

|                                 |   |
|---------------------------------|---|
| <b>SUBJECT:</b>                 | <b>OPERATIONAL CHANGES TO TRADING STANDARDS</b>   |
| <b>MEETING:</b>                 | <b>INDIVIDUAL CABINET MEMBER DECISION - CABINET MEMBER<br/>FOR SOCIAL JUSTICE &amp; COMMUNITY DEVELOPMENT</b> |
| <b>DATE:</b>                    | <b>28<sup>th</sup> FEBRUARY 2018</b>  |
| <b>DIVISION/WARDS AFFECTED:</b> | <b>ALL</b>  |

## **1. PURPOSE:**

- 1.1 To seek approval for certain changes within the Trading Standards and Animal Health team. These amendments will provide greater enforcement capacity and ensure the Authority meets the duty placed on it by official controls, without placing undue strain on the wider service. It will also support further development of existing collaborative arrangements across the region while being resource neutral to the Authority.

## **2. RECOMMENDATIONS:**

- 2.1 To agree to the use of external funding to extend the temporary Animal Health and Feed Officer post (37 hrs/week) until the 31<sup>st</sup> March 2019, but reduce to 0.54 FTE.
- 2.2 To agree to Monmouthshire County Council being the 'Host' organisation for the 0.5 FTE Wales Heads of Trading Standards (WHoTS) Animal Health Coordinator post and combining with an existing internal vacancy. This will involve amending the post of Fair Trading Animal Health RTS9 (18.5 hrs/wk. Grade G) to Senior Animal Health Officer and Regional Coordinator (37 hrs/wk. Grade H), with additional external funding ensuring it is cost neutral to the Authority. (Grades subject to Job Evaluation).
- 2.3 To approve changing the current Intelligence, Interventions and Advice Officer post (RTS8) from a 0.8 FTE post (29.6 hrs/wk. Grade F) to a Fair Trading Officer post (37 hrs/wk. Grade G). This would be funded through reallocation of existing budget and at neutral cost to the Authority.
- 2.4 To support the exploration of having an Apprentice Animal Health Officer position, subject to funding being identified.

## **3. KEY ISSUES:**

### **Background**

- 3.1 During the last seven years the Trading Standards team has been reduced in staff numbers by just over 50%. The largest proportion of this was through a reduction in external animal health funding which saw the number of Animal Health Officer's reduced from 5 FTE's to 2 FTE's. This was further reduced to 1.5 FTE as part of the contribution

Trading Standards has made to the Public Protection efficiency savings, as required by the Authority. In total this contribution equates to a reduction of over £128,000 including the loss of 1.5 FTE Trading Standards Officers, 1 Fair Trading Officer and 1 Technical Officer.

- 3.2 Following a single member report dated 31<sup>st</sup> August 2016, it was agreed to create the temporary post of Animal Health and Feed Officer. This was based on the additional resource that was required to deliver official controls and in order to bring in funding without having a detrimental effect on the rest of the Trading Standards team. The Animal Health and Feed Officer post would be reviewed after 12 months in order to assess future needs.
- 3.3 During the first year of the new delivery approach, the funding had been used to buy in additional support and expertise to ensure that the programme of interventions was delivered. Due to a change in circumstances that position changed, and whilst in the short term the desired outcome was achieved, it was not the most efficient or sustainable model.
- 3.4 Following the departure of a 0.5 FTE Animal Health Officer it has left this statutory function completely stretched, requiring support from Officers with little or no experience, and potentially placing Officers in vulnerable situations which is unacceptable. It is also a significant risk to the Authority.
- 3.5 Monmouthshire County Council is the Lead Authority for the South East Wales region in relation to the Animal Health Partnership Delivery Programme with Welsh Government.
- 3.6 This post proved crucial in ensuring the Authority's statutory duty was met in relation to official controls and in doing so ensured the Greater Gwent Region delivered the programme of work required by the Food Standards Agency for 2016/17. This brought in an additional £30,000 and also enabled additional inspections under the Animal Health Partnership Delivery Programme, which brought in a further £10,000.

