

POLICY & RESOURCES COMMITTEE

Date: 11 March 2013

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:-

Richard Lewis	(Chairman)
Glenvil Greenwood-Smith	(Vice-Chairman)
Steven North	(Leader of the Council)
Glenn Harwood MBE	(Deputy Leader of the Council)

Peter Baden	Marika Hillson
David Brackenbury	Dudley Hughes JP
John Farrar	Andy Mercer
Roger Glithero JP	Rupert Reichhold

433. MINUTES

The minutes of the meeting held on 11 February 2013 were approved and signed by the Chairman.

434. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Wendy Brackenbury, Sue Homer and Jeremy Taylor.

435. DECLARATIONS OF INTEREST

The following interests were declared in the agenda items specified below:-

Councillors	Item	Nature of Interest	DPI	Other Interest
Councillor Andy Mercer	11 – Legal Shared Service	Northamptonshire County Councillor		Yes
Councillor Dudley Hughes	11 – Legal Shared Service	Northamptonshire County Councillor		Yes
Councillor Rupert Reichhold	11- Legal Shared Service	Northamptonshire County Councillor		Yes
Councillor John Farrar	6 – Homelessness Grant	Chairman of Spire Homes		Yes
Councillor John Farrar	12 – Public Health Funerals	Business undertaken with Funeral Directors		Yes

436. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions received.

437. MINUTES OF SUB-COMMITTEES & WORKING PARTIES

(a) Welfare Reform Sub-Committee

The minutes of the meeting held on 26 February 2013 were received and approved.

438. HOMELESSNESS GRANT

Members were presented with a report by the Housing Strategy Manager, which sought approval for the release of funds from the Homelessness Grant to fulfil two applications that had been received from East Northamptonshire Community Services (Full Gospel Church), more commonly known as the Rushden Night Shelter.

The first application sought an amount of £5,000 to provide a number of support and training programmes to vulnerable and homeless people. The funds, if approved would help the continuation of the "Celebrate Recovery Programme", a 12 step programme for those struggling with addiction; support a professional counselling service and assist with the continuation of money management courses.

The second application sought an amount of £4,975 for the purchase of additional equipment and to help fund maintenance work at the night shelter. The equipment required was an industrial washer and dryer and an additional security camera for the site.

Members noted that although the grant requests only indirectly met the criteria for an award, the applicant was the only direct access rough sleeper provision in the district and therefore the funds would go towards meeting the needs of homeless persons.

RESOLVED:

That the release of funds from the Homelessness Grant 2012/13, of £9,475 to East Northamptonshire Community Services (Full Gospel Church) be approved.

439. FOOD LAW ENFORCEMENT SERVICE PLAN AND THE HEALTH AND SAFETY SERVICE PLANS 2013/14

The Committee was presented with a report which sought a recommendation to Council for the approval of the Food Law Enforcement Service Plan and the Health and Safety Service Plan 2013/14.

Members were advised that both plans were a statutory requirement and contributed towards the aims and objectives of the Environmental Services Service Plan and Team Plans. The plans had been combined into one document to avoid unnecessary duplication.

It was noted that key priorities for the year ahead were the roll out of new E.coli requirements to caterers, and risk-based projects regarding legionella and gas safety requirements.

It was further noted that the Commercial Health team had amended its name to the Health Protection team in line with other authorities' nomenclature and to reflect the service delivered by the team.

R.14 RESOLVED TO RECOMMEND:

That the Food safety and the Health and Safety Service Plan 2013/14 be recommended to Council for approval. (See pages 729 to 751)

440. HOME ENERGY CONSERVATION ACT (HECA) 1995

Members were presented with a report which sought to advise them of the recent amendment made to the Home Energy Conservation Act (HECA) 1995, and to ask for approval for the Action Plan to be placed on ENC's website, as required by the Secretary of State for Energy and Climate Change.

Members were advised that in late 2012, the Secretary of State for Energy and Climate Change made a direction requiring local authorities to complete, and publish via their websites, action plans regarding tackling energy efficiency and fuel poverty issues in their areas. The action plan provision meant there was no longer a requirement to carry out HECA surveys in future. The main body of work on the action plan had been completed by Northants Warm Homes Group, with the final few pages of the draft plan being specific to ENC.

As ENC had no housing stock, a request to Registered Providers in the district had been made, requesting their own plans on improving energy efficiency. Responses had so far been received from Spire Homes, Orbit Homes and Rockingham Forest.

Members considered that energy efficiency was an important topic, especially with regard to planning. It was noted that developers in the district had previously submitted applications containing the lowest standards acceptable. Members felt that the Code for Sustainable Homes should be mandatory and requested a letter to this effect be sent to the Secretary of State for Energy and Climate Change through Northants Warm Homes Group.

RESOLVED:

- i) That the Action Plan be submitted to the Secretary of State for Energy and Climate Change, with a copy to be placed on ENC's website
- ii) That a letter be sent to the Secretary of State for Energy and Climate Change through Northants Warm Homes Group to state ENC believed the Code for Sustainable Homes should be mandatory.

441. POLICY 14 – CONTAMINATION OF RECYCLING CONTAINERS

Members received a report which presented an additional strategy for dealing with contaminated recycling containers. This strategy had been developed as part of Policy 14 of the Waste and Recycling Collection Service Policies approved by the Committee on 11 April 2011, with additions on 5 December 2011.

The strategy, if approved, would provide officers with a clear framework for tackling persistent contamination of wheeled recycling bins. Members noted that on-going contamination of bins could have a financial impact on ENC, if the level of contamination rose above 10%. Losing just one load of recycling per week could cost ENC £33,000 per annum.

Ad hoc checks would be conducted by waste management officers on the quality of material presented for collection, and monitoring of addresses with continued contamination issues would take place. Members noted that an Equalities Impact Assessment (EIA) had been carried out and was included with the report.

RESOLVED

- i) That the protocol for dealing with persistent contamination of wheeled bins be approved.
- ii) That the Equalities Impact Assessment be approved.

442. DISCRETIONARY HOUSING PAYMENT POLICY AND PROCEDURE

A report was presented to members seeking approval of the revised Discretionary Housing Payments (DHP) Policy and Procedure that had last been approved by the Committee on 11 April 2011.

