

A meeting of the **LICENSING AND PROTECTION COMMITTEE** will be held in **CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 28 JUNE 2023** at **2:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **1. MINUTES (Pages 5 - 10)**

To approve as a correct record the Minutes of the meetings of the Licensing and Protection Committee held on 7th December 2022 and 17th May 2023.

**Contact Officer: Democratic Services - (01480) 388169**

### **2. MEMBERS INTERESTS**

To receive from Members declarations as to disclosable pecuniary, other registerable and non registerable interests in relation to any Agenda Item. See Notes below.

**Contact Officer: Democratic Services - (01480) 388169**

### **3. MONITORING REPORT ON THE DELIVERY OF THE FOOD LAW ENFORCEMENT AND HEALTH AND SAFETY SERVICE PLANS (Pages 11 - 22)**

To consider the monitoring report on the delivery of Service Plans for the period 1st January to 31st March 2023.

**Contact Officer: K Penn - (01480) 388302**

### **4. SERVICE PLAN FOOD LAW ENFORCEMENT 2023-24 (Pages 23 - 44)**

To consider the draft Service Plan for Food Law Enforcement 2023-24

**Contact Officer: Kate Penn - (01480) 388362**

**5. SERVICE PLAN FOR HEALTH AND SAFETY REGULATION 2023-24 (Pages 45 - 60)**

To consider the draft Service Plan for Health and Safety Regulation 2023-24.

**Contact Officer: Kate Penn - (01480) 388362**

**6. SUSPENSION AND REVOCATION OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES (Pages 61 - 62)**

To consider a report on the actions under the powers delegated by the Licensing and Protection Committee.

**Contact Officer: Licensing Team - (01480) 387075**

**7. LICENSING AND PROTECTION SUB-COMMITTEES (Pages 63 - 64)**

To receive a summary of the meetings of the Licensing and Protection Sub Committees that have taken place since the last meeting of the Committee.

**Contact Officer: Democratic Services - (01480) 388169**

20th day of June 2023

***Oliver Morley***

Head of Paid Service

**Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.**

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

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**Please contact Democratic Services, Tel: 01480 388234 / email: Democratic.Services@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee.**

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

### **Emergency Procedure**

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING AND PROTECTION COMMITTEE held in the CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Wednesday, 7 December 2022

PRESENT: Councillor B S Banks – Chair.

Councillors M L Beuttell, A E Costello, S J Criswell,  
S W Ferguson, S A Howell, A R Jennings, P A Jordan,  
D Terry and C H Tevlin.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors J Clarke and P Kadewere.

### 19 MINUTES

The Minutes of the meeting held on 7th December were approved as a correct record and signed by the Chair.

### 20 MEMBERS INTERESTS

No declarations were received.

### 21 MONITORING REPORT ON THE DELIVERY OF THE FOOD LAW ENFORCEMENT AND HEALTH AND SAFETY SERVICE PLANS

With the assistance of a report by the Interim Community Services Manager, the Committee received an update on progress made against the delivery of work on the Council's Food Law Enforcement and Health and Safety Plans during the period 1st July to 30th September 2022.

With regards to the programmed activity within the Food Safety Plan, the Committee were advised that the inspection programme had been continuing in line with the Food Standard Agency's Recovery Plan. During this quarter, inspections had moved on to 'Category C' businesses, of which there had been six outstanding at the end of the quarter. These had now been completed. In total there had been 191 inspections completed during Quarter 2, which contributed to a total of 315 inspections throughout the year to date.

The Committee were informed that the Authority were still receiving a high number of new business registrations. In Quarter 2, there were 78 new business registrations of which 71 remained open. Members queried how the Council were engaging with businesses as they were registering to support them in the current climate and noted that this was largely done through the inspection programme. The Committee were informed that as at 1st April 2022, 1721 food businesses were registered within the District.

Officers were continuing to find that standards had declined where businesses have gone a number of years without inspection due to the pandemic which was having an impact on inspection times. Members were advised that times for inspections were recorded and could range from half an hour for a simple inspection to two and a half hours for a larger premises where there were significant issues which warranted longer discussion. In response to a question regarding resourcing levels within the Environmental Health Team – the Committee were advised that the team were currently fully staffed at 4.8FTE on food hygiene and safety.

In addition, it was reported that the cost-of-living crisis was also having an impact on inspections with examples being found where boilers had been turned down to save money which conflicted with necessary legislation. As a result, work was ongoing with the Authority's Economic Development Team to offer necessary support.

In terms of formal actions, it was reported that there had been one voluntary closure during the quarter agreed with a food business operator. Further details of this process was provided to Committee Members.

With regards to those activities within the Plan which were still showing as 'Red', the Committee were informed that the Alternative Enforcement Strategy was not an immediate concern given they were the Authority's lowest risk premises. Consideration was being given within the next quarter to improving these statistics. In response to a question regarding 'Other Proactive Visits', Members were informed that progress was in fact nearing amber and related to additional work which did not form part of the normal inspection programme.

Turning to the unplanned / reactive activities which had been undertaken during quarter 2, the Committee were advised that 105 service requests had been received which was slightly less than anticipated based upon previous years. Officers were also continuing to take part in the UK Health Security Agency's sampling study which has been takeaway sandwiches and salad bars.

The Committee were advised that health and safety activity has been concentrated around health and safety advice given to event organisers through the Safety Advisory Group. There had been 6 accidents investigated, in addition to a number of other service requests covering a range of issues.

In commenting on the report more generally, comment was made by the Executive Councillor with regard to the extent by which the work of the team is governed by the Food Standard Agency's Recovery Plan and it was suggested that it might be useful to incorporate a summary flow chart of this into future reports. Members were reminded that the Recovery Plan had been put in place to help the inspection programme resume following the Covid 19 pandemic and would run until March 2023. It was also suggested and agreed that future reports should also include a definition of the different categories of businesses that received inspections.

## **22 SUSPENSION AND REVOCATION OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENCES**

With the aid of a report by the Licensing Team (a copy of which is appended in the Minute Book) the Committee noted the details of actions which had been taken during the period 9th September to 25th November 2022.

In reviewing the information within the report, Members were advised that 11 vehicles and 3 drivers had had licences suspended or revoked during the period. Attention was drawn to the revocation on 27th October 2022 which had been undertaken with immediate effect in consultation with the Chair and the Vice Chair. Members were advised that it was possible to revoke a license with immediate effect if there was considered to be a danger to the public.

Members were also provided with an update on the inspection on vehicles, the Committee noted that defects could be picked up as part of the annual inspection and reminded that there was a compliance standard which was higher than that for a standard MOT to protect members of the public.

Whilst there were currently no outstanding decisions awaiting a court date, Members were advised that the Licensing Team had been alerted to the possibility of a future Appeal. The Licensing Manager undertook to keep Members updated as necessary.

Whereupon, it was

RESOLVED

that the contents of the report be noted.

## **23 LICENSING AND PROTECTION SUB COMMITTEES**

With the assistance of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book), the Committee received and noted the details of one meeting of the Licensing and Protection Sub-Committee which had taken place since their last meeting.

Chair

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# HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING AND PROTECTION COMMITTEE held in the CIVIC SUITE, (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Wednesday, 17 May 2023 **ON THE RISING OF THE EMPLOYMENT COMMITTEE.**

PRESENT: Councillors B S Banks, M L Beuttell, S Bywater, J Clarke, A E Costello, S W Ferguson, S A Howell, P Kadewere and C H Tevlin

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors S J Criswell, P A Jordan and D Terry.

## 1 ELECTION OF CHAIR

RESOLVED

that Councillor B S Banks be elected Chair of the Committee for the ensuing Municipal Year.

**Councillor B S Banks in the Chair.**

## 2 MEMBERS INTERESTS

No declarations were received.

## 3 APPOINTMENT OF VICE-CHAIR

RESOLVED

that Councillor C H Tevlin be appointed Vice-Chair of the Committee for the ensuing Municipal Year.

Chair

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Monitoring Report on the Delivery of the Food Law Enforcement and Health and Safety Service Plans.
<b>Meeting/Date:</b>	28 June 2023
<b>Executive Portfolio:</b>	Executive Councillor for Customer Services – Cllr S Ferguson
<b>Report by:</b>	Kate Penn – Environmental Health Service Manager
<b>Ward(s) affected:</b>	All

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### **Executive Summary:**

The Food Law Enforcement Service Plan and Health and Safety Service Plan 2022-23 were approved by committee on 29 June 2022.

The report provides information about the delivery of the two Service Plans for Quarter 4.

Programmed work is delivered alongside reactive work, the volume of which by definition is impossible to predict. This work is carried out according to risk. Complaints and accident investigations are prioritised using risk-based selection criteria, and the volume of work is reported here to attempt to identify any emerging risks in terms of resource provision.

The Food Standards Agency permitted all planned food safety inspections to resume mid June 2021 and activities continue to be completed in line with the Food Standards Agency Recovery Plan.

Appendices 1 and 2 contain detailed information about the delivery of the Food Law Enforcement Service Plan. Appendix 3 contains detailed information about the delivery of the Health and Safety Service Plan.

### **Recommendation(s):**

The Committee is asked to review progress and provide any comments considered appropriate on the delivery of the two Service Plans for Q4.

## **1. PURPOSE OF THE REPORT**

1.1 The report provides information about the delivery of the two Service Plans for Q3 of 2022-23, the period 1 January 2023 – 31 March 2023.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

2.1 Members have asked to be kept informed about the delivery of the work in the approved plans.

## **3. SERVICE AREAS COVERED BY THE REPORT AND ANALYSIS**

3.1 Food Law Enforcement consists of the following areas of work:

- Planned activities such as routine inspections of food businesses, food and environmental sampling and the provision of food hygiene training courses;
- Unplanned (reactive) work such as the investigation of customer complaints, dealing with requests for compliance advice and following up notifications of food poisoning;
- Liaison with other departments in the interests of coordinated service delivery: in particular licensing and planning;
- Supporting national strategies and the wider public health agenda.

