



Borough of Tamworth

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APPOINTMENTS AND STAFFING COMMITTEE

5 January 2021

Dear Councillor

A meeting of the Appointments and Staffing Committee will be held in **Online Meeting on Wednesday, 13th January, 2021 at 6.00 pm**. Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long horizontal line that tapers to a point on the right.

Chief Executive

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence
- 2 Minutes of the Previous Meeting (Pages 3 - 4)
- 3 Declarations of Interest

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

4 Appointment of temporary Environmental Health Covid-19 Officers & Co-ordinator (Pages 5 - 8)

(Report of the Assistant Director, Growth and Regeneration)

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

The Protocol requires that no members of the public are to be deliberately filmed. Where possible, an area in the meeting room will be set aside for videoing, this is normally from the front of the public gallery. This aims to allow filming to be carried out whilst minimising the risk of the public being accidentally filmed.

If a member of the public is particularly concerned about accidental filming, please consider the location of any cameras when selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: D Cook, S Doyle, J Oates, Dr S Peale and R Pritchard.



MINUTES OF A MEETING OF THE APPOINTMENTS AND STAFFING COMMITTEE HELD ON 10th NOVEMBER 2020

Present: Councillor D Cook (Chair), Councillors S Doyle, J Oates,
Dr S Peple and R Pritchard

The Following Officers were present: Anica Goodwin (Executive Director Organisation), Sarah McGrandle (Assistant Director Operations and Leisure), Anna Miller (Assistant Director – Growth & Regeneration), Jo Hutchison (Democratic Services, Scrutiny and Elections Officer), Jodie Small (Legal, Democratic and Corporate Support Assistant) and Adam Deakin (Technical Infrastructure Engineer)

Apologies received from: Councillor(s)

14 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 September 2020 were approved as a correct record.

(Moved by Councillor R Pritchard and seconded by Councillor Dr S Peple)

15 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

16 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and / or 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

(Moved by Councillor S Doyle and seconded by Councillor R Pritchard)

17 REDUCTION IN GYM REFERRAL STAFF

The Committee received the report of the Assistant Director Operations and Leisure regarding the reduction in Gym Referral Staff

RESOLVED That Committee;

Approved the 2 recommendations within the report

(Moved by Councillor D Cook and seconded by Councillor J Oates)

18 IMPACT OF THE PANDEMIC ON THE CASTLE

The Committee received the report of the Assistant Director Growth and Regeneration regarding the Impact of the Pandemic on the Castle.

RESOLVED That Committee;

Approved the recommendation within the report

(Moved by Councillor J Oates and seconded by Councillor R Pritchard)

Chair _____

WEDNESDAY, 13 JANUARY 2021

REPORT OF THE ASSISTANT DIRECTOR – GROWTH AND REGENERATION

APPOINTMENT OF TEMPORARY ENVIRONMENTAL HEALTH COVID-19 OFFICERS & CO-ORDINATOR

EXEMPT INFORMATION

None.

PURPOSE

This report proposes how a ring fenced grant of £38,725 from the Government will be spent to create two EH COVID-19 Officer posts within the Environmental Health team for a 4 month temporary period to fulfil the role of 'COVID-19 Secure Marshals'. To oversee these new posts it is proposed that an existing Environmental Health Officer be seconded to this project for 2 days per week over the 4 month period as a 'Project Co-ordinator'.

These temporary changes will be funded entirely from the Covid-19 Local Authority Compliance and Enforcement Grant. Due to the tight time constraints, a Business Case was submitted to the Chief Executive and Executive Director – Organisation for their urgent approval under their delegated powers which was granted on 12th November 2020. The funding needs to be spent by 31st March 2021. This report is to make the Committee aware of this decision and request that it be endorsed.

RECOMMENDATIONS

It is recommended that the Committee consider the content of this report and endorse the decision to appoint 2 temporary EH COVID-19 officers and a part time EH COVID-19 co-ordinator for a 4 month period.

EXECUTIVE SUMMARY

On 22 September, the government announced the allocation of £60m to local authorities and the Police to support a range of additional COVID-19 compliance and enforcement activity. As part of this funding, Tamworth Borough Council was awarded with a grant of £38,725 by the Ministry of Housing, Communities & Local Government (MHCLG). The funding made available was for a 4 month period and is ring-fenced for any activity which will support COVID-19 compliance and enforcement of measures to support public health measures, including social distancing, to control the spread of COVID-19 across individuals, businesses and in the community. Any money not spent on these activities will need to be returned.

