

EXECUTIVE SUMMARY 2005/6

AIMS AND OBJECTIVES

The overall objective of the Food Safety Service is to work with businesses and consumers to endeavour to ensure that food intended for sale 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

The service is linked to the Council's corporate plan 'Growing Success' and the priority outcome of a healthy population.

The following service outcomes are identified within the performance management system and will be measured to determine the effectiveness of the listed activities and actions -

- ◆ A high level of food safety at registered premises
- ◆ Compliance with statutory requirements for inspection of food premises
- ◆ Effective containment of outbreaks of food-borne illness
- ◆ A high level of food safety in the home

The service will seek to achieve this through a number of key actions that are identified within this service plan

Changes in resources from 2004/05 to 2005/06

STAFF	2004/05	2005/06
Environmental Health Officers	2.50	2.50
Environmental Health Protection Officers	2.20	2.05
Commercial Services Manager	0.50	0.50
	5.20	5.05
Admin Support Staff	1.55	1.75
Total	6.75	6.80

FINANCIAL	2004/05	2005/06
Staff Costs	£295,910	£342,800
Admin Support Costs	£41,460	£47,270
Central Support Costs	£32,740	£33,260
Direct costs (specialist equipment legal fees and sampling)	£20,930	£29,900
Contingency MTP bid	£50,200	
Total	<u>£441,240</u>	<u>£453,230</u>
Income	<u>-£4,000</u>	<u>-£3,060</u>
NET EXPENDITURE	£437,240	£450,170

ACTIONS AND TIME ALLOCATIONS

All calculations assume 1 x FTE = 1290 hours per year (215 working days x 6 productive hours per working day). All estimates include revisit activity. Time does not include administrative support.

Proactive Tasks	Level of activity		Time	FTE
	Actual 2004/05	Estimated 2005/06	Estimated 2005/06	Estimated 2005/06
Planned Food Hygiene inspections	692	641	3070	2.38
Revisits	198	180		
Spot Checks	29	35		
Inspection of new, mobile and temporary premises		100		
Butchers licences	25	25		
Game dealers licences	15	15		
EC approved manufacturing plants				
Food safety promotion	Provision of food hygiene training courses, (for English and non-English speaking food handlers) development of newsletters, leaflets, website. Promoting food safety week, safety zone etc (this resource is in addition to those identified in advice to businesses).		640	0.50
Liaison with other organisations	Maintenance and development of existing links and initiatives both internal and external.		250	0.18

Reactive Tasks	Level of activity		Time	FTE
	Actual 2004/05	Estimated 2005/06	Estimated 2005/06	Estimated 2005/06
Food related complaints– estimate complaints re premises and food	200	210	590	0.46
Food inspection and sampling- Estimate food, water and environmental samples to be taken	230	230	100	0.08
Infectious disease control- estimate notifications of food poisoning	330	250	150	0.12
Food Safety Incidents- estimate receipt >75 Food Alerts from the FSA	50	75	75	0.06
Advice to business enquiries	Advice given at the time of each inspection plus an estimated further 200 enquiries from the public and businesses on food safety matters, including Home Authority Principle.		500	0.39
Staff development and training	Internal and external training courses, research and development of special projects and initiatives		500	0.39

Reactive Tasks	Level of activity	Time	FTE
Service management	Overall supervision and management of service, policy and procedural development	640	0.49
Total		6515	5.05

This represents a small decrease in staffing of 0.15 FTE on the previous year because some staff time has been re-allocated to the Health and Safety service.

DEVELOPMENT PLAN 2005/06

- ◆ Implement an alternative enforcement strategy following the introduction of the new Food Standards Agency Code of Practice in October 2004.
- ◆ Develop further the out-of-hours inspection regime of food businesses and increase the number of inspections carried out.
- ◆ Carry out further research into the development of a local food hygiene award scheme for caterers and other food businesses.
- ◆ Develop a standard operating procedure for the drafting of letters sent to food businesses following primary and secondary inspections.
- ◆ Develop a standard operating procedure for product specific premises
- ◆ Following the launch of the Business Consultation Group for Service users, establish a mechanism where links can be forged between local businesses and the Commercial Services Team.
- ◆ Participate in the LACORS seasonal survey for the sampling of raw poultry.
- ◆ Develop a "what's new" link on the H.D.C. website where the public can be kept informed of new legislation and local initiatives.
- ◆ Produce a revised food inspection report form that reflects the changes in the new Food Standards Agency Code of Practice.
- ◆ Review all of the food safety information leaflets and standardise the format.
- ◆ To continuously upgrade the Flare database to improve quality and detailed information available to managers, officers and the FSA.
- ◆ Introduce a mechanism to work in partnership with the Huntingdonshire PCT to devise food hygiene awareness training to schools, luncheon clubs and vulnerable groups
- ◆ Develop a procedure for dealing with licence applications received from food businesses following the introduction of the new Licensing Act 200