



AGENDA ITEM NO.

Report Cover Sheet

Name of Meeting:	Employment
Date of Meeting:	11 th March 2008
Report Title:	
Summary of report:	Career Development within Environmental Health.
For Further Information Please Contact (report author):	Richard Hall
Would the recommended decision be contrary to the Policy Framework:	Yes/No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	N/A
Key Decision?	No
Included within the Forward Plan?	No
Is the report Private & Confidential	No
Background Papers:	Attached

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	27.02.08	Cllr Michael Kinson
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	
Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	

Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	5.12.07	Karen Pearce
Chief Executive		
CMT	7.11.07	
Section 151 Officer	7.11.07	Mary Hawkins
Legal	27.02.08	Simon Best
Finance	27.02.08	Mike Snow
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1.0 RECOMMENDATION

That the proposals, as set out in the background report attached, be agreed.

2.0 REASONS FOR RECOMMENDATION

2.1 A review of staffing and development needs within Environmental Health has been carried out. This is attached in Appendix 1. The conclusions reached are that the basic mix of professional and technical staff is right for the current service delivery. However changes to some job roles are proposed, so that the most efficient use of current staff resources can be made. Also to reward and recognise the knowledge and competence of qualified technical staff in particular.

A career development table has been set out (see Appendix 2 and 3) to clarify the options available.

2.2 It has been acknowledged that there are budgetary constraints which limit the flexibility for achieving the goals. The proposals therefore take this into account.

2.3 New Job Descriptions for Health & Safety and Food Safety Inspectors have been written and assessed by the Hay Panel. The Senior status for technical staff does not trigger a higher salary banding but within the scheme it is proposed to recognise the role and level of competency of Senior Technical Officers (of any specialism) by utilising the increment between E1 and E2 grades, ie scale point 31.

2.4 The proposals have been supported by CMT, subject to approval by Employment Committee.

3.0 ALTERNATIVE OPTIONS CONSIDERED

Various options were considered in the preparation of the report and the most practical option in operational and financial terms is as proposed.

4.0 BUDGETARY FRAMEWORK

The proposals would be managed within the existing budget. By, in effect, creating career grades it is anticipated that any increase in salaries for some staff would be offset by staff being employed at lower grades. This approach is similar to that used in other departments. It is possible that initially there may be a small increase in the total salary cost; this will need to be closely monitored, with appropriate savings made elsewhere within the Environmental Health budgets as necessary.

5.0 POLICY FRAMEWORK

N/A

ENVIRONMENTAL HEALTH STAFF REVIEW

1. REASON FOR THE REVIEW

A variety of changes over the last few years, both through external factors, such as new legislation and the approach to enforcement, and internal changes, such as re-structuring, have impacted on work roles within the Environmental Health department. Established job roles have come under scrutiny. Feedback from staff, through open consultation processes and through the confidential staff survey indicates that there is dissatisfaction, amongst some, with current roles and responsibilities, salary grades and the differential between salary levels.

The purpose of this report is to review the present situation and to clarify the current staff resource needs and competencies within Environmental Health.

2. BACKGROUND

- 2.1 The existing job roles within Environmental Health were introduced over 15 years ago, partly from the need to reduce the salary cost base within the department. Previously the department comprised mainly EHOs and Admin staff. Technical Assistants also undertook pest control duties and one or two TAs undertook routine tasks under the supervision of EHOs. The department also employed a number of Meat Inspectors working in slaughter houses, but the Meat Inspection duty was removed from local authority jurisdiction more than 10 years ago.