Members noted that since 2001, Local Authorities had been provided with a grant from the Department of Work and Pensions to develop a policy in order to help people with their housing costs. For the forthcoming year, money allocated to the DHP pot had increased substantially from a figure of £30,000 to £85,000 to mitigate some impact of the changes to welfare reform, specifically the Local Housing Allowance, the “bedroom tax” and the benefit cap.

Members were informed that approximately 600 people in the district would be affected by the “bedroom tax”. Only 14 would be affected by the benefit cap, with the migration of these claimants commencing from July 2013, to be completed by September 2013.

The policy had been amended to make reference to indefinite awards for some disabled adapted properties where circumstances were unlikely to alter. All references to Council Tax Benefit had been removed, as assistance in the payment of this was not available through DHP. Members were advised that ENC should know by the end of April the number of claimants for DHP funds, and if more than £50,000 of the pot was awarded a further report would be brought to committee.

RESOLVED:

That the revised Discretionary Housing Payment Policy and Procedure be approved, subject to a further report to this Committee in the event of DHP allocation reaching £50,000.

443. LEGAL SHARED SERVICE

The Head of Resources and Organisational Development presented a report which sought to provide members with an update on ENC’s legal shared service with Northampton Borough Council (NBC). The report also advised members of NBC’s intention to join with Local Government Shared Services (LGSS) and the response to this by ENC.

The current shared service had customer satisfaction levels of 95% either average or good in terms of the service received. Initial issues with the service had been acknowledged, but new working relationships and communication methods were developing. A reduction in the

number of chargeable hours used was noted as resulting from an increased focus on when legal advice was sought.

Members noted that NBC was currently in discussion with LGSS regarding the transfer of legal services, and these negotiations were progressing faster than had been anticipated. The implication for ENC as a result of these negotiations was that existing arrangements with NBC would come to an end.

Two options were being considered by ENC; to join with LGSS or to join Connect Law (Kettering Borough Council and Wellingborough Borough Council). ENC would work to ensure it got the best value for the Council from the support service.

RESOLVED:

That the contents of the report be noted.

444. PUBLIC HEALTH FUNERALS

The Committee received a report from the Environmental Protection Manager outlining proposed changes regarding ENC's handling of public health funerals. Members noted that this responsibility had sat with the Council's legal service for number of years and it was proposed to transfer the administration to Environmental Services in future. This position would be consistent with other authorities across the county.

It was noted that the Institute of Cemeteries and Crematorium Management (ICCM) recommended that local authorities provide a policy regarding public health funerals and expectations surrounding these funerals. A draft of this policy had been written, although it would require further revision before being presented in its final format for approval following a procurement exercise for an undertaker to be used for future funerals. This service had not been reviewed for a number of years and ENC needed to ensure it was receiving the best value for money.

Approximately six funerals a year were carried out by ENC, with a limited budget, with ENC always attempting to recover expenses incurred from the estate, if possible. It was further noted that an Equalities Impact Assessment had been completed.

To enable this work to be handed over to Environmental Services it is necessary for Part 3 of the Public Health (Control of Disease) Act 1984 to be adopted and delegated to officers within the service under the Council's Scheme of Delegation. It is

R.15 RESOLVED TO RECOMMEND

That Part 3 of the Public Health (Control of Disease) Act 1984 be adopted and the amendment to the Scheme of Delegation to provide authorisation to officers in Environmental Services to undertake Public Health Funerals be approved.

RESOLVED:

- i) That the Equalities Impact Assessment supplied be approved.
- ii) That the final draft and outcome of the tendering process be returned to the Policy and Resources Committee for approval.

445. BOUNDARY REVIEW UPDATE

Members received a report from the Chief Executive which sought to outline the new approach proposed by the Department for Communities and Local Government for reviewing the size of the Council, and to seek the views of Members regarding the possibility of formally requesting a review.

Members noted that a number of Councils were currently undertaking boundary reviews as a result of financial pressures on Council operations. Members were provided with examples of indicative warding arrangements, should the review be approved by Members. If Members were minded to consider a review necessary, Full Council could take the decision to formally request the Boundary Commission undertake a review.

Members considered that as Councillor numbers had only relatively recently been increased to 40, there would be little point at seeking a boundary review at this point in time. It was requested that a letter be sent to the Boundary Commission to inform them of the decision of Members to prevent further correspondence on the matter being received.

RESOLVED:

That Boundary Review work should not proceed.

446. AUTHORITY TO ENTER INTO S256 AGREEMENT

A report was submitted to members that sought permission for ENC to enter into a Section 256 Agreement with NHS Northants in order to secure capital funding for additional consulting rooms at Oundle, which would otherwise be lost under reorganisation of the NHS.

RESOLVED:

That authority to enter into a S256 agreement to hold capital monies from NHS Northants in order to enable the expansion of GP consulting rooms in Oundle, be delegated to the Chief Executive.

447. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

448. RELEASE OF COVENANTS

Members were presented with an application which sought approval for the release of two covenants on a dwelling at Meadow View, Great Addington.

RESOLVED:

That the release of the covenants on the dwelling be approved, subject to the recovery of legal costs.

449. MINUTES OF SUB-COMMITTEES & WORKING PARTIES

(a) Leisure Contracts Working Group

The minutes of the meeting held on 8 February 2013 were received and approved.

Chairman



East
Northamptonshire
Council



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Environmental Services	
CMT	
Policy and Resources	

Distribution List

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Links to other documents

Document	Link
Environmental Services Service Plan 2013/14	
Team Plan 2013/14	

Additional Comments to note

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Executive Summary

The Food Standards Agency and the Health and Safety Executive require annual service plans to be produced for both food and health and safety functions. This plan fulfills these statutory requirements.

A range of different interventions with businesses designed to improve food safety and health and safety are incorporated into this plan.

The plan explains the background to the food safety and health and safety regulatory services, identifies the scope of the service and the resources that have been allocated to meet the statutory requirements.

The Council is committed to this duty with the aim of improving health and safety and food safety outcomes from the interventions that it undertakes. We target these interventions on those stakeholders and duty holders that can most influence the reduction of health and safety and food safety risk with an emphasis on stopping those who seek to take economic advantage from non compliance with legislation. At all times we will give priority to those activities giving rise to the most serious risk and where the risks are most poorly controlled.

We also seek to engage with a variety of partners in the public and private sector in order to deliver this plan.