### **Current Position**

- 3.7 At the moment the Animal Health and Feed Officer post holder is on maternity leave which has inevitably affected the 2017/18 delivery programme. This has been covered through training existing staff to undertake basic inspection and intervention work, but this is not sustainable for any significant length of time without impacting on the wider Trading Standards service. This year's programme requires an additional 243 inspections to be undertaken which would bring in the income required to fund this post.
- 3.8 With an existing vacancy of a 0.5 FTE Animal Health Officer post, the remaining full-time Animal Health Officer (AHO) has become 99% reactive in trying to cover the duties which previously were carried out by 5 FTE's. This significantly reduces our ability to undertake additional grant work and represents a high risk of service failure, especially if there was to be a similar investigation to the successful TB prosecution. This resulted in a 'Proceeds of Crime Act' award of just over £20,000 and the service also needs adequate capacity in the event of a disease outbreak. This is particularly relevant with the current restrictions in place in relation to Avian Influenza.

- 3.9 The reduction in AHO's has a clear link with the reduction in intelligence/complaints as a result of not having as many 'eyes and ears' on the ground, with numbers dropping from 449 in 2012/13 to 186 in 2015/16. An increase in 2016/17 to 298 comes alongside the additional feed inspections with more Officers in the community. With around 1200 farms in Monmouthshire and associated activities, there are significant risks in only having one Animal Health Officer in post.
- 3.10 The Officer holding the Intelligence, Interventions and Advice post has successfully undertaken a course of study and is close to obtaining the Diploma in Consumer Affairs and Trading Standards. She currently awaits results for the Agriculture paper which will provide additional resilience at the higher feed level. Amending this post will provide additional enforcement capacity within the team and will reflect the increase in responsibility. This is currently being covered by an honoraria and will allow for progression on final qualification.
- 3.11 With frontline consumer advice now provided through the Citizens Advice Consumer Service, the advice and interventions element of this post has gradually reduced to a minimal amount. Conversely, the intelligence element continues to grow and forms an important base for the whole service delivery approach of the Trading Standards function.

### **Proposed Changes**

- 3.12 The holder of the Animal Health and Feed Officer post is unlikely to return to post before the current end date of their contract. It is therefore proposed that the post be extended from the 31<sup>st</sup> March 2018 to 31<sup>st</sup> March 2019 but that, following discussion with the Officer, it be reduced to a 0.54 FTE. A further review to take place at the end of 2018 to assess need and ensure that it is delivering what is required. Based on current pay scales and allowing for a 2% pay rise this will cost £20,996 and be covered fully by the Feed Delivery Programme.
- 3.13 Within the Wales Heads of Trading Standards (WHoTS) group, and through the Director of Public Protection Wales (DPPW) Change Programme, there has been ongoing discussions and work groups considering how and where collaboration will best serve all involved going forward. Regional Coordination has played a big part in this and is key to ensuring such groups continue and enable support to be given to all Local Authorities. The Regional Feed Delivery Programme and the Animal Health Partnership Delivery Programme are proving to be two key areas that ensure individual service cuts have less of an impact than might otherwise the case.
- 3.14 It has therefore been agreed that the South East Wales Region, with Monmouthshire County Council as the lead authority, will appoint a qualified, experienced animal health officer as a Regional Coordinator which will include support across Wales on a part-time basis. This will be funded through existing animal health funds controlled by WHoTS, (through Monmouthshire CC).
- 3.15 The existing vacant post (0.5 FTE RTS09) be combined with the Regional Coordination funding and amended to Senior Animal Health Officer and Regional Coordinator. Subject to Job Evaluation of the role, it is anticipated this post will be Grade H and will involve an

element of supervisory capacity, frontline duties and regional coordination. The post will be funded through the existing establishment vacancy, Wales Heads of Trading Standards (WHoTS) and grant funding, this is broken down as follows:

|   |                |
|---|----------------|
| <b>Cost</b>   |                |
| Grade H Post (Top of Scale £33,136 plus £9,941 o/c) | <b>£43,077</b> |
| <b>Funding Source</b>                               |                |
| Existing Budget Vacant Post                         | £19,441        |
| WWhoTS (Animal Health Funding)                      | £17,000        |
| Regional Coordination Funding                       | £ 7,000        |
| <b>Sub-Total</b>                                    | <b>£43,441</b> |
| <b>Total</b>  | <b>+£ 364</b>  |

