

Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-nedd

Democratic Services
Gwasanaethau Democrataidd

Chief Executive: Steven Phillips

Date: 14 October, 2016

Dear Member

PERSONNEL COMMITTEE - MONDAY, 17TH OCTOBER, 2016

Please find attached the following urgent item for consideration at the next meeting of the **Personnel Committee - Monday, 17th October, 2016.**

Item

- a) Operational Support for Pest Control (Pages 3 - 6)

Yours sincerely

Chief Executive

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ENVIRONMENT DIRECTORATE

PERSONNEL COMMITTEE

Urgent Report of the Head of Streetcare – Michael Roberts

17th October 2016

SECTION A – MATTER FOR DECISION

Wards Affected: All

Operational Support for Pest Control

1. Purpose of the Report

To convert the existing Modern Apprentice post in Pest Control to an Operational Support Assistant post.

2. Executive Summary

Personnel Committee on the 16th May 2016 approved changes associated with the move of Environmental Health and Trading Standards (EHTS) from Social Services Health and Housing to Environment. As part of this change, Pest Control Services were amalgamated with the management of stray dogs and waste enforcement section. At that time the only sensible way to divide the associated operational support in EHTS was for the Modern Apprentice to transfer to Streetcare to support the Pest Control Service. The report in May should have included for the post of Modern Apprentice to be changed to the post Operational Support Assistant in Pest Control as had been planned and for. This report aims to address this omission.

3. Background

Personnel Committee on the 16th May 2016 approved changes associated with the move of Environmental Health and Trading Standards from Social Services Health and Housing to Environment.

The changes included Pest Control transferring to Waste and Neighbourhood Services within Streetcare and the remaining services transferring to Planning and Public Protection.

As a part of this split, support staff, (two part time positions and one apprentice) were allocated to the separate services, and the only sensible arrangement was for the Modern Apprentice to transfer to Streetcare.

It was the intention to change the apprentice post into that of Operational Support Assistant however the restructuring report in May omitted this. The issue has now become urgent as the Officer should be placed on the At Risk Register as their apprenticeship is approaching completion. Associated with this it can be expected the officer will move on, leaving behind both a loss of capability and experience.

Although Waste and Neighbourhood Services has capacity to provide short term cover during periods of absence, the need for a full time position in Pest Control is imperative to facilitate sustainable service delivery.

4. Financial Impact

As part of the many changes in the Forward Financial Plan, the additional cost of converting the Modern Apprentice post to Operational Support Assistant (Grade 3) has been allowed for within the Waste & Neighbourhood budget. Financial Appraisal is given as Appendix A.

5. Equality Impact Assessment

A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equalities Impact Assessment.

6. Legal Impact

There are no legal impacts associated with this report.

7. Risk Management

The existing apprentice post holder is due to be placed on the At Risk Register. Should the existing employee choose to pursue alternative positions the experience and knowledge of the service, and capacity to deliver the service will be lost.

8. Consultation

There is no requirement under the Constitution for external consultation on this item.

9. Recommendation

It is recommended that the existing Modern Apprentice post in the Pest Control Service is deleted and replaced with an Operational Support Assistant (Grade 3) post. Furthermore, that the existing employee, be appointed to the new position.

FOR DECISION

11. Appendices

Appendix A - Financial Appraisal

12. List of Background Papers

None

13. Officer Contacts

Andrew Lewis, Waste & Neighbourhood Services Manager. Tel: 01639 686021 or email: a.lewis@npt.gov.uk

Appendix A

Set Up Costs

<u>Costs</u>	This Year (16/17)
Total Set Up Costs	0
<u>Funding Set Up Costs</u>	
Total Funding of Set Up Costs	0

Recurring Costs

<u>Costs</u>	This Year £'000	Maximum £'000
Employee Costs		
- Starting Salary (inc. on costs)	798 (based on 7 months)	
- Additional Cost at Maximum Salary		3,111
Accommodation Running Costs	0	
IT Annual Costs	0	
Other Running Costs (Participant Costs)	<u>0</u>	<u> </u>
Total Running Costs	0	3,111
<u>Funding of Recurring Costs</u>		
Internal Sources		
Saving in first year	0	
Addition Income	0	
Other	798	
Total Funds Available		3,111