3. THE CHANGING NATURE OF ENVIRONMENTAL HEALTH SERVICE DELIVERY

- 3.1 The changing nature of Local Government and the subsequent changing role for Environmental Health, together with financial pressures, resulted in the need to assess how best to provide a cost-effective service. This led to the creation of the Technical Officer (TO) grade. The number of EHOs employed subsequently reduced and TOs, requiring a lower level of qualification, undertook work with a limited level of responsibility and thus were paid at a lower salary grade.
- 3.2 The structures within the department proved effective through a period of much change. We had a student training budget and were able to provide training for student EHOs. Through this route, we were also able to re-train Meat Inspectors. Their role within local government had been dissolved by national policy and they were given the opportunity to undertake training courses. Some subsequently obtained EHO or Food Safety Inspector qualifications. This brought about stability, succession and a motivated, well qualified workforce.
- 3.3 Technical Officers currently within the department have been a largely stable workforce since. They have enhanced their qualifications and gained in-depth experience in their fields. In contrast there has been less stability within the EHO workforce. Restructuring of the Environmental Health department in 2005 resulted in many knock-on effects, changes of staff and the need to reallocate tasks. Resources have been very stretched since and officers have been under pressure to keep the service going during this period. The impact of the restructure and

subsequent re-organisation has been to reduce the number of operational EHOs by a further 2 posts.

- 3.4 The above points and the increased competence and experience of technical staff have focussed attention on roles and salary levels. Technical Officers/ Food Safety Inspectors/Health & Safety Inspectors make the case for recognition of their competence in comparison to EHOs paid on higher salary bands.

4. THE SKILLS AND KNOWLEDGE BASE NEEDED WITHIN ENVIRONMENTAL HEALTH

- 4.1 The current staff resource within the Environmental Health department is as follows:

Environmental Protection

	<u>Salary Grade</u>
1 x DEHO	(B)
2 x EHOs	(D)
4 x TOs	(E1)
2 x PCAs	(1G, 1H)
2 x TAs	(G)
1 x SA	(E1)
1(fte) x PO	(E1)

Admin

1x CAO	(D) (Proposed redundancy 1.4.08)
1 x TAO	(H)
1 x AOs	(H) (Temp cover)
1 x SAO	(E1)

Food & Occupational Safety & Health

	<u>Salary Grade</u>
1 x DEHO	(B)
2 x EHOs	(D)
4(fte) x FSI	(E1)
2 x HSI	(E1)
1 x CAA	(G)
0.6 x TAO	(H)
0.6 x Admin	(H) (Temp cover)

Abbreviations

D/EHO – Divisional / Environmental Health Officer	FSI - Food Safety Inspector
TO - Technical Officer	FSA - Food Safety Adviser
PCA - Pollution Control Adviser	TAO - Technical Admin Officer
TA - Technical Assistant	CAA - Consumer Advice Assistant
SA - Safety Adviser (60/40 SA/TO)	AO - Admin Officer
PO - Pollution Officer (Night Noise)	SAO - Systems Admin Officer

4.2 QUALIFICATIONS - EHOs

A Chartered EHP will have taken either a 4 year degree in Environmental Health, or a first degree followed by an MSc, and then passed professional examinations to become basically qualified. Progress to chartered status requires that, after 2 years working experience, they will have taken an Assessment of Professional Development. There is then a requirement for 30 hours CPD per year.

4.3 QUALIFICATIONS – FSIs

Food Safety Legislation specifies the competencies necessary to conduct food premises inspections. Those possessing the Ordinary Certificate in Food Premises Inspection may deal with low risk premises but the Higher Certificate is necessary to deal with high risk premises. However, certain procedures can only be carried out by appropriately qualified EHOs.

Within our organisation the need is for staff qualified to the higher certificate level.

4.4 QUALIFICATIONS – HSIIs

There are no specific qualifications required through legislation. However, there are basic competencies which authorised officers are expected to have attained. This equates to an NVQ level 4 health & safety qualification such as the NEBOSH Diploma.

4.5 QUALIFICATIONS – TOs

There are no, legally required, competency requirements for technical staff in the Environmental Protection division. However, there is a need to employ staff who can undertake detailed technical work in relation to noise monitoring, contaminated land and air pollution etc. Consequently we ask for at least NVQ level 4 qualifications in a science subject. Some of the staff employed have qualifications to MSc level.

4.6 DEPARTMENTAL STAFF RESOURCE NEED

In any organisation the retention of staff with the appropriate level of competence for the job required is a vital asset. The cost of employing well qualified staff is also a major consideration and there is a need to maintain a balance of skill and competence levels to give best value for service delivery.