- 3.16 There is a risk associated with both these posts where if Welsh Government funding ceased then the posts would be withdrawn. This is similar to the situation where animal health funding was provided following the foot and mouth disease outbreak on a temporary basis for over 10 years. This is not Monmouthshire County Council money and current funds available will guarantee the regional co-ordination post for a minimum of four years. A management reserve will be agreed with WWhoTS which would ensure any redundancy costs in a worst case scenario would be met by WWhoTS with no additional cost to the Authority.
- 3.17 The Intelligence, Interventions and Advice post be amended to a Fair Trading Officer post with specific responsibility for Intelligence and an enforcement remit, which will also provide further resilience for the Trading Standards team including feed delivery.
- 3.18 The existing Intelligence, Interventions and Advice post is 0.8 FTE but has been funded on an ongoing temporary basis to 1 FTE (approx. £6,900) for the last three years. An honoraria will be paid to undertake additional responsibilities while awaiting results and then a change, subject to Job Evaluation, from Grade F to Grade G from the 1<sup>st</sup> April 2018. This will bring it in line with existing posts and recognise the additional enforcement role, (this will be confirmed through job evaluation). This will eventually lead to an increase in the establishment posts of a further £4,500 but for 2018/19 this will only be £2,300. This will be found by redistributing the existing budget allocation through reducing current subscriptions, which have been identified as no longer required by approximately £2,500 and reducing professional and specialist costs by £2,000 as part of the ongoing efforts to modernise the service and utilise alternative options available.
- 3.19 Considering the current workforce with a potential retirement in the foreseeable future, an ideal opportunity presents itself to future proof the service through taking on an apprentice Animal Health Officer. This apprentice would be able to learn from an experienced and knowledgeable Officer before that huge resource is lost.
- 3.20 Further work is required to identify the costs associated with such a post but, with the Authority being based at the same site as an Agricultural College, it presents an ideal opportunity to identify students with the potential to become animal health enforcement

officers, whilst supporting local job creation opportunities. It also realises future workforce planning needs and valuable 'on the job' learning from experienced officers before they retire.

#### **4. OPTIONS APPRAISAL**

##### **4.1 Feed Delivery Post**

4.1.1 Initially the feed inspections were delivered by a third party which severely limited the opportunity to maximise the income generation opportunity while working smartly in undertaking other tasks at the same time. Directly employing an experienced officer has enabled this as well as enabling other work to be undertaken.

4.1.2 The options available are:

- a) Do nothing,
- b) Extend the existing temporary post in order to fulfil statutory duties, or
- c) Authorise other local authorities or contractors to undertake the work.

4.1.3 If we were to do nothing the authority would be unlikely to fulfil a statutory duty placed on it and would miss out on the opportunity to maximise the funding available, which is greater than the funding previously available through the revenue support grant. Option c would ensure the statutory duty is met but would not enable additional cross border collaboration to be considered, or increased resilience provided, to the wider animal health function. Therefore option b is the preferred option to ensure income is maximised and additional resilience provided.

##### **4.2 Senior Animal Health/Regional Coordinator Post**

4.2.1 The options available are:

- a) Do nothing,
- b) Only fill current vacancy of 0.5 FTE,
- c) Utilise external funding and current vacancy to maximise opportunities.

4.2.2 Doing nothing would put delivery of the Authority's statutory duty of animal health at severe risk of not being met. If Option B of filling the 0.5 FTE vacancy was taken, then the remaining AHO would be under significant pressure and stress to try and fill the demands placed on this service.

4.2.3 Option C - the combining of the vacant AHO post and the Regional Co-ordination role provides the opportunity to attract and employ an experienced, suitably qualified Officer which is unlikely to be the case if a part-time AHO post is advertised. It uses funding that would not be available otherwise for the benefit of Monmouthshire and the wider profession of Animal Health.

4.2.4 This post will also relieve some of the burden on the team manager who is currently undertaking the regional co-ordination role, as well as providing further resilience to the animal health function. Therefore Option c is the preferred way to take the service forward.

### 4.3 Fair Trading Officer

4.3.1 The current post of Intelligence, Interventions and Advice has been funded for an additional day a week for the last three years. Not amending the post to a Fair Trading Officer would prevent the qualifications funded by the Authority to be fully utilised, as well as increasing the resilience for both the wider Trading Standards function and feed delivery programme.

