

# Delegated Decision Report

Decision below £250k



<b>Subject:</b>	Restructuring of the Trading Standards Team
<b>Decision maker: Senior Officer</b>	Nasir Dad, Director of Environment
<b>Decision maker: Cabinet Member</b>	Councillor Elaine Taylor, Portfolio Holder - Neighbourhoods
<b>Decision date:</b>	24 July 2025
<b>Report author:</b>	Neil Crabtree, Assistant Director – Public Protection
<b>Ward (s):</b>	All

## Reason for decision

To realign the management reporting lines for the Trading Standards Team and to create a refreshed team with up-to-date revisions to the job descriptions and person specifications offering enhanced career progression for officers and improve retention of officers. This will also enable the relevant recruitment to take place within the budgetary envelope provided as the team deliver the priorities detailed in the report.

## Recommendation(s)

1. Create a modernized and updated Trading Standards team with enhanced career progression for officers and improve the retention of officers.
2. Develop and resource the team appropriately to respond to the highlighted priority areas of work (see below).

## Background

The role of Trading Standards is to promote a fair, healthy and safe trading environment by ensuring compliance with regulatory legislation, protecting consumers and supporting local businesses. Trading Standards has a statutory responsibility to enforce a diverse range of regulatory legislation aimed at protecting consumers, particularly the most vulnerable and preventing businesses from engaging in unfair, illegal or unsafe practices.

These responsibilities encompass a range of statutory duties and regulations to fulfil the local authority's statutory role of a 'weights and measures authority' tasked with enforcing more than 200 pieces of legislation. This legislation covers a broad spectrum of regulatory areas including weights and measures, product safety, unfair trading, age restricted products, illicit sales of vapes, tobacco and alcohol, the sale or distribution of counterfeit goods, doorstep crime and scams, letting and estate agents.

Furthermore, the team also enforce animal feedstuffs legislation, which involves the inspection, sampling and monitoring of the production and storage of animal feed, including pet food. This makes sure that they are wholesome and not harmful to either the animal or the human food chain.

Since 2019, the team has been responsible for the regulation and oversight of animal health and welfare and disease control, which includes farms, small holdings and individuals. This also includes the inspection and provision of licences for animal boarding establishments, pet shops, hiring of horses, dog breeding (including investigating illegal dog breeders), licences for keeping or training of animals for exhibition (e.g. petting farms) and dangerous wild animals.

The team are focussed on the following areas of work with detailed actions forming the 2025/26 work programme:

**Age Restricted Sales:** The team will act on complaints in relation to the sale of age restricted products by engaging with business to ensure they are aware of their legal obligations, by sending advisory letters to all premises about which complaints are received. The team will continue to carry out test purchase attempts at businesses in order to reduce the incidence of sales of dangerous products to young people, including alcohol, tobacco, e-cigarettes, fireworks and knives.

**Animal health and welfare including disease control:** The team is complaint led and will visit keepers of livestock to ensure they are complying with disease control and welfare rules, check livestock movements, check vehicles that transport animals, investigate allegations of livestock welfare abuse and investigate breaches of animal by-products disposal rules.

**Animal Feed:** The Trading Standards Service has a rolling program of visits and inspections for all feed premises, which includes farm premises, pet food manufacturers, importers, transporters, suppliers of surplus food etc. Samples will be obtained from feed premises to determine compliance with hygiene and compositional standards where appropriate.

**Animal Licensing:** The team will inspect licensed animal establishments on a schedule based on risk and respond to complaints and service requests relating to these premises.

**Fair trading and MCATS:** The team will undertake investigations of a criminal nature regarding serious allegations of unfair trading which can include matters such as misdescribed products, aggressive trading practices and restriction of consumer rights.

