

8th January 2013**Agenda item: 6**

REPORT OF THE GROUP MANAGER FOR TRADING STANDARDS CHANGES TO THE TRADING STANDARDS STAFFING ESTABLISHMENT

Purpose of the Report

1. The purpose of this report is to seek approval to make adjustments to the staffing establishment within the Trading Standards Service to address recent developments and emerging needs in the Service.

Information and Advice

Current Establishment

2. On 31st May 2011, a new Trading Standards structure was implemented to realise staff efficiency savings for 2011/12 of £520,000, whilst continuing to deliver key business objectives. The changes were the subject of a delegated decision, ref AH/2011/00015.
3. The Service was subsequently asked to find a further £49,000 efficiency savings for 2012/13, which was met through losing a level 4 Trading Standards Officer to voluntary redundancy.
4. The above savings resulted in the loss of a number of senior positions and much expertise to voluntary redundancy. To help redress the balance, previous approval was sought and granted (10th July 2012 Community Safety Committee Meeting) to increase the number of level 3 Trading Standards Officers (TSOs) within the Service from 2.8 fte to 6.8 fte. This was achieved by dis-establishing 4.0 fte level 2 Trading Standards Officer posts and establishing 4.0 fte level 3 Trading Standards Officer posts.
5. To date three level 2 TSOs have advanced into three of the four level 3 TSO roles via advancement through the career scheme. Another officer will advance in February 2013 on attaining their Diploma in Consumer Affairs and Trading Standards (DCATs) qualification and being successful in an internal recruitment process.
6. The level 3 Trading Standards Officer positions, approved on 10th July 2012, bring much needed additional senior officer capacity and specialist expertise. The Service has a very lean management structure and the more senior Trading Standards Officers support team managers by overseeing officers' work and providing invaluable mentoring and support to inexperienced officers. They also support managers by helping to field the increasing number of media enquiries, as the Service strives to convey key messages and raise awareness of the County Council's work.

7. In November 2012 the Service lost a very experienced level 2 Trading Standards Officer (0.8fte) who left to further his career. This leaves a vacant level 1/level 2 Trading Standards Officer post which will be difficult to recruit to because it is a 0.8 fte role. The officer will be replaced, via an internal recruitment process, with an entry level officer with no previous Trading Standards experience. This development increases the need for more senior officers to provide the necessary support and mentoring needed to develop new officers.
8. In November 2012 a level 3 Trading Standards Officer (0.8 fte) also left the Service to pursue a teaching career. This leaves a level 3 Trading Standards Officer vacancy, which will be difficult to recruit to again because it is a 0.8fte role.

Proposed Structure

9. The proposed amended structure below includes the disestablishment of a 1.0 fte level 2 Trading Standards Officer post and the establishment of a 1.0 fte level 3 Trading Standards Officer post. The Service has a number of officers on course to attain the necessary qualification to be in a position to advance to level 3 in February 2013. Advancement would be subject to an internal recruitment process.
10. The proposed structure also includes increasing the vacant 0.8 fte level 3 Trading Standards Officer role to 1 fte and the vacant 0.8 fte level 1/2 Trading Standards Officer role to 1 fte to make the roles more attractive to recruit to. Permission will be sought to recruit externally to the level 3 Trading Standards Officer role to again bolster the senior officer expertise and experience within the Service.
11. In October 2012 the Information Manager role within the Service sadly became vacant due to the death in service of a long serving and much valued member of the Service's staff. The role had evolved over time so in November/December 2012 the job description was reviewed. As a result the grading for the role changed from Band A to Grade 5, due to changes in the financial responsibilities assigned to the role.
12. Table 1 below outlines the proposed new structure, as compared to the previous structure which took effect on 10th July 2012.

TABLE 1-TRADING STANDARDS MAIN SERVICE PROPOSED ESTABLISHMENT CHANGES

	Structure 10 July 2011		Proposed Structure	
ROLE	FTE	Cost (including oncosts) £k	FTE	Cost (including oncosts) £K
Level 1/2 TSO	19.6	582.8	18.8	559.0
Level 3 TSO	6.8	245.3	8	288.6
Level 4 TSO	7.6	314.9	7.6	314.9
Team Mgrs	4	202.1	4	202.1
Group Mgr	1	69.5	1	69.5
Office Co-ord	1	25.2	1	25.2
Fin Invest. Officer	1	41.4	1	41.4
Intelligence Mgr	1	36.1	1	36.1
Information Mgr	1	36.1	1	29.7
Intelligence Support Officer	2	42.6	2	42.6
Admin Assts	2	38.2	2	38.2
Technical Assts	3	57.3	3	57.3
TOTAL FTE	50	1691.5	50.4	1704.6

Reason/s for Recommendation/s

13. In order to provide Nottinghamshire with a more effective Trading Standards Service it is recommended that the changes to the staffing structure be approved.

Statutory and Policy Implications

14. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

15. The above changes involve a net increase of £13,200 to the Service’s staffing budget. This can be found from further efficiency savings to the Trading Standards supplies and services budget.

RECOMMENDATION/S

- 1) It is recommended that the existing Trading Standards staffing structure be disestablished with effect from 8th January 2013 and the amended staffing structure for the Trading Standards Service be confirmed as follows with effect from 8th January 2013:
 - (a) 18.8 fte (695.6 hours) Trading Standards Officers, level 1 / 2 (Grade 4/5, scp 19-28) and the post be allocated an approved car user allowance

- (b) 8 fte (296 hours) Trading Standards Officers, Level 3 (Band A, scp 29-34) and the post be allocated an approved car user allowance
- (c) 7.6 fte (281.2 hours) Trading Standards Officers, Level 4, (Band B, scp 34-39) and the post be allocated an approved car user allowance
- (d) 4 fte (148 hours) Team Managers (Band D, scp 42-47), and the post be allocated an approved car user allowance
- (e) 1 fte (37 hours) Group Manager, (Band F, scp 56-61) and the post be allocated an approved car user allowance
- (f) 1 fte (37 hours) Officer Coordinator, (Grade 4, scp 19-23)
- (g) 1 fte (37 hours) Financial Investigation Officer, (Band B, scp 34-39) and the post be allocated an approved car user allowance
- (h) 1 fte (37 hours) Intelligence Manager, (Band A, scp 29-34) and the post be allocated an approved car user allowance
- (i) 1 fte (37 hours) Information Manager, (Grade 5, scp 24-28)
- (j) 2 fte (74hours) Intelligence Support Officers, (Grade 3, scp 14-18)
- (k) 2 fte (74 hours) Administrative Assistants, (Grade 2, scp 9-13)
- (l) 3 fte (111 hours) Technical Assistants, (Grade 2, scp 9-13).

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GROUP MANAGER-TRADING STANDARDS**

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Constitutional Comments (LMc 14/12/2012))

16. The proposals in this report are within the remit of the Community Safety Committee.

Financial Comments (NDR 13/12/2012)

17. The financial implications are set out in paragraph 15 of the report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

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