## 5. EVALUATION CRITERIA

5.1 An evaluation assessment has been included at Appendix C for future evaluation of whether the decision has been successfully implemented.

## 6. REASONS:

6.1 There is a duty on the authority to ensure that official controls for feed are undertaken and that appropriate enforcement takes place to ensure there is compliance with those controls.

6.2 The existing capacity within the Trading Standards Service is already stretched with only 1.0 FTE Animal Health Officer in post. It would be difficult to demonstrate that the duty to appoint sufficient Animal Health Inspectors under the Animal Health Act 1981 is met. If this was to continue it would put undue stress on that one Officer and have a knock on effect to the wider service. Due to its rural nature Monmouthshire has a significant proportion of the Greater Gwent feed programme and the South East Wales animal health partnership programme. It would enable us to consider further how to use our expertise to bring in additional income by undertaking inspections for neighbouring authorities if this additional resource was agreed.

6.3 This and all other animal health and welfare work plays a fundamental part in ensuring the integrity of the food chain and public health. It protects both consumers and businesses, playing a crucial role in delivering a level playing field for all business which is vital for a local economy such as Monmouthshire's.

6.4 The Regional Coordinator post would further the development of a collaborative approach to animal health and feed duties on a regional basis.

6.5 With such a small team planning and recognising future workforce requirements is crucial, especially where there may be a shortfall externally of potential experienced candidates. There is a likelihood that a member of the team will in the foreseeable future consider retirement and an apprenticeship could provide the ideal opportunity for someone to learn from their knowledge and experience before it is lost.

6.6 The proposals are based on the short to medium term with all being affordable on a 4 to 5 year basis. Opportunities will continue to be sought to ensure this can be maintained on a longer term basis. This will evolve with service changes and developments, including a concerted effort to move Animal Health to a regional service and not just the additional partnership delivery programme.

## **7. RESOURCE IMPLICATIONS:**

- 7.1 These changes will be cost neutral to the Authority with the budget resource being met through a combination of:
- Reallocation of the existing service budget,
  - Funding from WHoTS and
  - External grant funding for feed work and additional animal health work that is undertaken.
- 7.2 The external funding from the Food Standards Agency is specifically for work that can only be undertaken by qualified, competent Officers with a specialist expertise. This funding is on a regional basis and Monmouthshire CC is the lead authority for Gwent with a 75% allocation. As mentioned in 6.2, it will provide additional capacity to undertake work on behalf of other Gwent authorities and further activity that will result in additional income. This in turn should offset other income generation proposals that have not progressed.
- 7.3 The external funding for animal health will be from Welsh Government in relation to the partnership delivery programme for critical control point inspections and project work. This will also enable the potential to increase income through cross border work.
- 7.4 Final costs are subject to job evaluation confirmation but will remain fully funded as described above. Any costs associated with the 0.5 FTE Regional Coordinator post will be met wholly by the WHoTS group at no additional cost Monmouthshire CC

## **8. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

- 8.1 There are no significant impacts on wellbeing, there is a neutral impact on Equality and there are no discrimination issues. An updated Future Generations Assessment has been produced at Appendix B.

## **9. CONSULTEES:**

SLT  
Cabinet  
Head of Public Protection  
Finance Manager  
Trading Standards team  
WWhoTS Executive (Re Regional Co-ordination)

## **10. BACKGROUND PAPERS:**

Single Member Decision – 31<sup>st</sup> August 2016

## **11. AUTHOR:**

Gareth Walters – Trading Standards & Animal Health Team Leader

## **12. CONTACT DETAILS:**

**Tel:** 01633 644131

**E-mail:** [garethwalters@monmouthshire.gov.uk](mailto:garethwalters@monmouthshire.gov.uk)

# Current Trading Standards Structure





# New Trading Standards Structure





|   |  |
|---|--|
| <p><b>Name of the Officer</b> Gareth Walters</p> <p><b>Phone no:</b> 01633 644131<br/><b>E-mail:</b> garethwalters@monmouthshire.gov.uk</p> | <p><b>Please give a brief description of the aims of the proposal</b></p> <p>To enable delivery of official controls in feed and provide an opportunity to assess income generation opportunities to support future service needs.</p> |
| <p><b>Name of Service</b></p> <p>Trading Standards and Animal Health</p>  | <p><b>Date Future Generations Evaluation</b></p> <p>8<sup>th</sup> November 2017</p>   |





***NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc***


**1. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

| Well Being Goal  | Does the proposal contribute to this goal?<br>Describe the positive and negative impacts.  | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?  |
|--|--|--|
| <p><b>A prosperous Wales</b><br/>Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>                                 | <p>Provides an opportunity to educate, develop and upskill local agricultural business in relation to official controls</p>  | <p>A regional collaborative approach that is coordinated across Wales to ensure best practice is developed through experience and shared ensuring consistency.</p> |
| <p><b>A resilient Wales</b><br/>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p> | <p>It supports and ensures that all involved with feed activities are aware of and comply with official controls, supporting the environment, enhancing animal welfare, creating a level playing field and protecting the integrity of the food chain.</p> | <p>A regional collaborative approach that is coordinated across Wales to ensure best practice is developed through experience and shared ensuring consistency.</p> |

| Well Being Goal   | Does the proposal contribute to this goal?<br>Describe the positive and negative impacts.   | What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?   |
|---|---|---|
| <b>A healthier Wales</b><br>People's physical and mental wellbeing is maximized and health impacts are understood   | N/A   | N/A   |
| <b>A Wales of cohesive communities</b><br>Communities are attractive, viable, safe and well connected   | It supports and ensures that all involved with feed activities are aware of and comply with official controls, supporting the environment, enhancing animal welfare, creating a level playing field and protecting the integrity of the food chain. | A regional collaborative approach that is coordinated across Wales to ensure best practice is developed through experience and shared ensuring consistency. |
| <b>A globally responsible Wales</b><br>Taking account of impact on global well-being when considering local social, economic and environmental wellbeing                                | It supports and ensures that all involved with feed activities are aware of and comply with official controls, supporting the environment, enhancing animal welfare, creating a level playing field and protecting the integrity of the food chain. | A regional collaborative approach that is coordinated across Wales to ensure best practice is developed through experience and shared ensuring consistency. |
| <b>A Wales of vibrant culture and thriving Welsh language</b><br>Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation | N/A   | N/A   |
| <b>A more equal Wales</b><br>People can fulfil their potential no matter what their background or circumstances   | It supports and ensures that all involved with feed activities are aware of and comply with official controls, supporting the environment, enhancing animal welfare, creating a level playing field and protecting the integrity of the food chain. | A regional collaborative approach that is coordinated across Wales to ensure best practice is developed through experience and shared ensuring consistency. |

## 2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

| Sustainable Development Principle  | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.  | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts? |
|--|--|---|
|  <p><b>Long Term</b><br/>Balancing short term need with long term and planning for the future</p>     | <p>The proposal has assessed the current position and considered what needs to be done going forward. This proposal delivers short/medium term needs and will provide an opportunity to develop future service needs underpinning a longer term approach in the most sustainable way.</p>  | <p>N/A</p>  |
|  <p><b>Collaboration</b><br/>Working together with other partners to deliver objectives</p>           | <p>A regional collaborative approach that is coordinated across Wales to ensure best practice is developed through experience and shared ensuring consistency. Delivered in partnership with Welsh Government and the Food Standards Agency in Wales.</p>  | <p>N/A</p>  |
|  <p><b>Involvement</b><br/>Involving those with an interest and seeking their views</p>               | <p>This proposal relates to statutory official controls and therefore has to be delivered otherwise Wales could be subject to infraction proceedings. We do liaise with stakeholders to ensure we minimise the impact on them.</p>   | <p>N/A</p>  |
|  <p><b>Prevention</b><br/>Putting resources into preventing problems occurring or getting worse</p> | <p>It supports and ensures that all involved with animal health and feed activities are aware of and comply with official controls, supporting the environment, enhancing animal welfare, creating a level playing field and protecting the integrity of the food chain. This should ultimately prevent demand on this service and others further down the line where non-compliance with controls would require a larger resource to deal with.</p> | <p>N/A</p>  |

| Sustainable Development Principle   | Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.   | Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts? |
|---|---|---|
|  <p><b>Integration</b></p> <p>Considering impact on all wellbeing goals together and on other bodies</p> | <p>The proposal will ensure local business is supported and protected which in turn will help them thrive and grow the local economy. It will also protect citizens and consumers through ensuring the integrity of the food chain.</p> | <p>N/A</p>  |

