

**06 January 2015****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR ACCESS AND PUBLIC  
PROTECTION****Temporary Project Manager in Trading Standards and Community Safety  
for Income Generation****Purpose of the Report**

1. To seek Member approval for the establishment of a new temporary Project Manager post within the Trading Standards and Community Safety Service to maximise opportunities to generate income.

**Information and Advice**

2. The Trading Standards function of the Trading Standards and Community Safety Service has the following budget reductions to achieve in 2014/15 and 15/16, signed off by Council in February 2014. A significant proportion is to be realised from increasing the amount of income generated:

	<b>14/15</b>	<b>15/16</b>	<b>TOTAL</b>
Staffing	£191k	£79k	£270k
Income	£66k	£88k	£154k
Running Expenses	£35k	£28k	£63k
<b>Total</b>	<b>£292k</b>	<b>£195k</b>	<b>£487k</b>

**Background**

3. The Trading Standards and Community Safety Service have a good track record of attracting additional income. Stretching income targets set over many years have demonstrated that the skills of the service are in demand from within the Authority, the Private Sector, and also other local authorities.
4. The income raised enables the authority to maintain a high performing, nationally recognised Service, at a low relative net cost to taxpayers, by contributing to the overheads of running the service.

5. The service has been commissioned to deliver services on behalf of many partners through understanding their needs and delivering effective outcomes. Examples include:
  - delivering tailored support and advice to businesses through Primary Authority Partnerships with over 30 businesses
  - delivering the Trading Standards East Midlands Scambusters Team, and other investigations of national significance on behalf of the National Trading Standards Board
  - developing an Environmental Weight Restriction enforcement campaign for colleagues in Highways
  - tackling the supply of illicit tobacco within Nottinghamshire to reduce smoking prevalence, commissioned by Public Health colleagues
  - delivering the Animal Health Service on behalf of Nottingham City Council
  - delivering Animal Feeding Stuffs and Food Standards Enforcement work on behalf of the Food Standards Agency, and other local authorities
  - selling other specialist services, such as Accredited Financial Investigator services, to other local authorities.
6. The service is one of a few nationally currently exploring the full income generating potential of Trading Standards Services. Progress to date has been secured using officers within the service with the technical expertise to develop and promote the services. The role has been as an 'add-on' to existing duties.
7. Having now established a portfolio of services, and a good reputation with its customers, the service is now looking for dedicated resource to identify and develop new and existing income streams, both within Nottinghamshire and further a field. The service is in a more advanced position than others in the marketplace, but this will change if progress is not maintained.
8. The skills required to take this next step are more entrepreneurial, such as marketing, project management, sales and promotion, customer service skills, are more akin to those found in the commercial world than can be usually found in a Trading Standards professional.
9. Changes nationally to the Consumer Law landscape, outcomes of reviews such as the Elliott Review into the Horsemeat crisis, emerging issues such as the latest Avian Flu outbreak, and financial reductions to other Trading Standards services mean that the demand for skilled Trading Standards resource continues to increase, which impacts on our ability to meet income targets.
10. By having dedicated resource committed to exploiting potential opportunities this will attract income in excess of the cost of that post. A three year period should enable a robust model to be established to reduce the net cost of the core Service going forward for the medium and long term.
11. It will be important that the success of the post in attracting income is robustly monitored and evaluated. The Service currently has a Project Board, chaired by the Service Director, with oversight for all elements of the Service's budget reduction programme. The performance of the role will be managed at officer level through this existing mechanism.

Political oversight will be ensured via regular budget monitoring reports to the Community Safety Chair on a monthly frequency and further reports as required to the full Committee.

12. The Committee is therefore asked to:

- approve the establishment of a temporary post - Project Manager for Additional Income Generation, 1 FTE post, temporary for three years, Band D, scp 42-47, £35,784 - £40,254 plus on-costs and casual car user allowance (subject to job evaluation)
- reaffirm approval for the Trading Standards and Community Safety Service to more actively seek out opportunities to generate income within Nottinghamshire and also other local authority areas, where it is in the best interests of Nottinghamshire residents.

### **Other Options Considered**

13. The use of existing Trading Standards departmental and corporate resources has been considered, however there is no available capacity to undertake this work without impacting on existing savings programmes or reducing essential service management resources. The implementation of this transformation programme is considered to be fundamental to ensure the Council continues to meet its statutory responsibilities and delivers a sustainable social care service in the future.

### **Reason/s for Recommendation/s**

14. In respect of the Income Generation post, the Service requires the investment of additional resource over the next 3 years to develop a sustainable income generation model for the medium to long term.

### **Statutory and Policy Implications**

15. This report has been compiled after consideration of implications in respect of crime and disorder, 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 and advice sought on these issues as required.

### **Financial Implications**

16. The Project Manager post will be funded from departmental budgetary provision.

### **Human Resources Implications**

17. The Project Manager post will require an evaluation to determine the grade and will need to be submitted for job evaluation prior to being advertised. All other implications are reflected in the report.

## **RECOMMENDATION/S**

1) It is recommended that Committee:

- approves the establishment of new temporary Project Manager in the Trading Standards and Community Safety Service on the indicative costs outlined above
- reaffirm approval for the Trading Standards and Community Safety Service to more actively seek out opportunities to generate income within Nottinghamshire and also other local authority areas, where it is in the best interests of Nottinghamshire residents.

**PAUL MCKAY**

**Service Director Access and Public Protection**

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

Mark Walker, Group Manager, Trading Standards and Community Safety.

### **Constitutional Comments (LM 19/12/14)**

19. The Community Safety Committee has delegated authority within the Constitution to approve the recommendations in the report.

### **Financial Comments (KAS 20/12/14)**

19. The financial implications are contained within Paragraph 16.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972:

- Report to Full Council, 27 February 2014: *Annual Budget 2014/15*.

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

- All.