

POLICY AND RESOURCES COMMITTEE

Date: 21 March 2016

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: Richard Lewis (Chairman)
Glenvil Greenwood-Smith (Vice-Chairman)
Steven North (Leader of the Council)

Tony Boto
David Brackenbury
Wendy Brackenbury
Val Carter
Roger Glithero

Helen Harrison
Dudley Hughes JP
Sarah Peacock
Rupert Reichhold

401. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Glenn Harwood MBE, Andy Mercer and Anna Sauntson.

402. MINUTES OF PREVIOUS MEETING (18/01/2016)

The minutes of the meeting held on 15 February 2016 were approved and signed by the Chairman.

403. DECLARATIONS OF INTEREST

Member/ Officer	Item	Nature of Interest	DPI	Other Interest
Councillor Sarah Peacock	Taxi Policy Review	Family member is in the taxi trade as a private hire operator		Yes

404. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

There were no questions submitted under Procedure Rule 10.3.

405. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

a) Housing Policy Working Party – 20 January 2016

The minutes of the meeting of the Housing Policy Working Party held on 20 January 2016 were received (see pages 329-331).

b) Personnel Sub-Committee – 22 February 2016

The minutes of the meeting of the Personnel Sub-Committee held on 22 February 2016 were received (see pages 332 to 335).

c) Personnel Sub-Committee – 7 March 2016

The minutes of the meeting of the Personnel Sub-Committee held on 7 March 2016 were received (see pages 336 to 338).

406. FOOD LAW ENFORCEMENT SERVICE PLAN AND HEALTH AND SAFETY SERVICE PLANS 2016-17

The Interim Health Protection Manager submitted a report introducing the Food Law Enforcement Service Plan and a Health and Safety Service Plan, which were both statutorily required by the Food Standards Agency and the Health and Safety Commission respectively.

It was reported that Section 18 of the Health and Safety (Enforcing Authority) Regulations 1998 placed a duty on the council to monitor and enforce the requirements of the Health and Safety at Work Act 1974 on premises identified within the same regulations.

It was noted that the Food Safety and Health and Safety provisions within the Health Protection Team would have a challenging year to improve food safety and deal with the number of new and growing businesses. Within health and safety, the team would be required to focus on risk-based projects including workplace transport, migrant workers and asbestos awareness.

There was consensus that the plans were sufficiently robust in detail to meet the challenges set out for the year.

R.9 RESOLVED TO RECOMMEND:

That the Food Law Enforcement and the Health and Safety Service Plans 2016-17 be approved.

(Reason – to accord with statute and the Council's constitution.)

407. TAXI POLICY REVIEW

The Interim Health Protection Manager submitted a report which provided an update on proposed changes to the Taxi Licensing Policy, prior to consultation with the local trade.

Following the Jay Report in respect of child sexual exploitation (CSE) at Rotherham Metropolitan Borough Council, the need to strengthen the council's policies and procedures in respect of taxi licensing and CSE was agreed by the Licensing Committee. The report proposed the establishment of an overarching Taxi Policy with all related policies and documentation included as appendices to the policy. Certain elements had been subject to minor review, such as the Discreet Plate Policy, whilst other areas such as conditions and the penalty point scheme had undergone full review.

It was noted that CSE issues had been captured in the main body of the policy, which included the requirement for all applicants and licence holders to complete CSE training and a test at the same time as the knowledge test. It was further noted that a countywide CSE training video specifically for the taxi trade was in development.

Given the nature of the proposals, it was necessary to consult the taxi trade and other relevant organisations for a six week period, which Members fully supported.

RESOLVED:

That a six week consultation period with the taxi trade and other related organisations for all new documentation be approved.

(Reason – To ensure that the council complies with its constitution in setting its budget.)

408. CHANGES IN DOG CONTROL LEGISLATION – THE MICROCHIPPING OF DOGS (ENGLAND) REGULATIONS 2015

The Waste Services Manager submitted a report which sought the adoption of new legislative requirements in respect of keeping dogs, as required by the Microchipping of Dogs (England) Regulations 2015.

It was reported that the regulations provided for the compulsory microchipping of dogs and the recording of each dog's identity and its keeper details on a database. Henceforth all dogs would be required to be microchipped by the time they are eight weeks old. It was noted that if a dog was transferred to a new keeper, the burden would be on the new keeper to record their full name, address and contact number and any change in the dog's name within the database.

With regard to enforcement, it was noted that council officers, police constables and police community support officers would have authority to serve a notice requiring the keeper of a dog to have it microchipped within 21 days, arrange for a dog to be microchipped and recover the cost of doing so from the keeper, and take possession of a dog without the consent of the keeper for the purpose of checking if it were microchipped or for the purpose of microchipping.

Members noted that failure to comply with a notice served under the requirements for the database and information held on the database would be punishable with fines of up to £2,500. In addition, failure to comply with a notice served under of any of the other requirements of the regulations would be punishable with fines of up to £500. There would be a right of appeal by way of a first tier tribunal for individuals who had been served notice under the regulations.

R.10 RESOLVED TO RECOMMEND:

- (i) That the Council adopt The Microchipping of Dogs (England) Regulations 2015.
- (ii) That authority be delegated to the Executive Director, Head of Environmental Services, Waste Services Manager, Environmental Protection Manager, Health Protection Manager, Waste Management Officer and Environmental Services Officer to:
 - a) Serve on the keeper of a dog which is not microchipped a notice requiring the keeper to have the dog microchipped within 21 days.

- b) Arrange for a dog to be microchipped, where the keeper has failed to comply with a notice, and recover the cost of doing so.
- c) Take possession of a dog without the consent of the keeper for the purpose of checking if it is microchipped or for the purpose of microchipping.

(Reason – To ensure legislative compliance and the appropriate governance framework is in place within the Constitution.)