3.2 Appendix 1 and 2 provide details of the number of proactive and reactive activities that have taken place throughout the year compared to the number of activities predicted.

3.3 Health and Safety regulation consists of these areas of work:

- Planned activities such as unannounced inspections of high risk businesses and targeted interventions in line with the HSE's strategic aims;
- Unplanned (reactive) work such as the investigation of notifiable accidents, prescribed diseases, complaints and dealing with serious risks that are identified during other activities (Matters of Evident Concern);
- The provision of compliance advice to businesses.

3.4 Appendix 3 provides details of the number of activities that have taken place throughout the year compared to the number of activities predicted.

## **4. KEY IMPACTS / RISKS**

4.1 The failure to monitor the delivery of the approved Service Plans could invite criticism from the Food Standards Agency (FSA) and the Health and Safety Executive (HSE) in their capacities as the national regulators.

4.2 Members have asked to be kept informed about the delivery of the approved Service Plans in order that they can comment on the way in which the service is provided as well as the available resources.

## 5. ACTIONS TAKEN AND PROGRESS AGAINST THE APPROVED PLANS

### 5.1 Food Safety Service Plan

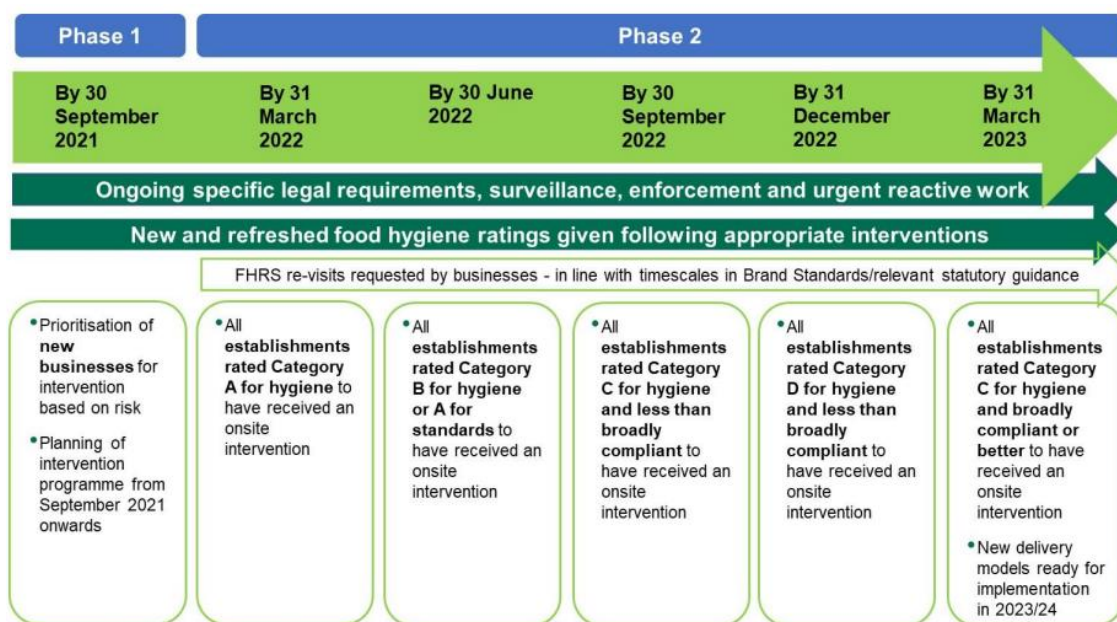
5.1.1 The inspection programme for 2022-23 is being completed in line the FSA Recovery Plan which determines new business and highest risk businesses must be inspected first.

5.1.2 All food businesses are risk rated category A to E with A being the highest risk. The risk rating mechanism is provided in the Food Law Code of Practice (England) and considers the consumers at risk; the level of current compliance with statutory obligations and any relevant industry codes of recommended practice in relation to the hygiene and structure of the premises; and the confidence in management/control processes in place. For example, a care home or nursery may be Category A due to their consumers being in a vulnerable group. Most restaurants, pubs and catering businesses are Category C or D. Category E are the lowest risk premises and will include small retailers selling pre-packed food and home caterers making cakes only.

The table below shows the categorisation of food businesses in Huntingdonshire on 31 March 2022:

Category	Number of Premises
A	5
B	46
C	333
D	481
E	713

5.1.3 The FSA Recovery Plan comprises of two phases, Phase 1 from 1 July 2021 to 30 September 2021 and Phase 2 from 1 October 2021 onwards. A graphic from the FSA Recovery Plan showing the key milestones is below. Progress against the Recovery Plan is reported quarterly to the FSA as a response to their 'Temperature Check' surveys.



5.1.4 In Quarter 4 the target was for all food businesses rated Category C for hygiene and broadly compliance or better (food hygiene rating of 3, 4 or 5) to have received an onsite intervention. All but 4 Category C premises were inspected by the 31 March 2023, these inspections only remained outstanding due to difficulty accessing the premises.

5.1.5 More new business registrations were received in Quarter 4 than Quarter 3. A new business registration can occur when an existing business changes hands and a new food business operator takes over or an entirely new business starts up. In Quarter 4 there were 77 new food business registrations received compared to 44 in Quarter 3.

5.1.6 Appendix A shows that 195 inspections were achieved in Quarter 3 making a total of 671 inspections in the year. This is still under the number required to achieve the predicted activity (and complete all overdue inspections) hence an Amber status. It should be noted that the high number of predicted activity is due to the inspection programme stopping during the pandemic so all premises becoming overdue for an inspection.

5.1.7 Sickness absence has continued to impact on the team in Quarter 4 with 1FTE being unavailable during this time. Paid additional hours have been offered to the team to increase the number of inspections undertaken, however, the uptake has not been as much as hoped.

5.1.8 Appendix 1 shows that the alternative enforcement strategy continues to be at a red status. This is not however an immediate concern as these are our very low risk premises therefore considered appropriate to be assessed by other means than visits. This work does not form part of the FSA Recovery Plan.

5.1.9 Appendix 2 refers to the number of unplanned, reactive activities undertaken. The number of customer complaints and service requests is driven by demand

which can be unpredictable, in Q4 109 service requests were received which is slightly less than anticipated based on previous years.

5.1.10 Officers are continuing to participate in the UK Health Security Agency's sampling study which is why a higher number of samples has been taken than predicted. In Q4 the topics were 'Ready to eat plant based (Vegan) Meat, Fish and Dairy substitutes' and 'Ready to eat hot or cold smoke fish'. Where samples have raised concerns, additional visits have been undertaken to provide advice and guidance to businesses and further samples carried out to check for improvement to the required standard.

## **5.2 Health and Safety**

5.2.1 During Q4 there were 3 accidents investigated and 42 other service requests responded too, these comprise both complaints from members of the public and businesses requesting advice as well as skin piercing registrations and notifications of defective lifting equipment.

5.2.2 Officers have also been contributing to the Safety Advisory Group (SAG) as event notifications begin ahead of the summer months. The purpose of SAG is to offer advice to event organisers to promote public safety at events within the district.

5.2.3 Work has continued on the Health and Safety Project Work for 2022-2023 detailed in the Service Plan. The projects identified are listed below:

- Inflatable amusement devices
- Raising awareness of electrical safety in hospitality settings
- Raising awareness of the need to prevent injury to members of the public from accessing large commercial waste and recycling bins

These projects will carry forward into 2023-2024 as they were largely impacted by the prioritisation of food hygiene inspections and therefore have not been completed.

## **6. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

6.1 These reporting arrangements support the key corporate priority - Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

## **7. CONSULTATION**

7.1 No consultations are required as part of this report.

## **8. LEGAL IMPLICATIONS**

8.1 None.

**9. RESOURCE IMPLICATIONS**

- 9.1 The failure to report the delivery of the approved Service Plans may prejudice the Council's ability to provide the necessary resources.

**10. REASONS FOR THE RECOMMENDED DECISIONS**

- 10.1 To keep Members informed about the delivery of the approved Service Plans.

**11. LIST OF APPENDICES INCLUDED**

Appendix 1 - Food Safety Service Plan: programmed (proactive) Activity

Appendix 2 - Food Safety Service Plan: Reactive Activity

Appendix 3 - Health and Safety Activity

**CONTACT OFFICER**

Name/Job Title: Kate Penn – Environmental Health Service Manager

Tel No: 01480 388302

Email: [kate.penn@huntingdonshire.gov.uk](mailto:kate.penn@huntingdonshire.gov.uk)



**Appendix 1 – Food Safety Service Plan: Programmed (proactive) Activity**

Proactive Tasks	Progress			
	Predicted activity 2022-23	Recorded activity Q3	Total activity 2022-23	RAG Status
Programmed food hygiene inspections (risk group A-D, new food businesses, FHRS scoring, ceased trading and closed premises inspections)	864 A-D ~100 new	195	671	Amber
Alternative Enforcement Strategy (AES) (e.g. cake makers and childminders)	300	0	0	Red
Revisits	20	8	34	Green
Primary Authority Partnership Activity – includes requests for advice, attendance at meetings and provision of training	2 hrs	0 hrs	0 hrs	Amber
Other proactive visits (food, water and environmental samples/advisory)	100	5	35 (corrected figure)	Red
Prosecutions and cautions	2	0	1	Green
Formal action (service of notices, closures)	10	0	0	Green

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## Appendix 2 – Food Safety Service Plan: Reactive Activity

Reactive Tasks	Risk Monitoring			
	Predicted Activity 2022-23	Recorded activity Q3	Total activity 2022-23	RAG Status
Complaints and service requests about food and about/from food businesses	550	102	364	Green
FHRS re-score requests (low is good)	30	3	18	Green
Food, water and environmental samples taken	25	10	115	Green
Infectious disease control - notifications of food-borne/food poisoning illnesses (low is good)	80	0	8	Green
FSA food alerts for action	2	2	14	Green

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### Appendix 3 – Health and Safety Activity 2022-23

Activity	Level of Activity		
	Predicted activity 2022-23	Recorded activity Q3	Total activity 2022-23
Premises inspections and interventions (including activities identified in Work Plan)	40	7	41
Health and safety complaints and requests for service (including advice to business/enquiries) *	100	42	88
Accident and dangerous occurrence investigations commenced **	30	3	40
Specific smoke free enforcement visits***	0	0	0
Matters of Evident Concern (MEC)****	3	13	35
Health and safety promotional activity	3	0	0
Liaison with other organisations	4	4	2

\* This figure includes statutory notifications about working with asbestos, Adverse Insurance Reports (AIR) about unsafe work equipment and requests for advice and information. The diversity of work illustrates the importance of maintaining resources in order that effective investigations can be carried out.

