

**Decision under Delegated Powers****Officer Requesting Decision**

Kerry Bowley – Health and Safety and Business Engagement Manager

**Officer Making the Decision**

Geoff Parker - Chief Executive

**Recommendation:**

To create a new temporary Apprenticeship Pest Control Officer Post (37 Hours – Scale 106/107) in F210 Pest Control for a period of 14 months, by using the 15 hours per week vacant post of L222 Pest Control Officer for the period of the apprenticeship from the start date of successful applicant.

**Reason:**

There is presently 15 hours of unspent salary in the pest control budget. It would be difficult to recruit a part time pest control officer for 2 days a week, when the vacant days are a Monday and a Friday.

In the last year, there has been a significant increase in the number of service requests and revisits that our pest control officers have to carry out. This has resulted in the pest control service not being able to meet its service standards response times. An apprentice would allow the Service to employ someone on a full time basis and they will be able to assist, as the second officer, on bedbug and cockroach treatments and on the sewer treatment days, allowing one of our Pest Control Officers to undertake other work. The apprentice would also be able to assist with revisits and eventually their own jobs when considered competent to do so. They would receive external training and also training from our competent and experienced officers.

This assistance would help us to meet our pest control service standards by 2016.

**Authority for Decision:**

The Chief Executive as Head of Paid Service has delegated authority to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution).

**Decision and Date:**

Approved

15 JULY 2015

**Background:**

See attached document 'Apprentice Pest Control Officer'

**Comments from HR**

Senior HR Advisor: Anna Cairns (10/7/15)

A new Job Description/Person Specification has been written for this post, which is being advertised in line with the Apprentice Policy.

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

**Financial Implications**

For 15/16 there is £10,200 in the salary budget from the 15 hours vacant per week of the L222 Pest Control Officer post.

The apprentice would be paid the national minimum wage (Scale 106/107) depending on their age and this is due to change on 1<sup>st</sup> October 2015.

Existing 107 scale £12,541 +24.52% oncost is £15,616.

New 107 scale (from 01/10/15) £12,930 +24.52% oncost is £16,100.

Assuming a start date of 1<sup>st</sup> September 2015 for a period of 14 months, then the **maximum** Apprentice Pest Control Officer costs in 2015/16 would be as follows;

**2015/16**

Salary	1 month at existing 107 scale (inc. oncosts)	£1,301
	6 months at new 107 scale (inc. oncosts)	£8,050
Training and uniform cost		£2,505
<b>Total</b>		<b>£11,856</b>
Budget		£10,200
<b>Potential shortfall 15/16</b>		<b>- £1,656</b>

If the apprentice was to start on 1<sup>st</sup> September 2015, then the worst case scenario would be £1,656 over the budget of £10,200 depending on the age of the apprentice and how they choose to do the RSPH / BPCA Level 2 in Pest Control qualification. As the potential shortfall is associated with training and uniform costs, this will be met from existing budgets within the Head of Service area.

In 16/17 there would only be salary costs associated with the Apprentice Pest Control Officer post, and the budget for this period is £10,300.

#### 2016/17

Salary	7 months at new 107 scale (inc. oncosts)	£9,392
Budget		£10,300
<b>Budget remaining</b>		<b>£908</b>

In 2016/17 the Apprentice Pest Control Officer post salary costs will not exceed the budget available from the 15 vacant hours per week of post L222 Pest Control Officer.

See 'Apprentice Pest Control Officer' for further information.

#### **Risk Management**

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

Key Decision: No

Background Papers: Apprentice Pest Control Officer Document

## **Background – Apprentice Pest Control Officer**

At present the Charnwood Borough Council Pest Control Service operates with 2 full time officers and 1 part time officer working 22 hours per week. The service previously operated with three full time equivalents until there was a request, which was approved in November 2012, for one pest controller to reduce their hours to the present arrangement. Three full time officers remain in the annual budget.

This arrangement had worked well until Quarter 2 of 2014/15, when the performance standards have dropped significantly for the pest control service. They dropped to as low as 51% in Quarter 4 of 2014/15, with an overall performance for that year of 80% in the number of treatments that were carried out in our service standard specified time.

