NORTH EAST DERBYSHIRE DISTRICT COUNCIL

RECORD OF DECISION TAKEN BY THE HEAD OF PAID SERVICE

24TH November 2021

Appointment of a temporary administrator for the Property Department

Authority for decision	Decision	Reasons	Alternative options considered and rejected	Conflicts of interest and any dispensation
10.18 To determine all staffing matters including but not limited to – Determining matters relating to structure (additions, reductions, post title changes and other changes to the establishment) within existing budgets.	To bring in interim support to cover day to day management and delivery of the Estates service particularly with regard to outstanding rent debt and tenant compliance issues. This is currently not being delivered due to high levels of day to day outstanding work, long term sickness and staff vacancies within the team. It is expected that this temporary support will last up to 31st March 2022. Estimated cost £13,000 which can be contained within the existing budget set aside for rent review work (£40,000).	There is currently a capacity issue within the team due to long term sickness. Support is urgently needed to ensure services can continue to be delivered.	Other options have been considered but this is the most expedient and effective use of available resources.	None

Please complete the following where relevant:

Key Decision?	Confidential/ Exempt (if yes, please state paragraph)?	Do General Exception or Special Urgency Rules apply to this decision?	Consultation has taken place with the Section 151 & Monitoring Officer?	The Leader, Deputy Leader or relevant Portfolio Member have been consulted?
No	No	No	Yes	Yes – Portfolio Holder is aware we are bringing in extra resource within budget

Authorising Signature: ..

Job title: .Head of Paid Service..............

Unique Reference Number: DD/092/21/TK.......................

Date decision may be implemented following call in (if necessary): ....

Circulation to:

Head of Paid Service
Monitoring Officer
Section 151 Officer
Scrutiny Officer
Internal Audit