

Decision Under Delegated Powers

Officer Requesting the Decision

Victoria Spanovic – Food Safety Manager

Officer Making the Decision

Alan Twells – Head of Regulatory Services

Recommendation

To approve the provision of a backfill agency Regulatory Services Support Officer (M231) (F105 A0101) of 37 hours per week through the Matrix Agency contract, with 22 hours funding through the vacant M231 post and the remaining through salary underspends carried over from 2021-22 and through 2022-23. The contract will be extended from the 1st of April 2022 to 30th September 2022, reporting to the Head of Regulatory Services. The hourly rate through the contract is £11.00 per hour (total client charge of £14.80).

Reason

Due to retirement of the previous post holder (M231) and recent long-term sickness, the ability of the Regulatory Services Admin Team to achieve its workload has been compromised. Therefore, following a review of the workload pressures on the Regulatory Services Administration Team, it is proposed to extend the contract of existing agency Regulatory Services Administration Support Officer until 30th September 2022 (6 months).

Authority for Decision

Under Section 8 of the current Council Constitution the Chief Executive, Strategic Directors and Heads of Service have delegated power to make temporary appointments to be held against existing permanent posts or within the overall budget. This is following consultation with the Council's Human Resources team and subject to the decision complying with the Council's existing policies.

Decision

Date

Background Information

The Regulatory Service Administration Team provides support across a number of teams handling initial contact for customers on food safety, health & safety, pest control, dog control, environmental protection, and cover for Street Management.

The Team also deal with general enquiries, service requests and enter data onto the back-office systems. Their work also includes supporting enforcement officers with their enforcement activities, enabling them to effectively prioritise and undertake their work more efficiently. In addition to this, the Service is undertaking a change to the back-office system Civica to the new Northgate Assure. The support officers are playing a key role in this by developing templates, scanning documents, and updating the system.

The Senior Leadership Team (SLT), on the 26th January 2022, approved the need to extend the Project Management of the Northgate Assure Implementation Project for a further 7 months to enable the on-going implementation of the system. The Head of Regulatory Services confirmed that as part of the implementation of the Public Protection System and in order for the on-going support from Regulatory Services officers a budget carry forward from 2021-22 to 2022-23 would be required. SLT on the 23rd February 2022, approved the recruitment and backfilling of a number of posts to support on-going Covid recovery work and the implementation of the Northgate Assure PP system. This included the need to continue with the cover arrangements for the Regulatory Services Support Officer role.

The Regulatory Services Support Team is small and comprises of 2.9FTE staff. Unfortunately, due to the retirement of the previous post holder and recent long-term sickness, the ability of the Regulatory Services Admin Team to achieve its workload has been compromised. Therefore, following a review of the workload pressures on the Regulatory Services Administration Team, it is proposed to extend the contract of existing agency support until 30th September 2022. This will be subject to the budget carry forward requested. In the interim the post is proposed to continue after April 2022 to enable continuity of Service, but being initially funded by the vacancy saving and also other current vacancies across Regulatory Services, until final budget carry forward is confirmed. If this is not approved then the post will be reviewed.

Comments from HR

HR Adviser: Anna Cairns (8/3/22)

Normal recruitment process should be followed or the normal process with the Recruitment Agency relating to the current arrangements with this worked.

Financial Implications

The cost of providing this post from 1/04/22 to 30/09/22 (6months / 26 weeks) will be approximately £14,248, which will be part funded by taking 22hrs of salary underspends from the vacant post M231, cost centre F105 A0101 and the remaining 15hrs from approved Budget Carry Forwards for 2022-23. These costs include all on-costs and inflationary increases.

Charge Code:

Cost Centre:F105

Subjective Code:A0101

Approximate costings £14.80/hour (inc on-costs) x 37hrs/week = £548 x 26 weeks = £,14,248 (£14,200 rounded). (£8,400 from vacant post M231 and £5,800 from Carry Forward budgets for 2022-23. (22/15 split))

Risk Management

The following table outlines the key risks related to this decision.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Not extending the post will lead to failure to implement effectively the Northgate Assure System	3	3	Moderate (9)	If approved the post will ensure that resources are freed up to assist in the implementation work. If it is not approved, the hours to be covered would be reduced and the implementation time frame would be extended for the PP Module.
Not extending the post will lead to the inability to deal with and manage effective customer enquiries across Regulatory Services, resulting in corporate complaints and potential safety and risks to the public.	3	3	Moderate (9)	If not approved, the work within the Team will need to be reviewed and prioritised to urgent and high risk areas. Inform SLT and Lead Member to agree prioritisation and acceptance of risks.

Key Decision: No

Date included on Forward Plan: N/A

Background Papers: None