

**REPORT TO:** PERSONNEL AND MANAGEMENT SERVICES COMMITTEE –  
21ST OCTOBER 2002

**REPORT ON:** HOUSING (SCOTLAND) ACT 2001 – IMPLEMENTATION TEAM

**REPORT BY:** DIRECTOR OF HOUSING AND DIRECTOR OF PERSONNEL AND  
MANAGEMENT SERVICES

**REPORT NO.:** 715-2002

1. **PURPOSE OF REPORT**

- 1.1. To prepare for the implementation of the Housing (Scotland) Act 2001 through the secondment of Housing staff to a team dedicated to ensuring compliance with and implementation of the Housing (Scotland) Act 2001.

2. **RECOMMENDATIONS**

The Committee is asked to approve the following recommendations:-

- 2.1. The establishment of one post of Team Leader, graded PO1-4 (£23,930-£25,976) until 31 July 2003.
- 2.2. The establishment of two posts of Senior Housing Officer, graded AP5 (£21,536 - £23,459) until 31 July 2003.
- 2.3. The establishment of three posts of Senior Clerical Assistant, graded GS3 (£13,124 - £13,664) from 6 January 2003 until 31 March 2004.

3. **FINANCIAL IMPLICATIONS**

- 3.1. All costs relating to the team will be met from specific grant from the Scottish Executive.

4. **LOCAL AGENDA IMPLICATIONS**

- 4.1. None.

5. **EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1. The team will ensure compliance with all aspects of the Act including new duties relating to equality of opportunity.

6. **BACKGROUND**

- 6.1. The Housing (Scotland) Act 2001 is a major piece of legislation which affects all aspects of the housing service. The Act requires the Council to enter into new Scottish Secure Tenancy agreements with all existing and future tenants, amend letting, allocation, homeless, consultation, participation, sales, grants, appeals and access procedures and policy, and to prepare for the new Single Regulatory Framework. The task is onerous and is in addition to the normal work of the Housing Department.

- 6.2. The Scottish Executive recognises the serious workload implications for Councils and has provided specific grant to facilitate the implementation of the Act.
- 6.3. To date the department has attempted to comply with deadlines in the Act by allocating officers time to specific activities, e.g. Scottish Secure Tenancy formulation. However it is now clear that the workload and deadlines for compliance within the Act are such that a team dedicated to ensuring compliance is established.
- 6.4. The team will have two distinct duties. The Team Leader and two Senior Housing Officers will deal with all policy and procedure formulation and ensuring compliance with the Act.

The three GS3 Senior Clerical Assistants will concentrate on the signing up of the Council's existing 17,400 tenants to the new Scottish Secure Tenancy. These staff will be attached to Area Offices and will work with Area Office staff to ensure all tenants are signed up within the deadlines set in the Act.

- 6.5. The staff dedicated to policy and procedures are expected to complete their work by July 2003. However, new duties under the Single Regulatory Framework have not yet been finalised and it may be necessary to extend the life of the team once these duties become clear. Committee will be informed if this is the case.

7. **CONCLUSION**

- 7.1. Formation of the Housing Act Implementation Team will enable the Council to comply with the requirements of the Housing (Scotland) Act 2001.

8. **CONSULTATION**

The Chief Executive, Director of Support Services, Director of Finance and the relevant trade unions have been consulted in the preparation of this report.

9. **BACKGROUND PAPERS**

- 9.1. Housing (Scotland) Act 2001.

10. **SIGNATURE**

Elaine Zwirlein  
Director of Housing

Signed \_\_\_\_\_

Date \_\_\_\_\_

Jim Petrie  
Director of Personnel &  
Management Services

Signed \_\_\_\_\_

Date \_\_\_\_\_