

Dear Councillor

LICENSING AND PROTECTION COMMITTEE - TUESDAY, 19 JULY 2016

I am now able to enclose for consideration at the above meeting the following reports that were unavailable when the agenda was printed.

**Agenda Item
No.**

**4. SERVICE PLAN FOR FOOD LAW ENFORCEMENT AND HEALTH
AND SAFETY MONITORING 2015/16 (Pages 3 - 8)**

To consider a monitoring report against approved service plans.

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Public
Key Decision - No
* Delete as applicable

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Service Plan for Food Law Enforcement and Health and Safety Service Plan Monitoring 2015 -16

Meeting/Date: Licensing & Protection Committee – 19th July 2016

Executive Portfolio: Executive Councillor for Community Resilience – Cllr Steve Criswell

Report by: Commercial Team Leader – Keith Lawson

Ward(s) affected: All

Executive Summary:

The Licensing & Protection Committee has approved the Health and Safety Service Plan for 2015/16, and following consultation with the Panel, Council approved the Food Safety Service Plan for 2015/16.

This report provides Members of the Licensing & Protection Panel with a performance update against the approved plans at the end of March 2016, the year end position

It must be noted that the service has missed the target for the number of proactive food hygiene inspections, but has been subject to more than expected levels of new businesses, and food related service requests and complaints. This has included a fatal accident investigation for which significant time was required, a food recall relating to a Huntingdonshire food business, and a higher than anticipated level of formal enforcement actions being undertaken.

Recommendation(s):

1. That Members of the Licensing & Protection Committee receive and comment on the monitoring report against the 2015-16 Food Safety and Health and Safety Service Plans

1. WHAT IS THIS REPORT ABOUT

- 1.1 This is a report about the delivery of the 2015-16 Food Safety Service Plan, and the 2015-16 Health and Safety Service Plan. The two plans collectively describe how the Council discharges its duty as a “Food Authority” and a health and safety “Enforcing Authority”. The report relates to work delivered between 1 April 2015 and 31st March 2016
- 1.2 The Health and Safety Plan was agreed by the Licensing and Protection Panel on 23 June 2015 and the Food Safety Plan was agreed at the meeting of Council on 29 July 2015. In giving their approval to the plans, Members of the Licensing and Protection Panel requested that ‘monitoring reports’ form part of the agenda for future meetings, this report is the first of such monitoring reports

2. BACKGROUND

- 2.1 The content of the Food Safety Service Plan is based upon the requirements of the Food Standards Agency (FSA) Framework Agreement for the Delivery of Official Feed and Food Controls. The Health and Safety Service Plan is based upon the requirements of the Health and Safety Executive (HSE) National Local Authority Enforcement Code.
- 2.2 As part of the approval of the Plans by the Licensing and Protection Committee, the Committee requested that monitoring reports are provided.
- 2.3 It is important that members are made aware of anything which may prejudice the delivery of the plans.

3. ANALYSIS

- 3.1. The table below provides a the out-tunr position regarding Food Safety and Health & Safety activities, including the projections from the 2015-16, and 2016-17 Service Plans.

Food Safety Programmed Activity	Level of activity			
	Actual 2014-15	Estimate 2015-16	Actual 2015-16	Estimate 2016-17
Planned food hygiene inspections (risk group A-D, in addition to those below)	594	450	340	300
Alternative Enforcement Strategy (AES) (cake makers child-minders)	163	130	144	130
Revisits	129	130	119	100
Inspections of new food businesses	145	100	122	100
Inspection of temporary food businesses	11	30		
Inspection of Approved Establishments	8	5	9	10
Primary Authority Partnership Activity – includes requests for advice, attendance at meetings and provision of training*	12	15	13	15
Other proactive visits (food, water and environmental samples/advisory)	199	250	165	150
Prosecutions	0	1	2	1

Formal action (service of notices)	17	20	23	20
Food Safety Reactive Tasks				
Food-related service requests/ complaints and service requests/ complaints re: food businesses	626	600	657	600
Food, water and environmental sampling (reactive)	39	20	28	100
Infectious disease control - notifications of food-borne/food poisoning illnesses	179	200	169	150
FSA food alerts for action	5	20	3	5
Health and Safety Activity				
Premises inspections and interventions (including revisits)	173	150	197	100
Health and safety-related complaints	66	75	38	40
Accident and dangerous occurrence investigations	25	20	19	20
Specific smoke free enforcement visits	0	10	6	10

3.2 The work of the Commercial Team is a balance between the proactive inspection which can be programmed, and the reactive activities ones which assumptions can be made but which are reactionary in nature. In the year team have been involved with:

- A fatal accident investigation,
- A 'food recall' relating to food manufactured within Huntingdonshire but which failed to meet the required safety standards which has taken around

3.3 Whilst it was known at the start of the monitoring year that the Commercial Team has a vacancy and adjustments were made to activities; further in year loss of resource has occurred from one Member of the team having a period of long- term sickness absence

4 KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?

4.1 The failure to produce and review the Service Plans could invite criticism from the FSA and the HSE as the national regulators.

4.2 The Service Plans for 2016-17 have been produced having regards to the 2015-16 out-turn, however, monitoring will be undertake to ensure that the plan remains on target for delivery throughout the year.

5. LINK TO THE CORPORATE PLAN

5.1 The Service Plan supports the Council's Corporate Plan and contributes to the three strategic priorities therein.

6. RESOURCE IMPLICATIONS

6.1 Changes in staffing levels mean that there has been a reduction in the resources which are available to deliver the Service Plans. A full time officer resigned in December 2014 and, despite advertsing the role and interviewing a number of potential candidates, the post remained vacant for the 2015/16 year. This equates to a reduction of 16% of the resources that were anticipated at the beginning of the year. Whilst this was known in setting the 2015/16 Service Plans, and adjustments made; further impacts through sickness absence have occurred in year which were unexpected.

6.2 This has contributed to a significant reduction in the number of scheduled inspections of food businesses. New food businesses must be included in the inspection programme and as numbers continue to increase, this places an unforeseen demand on resources.

7 REASONS FOR THE RECOMMENDED DECISIONS

7.1 This monitoring report that has been provide to the Licensing & Protection Committee. It has been produced having regards to the approved service plans. The recommendation provides Members the opportunity to comment on the report.

BACKGROUND PAPERS

Licensing & Protection Panel, 23rd June 2015 – approval of Health and Safety Service Plan

Council, 29th July 2015 – approval of Food Safety Service Plan

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