



## **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.

<b>1. Name &amp; Title of Officer:</b> (who is taking the Decision)	<b>Chief Executive</b>
<b>2. Title / Subject Matter:</b>	<b>Change of Establishment – Growth and Regeneration</b>
<b>3. Decision Reference No.</b>	<b>CEX107</b>
<b>4. Type of Decision:</b>	<b>Public</b>
<b>1. Decision Taken:</b>  1. To increase the establishment to provide additional capacity within the Regeneration Team by 1 FTE by creating a new Senior Economic Recovery Officer on a fixed term basis for one year.	
<b>5. Reasons for Decision:</b>  To provide a role which will support Melton's economy during the response and recovery periods of the Coronavirus pandemic	
<b>6. Authority / Legal Power:</b>  The Constitution at Chapter 2 Part 4 Section 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.	
<b>7. Background Papers attached?</b>	

(Background papers are to be attached (unless exempt)

## 8. Alternative options available / rejected:

1. No Action – discounted due to the work requirement of the work to support businesses recover from the impact of coronavirus
2. Utilise existing post – no existing resources currently available and work requires a dedicated officer to undertake specific targeted work .

## 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.)

<b>Legal</b>	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.
<b>Finance</b>	Post will be funded through Additional Restrictions grant funding
<b>HR</b>	This is a new fixed term post to the structure. This position has been created directly in response to the issues being faced by the local economy as a result of the coronavirus pandemic in order to provide a focal point for all businesses that require support. This role has also been established to develop and run any programmes of initiatives the council sets up to support the local economy during the response or recovery phase of the pandemic. Post forms part of the Economic development job family

<b>10. Signature of Decision Maker:</b> Please do no 'pp' for a Senior Officer	Signature redacted <b>Edd de Coverly</b> <b>Chief Executive</b>
<b>11. Consultation with:</b> (Where applicable)	N/A
<b>12. Date:</b>	<b>10 March 2021</b>

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