Regulation is often perceived to be a barrier to business development and growth, the key focus this year is to breakdown both actual and perceived barriers and support business development.

This document is approved by CMT and Councilors and as such demonstrates our commitment to improving health and safety and food safety outcomes.

1. Overview of Key Service Challenges in 2013/14

- 1.1 The aim is to ensure a risk-based, proportionate and targeted approach to regulatory inspection and enforcement.
- 1.2 This year will see a food safety focus on those poor performing premises that are not broadly compliant and those highlighted as a risk in our red, amber and green matrix system.
- 1.3 The team will continue to develop its food sampling programme and its successful environmental sampling initiative to highlight problem premises and focus on improving their food safety standards.
- 1.4 The team will continue to implement the Food Standards Agency's E.Coli guidance which will be a challenge both for Officers and food businesses. This year we will mainly be focusing this on caterers. In addition, we will implement any changes identified as required through the E.coli inter authority auditing process.
- 1.5 The team will implement the 'Alternative Intervention Strategy' for food safety.
- 1.6 Northamptonshire Local Authorities have agreed a set of health and safety priorities that have been based on National and Regional data when establishing this years work plan.
- 1.7 Officers will be required to undertake an assessment on a competency framework during the year (**R**egulators **D**evelopment **N**eeds **A**nalysis). The outcome of this will identify training and development needs.
- 1.8 The health and safety risk rating system for prioritising interventions at individual premises is due to change this year and the revised system will require implementation.
- 1.9 Following on from the recent legionella outbreaks nationally there will be a targeted approach for legionella controls in all relevant businesses.
- 1.10 The team will be exploring opportunities to develop a primary authority partnership this year through the BRDO scheme.
- 1.11 The Better Business Northamptonshire project will be a key focus this year and is aimed at breaking down both perceived and real barriers to business development.

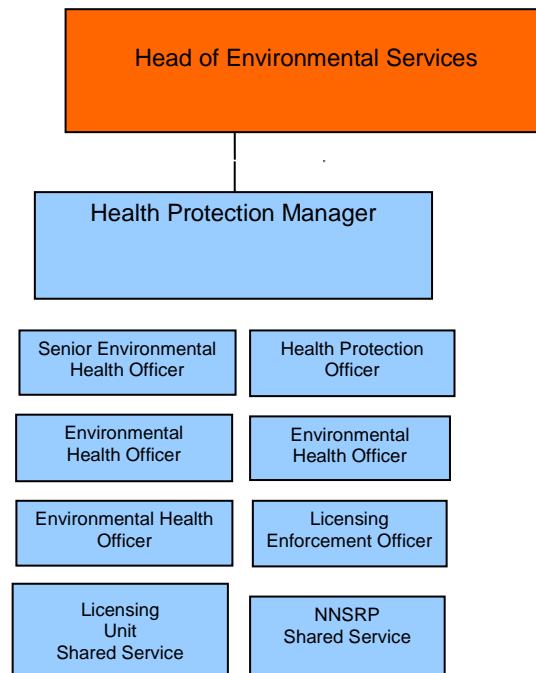
2 Background

- 2.1. East Northamptonshire is a large rural district in the East Midlands made up of six towns and 55 villages with a population of 83,954 (estimated).



- 2.2. It is served by major road networks such as the A14, which continues to impact on the district by increasing the number of food businesses, in particular manufacturers.
- 2.3. For food safety and health and safety, Members will receive reports through the Policy and Resources Committee and the service may also be reviewed by the Scrutiny Committee.

2.4. The Health Protection Team is structured as follows:



2.5. **Food** - The service inspects and audits food premises, takes food samples, provides advice, provides training, undertakes food poisoning investigations and education to food businesses and the public. Complaints about food and food businesses are investigated as are individual cases and outbreaks of food poisoning.

Health and Safety - The service undertakes a range of interventions with local businesses, investigates accidents, investigates complaints and provides advice and education to businesses and employees.

We will target our interventions on organisations and stakeholders that can influence risk reduction.

2.6. The officers involved in the food safety and health and safety functions, also deliver infectious disease control, licensing, health promotion, advice for planning applications and nuisance complaints relating to commercial premises. This team is also responsible for Corporate health and safety which is distinct from the health and safety enforcement which is contained within this plan.

3. Links to other Strategies, Plans and Programmes

3.1. This service plan should be read in conjunction with the Environmental Services Service Plan, and the Commercial Team Plan as these documents are integral to service delivery.

3.2. This plan supports the corporate plan in the following areas:

Clean - through the correct disposal of food waste, and the control of odour from food businesses.

Healthy - diet and nutrition is central to any strategy to prevent deaths from heart disease and cancer. Food is a key marker of social inclusion and as

such this plan has the potential to impact on reducing health inequalities. Reducing incidences of food poisoning has a positive impact on the community's health. There are various health promotion initiatives aimed at improving the health of the workforce.

Prosperous - by providing low cost training, business start up packs, business coaching, leaflets and advice, the service assists the economy in complying with legislation and encourages the provision of healthier choices through the heartbeat award. In addition, it tackles businesses which are not investing to the same degree as those who are responsible and diligent.

By making sure that businesses are compliant with regulation in a way that is consistent and intelligent and which avoids unnecessary burdens, we contribute significantly to the conditions for sustainable economic growth.

The Better Business Northamptonshire Project will be a key focus this year and will be breaking down the barriers regulation poses to business start up and growth both actual and perceived.

Safe – through the inspection, initiatives and investigation of complaints and accidents to ensure the safety of workers and those affected by work activities.

Good value for money – providing an efficient and effective service and low cost training opportunities.

High quality service delivery – providing a quality service to both businesses and consumers to ensure the provision of safe food and a safe working environment within the community.

Effective partnership working – working with other local authorities, Northamptonshire County Council, Trading Standards, the Primary Care Trusts, BRDO, NEP, Chamber of Commerce, local businesses, HSE, FSA, Serve and consumers.

