



## RECORD OF DELEGATED DECISION

This form is used to record all officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

<b>1. Name &amp; Title of Officer:</b> (who is taking the Decision)	<b>Edd De Coverly, Chief Executive</b>
<b>2. Title / Subject Matter:</b>	<b>System Development Expert recruitment</b>
<b>3. Decision Reference No.</b>	CEX 030
<b>4. Type of Decision:</b>	<b>Not exempt</b>
<b>5. Decision Taken:</b> (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.)  1. Authority to approve and change the establishment by introducing a System Development and Integration Lead post within the People and Communities Directorate from 1 August 2019	
<b>6. Reasons for Decision:</b>  The Council is undertaking a wide ranging procurement of a customer engagement and self service platform, which is due to conclude in September 2019. This procurement, and the initial implementation of the chosen solution requires significant capacity and knowledge to achieve the required outcomes, including full integration of the solution with back office systems, form construction, liaison with suppliers and assessment of customer journeys through the platform.  The engagement platform will allow the Council to fundamentally improve the way the Council interacts with customers, and will also provide certainty of service provision at a time when CRM and My Account facilities either are now, or will soon be, unsupported by their respective suppliers.  The Senior Leadership Team (SLT) have recently approved both the Business Case and procurement specification for the new platform, and the project is overseen by the Customer and Organisational Improvement Board (COIB).	

The System Development and Integration Lead post will be created for a fixed term 18 month period, advertised at Band 11, and will be predominantly funded through not recruiting to the currently vacant Systems Administrator post within the People and Communities Directorate. An additional £15k funding is being sought through the Financial Sustainability Tranche of the Business rates pilot to ensure the post is fully funded for the proposed period. This funding will cover the entirety of the duration of the post.

**7. Authority / Legal Power:**

(Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action)

The Constitution contains a delegation to the Chief Executive 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.”

**8. Background Papers attached?**

(Background papers are to be attached (unless exempt)

**No** [\* Delete as appropriate]

**9. Alternative options available / rejected:**


(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

1. Not to create the post. This would severely impede the effectiveness of the implementation of the new platform, reducing the effectiveness of services over both the short and medium term. There is no post currently held within the Council which holds the required knowledge for this implementation.
2. To recruit to the existing post of Systems Administrator Apprentice. This would not provide the required expertise for the implementation of the new platform

**10. Implications:**

(Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)

<b>Legal</b>	It is the duty of the Head of Paid Service to set out the manner in which the authority should discharge its functions and how they are coordinated. This includes setting out the number and grades of staff required by the authority for the discharge of their functions and the appointment and proper management of the authority's staff.
<b>Finance</b>	The additional funding can be met from the amount anticipated to be received from the business rates pilot.
<b>HR</b>	This is a temporary change to the approved establishment. Post No. 017PC Technical Support is converted to the System and Integration Lead for a period of 18 months. The new post has been through the Job Evaluation scheme and has come out at Band 11. The Technical support post is currently vacant therefore there are no other HR implications to this change. The normal recruitment process should be applied in making this appointment.

<b>11. Signature of Decision Maker:</b> Please do not 'pp' for a Senior Officer	 .....
<b>12. Date:</b>	22/7/19

**The completed form should be emailed as follows:**

Please send all decision for publication to: Sarah Evans, Senior Democracy Officer at [sevens@melton.gov.uk](mailto:sevens@melton.gov.uk) . All decisions with exempt information should be sent to Kieran Stockley, Principal Solicitor at [kstockley@melton.gov.uk](mailto:kstockley@melton.gov.uk)

<b>13. Decision Reference No.:</b>	
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**14. Exempt or Confidential Background Information:**

For further support or guidance please contact Adele Wylie (Director of Legal and Democratic Services) on [awylie@melton.gov.uk](mailto:awylie@melton.gov.uk) or Kieran Stockley (Principal Solicitor) on [kstockley@melton.gov.uk](mailto:kstockley@melton.gov.uk) .