

**24<sup>th</sup> February 2015**

**Agenda Item: 7**

## **REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC PROTECTION**

### **CHANGES TO THE TRADING STANDARDS & COMMUNITY SAFETY SERVICE STAFFING STRUCTURE**

#### **Purpose of the Report**

1. To propose changes to the Trading Standards & Community Safety staffing structure.

#### **Information and Advice**

2. In February 2014, the County Council approved a total of £487k efficiency savings for the Trading Standards Service, to be achieved over the two year period 2014/15 to 2015/16 as set out in the table below.

	<b>2014/15</b>	<b>2015/16</b>	<b>Total</b>
Staffing	£191k	£79k	<b>£270k</b>
Income	£66k	£88k	<b>£154k</b>
Running Expenses	£35k	£28k	<b>£63k</b>
<b>Total</b>	<b>£292k</b>	<b>£195k</b>	<b>£487k</b>

3. The £191k staffing savings for 2014/15 were achieved without any need for compulsory redundancies. A further £79k staff savings have been agreed for 2015/16. The proposed savings involved the following changes to the staffing structure:
  - i. Reduction in the number of level 1/2 Trading Standards Officer posts from 13fte to 11fte, resulting in savings of £61k. It is anticipated that both posts will be vacant.
  - ii. Reduction in the number of Technical Assistant posts from 3fte to 2 fte, resulting in savings of £19.5k.

4. On 6<sup>th</sup> January 2015, the Community Safety Committee approved the transfer of the Gypsy and Traveller Liaison Officer (0.6 fte) from NAVO into the Trading Standards & Community Safety Service. The County Council has provided £24.7k funding for this post for a number of years.
5. At the end of December 2014 a Level 4 Trading Standards Officer (0.8fte) left the Service to take up employment elsewhere. The intention is to fill the resulting vacant post by advancing a level 3 Trading Standards Officer, via the Service's career scheme. This will involve a competitive internal recruitment process. To make the post viable for this advancement, this amended structure increases the contracted hours of that post from 0.8fte to 1fte.
6. The table below outlines the proposed new structure for the Trading Standards & Community Safety Service, which reflects the changes outlined above:

<b>Role</b>	<b>Structure April 2014 (fte)</b>	<b>Cost £k (incl oncosts)</b>	<b>Structure April 2015* (fte)</b>	<b>Cost £k (incl oncosts)</b>
Group Manager	1	69.9	1	72.2
Team Managers	4	202.7	4	207.3
Community Safety Officers	4.8	229.9	4.8	234.6
Level 4 Trading Standards Officers	7.6	312.4	7.8	321.6
Level 3 Trading Standards Officers	8	269.5	8	285.9
Level 1/2 Trading Standards Officers	13	398.1	11	336.3
Accredited Financial Investigator	1	39.9	1	43.3
Intelligence Manager	1	37.0	1	37.7
Information Manager	1	27.6	1	29.1
Gypsy and Traveller Liaison Officer (GTLO)	0	0.0	0.6	18.7
Intelligence Support Officer	2	42.5	2	44.7
(Business Support Officers)	4	90.8	4	93.0
Technical Assistants	3	57.7	2	39.6
<b>TOTAL</b>	<b>50.4</b>	<b>1,777.0</b>	<b>48.2</b>	<b>1,764.0</b>

(\*April 2015 figures include additional pay increments)

### **Other Options Considered**

7. If the Level 4 Trading Standards Officer (TSO) role were retained at 0.8fte, the Service would be unlikely to be able to advance a level 3 Trading Standards Officer as all of our level 3 TSOs currently work full time. This would leave us with a vacant level 4 TSO role at a time when we need highly qualified experienced officers to support managers.

## Reason/s for Recommendation/s

8. The Service requires a full complement of experienced highly qualified level 4 Trading Standards Officers to fulfil future service needs, including income generation work and conducting complex investigations.

## Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken with HR and trade unions and advice sought on these issues as required.

## Crime and Disorder Implications

10. The Service does make significant contributions to reducing crime and disorder, and the proposed structure makes the most effective use of the resource in tackling crime and disorder.

## Service User Implications

11. The proposed structure supports the continued development of highly skilled officers able to tackle the serious and complex problems causing the most detriment to our communities.

## Financial Implications

12. The £1764k cost of the new structure set out in paragraph 6 can be met within the budget and reductions previously agreed. The table below illustrates this.

	£'000s
Staffing costs for 2014/15	1,777
Reduction agreed by Council February 2014	(79)
<b>Revised budget for 2015/16 before developments</b>	<b>1,698</b>
Gypsy and Traveller Post Funding	25
Pay Increments	41
<b>Revised approved budget</b>	<b>1,764</b>

## Human Resources Implications

13. The proposals would give an opportunity to a Trading Standards Officer at Level 3 in the career progression scheme and opportunity to progress.

## **RECOMMENDATION/S**

- 1) It is recommended that the Committee approve the proposed new structure for the Trading Standards & Community Safety Service as set out at paragraph 6., including the addition of 0.2fte to the Level 4 Trading Standards Officer establishment.

**PAUL MCKAY**

**Service Director Access and Public Protection**

**For any enquiries about this report please contact:**

Mark Walker, Group Manager Trading Standards & Community Safety x 52070

## **Constitutional Comments (SLB 02/02/2015)**

14. Community Safety Committee is the appropriate body to consider the content of this report. In accordance with the Council's Employment Procedure Rules reports proposing changes to staffing structures should include HR comments and the recognised trade unions should be consulted.

## **Financial Comments (KAS 30/01/15)**

15. The financial implications are contained within paragraph 12 of the report.

## **Human Resources Comments (JD 03/02/15)**

16. The Authority's vacancy protocol will be adopted for all recruitment contained within this report and any proposed redundancies will be supported through the Authority's Redundancy policy.

## **Background Papers**

- None

## **Electoral Division(s) and Member(s) Affected**

- All.