



RECORD OF DELEGATED DECISION (OFFICER)

CHANGE OF ESTABLISHMENT

1. Decision Reference No.	CEX 310
2. Name/Title of Officer	Edd de Coverly Chief Executive
3. Email	edecoverly@melton.gov.uk
4. Title / Subject Matter:	Change of Establishment: Housing Tenancy Officer Posts
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<ol style="list-style-type: none">1. To create a 0.6FTE Housing Officer for a period of six months from 1st April 20232. To create a 0.4FTE Admin Support (Right to Buy) Officer for a period of six months from 1st April 2023.
8. Reasons for Decision:	<p>To enable sufficient capacity within the housing service to manage tenancy related and statutory functions, pending a longer-term resource review.</p>
9. Authority / Legal Power:	<p>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,</p>

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. Not to create the temporary positions. Not recommended as unable to sustain level of service required or maintain statutory compliance.
2. To create the posts as permanent positions. Not recommended as service review underway to determine longer term resourcing needs.

12. Implications:

Legal	<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>This decision is being made within budget.</p> <p>[Legal Approval – 9 May 2023]</p>
Finance	<p>To create a 0.6FTE Housing Officer for a period of six months from 1st April 2023: £1500 via honorarium arrangement.</p> <p>To create a 0.4FTE Admin Support (Right to Buy) Officer for a period of six months from 1st April 2023: £5630 via a fixed term contract arrangement.</p> <p>The costs will be within existing budgetary provision (from the 0.7 FTE vacant Senior Intensive Housing Management Officer post).</p> <p>[Finance Approval – 5 May 2023]</p>

	HR	<p>This is an 6 month proposal to cover and support the team to remain as we are till the business case can be finalised and approved. This also provides the RTB post with a fixed term contract for a period of 6 months and removes any risks of creating any implied contract terms.</p> <p>[HR and consultation Approval – 24 May 2023]</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:	25 May 2023		

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