



.0FOI REF:	15275
RESPONSE SENT:	18 March 2025

Request

Please see 6 questions below that I would like to be answered under the Freedom of Information act. To clarify a few points:

Where I say '*member of staff with main operational responsibility*', this means the member of staff who is the lead person in actually carrying out the task, not support staff, and not necessarily an overseeing manager, unless that manager also happens to be the lead operational person doing the task.

If there is more than one member of staff this applies to, please try to provide the answer for the one person who holds the most responsibility and/or knowledge about the task.

FTE = Full Time Equivalent.

1. Social housing rents must be set in accordance with legislation. When new properties are acquired, the rent must be determined ensuring compliance with legislation. Thinking about the member of staff who has main operational responsibility for social rent determination, please can you tell me:
 - a) What is their FTE salary range in £'s?
 - b) What is their job title?
 - c) How many properties did you acquire during 2023/24, that were set at social rent? Please don't include any other rent types for example affordable rent or shared ownership.
2. Thinking about the member of staff who has main operational responsibility for reconciling/accounting for rent and service charge income between any housing and finance systems, please can you tell me:
 - a) What is their FTE salary range in £'s?
 - b) What is their job title?
3. Annually, social housing rents are increased in accordance with legislation. For April 2025, social rents will likely increase by CPI+1% (2.7%). Increases need to be accurately applied on the housing/rent management system, and letters need to be sent out to tenants to notify them of the rent increases. Thinking about the member of staff who has main operational responsibility for the year end rent increase processing, please can you tell me:
 - a) What is their FTE salary range in £'s?
 - b) What is their job title?
 - c) How many letters in total did you send out to tenants in respect of the April 2024 rent increase?
4. **This question only applies if you have any stock where service charges apply to social tenants.** Service charges on newly acquired properties, and any annual increases, must be set in accordance with legislation, and they must be fair and reasonable. Thinking about the member of staff who has main operational responsibility for tenant service charges, please can you tell me:
 - a. What is their FTE salary range in £'s?
 - b. What is their job title?



- c. How many social rent properties have tenant service charges applied?
5. **This question only applies if you have any stock occupied by leaseholders (excluding shared owners).** Service charges, and any annual increases, must be set in accordance with legislation, and they must be fair and reasonable. Service charge accounts must be produced annually for leaseholders. Thinking about the member of staff who has main operational responsibility for leasehold service charges setting and account management, please can you tell me:
- a) What is their FTE salary range in £'s?
 - b) What is their job title?
 - c) How many leasehold properties do you manage (excluding shared owners)?
6. **This question only applies if you have any shared ownership stock.** When a shared ownership property is taken on/sold, the authority retains a share, and charges rent (and likely service charges) on that share. There will be ongoing financial management required in respect of annual rent and service charge increases. Thinking about the member of staff who has main operational responsibility for shared ownership rent account management, please can you tell me:
- a. What is their FTE salary range in £'s?
 - b. What is their job title?
 - c. How many shared ownership properties do you manage?

Response

- 1.
- a) What is their FTE salary range in £'s? *The decision for rent setting is not made by an officer, it is made by the Council's Cabinet.*
 - b) What is their job title? *The decision for rent setting is not made by an officer, it is made by the Council's Cabinet.*
 - c) How many properties did you acquire during 2023/24, that were set at social rent? Please don't include any other rent types for example affordable rent or shared ownership. *There were no properties acquired during 2023/24 that were set at Social Rent.*
- 2.
- a) What is their FTE salary range in £'s? *£38,114 to £41,830*
 - b) What is their job title? *Finance Officer*
- 3.
- a) What is their FTE salary range in £'s? *£60,352 to £65,284*
 - b) What is their job title? *Housing Finance Manager*
 - c) How many letters in total did you send out to tenants in respect of the April 2024 rent increase? *5,054*
- 4.
- a) What is their FTE salary range in £'s? *£60,352 to £65,284*
 - b) What is their job title? *Housing Finance Manager*



- c) How many leasehold properties do you manage (excluding shared owners)?
2,323
- 5.
- a) What is their FTE salary range in £'s? **£60,352 to £65,284**
- b) What is their job title? **Housing Finance Manager**
- c) How many leasehold properties do you manage (excluding shared owners)? **427**
- 6.
- a) What is their FTE salary range in £'s? **£38,114 to £41,830**
- b) What is their job title? **Finance Officer**
- c) How many shared ownership properties do you manage? **117**

