

To: Members of the Special Sub-Group

(Councillors Clews, Chapman, Bates, Farrow, Guilmant, Jarvis, Jenns, Stuart, Turley and M Watson)

For the information of the Members of the Council

For general enquiries please contact Democratic Services on 01827 719237 or via email – democraticservices@northwarks.gov.uk

For enquiries about specific reports please contact the officer named in the reports.

This document can be made available in large print and electronic accessible formats if requested.

SPECIAL SUB-GROUP

10 FEBRUARY 2026

The Special Sub-Group will meet on Tuesday, 10 February 2026 at 6.30pm in the Council Chamber at The Council House, South Street, Atherstone, Warwickshire. The day after the meeting a recording will be available to be viewed on the Council's YouTube channel at [NorthWarks - YouTube](#).

AGENDA

- 1 Evacuation Procedure**
- 2 Apologies for Absence / Members away on official Council Business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**

4 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. Questions should be submitted by 9.30am two working days prior to the meeting. A period of five minutes will be allowed for each question to be answered.

Members of the public wishing to address the Board must register their intention to do so by 9:30am two working days prior to the meeting. Participants are restricted to five minutes each.

If you wish to put a question to the meeting, please register by email to democraticservices@northwarks.gov.uk or telephone 01827 719221/719226/719237.

Once registered to speak, the person asking the question has the option to either:

- (a) attend the meeting in person at the Council Chamber.
- (b) attend remotely via Teams; or
- (c) request that the Chair reads out their written question.

The Council Chamber has level access via a lift to assist those with limited mobility who attend in person however, it may be more convenient to attend remotely.

If attending remotely an invitation will be sent to join the Teams video conferencing for this meeting. Those registered to speak should dial the telephone number and ID number (provided on their invitation) when joining the meeting to ask their question. However, whilst waiting they will be able to hear what is being said at the meeting.

ITEMS FOR DISCUSSION AND DECISION (WHITE PAPERS)

5 **Change of Environmental Health Structure – Report of the Chief Executive**

Summary

This report sets out details of a proposed change to the staffing structure within the Environmental Health and Licensing Team.

The contact Officer for this report is Sharon Gallagher (719292).

6 **Exclusion of the Public and Press**

To consider, in accordance with Section 100A(4) of the Local Government Act 1972, whether it is in the public interest that the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

7 **Housing Options Team Capacity** - Report of the Director of Housing

The Contact Officer for this report is Angela Coates (719369).

STEVE MAXEY
Chief Executive

Agenda Item No 5

Special Sub-Group

10 February 2026

Report of the Chief Executive

Change to Environmental Health Structure

1 Summary

- 1.1 This report sets out details of a proposed change to the staffing structure within the Environmental Health and Licensing Team.

Recommendation to Special Sub-Group:

Approve the change to the Environmental Health and Licensing Team structure, with the creation of an additional Environmental Crime Officer post to replace the Food Safety Officer post.

2 Consultation

- 2.1 HR and The Union have been consulted. Any comments received on the proposal that is the subject of this report will be conveyed verbally at the meeting.

3 Report

- 3.1 Following the retirement of one of the food safety officers at the end of November 2025, a review of the department was carried out, taking into account the changing demands of the service.
- 3.2 The Food Standards Agency are reviewing the future of food regulation and have reviewed the Food Law Code of Practice, which now allows greater flexibility with remote assessments and broader officer competencies. We also recruited to the vacant Technical Officer post, this officer supports the work of the Food Safety Officers.
- 3.3 The Environmental Crime Officer manages an average of 40 active cases at any one time, many of which involve complex investigations, along with the preparation of prosecution files, liaison with the legal team and attendance at court. The role also includes cross-boundary working and work alongside partners and stakeholders sharing ideas and best practice. The additional officer would provide increased resilience and allow greater focus on proactive and preventative enforcement.

3.4 The proposal is to replace the 0.6 FTE Food Safety Officer post with a Full time Environmental Crime Officer. The difference in cost for this increase in resource is in the region of £20,000.

4 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 There is an increase in cost of £20,000 to make the post full time.

5.1.2 The extra resilience will allow us to target additional areas of environmental crime such as, dog fouling, littering, fly posting and graffiti, the penalties for which are Fixed Penalty Notices (FPN's), they offer a quick resolution for minor offences, paid fines could be used to fund local environmental improvements.

5.2 Legal, Data Protection and Human Rights Implications

5.2.1 Under the Environmental Protection Act the Authority has a duty to do all it reasonably can to prevent instances of environmental crime. The recruitment of an additional Environmental Crime Officer supports this duty.

5.2.2 The Environmental Crime Officer will have to process personal data as part of the duties of the role. Any personal data will be collected securely, retained and disposed of in accordance with the relevant policies, in accordance with the Data Protection Officer.

5.3 Equalities Implications

5.3.1 There are no equalities implications arising from this report.

5.4 Safer Communities Implications

5.4.1 The recruitment of an additional Environmental Crime Officer directly supports the Authority's role in contributing to safer communities.

5.5 Human Resources Implications

5.5.1 Recruitment to all the posts will be carried out in line with the Council's Recruitment and Selection Policy.

The Contact Officer for this report is Sharon Gallagher (719292).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Agenda Item No 6

Special Sub-Group

10 February 2026

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

To consider whether, in accordance with Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda Item No 7

Housing Options Team Capacity – Report of the Director of Housing

Paragraph 3 – By reason of the report containing information relating to the financial or business affairs of any particular person (including the authority holding that information).

In relation to the item listed above members should only exclude the public if the public interest in doing so outweighs the public interest in disclosing the information, giving their reasons as to why that is the case.

The Contact Officer for this report is Julie Holland (719237).