Personnel Sub-Committee
18 September 2017
Update on Vacant Posts Within the Environmental Protection Team, Environmental Services

Purpose of report
This report provides members with an update on the recruitment of two part time fixed term posts approved by this committee in June 2016.

Attachment

1.0 Background

1.1 In June 2016 this committee considered two papers requesting the creation of two new part time, fixed term posts within Environmental Protection (Minute numbers 11 and 12 refers).

1.2 The posts approved were for an additional part time Technical Officer to support the full time post with the technical drawings for Disabled Facilities Grants (DFGs) to assist with the waiting list; this was to be paid for from the capital budget for DFGs. The second post was the creation of a post to assist Environmental Protection in continuing to provide planning consultation responses; this was to be funded through the Planning Applications fees.

2.0 Recruitment Update

2.1 Following the approval of the posts and adverts were placed in relevant publications and online equivalents.

2.2 The Planning Consultation role was advertised three times, in a number of professional and public sector platforms. Out of the three times the role was advertised only one candidate applied on the third round, who was not suitable for the post and was not interviewed.

2.3 The Technical Officer post was advertised twice and on both occasions there were no applicants.

3.0 Future Implications

3.1 As a result of not being able to recruit anyone to the roles the following has been put in place:

3.1.1 Planning Consultation Resource – In discussion with the Head of Planning Services we have agreed that rather than continuing to advertise, that we will instead use the funding allocation for the role to appoint external consultants to assist Environmental Services as and when required. The Head of Planning will be advised if it is felt that due to the complexity, size and time it would take to review an application or based on the current capacity within the team, that a consultant will be appointed for that application.

3.1.2 Technical Officer – Due to the issues in finding a suitable qualified and experienced Technical Officer we are continuing to look at sharing a resource with a neighbouring authority. At the time the paper was taken to this committee in June 2016 the council we were looking to share a resource with was Daventry District Council. They have now trialled other options and due to the failure to find a suitable candidate we are
working with Kettering and Corby Borough Council to look at resourcing and resilience of this role. In the interim we have utilised consultants to pick up some of the work as well as the Adapt Service run by Spire Homes Care and Repair, which, as an interim measure is proving successful.

4.0 Equality and Diversity Implications

4.1 There are no Equality and Diversity Implications arising from this report.

5.0 Legal Implications

5.1 There are no legal implications arising from this report.

6.0 Risk Management

6.1 The main risk in relation to these posts is in ensuring that we continue to meet our legal requirements for DFG timescales. The interim measure we have put in place following the unsuccessful advertising of the additional posts has enabled us to still meet our legal timescales.

7.0 Resource and Financial Implications

7.1 The costs of using the Spire Homes Adapt Service and external Technical Services is being met through the DFG Capital Budget.

7.2 At present we have requested that consultants be utilised for 2 planning applications and are intending to only use this resource where there is no other option to ensure planning are able to meet their timescales for application determination.

8.0 Constitutional Implications

8.1 There are no constitutional implications arising from this report.

9.0 Implications for our Customers

9.1 Utilising external resources to continue to work through the DFG waiting list is ensuring that our customers are receiving the best service we can provided within the resources available. We are continuing to meet all of our legal timescales and continue to look at ways of improving the service both internally through process reviews but also externally for our customers.

10.0 Corporate Outcomes

10.1 The Corporate Outcomes are:

- Good Value for Money – the interim measures have been utilised to ensure value for money
- Effective Management – The situation remains under review and under careful management
- High Quality Service Delivery – To ensure we continue to provide the best services we can to our customers both internal and external

11.0 Recommendation

11.1 The Committee is recommended to

(1) Note the current position of the two vacant posts and approve the interim measures generated as a result of not being able to recruit.

(Reason - The recommended course of action is the most cost-effective)
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<tr>
<th>Legal</th>
<th>Power: Housing Grants, Construction and Regeneration Act 1996</th>
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<td>Other considerations:</td>
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**Background Papers:** Personnel Sub Committee Report dated 20th June 2016 x 2

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**Date:** 03/08/2017

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