3.3. This plan complements the following corporate strategies:

- Corporate Plan
- Performance Management Framework
- Licensing Policy Statement
- Sustainable Communities Strategy

3.4. This plan complements the following Regional and National Strategies:

- Health and Wellbeing Strategy
- Public Health Outcomes
- Choosing Health

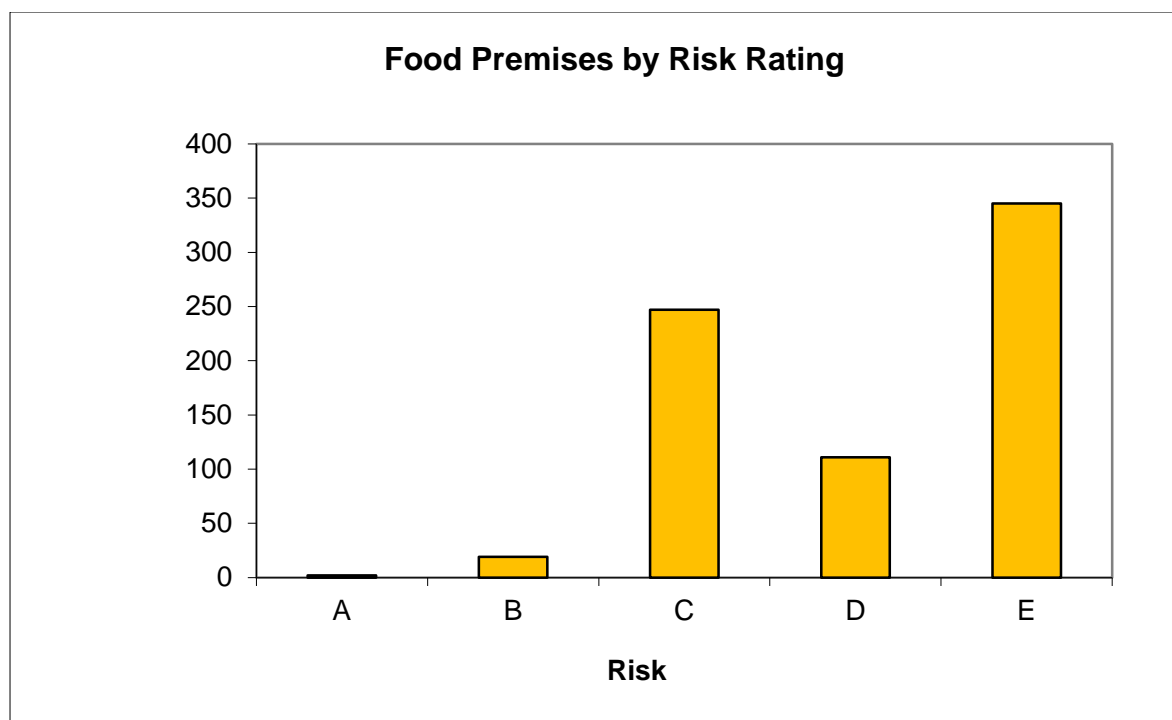
1. Service Specific Information - Food Safety

4.1 The team currently act as a Home Authority for Whitworths Limited and Tilleys Sweets Limited, are actively trying to engage with the Primary Authority Partnership scheme.

4.2 The current statistics for food businesses in East Northamptonshire are as follows:

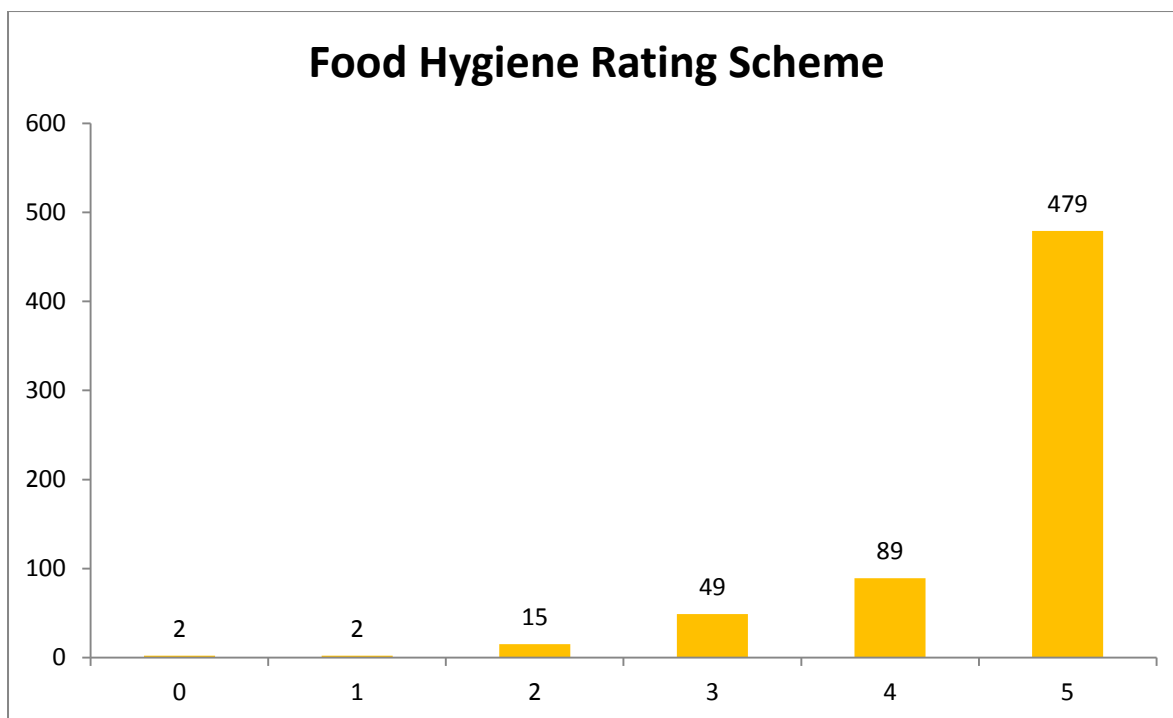
The total number of premises for food inspection is 790. In addition there are 2 Approved Premises (Fosters Foods and Polebrook Farm).

There are also other specialist premises in the district including a micro brewery, oil producer and a confectionary manufacturer. The following graph details the risk ratings for the premises within our district, A being highest risk and E being the lowest.



4.3 The food hygiene rating scheme gives each premises a numerical rating based on their food safety management systems, structure and confidence in management. The ratings range from 0 to 5, and are publicly available www.food.gov.uk/ratings.

