

## Decision under Delegated Powers

### Officer Requesting Decision

Nadine Buckland – Food Safety Manager

### Officer Making the Decision

Rob Mitchell - Chief Executive

### Recommendation:

1. To create a new Regulatory Compliance Officer Apprentice post, in line with the Apprenticeship Standard/Framework for Regulatory Compliance Officer.
2. The post will be 37 hours per week for 2 years whilst completing the apprenticeship training.
3. The rate of pay will be 16,860 + on-costs of 40.5% = £23,600 (maximum Apprenticeship Rate 25yrs+). The cost centre will be F205 A0101.
4. If aged 19 or over and past the first year, the rate of pay will be the appropriate National Minimum Wage rate for the apprentice's age.
5. This post will be reporting to post number M286 Food Safety Manager.
6. The post will be funded by the 25 vacant hours from post L211 Environmental Health Officer in cost centre F205. The 25 hours will remain frozen and cannot be recruited to during the occupancy of the new Apprenticeship post.
7. The surplus funds between the vacant frozen hours and the Apprenticeship post is to be retained within the service budget to fund relevant expenses and any shortfall of inspections.


### Reason:

To address resource demands in the Food Team and across Regulatory Services arising from the recent departure of an existing team member from post L211. To support the Council's general commitment to offering apprenticeship opportunities.

### Authority for Decision:

Authorisation to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications is delegated to the Chief Executive (Council Constitution - Chapter 8 Scheme of delegation to officers – published November 2021).

**Decision and Date:**



**Robert Mitchell (he, him, his)  
Chief Executive**

**28/02/2022**

**Background:**

An Environmental Health Officer within post L211 left the authority in July 2021. The available vacant hours are 25hrs per week. Using salary savings from this post agency consultants were employed to carry out food hygiene inspections and service requests. Following the pandemic, the Food Service is now in a position to fulfil the baseline requirements with the FSA and the recovery plan, subject to maintaining the level of resources required. The recovery plan is in place until 2023/24. This is also subject to the on-going resource requirements for the implementation of the Northgate Public Protection system.

It is recognised that both locally and nationally it is difficult to recruit a suitably trained and qualified Environmental Health Officer to the role. The proposed development of a new Regulatory Compliance Officer apprentice would enable the service to employ a person full time, to assist with food team service requests and business advice, allowing other team members to focus on food hygiene inspections and more specialist food work.

The apprentice would also be expected to work in all the sections of the service on rotation, to assist other teams with service requests, inspections and project work. They would receive external training for the Higher Certificate in Food Control, training from competent and experienced officers, as well as working with a service provider on performing regulatory services functions and supporting compliance activities. Charnwood Borough Council has been involved in the creation of the apprenticeship standards for a Regulatory Compliance Officer.

The appointment of an apprentice working 37 hours per week is considered to be the preferred option to recruiting an Environmental Health Officer for 3 days per week. It would allow an opportunity for a person to gain a qualification in food hygiene inspection and valuable experience from our own highly experienced officers. Once they have completed their training and the apprenticeship, they could be offered opportunities to apply for suitable roles available in Regulatory Services. They would be trained and qualified specifically in food hygiene inspection and controls and already working in line with our policies, procedures and practices. They would also be trained across the scope of Regulatory

compliance. There could be an opportunity to employ the apprentice after training into a Technical Food Officer role.

A job profile has been completed for the position of Regulatory Compliance Officer Apprentice

The post is to be completed in line with the Apprenticeship Standard Framework for Level 4 Regulatory Compliance Officer

The post will be 37hours per week

### **Cost Centre F205 Year 1**

The rate of pay will be £12,450 + on-costs for 18-20yrs NMW

The rate of pay will be £15,830 + on-costs for 21-24yrs NMW

The rate of pay will be £16,830 + on-costs for 25yrs and above NMW

### **Cost Centre F205 Year 2**

The rate of pay will be £18,562 + on-costs Grade A (scp 1 – 3) and Grade B (scp 4) only) (£18,933 + on-costs) with annual incremental progression

The post will be reporting to M286 Food Safety Manager.

The apprentice Regulatory Compliance Officer will be funded by the vacated 25 hours from L211 Environmental Health Officer in the cost centre F205. These vacated hours are to be frozen for the duration of the occupancy of the new apprenticeship post. The vacated 25 hours cannot be recruited to during the occupancy of the apprenticeship post.

The cost of the external training qualification will be taken from the apprenticeship introduction fund of £3K for year 1 and £3K from salary savings from the frozen L211 post.

For 2022/23 the £32,100 including oncosts that is available in the salary budget will cover the cost of the Apprentice Regulatory Compliance Officer, including salary, training, mileage and equipment.

In 2023/24 the £32,100 plus any inflationary increases and oncosts that is available in the salary budget, will cover the cost of the Apprentice Regulatory Compliance Officer, including salary, training, mileage and equipment.

### **Training**

*Level 4 Regulatory Compliance Officer* – The apprenticeship would be subject to the completion of a NVQ Level 4 Regulatory Compliance, which is available at Performance Through People (PTP) training in Walsall.

The course anticipates 9 days per year online training workshop attendance at PTP. Any time needed to attend college or complete coursework will be included in the 37hour week.

*Higher Certificate in Food Control* -this qualification is essential if the apprentice is to be considered competent for inspection of food premises. This can be carried out at Birmingham University over 2 years using a combination of online learning and visits to the University. Any time needed to attend University or complete coursework will be included in the 37hour week.

### **Equipment**

All equipment and protective clothing will be provided using existing stock.

### **Comments from HR**

HR Advisor:

HR seen recommendations (both draft and final, if amended): Y/N

### **Financial Implications**

Assuming a start date of 1<sup>st</sup> August 2022 then the maximum salary costs for an apprentice Regulatory Compliance Officer would be as follows :

#### **2022/2023**

For 2022/23 the maximum salary costs of an Apprentice Regulatory Compliance Officer would be:

£16,830 + on-costs (40.5%) 12 months NMW

Maximum salary cost in 2022/23 = £23,600

#### **2023/24**

##### **Salary**

£18,933 + on-costs (based on Grade B scp 4) 12 months at NMW =  
£18,560 + on-costs (40.5%) Grade A (scp 1 – 3) and Grade B (scp 4) only  
(£18,933 + on-costs (40.5%)) with annual incremental progression

Maximum salary cost in 2023/24 = £26,600

This will be covered by the 25 hours vacant per week of L211 Environmental Health Officer post, which is approx. £32,100 (plus any inflationary increases) per year.

## **Risk Management**

No specific risks have been identified with this report as the Apprentice will not be carrying out any work unsupervised until they are qualified and considered competent to do so.

Key Decision: No

Background Papers: Proposed job profile for Apprentice  
Regulatory Compliance Officer



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Off Apprentice JD.doc

