**Best practice guidance**

This summer CTSI is planning to publish a best practice guide highlighting the good work of trading standards departments – indicating where similar initiatives could be taken in the future by other local authorities.

It is well known from previous CTSI research that trading standards services find themselves in a challenging situation – facing budget cuts, a diminished position within some local authorities, and a growth in demand from an aging population and online markets.

However, despite the challenges, trading standards staff continue to carry out extraordinary work to protect the public and advise businesses.

The aim of this guide is to provide evidence of best practice that can be used by trading standards services in the future, demonstrating either how the work they are doing reflects nationally highlighted best practice, or to suggest projects that could benefit their area.

**Booklet and plenary audiences.**

The booklet produced from this project will primarily be aimed at decision makers. It has been noted in the past that councillors do not understand the role their trading standards services play in protecting communities and assisting businesses – it is hoped this document will assist Local Services in getting the message across to their members and senior managers, as well as helping CTSI at a national level.

The plenary sessions at the Symposium offer the chance to highlight work directly to the profession. Each project selected will have 20 minutes to discuss their project from the main stage on either the Tuesday or Wednesday of Symposium.

Supporting documentation can be made available in the member’s area of the CTSI website so that other professionals may use them in similar project work.

Both the guide and plenary will offer local authority trading standards services the chance to gain positive publicity for their authority at a national level, highlighting that their professional body recognises the excellent work that they have done.

**Timeframe**

We have launched a call for evidence in January via ACTSO, WHOTS, SCOTTS and TSNI.

There will be a rolling assessment of submissions, with a final deadline on the 1st May. Selected authorities will be asked to present their project at symposium, and will be contacted throughout April and May. The booklet will be circulated to those selected for sign-off before final publication.

The booklet will be launched at CTSI Symposium (4th – 6th June 2018), with best practice plenaries taking place on the 5th and 6th June.

**Criteria**

We are mainly looking for examples that have been carried out by local services under own initiative or working with other partners. The questions look to establish how projects were set up and how they operated – but also to establish what measurable impacts were achieved both for consumers/businesses and for local authorities. We are flexible to whether projects involved a single authority or partnerships.

To submit your entry please email policy@tsi.org.uk