

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

7 November 2011

Present: Councillor M Stanley in the Chair

Councillors Hayfield, Phillips and Sweet

An apology for absence was received from Councillor Smith.

Councillors L Dirveiks and Pickard were also in attendance.

1 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Hayfield and Sweet and membership of the various Town/Parish Councils of Councillors Phillips (Kingsbury) and M Stanley (Polesworth) were deemed to be declared at this meeting.

2 **Empty Private Sector Homes – Enforcement and Intervention**

The Assistant Director (Housing) reported on measures which could be used to bring empty homes in the Borough back into use and proposed a new focus and prioritising of the issue. The Sub-Group was invited to consider the human resource implications.

Resolved:

- a **That the post of Empty Homes Officer be established and the post holder appointed for a temporary period of 2 years; and**
- b **That initially the post be advertised internally and that if an appointment is not made the matter be referred back to the Special Sub-Group.**

3 **Exclusion of the Public and Press**

Resolved:

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act.

4 Review of Housing Management Post Tenancy Section

The Assistant Director (Housing) reported on a review of the work of the Post Tenancy Team within the Housing Division. The Sub-Group was invited to consider a revised staffing structure informed by the outcomes of the review.

Resolved:

- a That the new structure for the Post Tenancy Team be approved; and**
- b That the new job description for the Tenancy and Neighbourhood Services Team Leader be approved as well as the changes to job titles set out in the report of the Assistant Director (Housing).**

Chairman