

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

16th October 2017

Report of the Head of Planning and Public Protection – Nicola Pearce

Matter for Decision

Wards Affected: All

Proposal to restructure support within the Trading Standards Service

Purpose of the Report

1. The purpose of this report is to seek Members agreement to delete the vacant post of assistant enforcement officer and replace it with a general assistant post

Executive Summary

2. Following the departure of a member of staff and the reduction in the hours of another member of staff, levels of staff capacity has been considered and it is necessary to ensure that sufficient support is provided for both teams.

Background

3. Following the departure of a member of staff within the Trading Standards service and another the phased retirement of another, it has been necessary to consider staffing levels and capacity within the trading Standards service. Whilst a large scale review of this service and the Environmental Health Food Hygiene team is about to commence, it is essential that appropriate support is put in place for the service immediately.

Proposal

4. The vacant post has already been backfilled internally and their substantive post as an assistant enforcement officer within the retail team of the Trading Standards service is now vacant. Rather than backfilling that post, the need for an assistant post to support both teams within the trading standards service has been identified. It is therefore proposed to remove this existing grade 5 post from the retail team and replace it with a grade 4 general assistant post which will serve both the retail and the fraud teams within the Trading Standards service.
5. The post holder will be required to assist in the operational and clerical administrative duties including sampling, assisting officers on investigations and inspections, as well as becoming involved in public and consumer education and should better support the overall functions of the Trading Standards service.

Financial Impact

6. The proposal to delete the grade 5 post and to replace it with a Grade 4 post will result in total savings of £3,788 which will be used to facilitate further changes which may well result as a consequence of a whole scale service review which is about to be undertaken within both the Trading standards and Environmental Health Food Hygiene teams. It is proposed that the savings will be utilised to facilitate this service review.

Equality Impact Assessment

7. An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

Workforce Impacts

8. This will have a positive impact upon the service, ensuring greater resilience in future.
9. The new post will be advertised to those at risk of redundancy and failing that via the internal vacancy bulletin.

Legal Impacts

10. There are no legal impacts.

Risk Management

11. There are no significant risks associated with this proposal.

Consultation

12. There is no requirement under the Constitution for external consultation on this item.

Recommendations

13. It is **RECOMMENDED** that Members **APPROVE** the deletion of the Assistant Enforcement Officer and to approve the creation of a general Assistant within the Trading Standards Service.

FOR DECISION

Reasons for Proposed Decision

14. Making these establishment changes will provide the service with appropriate long-term support at the appropriate level.

Implementation of Decision

15. The decision is for immediate implementation.

Appendices

16. Appendix 1 –Financial Appraisal
Appendix 2 – Existing and Proposed structure

List of Background Papers

17. Equality Impact Assessment Screening Form

Officer Contact

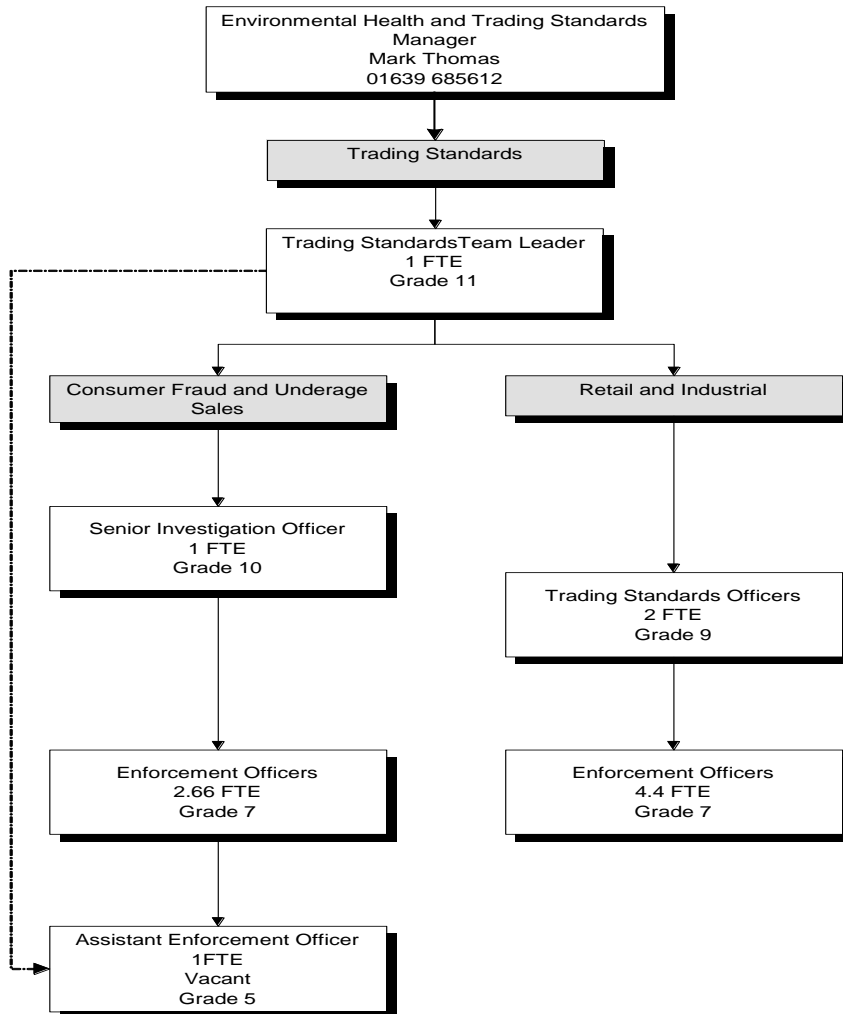
18. Nicola Pearce – Head of Planning and Public Protection