\*\*The selection of accidents for investigation is founded upon the risk-based criteria in Local Authority Circular (LAC) 22/13.

\*\*\* This figure is driven by the number of relevant complaints received by the service.

\*\*\*\* Matters of Evident Concern are significant health and safety problems that officers have noted during non-health and safety activities. (The fewer the better)

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Service Plan Food Law Enforcement 2023-24

**Meeting/Date:** Licensing and Protection Committee – 28 June 2023

**Executive Portfolio:** Executive Councillor for Customer Services – Cllr S Ferguson

**Report by:** Kate Penn – Environmental Health Service Manager

**Ward(s) affected:** All

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### **Executive Summary:**

Huntingdonshire District Council has responsibility for most food safety and hygiene enforcement functions within the district. The Food Standards Agency (FSA) is the Central Competent Authority and National Regulator for food safety and hygiene issues within England and it requires every local authority (food authority) to outline how it will fulfil its duty to deliver official food controls within the district. The arrangements detailing how and at what level the official controls will be delivered must be laid down in the form of a Service Plan for Food Law Enforcement ('Service Plan') and approved by the Council.

Guidance on the content of the Food Enforcement Service Plan is contained within the FSA's 'Framework Agreement on Official Controls by Local Authorities', which was developed in consultation with local authorities, the LGA and other professional organisations and the FSA's Food Law Practice Guidance (England).

The purpose of the Service Plan is to explain how that enforcement function will be delivered. It also details the resources required to deliver it, together with a review of the previous year's performance.

The food safety and hygiene enforcement function is one of the services provided by specialist officers in the Environmental Health team within the Community service area.

### **Recommendation(s):**

The Committee is asked to:

- 1. Comment on, and if in agreement approve the Service Plan for Food**

**Law Enforcement 2023-24 in accordance with the Council's Constitution.**

- 2. Request Quarterly reports to monitor progress against the Service Plan.**



## **1. PURPOSE OF THE REPORT**

- 1.1 The report formally presents the Food Law Enforcement Service Plan 2023-24 (Appendix 1) to the Licensing and Protection Committee. It invites their comments and their approval of the Plan. This enables the Council to discharge its duty as an enforcing authority for food safety and hygiene.
- 1.2 The Council's Constitution allows the Licensing and Protection Committee to consider and approve Service Plans.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 Huntingdonshire District Council has responsibility for most food safety and hygiene enforcement within the district. The Food Standards Agency (FSA), as England's Central Competent Authority and National Regulator for food safety and hygiene requires every local authority to outline how it will fulfil its duty to deliver official food controls within the district. The FSA requires local authorities to lay down details of the arrangements in the form of a Service Plan, specifying how and at what level the official controls will be delivered. This requirement is formalised within the FSA's 'Framework Agreement on Official Controls by Local Authorities', which was developed in consultation with local authorities, the LGA and other professional organisations and the FSA's Food Law Practice Guidance (England).
- 2.2 The purpose of the Service Plan is to explain how that service will be delivered. It also details the resources required to deliver the service, together with a review of the previous year's performance.
- 2.3 The food safety and hygiene enforcement function is one of the services provided by specialist officers in the Environmental Health team within the Community service area. The officers providing the service also deliver the statutory functions for health and safety and infectious disease control. The team aims to support business to comply with the legislation by using a range of enforcement tools including advice, training, promotional campaigns and social media.

## **3. ANALYSIS**

- 3.1 The Service has considered the requirements of the FSA Framework Agreement and the Corporate Plan 2023-28 when developing the Service Plan.
- 3.2 The food safety service covers a wide range of regulatory duties including:
  - Programmed and intelligence led food hygiene interventions
  - Investigation of complaints relating to food hygiene, or food prepared and sold in the district
  - Infectious disease investigation
  - Responding to food alerts issued by the FSA
  - Responding to planning and licensing applications in relation to food premises
  - Sampling

- Provision of advice and information to food businesses

3.3 On 1 April 2023 there were 1740 food businesses registered in Huntingdonshire. Food businesses are inspected according to their inspection rating category. The highest risk businesses (category A) are the subject of an inspection, partial inspection or audit at least every 6 months whereas the lowest risk businesses (category E) are monitored using alternative enforcement approaches. Unannounced inspections are carried out at businesses in categories A, B, C and D unless they are based in a domestic premises. There are approximately 342 overdue D rated premises and 224 A-C rated premises and 53 unrated premises due for an intervention in 2023-2024. Inspecting these businesses will form the bulk of food hygiene work in 2023-24.

3.4 Predicted levels of other work such as complaints and export certificates are included in the Appendix to the Service Plan.

3.5 Areas of improvement identified in the Service Plan are:

- The continued implementation of the new environmental health and licensing information management system to improve reporting, data accuracy and online services for customers.
- Updating the Standard Operating Procedures now the service structure has been confirmed, this work will begin in 2023-24.
- Continually review processes to ensure they are the most efficient possible
- Movement to a digital inspection system, the app linked to the environmental health and licensing information management system is currently under development so it is likely in 2023-24 there will be opportunities to test this

#### **4. KEY IMPACTS / RISKS**

4.1 The failure to produce and have approved a Service Plan could invite criticism from the FSA in their capacity as national regulator.

#### **5. TIMETABLE FOR IMPLEMENTATION**

5.1 The Service Plan will be delivered during the 2023-24 financial year.

#### **6. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

6.1 The work covered by this service plan largely sits under Priority 3 - Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

#### **7. CONSULTATION**

7.1 No consultations required as part of this report.

#### **8. LEGAL IMPLICATIONS**

- 8.1 The FSA has a key role in overseeing official food controls undertaken by local authorities. Powers enabling the Agency to monitor and audit local authorities are contained in the Food Standards Act 1999 and the Official Feed and Food Controls Regulations.
- 8.2 The Framework Agreement on Official Feed and Food Controls by Local Authorities issued by the FSA recognises that Service Plans are an important part of the process to ensure that national priorities and standards are addressed and delivered locally.
- 8.3 The authority has a duty to comply with the Framework Agreement. These duties include requirements for the planning, management and delivery of the local food law enforcement service.

## **9. OTHER IMPLICATIONS**

- 9.1 The FSA expects local authorities to carry out official controls in an effective, risk based, proportionate and consistent way. The production and delivery of the Service Plan sets out how we meet those expectations.

## **10. REASONS FOR THE RECOMMENDED DECISIONS**

- 10.1 Huntingdonshire District Council is required to produce and approve a Food Law Enforcement Service Plan. This draft Plan gives the Committee an opportunity to comment on the priorities identified and shape delivery of the service to ensure that the Council can deliver its statutory function according to local circumstances and within approved resources.

## **11. LIST OF APPENDICES INCLUDED**

Appendix 1 – Draft Food Safety Service Plan

### **CONTACT OFFICER**

Name/Job Title: Kate Penn - Environmental Health Service Manager  
Tel No: 01480 388362  
Email: [kate.penn@huntingdonshire.gov.uk](mailto:kate.penn@huntingdonshire.gov.uk)

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# **SERVICE PLAN FOR FOOD LAW ENFORCEMENT 2022-23**

**Drawn up in accordance with the  
Food Standards Agency Framework Agreement**

**Draft for approval by Licensing & Protection Committee on  
28 June 2022**

# **1. Service Aims and Objectives**

## **1.1. Aims and objectives**

1.1.1. The overall aim of the service is to ensure that food placed or intended to be placed on the market for human consumption which is produced, stored, distributed, handled or purchased within Huntingdonshire is without risk to public health or the safety of the consumer. This is fulfilling our statutory duty under the Food Safety Act 1990 and the Food Hygiene and Safety (England) Regulations 2013. There are several key objectives which contribute to the delivery of the overall aim.

- The delivery of a programme of inspections and other interventions in accordance with the FSA's Code of Practice
- To respond to complaints and requests for service in accordance with any internal service standards
- To respond to any FSA Food Alerts for Action (FAFA) subject to available resources

## **1.2. Links to corporate objectives and plans**

1.2.1. A new Corporate Plan was adopted in 2023 for the period 2023 – 2028. The three key priorities identified are:

Priority 1 – Improving quality of life for local people

Priority 2 – Creating a better Huntingdonshire for future generations

Priority 3 – Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

The work covered by this service plan largely sits under Priority 3, and consequently a measure of operational performance has been identified in the corporate plan as 'The number of programmed food safety inspections undertaken (cumulative year to date)'.

