



**RECORD OF DELEGATED DECISION (OFFICER)**

**CHANGE OF ESTABLISHMENT**

<b>1. Decision Reference No.</b>	<b>CEX229</b>
<b>2. Name/Title of Officer</b>	<b>Edd de Coverly, Chief Executive</b>
<b>3. Email address of Officer</b>	<b>edecoverly@melton.gov.uk</b>
<b>4. Title / Subject Matter:</b>	<b>Change of Establishment – Communities Support Officer</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>  <ol style="list-style-type: none"><li>To create the post of <b>Communities Support Officer</b>, for a 12-month fixed term</li><li>To delegate authority to the Director for Housing and Communities to arrange for the post of Communities Support Officer to be extended after a 12-month period, subject to receipt of additional external funding or income to offset the costs of the post</li></ol>	
<b>8. Reasons for Decision:</b>  To provide additional capacity and resilience within the Housing and Communities Directorate to support the Council in its commitment to help and support our communities and respond effectively and efficiently to local, national or global developments which have a community impact (for example, Covid 19, Ukraine response, Cost of Living).  The Council is actively supporting the Homes for Ukraine programme and needs to increase service capacity to manage this alongside other service pressures and demands. The creation of this post will achieve this by working alongside existing team members to maintain an effective response to the Homes for Ukraine scheme and other community related matters.  The costs for this post for a 12-month period are offset by funding secured through the Government's Homes for Ukraine scheme. Any extension of the post beyond this period would be subject to additional external funding.	
<b>9. Authority / Legal Power:</b>  <ol style="list-style-type: none"><li>The Constitution at Chapter 2, Part 4, Section 12.3 (11) provides the Chief Executive with a</li></ol>	

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.

**10. Background Papers attached?**

Job description attached

**11. Alternative options available / rejected:**

1. The Council could choose not to create the post of Communities Support Officer. This is not recommended, as it will be increasingly difficult for the Council to fulfil its commitments in relation to supporting communities. External funding has been received which enables the creation of this post to support the existing team.
2. The Council could choose to create the post of Communities Officer as a permanent post. This is not recommended, as it is important that the Council manages its finances carefully and without ongoing external funding, this would create a pressure on the Council's budgets. It is recognised that any future extension to the post would require external funding.

**12. Implications:**

<b>Legal</b>	<p>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.</p> <p>Legal Approval - 13 July 2022</p>
<b>Finance</b>	<p>This new post will be funded through the Government's Homes for Ukraine scheme grant funding. Any extension of the post beyond this period would be subject to additional external funding</p> <p>Finance Approval - 12 July 2022</p>
<b>HR</b>	<p>Consultation with Unison has been undertaken and following a review of the job description for the post has been matched to the generic Admin job family more specifically aligned to the Business Support Officer role at Band 5. There is no further requirement for a separate job evaluation exercise. The post is to be offered out as an internal secondment initially for 12 months to encourage employee development and the opportunity</p>

	to learn new skills in a community support role. HR and consultation approval - 12 July 2022
<b>13. Signature of Decision Maker with authority to sign</b>	Email approval received <b>Edd de Coverly</b> <b>Chief Executive</b>
<b>14. Consultation with:</b>	Not applicable
<b>15. Date:</b>	18 July 2022

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