Chairman



**Housing Policy Working Party
Minutes of meeting held on Wednesday 20th
January 2016 at 2pm in the Kasen Room**

Present

Councillors	Tony Boto (Chair)	TB
	Rupert Reichhold (Vice-Chair)	RR
	Richard Lewis	RL
	Helen Harrison	HH
	Sarah Peacock	SP
	Steven North	SN

Also in attendance

Executive Director	Sharn Matthews	SM
Head of Planning Services	Paul Bland	PB
Planning Policy and Conservation Manager	Richard Palmer	RP
Housing Enabling Officer	Aine Cooper	AC
Housing Services Officer	Louise Bagley	LB
Housing Strategy and Delivery Manager	Carol Conway	CC
Environment Protection Manager	Karen Pell	KP

		<u>ACTION</u>
1.	Apologies and introductions	
1.1	Apologies were received from Jenny Walker. Cllr Steven North joined the meeting at 2.25pm.	
1.2	The newly appointed Head of Planning Services, Paul Bland, introduced himself to the Working Party	
2	Minutes of the meeting of 9th December 2015	
2.1	The minutes were approved and signed by the Chairman	
3	Matters arising	
3.1	The suggested additions to the Terms of Reference had been approved by Policy and Resources Committee.	

4	Housing Options Contract	
4.1	<p>Some minor amendments have been made to the variation agreement as suggested at the last meeting.</p> <ul style="list-style-type: none"> • Clause 25 – break provisions were amended so the contract could be terminated at any time on 6 months notice Clause 6.9.10 – data transfer details amended • Clause 7.13.3 – this should read as High Street <i>South</i>. This still needs to be updated. 	CC
4.2	Members approved the variation agreement subject to the amendment in Clause 7.13.3 being completed and it was agreed to forward it to P&R committee in February for approval.	CC
5	Changes to the National Planning Policy Framework	
5.1	RP gave an overview of the proposed changes. The response to this consultation is due on 22 nd February 2016.	
5.2	The proposal to broaden the definition of affordable housing to include starter homes was discussed, with concerns that the level of affordable rented properties delivered may be reduced. It was agreed that starter homes were intended to be included in the 30% affordable homes target, not the remaining 70% market homes on a development. It was likely that Government would set the parameters for the level of starter homes required to be delivered..	
5.3	The need for a comprehensive objective assessment of the housing needs of the whole area was discussed. Consultants had carried out a Strategic Housing Market Assessment (SHMA) for the North Northamptonshire area in 2012 which had since been updated using a toolkit. This was a desk top study looking at the needs and housing markets of the North Northants area and how they relate to each other. The SMHA also determines the district-wide objectively assessed housing needs for East Northamptonshire and for the various towns in the district. In addition, AC has been working with the Parish Councils for several years, carrying out housing needs surveys in the villages.	
5.4	It was noted that all housing needs should be taken into account, and not just those of people on the lowest incomes The need to achieve a balance between the type of housing provided and spending power in the district was also noted.	
5.5	It was noted that for planning inspection and appeal purposes we need to demonstrate that we can meet our Objectively Assessed Need (OAN) for housing in full. If the strategic direction for the district is for more larger houses over and above the OAN then we would need to accept	

	more housing allocations.	
5.6	Supporting the delivery of starter homes on unviable and underused commercial and employment land was also discussed. There was concern that too many units may be 'squeezed into' a development, thus affecting the required mix of properties being built.	
5.7	It was suggested that a comment regarding the loss of commercial development land to enable starter homes to be developed be added to the response to the consultation.	RP
5.8	Members felt that the proposed comments on the consultation were too negative and that the response should reflect areas where there is general support for the proposals. It was agreed that an amended draft response to the consultation be forwarded to Cllr North, Cllr D Brackenbury and Cllr Boto for comments and finalisation prior to submission and to the Planning Policy Committee meeting on 22 nd February 2016.	RP
6	Clawback Policy	
6.1	CC had presented a discussion paper explaining the differing clawback clauses in place in stock transfer agreements with Spire and Rockingham Forest Housing Association. There were differing obligations for the 2 RPs which may need to be rationalised.	
6.2	There are also implications as a result of the new Right to Buy regulations which will need to be considered.	
6.3	It was agreed to continue discussions on the clawback policy at a future meeting in March or April when further details are known about how the Right to Buy will work and what compensation arrangements will be in place for RPs.	
7	Housing Allocations Policy Overview	
7.1	This item was deferred until the next meeting	
8	Any other business	
	There was no other business	
9	Next Meetings	
	Weds, 17 th February 2016 at 2pm in the Members Room	
	Weds, 23 rd March 2016 at 2pm in the Members Room	
	Weds, 20 th April 2016 at 2pm in the Kasen Room	



Personnel Sub-

Committee

Minutes of a meeting held on Monday 22 February 2016 at 10.30am, East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero (Chairman)
 Wendy Brackenbury
 Glenn Harwood MBE
 Steven North
 Sarah Peacock

Officers: David Oliver Chief Executive
 Sharn Matthews Executive Director
 Aime Armstrong Human Resources Manager
 James McLaughlin Democratic & Electoral Services Manager

1.0 MINUTES

1.1 The minutes of the meeting of the Personnel Sub-Committee held on 11 January 2016 were approved and signed by the Chairman.

2.0 APOLOGIES FOR ABSENCE

2.1 There were no apologies for absence.

3.0 DECLARATIONS OF INTEREST

3.1 The following interests were declared in the items listed below:

Officer/Member	Item	Nature of Interest	DPI	Other Interest
All Officers present	Pay Award	Members of staff affected by the proposals.	Yes	

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 WORKFORCE STATISTICS

5.1 The Sub-Committee reviewed data concerning staff sickness, turnover and the number of staff employed.

RESOLVED: That the report be noted.

6.0 DEMOCRATIC AND ELECTORAL SERVICES RESOURCES

- 6.1 Further to the Sub-Committee's consideration of issues within the Electoral Services team at its last meeting (minute 298 (e) refers), the Democratic and Electoral Services Manager outlined further developments which would impact on the capacity of the Electoral Services team and the wider Democratic Services team over the coming months.
- 6.2 Member level working parties had previously been supported by Democratic Services. With changes to Democratic Services personnel and the need to focus on the key advisory role for formal committees and sub-committees, it had been agreed in 2012 that, with two exceptions, service areas would provide administrative support to working parties. Nine Member level working parties were currently in existence and representations had been received from Members seeking a more consistent approach to supporting these bodies.
- 6.3 An internal audit of the governance arrangements for working parties was expected to report imminently with recommendations expected regarding the constitution and administration of Member level working parties.
- 6.4 In view of the above factors, it was proposed to establish dedicated support for Member level working parties within the Democratic Services team for a period of twelve months.

