

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**RECORD OF DECISION TAKEN UNDER DELEGATED POWERS**

This is a record of a decision taken by the officers under delegated powers and where necessary taken in consultation with members and officers.

**Delegated Power**

*Specify the delegated power being exercised by reference to the Delegation Scheme*

**Authority for the Chief Executive in consultation with the Portfolio Holder with responsibility for housing to make minor amendments to the Social Housing Allocation Policy, Cabinet 7<sup>th</sup> May 2013.**

**Decision Taken**

*Specify precise details of the decision taken*

To amend the published target set out in the Social Housing Policy for applicants that appeal that appeals will be dealt with 'within eight weeks' to 'within 12 weeks' This decision to be reviewed six months after implementation.

**Reasons for the Decision**

*Specify all reasons for taking the decision*

To enable the housing allocations team to manage their workload more effectively following a 25% reduction in the size of the team whilst the volume of applications has risen. New software improvements which will streamline and reduce workloads are due to go live within four/six weeks. The relaxation of the appeal deadline will enable the team to manage the workload whilst the changes to the software are bedded in. The review after six months will enable the impact of this change to be assessed.

**Options considered**

The only viable alternative option would be to bring in temporary staff to assist with managing the workload but the time required to train them in the use of the system and the complexity of the work makes this option unviable.

**Any declarations of interest and details of any dispensations granted in respect of interests.**

None

**List of Background papers**

Social Housing Allocation Policy

**Authorisation**

Post Held – Chief Executive

Signature 

Date 31 March 2017

**Consultation with members/officers**

**If the decision is taken following consultation with the members/officers, please give details:**

Signed by Member as consulted

Date

