



**Hinckley & Bosworth
Borough Council**

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

EXECUTIVE

23 August 2017

WARDS AFFECTED: All wards

**ENVIRONMENTAL HEALTH COMMERCIAL SERVICES ENFORCEMENT SERVICE
DELIVERY PLAN 2017/18**

Report of Director (Environment and Planning)

1. PURPOSE OF REPORT

- 1.1 To seek Executive approval for the Environmental Health Commercial Services Enforcement Service Delivery Plan for 2017/18 (Appendix 1) as required by the Food Standards Agency pursuant to the Food Standards Act 1999, and the Health & Safety Executive pursuant to the Health & Safety at Work etc. Act 1974.
- 1.2 Copies of the Plan will be placed in the Members Room, on the internet and intranet.

2. RECOMMENDATION

2.1 That the Executive:

- i) approves the Environmental Health Commercial Services Enforcement Service Delivery Plan 2017/18 (Appendix 1 to this report).
- ii) notes and endorses the achievements of the Environmental Health Commercial Service in 2016/17.

3. BACKGROUND TO THE REPORT

- 3.1 The Food Standards Agency's Framework Agreement with Local Authorities on food law enforcement activities requires Councils to produce an annual Food Service Delivery Plan, requiring approval by the appropriate member forum, which for this Authority is the Executive.
- 3.2 The Health & Safety Executive, as part of Local Authorities' legal requirements under Section 18 of the Health & Safety at Work etc Act 1974, require Councils to produce an annual Health & Safety Service Delivery Plan.
- 3.3 Whilst each of the Central Government agencies prescribe the layout of the document required, several requirements are duplicated in both. Hence the Food

Safety Enforcement Delivery Plan and Health & Safety Service Delivery Plan have been incorporated into one document.

- 3.4 The Enforcement Service Delivery Plan expands upon the Service Improvement Plan already produced for the service. It details all the tasks for the service, outlines the workload, the resources devoted to that work area and how the work will be undertaken. A section is also included reviewing performance against the previous years' service plan and sets out areas for improvement.

3.5 ACHIEVEMENTS

Members may wish to note that in 2016/17 we achieved:-

- 595 interventions were carried out during the year, representing 90.8% of the target of 655 for the year.
- Increased again the number of 'broadly compliant' food premises in the borough to 96% our highest ever level.
- 303 food and environmental samples were taken from food businesses, exceeding the sampling programme.
- Continued to embed and promote the national Food Hygiene Rating Scheme with 856 food premises in the borough listed on the national website. We have also promoted 5 rated businesses by 'tweeting' congratulations; including in press releases and articles promoting businesses or the scheme; promoting at food events attended by officers eg Hinckley Food and Drink Festival
- Conducted a campaign during Food Safety Week on the theme of 'Reducing Food Waste' concentrating on how to use left-over foods safely.
- Progressed the investigation of 2 fatal accidents
- Completed health and safety campaigns on Liquefied Petroleum Gas in Caravan Parks and on Working on Fragile rooves
- Facilitated a free briefing for businesses on how they can protect their business, staff and communities from the threat of terrorism.

- 3.6 The Service targets for 2017/18 for food safety interventions will be 405 inspections and 78 alternative interventions by self-assessment questionnaires for low risk food businesses resulting in 483 interventions. This will lead to a 100% intervention rate for all premises due an inspection in 2017/18.

- 3.7 For health and safety the Service will continue to adhere to guidance issued by central government to perform fewer proactive inspections on businesses but to target activity to campaigns at specific high risk activities and businesses. The service therefore in 2017/18 will carry out an inspection of the 2 'A' (top risk rated) premises in the borough, plus 121 advisory visits or questionnaires to unrated and new businesses, resulting in 123 interventions.

- 3.8 During 2017/18 one key area of work identified for attention is to examine the potential for the use of mobile devices in the field for officers to record and provide reports to business proprietors more efficiently.

3.9 KEY CHANGES FROM PREVIOUS ANNUAL PLANS

Key changes from last years' service plan include:

- The Corporate planning framework (Section 3.3, 3.4)
- Organisational Structure (4.2)
- Food hygiene and health and safety premises figures and targets (Sections 5.2, 5.4, 6.5)
- Food Hygiene Promotion (Sections 5.6.3, 5.6.5, 5.6.6, 5.6.7)
- Delivery of the health and safety service priorities 2016/17 (Section 6.4)
- Intervention Plan 2017/18 (Section 6.5.5)

- 3.10 Should approval be given by the Executive for the plan, a copy will be posted on the Council's website in order that businesses and residents are able to view the activities of the service.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 This report is to be taken in open session

5. FINANCIAL IMPLICATIONS [AG]

- 5.1 None arising from this report

6. LEGAL IMPLICATIONS [AR]

- 6.1 Contained within the body of the report

7. CORPORATE PLAN IMPLICATIONS

- 7.1 Will help maintain and improve food safety and health and safety standards within the Borough and thereby contribute towards the Councils priority ambitions of helping people to stay healthy, active and protected from harm along with encouraging growth, attracting business, improving skills and supporting regeneration.

8. CONSULTATION

- 8.1 None, however Service Plan to be put on Council's website for comments

9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Reputation with partners if do not work with them	Ensure partnerships entered into and resourced effectively	Steven Merry
Reputation from negative press coverage of local campaigns	Ensure positive messages emphasised in campaigns	Steven Merry
Reputation from negative press coverage from enforcement	Ensure enforcement carried out competently and proportionately and in accordance with Enforcement Policies	Steven Merry
Knowledge and skills of staff	Ensure adequate training given to enforcement staff	Steven Merry
Adequate staff to deal with enquiries/enforcement activities	Ensure appropriate staff resources available to deal with demands of service	Steven Merry
Legal compliance	Ensure actions in compliance with Central Government Policy	Steven Merry

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 No implications as enforcement work in respect of food safety and health and safety is carried out consistently on the basis of a risk based inspection regime for all premises across the whole Borough. Literature is provided to those with “English not as a first language” to assist understanding and compliance with legislation. Training has also been provided in a relevant language again to aid understanding and compliance.

11. CORPORATE IMPLICATIONS

- 11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: None
Contact Officer: Steven Merry, Ext 5735
Executive Member: Cllr Kevin Morrell