

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 additional Regulatory Services Administration Officer (M232) working hours via funding from the government's Covid Contain Funding. Additional hours will be 22 hours per week, Cost Centre X464 T0100 Project Code BG509, from the 15th March 2021 to 15th July 2021, reporting to the Head of Regulatory Services.

Reason

Since the beginning of the Covid-19 pandemic, the Secretary of State has implemented several regulations made in response to the serious and imminent threat to public health which is posed by the incidence and spread of severe acute respiratory syndrome coronavirus 2 (SARSCoV-2) in England. These regulations require certain premises to close or to trade under legally enforceable restrictions. The workload of the Regulatory Services Admin Team has increased significantly due to increased service requests and associated enforcement officer support work. The government has recognised the demand on Local Government resources and has introduced the Covid Contain Outbreak Management Fund to provide additional resources for essential Covid-19 work. Charnwood has been allocated some of this funding from Leicestershire County Council. The proposed additional hours funded by this fund will enable additional staff resources to ensure sufficient administrative support can be directed to compliance and enforcement activities carried out by Regulatory Services, allowing frontline officers to concentrate on Covid Secure checks and enforcement.

Authority for Decision

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications. This has been further sub-delegated by the Chief Executive to Strategic Directors/Heads of Service in certain circumstances (DD 002 021 refers)). These proposals fall within the limit of the authority of the relevant Head of Service.

Decision

Date

Background Information

The Coronavirus pandemic has brought with it the introduction of a significant amount of regulation affecting businesses across all sectors within the borough. Businesses have been required to either close, restrict their trading hours and change the way customers can access their services. This has caused significant additional workload pressures on Regulatory Services, which has experienced a massive increase in demands on the service, including administrative support for officers and providing the first point of contact for business and members of the public. Since the beginning of the lockdown, the service has dealt with 1,202 business enquiries and complaints from the public. The demand on Regulatory Services has continuously increased in-line with the introduction of each new Covid-19 regulation. Post lockdown it is anticipated that the introduction of new legislation and the staged re-opening of all business sectors will significantly increase service demands.

The Government has acknowledged the effectiveness of Local Authority business support and enforcement work, and significant additional funding has been made available across the police and local authorities for this purpose. Charnwood Borough Council was awarded 2 tranches of the Contain funding from Leicestershire County Council, further funding may also be available into 2021-22. The County Council have specific criteria for the use of the funding, which must be agreed. Part of this criteria includes Covid 19 compliance and enforcement work and also management of outbreaks. Part of Charnwood's allocation is allocated to this compliance and enforcement work and some of this will be used to provide an additional 22hours per week administration officer time to assist with essential Covid-19 support work. This will allow EHO's and Enforcement Officers to concentrate on COVID compliance checks and Business Advice throughout each Stage of the Road Map.

The cost of providing this post from 15/3/21 to 15/7/21 will be approximately £6,200, which will be funded by the Covid Contain Fund.

Approximate costings £15.70/hour (inc on-costs) x 22hrs/week = £345 x 18 weeks = £6,217.

All costs will be allocated to the specific Contain Fund costs centres and reported through to the Covid Monitoring Group.

Further allocation of the funding will be subject to additional separate Delegated Decisions.

Comments from HR

HR Adviser: Anna Cairns (26/2/21)

If this post is to be a CBC Fixed Term post, normal recruitment process should be followed. If being recruited via an agency CBC HR Admin will not need to be involved.

Financial Implications

The cost of providing this post (Scale C scp12) from 15/3/21 to 15/7/21 (4months) will be approximately £6,200, which will be funded by the Covid Contain Fund. These costs include all on-costs and inflationary increases.

Charge Code:

Cost Centre:X464

Subjective Code:T0100

Project Code:BG509

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Risk Management

List risks in table below or state that 'No specific risks have been identified with this report'.

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Financial cost to the Council	High	Low	The government will ensure that local authorities are funded for the new requirements as quickly as possible, in line with the New Burdens doctrine
COVID 19 infection rates and local lockdown	Med	High	Plan is in place to undertake Compliance and Enforcement checks supported by this additional admin to try and ensure controls remain in place.

Key Decision: No

Date included on Forward Plan: N/A

Background Papers: None