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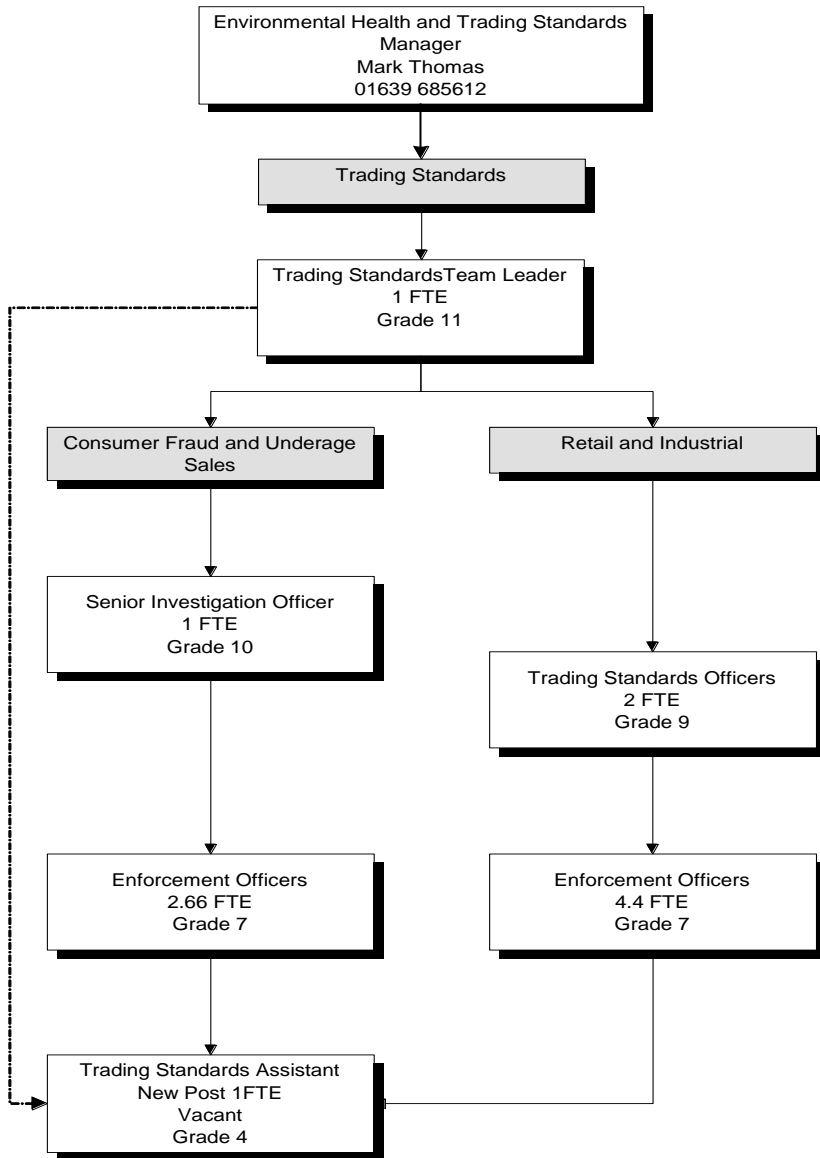
19. Mark Thomas – Environmental health and Trading Standards
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Financial Appraisal

Post	Grade	Savings	Additional Costs
Deleted posts			
Assistant Enforcement Officer	5	£26,933	
Total savings		£26,933	
New posts			
EHTS Assistant	4		£23,145
Total Costs			£23,145
Net Savings		£3,788	



**Environment
Planning & Public Protection
General Environmental Health Team
Page 1 - Existing**



Environment
Planning & Public Protection
Food + Health Protection & Trading Standards
Page 1 - Proposed