

Residential caretaking staff

The current arrangements in place for service accommodation requires residential caretaking staff who are required to be residential for the better performance of their duties to have a house provided to them for this purpose. Residential caretaking staff do not pay rent, and this arrangement remains unchanged where the house is provided with the job. **However, if the employee is dismissed, resigns or leaves their post they will be required to vacate the house as soon as possible.** With the implementation of Single Status in schools, there were no changes to these arrangements at that time. However, this will remain under review.

All accommodation holders are required to sign and return two copies of a service licence.

The following arrangements apply for re-housing, whether the employee retires or resigns to take up another job.

Under current housing policy employees can register for housing 12 months before the date of retirement. It is the employee's responsibility to pursue an application for re-housing with the Local Housing Office.

Employees should contact the Housing advisor Team on 0121 303 7410 select option 3 to discuss your rehousing needs. The housing office may require the employee to produce proof of current residential status. This proof can be:

- The contract of employment
- Any letter confirming termination of employment and the need for you to vacate the property
- A copy of the Service Tenancy Agreement

The Housing Department cannot guarantee that an offer of accommodation prior to the vacation date of the current property. Due to the changes in the availability of housing and the re-housing process the City Council can no longer confirm what the minimum offers are that would be available to retiring employees. Employees should discuss this with the relevant Housing Office.

Repossession of Property

An employee who leaves, for whatever reason, must vacate the property in accordance with the Service Tenancy Agreement. If all offers of accommodation are refused, then the City Council will commence repossession action to vacate the school property. All terms and conditions relating to tenancy of the school property are defined in the Service Tenancy Agreement.

The accommodation will/may be required for the new employee and the resigning employee must vacate the property in accordance with the Service Tenancy Agreement. Failure to comply with this may result in the City Council commencing repossession action.

Dismissal

The same arrangements apply as for employees who resign or retire.

see separate document – 22. Service Licence agreement.