



RECORD OF DELEGATED DECISION (OFFICER)

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| 1. Decision Reference No. | CEX395 |
| 2. Name/Title of Officer | Pranali Parikh |
| 3. Email address of Officer | pparikh@melton.gov.uk |
| 4. Title / Subject Matter: | Extend contract for Senior Planning Policy Officer |
| 5. Type of Decision: | Public |
| 6. Key Decision? | No |
| 7. Decision Taken: 1. Extend the contract of the existing agency Senior Planning Policy Officer to assist with the Local Plan Review from December 2023 to end of March 2024, or until the substantive post is filled (with 1 week overlap). | |
| 8. Reasons for Decision: The Local Plans Manager has now been made permanent into the post of Assistant Director for Planning. A gap remains in the team at the Local Plans Manager level; recruitment will begin shortly. To deliver the Local Plan Review in accordance with the adopted Local Development Scheme it is important to retain capacity, experience and knowledge in the team until the end of the financial year. The existing agency Senior Planning Policy Officer has been incredibly valuable to the team, albeit for only 3 days (max) per week. To retain the knowledge and experience gained since April 2023, extending the contract for the remainder of the financial year, or until the team is fully staffed (with 1 week overlap) to maintain the stability of the team. | |
| 9. Authority / Legal Power: The Director for Growth and Regeneration has delegated powers in accordance with paragraph 12.2 of the Officer Scheme of Delegation. | |
| 10. Background Papers attached? | No |

11. Alternative options available / rejected:

1. Not backfill the vacant post – reject as the amount of work in the local plans team at the present time means that it is not possible to lose the capacity.

12. Implications:

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| Legal | <p>The decision can be taken under delegated powers.</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).</p> <p>The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. 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>The original decision notice for the agency staff agreed a budget of £45,000 for 8 months.</p> <p>To date, the Council has spent (for 7 months) £20,519 on the agency Senior Planning Policy Consultant, and ‘saved’ £41,550 for 7 months of the vacant Local Plans Manager post (i.e. net saving of £21,031).</p> <p>Based on the cost of the agency staff to date, the projected cost for the next four months would be £11,725.</p> <p>It is therefore considered that savings from vacant posts can adequately cover the cost of the agency staff.</p> <p>Alongside this the Council has applied for grant funding to extend the post of the agency staff from December 2023 – end of March 2024, however we are still waiting to hear if we have been successful. The announcement was due in October 2023, but this has now been redefined as ‘Autumn’. Should we be successful with the grant funding there will be no cost to the Council of this decision.</p> <p>[Finance Approval - 13 November 2023]</p> |
| HR | <p>The assignment will continue to be inside IR35 for tax and national insurance purposes</p> <p>[HR & Communications Approval – 23 November 2023]</p> |
| Procurement | - |

13. APPROVAL/SIGN OFF**Signature of Decision
Maker with authority to
sign :**

Email approval received: 22 November 2023

**Pranali Parikh
Director for Growth and Regeneration****Consultation with:****N/A****Date:****22 November 2023**