

RECORD OF DELEGATED DECISION (OFFICER)

CHANGE OF ESTABLISHMENT

1. Decision Reference No.	CEX532
2. Name/Title of Officer	Edd de Coverly Chief Executive
3. Email	<u>edecoverly@melton.gov.uk</u>
4. Title / Subject Matter:	Change of Establishment: Extra Care Housing Staff
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken: 1. To reconcile the extra care housing staff structure, the following changes to existing posts will be made to the establishment, effective from 1 st April 2025: <ul style="list-style-type: none"> - Increase Cleaner – Bradgate Flats from 0.57 FTE to 0.81 FTE - Increase Cook – Gretton Court from 01.13 FTE to 1.20 FTE - Increase Catering Assistant from 1.14 FTE to 1.22 FTE 	
8. Reasons for Decision: There are a number of vacant positions in the Gretton Court and Sheltered Housing structure at present. These posts have been filled through a range of temporary arrangements for some time. A review of the structure has been completed which shows the changes that are needed to enable the posts to be filled on a permanent basis. This has shown that: Cleaner – Bradgate Flats One of the existing posts is currently 7 hours per week and is vacant, being covered by agency staff. To allow sufficient time to clean the building it is proposed to increase this to 16 hours.	

Recruitment to this post will provide two employed cleaners which will increase resilience and the ability to cover during holidays.

Cook – Gretton Court

One post is currently for the weekend provision and is for 9.31 hours. This does provide enough time to cover the two six hours shifts required, so it is proposed to increase the post to 12 hours to enable recruitment.

Catering Assistant – Gretton Court

Both posts are currently occupied but the combined FTE is 1.22 and the HR establishment is 1.14. However, the budget available is based on 1.36 FTE. It is therefore proposed to increase the HR establishment to 1.22 FTE and reduce the budget to match this.

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.

A maximum of £182,180 of this £200K budget has been allocated to the changes proposed in the changes made to the Housing Services Structure (CEX520).

This decision notice partially activates the remainder of this delegation.

10. Background Papers attached?	No
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11. Alternative options available / rejected:

1. Continue to cover through temporary arrangements – This was rejected as the cost of agency staff is significantly more than recruiting to posts. There is also a lack of resilience in terms of the ability to cover in absence.

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 – 31 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 previous proposed structure changes (Housing Services) represent an initial draw of between £168,230 and £182,180 (depending on bandings). The proposed changes in this decision represent a further £6000 which results in an overall draw of £174,230 and £188,180 which is within the original approved £200K.</p> <p>[Finance Approval – 31 March 2025]</p>
HR	<p>The vacancies created by these changes will be recruited through our usual processes and procedure</p> <p>[HR and consultation Approval – 11 April 2025]</p>

13. Signature of Decision Maker with authority to sign	Email approval received Edd de Coverly Chief Executive
14. Consultation with:	Not applicable
15. Date:	15 April 2025