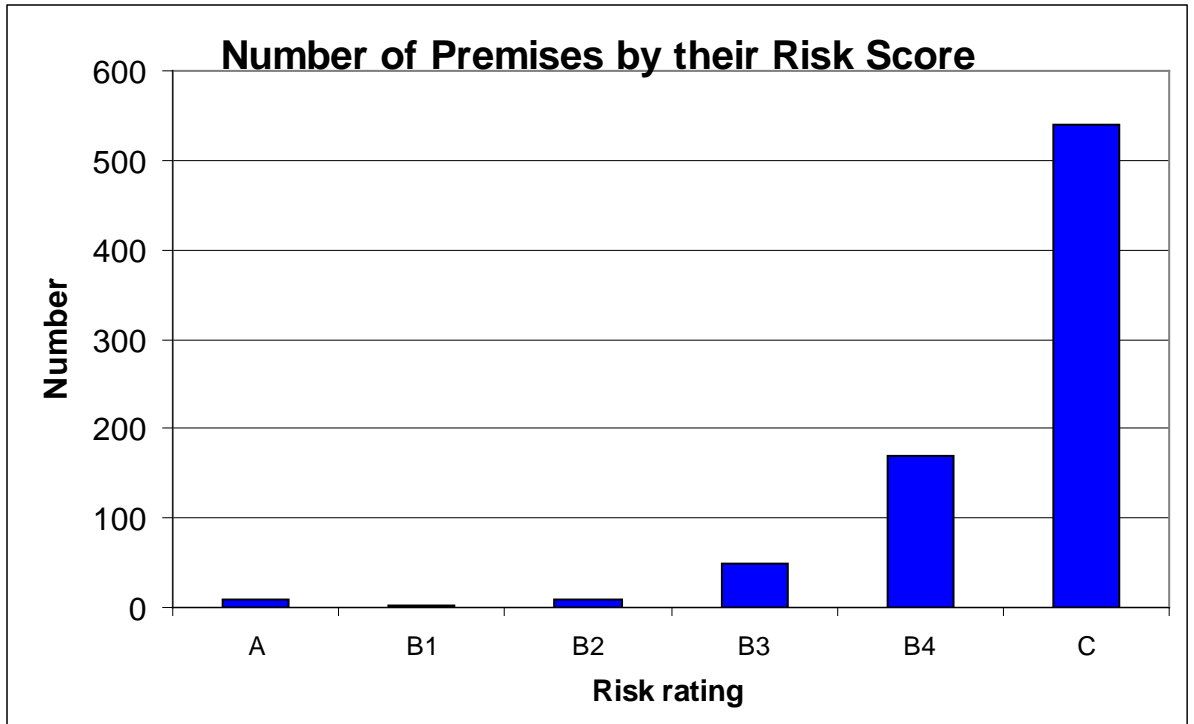
The following graph shows the ratings for our premises that are included within the scheme.



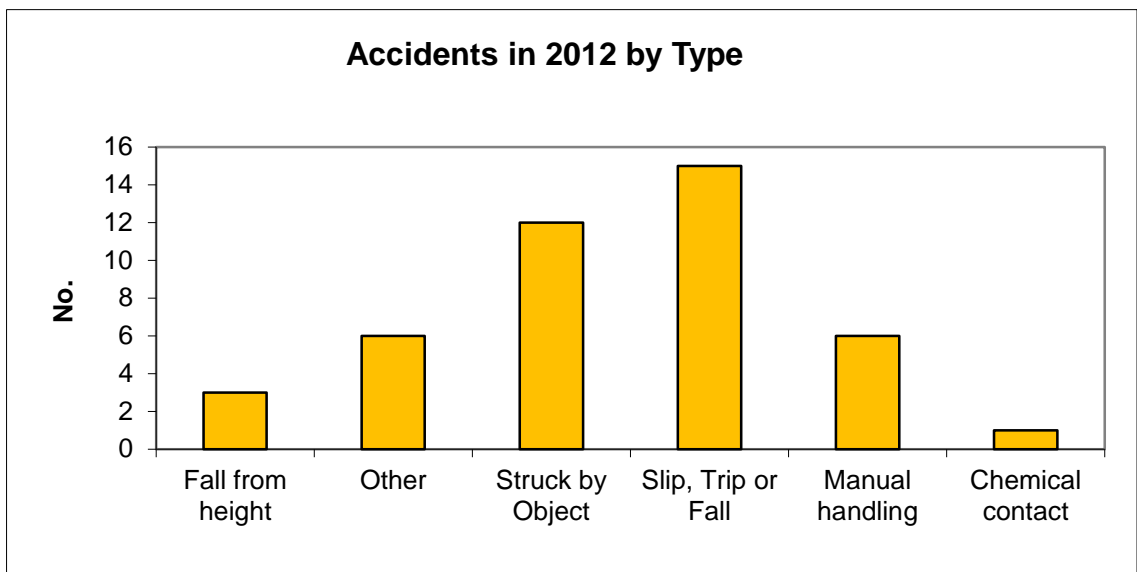
- 4.4 The service is delivered both in and out of normal office hours to ensure premises are inspected whilst they are operational. There is also a 24 hour call out system for emergencies. It is the policy for food inspections, unless in exceptional circumstances, to be carried out unannounced to allow the actual business operations to be observed.
- 4.5. The rural nature of the district accounts for the high percentage of caterers due to the majority of villages having public houses and the continual growth of the catering industry. Seasonal slaughterhouses can impact on the number of inspections carried out in a year as they have irregular operating periods, as do many premises that only open in the summer for short periods of time. These premises opening times do not always coincide with programmed inspection dates. Also for the efficient use of resources interventions in the remoter areas for lower priority premises may take place when other premises in the same area require an intervention.
- 4.6 Environmental Services has a general enforcement policy and a specific food safety enforcement policy. All enforcement action will be taken in line with these policies. In addition to this there are comprehensive procedures available to ensure consistency of service.

5.0 Service Specific Information - Health and Safety

- 5.1 The total number of businesses where health and safety is enforced by East Northamptonshire Council is currently around 1094. This is not an accurate figure as the statutory requirement to register with your local authority has been removed.
- 5.2 The graph below details the risk categories of the health and safety premises that the Health Protection team enforce, A being the highest risk and C being the lowest. These ratings will change category over the next year as a revised risk rating scheme is implemented. There are also a large number of unrated premises on the database.



