**Public Health & Prevention Directorate**

**Recruitment Request – Business Case**

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| **Author name & job title** | Janet Moore |
| **Date** | 21/07/2025 |
| **Head of Service** | Graham Duggan |

**Position Details**

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| --- | --- | --- | --- |
| **Service Area** | Environmental Protection, Public Health & Prevention | | |
| **Post for recruitment** | Animal Welfare Dog Control Officer | | |
| **Start date of vacancy** | 1 September 2025 (approx.) | **Grade** | 6 |
| **Permanent / fixed term** | Permanent | **If fixed term, period required** |  |
| **Full time/ part time** | Full time | **If part time, no. hours / week** |  |
| **Externally funded** | No | **Proportion of external funds (%)** |  |
| **One off position or permission sought for recruitment to a role e.g. waste collection drivers?** | | One-off position | |

**Requirement**

*Background and reason for proposal:*

**Background**

Current and proposed team structure charts below.

The Animal Welfare and Dog Control Team forms part of the Environmental Protection Service. The team currently consists of a AWDC Team Leader (AWDCTL), 3 AWDCOs and a Dog Control Officer (DCO). Two resignations have been accepted, the AWDCTL and an AWDCO and both postholders will be leaving mid-August 2025.

Team functions include the inspection and licensing of animal welfare establishments such as zoos, kennels and dog breeders (around 78 granted per year); dealing with stray dogs (around 167 per year); investigating animal welfare, nuisance/ aggression complaints regarding dogs (around 30 per month) and carrying out patrols to ensure compliance with Dog Related Public Spaces Protection Orders.

The service is very public facing, and the loss of 2 FTE cannot be accommodated. Alongside this, there have been ongoing issues with supervision and performance in the team which has led to public complaint. A review of the supervisory arrangements is being undertaken and whilst this takes place it is proposed not to fill the Team Leader vacancy with supervision being provided for an interim period by the Service Manager. However, the fully operational post must be filled.

The current postholder of the DCO post is undertaking the necessary professional qualification to enable them to perform in the role of AWDCO (additionally undertaking licensing activities) and this will be beneficial for the service. It is proposed to move them to the vacant AWDCO post (subject to completion of the qualification) and recruit to the then vacant DCO post. Subject to the needs of the service and budget, the opportunity for the newly appointed DCO to undertake the professional qualification may be offered at a future point.

The review of the supervisory arrangements will be completed by autumn 2025 and the proposal reported to PHP SMT. The proposal will be managed within service budget.

**Proposal**

1. Move the existing DCO postholder to the vacant AWDCO post at the appropriate time.
2. Recruit to the subsequently vacant DCO post.
3. Complete the review of supervisory arrangements keeping the AWDCTL vacant until the outcome is decided.

**Budget implications**

AWDCTL cost (incl. on costs @grade 12, top of scale) = £64,568

AWDCO cost (incl. on costs @grade 9, top of scale) = £47,445

DCO cost (incl. on costs @grade 6, top of scale) = £33,803

Cost of upgrading DCO post to a AWDCO post = £13,642

Until the review of supervisory arrangements is completed and the outcome implemented there will be a pro-rata annual saving of £50,926 (AWDCTL saving less upgrade cost of DCO post).

Outcome costs will be managed within the service budget.

**Link to Council’s Statutory Responsibilities and priorities**

*How does this recruitment and its work within a team contribute to the Council’s statutory responsibilities, Service Plans, Place Plan and Council Plan?*

These are statutory services under the Animal Welfare Act and Environmental Protection Act.

**Grow our economy**

Providing advice to businesses and other Dorset Council services on regulatory matters relating to animal welfare establishments.

Creating an even playing field and preventing bad practice by ensuring businesses operate within the provision of the legislation.

Providing income from the statutory inspections

**Communities for all**

Investigating complaints including barking dogs and aggressive dog behaviour.

Promoting responsible dog ownership through patrols, advice, and enforcement.

Dealing with stray dogs.

**Risk**

*What is the level of risk associated with not recruiting? (Use Dorset Council’s risk management methodology). Include commentary on risk if required.*

The level of current risk has been identified as: High (12)

Impact: Moderate (3), Likelihood: High (4)

There will be both an operational and reputational risk to the Council if the DCO post is not recruited to given that the AWDCTL post is remaining vacant.

**HR considerations**

Current

A diagram of a company

AI-generated content may be incorrect.

Proposed (interim management)

**Decision**

|  |  |
| --- | --- |
| Decision (approve/reject/date) | |
| Head of Service recommendation |  |
| Heads of Service comments | Statutory activity, customer facing, income generating. |
| Exec/Corporate Director decision |  |
| Exec/Corporate Director comments. |  |