There are a number of reasons for this;

There has been a legal change in the revisit frequencies on the use of rodenticides, which has resulted in a significant increase in the number of revisits that are now carried out as part of our treatment service. The revisits now have to be scheduled into the diary, rather than carried out when the Pest Controllers have time; therefore the diary is already partially full before any new jobs come in.

There has been an increase in the number of bed bugs treatments that are carried out; these treatments involve two pest control officers and take at least the equivalent of 3 rodent treatments to complete, therefore the equivalent of 6 other visits for the two officers.

The appointment of an apprentice working 37 hours per week is considered to be the preferred option to recruiting an officer for 2 days a week. This is because it would allow an opportunity for a young person to gain a qualification and valuable experience from our competent pest control officers. We would be able to employ an Apprentice full time, they would be able to assist as the second person in the two person jobs such as bed bugs and cockroaches and also the 12 sewer treatments days, allowing one of our pest control officers to complete other service treatments. Once they have completed the RSPH/BPCA Level 2 Qualification in Pest Control or equivalent and are considered competent to do so, then they could initially carry out revisits on other jobs and may be involved in carrying out other service treatments. This would hopefully result in an improvement in the Pest Control performance standards for the second part of 2015/16, as at present we are continuing to fall below our performance indicators.

Once they have completed the apprenticeship, they could be offered a minimum of a 2 day post or there may be a full time post available due to retirement of the current Senior Pest Control Officer, if they are considered to be a suitable candidate. This will potentially provide a qualified pest control officer already working in line with our procedures and practices.

At present there is £10,200 in the salary budget from the 15 hours vacant per week of a L222 Pest Control Officer post; the cost centre is F210.

The vacant hours of post L222 Pest Control Officer post will remain frozen and will not be recruited during the occupancy of the new Apprenticeship post.

This Apprentice Pest Control Officer will be reporting to post M287 Health and Safety and Business Engagement Manager.

Other Local Authorities have offered this type of apprenticeship.

The expected costs of an Apprentice Pest Control Officer are as follows;

**Salary** - The rate of pay will be in accordance with the National Minimum Wage rate for the apprentice's age; not the apprentice minimum wage. The minimum wage will increase on 1<sup>st</sup> October 2015 and this has been taken into account in the financial implications section.

Assuming the post starts on 1<sup>st</sup> September 2015, then the maximum salary (scale 107) including oncosts would be as follows;

15/16 (7 months salary)	£9,351
16/17 (7 months salary)	£9,392

### **Training**

*NVQ Level 2 Customer Service* - The apprenticeship would be subject to the completion of a NVQ Level 2 Customer Service, which is available at Loughborough College.

If aged 17 – 19 year old then this qualification would be fully funded, if aged 19 – 23 then we will have to provide 50%, which is currently £600. If the apprentice was 24 and over then we would need to pay the full cost of this course.

There should be no additional costs associated with this as based at Loughborough College, and any time needed to attend the college or to carry out any coursework will be included in the 37 hour a week.

*RSPH / BPCA Level 2 in Pest Control* – this qualification is essential for the apprentice to be considered competent to carry out pest control work. This can be completed in a variety of ways from online learning; or one or two days a week for a short period; or a residential week. The cost ranges from £605 to £1095.

### **Uniform** –

It would cost approximately £210 for two sets of uniform and personal protective equipment.

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The maximum costs of the Apprentice Pest Control Officer post during the 14 months it will cover are detailed in the financial implications section.

For 15/16 then the £10,200 that is available within the salary budget will cover the cost of the Apprentice Pest Control Officer, including salary, training and uniform. Except if the apprenticeship is aged 21 or over, then we may go approximately £1,656 over the salary budget that remains; however if this was the case then this could be covered within the pest control budget or in the Head of Service budgets, bearing in mind that these are maximum costs.

In 2016/17 the budget available is £10,300, for 7 months' salary which is a maximum of £9,392, this is within the budget available for 16/17.