

 Employment Committee – 21st March 2018		Agenda Item No. 5
Title	Creation of new posts in Development Services and Health and Community Protection	
For further information about this report please contact	David Barber Dave.barber@warwickdc.gov.uk 01926 456065 Marianne Rolfe Marianne.rolfe@warwickdc.gov.uk 01926 456700	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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	N/A	
Background Papers	Fit for the Future Change Programme Report – Executive 1 st June 2017 Report – Executive 7 th February 2018	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
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	8/3/18	Bill Hunt / Andy Jones
Head of Service	8/3/18	Dave Barber / Marianne Rolfe
CMT	8/3/18	Chris Elliott/Bill Hunt/Andy Jones
Section 151 Officer	7/3/18	Mike Snow
HR	26/2/18	Tracy Dolphin
Finance	7/3/18	Mike Snow
Portfolio Holder(s)	8/3/18	Cllr Alan Rhead / Cllr Andrew Thompson
Consultation & Community Engagement		
N/A		
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 additional posts to be added to the Council's establishment within Development Services and Health and Community Protection following the budget report approved by Executives on 7th February 2018 and the national 20% increase in the Planning fees which was introduced on 17th January 2018.

2. Recommendations

- 2.1 That the following posts be established within Development Services:
- Enforcement Officer, 0.5 FTE
 - Development Monitoring Officer, 1FTE
 - Discharge of Conditions Officer, 1FTE (existing temporary post to become permanent from 1st April 2018)
 - Project Officer, 1FTE
 - Project Manager, 1FTE (existing temporary post to become permanent from 1st April 2018)
 - Trainee Building Consultant, 1FTE
- 2.2 That the following post be established in Health and Community Protection:
- Senior Environmental Health , 1FTE, Temporary for 2 years from May 2018

3. Reasons for the Recommendation

- 3.1 In January 2018, the Government introduced new regulations to increase Planning Fees by 20%. The guidance suggests that the additional funds arising from the fees increase should be spent "to support the delivery of an effective planning system". To reflect this, recommendation 2.7 of the Fit for the Future report agreed by the Executive on 1st June agreed to increase income accordingly with a commensurate increase in expenditure. It was also agreed that budget apportionments from the planning fees increase should be determined by the Section 151 officer in consultation with the Senior Management Team.
- 3.2 In light of this recommendation and following consultation with the Senior Management Team on 14th February 2018, the Section 151 officer has agreed that the following posts should be funded from the increase in planning fees:
- **Discharge of Conditions Officer (1FTE):** over the last year Development Services have trialled a post to deal with the backlog of conditions and to put better procedures in place as previously this had been an area that hinders development starting on site. The current temporary post ends in June 2018. It is proposed to make this post permanent.
 - **Enforcement Officer (0.5 FTE):** There are currently 1.5 FTE Enforcement Officers in addition to the Enforcement Manager. The caseload of the Enforcement team continues at a high level which in turn limits the responsiveness of the team. Enforcement is a vital part of the Planning service in that it ensures decisions are adhered to and development is properly authorised. Enforcement cases have a direct public impact and failure to deal with them promptly can cause distress. In addition, the job description of the Enforcement Manager is being amended to include responsibility for managing the new CIL Officer. Broadening the responsibilities of this post will reduce the caseload capacity. The additional resource for enforcement will provide for a more responsive enforcement service.
 - **Development Monitoring Officer (1FTE):** Monitoring Development is becoming increasingly important and increasingly complex as the pace of

development in the District grows. It is therefore necessary to bolster monitoring resources to ensure an accurate and up to date picture of development is maintained. This data is not only important to ensure national and regional data is provided, but also underpins the collection of CIL and Section 106 data, informs the prioritisation of the Infrastructure Delivery Plan, provides progress against the emerging housing delivery test and enables the maintenance of a 5 year housing land supply.

- **Senior Environmental Health Officer (1FTE from May 2018):** As highlighted in the Health and Community Protection restructure in 2017, a continuing review had been undertaken to assess demands that the increasing workload associated with planning has had upon service delivery. The increasing demands reflect the growing number of planning applications that have been submitted over the last three years. The consequence of this is the need for an additional post in environmental health to provide responsive, high quality advice in support of the planning application process. The post is temporary, as it is expected that after 2 years the most complex environmental health issues associated with the Local Plan sites will have been resolved. At that time, the focus of the post may change meaning that a different range of skills are required.

