

## Decision under Delegated Powers

### Officer Requesting Decision

Nadine Buckland – Food Safety Manager

### Officer Making the Decision

Rob Mitchell - Chief Executive

### Recommendation:

1. To delete the existing Regulatory Compliance Officer Apprenticeship post M438.
2. To create a new 23 months' fixed term Trainee Technical Officer post within Regulatory Services.
3. The post holder of M438, Regulatory Compliance Officer Apprenticeship be transferred to the newly created post of Trainee Technical Officer to enable the necessary training within the service to be completed.
4. The post will be 37 hours per week for 23 months whilst completing the technical officer, food safety training.
5. The rate of pay will be grade B.
6. The cost centre will be F205 A0101.
7. This post will be reporting to post number M286 Food Safety Manager.
8. 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 Trainee Technical Officer post.
9. The surplus funds between the vacant frozen hours and the Trainee Technical Officer post are retained within the service budget to fund relevant expenses and any shortfall of inspections.

### Reason:

To address resource demands in the Food Team arising from the recent departure of an existing team member from post L211. To support the Council's general commitment to offering training opportunities. To ensure the committed training opportunity can be altered to meet specific food hygiene enforcement training requirements.

### 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**

15.09.2022

**Background:**

An Environmental Health Officer within post L211 left the authority in July 2021. The available vacant hours are 25 hours 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 ongoing 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 Trainee Technical Officer post would replace the new Regulatory Compliance Officer apprentice post. This 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. It has also been established that the required course for this post is not available through the Apprenticeship Scheme and therefore the requirement is to add this Fixed Term post to the establishment.

The trainee would receive external training for the Higher Certificate in Food Control at Birmingham University, training from competent and experienced officers, and would be supporting compliance activities within the food team.

This new role would be created as the currently filled apprenticeship post M438 is no longer a viable training option for our business needs for a fully trained food enforcement officer. The apprenticeship post would be deleted. The apprenticeship training provider informed the authority extremely late, that due to a clause in the apprenticeship agreement that states that no additional "time" is permitted during the Regulatory Compliance Officer apprenticeship, to attend a second funded training course. The training provider has been fully aware of the intention for the apprentice to attend

additional training courses. Unfortunately, this new information was only provided to the authority after the apprenticeship role had been appointed on 1<sup>st</sup> August 2022.

The appointment of a trainee working 37 hours per week is the preferred option to permit the appointed apprenticeship role to continue but under a new trainee position. There are no 2-year apprenticeship training courses available for a food enforcement officer role.

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.

A job profile has been completed for the position of Trainee Technical Officer and Job Evaluated accordingly.

The post holder of M438, Regulatory Compliance Officer Apprenticeship be transferred to the newly created post of Trainee Technical Officer to enable the necessary training within the service to be completed.

The post will be 37 hours per week.

The post will be reporting to M286 Food Safety Manager.

The Trainee Technical 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 fixed term Trainee Technical Officer 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 salary savings from the frozen L211 post.

For 2022/23, 2023/24 and 2024/25 the £32,100 including oncosts (plus any inflationary increases for future years) that is available in the salary budget will cover the cost of the Trainee Technical Officer, including salary, training, mileage and equipment.

### **Training**

*Higher Certificate in Food Control* -this qualification is essential if the trainee 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 37-hour week.

### **Equipment**

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

## Comments from HR

HR Advisor: Anna Cairns (2/9/22)

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

HR Comments: A new Contract of Employment will need to be issued as currently an Apprenticeship Contract is in place.

## Financial Implications

Assuming a start date of 1<sup>st</sup> September 2022 then the maximum salary costs for a Trainee Technical Officer would be as follows:

Total costs include full oncosts but does not include any pay awards for either 2022/23, 2023/24 or 2024/25 & assumes start at bottom of Grade B, with 1<sup>st</sup> increment in 2023/24 for this purpose.

### 2022/2023

For 2022/23 the maximum salary costs of a Trainee Technical Officer would be £15,800 plus approx. £3,000 for training, mileage and equipment.  
Total costs: £18,800.

1st Sept'22 – 31st Mar'23 (7mnths) Grade B scp4 = £19,264 + 40.5% on-costs = £27,066 / 12 \* 7 = £15,789 (£15,800 rounded).

### 2023/24

For 2023/24 the maximum salary costs of a Trainee Technical Officer would be £28,400 plus approx. £3,000 for training, mileage and equipment.  
Total costs: £31,400.

1st Apr'23 – 31st Mar'24 (12mnths) Grade B scp5 with 3% inflationary increase = £20,240 + 40.5% on-costs = £28,437 (£28,400 rounded).

### 2024/25

For 2024/25 the maximum salary costs of a Trainee Technical Officer would be £9,700 plus approx. £3,000 for training, mileage and equipment.  
Total costs: £12,700.

1st Apr'24 – 31st Jul'24 (4mnths) Grade B scp6 with 3% inflationary increase = £20,644 + 40.5% on-costs = £29,005 / 12 \* 4 = £9,668 (£9,700 rounded).

The Trainee Technical Officer will be funded by the vacated 25 hours from L211 Environmental Health Officer in the cost centre F205 (£32,100 in 2022/23 plus any inflationary increases for future years). These vacated hours are to be frozen for the duration of the occupancy of the new fixed term Trainee Technical Officer post.

No virement as within Cost Code: F205.

## 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: JD for Trainee Technical Officer  
DD 034 Regulatory Compliance  
Officer Apprentice  
DD079 Addendum



DD079 - Addendum HR New Trainee  
DD034 2022 RCO ApTechnical Officer Post



DD034 - Regulatory  
Compliance Officer Ap