RESOLVED: That

- (i) in principle, the establishment of an additional Democratic Services Officer post for 22 hours per week, for a period of twelve months from the date of appointment, be approved, with the arrangement to be reviewed by the Sub-Committee in September 2016.
- (ii) the intention to advertise the post internally as a cost neutral secondment opportunity be noted.
- (iii) in the event of a secondment opportunity not being made, full Council be recommended to approve funding from reserves for the post to be filled through an external advertisement.

(Reason: To ensure that there is sufficient capacity to administer Member level working parties.)

7.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

8.0 HUMAN RESOURCES MATERNITY COVER

- 8.1 The Human Resources Manager presented proposals for changes to the current

structure of the Human Resources team.

RESOLVED: That

- (i) staff consultation on the changes to the Human Resources team be commenced.
- (ii) a level 3 apprenticeship to be offered on a fixed-term basis of 18 months.
- (iii) the Human Resources Adviser post be converted to a job share role.

(Reason: The options outlined will result in the most effective, appropriately-skilled team, providing support to ENC in a cost-effective way)

9.0 PLANNING POLICY: PROPOSED RESTRUCTURE

9.1 The Planning Policy and Conservation Manager presented proposals for revisions to the structure of the Planning Policy and Conservation team.

RESOLVED: That

- (i) the revisions to the structure of the Planning Policy Service set out in the report be approved to:
 - a) Create a Principal Planning Officer Post
 - b) Delete a Planning Policy Officer Post
 - c) Reduce the Planning Monitoring and Research Officer Post to create a part time post

(Reason: to provide a structure that is fit for purpose for future plan making and delivery.)

10.0 PAY AWARD

(The Chief Executive and Executive Director left the meeting during consideration of and voting on the proposal in respect of the pay offer for Chief Executives and Chief Officers. The Human Resources Manager and the Democratic and Electoral Services Manager remained in the room to advise the sub-committee and record its decision.)

10.1 The Chief Executive reported that further to the decision made by the Sub-Committee at its last meeting on 11 January 2016 on the 'Implementation of the National Minimum Wage' report, consultations had been carried out with staff on the pay scales set out in Appendix 2 to the report. The result of the ballot undertaken by Unison was overwhelmingly in support of the proposal, with 96% of those who voted in favour.

10.2 It was noted that the Local Government Association had made its final pay offer to Chief Officers and Chief Executives. The offer was for a 1% increase on basic pay for both 2016/17 and 2017/18.

RESOLVED: That

- (i) the results of the consultation with staff be noted.
- (ii) the financial impact of the new pay arrangements being built into the Medium Term Financial Strategy be noted.

RESOLVED TO RECOMMEND TO FULL COUNCIL: That

- (i) a pay award of 1% be made to the Executive Director and the Chief Executive for 2016/17 and 2017/18.
- (ii) the pay scales set out in Appendix 2 to the report on the 'Implementation of the National Minimum Wage' submitted to the Personnel Sub-Committee on 11 January 2016 be approved.

(Reason: To ensure that the Council complies with new employment legislation, has a predictable level of staff costs for the medium-term and has a competitive and fair pay structure to enable it to attract and retain the right calibre of staff)

Chairman



Personnel Sub-Committee

Minutes of a meeting held on Monday 7 March 2016 at 10.30am, East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero (Chairman)
Glenn Harwood MBE
Steven North

Officers: Mike Deacon Head of Environmental Services
Aime Armstrong Human Resources Manager
Richard Hadden Revenues Manager
Lucy Hogston Benefits Manager
James McLaughlin Democratic and Electoral Services
Manager
Karen Pell Interim Environmental Protection
Manager

1.0 MINUTES

1.1 The minutes of the meeting of the Personnel Sub-Committee held on 22 February 2016 were approved and signed by the Chairman.

2.0 APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received from Councillors Wendy Brackenbury and Sarah Peacock; David Oliver (Chief Executive); Sharn Matthews (Executive Director) and Katy Everitt (Head of Resources and Organisational Development).

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

6.0 ICT ADMINISTRATIVE SUPPORT ROLE

- 6.1 On behalf of the ICT Support Manager, the Human Resources Manager presented proposals to use the existing ICT budget to replace the full time, fixed term apprentice post with a permanent part-time (25 hours per week) administrator role.
- 6.2 Following a broader discussion on the apprenticeship scheme within the Authority, the Human Resources Manager undertook to submit a report to a future meeting of the Sub-Committee providing an analysis of the scheme within ENC.

RESOLVED: That

- i) the ICT Services administrative role be changed from a full-time, fixed-term business apprentice to a permanent, part-time administrator.
- ii) the intention to build in a small additional cost to the budgets for 2017/18 onwards be noted.

(Reason: To ensure that ICT staffing best meets the needs of the service)

7.0 EMPTY HOMES PROJECT OFFICER

- 7.1 The Interim Environmental Protection Manager presented a report setting out the current position of the Empty Homes project and seeking the continuation of the Empty Homes Project Officer post to continue the work on reducing the number of empty properties in the district.
- 7.2 Whilst supporting the proposed employment of an Empty Homes Project Officer, Members were of the view that the cost should not be met from the Improvement Reserve, but rather from the Environmental Services budget.
- 7.3 The Sub-Committee noted the outcome of the Job Evaluation Panel which had reviewed the post during the previous week and other factors that would form part of the terms of the appointment to be made.

RESOLVED: That

- i) in principle, the addition of an Empty Homes Property Officer on a two year fixed-term basis be approved.
- ii) in year one, the cost of the post be funded from salary savings within the Environmental Services budget.
- iii) the cost of the post in year two be included as a growth item in the Environmental Services budget for 2017/18.
- iv) a further report be submitted to this Sub-Committee by September 2016 setting out the terms of the appointment and the financial implications.

(Reason: In order for the project to continue to bring more long-term empty properties back into use.)

8.0 REVENUE SUPPORT GROUP – PROPOSED CHANGES TO EMPLOYMENT STATUS AND PAY GRADE

- 8.1 The Revenues and Benefits Managers jointly presented a report requesting the Sub-Committee to consider changes to the employment status and Pay Grade of Revenue Support Group employees in order to bring these staff within the Council's Pay Policy and comply with recent legislative changes.

