



## **RECORD OF DELEGATED DECISION (OFFICER)**

### **CHANGE OF ESTABLISHMENT**

|                                    |   |
|------------------------------------|---|
| <b>1. Decision Reference No.</b>   | <b>CEX431</b>   |
| <b>2. Name/Title of Officer</b>    | <b>Edd de Coverly<br/>Chief Executive</b>   |
| <b>3. Email</b>                    | <a href="mailto:edecoverly@melton.gov.uk">edecoverly@melton.gov.uk</a>  |
| <b>4. Title / Subject Matter:</b>  | <b>Change of Establishment: Income Assistant<br/>(Fixed Term)</b>   |
| <b>5. Type of Decision:</b>        | <b>Public</b>   |
| <b>6. Key Decision?</b>            | <b>No</b>   |
| <b>7. Decision Taken:</b>          | <p>To appoint, a fixed term post for a 12-month period: Income Assistant (full time) on a band 6.</p>   |
| <b>8. Reasons for Decision:</b>    | <p>The budget for an income assistant post was approved as part of a previous decision: <b>CEX361</b>. It has not been possible to secure an appropriate candidate through this route. It is considered that offering a fixed term post is necessary,</p>   |
| <b>9. Authority / Legal Power:</b> | <p>The Constitution at Chapter 2, Part 4, Section 12.3 (10) 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.</p> |

The budget for an income assistant post was approved as part of a previous decision: **CEX361**.

**10. Background Papers attached?**

Link to [CEX361](#)

**11. Alternative options available / rejected:**

1. Agency staff: Securing this capacity via agency has been unsuccessful.
2. No Action: Not recommended – the capacity is necessary to maintain progress on rent performance.

**12. Implications:**

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|----------------|--|
| <b>Legal</b>   | <p>The Chief Executive has delegation to determine all staffing matters as set out at paragraph 9 above, including secondments and temporary appointments of any staff, and subject to the financial limitations referred to.</p> <p>The Council has power under section 112 of the Local Government Act 1972 to appoint officers on such reasonable terms and conditions as it considers appropriate. The proposed appointment is in accordance with that power and, since the budget for the income assistant post was approved as part of a previous decision (<b>CEX361</b>), the proposal is clearly within the terms of the delegation referred to.</p> <p>[Legal Approval - date 28 March 2024]</p> |
| <b>Finance</b> | <p>To appoint a fixed term admin post on a band 6 to the establishment for a period of 12 months, will cost a maximum of £40,000 would support this.</p> <p>The funding of this post will be re-directed from the amount allocated for an admin post as part of decision notice CEX361 for £40k which remains unspent.</p> <p>[Finance Approval – 25 March 2024]</p>   |
| <b>HR</b>      | <p>The proposed post is a temporary addition to the approved establishment.</p> <p>The Council must consider how it achieves stable and resilient income management arrangements within the approved establishment after the period of this intervention.</p> <p>The post has been evaluated through the job evaluation process to ensure fair pay for the post. All usual recruitment procedures and HR policies will apply to the role.</p> <p>[HR and consultation Approval – 22 March 2024]</p>  |

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| <b>13. Signature of Decision Maker with authority to sign</b> | Email approval received<br><b>Edd de Coverly</b><br><b>Chief Executive</b> |
| <b>14. Consultation with:</b>                                 | Not applicable   |
| <b>15. Date:</b>  | 28 March 2024  |

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