# **2. Background**

## **2.1. Profile of the Competent Authority**

2.1.1. Huntingdonshire is a large (900 square kilometres) and predominantly rural area forming the most westerly part of Cambridgeshire. Over 40% of the population live in our three largest market towns of St Neots, Huntingdon and St Ives. Village settlements provide the main population centres and facilities outside of the market towns. With an estimated 180,800 residents and 76,900 households in 2021, the population has grown significantly over recent decades (up by 47% since 1981) and is forecast to grow further.

2.1.2. Economic activity (64% of those aged 16+) and employment rates (61.6% of those aged 16+) are both higher than the national average. There are pockets

of higher deprivation within the district but most areas have relatively low levels, as measured by the 2019 Indices of Deprivation. (data from the Corporate Plan 2023 – 2028).

## 2.2. Organisational Structure

2.2.1. Huntingdonshire District Council operates an ‘Executive Leader and Cabinet’ model of decision-making. Under this model, the executive leader, appoints their own deputy executive leader and cabinet, which comprises seven other councillors.

2.2.2. The food safety service is one of the services provided by specialist officers within the Community service area. The Environmental Health Service Manager is responsible for the day to day operation of Environmental Health Service and they report to the Community Service Manager who in turn reports to the Chief Operating Officer. The Environmental Health Service Manager is supported by a Lead Food Officer acting as the technical expert on food safety related matters.

2.2.3. There are currently five officers (4.5 FTE) with a specific responsibility for the delivery of the food safety service of which approximately 85% of the officer’s available time is dedicated to food safety making a resource of 3.6 FTE. There is vacancy which will be recruited to in 2023/24. The current officers are a combination of Environmental Health Officers and Environmental Health Protection Officers. The remaining 15% of officer time is allocated to Health and Safety work.

2.2.4. Each officer has been allocated a specific geographical area which contains a diverse range of food businesses. The number and type of businesses is consistent with the officer’s knowledge and experience. There is a “buddy” system in place to ensure that at least two officers have some knowledge of specialist or unusual businesses.

2.2.5. The service uses several agencies and companies to support the delivery of official food controls. These are summarised in the table below.

**Table 1: Provision of External Services**

<b>Name of Organisation</b>	<b>Type of Service</b>	<b>Frequency of Service</b>
UK Health Security Agency and East of England Health Protection Team, Thetford and Colindale	Microbiological food and water sampling and advice on infection and disease control	Weekly, as required
Anglian Water, Huntingdon	Chemical and microbiological water sampling	As and when required

Campden BRI	Food and foreign body/ contaminant examinations and identifications	As and when required via annual subscription
Chartered Institute of Environmental Health (CIEH)	Information and advice. Materials for food hygiene courses	As and when required
Food Standards Agency (FSA)	Monitoring of performance, information, advice, food alerts	As and when required

### 2.3. Scope of the food service

2.3.1. The food safety service covers a wide range of regulatory duties including:

- Programmed and intelligence led food hygiene interventions
- Investigation of complaints relating to food hygiene, or food prepared and sold in the district
- Infectious disease investigation
- Responding to food alerts issued by the FSA
- Responding to planning and licensing applications in relation to food premises
- Sampling
- Provision of advice and information to food businesses

2.3.2. The service is provided by officers employed directly by the council. Approximately 85% of the officer's available time is dedicated to food safety with the remaining 15% being allocated to health and safety work and private water supplies.

2.3.3. The wider environmental health service deals with nuisances, environmental protection, contaminated land, private sector housing and officers from these service areas could be drawn on to support the food service during an incident.

### 2.4. Demands on the food service

2.4.1. On 1 April 2023 there were 1740 food businesses registered in Huntingdonshire. This is an increase of 39 businesses since 2022-2023. There are a variety of businesses within Huntingdonshire and this number includes 21 primary producers (e.g. farms), 64 manufacturers and packers, 3 importers and 38 distributor/transporters with the remaining businesses comprising retail and catering establishments including restaurants, take-aways, schools, pubs, caring premises, mobile food units and hotels/guest houses.

2.4.2. Food businesses are inspected according to their inspection rating category. The highest risk businesses (category A) are the subject of an inspection, partial



inspection or audit at least every 6 months whereas the lowest risk businesses (category E) are monitored using alternative enforcement approaches. New businesses are classified as “Unrated”. The breakdown of premises by inspection rating category was:

**Table 2: Breakdown of food premises by inspection rating category**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Unrated</b>
<b>As at 31/03/2022</b>	4	46	333	481	713	132
<b>As at 31/03/2023</b>	6	63	290	542	720	53

*There are 66 food business outside the rating programme*

2.4.3. Food hygiene regulations require certain premises which handle food products of animal origin to be approved by virtue of their nature, scale or complexity. Within Huntingdonshire there are nine approved premises.

2.4.4. There are a number of manufacturing businesses which regularly supply food to non-EU countries and which require an Export Certificate for each consignment, the certificates certify the premises meets legislative requirements. These arrangements support the businesses in question and have generated income of £11,040 in 2023-23 which is similar to the income of £12,240 during 2021-22. The fees for these certificates have been reviewed and increased in 2023-24 to reflect the time required to produce each one.

2.4.5. There are also businesses that use complex equipment such as vacuum packing machines and businesses carrying out complex processes such as sous-vide, cook-freeze and the curing of meat products. Suitably qualified and trained officers carry out interventions in businesses associated with specialist and complex processes and equipment.

2.4.6. The Environmental Health team is based on the first floor of Pathfinder House, St Mary’s Street, Huntingdon although officer largely adopt a hybrid approach basing themselves between the office, home and food premises. Customers can contact officers in the following ways:

- In person or by telephone between 08:45 and 17:00hrs Monday to Thursday, 08:45 and 16:30hrs Friday (01480 388302)
- By fax on 01480 388361
- By email: EnvHealth@huntingdonshire.gov.uk or food@huntingdonshire.gov.uk
- Advice and information about good practice and the service is available on the Council’s website.

Officers are not on standby outside office hours but arrangements are in place FSA, Cambridgeshire Constabulary and UKHSA have an out of hours number to contact a duty director and officers can be asked to respond to major incidents and emergencies during evenings and weekends.

2.4.7. The following factors can have an impact on the delivery of the Service Plan:

- An outbreak of food poisoning or a work-related death as the same officers covering food safety also cover health and safety in the workplace.
- Major outdoor events during the course of a year which involve food safety, water and health and safety considerations. Officers participate in the Safety Advisory Group.
- Officers may have to respond to FSA Food Alerts for Action. Some can be very time-consuming, particularly if they require action to be taken to identify and if necessary remove suspect or unsafe food from the food chain
- The implementation of changes to existing legislation, Codes of Practice, Government guidance and monitoring arrangements have resource implications for the service.
- The continued implementation of the environmental health information management system used for holding records of food businesses and recording and planning inspections

## **2.5. Regulation policy**

2.5.1. In February 2018 Huntingdonshire District Council adopted a Corporate Enforcement Policy. This sets out its approach to proportionate, transparent, fair and effective regulation and enforcement, following the principles set down in the Regulators Code. This overarching framework is intended to provide customers with a clear understanding of the Council's approach to regulatory and enforcement activity.

2.5.2. In order to promote consistent and proportionate enforcement the service is an active member of Cambridgeshire and Peterborough Food and Safety Group. Senior officers represent the council at these meetings which seek to share best practice and liaise with wider partners. Task and finish groups are periodically set up to develop consistency exercises, training programmes or peer review models.

## **3. Service Delivery**

### **3.1. Interventions at food establishments**

3.1.1. These consist of the "official food controls" specified in the Food Law Code of Practice together with any other activities where the purpose is to monitor compliance with food hygiene law.

3.1.2. The food hygiene intervention rating is used to determine the type of intervention that is suitable for that particular operation. Unannounced inspections are carried out at businesses in categories A, B, C and D unless they are based in a domestic premises. Category A and B interventions may

comprise an inspection, partial inspection or audit at appropriate intervals. Category C premises will be assessed using either a full/partial inspection or audit, until they are deemed broadly compliant, once this is achieved planned interventions may alternate between the above and another type of official control. Category D premises will be subject to alternate official control and non-official controls unless they are also rated 30 or 40 for “type of food and method of handling” when they are restricted to a full/partial inspection or audit. Other official controls comprise food sampling, surveillance, verification visits and audits.

- 3.1.3. The frequency at which businesses must be inspected is outlined in Annex 1 of the Food Law Code of Practice June 2023. Information gathered at inspection is also used to determine the Food Hygiene Rating Scheme (FHRS) score. The FHRS is operated in accordance with the FSA Brand Standard June 2023. Businesses can appeal against their rating and can also request a rescoring visit (subject to the payment of a fee) after the inspection upon which their rating was based. During 2022-23 there have been 18 re-score requests, compared to 13 in 2021-22.
- 3.1.4. Throughout 2022-2023 the Food Standards Agency Recovery Plan has been followed, now the recovery plan has ceased the aim for 2023-2024 is to work through the backlog of overdue D rated premises and undertake programmed inspections for all other premises that have already been inspected as part of the recovery plan and are routinely due for inspection this year. There are approximately 342 overdue D rated premises and 224 A-C rated premises and 53 unrated premises due for an intervention in 2023-2024.
- 3.1.5. The Code of Practice allows local authorities to use Alternative Enforcement Strategies (AES) for Category E businesses. The AES approach typically involves the completion of a self-assessment questionnaire by the business. There are currently approximately 600 Category E businesses overdue, this is largely due to inspections stopping during the pandemic and the restart focussing on the highest risk premises.
- 3.1.6. All officers who carry out official food controls are authorised in accordance with the Code of Practice. Weekly team meetings are held where any complex matters or specialised processes can be discussed, and knowledge shared.
- 3.1.7. Officers will also carry out spot checks at businesses if they have concerns or intelligence about the business or about a specific activity within a business. The outcome of a spot check may affect future planned inspections of the business.