RESOLVED: That

- i) the background and risks relating to the current employment position of the Revenue Support Team members be noted.
- ii) the transfer of members of the Revenue Support Group to the top of Grade One with effect from 1 April 2016 be approved.
- iii) it be noted that a further report will be submitted to this Sub-Committee on any pension liabilities and any other developments arising from these changes.

(Reason: To ensure that the Council meets employment and other legislative requirements)

Chairman



East
Northamptonshire
Council

Food Safety and Health and Safety Service Plan



2016/17

Document Version Control

Author (Post holder title)	Health Protection Manager
Type of document (strategy/policy/procedure)	Food Safety and Health and Safety Performance Plan
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Document held by (name/section)	Julia Smith
For internal publication only or external also?	internal and external
Document stored on Council website or Eunice?	Eunice / Website
Next review date	03/2017

Change History

Issue	Date	Comments
2.1	18/02/16	
2.2	24/03/2016	Policy and Resources Comments
3.0	30/03/2016	Approved by Chair of Policy and Resources

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)
Environmental Services	
CMT	
Policy and Resources	

Distribution List

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)

Links to other documents

Document	Link
Environmental Services Service Plan 2015/16	

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Executive Summary

The food and health and safety functions play a vital role in ensuring the health of those that live, work and visit our district. We do this through ensuring safe food is produced, workplaces are safe and by supporting businesses. We are key to ensuring regulation is supportive of growth and can help businesses in our district thrive.

We do this through a range of different interventions from advice, coaching and more rarely using enforcement activity.

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

The Council is committed to 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 risks 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.

Whereas regulation is often perceived to be a barrier to business development and growth, the key focus is to breakdown both actual and perceived barriers and support business development. This includes utilising the contacts we have with businesses to help support and signpost them to other support networks.

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 2016/17

- 1.1 The aim is to ensure a risk-based, proportionate and targeted approach to regulatory inspection and enforcement, whilst supporting businesses.
- 1.2. This year will continue to see a food safety focus on those poorly 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 through coaching and business support.
- 1.4. The team will continue to support businesses especially at start up and growth to encourage development.
- 1.5. 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.

- 1.6. We will continue to utilise the Adenosine Tri-Phosphate (a measure for residual protein indicating the presence of bacteria) machines as an educational tool to improve cleaning in food businesses.
- 1.7. We will begin a publicity campaign for the new Eat Out Eat Well scheme, a healthy eating award that began in 2015 across the county and replaces the previous Heartbeat award.
- 1.8. We will begin publicity of the new tattoo hygiene rating scheme which aims to improve hygiene practices in tattoo parlours following the awarding of our first member to the scheme.
- 1.9. The team will be exploring opportunities to develop a primary authority partnership this year through the Better Regulation Delivery Office scheme.
- 1.10. We will Implement the National Workplace Health and Wellbeing Pilot Charter, working with Northamptonshire County Council Public Health Team and Public Health England.
- 1.11. Through the county work plan we will focus on key areas that result in reportable accidents and injuries in the workplace such as migrant workers and workplace transport.

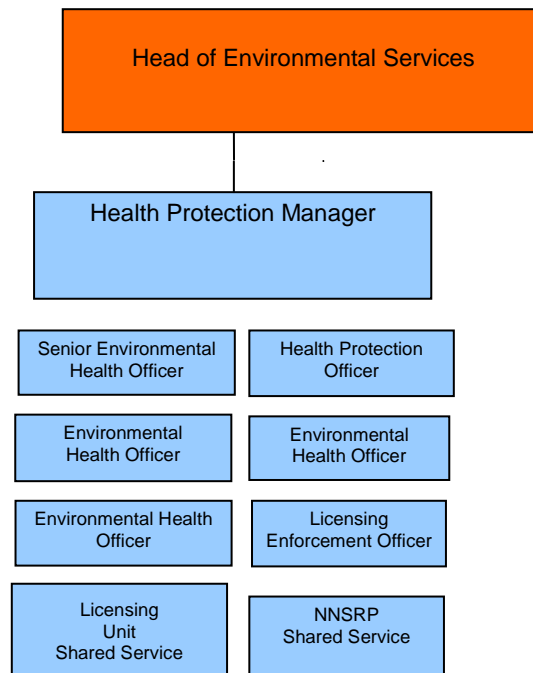
2 Background

- 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 86,900 (estimated).



- 2.2. It is served by major road networks such as the A14, A45, A6 which continues to impact on the district by increasing the number of food businesses, in particular manufacturers. We have also seen an increase in smaller businesses and existing businesses diversifying.

2.3. The Health Protection Team is structured as follows:



2.4. **Food** - The service inspects and audits food premises, takes food samples, provides advice, provides training, undertakes food poisoning investigations and provides 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.

The Health and Safety Executive have reduced the amount of proactive premises inspections that local authorities can undertake preferring inspections to be only undertaken on key priority premises. As a result we are seeing increased numbers of accidents being reported and the severity of these accidents is increasing. Wherever possible we will use an accident report as grounds for visiting and inspecting them premises with the aim of reducing further accidents.

2.5. The officers involved in the food safety and health and safety functions, also deliver infectious disease control, licensing, health promotion and advice for planning applications. This team is also responsible through Northamptonshire Safety and Resilience Partnership (NNSRP), for corporate health and safety, emergency planning and business continuity which is distinct from the health and safety enforcement contained within this plan.

3. Links to other Strategies, Plans and Programmes

3.1. This service plan should be read in conjunction with the service plan for Environmental Services as this document is 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, diabetes 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, County Council, Better Regulation Delivery Office, Northamptonshire Enterprise Partnership, Knowledge Hub, Chamber of Commerce, local businesses, Health and Safety Executive, Food Standards Agency, Serve and consumers.

3.3. This plan complements the following corporate strategies:

- Corporate Plan
- Performance Management Framework
- Licensing Policy Statement
- Economic Growth Strategy

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

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

It also supports the priorities identified by the local forums for health and wellbeing.

