



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 - Land Charges Resource
3. Decision Reference No.	CEX099
4. Type of Decision:	Public
1. Decision Taken: To increase the establishment within the Land Charges Team by 1 FTE, by creating an additional Land Charges Assistant post. This will initially be for a fixed term period of one year with the option for it to transfer to a permanent post if it can be funded through existing budgets for subsequent years, or approved by way a of a growth item as part of the budget setting process for 2022/23.	
5. Reasons for Decision: Workload in the service has increased by approximately 30%, fuelled in part by the Stamp Duty relief. As well as the increase in formal property search requests, there has also been a corresponding increase in personal searches and EIA and FOI requests. The current permanent establishment in the Land Charges service is 1 FTE. As an interim measure, over recent months additional resource has been diverted to support the service but whilst the position has stabilised the level of performance in 'turnaround times' has remained static at approximately 25 days. This is below the required standard and therefore action is required. In December 2020 the Council received a letter from the Housing Minister reiterating the government's expectation that all Council's achieve a turnaround time of 10 days. The Council has responded confirming it will be respond positively to this request and will increase resources in the team. Additional capacity is therefore needed to make this improvement possible.	

In addition, the Council has been informed that the service is scheduled to transfer to the Land Registry in 2024/25. In order to prepare for and enable a smooth transition, it is necessary that the records are reformatted into a standardised, digital format. Given the historic and extensive nature of the record, the additional capacity will also assist in supporting this work.

Appropriate budgetary provision is in place to enable the post to be funded for 1 year by carrying forward understands from the current financial year. Approval is therefore granted for a 1 year fixed term post only, however there will be an opportunity to make the role permanent should additional funding be found in 2021/22 or a growth item approved as part of the budget setting process in 2022/23.

6. Authority / Legal Power:

The Constitution at Chapter 2, Part 4 Section 12.3 (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:

1. Temporary arrangement – discounted because interim measures have not addressed the current issues and sustainable improvement will only be achieved over a medium term investment.
2. No Action – discounted due to the structural deficiencies in the service and requirement to improve performance to support home sales and to meet government expectations.

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	Cost estimate £24,500 pa which equates to £73,500 for a 3 year period. Initially an underspend from 2020/21 will be carried forward to fund the cost in 21/22. Revenue budget provision to be made thereafter through the 2022/23 budget process.
HR	In line with the Chief Executives delegation, approval is given for an initial fixed term contract of 1 year, with a view to making adequate budgetary provisions for subsequent years and therefore enabling the post to become permanent.

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)

Signature redacted
Councillor Joe Orson
Leader of the Council

12. Date:

3 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