**Product Safety & Counterfeits:** The team will act on all referrals relating to sales of unsafe products which may pose a product safety risk within the borough of Oldham, giving priority to those that present a risk to health and are not appropriate for GMP, HMRC etc to deal with, with a view to ensuring they are swiftly removed from sale. This includes toys, imported goods, homemade products, electrical products, fireworks, part worn tyres and cosmetics.

**DSC & Scams:** The team will respond to all potential scam victims identified and referred to our department by the National Trading Standards Scams Team. We assess all doorstep crime referrals and tailor our response as appropriate to the circumstances and whether the trader is still at the residents' address.

**Illicit tobacco and Vapes:** The team contributes to Operation CeCe, which is the national illegal tobacco project delivered through National Trading Standards on behalf of HMRC. This involves

visiting premises to search for and seize any illegal tobacco products. We are also involved with Operation Joseph, which is the national illegal vaping products project delivered through National Trading Standards on behalf of HMRC. This involves visiting premises to search for and seize any illegal vaping products.

**Fireworks:** The team will provide guidance followed up with enforcement actions where necessary to ensure that fireworks on sale meet legal requirements and to counter their underage sales to children.

**PA Work:** Primary Authority enables businesses to form a statutory partnership with one local authority who will provide assured advice and the business is bound by it. The Trading Standard Service currently has longstanding Primary Authority Partnerships with four Oldham based manufacturers / importers as follows:

- iBreathe;
- Jarden Consumer Solutions (Europe) Ltd;
- Spectrum Brands (UK) Ltd; and
- UP Global Sourcing UK Ltd.

The team will also work with these businesses to ensure safe and legal products are placed on the market and provide assistance when complaints arise.

To carry out the priorities and subsequent tasks listed above this report seeks approval for the creation of a modernized and updated Trading Standards team with enhanced career progression for current officers, those that may join the team in the future and improve the likelihood of retention of officers. The job description and person specification for the Trading Standards Officer role has been revised to take into account the changing responsibilities and to create a career graded role that more accurately reflects the skill set required to undertake certain aspects of the work.

The job description and person specification for the vacant Trading Standards and Animal Welfare Manager role has also been updated as has the reporting line for the manager, direct to the Assistant Director for Public Protection.

### **Alternative option(s) to be considered**

The alternative option is to continue to operate with the existing structure, however this is felt as inappropriate at this stage as the Service Manager had recently left the authority and the team is currently carrying two vacancies from the establishment for both the Manager of the Service and a Trading Standards Officer.

Creating a modern updated Trading Standards team is seen as the way forward and when fully staffed will create a team that can deliver the legal responsibilities on behalf of the Council.

### **Consultation**

Consultation has taken place with the Portfolio Holder for Neighbourhoods and the current officers in the Trading Standards team.

## Risks

If this revised structure is not implemented the Council will struggle to fulfil its statutory obligations and contribute to the delivery of the Council's three missions with a focus on healthier and happier lives.

