



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)	Edd de Coverly (Chief Executive)
2. Title / Subject Matter:	Change of Establishment – Planning Service Review
3. Decision Reference No.	CEX093
4. Type of Decision:	Public

1. Decision Taken:

1. In accordance with the direction and resolution set by Cabinet in October 2020, and following a subsequent period of staff consultation, to authorise changes to the approved establishment and structure and any associated implications arising from the changes set out in the table below:

No	Decision	Post title	Post number	Cost/saving based on NJC Proposal 2020/2021 £
1.1	Delete	1 x Lead Planning Officer	005REG	(46,280)
1.2	Create	1 additional Snr Planning Officer	041REG (2 fte in total)	46,280
1.3	Delete	2.5 x Admin Support	023REG – 2.1 remain	(63,725)
1.4	Create	1 x Licensing technical support	NEW POST (Regulatory service)	25,820
1.5	Create	1 x Land Charges support	NEW POST (Land charges team)	25,300
1.6	Create	0.5 Building Control Support	NEW POST (Building control team)	12,650
1.7	Delete	4 x Technician	022REG	(123,060)
1.8	Create	4 x additional Planning Officers	027REG (7 fte in total)	135,280 (calculated on an average salary)
Net impact- additional expenditure for budget 2021-22				£ 12,265

2. That the structural changes approved in (1) above for the development management team and as detailed in Appendix A and B are implemented subject to HR policies and procedures.
3. That the structural changes approved in (1) above for the Growth and Regeneration department and as detailed in Appendix C are implemented subject to HR policies and procedures.

5. Reasons for Decision:

In October 2020, the Cabinet approved a report proposing a series of changes to practice and approach to the delivery of the Development Management Service, following the findings of the Planning Services Review. The report proposed measures to strengthen outcomes delivered by the service by improving case management, applicant and stakeholder relationships, and ensuring the right skills and experience in the team through development, recruitment and retention of staff.

The amendments to the staffing structure are designed to address the staffing and resource issues that have hindered the service in recent years as identified by the Planning Services Review. A series of measures are proposed to assist in the recruitment and retention of staff, to enhance skill and experience levels within the planning team as detailed below:

- Create capacity for the Service Manager to focus on strategic co-ordination of the team and administering the Planning Committee
- Creating progression opportunities for all levels of roles within the team with relevant career grading to provide incentives for career development
- Review of remuneration level, specifically for senior level in order to attract the right level of personnel for the difficult to recruit roles;
- Create a culture of developing the team with opportunities put in place to progress to higher levels to generate home grown talent, increase competence and capability and invest in them as a person.
- Encourage planning policy officers to be flexible and undertaken applications workload to increase capacity and resilience within the sider planning team and also to enable policy officers to develop new skill sets;

The proposed changes will provide progression opportunities, remuneration and incentives for working in the planning team at Melton.

It also creates clear focus on development management activities by moving:

- Licencing support to regulatory service, reporting to the Regulatory Service Manager
- Building control support to building control team, reporting to the shared service team leader
- Land charges support to land charges team, reporting to Assistant Director for Planning and Delivery

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.

Cabinet endorsed the response to the Planning Services Review as detailed in a report to Cabinet on 14 October 2020.

7. Background Papers attached?

(Background papers are to be attached (unless exempt))

Planning Services Review - Cabinet Decision 14 October 2020

<https://democracy.melton.gov.uk/ieDecisionDetails.aspx?AllId=4852>

8. Alternative options available / rejected:

1. To retain the current establishment and not make any of the proposed changes – recommendations from the planning review and service improvement are less likely to be realised without the changes in resources
2. This decision record implements the resolution made at Cabinet in October 2020.

9. Implications:

Legal	<p>The Constitution provides the Chief Executive with a delegation to determine all staffing matters. This includes (inter alia) 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. Cabinet has authorised the Chief Executive to exercise this delegation to effect the changes to the establishment.</p>
Finance	<p>The Planning Service review- Implementation Plan report approved by the Cabinet in October 2020 approved:</p> <p><i>The Cabinet notes that the Chief Executive will use delegated authority to effect changes to the staffing establishment as outlined in the report resulting in an increased cost of £12k in 2021/22 rising to up to £48k in the future;</i></p> <p>The cost impact for 2021/22 will be managed in year and built into the base budget for future years.</p>

	HR	<p>Briefings have been undertaken with relevant teams and consultation with those effected will commence in line with HR policies.</p> <p>Job Descriptions have been reviewed and will be updated for key roles. Job evaluation has been undertaken where there are significant changes to posts.</p> <p>In line with the Council's Equalities policy and commitment to fair pay, a transparent career grade will be implemented to show progression through the bands linked to skills and experience.</p>
<p>10. Signature of Decision Maker: Please do no 'pp' for a Senior Officer</p>	<p>Signature redacted Edd de Coverly Chief Executive</p>	
<p>11. Consultation with: (Where applicable)</p>	<p>Not applicable</p>	
<p>12. Date:</p>	<p>10 February 2021</p>	

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

13. Decision Reference No.:

CEX093

14. Exempt or Confidential Background Information:

(Use this section to include any exempt or confidential information that should not be published or placed on the Council's website but is needed to support the decision. The information in this section will only be shared within the Authority as appropriate.)