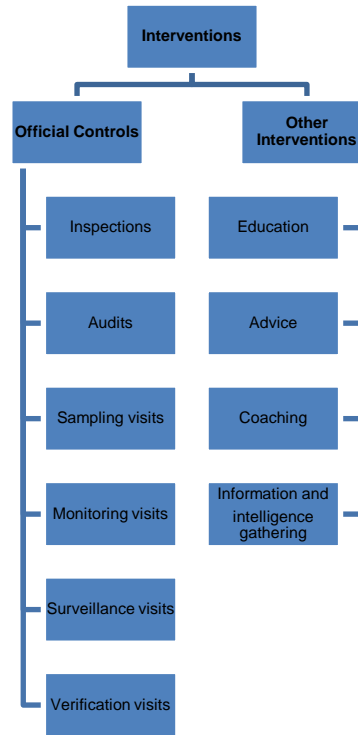
- 5.3 The service is delivered both in and out of normal office hours to ensure premises are inspected whilst operational. There is also a 24 hour call out system for emergencies.
- 5.4 Accidents are investigated following a incident investigation criteria that is applied nationally. In general terms serious accidents would be investigated but more minor accidents are recorded and used as local intelligence on the safety performance of individual companies/duty holders. They also help to plan interventions for the most common types of accident.



- 5.5 Environmental Services has a general enforcement policy and a specific health and safety enforcement policy. All enforcement action will be taken in line with these policies.

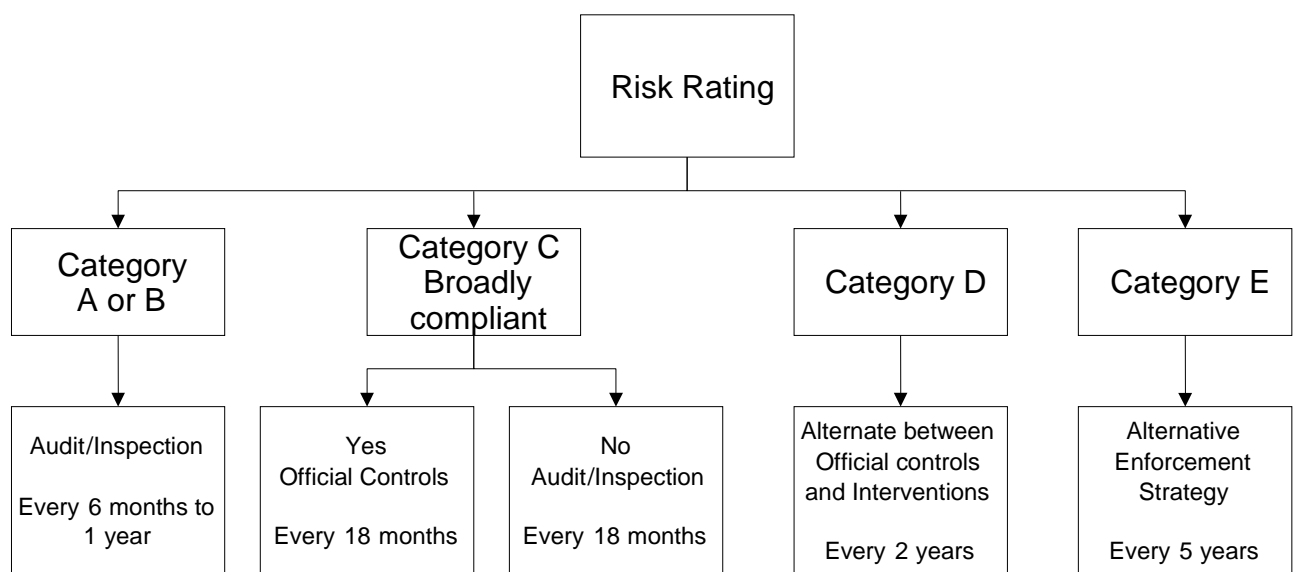
6.0 Service Delivery – Food Safety

6.1 For premises in the risk groups A-D there are a number of interventions that can be used. All of these interventions must take place on the premises concerned at the specified intervals.



For risk group E alternative strategies may be used such as surveys as such these do not require a visit to the premises.

6.2.1 Selection of Interventions- the diagram below illustrates the broad outline of the interventions that might be selected,



As a rural authority we strive to reduce the burden on businesses by carrying out other regulatory and improvement services for a business at the same time as the food safety service is delivered. This is in line with the “Hampton” principles of better regulation.

- 6.3. The following table shows the interventions that will need to be carried out in the year 2013/14. These figures include inspections outstanding from the previous year.

Risk Rating	Number of Interventions 10/11	Number of Interventions 11/12	Number of Interventions 12/13	Number of Interventions 13/14	Number of revisits
A	6	4	4	4	4
B	44	38	21	19	12
C	166	158	162	165	60
D	68	40	150	111	15
E	51	34	35	42	0
Unallocated	90	60	69	93	

The unallocated premises relate to some new premises that now require food registration as a result of legislative changes, such as childminders. Guidance will be produced nationally to detail the interventions required for these premises types.

We have had 80 new businesses start up this year which has affected our ability to undertake our routine inspections, if businesses continue to grow at this rate this may affect our ability to complete the above inspections. We do prioritise new businesses as they need support when setting up to ensure food safety compliance.

- 6.4. It is a target that 95% of the A-C interventions are completed. Interventions for the A, B, C and D categories have to be determined at the time of the previous visit to the business. These are as follows:-

A&B premises.

These premises will be inspected or audited, the exact intervention will be determined by the officer at the time of the visit.

Compliant C premises

Will receive either an audit or an inspection followed by programmed monitoring, surveillance or a verification intervention alternately.

Non compliant C premises

Alternate audit and inspection.

D Premises

In 2013/14 will receive focussed inspections or where it is appropriate a monitoring, surveillance or verification visit. These will alternate with advisory and education/coaching visits.

E Premises

In 2013/14 will receive a questionnaire to complete and return. Non returns will receive an advisory visit.

All premises will receive an advisory newsletter twice a year.

