

# POLICY AND RESOURCES COMMITTEE

Date: 13 May 2019

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30pm

Present: Councillors: Richard Lewis (Chairman)  
Glenvil Greenwood-Smith (Vice Chairman)  
David Jenney (Deputy Leader of the Council)

Tony Boto Dudley Hughes JP  
David Brackenbury Andy Mercer  
Val Carter Rupert Reichhold  
Roger Glithero JP Phillip Stearn

## 562. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Steven North and Sarah Peacock.

## 563. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 08 April 2019 were approved and signed by the Chairman.

## 564. DECLARATIONS OF INTEREST

No declarations of interest were made.

## 565. QUESTIONS UNDER COUNCIL PROCEDURE RULE 10.3

No questions were submitted under Procedure Rule 10.3.

## 566. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

### a) Finance and Performance Sub-Committee – 07 May 2019

The minutes of the meeting of the Finance and Performance Sub-Committee held on 07 May 2019 were received (see pages 533 to 537).

Budget Monitoring Summary Report to 31 March 2019

**RESOLVED** that:

- (i) the revenue carry forward requests be approved;  
*(Reason: For formal approval to carry forward expenditure into the revenue budget for 2019/20)*

- (ii) the capital carry forward requests be approved;  
*(Reason: For formal approval to carry forward expenditure into the capital budget for 2019/20)*
- (iii) the 2018/19 underspend is set aside within the Local Government Reorganisation reserve in preparation for any costs that may arise associated with proposals for the creation of two new unitary councils in the county;  
*(Reason: For formal approval to incur expenditure in 2018/19 and strengthen reserves)*
- (iv) the reserves position including the use of capital receipts as detailed in Appendix 3 of the report be approved;  
*(Reason: For approval of strengthened reserves to mitigate some future financial risk)*
- (v) authority is delegated to the Chief Finance Officer, following consultation with the Chairman of the Finance and Performance Sub-Committee, to make changes necessary to the outturn and reserves position that arise as a result of completing year end accounting entries, which will be reported back to Finance and Performance Sub-Committee as necessary.  
*(Reason: To ensure the Council meets its statutory deadline that the Statement of Accounts are completed by 31 May 2019)*

**b) Housing Policy Sub-Committee – 09 May 2019**

The minutes of the meeting of the Housing Policy Sub-Committee held on 09 May 2019 were received (see pages 538 to 541).

Members asked a number of questions on temporary accommodation in the District and how homeless people were able to obtain photo ID, which was often a requirement. Officers undertook to provide a response outside of the meeting. A copy of the Homelessness Update report and the Housing Challenges and Opportunities in the Unitary Authority presentation would be circulated to all members of the Committee for information.

As this was the last meeting of the Housing Policy Sub-Committee the Chairman of the Committee thanked Councillor Boto and the other members of the Sub-Committee for all their hard work over the past few years.

**567. HOUSING LEGISLATION UPDATES**

The Environmental Protection Manager presented a report which provided an update to housing legislation relating to Civil Penalty Notices and the Minimum Energy Efficiency Standards.

The Housing and Planning Act 2016 introduced a number of changes to assist local authorities in dealing with poor housing standards and rogue landlords. A number of these changes, such as the Rogue Landlord Database and the statutory guidance in relation to the issuing of Civil Penalty Notices (CPN) for Housing Offences, had already been added to the Environmental Services and Community Safety Enforcement Policy by this Committee. In

order to issue a CPN we needed to detail how we would calculate the charge in a consistent way. CPN could be issued for a number of housing offences, such as breaching an Improvement or Prohibition notice issued by an authority. The notices were brought in as an additional method to deal with housing offences alongside the option for prosecution. The maximum penalty for CPN was £30,000 per offence. This money would then be reused within the housing enforcement function of the authority.

Many local authorities had created a Civil Penalty Matrix and having reviewed many existing models across England, we had worked with the borough councils of Corby, Kettering and Wellingborough to create a matrix that could be used by all. The matrix had been sent out for public consultation on 18 February 2019 with all letting agents being written to advising of the consultation. The consultation closed on 1 April 2019 with no comments being received.

The Energy Efficiency (Private Rented Property) Regulations 2015 and Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2019 required a domestic private rented property to have a minimum Energy Performance Certificate (EPC) rating of E. From the 1 April 2018 landlords were prohibited from granting new tenancies for a property with an EPC rating of below E, nor could they renew or extend any existing tenancies. From 1 April 2020 the legislation would further restrict landlords letting out below E-rated properties to all existing tenancies.

Local Authorities were required to enforce compliance of the MEES regulations. ENC already had access to the national EPC register when dealing with any housing complaint to ensure that an EPC was in place. Non compliant landlords could be issued with a financial penalty of up to £5,000, for offences including failure to obey a Compliance Notice requiring information, failure to register a property on the PRS Exemption Register, or registering false information.

The Energy Efficiency (Private Rented Property) Regulations 2015 and Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2019 needed to be formally adopted by the Council and added to the Scheme of Delegation. It was proposed that these were added under delegated authority by the Monitoring Officer as they were changes arising from legislation. The officers that need to be delegated authority under these regulations were as follows:

- Head of Environmental Services
- Environmental Protection Manager
- Health Protection Manager
- Waste Services Manager
- Housing Technical Officer

During discussion on the item, it was confirmed that the new legislation did not apply to public sector properties. Any person who was issued with a CPN had the right to appeal to the First Tier Tribunal.

