



Borough of Tamworth

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APPOINTMENTS AND STAFFING COMMITTEE

13 April 2022

Dear Councillor

A meeting of the Appointments and Staffing Committee will be held in **Council Chamber, Marmion House, Lichfield Street, Tamworth, B79 7BZ on Thursday, 21st April, 2022 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, consisting of stylized initials and a long horizontal line extending to the right.

Chief Executive

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 Minutes of the Previous Meeting (Pages 3 - 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 Environmental Health Staffing Report (Pages 7 - 10)

(Report of the Assistant Director, Growth & 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.

If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before selecting a seat.

FAQs

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

To Councillors: J Oates, S Doyle, S Peuple, R Pritchard and M Summers.



**MINUTES OF A MEETING OF THE
APPOINTMENTS AND STAFFING
COMMITTEE
HELD ON 23rd MARCH 2022**

Present: Councillor J Oates (Chair), Councillors S Doyle, S Peaple, R Pritchard and M Summers

The Following Officers were present: Anica Goodwin (Executive Director Organisation), Paul Weston (Assistant Director Assets), Zoe Wolicki (Assistant Director People), Matthew Fletcher (Head of Economic Development and Regeneration) and Jackie Noble (Head HR and Organisational Development)

15 APOLOGIES FOR ABSENCE

There were no apologies for absence

16 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14th September 2021 were approved and signed as a correct record.

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

17 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

18 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 J Oates and seconded by Councillor R Pritchard)

19 REGENERATION PROJECTS OFFICER

Report of the Head of Economic Development and Regeneration to agree a new 3-year post associated with the delivery of the Gungate programme of regeneration projects

RESOLVED: That the Committee

1. Approved the creation of the Regeneration Projects Officer – Grade G – 3 year contract and;
2. authorised the Chief Executive to implement the changes.

(Moved by Councillor S Doyle and seconded by Councillor M Summers)

20 RESTRUCTURE OF ASSETS TEAM

Report of the Assistant Director, Assets to set out proposed changes to the Assets Team structure so as to better align it with the needs of the service; the report seeks approval to commence the consultation process with staff and commence implementation of the new structure upon conclusion of the consultation process and at the earliest possible opportunity.

RESOLVED That the Committee

Agreed the six recommendations within the report

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

21 SUMMARY OF HR CHANGES 1ST APRIL 2021 TO 30TH SEPTEMBER 2021

Report of the Head of Hr and Organisational Development to give a detailed summary of employment changes made to the Council's staffing structure by officers under the scheme of delegation and in line with prevailing policies. The time period is 1st April 2021 to 30th September 2021 and is for information only.

The committee noted the report

(Moved by Councillor S Peaple and seconded by Councillor M Summers)

22 SMART WORKING

Report of the Head of HR & Organisational Development to provide an update to the Appointments and Staffing Committee on the activities of the SMART Working project since the SMART Working report was approved by the Committee on 14th September 2021 and authorisation was given to commence Trade Union, management, Chief Officers and employee consultation.

RESOLVED: That the Committee

1. endorsed the activities taken to date and;
2. endorsed the agreement reached with the recognised Trade Unions

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

Chair _____

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21ST APRIL 2022

REPORT OF THE ASSISTANT DIRECTOR, GROWTH AND REGENERATION

Environmental Health staffing proposals

EXEMPT INFORMATION

None.

PURPOSE

To agree proposals to enhance the staffing of the Environmental Health Team to enable the team to recover from Covid 19 workload over the last two years and return to statutory duties.

RECOMMENDATIONS

That the Committee-

1. Approve the proposed staffing structure as set out in this report.
2. Authorise the Chief Executive to implement the changes.

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 team has continued to provide critical services including high-risk food hygiene inspections/complaints, taxi and alcohol licence applications, noise/odour complaints and planning consultations.

The work in relation to Covid-19 has been carried out by all officers within the team at the height of the pandemic at the expense of their own statutory work including but not limited to routine food hygiene inspections and public health inspections. As the situation with Covid-19 eases it is necessary to ensure that specifically Environmental Health Officers return to their substantive duties. There is a significant back log of food hygiene and licensing inspections to carry out and those that have been visited are requiring significant intervention to bring them up to standard. In addition there is a back log of routine checks and audits in relation to taxi licensing. There are also a number of licensing contracts, policies and procedures which need renewing, retendering, and revising.