**3. Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or [alanburkitt@monmouthshire.gov.uk](mailto:alanburkitt@monmouthshire.gov.uk)

| Protected Characteristics     | Describe any positive impacts your proposal has on the protected characteristic | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|-------------------------------|---|---|---|
| Age                           | N/A   | N/A   |   |
| Disability                    | N/A   | N/A   |   |
| Gender reassignment           | N/A   | N/A   |   |
| Marriage or civil partnership | N/A   | N/A   |   |
| Pregnancy or maternity        | N/A   | N/A   |   |

| Protected Characteristics | Describe any positive impacts your proposal has on the protected characteristic | Describe any negative impacts your proposal has on the protected characteristic | What has been/will be done to mitigate any negative impacts or better contribute to positive impacts? |
|---------------------------|---|---|---|
| Race                      | N/A   | N/A   |   |
| Religion or Belief        | N/A   | N/A   |   |
| Sex                       | N/A   | N/A   |   |
| Sexual Orientation        | N/A   | N/A   |   |
| Welsh Language            | Any documents, forms, guidance or information will be made available in Welsh.  | N/A   |   |

4. **Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities?** For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

|                     | Describe any positive impacts your proposal has on safeguarding and corporate parenting | Describe any negative impacts your proposal has on safeguarding and corporate parenting | What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts? |
|---------------------|---|---|--|
| Safeguarding        | No impact   |   |  |
| Corporate Parenting | No impact   |   |  |

5. **What evidence and data has informed the development of your proposal?**

1. Animal Health and Official feed control legislation.
2. Future Delivery of Official Feed Controls Proposal from the Food Standards Agency.
3. Memorandum of Understanding with Food Standards Agency.
4. Financial data linked to proposal and held internally.
5. Premises data held on Civica APP.
6. Existing pressures within the service.

**6. SUMMARY:** As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

Nothing extra as the proposal was developed on service need and in conjunction with a governing body, the process as a whole considers all aspects of this form from the start.

**7. ACTIONS:** As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

| What are you going to do | When are you going to do it? | Who is responsible | Progress |
|--------------------------|------------------------------|--------------------|----------|
| None                     |                              |                    |          |

**8. MONITORING:** The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on: Ongoing on a continuous basis considering service needs.

**9. VERSION CONTROL:** The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

| Version No. | Decision making stage    | Date considered | Brief description of any amendments made following consideration |
|-------------|--------------------------|-----------------|--|
| 1           | Social Care & Health DMT | February 2018   |  |

## Evaluation Criteria – Cabinet, Individual Cabinet Member Decisions & Council

|                                |   |
|--------------------------------|---|
| <b>Title of Report:</b>        | <b>Operational Changes to Trading Standards</b> |
| <b>Date decision was made:</b> |   |
| <b>Report Author:</b>          | <b>Gareth Walters</b>                           |

### What will happen as a result of this decision being approved by Cabinet or Council?

What is the desired outcome of the decision?  
What effect will the decision have on the public/officers?

12 month appraisal

Was the desired outcome achieved? What has changed as a result of the decision? Have things improved overall as a result of the decision being taken?

### What benchmarks and/or criteria will you use to determine whether the decision has been successfully implemented?

Think about what you will use to assess whether the decision has had a positive or negative effect:  
Has there been an increase/decrease in the number of users  
Has the level of service to the customer changed and how will you know  
If decision is to restructure departments, has there been any effect on the team (e.g. increase in sick leave)

12 month appraisal

*Paint a picture of what has happened since the decision was implemented. Give an overview of how you fared against the criteria. What worked well, what didn't work well. The reasons why you might not have achieved the desired level of outcome. Detail the positive outcomes as a direct result of the decision. If something didn't work, why didn't it work and how has that effected implementation.*

### What is the estimate cost of implementing this decision or, if the decision is designed to save money, what is the proposed saving that the decision will achieve?

Give an overview of the planned costs associated with the project, which should already be included in the report, so that once the evaluation is completed there is a quick overview of whether it was delivered on budget or if the desired level of savings was achieved.

12 month appraisal

*Give an overview of whether the decision was implemented within the budget set out in the report or whether the desired amount of savings was realised. If not, give a brief overview of the reasons why and what the actual costs/savings were.*

Any other comments