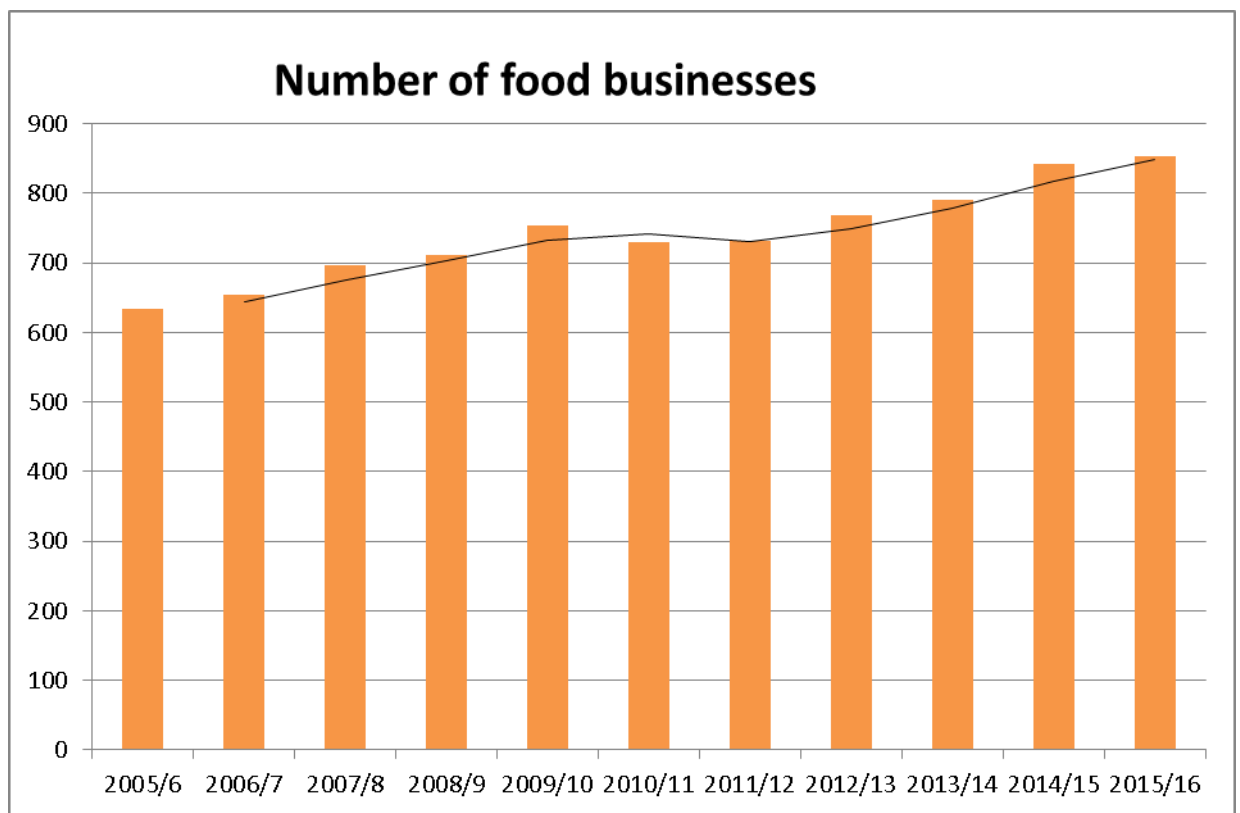
4.0 Service Specific Information - Food Safety

4.1 The team currently act as a Home Authority for Farrington Oils, Whitworths Limited and Tilley's Sweets Limited and we are actively trying to engage with the Primary Authority Partnership scheme.

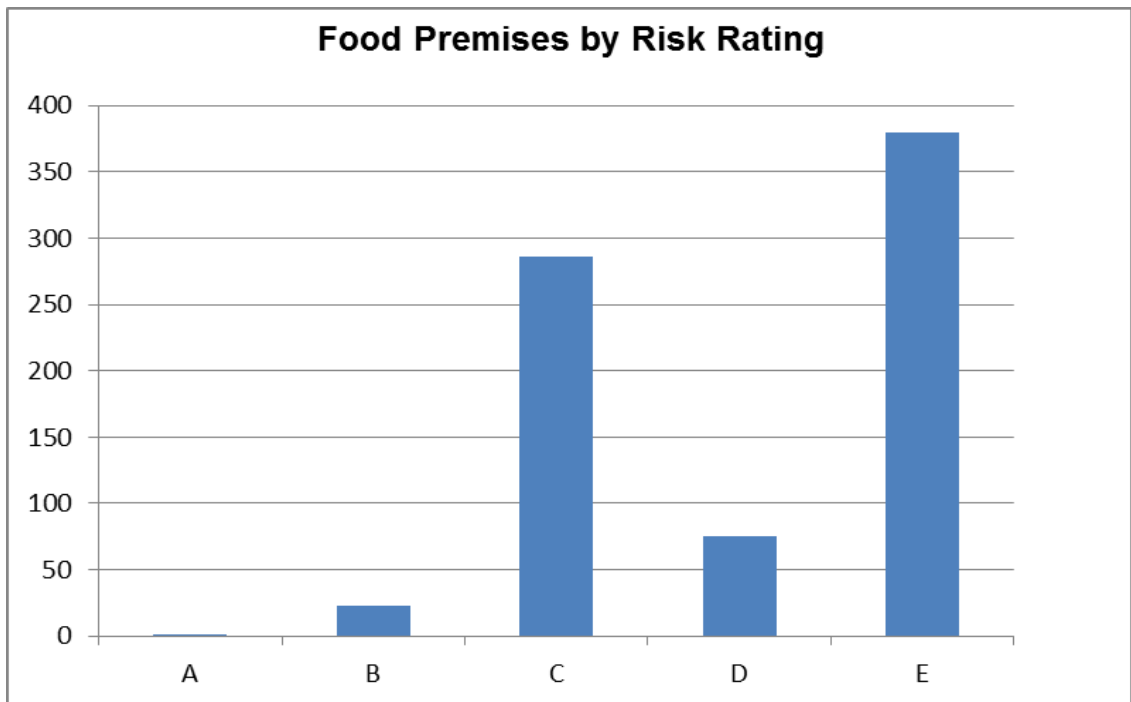
4.2 The current statistics for food businesses in East Northamptonshire are as follows:

The total number of premises for food inspection is 839 an overall decrease of 13 from the previous year. However, there have been 53 new businesses this year, as such 44 have closed. Of our food businesses 89% are rated as broadly compliant. In addition there is 1 Approved Premises (Redlands Farm).