The Proposal

- to appoint a temporary Senior Licensing Officer for 18months;
- extend both the secondment of a Technical Support Officer for a further 12 months to March 2024 and to pay an essential car user allowance;
- extend the contract of the Covid-19 Officer until 10th October 2023; and

- Approve the replacement of the vacant temporary environmental health officer for 12 months.

Temporary Senior Licensing Officer:

At present the licensing section of the team has a flat structure with three officers reporting directly to the Head of Service. It is proposed that the introduction of a Senior Licensing Officer would have supervisory responsibility of the licensing staff providing them with technical support and supervision. In addition this post would be responsible for reviewing, renewing and retendering contracts, policies and procedures many of which are overdue and again relieve current Environmental Health staff who have been tasked with some of these duties so that they can concentrate on addressing overdue regulatory inspections. With the addition of this post it is also envisaged that the licensing team could undertake a body of proactive work including resurrecting the Responsible Authorities Group, working closely with partners by carrying out enforcement inspections of taxis and licensed premises with both the police, trading standards and the Security Industry Agency (SIA). This post is a Grade G and will be temporary for 18 months.

Extension of Technical Support Officer:

The Technical Support Officers main duties include but are not limited to assisting in the processing of Environmental Health, Licensing and other related applications and complaints/service requests, including checking of the validity of information, input of data onto the Northgate database, sending out related correspondence and processing of associated fees/reminders. Assistance with production of taxi vehicle plates and driver license badges and development of Northgate database to expedite annual Licensing Fee administration. The extension of the secondment of this post would assist in addressing the back log of licensing checks and support the two substantive licensing posts with administration and relieve the Licensing Officer of some duties to work on the migration of licensing to Assure.

Currently this post has not been allocated an essential car user allowance yet the officer has a role which necessitates the use of a vehicle to provide some services we are expecting them to deliver. The post therefore needs amending to add this allowance. This post is a Grade E and will be temporary for a further 12 months.

Extension of Covid 19 officer post:

Extending the term of the Covid-19 Officer post would allow Covid-19 issues to continue to be addressed while enabling commercial officers to return to their substantive duties and focus on their statutory responsibilities in relation to food, health and safety and public health and to clear the backlog created by Covid and priorities stipulated by Government. Should the work in relation to Covid-19 reduce it is anticipated this post could also provide support by assisting with other Environmental Health duties. This post is a Grade E and remain temporary until October 2023

Temporary Environmental Health Officer:

With regards to the vacant temporary EHO post, this post was previously approved by the Appointments and Staffing Committee in July 2021 which was recruited to however the post holder left the post after successfully applying for a permanent position. Due to the current Covid-19 Outbreak workload and subsequent back log of programmed public health inspections it is proposed to fill this temporary role with an EHO who can lead on addressing the inspection backlog. This post is a Grade G and will remain temporary until 31 March 2023.

Finances

It is proposed that all of these posts would be funded from the Covid-19 grant provided by Staffordshire County Council and Central Government to support the pandemic response and ensure critical services continue.

The total cost of the proposal is £260,393 This can be funded from Environmental health's remaining containing outbreak management funding of £266,000.

	2022/23	2023/24	Total
Temporary Senior Licensing Officer – Grade G	£47,252	£24,217	£71,469
Technical Support Officer incl £1200 car allowance – Grade E	£36,946	£37,840	£74,786
Covid 19 officer – Grade E	£35,746	£22,901	£58,647
Temporary Environmental Health Officer – Grade G	£47,252		£47,252
Out of hours service to March 2023	£8,239		£8,239
Total			£260,393
Funding			£266,000

RESOURCE IMPLICATIONS

The proposed temporary posts and extension to posts will be funded entirely by the Covid-19 grant funding provided by Staffordshire County Council and Department of Health and Social Care. Technical support officer will return to substantive role upon completion of this temporary employment.

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. The authority is also under a statutory duty to inspect registered food premises. The longer premises remain operational with an overdue inspection the more likely the risk of a serious food poisoning incident or outbreak. In addition failure to carry out routine checks on current licensed taxi drivers and premises could result in serious risk to public safety.

SUSTAINABILITY IMPLICATIONS

None.

BACKGROUND INFORMATION

None.

REPORT AUTHOR

Wendy Smith – Head of Environmental Health

LIST OF BACKGROUND PAPERS**APPENDICES**

None.