 Employment Committee 20 March 2019		Agenda Item No. 9
Title	Health and Community Protection Service Area Confirmation of posts	
For further information about this report please contact	Marianne Rolfe Email: Marianne.rolfe@warwickdc.gov.uk Tel: 01926 456700	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	Yes
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	07/03/19	Andrew Jones
Head of Service	07/03/19	Marianne Rolfe
CMT		CMT
Section 151 Officer	07/03/19	Mike Snow
Monitoring Officer	07/03/19	Andrew Jones
Finance	07/03/19	Mike Snow
Portfolio Holder(s)	07/03/19	Andrew Thompson
Consultation & Community Engagement		
This report provides the background and recommendations for proposed changes to the structure of the Health and Community Protection Service Area.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report sets out the proposals for Health and Community Protection Service Area in order to address changing service needs.

2. **Recommendation**

- 2.1 That Employment Committee approves addition of the following posts to the establishment.

- Continuity & Contingencies Officer 1FTE
- Senior Environmental Health Officer 1FTE
- Community Safety Officer Grade 1FTE (Temporary 1 year)
- Licensing Enforcement Officer 1FTE
- Licensing Technical Officer 0.5FTE

3. **Reasons for the Recommendation**

3.1 **Continuity & Contingency Officer:**

The post of Continuity & Contingency Officer has been a temporary position for two years ending in October 2019. The increase in events held within the district and the changing picture in the emergency planning field mean that this post is required to be made permanent.

3.2 **Senior Environmental Health Officer (Planning):**

The increase of planning applications received by Development Services has impacted upon Health and Community Protection. There has been an increase in the number of planning applications, pre-application advice requests and post application duties which have directly impacted upon the workload of the service.

3.3 **Community Safety Officer:**

There are a number of interventions in progress within the Safer Communities team which require additional resource in order to bring the project forward in the required timelines. Therefore, it is proposed that a temporary Community Safety Officer post for a period of 1 year is created in order to deliver on the projects.

3.4 **Licensing Enforcement Officer and Licensing Technical Officer:**

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (The 2018 Regulations) were made on 16 April 2018 and came into force on 1 October 2018. Under these regulations the former licensing schemes for animal boarding establishments, pet shops, riding establishments and dog breeders were repealed and replaced by a new single licensing scheme that regulates all these activities and incorporated the licensing of those who train or exhibit performing animals. This latter duty was passed from the County Council to the District Council on 1 October 2018.

- 3.5 The new regulations are very prescriptive in how matters should be conducted particularly in the granting and monitoring of compliance but also how appeals

and requests for re-inspections must be processed. There is also new suspension, variation, refusal and revocation processes with the welfare of the animals concerned at the very heart of any action to be taken. Due to the very rigid nature of the regulations, the Licensing authority is under strict limitations in respect of how it deals with each application lending the new regime to a much more administrative approach to animal licensing than previously.

- 3.6 Having considered the detailed requirements contained in the guidance notes related to the new star rating scheme, the new appeals and re-inspection procedures, the required review and updating of all the present licences and familiarisation of Officers with the new guidance documents, coupled with an expected increase in new licence applications (e.g. doggy day care and dog breeding activities) the present staff resource needs to be increased in order that the Council is able to meet its statutory duties in licensing the dramatically increased number of premises which fall under this legislation. Therefore, it is proposed that an additional enforcement officer and a licensing technical officer post are created to address this rise in workload.

4.0 **Policy Framework –**

4.1 **Fit for the Future**

The principles of Fit for the Future have been considered in the formation of the proposal. The new service structure provides additional resources in order to improve the functionality of the service and the services contribution towards making the district a great place to live, work and visit.

4.2 **Impact Assessments -**

There are no adverse equality impacts resulting for the proposal.

5 **Budgetary Framework**

- 5.1 There are no budgetary implications associated with the Civil Contingency Officer, Senior Environmental Health Officer and the Community Safety Officer posts.
- 5.2 Budget will be sought from the Executive in July 2019 for the Licensing Enforcement Officer and Licensing Technical Officer posts.