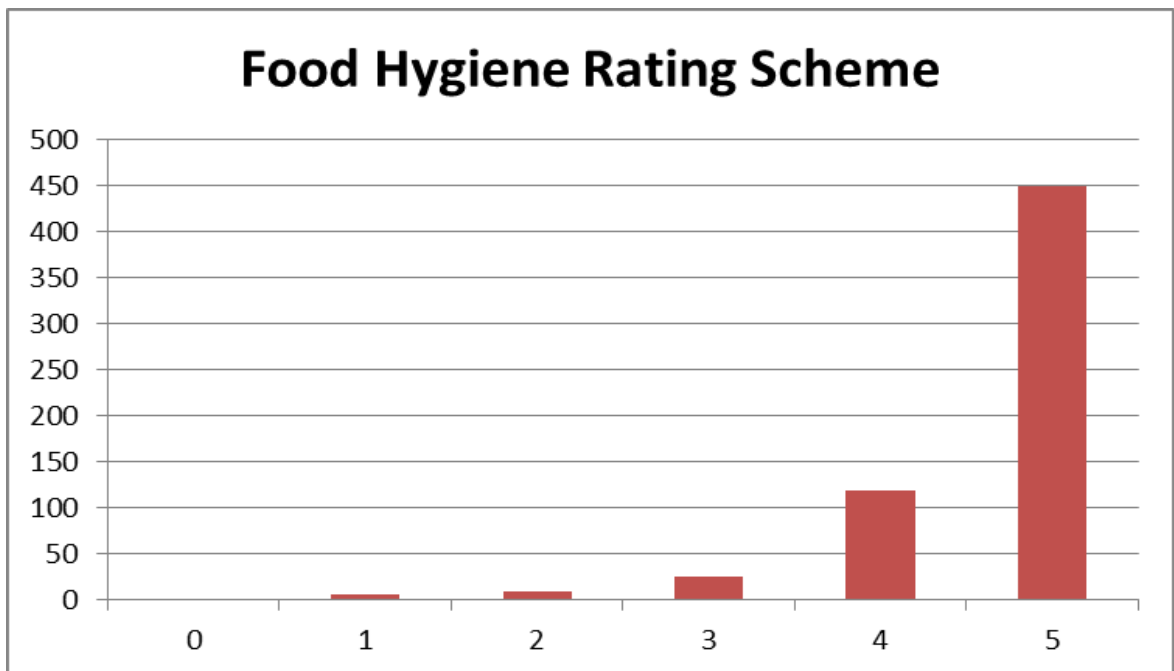
The graph below highlights the growing food business sector within East Northamptonshire over the last 10 years.



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 at www.food.gov.uk/ratings. The following graph shows the ratings for our premises that are included within the scheme.

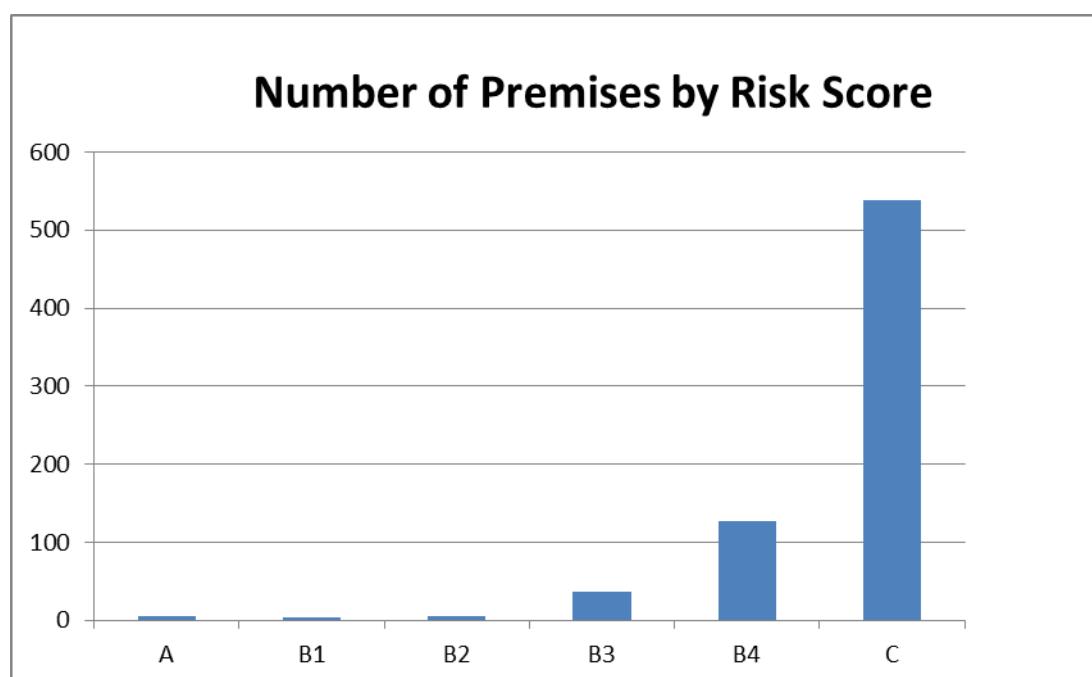


4.4 The service is delivered both in and out of normal office hours to ensure premises are inspected whilst they are operational. There is also a 24 hour call out system for emergencies at the weekends. It is the policy for food inspections, unless in exceptional circumstances, to be carried out unannounced 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. All enforcement action will be taken in line with this policy. In addition to this there are comprehensive procedures available to ensure consistency of service.

