



RECORD OF DELEGATED DECISION

This form is used to record **all** officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

1. Name & Title of Officer: (who is taking the Decision)	Chief Executive
2. Title / Subject Matter:	Change of Establishment – Corporate Services – Admin Resource
3. Decision Reference No.	CEX100
4. Type of Decision:	Public
1. Decision Taken: (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.) 1. To increase the establishment to create additional administrative support in the team for HR and Wellbeing	
5. Reasons for Decision: (Briefly summarise why you think this is the right decision. Again, do not include any exempt or other information in your decision that you would not want to be published. Please ensure all background papers are attached to this decision) The role of Health and Safety Officer has transferred over to the Housing and Communities Directorate to ensure there is a greater corporate emphasise on wider H&S matters. Some residual tasks relating to the wellbeing of employees and the Health and Safety at Work Act remain within the HR service. The admin support will create capacity for the existing resources to continue with the residual work in the team at the H&S Officer focus alters. This has been tested for the last 6 months on a temporary basis with a 15 hour post in place working flexibly across the week and has proven successful.	
6. Authority / Legal Power: (Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action) The Constitution at 12.13 (11) provides the Chief Executive with a delegation to determine all staffing matters. This includes determining matters relating to structure	

(additions, reductions and other changes to the establishment), the appointment, dismissal, suspension or discipline of staff except for Chief Officer restrictions contained within the Officer Employment Procedure Rules. For the avoidance of doubt this power includes secondments and temporary appointments of any staff. In each case there must be adequate budgetary provision or in each case the gross cost per decision shall not exceed £5,000 per annum when implemented and the total cost in any financial year shall not exceed the sum of £20,000.

7. Background Papers attached?

(Background papers are to be attached (unless exempt)

8. Alternative options available / rejected:

(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

1. Continue with the temporary arrangement – discounted because the period required would extend to 2 years or more, by which time full employment rights.
2. No Action – discounted due to the workload in the service area

9. Implications:

(Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)

Legal	The Chief Executive has delegation to determine all staffing matters. This includes determining matters relating to structure (additions, reductions and other changes to the establishment), the appointment, dismissal, suspension or discipline of staff except for Chief Officer restrictions contained within the Officer Employment Procedure Rules. For the avoidance of doubt this power includes secondments and temporary appointments of any staff. In each case there must be adequate budgetary provision or in each case the gross cost per decision shall not exceed £5,000 per annum when implemented and the total cost in any financial year shall not exceed the sum of £20,000.
Finance	The admin role for 15 hours per week will cost approx £10k per year which will be met from the saving in the H&S Officer post which will be part recharged to the Housing Revenue Account to reflect the broader responsibilities it will be undertaking. 21-22 this cost will be covered by a

	virement and the CEC recharges will pick up the recharge to the HRA from 22-23 onwards There is therefore adequate budgetary provision for this post.
HR	The additional post required is 15 hours per week admin post which will be evaluated at band 4 in line with the admin job family. This is a permanent post. The post will be advertised in line with the recruitment policy.
10. Signature of Decision Maker: Please do no 'pp' for a Senior Officer	Signature redacted Edd de Coverly Chief Executive
11. Consultation with: (Where applicable)	Not applicable
12. Date:	9 February 2021

Please send all decisions for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be sent to Natasha Taylor, Democratic Services Manager at ntaylor@melton.gov.uk