Officers who have attained qualifications and skills in a specific area of work are highly valued, be it for Food Premises inspection, Health & Safety enforcement or Environmental Protection work. However, there remains a need for staff who are trained and qualified as Environmental Health Officers, because of their range of competencies. Indeed EHOs are the only recognised personnel for delivering some legal functions.

The benefit of employing some staff attaining the necessary level of professional competence across a range of functions cannot be overstated. There must be recognition of the length of training and depth of knowledge within salary scales and a differentiation between posts requiring differing qualifications and experience, across a broad range of Environmental Health work.

The holistic approach to delivering health and wellbeing outcomes has always been at the core of the Environmental Health profession. The need for this approach is perhaps even more necessary to the way in which we are increasingly being asked to deliver services, through the Local Area Agreement, with partners and in addressing initiatives such as the Local Government Better Regulation Executive.

4.7 BUDGETARY CONSIDERATIONS

It has to be recognised that we work in a climate of reducing budgets within local government and this is unlikely to change in the future. Salaries and remuneration of the workforce must therefore be affordable within the overall departmental budget. Large savings have already, and recently, been made out of the salaries budget of the department and there is no scope for a significant increase in salaries at this time. The size of the Council itself, and certainly of the Department, also restricts the flexibility which we might have in designating roles and responsibilities.

It is expected that any efficiency gains made from mobile working or changing work patterns, eg partnership working, will be required as savings rather than made available for salary increases.

5.0 CONCLUSION

Having taken stock of the current situation it is considered that the existing mix of professional and technical staff in Environmental Health provides the right balance for service delivery within the limits placed on the department at this time.

To stay within budget there is little scope for substantial change in salary structures and therefore in the roles and responsibilities of officers. Ways other than salary increases have therefore been examined in order to recognise staff who have developed additional competencies.

A framework for career development within the department has therefore been set out, to clarify the routes by which people can progress to higher salary grades, if they wish to do so. (See Appendices 2 & 3). This resolves some of the issues that staff had, with new inexperienced recruits, in some instances, being appointed at salary grades above long-serving, experienced staff. There is also the intention to encourage the development of staff 'in-house' thus avoiding difficulties with recruitment and retention.

ENVIRONMENTAL HEALTH

CAREER DEVELOPMENT FRAMEWORK

1. OBJECTIVES

- 1.1. Provide a clear and open framework for career development and progression within the Environmental Health department.
- 1.2 Provide a clear framework through which the financial cost of staff structures within the department can be managed.
- 1.3 To recognise and reward the achievement of qualifications and professional development of staff by enabling progress through salary scales.
- 1.4 Assist in recruiting and retaining staff by supporting achievement.
- 1.5 Enhance the knowledge base and skills within the department.

2. GENERAL PRINCIPLES

- 2.1 Salary ranges for Technical Officer (TO)/Food Safety Inspector (FSI)/Health & Safety Inspectors (HSI) and EHO posts will be expanded to cover more than one Hay Salary Grade. This will allow for appointment of staff who have not attained the full qualification required for the higher scale points and would assist development of staff within the department.
- 2.2 Technical staff will have the opportunity to progress to 'Senior' status, subject to agreement of the Head of Environmental Health.
- 2.3 Training opportunities will be offered to all staff, dependant on budget and demands on the service, to allow them to achieve relevant qualifications.
- 2.4 Training support and time to meet CPD needs will be given to staff for membership of relevant professional bodies, subject to agreement of the demands on the service and agreement of the Head of Environmental Health.
- 2.5 Advancement to Grade D will be through the attainment of qualifications and competencies required to obtain the status of a Chartered Environmental Health Practitioner.
- 2.6 Staff undertaking major career development training would be required to work within the department for a period of at least 2 years following completion of training, subject to the availability of jobs at the time.