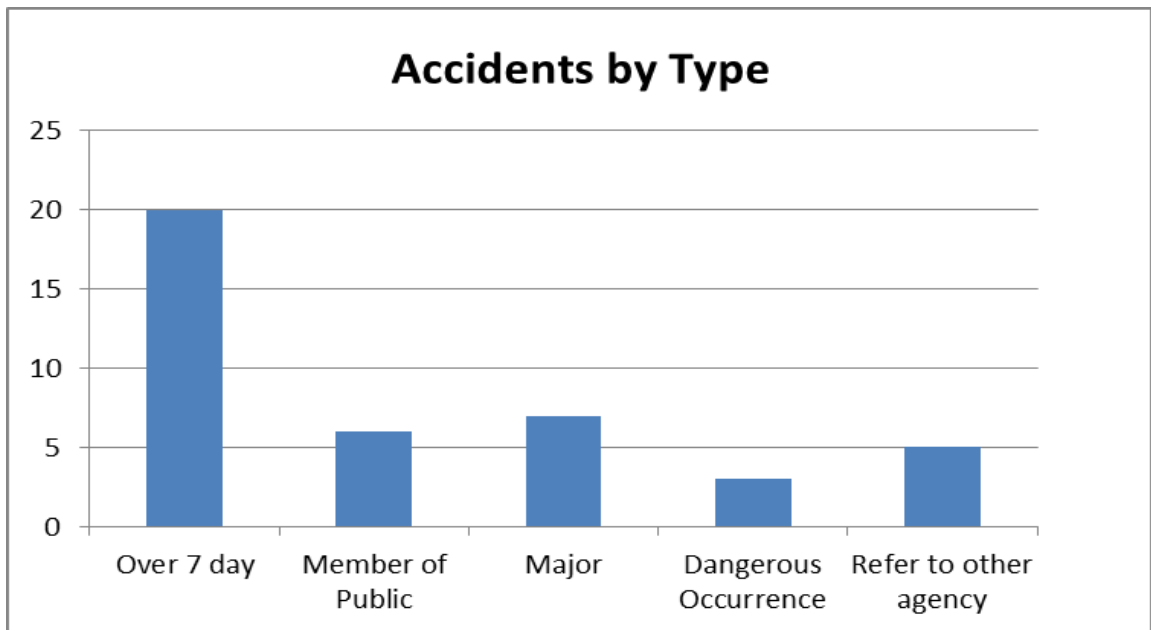
5.0 Service Specific Information - Health and Safety

- 5.1 The total number of businesses where health and safety is enforced by East Northamptonshire Council is currently around 1129. 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 at weekends for emergencies.
- 5.4 Accidents are investigated following an incident investigation criterion that are 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. There has been an increase in terms of accidents. We

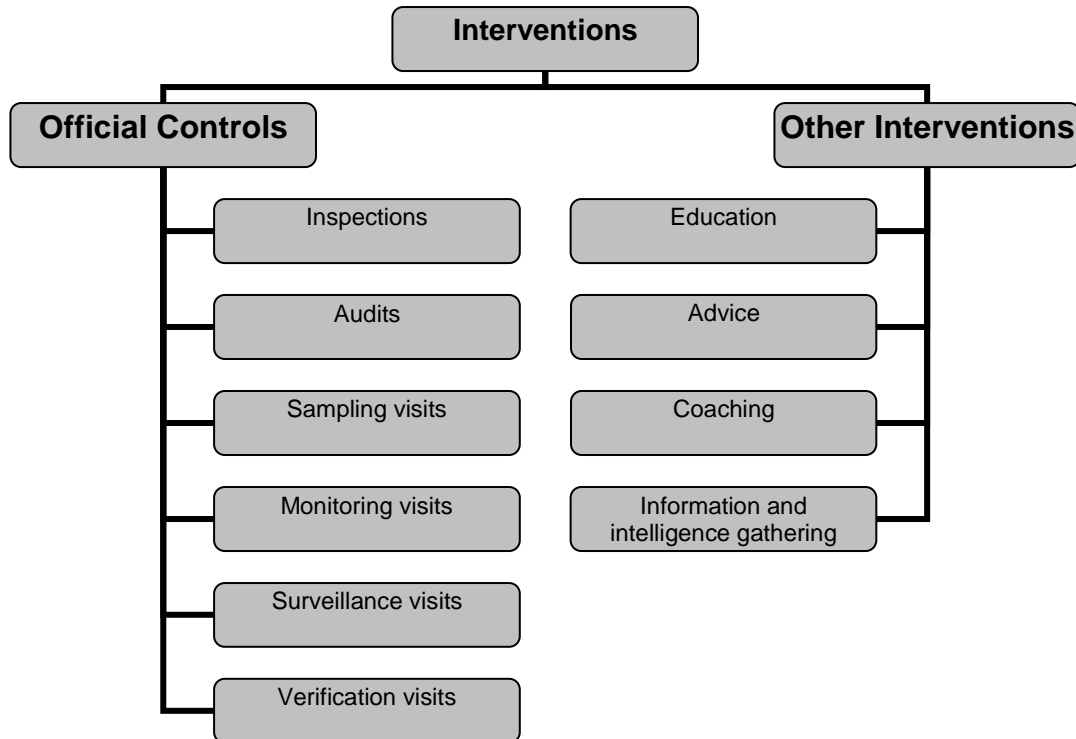
need to identify the reasons why we have seen an increase and target our resources on problem premises and areas. This is proving difficult due to the direction to reduce proactive visits for health and safety.



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.

