housing Allocations Assistant fixed term posts expiring on 31 March 2025. These posts are assessing incoming Housing Register applications and assisting in ensuring that the existing backlog is managed, which continues to be high following the June 2023 move to a new Allocation Scheme and an ongoing issue with higher than anticipated numbers of incoming applications. Medium term funding and grading decisions will be made on these posts via Cabinet and General Purposes in June 2025 and Council in July 2025.

If agreed, the extension retains the resource until those decisions and HR processes are concluded, with a date set at the end of July 2025 to allow for all stages to be completed. The funding required for this extension is £49,934.

The Housing Solutions team currently has a Move-On Officer fixed term post expiring on 31 March 2025. This post focuses on identifying and managing move on opportunities for households in Temporary Accommodation. Recruitment activity is due to be undertaken on this post and in order to ensure continuity of delivery, a short-term extension to this contract is proposed until May 2025 and requires funding of £7,652

The funding for these extensions, as well as for the wider proposals that require Cabinet, General Purposes or Council approval is able to be funded from the Homelessness Reserve alongside existing budget commitments.

Following consideration of the options the Cabinet Member for Finance and Housing, **RESOLVED** that:

- (1) to ensure continuity of provision, and whilst medium-term funding and grading decisions are considered by Members, the short-term extensions of Housing Solutions posts be funded at a cost of £57,586 to be met from the Homelessness Reserve.

Reasons for decision: To ensure continued service delivery and manage contractual arrangements whilst other decision-making processes take place.

Signed Cabinet Member for Finance and Housing:	<i>K Tanner</i>
Signed Leader:	<i>M Boughton</i>
Signed Deputy Chief Executive:	<i>A Stanfield</i>
Date of publication:	14 March 2025

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.