- 6.5. All new businesses will receive an advisory visit prior to starting their businesses to provide coaching on how to comply with food safety requirements with a focus on management systems. This appears to seriously affect how the businesses operate resulting in better hygiene and risk ratings. This is also an opportunity to signpost them to grants and support they can receive when starting a new business.
- 6.6. All food complaints are investigated. The authority receives approximately 70 complaints a year with respect to foodstuffs and food premises.
- 6.7. The Health Protection Team accepts home authority responsibility for all food businesses that have their head office in East Northamptonshire District. Currently this includes Whitworths and Tilleys Sweets and Fosters Foods. There is an operational procedure to deal with Home Authority enquiries. Approximately 15 home authority enquiries are expected to be received.
- 6.8. Advice and education for businesses, schools and individuals is provided on food safety. This is achieved through the provision of five Level 2 certificate food hygiene courses being run at the council offices, lectures and foundation food hygiene courses to schools/organisations and through direct requests from businesses. Requests from businesses are estimated to be 500 for the year 13/14.
- 6.9. The authority has a Sampling Policy and programme to which it adheres. The authority takes part in LGR, European, and Northamptonshire Food Liaison Groups sampling programmes. Sampling will also be targeted at local businesses identified in the district such as Home Authority premises and those where there are hygiene concerns. Sampling will take place prior to food inspections on a regular basis. This will result in approximately 120 samples being taken. All food samples are analysed by the Public Health Laboratory Service based in Birmingham; The Public Analyst, (Eurofins Scientific Laboratories) in London is used occasionally. The authorities sampling plan is:-

Sampling Programme 2013/14

Month	Sampling Focus
May	Dishwasher Temperatures
June/July	Indian/Chinese Stock Sauces
August/October	Re useable containers
Ongoing	Cloths and swabs
Nov/Dec	Ice from Public Houses
Jan/Feb	Salads from Restaurants
March	Imported Foods

- 6.10. Between the Health Protection Agency (HPA) and the Authority, there are formal arrangements in place to identify and investigate cases of food poisoning. All laboratory identified cases of food poisoning are sent directly to the authority for

investigation. All incidents of food poisoning or alleged food poisoning are investigated with a view to tracing the source and preventing spread and reoccurrence. There was a significant increase in Food Poisoning last year which is thought to be due to foreign travel.

It is estimated there will be 200 food poisoning cases and 3 potential outbreaks in the year 13/14.

- 6.11 The authority acts on all food alerts received in accordance with the food alert procedure and the FSA's Code of Practice. There is estimated to be approximately 40 food alerts in the year 13/14 although the number likely to require action will be fewer than 10.
- 6.12 The authority has local partnerships with the following organisations:
- The Northamptonshire Food Liaison Group
 - Northamptonshire Food Surveillance Group
 - Northamptonshire Trading Standards
 - Health Protection Agency
 - Food Standards Agency (FSA)
 - Commission for Social Care Inspection
 - OFSTED.
 - ACRE
- 6.13 Through these groups, particularly the Northamptonshire Food Liaison Group, there have been regular joint inspections with Trading Standards and joint training exercises.
- 6.14 The Council is part of a County group that organises the Heartbeat Award. We work in partnership with local schools to provide healthy food hygiene training as an extra curricular subject.
- 6.15. All relevant planning applications are considered by the team with respect to food safety. Advice on structures etc. is given to future businesses at this point. Copies of Licensing Act consultations are forwarded to the team.
- 6.16 The Health Protection Team carries out health promotion exercises covering food safety and nutritional promotion. This includes the provision of foundation food hygiene training, assisting businesses to obtain the Heartbeat Award, and to undertake activities in National Food Safety Week. We currently have 36 Heartbeat Award holders.
- 6.17 It is estimated that 40 officer hours will be spent on health promotional activities in 13/14.

7. Service Delivery – Health and Safety

- 7.1. The following action plan details interventions that have been agreed on a County basis for the year 13/14. The authority in brackets is that which will lead the project for the County in terms of establishing a consistent approach.

Priorities	Leads	2nd	Time Period
Unrated Premises	SNC	ENC	All Year
Asbestos	CBC	WBC	All Year
Petting Farms	KBC	DDC	All Year
LPG	NBC	SNC	All Year
Legionella	DDC	WBC	All Year
Hot Water Systems	ENC	WBC	All Year
Public Events	SNC	DDC	Summer Period
Gas safety	ENC	DDC	All Year
Workplace transport	DDC	NBC	All Year
Better Business Northamptonshire	ENC	SNC	All Year
Slips, Trips and Falls	KBC	CBC	All Year

LPG – (Lead NBC) A project that will look at the risk of underground Liquid Petroleum Gas piping from tank installations. As the premises concerned will otherwise be likely to be low risk regulatory officers will be authorised by both the HSE and Local Authorities to overcome any problems with statutory allocations of responsibility.

Gas Safety – (Lead ENC) A project focusing on Tandoori Gas ovens and other gas supplied catering ovens. This has been identified as a National issue and high risk. Some preliminary work on this has seen three improvement notices served and has identified some high risk systems being used and worked on by unqualified engineers.

Slips and Trips- (Lead KBC). An assessment of the risks at retail / catering premises during other interventions. Followed by action or advice on risk reduction.

Asbestos – (Lead CBC). The intention is to link with planning and building control to identify potential problem buildings and activities, to prevent exposure. More detail will follow on this project.

Better Business Northamptonshire – (Lead ENC) this is a project aimed at reducing actual and perceived regulatory barriers to business growth and development.

The remaining projects have still to be scoped out in terms of more detail from the HSE.

- 7.2. These activities are co-ordinated at a County level. The time line has still to be produced detailing when each of the activities will be undertaken although these may vary slightly as the lead authorities carry out the detailed planning.

- 7.3 The Councils in Northamptonshire have determined co-ordinator leads and supports for each of these projects. The Health Protection Team will be leading on Gas safety, hot water systems and Better Business Northamptonshire.
- 7.4. The team will still inspect category A and B premises under the new risk rating scheme and other premises where it is felt necessary, this is in addition to the projects identified above.
- 7.5. Accident investigations are undertaken based on an assessment of the situation utilising the accident investigation criteria and 100% of complaints are investigated. The authority receives approximately 150 complaints with respect to health and safety issues and 45 accident reports.
- 7.6. Advice and education for businesses, schools and individuals is provided for health and safety on request. The Health Protection Team will produce a business newsletter bringing current health and safety matters to the attention of local businesses. The team has established links with Primary Care Trusts, Health and Safety Executive and National Care Standards Commission to address health and safety issues.
- 7.7. The authority has local partnerships with the Northamptonshire Health and Safety Liaison Group, the Health and Safety Executive, CQC and OFSTED. We will also partner any other agency or organisation that will add value to our operational work
- 7.8. All relevant planning applications are considered by the team with respect to Health and Safety and advice is given to future businesses at this point, with the aim of designing out health and safety problems.
- 7.9 We will be linking with the health and wellbeing strategy and the priorities identified with respect to health workforces, which will include workplace accidents.