6. **Risks**

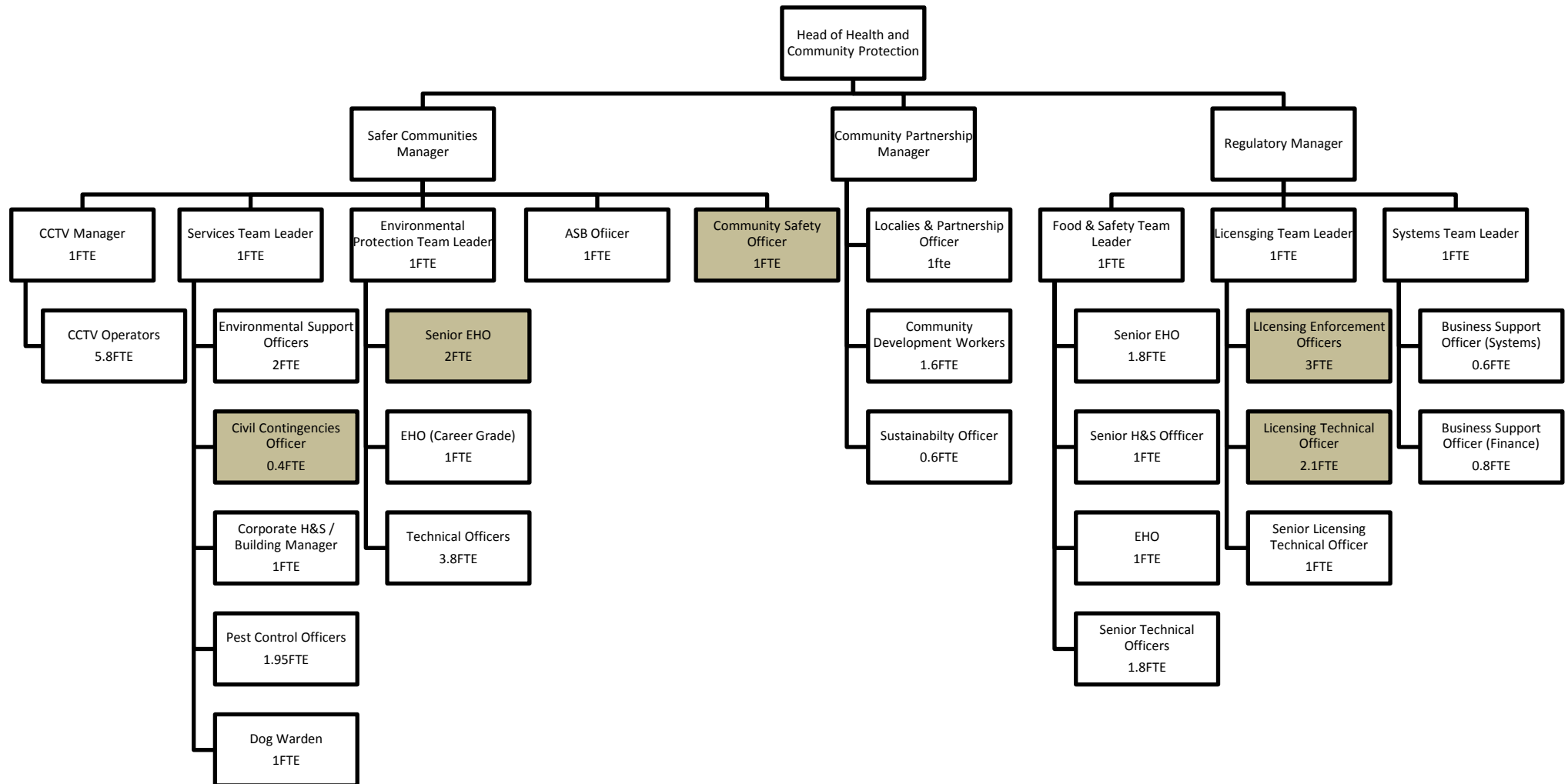
- 6.1 The current situation is unsustainable and is placing excessive pressures upon specific points in the service which will not be able to continue long term. It does not allow the service to accommodate changing customer demands. The proposed structure allows the service to be adapted to the changing landscape.
- 6.2 The increase in workload of the service from our being a Responsible Authority for Development Services continues to increase with a number of large developments coming on stream. The new structure will allow the trends of workload to be monitored going forward so that they can be considered in their totality and an appropriate course of action with regard to additional staffing proposed if required.

7. Alternative Option(s) considered

- 7.1 Employment Committee could choose to not to approve the proposals in which case the appropriate staffing resources will not be provided to meet the service needs.

Appendix A: Proposed Structure

1FTE unless otherwise stated. Coloured boxes indicate post changes.



Appendix B: Current Structure

Coloured boxes indicate post changes.

