



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX355
2. Name/Title of Officer	Pranali Parikh Director for Growth & Regeneration
3. Email address of Officer	pparikh@melton.gov.uk
4. Title / Subject Matter:	2 x FTE Temporary Planning Admin positions
5. Type of Decision: (The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the Council's Access to Information Rules)	Public
6. Key Decision?	No
7. Decision Taken: 1. To freeze the posts of 1.8FTE Planning Development Officers for 12 months 2. To create 2 full time posts for Planning Admin Officers on fixed term 12 months basis	
8. Reasons for Decision: Following successful but limited recruitment for Planning Development Officers in May/June 2023, the Development Management department still has 1.8FTE Planning Development Officer roles vacant (1FTE is temporary, covering maternity leave). Service standards are being adversely affected, and it is not possible to leave the posts vacant. It is considered that a further round of recruitment would be unlikely to yield substantial positive results. Recruitment of agency planners is particularly expensive in a time of budget constraints. A creative approach to managing the workflow through the department is to recruit additional admin support to provide additional capacity to manage day to day activities such as the Duty Phone, answers to the majority of general enquiries etc. Admin could also assist with the creation of committee and delegated reports in terms of the templates, and also provide administrative support with Planning Appeals. Officers would be freed to focus solely on planning applications that need their time, skills and commitment without being sidetracked and overburdened with general enquires and admin tasks. Savings from the 1.8FTE officer posts would be used to off-set the costs as detailed below.	

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. Recruit agency Planning Officers for c.9 months to cover maternity leave and fill the other 0.8FTE post whilst waiting for the outcome of the Council's EOI for Pathways to Planning. This would require c. £50-£80k for the 9 months dependent upon the amount of hours and the relative cost / experience of the staff recruited – additional to existing budgets. This has been discounted due to the excessive costs which would be on top of existing budgets.
2. Leave the posts vacant. This has been discounted due to the impact on service standards for customers and members, in addition to the impact on the workloads of the existing team.

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.</p> <p>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 – 8 September 2023]</p>
Finance	<p>The cost for creating 2xFTE Planning Admin Officers posts at band 5 (bottom of the band, spinal point 6) is total of £59,240 including on-costs. (£29,620 per post)</p> <p>This is proposed to be paid from:</p>

	<ul style="list-style-type: none"> • Saving from the 1FTE on maternity leave - £46,260 (including on-costs) • Saving from two vacant posts (after the costs for temporary cover taken out) - £5,800 (CEX 328) • Savings from other areas but if this is not possible the CEX will exercise his delegation to utilise the Corporate reserve - £7,200 <p>[Finance Approval – 30.8.23]</p>
HR	<p>Current vacancies have not been filled following recent advertising and recruitment process. The potential impact on the already stretched team could include wellbeing, moral and motivation issues. This different approach is designed to overcome this, whilst retaining flexibility for the team once staff return from maternity leave.</p> <p>The usual recruitment and selection processes will apply to fill the temporary admin roles</p> <p>[HR & Communications Approval – 15 August 2023]</p>

13. APPROVAL/SIGN OFF

Signature of Decision Maker with authority to sign (See Section 9):	Email approval received Pranali Parikh
Consultation with:	Not applicable
Date:	12/09/2023