



To: Executive Councillor for Housing (and Deputy Leader): Councillor Catherine Smart  
Report by: Pat Strachan, Cambs HIA Manager  
Relevant scrutiny committee: Community Services **URGENT DECISION**  
Scrutiny Committee  
Wards affected: All Wards

**APPOINTMENT OF A TEMPORARY PART-TIME SURVEYOR AT CAMBS HOME IMPROVEMENT AGENCY**  
**Not a Key Decision**

**1. Executive Summary**

- 1.1 This decision is needed to enable the new shared Cambs Home Improvement Agency (operating across City, South Cambs and Huntingdonshire) complete more Disabled Facilities Grant cases in Huntingdonshire during 2013/14. This will be achieved by recruiting a temporary part-time surveyor (24 hours per week fixed for 12 months).
- 1.2 The opportunity to consider this proposal and increase grant funding from Huntingdonshire District Council was not progressed in time to align with the City Council's budget setting process.
- 1.3 This decision, if approved, will enable recruitment to proceed and does not have a direct impact on the City Councils own budget.

**2. Recommendations**

The Executive Councillor is recommended:

- 2.1 To approve the appointment by Cambs HIA of a fixed term / temporary part-time surveyor, with associated operational costs as outlined in this report, for a period of up to 12 months. This approval is being granted on the basis that this has a neutral financial implication with all costs anticipated to be fully met from additional fee income.

**3. Background**

- 3.1 The new shared Cambs HIA was officially established in April 2012, in a partnership agreement between Cambridge City, South Cambs and Huntingdonshire District Councils. The City Council (as the lead authority) provides financial, HR, policy and management support. A

Management Board comprising of representatives of the three councils oversees, monitors and provides strategic direction for the Agency. The Management Board endorsed this proposal for recommendation to the City council at a Board meeting on 30<sup>th</sup> January 2013.

- 3.2 Hunts Council can make available an additional £300,000 for approved Disabled Facilities Grants in 2013/14, if Cambs HIA is able to project manage and deliver these additional works. The existing rate of referrals from the occupational therapy service in Huntingdonshire demonstrates that this additional work will meet an identified local need. Of the additional £300,000, the HIA will be eligible to claim £30,000 of this in fees to fund the additional costs of managing the works as detailed below:

<b>Expenditure</b>	
Staff: Part-Time Surveyor (incl. on-costs)	25,500
Admin. Support (incl. on costs)	2,500
Other staff costs (travel, H&S equipment)	400
IT (software, support)	1,250
Miscellaneous additional costs	350
<b>Total Expenditure</b>	<b>30,000</b>
<b>Income</b>	
Additional Fee Income - Huntingdon	(30,000)
<b>Total Income</b>	<b>(30,000)</b>
<b>Net Cost to the HIA</b>	<b>0</b>

## 4. Implications

### (a) Financial Implications

This proposal is being submitted for approval on the basis that it has neutral financial implications with all additional costs being met from additional Cambs HIA agency fees, funded by Huntingdonshire District Council. The progress of this proposal will be monitored by the Management Board and by Hunts District Council Grants Officer.

### (b) Staffing Implications

A temporary part-time surveyor will be recruited and an existing member of the admin team will be offered temporary additional hours to help manage the additional enquiries and workload this will generate.

### (c) Equal Opportunities Implications

This proposal has no equal opportunities implication for Cambridge City Council and does not involve any change to existing policies or procedures.

(d) **Environmental Implications**

This proposal will have no environmental implications in Cambridge City.

(e) **Procurement**

There are no procurement implications associated with this report.

(f) **Consultation and Communication**

The proposal has been put forward with the support of Huntingdonshire District Council and the Cambs HIA Management Board.

(g) **Community Safety**

This proposal will have no community safety implications in Cambridge City.

## 5. Background Papers

These background papers were used in the preparation of this report:

- Report to the Cambs HIA Management Board January 2013. Business case for temporary surveyor in 2013/14 (slightly amended as discussed at the Board meeting).

## 6. Appendices

There are no appendices associated with this report

## 7. Inspection of Papers

To inspect the background papers or if you have a query on the report please contact:

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