## **3.2. Food complaints**

- 3.2.1. These generally fall into one of the following categories:
  - Complaints about the food premises themselves (e.g. poor staff hygiene,

allegations of pests, poor standards of cleanliness)

- Complaints about the condition or contamination of food (extraneous matter, mould, dirty containers)
- Complaints about food labelling and food information ('use by' dates and allergen information).

3.2.2. Complaints are allocated to officers on an area basis and are prioritised on a risk basis. This approach may mean it is appropriate for the complaint to be dealt with at the next routine intervention or an intelligence led intervention may be required.

3.2.3. Based on previous years it is estimated that there is expected to be about 500 complaints/requests for service in 2023-24, which is in line with previous years (540 complaints/requests for service were received in 2022-23). Progress against this will be reported quarterly.

### **3.3. Home Authority and Primary Authority**

3.3.1. The council does not have any home authority or primary authority arrangements in place. If resourcing allows in future, and it is in line with corporate priorities to support local businesses in this way, opportunities to undertake a primary authority arrangement would be explored.

### **3.4. Advice to business**

3.4.1. Officers provide information and advice to businesses to help them comply with the law and to encourage the use of best practice. This is part of our enforcement policy and is achieved through a range of activities including:

- Advice to new businesses
- Advice during the course of inspections and other visits
- Site visits on request - where appropriate and resources allow
- Proactively contacting businesses to comment on plans at the planning application stage
- Proactively contacting businesses to comment on applications for premises and temporary licences
- Participating in Safety Advisory Group
- Maintenance and development of the website with links to the FSA's website.
- Key information issued via Council website and social media by the Communications Team
- Provision of food hygiene training

3.4.2. These activities are integrated into the service's general interventions and food safety promotion functions. There were 232 requests for advice in 2022-23 from existing food businesses or new food businesses and it is anticipated there will be a similar number in 2023-24.

### **3.5. Food sampling**

3.5.1. Sampling is a recognised official food control. In 2023-24 the commitment to sampling will continue following the UKHSA on targeted studies. UKHSA does not currently charge for the analysis of samples.

3.5.2. Sampling is undertaken by all officers working in the service.

3.5.3. All sampling will be carried out in accordance with relevant legislation, the Code of Practice issued under the Food Safety Act 1990, guidance on the sampling intervention designed by UKHSA and the departmental Standard Operating Procedure (SOP).

### **3.6. Food safety incidents**

3.6.1. FSA food alerts for action will be dealt with in accordance with:

- the departmental SOP
- the Food Law Code of Practice issued under the Food Safety Act 1990 and
- any instructions issued by the FSA.

3.6.2. Most food alerts are Product Withdrawal Information Notices or Product Recall Information Notices which require little or no action. There are a significant number of allergy alerts but these too require little or no action or are dealt with by Trading Standards Officers (TSOs). Occasionally TSOs may ask for our support. Food Alerts for Action (FAFA) and ad hoc requests for action may have an impact upon programmed work but the numbers are relatively low.

3.6.3. Given the nature of food alerts, it is impossible to predict the likely demands and requisite resources with any accuracy. If a food alert is associated with a business based within Huntingdonshire then officers will be expected to devote more time to that alert than to one which originates elsewhere.

### **3.7. Liaison with other organisations**

3.7.1. The Council recognises the importance of ensuring its enforcement approaches are consistent with those of neighbouring local authorities. Officers have access to the LGA Knowledge Hub and there is dialogue and liaison in a number of settings:

- Cambridgeshire and Peterborough Food and Safety Group (CPFSG)
- Cambridge Water Company Liaison meetings
- Anglian Water Liaison meetings
- Tascomi User Group
- FSA regional events
- UKHSA/Environmental Health liaison days
- CIEH update events

3.7.2 The CPFSG promotes consistency between officers and authorities and where possible produces common policies and procedures. Where appropriate, subgroups can be convened to deal with a specific issue. The membership

includes Lead Food Officers from Cambridgeshire and Peterborough as well as representatives from UKHSA, the FSA and Trading Standards.

3.7.3 There is routine liaison and contact with officers from Development Control, Planning Enforcement, Building Control, Business Rates, Fraud, Licensing and Legal as well as liaison and consultation with the Town Centre Managers where appropriate.

### **3.8. Food safety promotional work**

3.8.1. The main priority for the year will be the inspection programme.

3.8.2. There are four key drivers which contribute to the service and work priorities. In broad terms they are as follows:

- **Intervention driven:** work which is largely determined by the FSA Food Law Code of Practice. In the main this consists of programmed inspections and interventions at frequencies prescribed by the Code of Practice together with revisits and enforcement action in accordance with the Enforcement Policy
- **Demand driven:** work in response to complaints and requests for advice and guidance; investigation of food poisoning notifications; responses to FSA Food Alerts (in particular those which require action); and liaison with other Council services in support of wider corporate objectives
- **Intelligence driven:** responses to credible or verifiable information which suggests a risk to public health
- **Education driven:** the provision of advice, education and support to businesses and consumers; supporting national campaigns and strategies which are in the interests of public health and/or consumer safety (e.g. food hygiene related campaigns by the FSA).

### **3.9. Control and investigation of outbreaks and food related infectious disease**

3.9.1. The Council has appointed the Consultant in Communicable Disease Control (CCDC) from UKHSA as the 'Proper Officer' under the Public Health (Control of Disease) Act 1984.

3.9.2. Officers will investigate food-related infectious disease notifications in accordance with protocols agreed with the Consultant in Communicable Disease Control (CCDC), Anglian Water and Cambridge Water Company. The general aims of any investigation are to identify the source and cause of the infection and prevent further spread.

## **4. Resources**

### **4.1. Financial allocation**

### **4.2.**

4.2.1. The budget for 2022-23 is shown in the Table below

<b>Table</b>	<b>2023-24</b>
<b>Direct Costs</b>	<b>£</b>
<b>Employees</b>	
Salary (NI, Pension, training)	225,100
Transport, mileage	4,000
	<b>229,100</b>
<b>Other</b>	
Equipment, furniture and materials	1,450
Premises hire	600
Laundry	380
Catering	180
Printing and postage	1,350
Training expenses	1,000
Books and Publications	640
Subscriptions	2,000
	<b>7,600</b>
<b>Total</b>	<b>236,700</b>
<b>Income</b>	
Costs recovered (Export Certificates,-17,100 delivery of training courses and fees for FHRS re- score visits)	
<b>Total Expenditure</b>	<b>219,600</b>

4.2.2. The estimated income of £17,100 comprises fees for export certificates, delivery of training courses and FHRS re-score visits.

4.2.3. In the event of a serious or major incident or a large outbreak of food poisoning or food-borne illness requiring additional resources, officers undertaking food safety and health and safety work as part of their usual work will assist in the first instance and if necessary officers can be drafted in from the wider Environmental Health team to support the response.

4.2.4. There are no financial restrictions placed upon legal action, each case being considered on its merits. In the event of enforcement action that would place unforeseen demands on resources, local authorities can apply for financial support from the FSA but this fund is discretionary and may be withdrawn at any time.

### **4.3. Staffing allocation**

4.3.1. Food law enforcement and compliance advice activities are provided by specialist officers from the Environmental Health Team. The team is led by the Environmental Health Service Manager and contains another five authorised officers, all of whom are fully authorised. The Environmental Health Team is supported by three Business Support Assistants (2 FTE).

### **4.4. Staff development plan**

4.4.1. Staff must be appropriately trained and are required to undertake 20 hours of continuing professional development every year to maintain their competency. Currently all members of the team are subscribed to the ABC on-line training service which delivers accessible modular packages in specific areas of food law. This is also supplemented by training organised by authorities within the Cambridgeshire and Peterborough Food and Safety Group, UKHSA, FSA and the CIEH.

## **5. Quality Assessment**

### **5.1. Quality assessment and internal monitoring**

5.1.1 The Environmental Health Service Manager is responsible for the overall monitoring of the service and works closely with the Lead Food Officer. In general terms the service is monitored internally in accordance with Standard Operating Procedure (SOP) CT04. The practical arrangements include the following

- Review of premises inspection records
- Observed and accompanied inspections
- Periodic reviews of policies and procedures
- Weekly team meetings
- Programmed work is monitored against targets
- Reactive work is monitored with reference to response time and closure of service requests
- One-to-ones between the Environmental Health Service Manager and Officers
- Peer review and consistency exercises led by the CPFSG
- Peer review and consistency exercises led by the FSA

5.1.1. There are several SOPs which cover the different aspects of the service. They are subject to on-going review to reflect changes in the code of practice, practice guidance, FHS Brand Standard and changes within the service structure that were finalised in January 2023.

5.1.2. Monthly data on the number of food hygiene inspections undertaken is reported monthly to the Operations Board as it is identified as a performance indicator in



the Corporate Plan.

5.1.3. Quarterly monitoring reports will be prepared for Licensing and Protection Committee. The activities reported on have been more clearly defined for 2023-24 and are presented in Appendix 1. A breakdown will be provided of programmed inspections and additional indicators have been added for the number of requests for export certificates. The predicted activity for infectious disease control has been significantly reduced to reflect that since the pandemic fewer notifications are coming through from the UK Health Security Agency and minor adjustments have been made to other levels of predicted activity.

## **6. Review**

### **6.1. Review against the service plan**

6.1.1. The focus of activity in 2022-23 has been following the FSA Recovery Plan. At the end of the year there were only four inspections outstanding that should have been completed according to the recovery plan.

