

RECORD OF DELEGATED DECISION (OFFICER)
CHANGE OF ESTABLISHMENT

1. Decision Reference No.	CEX239
2. Name/Title of Officer	Edd de Coverly Chief Executive
3. Email address of Officer	<u>edecoverly@melton.gov.uk</u>
4. Title / Subject Matter:	Change of Establishment – Housing & Communities – Safer Communities Admin Support
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	
<ol style="list-style-type: none"> 1. To create the post of Safer Communities Admin Support (Band 5), for a fixed term period up to 31.03.23 2. To delegate authority to the Director for Housing and Communities to arrange for the post of Safer Communities Admin Support to be extended after this period, subject to receipt of additional external funding or income to offset the costs of the post. 3. Delete the existing Community Safety Admin post 0.5FTE which is currently frozen due to change of funding allocation. 	

8. Reasons for Decision:

The council has benefited from a DWP funded kickstart placement within the team. This successful placement ends in September 2022. Having this additional resource, the kickstart post has enabled the team to focus and improve as a result of greater capacity, on our core functions such as engaging with the community, responding to complaints quicker and conducting more site visits.

The team are also able to be more proactive and work closer with our partners, such as the Police and other external bodies, alongside building shared up working with internal partners such as Housing and Case Management. This enables us to pay more attention to our priority areas with much greater focus which has been critical at a time of developing and evolving the service.

Going forward the team will be issuing FPN's more proactively due to the extra environmental duties they will be taking on. This will generate additional admin and will need to be monitored when payments are due and follow up letters issued when there is non-payment. Case files will also need creating should there be non-payment after the reminder letter, which the admin role will be able to facilitate on the less involved cases.

Before the kickstart post was introduced, officers within Community Safety were not able to be as effective in their role and our part time Neighbourhood Support Officer was office bound due to her administration of the team. We are at risk of losing the momentum of this progress when we lose the kickstart capacity in September.

The costs for this post until March 2023 are offset by savings identified within the existing budget for this year. Any extension of the post beyond this period would be subject to identification of further funding and/or efficiencies identified in other areas.

The OPCC has previously provided which had been used to fund 0.5FTE Community Safety admin post, however the criteria of this funding has altered and therefore this post cannot be paid for using this funding.

9. 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.

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. The Council could choose not to create the post of Safer Communities Admin Support. This is not recommended, as it will be increasingly difficult for the Council to fulfil its commitments in relation to Community Safety. We have already demonstrated the value of this post through the kickstart placement.
2. The Council could choose to create the post of Safer Communities Admin Support as a permanent post. This is not recommended, as it is important that the Council manages its finances carefully and without identifying efficiencies and savings to support the post, this would create a pressure on the Council's budgets.

12. Implications:

<p>Legal</p>	<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>A further decision notice will require approval to reflect the delegated decision at the appropriate time.</p> <p>[Legal Approval – 28 July 2022]</p>
<p>Finance</p>	<p>There is a post within the service budget which is vacant and the service plans to hold the vacancy for the remainder of the year. The post itself is funded between General Fund, HRA and Special with the General Fund element being a £12.5k saving.</p> <p>The range of the band 6 is between £25.5k and £26.5k for the full year so pro rata based on anticipated start date of mid-Aug means a cost of between £16 and £16.5k.</p> <p>The vacancy saving alone isn't sufficient to fund this but other contract savings within the budget have been identified to bridge this gap so the appointment will be cost neutral.</p> <p>[Finance Approval - 28 July 2022]</p>
<p>HR</p>	<p>The current frozen post of Community Safety Admin is vacant therefore there are no HR implications as a result of deleting this post from the establishment. The new post will form part of the Admin job family and the usual recruitment process would be followed to appoint to this post</p> <p>[HR Approval - 27 July 2022]</p>

13. Signature of Decision Maker with authority to sign	Email approval received Edd de Coverly Chief Executive
14. Consultation with:	Not applicable
15. Date:	29 July 2022

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