

Decision Under Delegated Powers

Officer Requesting the Decision

Nadine Buckland – Food Safety Manager

Officer Making the Decision

Alan Twells – Head of Regulatory Services

Recommendation

To approve the provision of an agency Regulatory Services Administration Officer (M232) (F205 A0101) of 37 hours per week through the Matrix Agency contract, with 22 hours funding through the vacant M232 post and the remaining through the Governments Covid Contain Funding allocation. (Cost Centre X464 T0100). From the 1st October 2021 to 31st December 2021, reporting to the Head of Regulatory Services

To approve an increase in hourly rate through the contract to £11.00 per hour (total client charge of £14.80).

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

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 increased 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 and directly from the Government. The proposed hours resourced 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, enforcement and outbreaks.

Salary savings have accrued due to staff retirement in May 2021 from an existing administration (M232) role within Regulatory Services.

It has been difficult to recruit and retain suitable administrative agency candidates with knowledge and expertise required to operate within Regulatory Services, the increase in hourly rate will secure suitably qualified employment to the admin role.

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 of 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 and 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. With the introduction of the Government Autumn and Winter Plan, there is ongoing work for enforcement officers to encourage businesses to continue keeping their premises, staff and customers safe. There is also additional work required to assist Public Health Teams in outbreak management.

The additional workload pressures on Regulatory Services, continue to be an 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 pandemic, the service has dealt with 1650 covid business enquiries and complaints from the public. This is in addition to running normal day to day services. The demand on Regulatory Services has continued to increase in-line with the introduction of each new Covid-19 regulation. There have been over 60 pieces of covid legislation introduced, including amendments over the last 18 months.

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 15 hours 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 as we move in line with the Governments Autumn and Winter Plan 2021.

With the relaxing of legal controls the number of COVID cases is increasing and is expected to remain high through the autumn and winter. It is therefore, felt necessary to use the additional 15 hours from the Contain funding allocation.

In addition with the increased work levels, Regulatory Services are part of the implementation of the Northgate Back Office system to enable a more consistent and efficient use of systems across a number of services. With this and also implementation the need for on-going temporary admin support is felt necessary.

It is proposed to implement this until 31st December 2021 and review and determine if on-going support is required until 31st March 2022.

The cost of providing this post from 1/10/21 to 31/12/21 will be approximately £6,570, which will be funded by the Covid Contain Fund and salary savings from post (M231) cost centre F205 A0101.

Approximate split costings

Covid Contain Fund budget £14.80/hour (inc on-costs) x 15hrs/week = £222 x 12 weeks= £2664

F205 A0101 budget £14.80 (inc on costs) x 22hrs/week = £325.60 x 12 weeks = £3907.

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

None received

Financial Implications

The cost of providing this post from 1/10/21 to 31/12/21 (3months) will be approximately £6,570, which will be funded by the Covid Contain Fund and cost centre F205 A0101. These costs include all on-costs and inflationary increases.

Charge Code:

Cost Centre:X464

Subjective Code:T0100

Project Code:BG509

Approximate costings £14.80/hour (inc on-costs) x 15hrs/week = £222 x 12 weeks= £2,664.

Cost Centre : F205

Subjective Code : A0101

Approximate costings £14.80/hour (inc on costs) x 22hrs/week = £325.60 x 12 weeks
= £3,907

Total = £6570

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

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

DELEGATED DECISION – ADDENDUM

DECISION OF OFFICER MAKING THE DECISION – 25th November 2021
DD 178 2021 (To be Appended)

Officer Requesting Decision (Addendum)

Nadine Buckland – Food Safety Manager

Decision and Date (for Addendum)

Recommendations / Addendum

To approve the provision to extend the contract for an agency Regulatory Services Administration Officer (M232) (F205 A0101) of 37 hours per week through the Matrix Agency contract, with 22 hours funding through the vacant M232 post and the remaining through the Governments Covid Contain Funding allocation. (Cost Centre X464 T0100). From the 1 st January 2022 to 31st March 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

Reasons

A review of the workload pressures on Regulatory Services and the continued demands on the service, including administrative support, it is proposed to implement on-going support and this is required until 31st March 2022.

Background

As per DD 178 2021

Financial Implications

The cost of providing this post from 1/01/22 to 31/03/22 (3months) will be approximately £6,570, which will be funded by the Covid Contain Fund and cost centre F205 A0101.

These costs include all on-costs and inflationary increases.

Charge Code:

Cost Centre:X464

Subjective Code:T0100

Project Code:BG509

Approximate costings £14.80/hour (inc on-costs) x 15hrs/week = £222 x 12 weeks=
£2,664.

Cost Centre : F205 Subjective Code : A0101

Approximate costings £14.80/hour (inc on costs) x 22hrs/week = £325.60 x 12 weeks = £3,907

Total = £6570

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

Key Decisions

No

Background Papers

DD 178 2021



DD178 - Additional
Covid Admin Resourc

Signed: *Alan Jones*

Date: ...17th December 2021