

Report to: Housing Review Board



Date of Meeting 13 November 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Housing Staffing Update – November 2025

Report summary:

This report provides key staffing updates for the Housing Service.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

- (1) That the Housing Review Board note the content of this report.
- (2) That the Housing Review Board approve this report is no longer required following the completion of recruitment to the key management roles across the Housing Service.

Reason for recommendation:

Now that recruitment to the key and strategic management roles within the service are completed, the original requirements for this report are now fulfilled. All day-to-day operational and business as usual recruitment and staffing performance reporting will continue to go forward to Personnel Committee.

Officer: Andy King, Assistant Director for Housing (Regulatory Services)

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Communications and Democracy
- ☐ Economy
- ☐ Finance and Assets
- ☐ Strategic Planning
- ☒ Sustainable Homes and Communities
- ☐ Culture, Leisure, Sport and Tourism

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk; N/A

Links to background information N/A

Link to [Council Plan](#)

Priorities (check which apply)

- ☐ A supported and engaged community
 - ☐ Carbon neutrality and ecological recovery
 - ☐ Resilient economy that supports local business
 - ☒ Financially secure and improving quality of services
-

Report in full

1. Recruitment Update

- 1.1. As previously reported, and supported by the HRB, our Property and Assets Team have been undertaking significant recruitment efforts. We are pleased to report that the key management appointments within the team have been successful in the last quarter, including:
 - Compliance Manager – Andrew Shaw was welcomed into the team on 22nd September.
 - Repairs Service Manager – Richard Seager was welcomed into the team on 13th October.
 - Senior Surveyor – Catherine Gilbert was welcomed into the team on 3rd November.
- 1.2. We have also carried out successful recruitment to vacant front-line roles, including 3 new Surveyors in our Property and Assets service, and 2 Housing Officers in our Estates Team (filling 1 long term vacancy and 1 new vacancy).
- 1.3. Recruitment is still ongoing for additional operational roles in the Property & Assets Team, including and Asset Planner, M&E Surveyor, Fire Surveyor, and Trainee Surveyor.
- 1.4. We are also currently carrying out live recruitment for our new Estates Team Manager, with appointment to this role anticipated mid-November.
- 1.5. These roles bring much needed resource and resilience into our Housing Property & Assets Team and ensure manageable scope and areas of responsibilities. They support the Council in effective oversight and management of risk and health and safety, and increase our ability to respond quicker to changing legislation and customer requests.
- 1.6. We can also report that, as of 10th October 2025, there are no Agency workers in the Housing Service. Whilst we recognise the value in agency cover for short term and urgent support, it is a positive step that we are currently in a position where this is not required and is something we have not achieved for at least the last three years.
- 1.7. This report was introduced at the request of the HRB to ensure oversight of recruitment efforts to key management posts across the Housing Service. These were significant roles overseeing key regulatory functions within the service, and therefore it was right that this work was highlighted and monitored. However, now that the recruitment to these key roles is completed and business as usual operations are now in play, it is recommended to the board that this report is no longer required.

Financial implications:

The staffing updates given in this report are within the approved budget

Legal implications:

There are no legal implications.