

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

2227

Author:

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Department:

Communities

Contact:

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Subject:

Continuation of Burglary Reduction Scheme & increased demand within Safer Housing & HMO

Total Value:

165,000 (Type: Revenue)

Decision Being Taken:

Executive Decision:

1. Approve the expenditure on the posts listed below for a period of 6 months to 1 April 2016.
2. To approve the expenditure for appointing 2 Consultant Environmental Health Officers (EHOs) for a period of 12 weeks each.

Non-Executive Decision:

3. For the Corporate Director to allow for the continual funding of: 1 FTE Burglary Reduction Officer Band G; and establish and recruit to 5 FTE Business Support Officers Band C; 1 Safer Housing Team Support Officer Supervisor Band E; 1 FTE Licensing Support Officer Manager Band E; 6 FTE Business Support Officers (Licensing and Compliance) Band C.

Reasons for the Decision(s)

Part of this funding is for the continuation and enhancement of the burglary reduction scheme which is match funded by Nottinghamshire Police Force which was originally approved by the Director of Community Protection for equal match funding in January 2014. This will continue to fund a full time Environmental Health Officer to inspect properties that have suffered repeated attacks of burglary. The officer will offer advice and educate the occupiers and owners of improvements to be made to the home to prevent further repeated attacks. Failure to follow advice will then lead to enforcement action. The scheme started in August last year and has already shown it has been successful in it's aims to reduce repeated burglary to targeted properties in Nottingham City area.

A further part of the funding is to clear a backlog of licence applications, enforce non compliant landlords, respond to any demand increases within Safer Housing. This work was originally due to commence in 2014/15 but has slipped into 2015/16. This was in mainly due to the Judicial Review that was undertaken in 2014/15 on Houses in Multiple Occupation (HMO). It is anticipated that the following establishment will be required to complete this work by the end of the financial year for 2016 working full time, assuming they commence 1st October 2015

Business Support Officers (Safer Housing Team)

5

Safer Housing Team Support Officers Supervisor

1

Licensing Support Officers Manager

1

Business Support Officers (Licensing & Compliance)

6

It is hoped to obtain most support staff from within the Business Support service, with a view to the management posts coming from secondment opportunities within the existing workforce which will ensure we are able to recruit in time

There is also a requirement for 2 Consultant Environmental Health Officers for a period of 12 weeks each. These will be recruited through the Nottingham City Council's procurement process

The above is to ensure delivery of the HMO safer housing agenda in line with the manifesto commitments which is now Council Policy

Other Options Considered: No other options are to be considered as this already has approval from the corporate management team.

Background Papers:

Published Works:

Affected Wards: Citywide

Colleague / Councillor Interests:

Use of Consultants	Number of Days:120
	Rate per Day:210
	Total value:25000
	Start date:05/10/2015
	End date:28/12/2015
Reason for using a consultant:	Due to the limited time frame and financial regulations in place for this type of funding, there is a requirement to recruit very quickly. Due to the specialisms of an Environmental Health Officer, we would be unable to recruit internally and/or externally within the time frame available
Other options considered:	None
Name of consultant:	Osbourne Richardson
Reason for selection?	Specialists in Environmental Health
Has the consultant previously completed work for the City Council?	Yes
Specific activities to be undertaken by the consultant are:	Environmental Health enforcing statutory legislation
Period of engagement:	12 weeks
By what process was the consultant selected?	via recruitment specialists

Consultations: Those not consulted are not directly affected by the decision.

Crime and Disorder Implications:

The continual enforcement to reduce burglary to housing within the city. To enforce against non compliant landlords under mandatory and additional licensing. To respond to any demand increases within the Safer Housing Team

Equality:

EIA not required. Reasons: This will not change the current ways of working or alter our enforcement options.

Regard for NHS Constitution:

Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community.

Decision Type:

Portfolio Holder

Subject to Call In:

Yes

Call In Expiry date:

11/11/2015

Advice Sought:

Legal, Finance, Procurement, Human Resources

Legal Advice:

The proposed use of the monies the subject of this decision appears to be within the Council's powers. Advice provided by Ann Barrett (Team Leader) on 10/09/2015.

Finance Advice:

I have provided costings for the required posts and these are as follows:

FTE 6 Months Grade			
	£m		
EHO Burglary Reduction Officer	1 0.016	G	
Business Support Officers (Safer Housing Team)	5 0.045	C	
Safer Housing Team Support Officers Supervisor	1 0.012	E	
Licensing Support Officers Manager	1 0.012	E	
Business Support Officers (Licensing & Compliance)	6 0.054	C	
Consultant EHO (Licensing Inspections 12 weeks)	2 0.025	N/a	
TOTAL	0.165		

The recruitment and spend of the employees will be monitored on a monthly basis along with the usual budget monitoring exercise to ensure costs stay within limits. The only as yet unknown factor is the actual cost of the consultants hourly rate, but these will be employed through the City Councils procurement process and will also be monitored to ensure there will be no additional expenditure incurred. I do not foresee any financial risks other than the risk that all posts will not be recruited to in a timely manner. This may result in an under spend.

Advice provided by Michelle Pullen (Senior Accounts Assistant) on 15/09/2015.

Procurement Advice:

The only posts that are not being sourced internally are the Consultant EHO (Licensing Inspections 12 weeks) at a cost of £25,000 and 3 quotes have been sought in order to provide a value for money purchase and to comply with our Financial Regulations.

Advice provided by Paul Ritchie (Procurement Category Manager) on 21/09/2015.

HR Advice:

If the need for this role ends in March 2016, at this stage it would be advisable to fill the role on a fixed term or secondment basis. On that basis, management must ensure they have an exit strategy in place to terminate the fixed term contract ensuring the allocated budget will cover any potential redeployment and redundancy costs where appropriate in line with NCC procedure and legislation. If individuals have over 2 years continuous service, they will be entitled to statutory redundancy payment. Management should consider this when confirming the initial length of fixed term contract.

Advice provided by Makeshya Henningham (Service Redesign Consultant) on 04/09/2015.

Signatures:

Jon Collins (Leader of the Council)

SIGNED and Dated: 03/11/2015

Nicola Heaton (Portfolio Holder for Community Services)

SIGNED and Dated: 07/10/2015

Andrew Vaughan (Corporate Director Commercial and Operations)

SIGNED and Dated: 02/10/2015