



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX233
2. Name/Title of Officer	Pranali Parikh Director for Growth and Regeneration
3. Email address of Officer	pparikh@melton.gov.uk
4. Title / Subject Matter:	Temporary cover - Environmental Health & Licensing Services
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<p>1. To receive support from Harborough District Council on temporary basis to provide leadership cover for Environmental Health and Licencing functions.</p>
8. Reasons for Decision:	<p>The Regulatory Service Manager has retired after many years of dedicated service to the Council. The role has been reviewed and recruitment for the Role of Environmental Health and Licencing Service manager is now concluded. The new postholder will commence work mid-October 2022.</p> <p>Environmental Health and Licencing are a key statutory services for the Council where continuity of leadership and service delivery is important. The team is capable and equipped to continue to undertake day to day operational activities.</p> <p>It is proposed to seek support from the Regulatory Service manager at Harborough District Council to receive technical and managerial leadership and guidance on as and when required basis by the team until the new post holder commences as well as the Director for Growth and Regeneration.</p>
9. Authority / Legal Power:	<p>(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)</p> <p>See Legal section below</p>

10. Background Papers attached?	No						
11. Alternative options available / rejected: <p>1. To appoint an interim service manager for 3 months. This option is not pursued as the recruitment for the vacant role is now complete and there is certainty of the postholder starting in the new role within 3 months time.</p>							
12. Implications: <table border="1" data-bbox="134 589 1485 1400"> <tr> <td data-bbox="134 589 419 992"> Legal </td> <td data-bbox="419 589 1485 992"> It is the duty of the Head of Paid Service to set out the manner in which the authority should discharge its functions and how they are coordinated. This includes setting out the number and grades of staff required by the authority for the discharge of their functions and the appointment and proper management of the authority's staff. Decisions regarding changes to staffing have been delegated to the relevant Directors which enable them to take decisions in relation to the areas they are responsible for (providing there are no budgetary or HR implications). Legal Approval - 13 July 2022 </td> </tr> <tr> <td data-bbox="134 992 419 1216"> Finance </td> <td data-bbox="419 992 1485 1216"> The cost for this temporary support up to the end of October 2022 is estimated at £300 per week with a maximum expenditure to be capped at £5,000. This will be funded through the saving from the vacant post. Finance Approval – 8 July 2022 </td> </tr> <tr> <td data-bbox="134 1216 419 1400"> HR </td> <td data-bbox="419 1216 1485 1400"> The interim support from a district colleague will ensure the team remain supported with access to advice on professional matters when required. There are no adverse HR implications as a result of this arrangement. HR Approval - 12 July 2022 </td> </tr> </table>		Legal	It is the duty of the Head of Paid Service to set out the manner in which the authority should discharge its functions and how they are coordinated. This includes setting out the number and grades of staff required by the authority for the discharge of their functions and the appointment and proper management of the authority's staff. Decisions regarding changes to staffing have been delegated to the relevant Directors which enable them to take decisions in relation to the areas they are responsible for (providing there are no budgetary or HR implications). Legal Approval - 13 July 2022	Finance	The cost for this temporary support up to the end of October 2022 is estimated at £300 per week with a maximum expenditure to be capped at £5,000. This will be funded through the saving from the vacant post. Finance Approval – 8 July 2022	HR	The interim support from a district colleague will ensure the team remain supported with access to advice on professional matters when required. There are no adverse HR implications as a result of this arrangement. HR Approval - 12 July 2022
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13. Signature of Decision Maker with authority to sign:	Email approval received Pranali Parikh Director for Growth and Regeneration						
14. Consultation with:	Email notification received Cllr Alison Freer Portfolio Holder for Access and Environment						
15. Date:	15 July 2022						