



RECORD OF DELEGATED DECISION (OFFICER)

CHANGE OF ESTABLISHMENT

1. Decision Reference No.	CEX 366
2. Name/Title of Officer	Edd De Coverly Chief Executive
3. Email	edecoverly@melton.gov.uk
4. Title / Subject Matter:	Change of Establishment: Planning Officer to Apprentice Planning Officer
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<ol style="list-style-type: none">1. To delete 0.8FTE establishment career grade Planning Development Officer2. To create a new establishment post of 1FTE Apprentice Planning Officer
8. Reasons for Decision:	<p>Apprentice Planning Officer The planning department is currently carrying a vacancy of 0.8FTE Planning Officer (career grade). Recent recruitment to other vacancies in the department has had limited success, and as this is not a full time post it is not considered that further recruitment would likely be successful. The Council would like to continue to support staff development and has applied for the Pathways to Planning scheme run by the LGA, however the programme is oversubscribed, and we are unlikely to be successful in the first cohort. The second cohort is unlikely to allow a new graduate to start until January 2025. The Planning Development team therefore propose to create an apprenticeship position which would be career grade 6/7 with spinal points ranging between 7-17.</p>

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?

(Background papers are to be attached (unless exempt))

No

11. Alternative options available / rejected:

1. No Action – discounted due to the need for additional resources in the development management service.
2. Agency cover – discounted due to significant financial outlay involved.
3. Pathways to Planning – discounted due to the likelihood of being successful and the delay created (person would not start until April 2024 or January 2025).

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>[Legal Approval – 8 September 2023]</p>
<p>Finance</p>	<p>The cost of 1xFTE Apprentice range between £30,170 in year 1 to £33,170 in year 4 (bottom of band 6 to bottom of band 7)</p> <p>The saving from deleting the 0.8FTE vacancy is £29,610 pa (band 8, spinal point 21)</p> <p>This will result in a minor increase of c.£560 in year 1 rising to c. £3,560 in year 4 can be met through existing budgets.</p> <p>[Finance Approval – 30.8.23]</p>
<p>HR</p>	<p>The Apprentice Planning Technician will support the Development Management team in processing minor applications but will also be studying and gaining qualifications to enable future career progression. This is supported by the Council to ensure the department has a good pipeline of future planning staff, further committing to the “grow your own” culture embedded through the Planning Service Review.</p> <p>Posts have been graded through the job evaluation process and the usual recruitment and section process will apply to fill the vacancies created by the decision.</p> <p>[HR and consultation Approval – 30 August 2023]</p>
<p>13. Signature of Decision Maker with authority to sign</p>	<p>Email approval received or signature redacted Edd de Coverly Chief Executive</p>
<p>14. Consultation with:</p>	<p>Not applicable</p>
<p>15. Date:</p>	<p>13th September 2023</p>

Please send all decisions for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be referred to MonitoringOfficer@melton.gov.uk