

Decision Under Delegated Powers

Officer Requesting the Decision

Vicky Spanovic – Food Safety Manager

Officer Making the Decision

Andy Thomas – Interim Head of Regulatory Services

Recommendation

To approve additional working hours of the Food Safety Managers (M286 job share post- substantive hours 18.5hrs each in cost centre F205) on a temporary additional hours basis from 1/4/23 to 30/6/23. Additional hours will be taken on an ad hoc, basis and the weekly hours will not exceed 37hrs.

No changes to the establishment are involved and all additional hours will be authorised on a monthly basis by Andy Thomas for payroll purposes.

This project will be funded via vacant hours of post M005 in the street management cost centre N400 and will be overseen by Andy Thomas, Interim Head of Regulatory Services

Reason

The resources made available under SLT approval to fund the implementation of the Assure back-office system end on 31st March 2023. These resources included the provision of additional Food Safety Manager working hours to enable redeployment to the Assure project (Nadine Buckland) and to ensure day to day management of the Food Team in the absence of the redeployed manager (Vicky Spanovic). The resources available until 31st March 23 funded an average 100 hours overtime per month.

Unfortunately, there have been technical issues which have delayed the planned Assure 'Go Live' date and implementation work is still ongoing. It has been estimated that the new Go Live date will now be in late June 2023. New users will also need ongoing assistance and support during June 23 onwards. Therefore, to enable the continued redeployment of the Food Safety Manager to the Assure project and provide management cover for the Food Team, there is an ongoing need for additional Food Safety Manager working hours up until at least the end of June 2023.

Authority for Decision

Under Council Constitution under the Scheme of Delegation within section 8.2, point (6) under the delegation to the Head of Paid Service, "to agree changes to the establishment, within budget and without major operation disruption or interruption of services or involving a change from direct to indirect provision or vice versa or other policy implications". This has been sub-delegated to Strategic Directors and Heads of Service and this applies in this case. (DD002 2021)

Decision : Agree

Signature: 

Date: 2nd May 2023

Background

During 2022, SLT approval to provide additional resources within Regulatory Services was agreed to facilitate the development and implementation of a new, more agile Assure software system to replace the existing Civica system. The job share Food Safety Manager M286 (Nadine Buckland substantive post 18.5 hrs) was redeployed to work on the Assure project group and overtime payment was also agreed for this work. An additional member of the food team (Stuart Adkins) has also been redeployed to work on the ongoing Assure project. Due to the temporary staff re-deployment for the Assure project, staff resources within the Food Safety Team have reduced from 4FTE to 2.5FTE. To ensure adequate cover regarding the redeployed manager, it was agreed that Vicky Spanovic (Food Safety Manager M286 - job share substantive post 18.5 hrs) would provide cover via additional overtime working hours.

Unfortunately, there have been technical issues which have delayed the planned Assure 'Go Live' date, and implementation work is still ongoing. It has been estimated that the new Go Live date will now be post June 2023. Therefore, to enable the continued redeployment of the Food Safety Manager to the Assure project and provide cover for this manager's absence, there is an ongoing need for additional Food Safety Manager working hours up until the end of June 2023.

Comments from HR: S Choudhury (18/04/23)

As this DD is to approve additional overtime, HR will not have to make any contractual changes to Vicky or Nadine's contracts of employment.

Financial Implications

The total cost of Food safety Manager additional 300 hours (over the 3months) is approx. £10,300 including oncosts but no pay-award for 2023/24.

Scale PO3 spc 40 = £24.1276 x 42.43% oncost = £34.3649 x 300 hours = £10.3k

This project will be funded via vacant hours of post M005 in the street management cost centre N400 and will be overseen by Andy Thomas, Interim Head of Regulatory Services

Risk Management

List risks in table below or state that 'No specific risks have been identified with this report'.

| Risk Identified | Likelihood | Impact | Risk Management Actions Planned |
|---|------------|--------|---|
| Delay in the delivery of the Assure 'Go Live' date | Med | high | Additional working hours of Food Safety Manager to deliver project. |
| Failure to adhere to the FSA statutory intervention requirements. | | | Additional working hours of Food Safety Manager Plan to ensure effective implementation of the Food Law Intervention Plan and delivery of reactive workloads. |
| Damage to the Council's reputation. | | | To ensure adequate additional working hours management cover for redeployed officers. |

Key Decision: No

Date included on Forward Plan: N/A

Background Papers: None

