

**RECORD OF DELEGATED DECISION (OFFICER)
CHANGE OF ESTABLISHMENT**

1. Decision Reference No. CEX520
2. Name/Title of Officer: Edd de Coverly (Chief Executive)
3. Email: edecoverly@melton.gov.uk
4. Title / Subject Matter: Housing Services Structure
5. Type of Decision: Public (The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the Council's Access to Information Rules)
6. Key Decision: No
7. Decision(s) Taken: 1. Following a housing services structure review, the following permanent additional posts will be added to the establishment, effective from 1 April 2025: <ul style="list-style-type: none"> • 1 FTE Housing Officer (Band 8) • 1 FTE Income Assistant (Band 6) • 0.5 FTE Former Tenant Arrears and Leaseholder Officer (To be job evaluated) 2. Following a housing services structure review, the following temporary additions are to be made to the establishment, effective from 1 April 2025: <ul style="list-style-type: none"> • 0.6 FTE Senior Income Officer (Fixed term 2 years) (Band 11) • 1 FTE Project Engagement Officer (Fixed term 2 years) (Band 6)
8. Reasons for Decision: Following a service review and detailed business case, it has been assessed that the revised staffing structure, specifically within the Tenancy Services, Income and Engagement functions will: <ul style="list-style-type: none"> • Enable clarity of ownership of areas of work and line management, moving from a 'flat' structure to one that meets service delivery needs and frees up management time to focus on strategic management and service improvement • Regularise some temporary arrangements which have proven to be successful

- Create stability and certainty to meet ongoing resourcing needs for housing officer and income collection capacity
- Maximise income collection capacity – rents, garages, scooter pods, former tenant arrears
- Through some fixed term arrangements, accelerate progress on key projects linked to regulatory judgement

The key changes and outcomes are outlined below:

- **Housing Officer** (additional 1 FTE Permanent post) – There is currently an honorarium in place for the Housing Assistant to provide additional support to the three Housing Officers. This additional role will ensure that patch sizes are around 450 properties per Housing Officer. With the recent introduction of the Independent Living Officer role and the proposed additions to the team, this will create capacity for the Housing Officers to carry out more proactive estate and tenancy inspection work.
- **Income Assistant** (additional 1 FTE Permanent post) – decision record CEX 431 created a full time temporary role for a period of 12 months. This is due to come to an end. The post supports the only current permanent post related to rent income. To maintain arrears at a lower level, and support tenants with the financial stability of their tenancies, support is required for that officer.
- **FTA and Leaseholder Officer** (additional 0.5 FTE Permanent post) – This role has been agreed in principle previously and will be responsible for work that has recently moved into the Tenancy Services Team on former tenant arrears and leasehold charges.
- **Senior Housing Officer (rents)** (0.6 FTE fixed term 2 years) – This role is currently being undertaken by an agency worker. The new role will maintain focus in this area by extending the work being undertaken for it is proposed to extend this for two years. At this point progress will be reviewed to allow a decision to be made on the future of this post.
- **Project Officer (Tenant Engagement)** (1 FTE fixed term 2 years) – The Tenant Engagement and Regulatory Compliance Officer started in August 24 and has picked up a number of key projects that will help us to achieve regulatory compliance. These are in addition to the core activity that this post would normally manage. It is proposed to create project support to increase the pace of delivery of these key projects over the next two years.

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.

At its meeting on 12th February Council approved the following recommendations:

1. In support of the new structure, to delegate to the Chief Executive, in consultation with the Director for Corporate Services, authority to access the HRA Regeneration and Development Reserve for up to £200k in 2025/26 to cover both the additional one off and recurring costs of the new structure and enable the resourcing plan to be implemented.
2. To note that the recurring costs associated with the change of establishment will be built into the base budget from 2026/27 providing the financial viability of the HRA is not undermined.

