



Borough of Tamworth

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## APPOINTMENTS AND STAFFING COMMITTEE

24 February 2021

Dear Councillor

A meeting of the Appointments and Staffing Committee will be held in **Online Meeting on Thursday, 4th March, 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 5 - 6)
- 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 Proposed appointment of temporary Environmental Health Technical Support Officer (Pages 7 - 10)**

*(Report of the Assistant Director, Growth & Regeneration)*

**5 Exclusion of the Press and Public**

To consider excluding the Press and Public from the meeting by passing the following resolution:-

*“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 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”*

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public

**6 Appointment of Temporary Communications Assistant (Pages 11 - 14)**

*(Report of the Assistant Director People)*

**7 Castle Re-structure (Pages 15 - 42)**

*(Report of the Chief Executive)*

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**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](mailto: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.

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**MINUTES OF A MEETING OF THE  
APPOINTMENTS AND STAFFING  
COMMITTEE  
HELD ON 13th JANUARY 2021**

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), Anna Miller (Assistant Director – Growth & Regeneration), Gareth Harvey (Head of Environmental Health), Adam Deakin (Technical Infrastructure Engineer), Jo Hutchison (Democratic Services, Scrutiny and Elections Officer) and Tracey Pinton (Legal Admin & Democratic Services Manager)

**19 APOLOGIES FOR ABSENCE**

There were no apologies for absence

**20 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 10<sup>th</sup> November 2020 were approved and signed as a correct record.

*(Moved by Councillor R Pritchard and seconded by Councillor Dr. Simon Peple)*

**21 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

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

Report of the Assistant Director – Growth and Regeneration to inform the committee 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’ and 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 and this report is to make the Committee aware of this decision and request that it be endorsed.

RESOLVED: That Committee

endorsed the decision to appoint 2 temporary EH COVID-19 officers and a part time EH COVID-19 co-ordinator for a 4 month period.

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

**Chair** \_\_\_\_\_

THURSDAY 4<sup>TH</sup> MARCH 2021

**REPORT OF THE ASSISTANT DIRECTOR – GROWTH AND REGENERATION**

**APPOINTMENT OF TEMPORARY ENVIRONMENTAL HEALTH TECHNICAL SUPPORT OFFICER**

**EXEMPT INFORMATION**

None.

**PURPOSE**

**THIS REPORT IS IN RELATION TO THE APPOINTMENT OF A TEMPORARY ENVIRONMENTAL HEALTH TECHNICAL SUPPORT OFFICER**

This report is to request permission from the Committee to create a temporary Environmental Health Technical Support Officer for 12 months.

**RECOMMENDATIONS**

It is recommended that the Committee consider the content of this report and agree to appoint a temporary Environmental Health Technical Support Officer for 12 months.

**EXECUTIVE SUMMARY**

Since March 2020 the Environmental Health team have seen an exponential increase in workload as a result of the Covid-19 pandemic. As well as enforcing the various lockdowns/Tier restrictions for different business sectors the team have also been commissioned by Staffordshire County Council to investigate outbreaks of Covid-19 in local workplaces. At the same time the Service has continued to provide critical services including high-risk Food Hygiene inspections/complaints, Taxi and Alcohol Licence applications, noise/odour complaints and planning consultations.

Although the team are provided with assistance with routine functions by the 'Business Support' team, there are many essential technical administration tasks that professional officers are still having to undertake, which is affecting their ability to carry out high risk functions. These tasks include:

- Systems Supervision for the Environmental Health database – Northgate - M3 Submission of statutory returns to the Food Standards Agency, Health & Safety Executive, DEFRA, Gambling Commission etc. which rely on the M3 database;
- Regular data cleansing/audit checks of database records to ensure statutory returns are accurate;
- Creation of processes to support the regular and accurate upload of data to the national Food Hygiene Rating Scheme (FHRS);
- Project management of the upgrade from the M3 database to the new 'Assure' system – which will require numerous changes to database records/processes before support for M3 is turned off later this year;
- Upkeep of statutory registers for licence applications and annual fee administration;
- Development of new processes on the 'Assure' database to streamline licence registers and annual fee administration;
- Project management of the digitisation of the Environmental Health service including a new 'Electronic Document Management' (EDM) system, back-scanning of paper records and integration of these records to the Assure database;
- Project management of the upgrade of the Assure database to integrate with the Tamworth Borough Council website to allow applications and payments to be made online;
- Performance management reports for inspections due/carried out, service request analysis, licensing demand etc. to inform service planning and prioritisation of services;

It is proposed that a temporary Environmental Health Technical Support Officer role be created for a period of 12 months, that is funded from the Covid-19 grant provided by Staffordshire County Council to support the pandemic response and ensure critical services continue. The post will be estimated at £31.7k for financial year 2021/22 including on costs.

## **RESOURCE IMPLICATIONS**

The proposed post will be funded entirely by the Covid-19 grant funding provided by Staffordshire County Council.

## **LEGAL/RISK IMPLICATIONS**

If the Environmental Health systems and Northgate database are not adequately supervised and developed, there is a risk that statutory returns to central government will not be submitted, and this could also affect our operation of the national Food Hygiene rating scheme. Robust systems are also required for General Data Protection Regulation (GDPR) requirements. Failure to have these systems in place could cause a risk of legal action against the Council as well as reputational damage.

**SUSTAINABILITY IMPLICATIONS**

None.

**BACKGROUND INFORMATION**

None.

**REPORT AUTHOR**

Gareth Harvey – Head of Environmental Health

**LIST OF BACKGROUND PAPERS**

None.

**APPENDICES**

None.

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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