

## OFFICER DECISION RECORD

<b>CMT Officers:</b> Carol Pilson, Corporate Director & Monitoring Officer, Peter Catchpole, Section 151 Officer	<b>Service:</b> Communities, Environment and Leisure
<b>Lead Officer:</b> Annabel Tighe, Head of Environmental Health and Compliance Manager	<b>Delegated Power Being Exercised:</b> Table 4, Functions Delegated to Officers:  'To appoint staff (including temporary and agency staff) and in consultation with the Corporate Director and Assistant Directors <sup>19</sup> or the Head of Human Resources and Organisational Development.'
<b>Subject of Decision:</b> Appointment of an agency officer for the period March 2026 to March 2027	

<b>Decision Taken:</b> To appoint a part time interim staffing resource to ensure the statutory food safety programme for 2026 -2027 is completed as required by the Food law Code of Practice and any shortfall in performance in 2025-2026 is completed as soon as practicable.		
<b>Reason for the Decision:</b> In April 2025 the Council's full time food safety officer left their post. The appointment of a part time and interim resource will allow flexibility to meet the service needs whilst managing other priorities and keeping within budgets as set for the year 2026-2027.		
<b>Alternative Options Considered</b> (if appropriate): Permanent appointment has not been possible after two rounds of recruitment. Comensura agency portal was tried however there were no suitable qualified and experienced candidates put forward.		
<b>Background/Reports/Information considered and attached:</b> N/A		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <b>Officer Signatures:</b>             Carol Pilson, Corporate Director &amp; Monitoring Officer            Peter Catchpole, Corporate Director and Chief Finance Officer         </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <b>Date:</b>             9 March 2026             9 March 2026         </td> </tr> </table>	<b>Officer Signatures:</b>  Carol Pilson, Corporate Director & Monitoring Officer Peter Catchpole, Corporate Director and Chief Finance Officer	<b>Date:</b>  9 March 2026  9 March 2026
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**Please forward to Democratic Services upon completion**

<b>For Office Use Only</b>	
<b>Date copy passed to Democratic Services</b> 18/03/26	<b>Implementation Date: 09/03/26</b> <b>(if not called-in)</b> <b>(Allow 5 clear working days after publication of decision)</b>

Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.