



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX391
2. Name/Title of Officer	Chris Flannery Housing Asset Manager
3. Email address of Officer	cflannery@melton.gov.uk
4. Title / Subject Matter:	Appointment of Temporary Surveyor
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken: 1. Authority to appoint a temporary Void and Response Repairs Officer	
8. Reasons for Decision: The Housing Assets Team currently has the following vacancies: Senior Void and Repairs Surveyor (Band 12) Void and Repair Coordinator (Band 7) The team are also experiencing higher than average sickness absence levels which are being managed but having an impact on workloads. This has left the team short of resource coming into the busiest time of the year. Recruitment is underway, but there will be a two month period where the Senior Void and Repairs Surveyor post will be vacant. It is proposed to appoint a surveyor from an agency to fill this gap for a minimum of a two month period. Three agencies have been approached and provided a range of costs: James Andrew Recruitment - £36.00p/h Eden Brown Recruitment - £34.95p/h Niyaa People - £37.50p/h Due to the hourly rate being lowest, Eden Brown have been selected and their surveyor will be appointed. This will be at an initial cost of £10,345.20 with the flexibility to increase the time period based on the needs of business balanced with available staffing budget.	

9. Authority / Legal Power:

The Housing Assets Manager has delegated authority through the Local Scheme of Delegation (for the Director for Housing and Communities) to award contracts up to £50,000 for functions in relation to Asset Management of the Council's Social Housing Stock.

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. Not to appoint temporarily – rejected as the most senior repairs position is currently vacant as we come into our busiest time of year.

12. Implications:

Legal	<p>The decision can be taken under delegated powers. A contract will be required with the successful agency.</p> <p>The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts.</p> <p>In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations</p> <p>[Legal Approval – 15 November 2023]</p>
Finance	<p>There are sufficient vacant posts within the repairs team establishment to finance the initial two month period, with further flexibility available for a further short period if required.</p> <p>[Finance Approval – 9 November 2023]</p> <p>Procurement confirmed is just inside 3 quotes thresholds and it meets CPR requirements in its process.</p> <p>[Procurement approval – 15 November 2023]</p>
HR	<p>Due to the current vacancies in the team there are no HR implications as a result of this decision. The post will be inside IR35 and Agency regulations will apply.</p> <p>[HR & Communications Approval – 16 November 2023]</p>

13. APPROVAL/SIGN OFF (Do not complete until all implications signed off at Section 12)

Signature of Decision Maker with authority to sign :	Email approval received Chris Flannery Housing Asset Manager
Consultation with:	N/A
Date:	16 November 2023

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