



RECORD OF DELEGATED DECISION (OFFICER)

CHANGE OF ESTABLISHMENT

1. Decision Reference No.	CEX434
2. Name/Title of Officer	Edd de Coverly Chief Executive
3. Email	edecoverly@melton.gov.uk
4. Title / Subject Matter:	Change of Establishment: Facilities Management
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<p>1. To change the establishment of Premises Officers to 3 FTE.</p>
8. Reasons for Decision:	<p>A comprehensive review of all Facilities Management (FM) functions has been undertaken by the Corporate Property and Assets team. The key activities included in the review are:</p> <ul style="list-style-type: none">• Caretaking; opening and closing of the councils buildings;• Use of care takers' van• Responding to alarm call outs at council properties• Undertaking of minor repair issues;• Postal collection and acceptance of deliveries;• Undertaking meter reads;• Cleaning of the Councils buildings (with the exception of the two public conveniences);• Compliance to property health and safety regulations;• Partnership management on day to day operational issues such as room set up;• Provision of consumables including refreshments and cleaning materials;• Ensuring that meeting rooms and the Civic Suite areas are set up and ready in advance of bookings and meetings. <p>The review considered what elements of FM could be done differently and what would be the</p>

implications of any changes. The key changes proposed and being implemented are:

- To reduce watercoolers and paper cups at Parkside and Phoenix House
- To reduce overtime and get it reimbursed from service charges where possible
- To amend the opening times of the building to reduce the caretaking cover hours and increase flexibility for rota
- To get post and supplies delivered to Parkside and reduce time for collection
- To reduce plastic and packaging for consumables (sachets of coffee and sugar, juice etc) in meeting rooms
- To amend the JD/PS, working patterns and rota for caretakers and cleaners
- To continue to review contracts and property safety processes and monitoring
- To regularise the use of the caretaker's van
- To reduce the number of bins and increase recycling

It is considered prudent to increase the establishment of premises officers to increase flexibility and regularise arrangements for overtime and annual leave. This is expected to reduce pressure on over time budget.

Throughout this review the FM team members have been consulted to determine what systems and processes work best and how practices can be improved to be more streamlined and efficient whilst continuing to provide the high level of service that is currently demonstrated.

Further consultation has been undertaken with occupiers of the building, unions and joint staff working group in addition to all service manager, cabinet members and SLT.

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?

No

11. Alternative options available / rejected:

1. Temporary arrangement – discounted because the period required would extend to 2 years or more, by which time full employment rights are acquired anyway.
2. No Action – discounted due to the structural deficiencies in the service and the Government requirement.

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.</p> <p>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>The decision is in line with this delegation.</p> <p>[Legal Approval – 26 June 2024]</p>
<p>Finance</p>	<p>The increase in budget will be paid from the overtime budget leaving a residual amount of circa £3k for overtime across the team for the financial year.</p> <p>Further savings have been identified towards the £5k saving built into the 2024/25 budget as part of the wider facilities management review but the full amount may not be achieved.</p> <p>[Finance Approval – 14 June 2024]</p>
<p>HR</p>	<p>Consultation has been undertaken with all of the team involved in the review. Additional hours will be available to the Premises Officers which will be offered out through an internal process.</p> <p>[HR and consultation Approval – 20 May 2024]</p>
<p>13. Signature of Decision Maker with authority to sign</p>	<p>Email approval received Edd de Coverly Chief Executive</p>
<p>14. Consultation with:</p>	<p>Not applicable</p>
<p>15. Date:</p>	<p>1 July 2024</p>