6.1.2. There were 671 inspections completed during the year, this was under the number required to achieve the predicted activity (and complete all overdue inspections) but is a much higher number of inspections than those that would be due in a 'normal' year.

6.1.3. No interventions took place using the alternative enforcement strategy. It is anticipated that this work with Category E premises will take begin in 2023-24, the data will also be cleansed to refine any issues from the migration of data from one information management system to another in April 2021.

6.1.4. There were 364 complaints and service requests about food and about/from food businesses, this was slightly lower than anticipated.

6.1.5. Work has continued to implement the new environmental health and licensing information management system that went live in April 2021. A significant amount of data cleansing has taken place to ensure records show accurate planned inspection dates following data migration issues. Online food hygiene registration is now integrated into the system.

### **6.2. Identification of any variation from the service plan**

6.2.1. At the end of the year there were only four inspections outstanding that should have been completed according to the recovery plan.

6.2.2. There are no significant areas of variation to be reported.

### **6.3. Areas of improvement**

6.3.1. The service is committed to the delivery of official food controls in accordance with the Code of Practice.

6.3.2. The service will respond to complaints, enquiries and requests for service in accordance with internal procedures and with regard to public health risk and will be reported quarterly.

6.3.3. Areas of improvement identified are:

- The continued implementation of the new environmental health and licensing information management system to improve reporting, data accuracy and online services for customers.
- Updating the Standard Operating Procedures now the service structure has been confirmed, this work will begin in 2023/24.
- Continually review processes to ensure they are the most efficient possible
- Movement to a digital inspection system, the app linked to the environmental health and licensing information management system is currently under development so it is likely in 2023/24 there will be opportunities to test this

**Appendix 1: Food Safety Service Plan: Programmed and predicted activity 2023-2024**

<b>Activity</b>	<b>Predicted activity 2023-24</b>	<b>Total activity 2022-23</b>
Programmed food hygiene inspections A breakdown will be reported for: <ol style="list-style-type: none"> <li>1) Programmed inspections</li> <li>2) Initial inspection (new business or new FBO)</li> <li>3) Aborted/no access or closed premises inspections (aim to minimise)</li> </ol>	719	671
Alternative Enforcement Strategy (AES) (e.g. cake makers and childminders)	300	0
Revisits to check compliance following a food hygiene inspection	30	34
Mentoring / business support visits (previously included in other proactive visits)	15	15
Sampling visits (previously included in other proactive visits)	20	20
Food, water and environmental samples taken	100	115
Prosecutions and cautions	2	1
Formal action (service of notices, closures)	10	0
Complaints and service requests about food and about/from food businesses	350	364
Requests for export certificates	120	139
FHRS re-score requests (low is good)	20	18
Infectious disease control - notifications of food-borne/food poisoning illnesses (low is good)	10	8
FSA food alerts for action	10	14

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Service Plan for Health and Safety Regulation

**Meeting/Date:** Licensing and Protection Committee – 28 June 2023

**Executive Portfolio:** Executive Councillor for Customer Services – Cllr S Ferguson

**Report by:** Kate Penn – Environmental Health Service Plan

**Ward(s) affected:** All

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### **Executive Summary:**

Huntingdonshire District Council is a Health and Safety Enforcing Authority. The Health and Safety Executive (HSE) is the National Regulator for Health and Safety and requires every Local Authority to outline how it will fulfil its duty “to make adequate arrangements for the enforcement of the relevant statutory provisions within its area”. This requirement is supported by the National Local Authority Enforcement Code and Local Authority Circular (LAC) 67/2 (Revision 11).

### **Recommendation(s):**

The Committee is requested to:

- 1. Comment on, and if in agreement approve the “Service Plan for Health and Safety Regulation 2023-2024” (Appendix 1) in accordance with the Council’s Constitution.**
- 2. Request quarterly reporting figures on progress against the annual “Service Plan for Health and Safety Regulation 2023-2024”.**

## **1. PURPOSE OF THE REPORT**

- 1.1 The report formally presents the Service Plan for Health and Safety Enforcement 2023-24 to the Licensing and Protection Committee. It invites their comments and their approval of the Plan. This enables the Council to discharge its duty as an enforcing authority for Health and Safety regulation.
- 1.2 The health and safety enforcement function is one of the services provided by specialist officers in the Environmental Health team within the Community service area. The officers providing the service also deliver the statutory functions for food safety and hygiene and infectious disease control. The team aims to support business to comply with the legislation by using a range of enforcement tools including advice, training, promotional campaigns and social media.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 Huntingdonshire District Council is a Health and Safety Enforcing Authority. The Health and Safety Executive (HSE) is the National Regulator for Health and Safety and requires every Local Authority to outline how it will fulfil its duty “to make adequate arrangements for the enforcement of the relevant statutory provisions within its area”. This requirement is supported by the National Local Authority Enforcement Code and Local Authority Circular (LAC) 67/2 (Revision 11).

## **3. ANALYSIS**

- 3.1 The Service Plan priorities are guided by the content of Local Authority Circular 67/2 (rev 12), the National Local Authority Enforcement Code and the Corporate Plan 2023-28. Whilst the primary responsibility for managing health and safety risks lies with the business that creates the risk, regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting communities and contributing to the wider public health agenda.
- 3.2 Key priorities for the coming year include
- Securing compliance with health and safety law, having regard to relevant legislation, Approved Codes of Practice and Guidance
  - Investigating complaints and taking appropriate action as necessary, having regard to relevant legislation, approved codes of practice and guidance
  - Responding to requests for advice from duty holders / businesses
  - Investigating reported accidents, dangerous occurrences and notifiable diseases, in line with the HSE’s incident selection criteria guidance (LAC 22/13), and taking appropriate enforcement action as necessary.
  - Delivering a programme of targeted and proportionate regulatory interventions, in accordance with the HSE’s LAC 67/ 2 (rev 12) and statutory guidance. The three projects from the 2022-23 workplan will be continued into 2023-24 relating to inflatable amusement devices; electrical safety in hospitality settings and preventing injury

to members of the public from accessing large commercial waste and recycling bins.

#### **4. KEY IMPACTS / RISKS**

- 4.1 The failure to monitor the delivery of the approved Service Plans could invite criticism from the HSE in their capacity as the National Regulator for Health and Safety. This in turn could result in contact from the HSE's Local Authority Unit. The plan must be resourced and should only target proactive inspections or interventions, identified for specific Local Authority projects, as outlined in Annex A of LAC 67/2 (Revision 12); and at those premises identified within the highest priority sectors, known as the list (Annex B LAC 67/2 (Revision 12)).

#### **5. TIMETABLE FOR IMPLEMENTATION**

- 5.1 The Service Plan will be delivered during the 2023-2024 financial year.

#### **6. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

- 6.1 The work covered by this service plan largely sits under Priority 3 - Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

#### **7. CONSULTATION**

- 7.1 No consultations required as part of this report.

#### **8. LEGAL IMPLICATIONS**

- 8.1 The HSE has a key role as the National Regulator in overseeing Health and Safety regulation undertaken by Local Authorities.
- 8.2 The HSE's National Local Enforcement Code recognises that Service Plans are an important part of the process to ensure that national priorities and standards are addressed and delivered locally.
- 8.3 This Service Plan replaces the Health and Safety Service Plan for 2023-2024 and identifies the priorities for Huntingdonshire District Council in delivering this statutory function. Service Plans must include a review of performance in order to consider any variances from meeting the requirements of the service plan and to identify areas for improvement.

#### **9. OTHER IMPLICATIONS**

- 9.1 The HSE, as the National Regulator, expects Local Authorities to carry out regulatory activity in an effective, risk based, proportionate and consistent way. The production, publication and delivery of the Service Plan will set out how we meet those expectations.

## **10. REASONS FOR THE RECOMMENDED DECISIONS**

- 10.1 Huntingdonshire District Council is required to produce and approve a Health and Safety Service Plan. This Provisional Plan gives the Committee an opportunity to comment on the priorities identified and shape delivery of the service within approved resources

## **11. LIST OF APPENDICES INCLUDED**

Appendix 1 – Draft Service Plan for Health & Safety Regulation 2023-24

### **CONTACT OFFICER**

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# **SERVICE PLAN FOR HEALTH AND SAFETY REGULATION**

**2022-23**

**Drawn up in accordance with the National Local Authority  
Enforcement Code and Local Authority Circular LAC 67/2 (rev 12)**

**Draft for approval by Licensing & Protection Committee on**

**28 June 2022**

## **1. Service Aims and Objectives**

- 1.1.** The overall aim of the service is to work with businesses and employees to protect all people, including members of the public, from unsafe working conditions by fulfilling the council's statutory role as a 'Health and Safety Enforcing Authority'.
- 1.2.** Section 18(4) of the Health and Safety at Work Act etc. 1974 places a statutory duty on Local Authorities to make 'adequate arrangements for the enforcement' of health and safety and the National Local Authority Enforcement Code sets out what is meant by 'adequate arrangements for enforcement'.
- 1.3.** Health and safety regulation is an important mechanism for reducing accidents and ill health in the workplace as well as contributing to economic growth and a safe working environment. The aim is to ensure that everyone can enjoy a working environment that is safe and without undue or unreasonable risk to health.
- 1.4.** The service seeks to meet this aim through a number of key objectives which include:
  - Securing compliance with health and safety law, having regard to relevant legislation, Approved Codes of Practice and Guidance
  - Investigating complaints and taking appropriate action as necessary, having regard to relevant legislation, approved codes of practice and guidance
  - Responding to requests for advice from duty holders / businesses
  - Investigating reported accidents, dangerous occurrences and notifiable diseases, in line with the HSE's incident selection criteria guidance (LAC 22/13), and taking appropriate enforcement action as necessary.
  - Maintaining a register of relevant evaporative condensers and water cooling towers, as required by The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.
  - Responding to statutory notifications concerning the removal of Asbestos or Asbestos-containing materials (ACM) (The Control of Asbestos Regulations 2012).
  - Responding to statutory notifications of 'A' defects ("defects which could cause a danger to persons") of lifting equipment, during thorough examinations. (The Lifting Operations and Lifting Equipment Regulations 1998).
  - Delivering a programme of targeted and proportionate regulatory interventions, in accordance with the HSE's LAC 67/ 2 (rev 12) and statutory guidance.
- 1.5.** The plans and initiatives to which the service must have regard include:
  - The Council's Corporate Plan 2023-2028