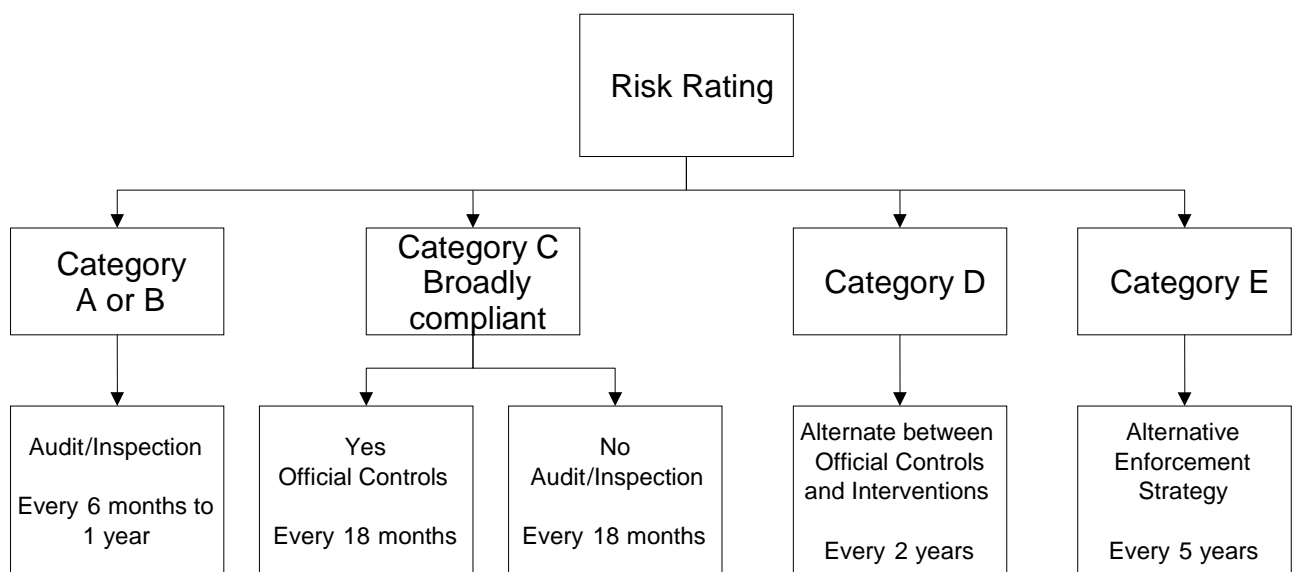
6.0 Service Delivery – Food Safety

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.

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 2016/17. These figures include inspections outstanding from the previous year.

Risk Rating	Number of Interventions 13/14	Number of Interventions 14/15	Number Interventions 15/16	Number of Interventions 16/17	Number of revisits
A	4	2	0	2	1
B	19	19	18	12	8
C	165	164	170	82	29
D	111	102	44	95	32
E	42	72	83	30	0
Unallocated	93	45	44	10	3

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 64 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

They 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 2016/17 those due 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 30 complaints a year with respect to foodstuffs and food premises. In addition, 102 requests for advice were received from food businesses.
- 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, Tilley's Sweets and Farrington Oils. 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 all sources are estimated to be 10.
- 6.9. The authority has a Sampling Policy and programme to which it adheres. The authority takes part in Public Health England, 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 at present however a national review of the laboratories is being undertaken and it is likely that we will no longer use the Birmingham laboratory and will instead send our samples to London for analysis. The Public Analyst, (Eurofins Scientific Laboratories) in London is used occasionally. The sampling plan will consist of both National and Locally identified sampling projects. At the time of writing the plan was not complete but will be included within this document.
- 6.10. Between Public Health England (PHE) 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 120 food poisoning cases and 2 potential outbreaks in the year 16/17.
- 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 152 food alerts in the year 15/16, this is a significant increase but now includes allergen alerts following the change in legislation which has seen the alerts increase significantly, 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
- Public Health England
- 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 Eat Out Eat Well is a new healthy eating award that was rolled out across the county in 2015-16 and existing Heartbeat Award holders who were eligible for the new scheme have been transferred over. In 2016-17 we will continue to roll out the new scheme and undertaken a local and countywide communications plan to raise the profile of the new scheme. We currently have 13 Eat Out Eat Well Awards consisting of 1 bronze, 9 silver and 3 gold.
- 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 and to undertake activities in National Food Safety Week.
- 6.17 It is estimated that 40 officer hours will be spent on health promotional activities in 16/17.

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 2016/17.

Priorities	Time Period
National Workplace Health and Wellbeing Charter	All Year
Asbestos Awareness	All Year
Migrant Workers	All Year
Public Events	Summer Period
Workplace transport	All Year
Radon Awareness	All Year
Better Business Northamptonshire	All Year

Healthy Workplace – Delivering the National Workplace Health and Wellbeing Charter pilot, officers have been trained to be assessors for this model, which will look to assess the council first and one pilot business with the aim of this being rolled out to other businesses.

Asbestos –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.

Migrant Workers - Intervention visits targeting labour providers employing migrant workers, to raise awareness of required control measures for the protection of their employees.

Public Events - a continuation of the project to assist organisers of festival and large events deal with all of the public safety and nuisance issues prior to an event taking place.

Workplace Transport – A continuation of the workplace transport projects from previous years, but with a focus on cages and working at height following a series of near misses and issues identified in 2014/15.

Radon Awareness – Campaign to raise awareness for business of the requirements to understand the radon levels that may be present within their building and ensure steps are taken to reduce the long term exposure to employees.

Better Business Northamptonshire – This is a project aimed at reducing actual and perceived regulatory barriers to business growth and development.

- 7.2. The above 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 the Better Business Northamptonshire initiative and the Workplace Health and Wellbeing Project.

- 7.4. 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 45 complaints and requests for advice with respect to health and safety issues and 44 accident reports.
- 7.5. 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 Public Health, Health and Safety Executive and National Care Standards Commission to address health and safety issues.
- 7.6. The authority has local partnerships with the Northamptonshire Health and Safety Liaison Group, the Health and Safety Executive, Care Quality Commission and Office for Standards in Education, Children's Services and Skills (OFSTED). We will also partner any other agency or organisation that will add value to our operational work
- 7.7. 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.
- 7.8. 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:

2015/16	Food Safety £	Health and Safety £
Support Costs	141,480	41,440
Salaries	98,610	65,820
Equipment	500	150
Sampling	100*	0
Health Promotion	1,300**	0
Training	7,800***	7,800***

*This figure does not include the allocation from the Public Health England, of £3,140

** £3,250 is recouped through the provision of Training.

***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
Health Protection Officer	0.20 FTE

8.4. Officer training needs are identified during the Personal Development Review 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 Food Standards Agency, 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 Health and Safety at Work Act. During the year officers will be assessed against the new Food Standards Agency competency framework and this will be used as a tool to identify training needs against the performance plan.

- 8.5 In 2016-17 all councils must review and document the Lead Officer competencies framework for Food Safety to ensure that officers meet the current requirements from the Food Standards Agency and that the competencies are fully documented.

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	89%	85%
Agree	11%	15%
Neither Agree or Disagree	0%	0%

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.

12. Glossary

CMT – Corporate Management Team
HSE – Health and Safety Executive
FSA – Food Standards Agency
RDNA – Regulators Development Needs Assessment
LGR – Local Government Regulation
HPA – Health Protection Agency
OFSTED - Office for Standards in Education, Children’s Services and Skills
CQC – Care Quality Commission
PDR – Personal Development Review
HSWA - Health and Safety at Work Act