

RECORD OF DELEGATED DECISION (OFFICER)
CHANGE OF ESTABLISHMENT

1. Decision Reference No.	CEX216
2. Name/Title of Officer	Edd de Coverly, Chief Executive
3. Email address of Officer	edecoverly@melton.gov.uk
4. Title / Subject Matter:	Change of Establishment – Governance & Democracy
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	
7.1 To create a new post of Information Governance Lead which has been evaluated at a Band 8 to ensure the council complies with its statutory obligations	
7.2 To delete one of the vacant Business Support Admin posts	
8. Reasons for Decision:	
<p>There have been a number of changes which have resulted in the team structure being reviewed to ensure the demands of the Council can continue to be met. The key areas where gaps have been identified include:</p> <ul style="list-style-type: none"> • Housing & Communities legal advice and support following the resignation of the Senior Lawyer. • Information Governance following centralisation of all requests and complaints. • Registration of the Council's Assets <p>Current Structure</p> <p>The Legal team currently operate under the following structure:</p> <p>2 x Senior Lawyers (career graded) 1 x Lawyer (career graded) – vacant</p> <p>The Democratic Services team includes 1 x Corporate Services Admin which is vacant</p>	

There are two Business Support Admin posts; one sits within the Housing & Communities Directorate and the other within the Growth and Regeneration Directorate. It is proposed that 0.5FTE from each Directorate is deleted i.e. 1 x FTE leaving 1 FTE to support these Directorates.

Total: 6 FTE

Proposed Structure

The proposal to meet the demands of the council going forward is to reorganise the teams as follows:

- 1 x Senior Lawyer (Legal Manager) - career graded post
- 1 x Senior Lawyer – career graded post)
- 1 x Lawyer - (career graded post)
- 1 x Information Governance Lead - (new post)
- 1 x Business Support Admin (Resource reduced from 2FTE to 1FTE)
- 1 x Corporate Services Admin (Resource reduced from 1FTE to 0.8FTE)

Total: 6 FTE

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:

Not to change the establishment and create an expert in information governance - this would result in a substantial gap in knowledge and expertise at a very important time for the Council. This option has therefore been rejected.

12. Implications:

Legal	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.
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	<p>The additional staffing costs will be met from in-year savings or legal income.</p> <p>[Legal approval - 4 November 2022]</p>
Finance	<p>The current budget is £232,900. With the Corporate Admin post being reduced to 0.8FTE the 22-23 full year impact on the budget would be an increase of £820 to £233,720</p> <p>The calculations are based on full year 22-23 budgets which, at this time, include an allowance of a 1.75% pay award increase.</p> <p>The additional costs will, as detailed in the legal comments, be met from in-year savings or legal income.</p> <p>[Director for Corporate Services – 8 November 2022]</p>
HR	<p>The post being deleted is currently vacant therefore there are no negative HR implications as a result of this decision. Usual HR processes will apply in order to recruit to the vacant posts</p> <p>[HR and Consultation approval - 5 October 2022]</p>
13. Signature of Decision Maker with authority to sign	<p>Email approval received Edd de Coverly Chief Executive</p>
14. Consultation with:	<p>Not applicable</p>
15. Date:	<p>9 November 2022</p>

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