Planning Service Review- Implementation Plan – 14 October 2019 Cabinet report

For further support or guidance please contact Natasha Taylor (Democratic Services Manager) or Kieran Stockley (Assistant Director for Governance & Democracy- Monitoring Officer) on kstockley@melton.gov.uk

Appendix A

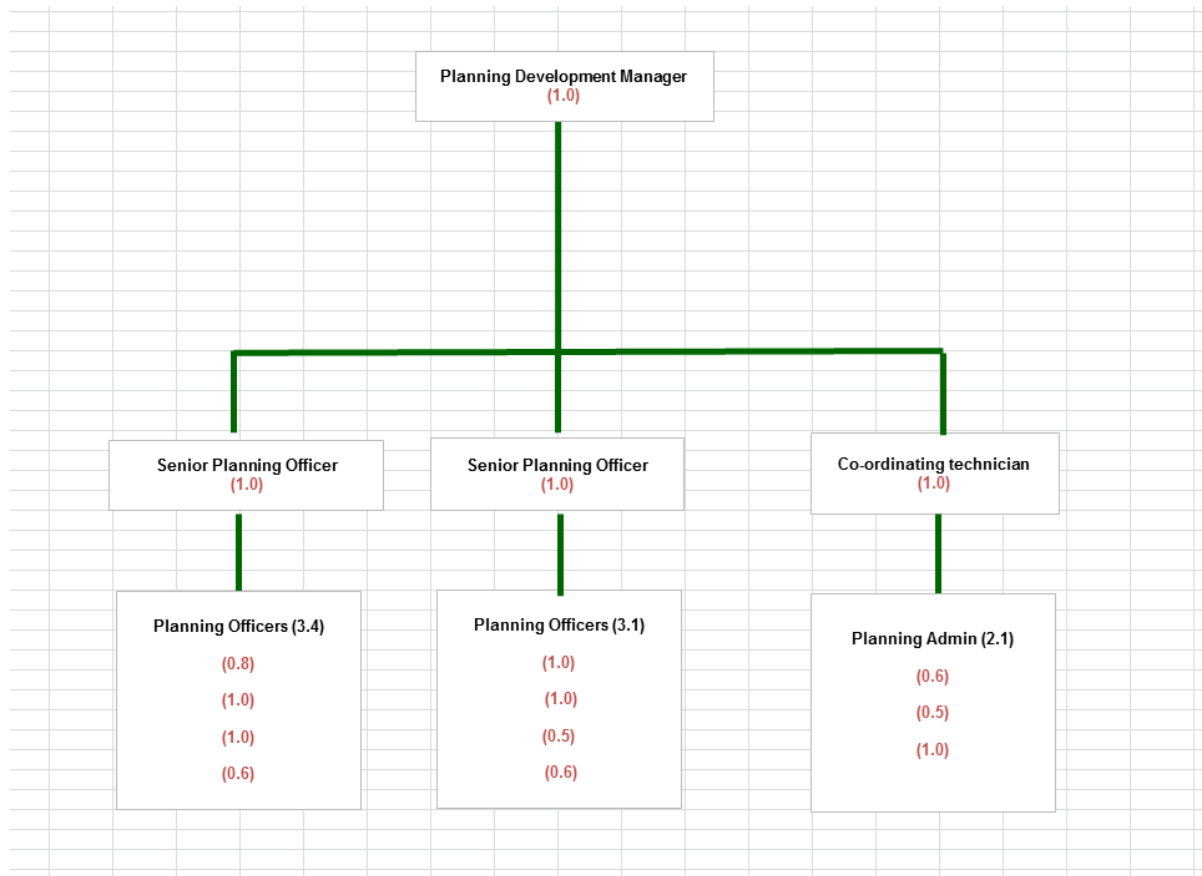
Current Establishment (Development Management)

Planning Development Manager	004REG	1
Lead Planning Officer	005REG	1
Co-Ordinating Technician	021REG	1
Admin support	023REG	4.6
Snr Planning Officer	041 REG	1
Planning Officer	027REG	3
Technician	022REG	4

Proposed Establishment (Development Management)

Planning Development Manager	004REG	1
Senior Planning Officer	041REG	2
Planning Officer	027REG	6.5
Co-Ordinating Technician	021REG	1
DM Admin Support	023REG	2.1

Appendix B: Development Management Proposed Structure Chart



Appendix C: Growth and Regeneration Proposed Structure Chart