This decision notice activates this delegation

10. Background Papers Attached:

No (Business case held internally)

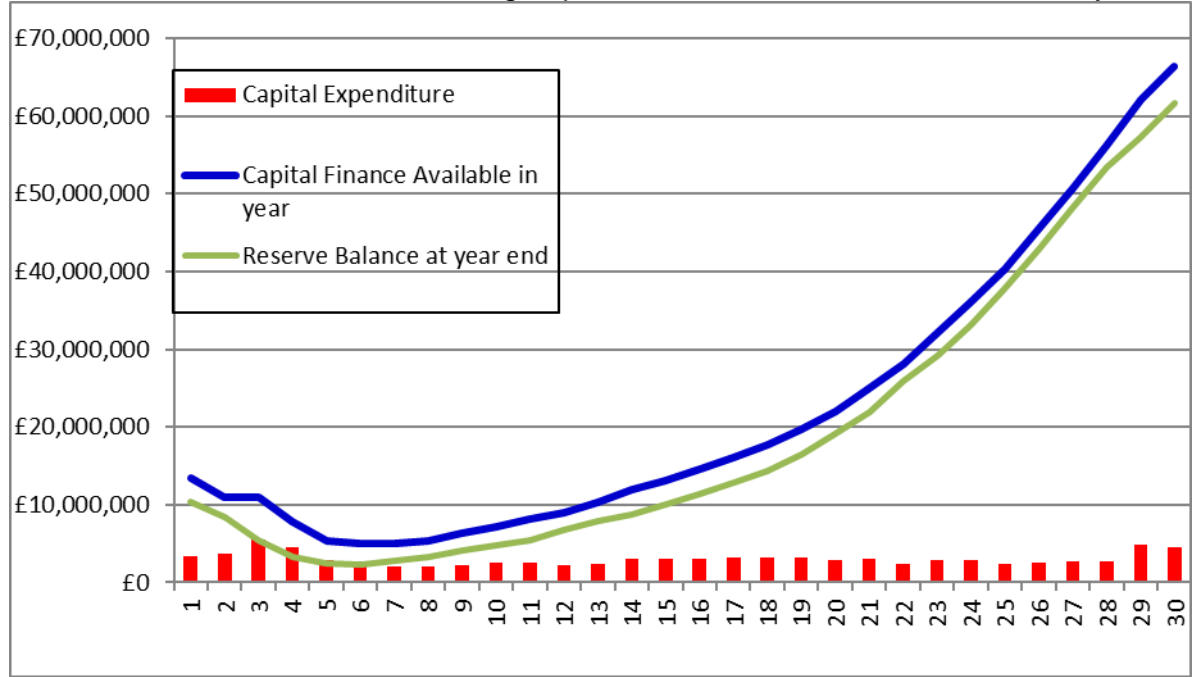
11. Alternative options available / rejected:

- Temporary arrangement: A balanced approach has been taken to use fixed term arrangements where appropriate.
- No Action: Not recommended due to impact on service delivery, income management, service stability and regulatory outcomes.

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.</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>This decision includes accessing the reserves to ensure that the cost is within budgetary provision.</p> <p>[Legal Approval - 4 March 2025]</p>
Finance	<p>The proposed structure changes have been costed and considered in the context of realistic income projections and financial sustainability the Housing Revenue Account. Whilst the decision being taken represents an increase in the permanent establishment, this is affordable, particularly when balanced with the additional income generated.</p> <p>Budgetary provision was agreed by Full Council on 12th February 2025 (Item 11). Council resolved that:</p> <ul style="list-style-type: none">• In support of the new structure, to delegate to the Chief Executive, in consultation with the Director for Corporate Services, authority to access the HRA Regeneration and Development Reserve for up to £200k in 2025/26 to cover both the additional one off and recurring costs of the new structure and enable the resourcing plan to be implemented.• To note that the recurring costs associated with the change of establishment will be built into the base budget from 2026/27 providing the financial viability of the HRA is not undermined. <p>The proposed structure will represent an initial draw of between £168,230 and £182,180 (depending on bandings) and as such is affordable within the budget available.</p>

Assuming additional revenue of £65K for garages and £4.2K for scooter pods, the new structure will have the following impact on the HRA balances and viability:



The headroom over 30 years would be £59.2m, with an average £1.975m pa. The lowest reserve balance in 2027-28 would be £2.315m.

[Finance Approval Director for Corporate services – 4.3.25]

HR

The additional new posts will be recruited to through the usual council recruitment and selection procedures which include the job evaluation process to ensure the roles are graded fairly. There are no reductions in the structure no redundancies identified as result of these changes.

[HR and consultation Approval - 21/03/2025]

13. Signature of Decision Maker with authority to sign:

Email approval received or signature redacted
Edd de Coverly
Chief Executive

14. Date

27 March 2025

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