## Implications

Financial	<p>The current staffing budget for Trading Standards stands at £475,490. Based on the proposed staffing structure outlined in the table below, the total cost would be £475,120, resulting in an approximate saving of £370.</p> <table border="1" data-bbox="581 653 1401 1297"> <thead> <tr> <th>Job Title</th> <th>FTE</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Assistant Director</td> <td>0.25</td> <td>28,360.00</td> </tr> <tr> <td>Trading Standards and Animal Welfare Manager (VACANT)</td> <td>1</td> <td>69,650.00</td> </tr> <tr> <td>Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)</td> <td>1</td> <td>63,930.00</td> </tr> <tr> <td>Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)</td> <td>1</td> <td>59,670.00</td> </tr> <tr> <td>Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)</td> <td>1</td> <td>59,670.00</td> </tr> <tr> <td>Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)</td> <td>0.8</td> <td>47,580.00</td> </tr> <tr> <td>Trading Standards Officer / Senior TSO (Grade 7 – Grade 8) (VACANT)</td> <td>1</td> <td>57,970.00</td> </tr> <tr> <td>Animal Welfare Officer</td> <td>1</td> <td>55,160.00</td> </tr> <tr> <td>Business Support Officer</td> <td>1</td> <td>33,130.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>475,120.00</b></td> </tr> </tbody> </table> <p>Career Graded Trading Standards Officers currently in post will be regraded to Grade 8, SCP 33, with the exception of those who were previously positioned at the top of Grade 8. For any vacant Career Graded Trading Standards Officer positions, budgeting will be based on the entry point of Grade 8 to accommodate the potential recruitment of a more experienced candidate</p> <p>Any savings resulting from this restructure will be utilized to help offset known pressures within Public Protection.</p> <p>(Mohammed Hussain)</p>	Job Title	FTE	Cost	Assistant Director	0.25	28,360.00	Trading Standards and Animal Welfare Manager (VACANT)	1	69,650.00	Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)	1	63,930.00	Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)	1	59,670.00	Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)	1	59,670.00	Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)	0.8	47,580.00	Trading Standards Officer / Senior TSO (Grade 7 – Grade 8) (VACANT)	1	57,970.00	Animal Welfare Officer	1	55,160.00	Business Support Officer	1	33,130.00	<b>Total</b>		<b>475,120.00</b>
Job Title	FTE	Cost																																
Assistant Director	0.25	28,360.00																																
Trading Standards and Animal Welfare Manager (VACANT)	1	69,650.00																																
Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)	1	63,930.00																																
Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)	1	59,670.00																																
Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)	1	59,670.00																																
Trading Standards Officer / Senior TSO (Grade 7 – Grade 8)	0.8	47,580.00																																
Trading Standards Officer / Senior TSO (Grade 7 – Grade 8) (VACANT)	1	57,970.00																																
Animal Welfare Officer	1	55,160.00																																
Business Support Officer	1	33,130.00																																
<b>Total</b>		<b>475,120.00</b>																																
Legal	<p>It is important that Council services operate as efficiently as possible to deliver effective best value services for residents. The proposal is seeking to make alterations to the structure of the service but without any redundancies.</p>																																	

	<p>It is important that the appropriate consultations are undertaken with staff and unions before any changes to the structure are made. Failure to suitably consult could lead to unhappiness from staff and subsequent reputational harm for the service. The service offers important statutory services, and it is therefore important that there are no disruptions to the delivery of services.</p> <p>The service should work closely with HR colleagues throughout this process to ensure that HR policies and procedures are followed. (Alex Bougatef – Interim Borough Solicitor)</p>
Equality impact including implications for Children and Young People	N/A
HR	<p>No change to structure</p> <p>Only impact on staff is that the 2 existing staff will move from G7 to G8 due to implementation of career graded posts and vacant post JD updated and JEvaluated.</p> <p>Advised manager to keep Trade unions in the loop.</p> <p>Once approved changes to Itrent will need to be made to change posts to career graded posts and REC 1 to recruit to vacant post.</p> <p>Julie Lynch – 24/6/25</p>
Other	

Has the relevant Legal Officer confirmed that the recommendations within this report are lawful and comply with the Council's Constitution?	Yes
Has the relevant Finance Officer confirmed that any expenditure referred to within this report is consistent with the Council's budget?	Yes
Are any of the recommendations within this report contrary to the Policy Framework of the Council?	No

## Background Papers under Section 100D of the Local Government Act 1972

### Appendix:

#### 1. Current and proposed structure and reporting lines



Trading Standards  
structure chart - final

#### Revised Job Descriptions and Person specifications



11145 Trading  
Standards and Anima



4821 and 4820  
Trading Standards Of

Report author sign-off	Neil Crabtree
Role	Assistant Director – Public Protection
Date of sign-off	3 <sup>rd</sup> July 2025

<b>Approval</b>	
Officer approval sign-off	 Nasir Dad
Role	Director of Environment
Date of sign-off	24 July 2025

