



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX346
2. Name/Title of Officer	Edd de Coverly Chief Executive
3. Email address of Officer	edecoverly@melton.gov.uk
4. Title / Subject Matter:	Change of Establishment: Levelling up Project Manager - 2 year fixed term
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<p>1. To increase the establishment to by 1FTE to enable the recruitment of a Capital Project manager to support and oversee delivery of the LUF project. This will be a fixed term position that will run until 31 March 2025 with the potential to be extended by 1 year subject to confirmation of funding.</p>
8. Reasons for Decision:	<p>The Council is currently undertaking several large-scale proposals and projects. To ensure these programmes are being delivered effectively it is essential the Regeneration team is expanded to recruit a capital project manager who will provide the relevant skills and expertise to work with the wider organisation to ensure delivery of the LUF on time and within budget. This role is currently being fulfilled through a consultancy arrangement which is due to expire in October/November time. The role will be required to start in September to give adequate handover time to ensure continuity in client-side expertise and project familiarity to keep the proposals on track and deliver in line with LUF expectations.</p> <p>It is expected that this role will be a grade 13 /14 and sit within an existing job family to enable the advert for the position to be published in time to get the position filled by September, or as soon as practicably possible. This role will be funded through the Levelling Up Fund which has funding available for project management allocated within the programme. The amount available is £338,000.</p>

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. Extension of interim Consultancy arrangement – This has been discounted due to the costs related to the consultancy arrangement. The consultancy arrangement was initially required to enable MBC to quickly begin works on securing relevant contractors to enable the project to commence. As well as develop all required project paperwork such as project plans, charters and options assessments for Procurement of design services, Procurement of construction partner and also procurement of Operators.
2. No Action – discounted due to resource requirements of the LUF funded programme and required expertise not currently existing within the organisation.

12. Implications:

Legal	<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.</p> <p>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 – 11 September 2023]</p>
Finance	<p>The cost of this position will be funded through the LUF programme. It is expected the role will be at a band 13-14 due to the responsibilities of the role and technical expertise required for the role.</p> <p>The role will cost between £91,710 (bottom of band 13) to £111,195 (top of band 14 including on costs) for the initial 18 month contract (incl.</p>

	<p>oncosts) with the potential for this to rise to between £152,850 and £185,325 should it be extended for 12 months (subject to funding and programme extensions).</p> <p>This post will initially be funded from the levelling up grant funding and is within the amount allocated for project management of £338,000 with any extension subject to further funding being accessed to cover any future costs.</p> <p>[Finance Approval – 5 September 2023]</p>
HR	<p>This post is currently being taken through the job evaluation process to ensure a fair salary commensurate with the role and responsibilities for the post. The usual recruitment and selection process will apply in filling the vacancy</p> <p>[HR and Consultation approval – 15 September 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 :	<p>Email approval received Edd de Coverly Chief Executive</p>
Consultation with:	Not applicable
Date:	15 September 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