



RECORD OF DELEGATED DECISION (OFFICER)

CHANGE OF ESTABLISHMENT

1. Decision Reference No.	CEX423
2. Name/Title of Officer	Edd de Coverly Chief Executive
3. Email	edecoverly@melton.gov.uk
4. Title / Subject Matter:	Change of Establishment: Waste and Environmental Services Manager
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<ol style="list-style-type: none">1. To formalise the direction approved within the Council Budget Report (February 2024) to establish a Waste and Environmental Services Manager role to enable effective oversight of both the delivery of existing services and implementation of a programme of environmental projects (including food waste collections) arising from changes in government policy.2. In line with the delegation provided by Council, to access the Corporate Priorities Reserve to supplement the existing budget until such time as the sufficiency or otherwise of the revenue grant funding is known and assessed.3. To confirm that subject to timescales associated with recruitment, interim resources may be required, utilising the same funding, to bridge the transition period.
8. Reasons for Decision:	<ul style="list-style-type: none">• The Council has, until recently, operated within a shared leadership arrangement with Harborough District Council for waste management senior officer support. Harborough District Council have recently ended this arrangement which has created a gap in management capacity within waste and environmental services.• Alongside this, the Government has confirmed that all councils will need to provide a weekly food waste collection from April 2026. They have confirmed that new burdens funding will be provided to support this but at this stage have only confirmed the capital allocation. This has

been added to the Council's Capital programme and will be used to fund vehicles and food waste caddies. The Council has lodged an appeal against this amount due to it not being sufficient and is awaiting a response from DEFRA. At this stage the Council has not received confirmation of its revenue allocation and no allocation for this has yet been made within the Council's revenue budget.

- Given both the need to manage the existing service, and oversee the impending service developments, it is necessary to have a suitably qualified and experienced manager to lead the team and the programme of work. This decision enables the recruitment to progress, and commence appropriate preparations for the changes utilising reserves, whilst the council awaits confirmation of future revenue funding.

9. Authority / Legal Power:

[The February 2024 Council Budget Report](#) approved the following:

Delegate authority to the Chief Executive, in consultation with the Director for Corporate Services, to access the Corporate Priorities Reserve to fund a permanent Environmental Programme Manager to support the introduction of food waste collection and other environmental projects until such time as the sufficiency or otherwise of the revenue grant funding is known and assessed;

This decision accords with that delegation.

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
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11. Alternative options available / rejected:

- Not to establish a new managerial post: This is not considered appropriate, both due to the importance of ensuring sufficient leadership of the existing services, whilst also ensuring the council has sufficient capacity to oversee implementation of some significant environmental projects.
- To wait for the revenue grant funding to be confirmed: Given the termination of the shared leadership arrangement with Harborough, there is now a gap in the leadership structure of the council and this needs to be addressed to enable the required preparatory work for the service changes to be progressed.

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 – 2 April 2024]</p>
<p>Finance</p>	<p>Following the termination of the shared arrangement a residual amount of £31k p.a. for a management position has been retained in the 2024/25 budget.</p> <p>The annual cost of the new role (including NI and pension) would range between £73k and up to £78k at the top band 14.</p> <p>The full year gap of up to £47k would be met by the Corporate Priorities Reserve.</p> <p>The recruitment process will commence in April but it is anticipated that the role will not be filled until June/July. Accordingly, it is likely that the actual draw on the reserve will be lower. Should interim, transitional management cover be required, they will be funded using any residual amount from the full year allocation.</p> <p>[Finance Approval – 2 April 2024]</p>
<p>HR</p>	<p>The post has been evaluated through the job evaluation process to ensure fair pay for the post. The job evaluation process has concluded the grading of the post at band 14. All usual recruitment procedures and HR policies will apply to the role.</p> <p>The new role will be recruited to in line with existing policies and procedures.</p> <p>[HR and consultation Approval – 2 April 2024]</p>

13. **Signature of Decision Maker with authority to sign**

Email approval received
Edd de Coverly
Chief Executive

14. Consultation with:	Dawn Garton Director for Corporate Services
15. Date:	4 April 2024

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