An urgent business case was submitted in November to create two EH COVID-19 Officer posts within the Environmental Health team for a 4 month temporary period to fulfil the role of COVID-19 Secure Marshals. These officers will provide essential help to the public and local businesses on the latest Covid-19 rules and guidance, offering guidance in and around business premises. These posts will not only provide support within the Town Centre and Market but will also cover all other parts of Tamworth including other workplaces, industrial estates and areas subject to local spikes in infection. To oversee

these new posts it is proposed that an existing Environmental Health Officer be seconded to this project for 2 days per week over the 4 month period.

EH COVID-19 Environmental Health Coordinator

This part time post (2 days per week) will help co-ordinate the project, train the new team and report qualitative and quantitative outcomes that can be reported back to the Government (which is a condition of the funding).

EH COVID-19 Officer x 2

The EH Covid-19 Officers will report to the EH COVID-19 Environmental Health Coordinator, and their duties will include:

- Solve problems and concerns related to the latest COVID-19 guidelines and restrictions
- Liaise with the SME business community and other relevant stakeholders
- Respond to public enquiries and provide advice/support on the latest Covid-19 restrictions relating to the public.
- Provide direct advice and support to local businesses on Covid-19 Secure measures in line with the latest restrictions and regulations.
- Deliver public information and business facing communications campaigns

RESOURCE IMPLICATIONS

The proposed posts will be funded entirely by the Covid-19 Local Authority Compliance and Enforcement Grant which has provided £38,725 funding to Tamworth Borough Council.

EH COVID-19 Environmental Health Coordinator

It is proposed that an existing Environmental Health Officer contractor be used to fulfil this role for 2 days per week over the 4 month period at a cost of £10,656.

EH COVID-19 Officer x 2

It is proposed that we appoint 2 positions at Grade E, which will cost a total of £21,363.84 over the 4 month period.

Contingency funding for Over-Time, Signage, Communications, PPE and Staff Training costs

It is proposed that the remaining £6705.16 be spent on over-time if the officers need to work weekends or evenings, signage that may be needed around the Borough, Communications activities, PPE for the new team and any additional staff training needs.

LEGAL/RISK IMPLICATIONS

It is not anticipated that there will be any significant legal/risk implications by creating these posts, as the proposal fully complies with the guidance from central government.

SUSTAINABILITY IMPLICATIONS

None.

BACKGROUND INFORMATION

On 8th October 2020 the Secretary of State for Housing, Communities and Local Government wrote to the Borough Council confirming that the Council would be provided with £38,725 of funding to be spent within a 4 month period. This funding is ring-fenced for any activity which will support compliance and enforcement of measures to support public health measures, including social distancing, to control the spread of COVID-19 across individuals, businesses and in the community.

The Prime Minister recently set out several steps to help increase compliance in relation to measures to help prevent the spread of COVID-19, including encouraging authorities to introduce COVID-19 Secure Marshals and their equivalents. Many local authorities already use marshals, wardens, stewards or their equivalents, helping to educate the public and explain rules, offering guidance in and around business premises to relieve pressure on Environmental Health Officers and the police. Indeed the Borough Council was recently operating a 'shop safe team' with ERDF monies to carry out business facing Covid advice and guidance with significant success following the first lockdown.

In response to this funding and framework, it is proposed that two new posts are created called EH Covid-19 Officers who will fulfil the above role. These posts will be either be filled by using officers from within the Council, temporarily seconded into completely new roles, based on their current role's skills set, or where this is not possible by recruiting externally. It is proposed that this structure will be in place for an initial 4 months, to support both the public and businesses within the whole of Tamworth between mid-December 2020 and March 2021 (or 4 months from the point of recruitment).

REPORT AUTHOR

Gareth Harvey – Head of Environmental Health

LIST OF BACKGROUND PAPERS

<https://www.gov.uk/government/publications/covid-19-local-authority-compliance-and-enforcement-grant/guidance-to-support-local-authority-compliance-and-enforcement-activity-including-covid-19-secure-marshals-or-equivalents>

APPENDICES

None.

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