8. Resources

8.1. The current costings of the Food and Health and Safety Service are described below:

2013/14	Food Safety £	Health and Safety £
Support Costs	150,290	59,120
Salaries	107,060	71,050
Equipment	1,000	300
Sampling	100*	0
Health Promotion	2,180**	0
Training	7,800***	7,800***

*This figure does not include the allocation from the Health Protection Agency

** £6,480 is recouped through the provision of the Level 2 Food Hygiene Course.

***This figure is for the department and is dependent on identified need and statutory requirements.

8.2. At the time of writing there are 1.90 Full Time Equivalent (FTE) officers for the food safety function. The above calculations can be broken down into officers as detailed below:

Health Protection Manager (EHO)	0.25 FTE
Senior Environmental Health Officer	0.45 FTE
Environmental Health Officer	0.25 FTE
Environmental Health Officer	0.60 FTE
Environmental Health Officer	0.35 FTE

8.3. At the time of writing there are 1.5 Full Time Equivalent (FTE) officers for health and safety. The above calculations can be broken down into officers as detailed below:

Health Protection Manager (EHO)	0.25 FTE
Senior Environmental Health Officer	0.30 FTE
Environmental Health Officer	0.15 FTE
Environmental Health Officer	0.20 FTE
Environmental Health Officer	0.40 FTE
Commercial Officer	0.20 FTE

8.4. Officer training needs are identified during the PDR process and a training programme is developed once this process is complete. It is Council policy to ensure that officers involved in enforcing food safety legislation receive a minimum of 10 hours continuing professional development training as required by Food Standards Agency Code of Practice and practice guidance. This will be provided through a combination of commercial courses provided by the FSA, Five plus 1, Northamptonshire Food Liaison Group and internal training courses. It is the policy of the Council to ensure that officers involved in enforcing health and safety are competent in accordance with section 18 of HSWA. During the year officers will be assessed against the **RDNA** competency framework and this will be used as a tool to identify training needs against the performance plan.

9. Quality Assessment

A quality assessment of the service as measured by the businesses subject to regulation is carried out. This asks a statistically valid selection of businesses the question "Please indicate whether you agree or disagree... that I felt the contact was helpful.... following your visit from Environmental Services ". The results of this are;

	Compliant Premises	Non Compliant Premises
Strongly agree	52%	65%
Agree	45%	29%
Neither Agree or Disagree	3%	6%

Compliant premises meet the regulatory standard, non-compliant do not.

10. Review

- 10.1 The food safety and health and safety function will continually monitor and review its performance against the food service plan and report serious deviations to the Policy and Resources Committee. The authority will annually review its performance and report against the Food Service Plan on the intranet after 1st April each year.

11. Outcomes and links to the corporate outcomes

- 11.1 The outcomes to be delivered by this strategy are:
- Compliance with the Food Standards Agency Framework agreement and Code of Practice
 - Improved food safety in the District.
 - Compliance with the Section 18 Guidance
 - Improved Health and a reduction of workplace accidents in the District.

Appendix 1 Team Plan

Food safety

Outcome Code	Outcome	Measure	Target	By (date)	Owner	Actions
Team Plan	Compliance with the requirements of the Food Standards Agency	Compliance with intervention programme	Compliant	April 2014	JS	Carrying out the enforcement role of a Food Safety Authority in accordance with the approved codes of practice.
ENV02 NI 184	Food establishments in the area which are broadly compliant with food hygiene law	% of premises which are broadly compliant with food hygiene law i.e. those scoring below 30 on structure, systems and management.	90%	31.03.14	JS CJ AW AR RP	Undertaking food hygiene inspections in accordance with the inspection programme. Rating businesses through the inspection process.
Team Plan	Healthier choices in premises	Number of premises holding the 'Heartbeat' Award	38	31.03.14	CJ	Administering and promoting the Heartbeat Award
Team Plan	Safe food in the District	% of food samples that were unsatisfactory following intervention	<20%	31.03.14	RP	Sampling Programme Follow up of all sampling failures
Team Plan	Enhanced Customer Experience	% of people attending and passing CIEH Level 2 food safety and health and safety c	90%	31.03.14	AR CJ AW RP	6 training courses Evaluation form following courses
Team Plan	Reduction in infectious diseases	% of secondary cases (as a % of outbreaks investigated) of food poisoning determined once investigations are complete	0	31.03.14	AR	Infectious disease investigations.

Outcome Code	Outcome	Measure	Target	By (date)	Owner	Actions
Team Plan	Reduced accidents and ill health at work	Number of premises reporting major workplace accidents in the year following an intervention	38	April 2014	JS CJ AW AR RP RR	Encouraging safe working practices and inspecting workplaces, investigating accidents and enforcing legislation as appropriate Facilitate the provision of Health and safety training. Provide advice to businesses. To operate in accordance with the strategic programme
NEW	Good Health and safety at work.	Establishments in the area which are broadly compliant with health and safety law	92%	April 2014	JS	Undertaking health and safety interventions in accordance with the health and safety service plan.
Team Plan	Safe environment for employees and visitors working in premises under ENC enforcement	% of premises inspected and found to have an unsafe working environment requiring statutory intervention.	60%	April 2014	JS CJ AW AR RP RR	Interventions including inspections, seminars and publicity focusing on the identified priority areas of Workplace transport, dermatitis, Cancer, BACKS, Radon, smoking and asbestos. Promote a reduction of stress related issues within workplaces. Promote workplace smoking policies and smoking cessation services
Team Plan	Compliance with statutory responsibilities	Compliance with section 18 requirements	100%	April 2014	JS/CJ	Carrying out the enforcement role of a Health and Safety Authority in accordance with the requirements of section 18.

Health and Safety