- The Council's Service Plan for Community to which this Service Plan is appended
- The HSE's new strategy 2022-2032: "Protecting People and Places".
- The HSE's National Local Authority Enforcement Code
- Local Authority Circular (LAC) 67/2 (Revision 12)
- The Regulators' Code

## **2. Background**

### **2.1. Authority Profile**

2.1.1. Huntingdonshire is a large (900 square kilometres) and predominantly rural area forming the most westerly part of Cambridgeshire. Over 40% of the population live in our three largest market towns of St Neots, Huntingdon and St Ives. Village settlements provide the main population centres and facilities outside of the market towns. With an estimated 180,800 residents and 76,900 households in 2021, the population has grown significantly over recent decades (up by 47% since 1981) and is forecast to grow further.

2.1.2. Economic activity (64% of those aged 16+) and employment rates (61.6% of those aged 16+) are both higher than the national average. There are pockets of higher deprivation within the district but most areas have relatively low levels, as measured by the 2019 Indices of Deprivation. (data from the Corporate Plan 2023 – 2028). 98% of businesses are classified as small or micro (2022) (Office for National Statistics; nomis UK).

### **2.2. Organisational Structure and Resourcing**

2.2.1. Huntingdonshire District Council operates an 'Executive Leader and Cabinet' model of decision-making. Under this model, the executive leader, appoints their own deputy executive leader and cabinet, which comprises seven other councillors.

2.2.2. The health and safety service is one of the services provided by specialist officers within the Community service area. The Environmental Health Service Manager is responsible for the day to day operation of Environmental Health Service and they report to the Community Service Manager who in turn reports to the Chief Operating Officer.

2.2.3. There are currently five officers (4.5 FTE) with a specific responsibility for the delivery of the health and safety service of which approximately 15% of the officer's available time is dedicated to health and safety making a resource of approximately 0.9 FTE. There is vacancy in the team which will be recruited to in 2023/24. The current officers are a combination of Environmental Health Officers and Environmental Health Protection Officers.

2.2.4. Officers who are routinely involved in health and safety enforcement are appropriately qualified and training is provided for them in order maintain their level of professional competency. During 2023-2024 they will continue to have access to any training which is necessary to maintain their professional competency and level of authorisation.

2.2.5. The budget for 2022-23 is shown in the Table below:

<b>Direct Costs</b>	<b>2022-23 (£)</b>
Employees (salaries, NI, pensions)	39,700
Other (Legal fees, PPE, equipment etc.)	1400
Transport	700

### **3. Service Delivery**

#### **3.1. Remit of Huntingdonshire District Council**

3.1.1. Huntingdonshire District Council are responsible for enforcing health and safety at certain workplaces including: offices (except government offices), shops, hotels, restaurants, leisure premises, nurseries and playgroups, pubs and clubs, museums (privately owned), places of worship, sheltered accommodation and care homes. Full listings are given in the Health and Safety (Enforcing Authority) Regulations 1998 and the accompanying A-Z guide to allocation published by HSE.

3.1.2. There is no longer a statutory requirement for businesses to notify authorities when starting to operate, it is estimated there are approximately 2,500 business premises in the district that HDC regulates for health and safety. Historic records are held on the Environmental Health and Licensing information management system but as there is no requirement for businesses to notify the council of their operations the data can only be used as a guide.

#### **3.2. Health and Safety Interventions**

3.2.1. The service will deliver a mixture of proactive and reactive interventions which will be consistent with HSE's LAC 67/2 (rev 12) and any statutory guidance. LAC 67/2 (rev 12) advises that local authorities should focus on improved outcomes e.g. better risk management, reduced injuries to employees or members of the public. There is flexibility for local priorities to be addressed alongside national priorities set by HSE and local authorities have the discretion as to whether or not proactive inspection is the most appropriate intervention using their local knowledge/intelligence of the dutyholder.

3.2.2. National Local Authority Enforcement Code (supported by LAC 67/2) states that targeted planned interventions should only be used for:

- Specific projects/programmes of interventions identified by HSE for LA attention, either contained within Annex A of the HSE's LAC 67/2 (Rev 12) or by directly communication to LAs for urgent attention as a result of new intelligence arising from an incident/ investigation.
- High risk activities listed in Annex B of the HSE's LAC 67/2 (Rev 12), see 3.2.4
- Where specific local intelligence indicates that a business is failing to effectively manage their health and safety risks.

3.2.3. The national planning priorities listed in LAC 67.2 (Rev 12) are:

- Construction; duty to manage asbestos, falls from height/fragile roofs, respirable silica dust and moving and handling construction materials
- Visitor attractions to prevent or control ill-health arising from animal contact
- Inflatable amusement devices
- Trampoline parks – improved information provision and supervision of users
- Gas safety in commercial catering premises
- Electrical safety in hospitality settings
- Spa pools and hot tubs on display regarding Legionella risks
- Welfare facilities for delivery drivers
- Work related road safety in particular user of two-wheeler vehicles (motorbikes, mopeds, bicycles etc.)
- Awareness of the need to prevent injury to members of the public from accessing large commercial waste and recycling bins
- Promoting worker involvement in safety management systems
- Raising awareness of the work-related stress and mental health campaign 'Working Minds' with businesses

3.2.4. The list of higher risk activities/sectors suitable for targeting for proactive inspection is:

- Communal/amenity buildings on caravan/camping parks with buried metal LPG pipework- explosion caused by leaking LPG.
- Open farms and animal visitor attractions- infection control.
- High volume warehousing and distribution- workplace transport, work at height and manual handling
- Industrial retail/wholesale premises- workplace transport, work at height, cutting machinery, lifting equipment, exposure to excessive noise, exposure to respirable crystalline silica and welding fume.
- In-store bakeries and retail craft bakeries- exposure to flour dust and associated enzymes.
- Residential care homes- manual handling.
- Large scale public events- crowd management.
- Commercial catering premises using solid fuel cooking equipment- CO poisoning.
- Premises with vulnerable working conditions (e.g. lone working) – violence at work.

- Professional firework display operators- risk of fire due to initiation of explosives.

3.2.5. The projects selected in the 2022-23 work plan are still considered to be relevant and are carried forward to this service plan to be continued within 2023-24. They are detailed below:

	<b>Project</b>	<b>Action</b>
<b>1</b>	Inflatable amusement devices – Would need to do some research/ brainstorm what businesses in district have permanent inflatables- soft play places- or may hire in inflatables for events (fetes/ parties at pubs etc)- before doing email or letter mail shot, visits etc.	Officers to target relevant businesses and events
<b>2</b>	Raising awareness of electrical safety in hospitality settings- reminders to duty holders to get their fixed installations and electrical appliances inspected by competent people, especially any in outdoor settings. Could do email or letter mailshot or business newsletter	Officers to target relevant businesses and work with Communications Team to raise awareness
<b>3</b>	Raising awareness of the need to prevent injury to members of the public from accessing large commercial waste and recycling bins- Could produce reminder leaflet to go out with commercial bins or email from Waste Services to customers of commercial bin service/ business newsletter.	Officers to target relevant businesses work with Communications Team to raise awareness

### **3.3. Types of interventions**

3.3.1. As well as proactive interventions there are a range of intervention types which can be used as an alternative to unannounced proactive inspections. These include the following:

- Visits by appointment.
- The provision of advice and information.
- Sector-specific initiatives which target local problems.
- Responding to “local intelligence” which gives cause for concern.
- Dealing with serious matters as they are observed or brought to an inspector’s attention during advisory or other interventions.
- These include Matters of Evident Concern (MECs) – issues that create a risk of serious personal injury or ill-health; and Matters of Potential Major Concern (MPMCs) – those with a realistic potential to cause either multiple fatalities or multiple cases of acute or chronic ill-health.

### **3.4. New business enquiries and advice to businesses**

- 3.4.1. Health and safety legislation does not require new businesses to notify the Council when they start their operation. The service maintains a commitment to the provision of advice to new businesses where the council is the enforcing authority. Where possible, the first contact with a new business will focus on the provision of compliance advice. The Council supports the philosophy that effective regulation involves working with businesses. Officers will work with businesses to help them to comply with the law and to encourage the use of best practice.
- 3.4.2. Targeted advice, visits and support to local businesses can aid local business growth particularly with new business start-ups. It is recognised that by supporting business to manage their risks effectively and proportionately, communities will be better protected, and the wider public health agenda will benefit
- 3.4.3. All planning applications are circulated to officers for review, and advice is provided to the applicant where necessary.
- 3.4.4. Officers will work with the Communications Team to use all available media outlets, including the Council's website to promote any relevant national strategies, changes in legislation or identified areas of concern.

### **3.5. Health and safety complaints and requests for service**

- 3.5.1 These fall into one of the following broad categories:
- Complaints about unsafe working conditions, practices or equipment.
  - Complaints about welfare-related issues such as working hours, welfare facilities, and meal breaks.
  - Complaints about the lack of suitable training, supervision or instruction for employees.
- 3.5.2 Any reactive intervention will be proportionate and risk-based with reference to the HSE's risk-based approach to complaint handling and incident selection criteria. Interventions will most likely include contact with the duty holder, this may be a visit or other form of contact.