3. SALARY GRADES

Technical Officers/ Food Safety Inspectors/Health & Safety Inspectors -

- 3.1 Appointment to these posts will be at an appropriate point on the scale between salary grades F – E1, being dependant upon qualifications and relevant experience.
- 3.2 Staff appointed on a salary within the F grading will progress to the top of the F grade in increments, in accordance with agreed corporate procedures. On reaching the top of the scale progress to grade E1 will be on completion of relevant training and having satisfied their Line Manager that they have attained a suitable level of competence and development. Progress will be subject to the decision of the Head of Environmental Health. For example a Food Safety Inspector holding an Ordinary Certificate in Food Premises Inspection would be required to obtain a Higher Certificate before being allowed to carry out the full range of FSI tasks and progressing to grade E1.
- 3.3 There will be an opportunity to advance to a further increment above E1, with designation of 'Senior Officer' status. Attainment of this final increment and title will be subject to having satisfied the competencies necessary for this role and the acceptance by the Head of Environmental Health, that a satisfactory level of performance and professional development has been maintained over a period of time.

Environmental Health Officers

- 3.4 Appointment to these posts will be at an appropriate point on the scale between salary grades E2 - D, being dependant upon qualifications and relevant experience.
- 3.5 Staff appointed on a salary within the E2 grading will progress to the top of the E2 grade in increments, in accordance with agreed corporate procedures. On reaching the top of the scale, progress to grade D, will be subject to officers having successfully completed their professional EHORB examinations and Assessment of Professional Development. They will also need to satisfy the Head of Environmental Health that a satisfactory level of performance has been maintained over a period of time.

4.0 CAREER DEVELOPMENT

- 4.1 If an officer has reached the top of their salary grade the incentives that can be offered need to be an alternative to financial reward. Additional qualifications in specialised areas are considered to be an important asset to the effective delivery of service by the department. They are also a means by which officers can achieve job satisfaction.
- 4.2 Having attained a high level of competence and experience in a job it is recognised that staff will want to be given an appropriate level of responsibility, to enhance their job satisfaction. However, it is the case that distinctions in tasks and responsibilities will need to exist between different salary grades.

- 4.4 To allow for progression for FSIs, HSIIs and TOs, the opportunity will be available to undertake relevant career training and/or to use the CIEH route, should they wish to progress to the higher salary band within the department. The availability of these options will be dependant on training budget resources and the demands of the service at the time.
- 4.5 Once the top of the grade D scale has been reached, there are no further salary increments. However, it is considered that a career package, similar to that previously agreed, provides the basis for further professional development and job satisfaction i.e.
- Payment for membership of the CIEH.
 - Opportunity to commence a secondary relevant qualification.
 - A minimum of 2 days per annum on additional training courses or seminars.
 - A year after the attainment of the final salary point consideration would be given to designating the postholder as a Senior EHO. The criteria for being designated
- are: -
1. Chartered Environmental Health Practitioner
 2. A relevant post graduate qualification
 3. Satisfactory performance and professional development have been maintained.
- Senior EHOs, where relevant to the needs of the department at the time, to have the opportunity to undertake postgraduate studies.

The fulfilment of this package with regard to training would be subject to the demands of the service at the time and to budgetary restraints.

APPENDIX 3
ENVIRONMENTAL HEALTH - CAREER DEVELOPMENT

Salary Grade	Scale Point	Role	Qualification
I	8	Student EHO	Entry level to Environmental Health degree course.
	9		
	10		
	11		
H	12	Student EHO	Completion of Yr 1 of degree course.
	13	Paid pro rata whilst working in the department. Otherwise Payment of fees.	Year 2
	14	"	Year 3
	15	"	Year 4
F	23	Trainee FSI/HSI/TO	NQF level 3; Ord. Cert Food Premises Inspection; NEBOSH cert.
	24		
	25		
	26		
E1	27	FSI/HSI/TO Graduate EHO Graduate Trainee EHO from another discipline	NQF level 4/5 qualification; Higher Cert. FPI; NEBOSH Diploma. BSc Environmental Health Entry onto MSc course in Environmental Health
	28		
	29		
	30		
	31 - Subject to agreement by CMT	Senior FSI/HIS/ TO	At least 1 yr after reaching top of grade and subject to competency assessment
E2	32	EHO	Completion of Professional Exams to obtain EHRB Registration Certificate
	33		
	34		
	35		
	36		
D	37	Chartered Environmental Health Practitioner	Completion of APD.
	38		
	39		