- 3.3 It should be noted that the increase in Planning Fees will also support the other changes to the establishment including a third Site Delivery Officer, a CIL Officer and a Green Spaces Officer. All these posts have previously been established through Employment Committee
- 3.4 In February 2018 the Executive and Full Council considered a report on the General Fund and Budget for 2018/19. Paragraph 3.3.5 of this report included proposals to make the existing **Projects Manager post** (1FTE)(responsible for the Office relocation Project) permanent. It also proposed a **new Project Officer** (1FTE) post be created to provide additional capacity for a number of key corporate projects including:
- Advertising & Sponsorship
 - Energy efficiency, renewable energy and storage options
 - Local Lottery
 - Enterprise team delivery model
- 3.5 At present Warwick Building Control has a vacant post. The service is amending its approach to recruitment, whereby more emphasis is placed on growing talent within the service rather than recruiting direct in to senior roles. It is therefore proposed to use funding that is currently available for a Building Control Consultant to establish a new **Trainee Building Consultant** post.

4. **Policy Framework**

4.1 **Fit for the Future:**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money

External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Improved cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and Anti-Social Behaviour (ASB)	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The new posts will have an important role in supporting the delivery of high quality, safe development and infrastructure whilst taking account of health impacts.	The new posts will have an important role in support good quality design that delivers an environment that people are proud of and supports community safety.	The new posts will play an important role in ensuring S106 and CIL contributions are collected from developments and are spent on delivering infrastructure priorities
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The proposals will ensure the right resources are available to address current priorities for Development Services and Health and Community Protection.	The new posts will ensure a focus on customer priorities and will work closely with services across the Council to ensure a responsive service.	The new posts will support S106 and CIL providing an important and reliable alternative source of funding for infrastructure.

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies. The Local Plan is one of the key strategies, cutting across many of the FFF strands. The new posts will play an important role in delivering the Local Plan, Infrastructure Delivery Plan and Health and Wellbeing Strategy.

4.3 **Impact Assessment:** There are no equalities or environmental impacts associated with the proposal in this report.

5. **Budgetary Framework**

5.1 The overall costs attributable to the 20% increase in planning fees are dependent on the grades for the Development Monitoring and EHO posts. It is hoped these will both be considered at Hay Panel on 13th March. If this is the case, the agreed grades can be reported verbally.

5.2 If the grades are as anticipated, the three permanent posts to be established from the 20% increase in planning fees will have a recurring cost of £73,000 per year. The temporary Senior Environmental Health Officer post will cost £43,000 per year (£86,000 over two years). 60% of this (£26,000) will be funded from the Planning Fees increase with the remainder to be funded from Service Transformation Budget (as agreed by the Executive in February 2018). The total costs from the Planning Fees increase are comfortably within the projections for additional income.

5.3 The Project Manager and Project Officer posts will cost approximately £77,000 per year. Provision has been made for this within the 2018/19 Budget Report.

5.4 At present a Senior Building Control Officer post is filled on a temporary basis by a former Building Control Officer. This arrangement will be made permanent subject to the post holder achieving the necessary qualifications. This will enable the Building Control Officer post to be deleted and to be replaced by the Trainee Building Consultant. If the temporary arrangement is not made permanent, then the Senior Building Control Officer post will be deleted and will be replaced by the Trainee Building Consultant. In either event, this will bring a saving within Warwick Building Control's ring-fenced budget until such time that the Trainee is fully qualified and is able to operate as a building control officer. The Trainee post will be considered by Hay Panel on 13th March. The agreed grades can be reported verbally

5.5 In June 2017, within the Fit For the Future Executive report, it was agreed, that consequent budget apportionments of the additional income are determined by the S151 Officer in consultation with the Council's Senior Management Team.

6. **Risks**

6.1 There is a risk that the Planning Fees increase will not come forward as projected. If this is the case, it is proposed that the CIL Officer post will be funded from a CIL administration charge. The income and costs will be closely monitored. If there is likely to be any shortfall to meet the planned costs, members will be duly advised within future Budget reports.

7. **Alternative Option(s) considered**

7.1 A number of alternatives were considered regarding how to utilise the Planning Fees increase and in preparing the proposals in the budget report. However, the proposals for utilising the respective sources of funds have already been approved.