### **3.6. Notifiable accidents, injuries, diseases and dangerous occurrences (RIDDOR)**

- 3.6.1. Notifications of accidents, injuries, diseases and dangerous occurrences are received via the HSE Extranet service. On receipt of a RIDDOR notification the case will be allocated to an officer who will determine whether an investigation will be carried out or not.
- 3.5.3 Investigations are carried out in accordance with relevant guidance and procedures, including the HSE's incident selection criteria guidance. Interventions will most likely include contact with the duty holder, this may be a visit or other form of contact.

### **3.7. Licensing, skin piercing registration and events**

- 3.7.1. The service works closely with the Licensing team and provides technical advice and support regarding health and safety and the administration of licensing activities such including zoo licensing, riding establishments licensing. Joint inspections will be undertaken where appropriate.
- 3.7.2. In 2022-23 the administration of the skin piercing registration scheme was moved from licensing team to environmental health. This was to improve efficiency of the process. In 2023-24 it is anticipated that a review of existing registrations will begin, and an inspection regime developed for existing registrations. New registrations are inspected as part of the registration process.
- 3.7.3. There are due to be changes to the regulation of non-surgical cosmetic procedures with the introduction of new legislation with a licensing scheme anticipated in 2023-24. Work will be undertaken to implement any new scheme and publicise it to affected businesses.
- 3.7.4. Technical health and safety advice and support is also provided to event organisers via the premises licence and TEN notification statutory consultee process, and via the Safety Advisory Group.

### **3.8. Formal notifications**

- 3.8.1. The Council receives formal notifications from specialist engineers relating to lifting equipment (statutory notifications of 'A' defects - defects which could cause a danger to persons); work with asbestos; pressure systems and location of cooling towers. Follow-up work is often required in all these areas to ensure that safe working practices are in place.

### **3.9. Health and safety partnership working**

- 3.9.1. The Council supports the principles of the Primary Authority Partnership Scheme (PAP) and when dealing with business will check to see if they have a relevant partnership in place. Inspection Plans and Primary Authority (Assured) Advice must be taken into consideration when dealing with any relevant business.
- 3.9.2. There are a number of businesses operating in Huntingdonshire who are in a Primary Authority Environmental Health Partnership with another local authority. The Council does not currently have any health and safety partnerships but maybe open to exploring them with interested parties, subject to resources and in line with Corporate plans and policies. Costs are recovered from the business partner.
- 3.9.3. The Council recognises the importance of liaison with businesses and statutory bodies to ensure a consistent approach to enforcement. The most established mechanisms for this are through working with colleagues via the Cambridgeshire and Peterborough Food and Health and Safety Managers



Group; liaising with businesses and Trading Standards colleagues regarding the Licensing of Sports Stadia; and liaising with organisations and Agency partners when attending Safety Advisory Group meetings.

### **3.10. Enforcement policy**

3.10.1. In February 2018 Huntingdonshire District Council adopted a Corporate Enforcement Policy which sets out its approach to proportionate, transparent, fair and effective regulation and enforcement in accordance with the principles laid down in the Regulators' Code. Any Health and Safety at Work Enforcement will be in accordance with the Corporate Enforcement Policy.

## **4. Quality assessment and performance**

### **4.1. Monitoring**

4.1.1. The Environmental Health Service Manager is responsible for the overall monitoring of the service.

4.1.2. In general terms the service is monitored internally in accordance with Standard Operating Procedure (SOP) CT04. The practical arrangements include the following

- Reactive work is monitored with reference to response time and closure of service requests
- Programmed work is monitored against targets
- Periodic reviews of policies and procedures
- Weekly team meetings
- One-to-ones between the Environmental Health Service Manager and Officers
- County-wide working groups addressing specific issues and/or consistency of enforcement.
- Access to HSE Local Authority Advisory Unit and local liaison officer

4.1.3. Quarterly monitoring reports will be prepared for Licensing and Protection Committee. The activities reported on have been more clearly defined for 2023-24 and are presented in Appendix 1. A breakdown will be provided of service request types to help clarify the source. New indicators have been added for skin piercing registrations and RIDDOR notifications received (as oppose to just investigated) to account for these areas of work. The predicted activity for Matters of Evident Concern (MEC) has been increased in line with the number of MEC's observed in 2022-23. These are generally issues observed during other routine inspections such as food hygiene and this is likely to be a reflection of the length of time since businesses were last inspected due to the pandemic.

## **5. Review of 2022-23**

5.1. Health and safety work has largely been focussed on health and safety complaints and requests for service (including participation in Safety Advisory

Group) and investigation of RIDDOR notifications where the risk-based selection criteria suggests intervention is necessary.

- 5.2.** More proactive work, including the work plan outline in the service plan for 2022-23, has been impacted by prioritisation of food hygiene inspections and consequently the projects identified have been carried forward for completion into this year.

## Appendix 1: Predicted Health and Safety Activity 2023-24

Activity	Predicted activity 2023-24	Total activity 2022-23
Premises inspections and interventions (including activities identified in Work Plan)	40	41
Health and safety complaints and requests for service (including advice to business/enquiries) *	100	88
Skin piercing registrations	50	-
Accident and dangerous occurrence reports received	70	60
Accident and dangerous occurrence investigations commenced **	30	40
Specific smoke free enforcement visits***	0	0
Matters of Evident Concern (MEC)****	35	35
Health and safety promotional activity	3	0

\* This figure includes statutory notifications about working with asbestos, Adverse Insurance Reports (AIR) about unsafe work equipment and requests for advice and information. The diversity of work illustrates the importance of maintaining resources in order that effective investigations can be carried out. A breakdown of service request areas will be giving

\*\*The selection of accidents for investigation is founded upon the risk-based criteria in Local Authority Circular (LAC) 22/13.

\*\*\* This figure is driven by the number of relevant complaints received by the service.

\*\*\*\* Matters of Evident Concern are significant health and safety problems that officers have noted during non-health and safety activities. (The fewer the better)

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title:** Suspension & Revocation of Hackney Carriage & Private Hire Licences.

**Meeting/Date:** Licensing and Protection Committee – 28 June 2023

**Executive Portfolio:** Executive Councillor for Customer Services – Cllr Stephen Ferguson

**Report by:** Licensing Team.

**Ward(s) affected:** All.

### 1. INTRODUCTION

The Community Services Manager has delegated authority to refuse, suspend or revoke private hire and hackney carriage driver and vehicle licences under the powers delegated by or on the recommendation of the Licensing and Protection Committee.

Below is a summary of the actions that have taken place over the last 3 months.

### 2. REPORT

20.02.2023 to 08.06.2023

#### 2.1

Date	Licence type	Decision	Reason	Comments
13.03.2023	Private Hire vehicle	Suspended	Vehicle involved in an accident	
15.03.2023	Private Hire Vehicle	Suspended	Vehicle involved in an accident	27.03.2023 – Vehicle plate surrendered
22.03.2023	Dual Driver	Suspended	Following Police arrest	
17.04.2023	Private Hire Driver	Suspended	Vehicle involved in an accident	
10.05.2023	Private Hire Vehicle	Suspended	Vehicle set on fire	

23.05.2023	Private Hire Vehicle	Suspended	Brake Lights not working	Suspension removed on 25.05.2023
24.05.2023	Private Hire Vehicle	Suspended	Vehicle involved in an accident	
24.05.2023	Private Hire Vehicle	Suspended	Vehicle involved in an accident	
24.05.2023	Private Hire Vehicle	Suspended	Failed at the approved garage due to dangerous defects – seat belt	
24.05.2023	Private Hire Vehicle	Suspended	Damaged window screen	Suspension removed 31.05.2023
08.06.2023	Dual Driver	Suspended	Not on the update service and failed to do so after 2 requests	
08.06.2023	Private Hire Vehicle	Suspended	Vehicle involved in an accident	

### 3. MATTERS TO BE TAKEN INTO ACCOUNT

3.2 We currently have no outstanding licensing decisions that are awaiting a court date.

Date of original HDC decision	Licence type	Result
27.10.2022	Dual Driver	Appeal made and court date 13 June 2023
01.02.2023	Dual Driver	Appeal made, set for 13 June 2023
13.10.2022	Dual Driver	Appeal made and court date 22 June 2023,( original appeal request lost by the court)

### 5. RECOMMENDATION

5.1 Members are requested to note and consider the above information

Contact Officer: Licensing Team  
[licensing@huntingdonshire.gov.uk](mailto:licensing@huntingdonshire.gov.uk)

**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:**    **Licensing and Protection Sub-Committees**

**Meeting/Date:**            Licensing and Protection Committee – 28 June  
2023

**Executive Portfolio:**    Executive Councillor for Customer Services –  
Councillor S Ferguson

**Report by:**                Elections and Democratic Services Manager

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### INTRODUCTION

The Licensing and Protection Sub-Committee comprising four Members of the Licensing and Protection Committee is convened when necessary to determine such matters in the case of an individual licence or application which has not been delegated to officers. Below is a summary of the meetings that have taken place since the last meeting of the Committee. Full Minutes are available on request.

<b>Meeting Date</b>	<b>Chair</b>	<b>Case</b>	<b>Determination</b>
16 March 2023	B S Banks	Review of a Hackney Carriage and Private Hire Licence.	Suspended for 12 month period.

### RECOMMENDATION

The Committee are invited to note the above information.

### BACKGROUND PAPERS

Agenda and Minutes of the Licensing and Protection Sub-Committee

**Contact Officer:** Democratic Services Team – (01480) 388169