**RESOLVED** that:

- (i) the Equalities Implications relating to the report be noted.  
*(Reason: To accord with legislation and the policy of the Council)*
- (ii) the adoption of the Civil Penalty Matrix and its inclusion in the Environmental Services and Community Safety Enforcement Policy be approved.  
*(Reason: To accord with legislation)*

- (iii) the adoption of the Minimum Energy Efficiency Requirements and its inclusion in the Environmental Service and Community Safety Enforcement Policy be approved.  
*(Reason: To accord with legislation)*

#### **568. FOOD SAFETY AND HEALTH & SAFETY SERVICE PLAN**

The Health Promotion Manager presented a report which reported that the Food Standards Agency and Health and Safety Executive required local authorities to produce an annual work plan. A copy of the proposed plan for 2019/20 was submitted for consideration.

#### **R.32 RESOLVED TO RECOMMEND TO FULL COUNCIL:**

That the Food Safety and Health and Safety Service Plan 2019/20, at Appendix 1, be approved (see pages 542 to 558).

*(Reason: To accord with legislation and the Constitution of the Council)*

#### **569. 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 Section 100A of the Local Government Act 1972 may be disclosed, by virtue of paragraph 3 of Part 1 of Schedule 12A of the Act.

#### **570. WASTE SERVICE UPDATE**

The Waste Manager presented a report which provided an update with regards to activities relating to the waste service, current performance of the waste contract, the progress of procurement of solutions for the disposal of recycling material and the national consultation on the draft Waste Strategy.

##### **RESOLVED that:**

- (i) the initial Equalities Impact Assessment be noted.  
*(Reason: To accord with legislation and the policy of the Council)*
- (ii) the activities of the Waste Team be noted.  
*(Reason: Matters relating to the waste service are considered to be useful information for members of this Committee)*
- (iii) the award of the provision of the dry recycling disposal contract to Bidder 3 be approved.  
*(Reason: The evaluation determined the most economically advantageous tender and complies with procurement requirements)*
- (iv) authority be delegated to the Head of Environmental Services, in consultation with the Vice Chairman of the Policy and Resources Committee, to approve the award of the provision of food waste disposal contract to Bidder 1 following the finalisation of the evaluation.

*(Reason: The evaluation determined the most economically advantageous tender and complies with procurement requirements)*

The Chairman advised that the Waste Project Board had now ended and he thanked all of its members for all of their work.

**571. MEMBERS' THANKS**

Councillor Dudley Hughes advised that this would be his last meeting of this Committee and he wished to thank all officers for the good quality of reports which the Committee received.

The Chairman thanked all Members and officers for their support during the past municipal year.

**Chairman**



## Finance and Performance Sub Committee

**Minutes of a meeting held on Tuesday 7 May 2019 at 2.00pm, at East Northamptonshire House, Thrapston**

**Present:** Councillors: Steven North - Chairman

David Brackenbury  
Roger Glithero JP  
Glenvil Greenwood-Smith  
David Jenney  
Richard Lewis

**Officers:**

David Oliver	Chief Executive
Glenn Hammons	Executive Director (Resources and Commercial)
Mike Deacon	Head of Environmental Services
Greg MacDonald	Head of Economic and Commercial Development
Amy Eyles	Finance Manager
Matthew Lineham	Facilities Manager
Charlotte Tompkins	Waste Services Manager

### **1.0 APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received on behalf of Councillor John Farrar.

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Finance and Performance Sub Committee held on 25 March 2019 were approved and signed by the Chairman.

### **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 BUDGET MONITORING SUMMARY REPORT TO 31 MARCH 2019**

- 5.1 The Finance Manager provided an update report on the Revenue and Capital positions against the approved budgets for the period ending 31<sup>st</sup> March 2019 in financial year 2018/19. It was noted that an addendum to the report had been circulated to members prior to the meeting due to an update of the capital programme and draft capital outturn figures for 2018/19, resulting from a late accounting adjustment which had been identified in relation to the ICT transformation programme.

During discussion, members noted that:-

- i) the services outturn for the year was estimated to be an underspend of £396k, with an over achievement of vacancy factor savings of £73k and a treasury management surplus of £107.5k;
- ii) there had been a number of budget variance pressures relating to ICT over £10k. This was expected to reduce during 2019/20 as the ICT change programme progressed;
- iii) there had been a budget of £670k for disabled facilities grants, including amounts brought forward from 2017-18, but £151k had not been utilised during 2018/19. It was requested that further information be provided to members on this area of the budget.

**RESOLVED:** that

- a) the revenue, capital and reserves positions for 2018/19 be noted, including the funding of the capital programme entirely from capital receipts, rather than a combination of capital receipts and revenue reserves, as identified at sections 3.8-3.9 of the report.

*(Reason – this is for information / monitoring purposes)*

- b) approval be given to the transfer of £17.3k from the development pool to the capital programme in 2018/19 in relation to the IT transformation programme, as identified at section 3.6 of the report.

*(Reason – to ensure the IT transformation programme is appropriately funded)*

- c) approval be given to the transfer of £226k from the development pool to the capital programme in 2019/20 in relation to the IT transformation programme as identified at section 3.17 of the report.

*(Reason: - this is to progress the IT transformation programme)*

- d) the collection and write off performance for sundry debtors, local taxation and benefit overpayments, as set out in Appendix 3 of the report, be noted.

*(Reason – this is for information / monitoring purposes)*

- e) an update regarding the variance in spending on disabled facilities grants be provided to members following the meeting and a further report on this matter also be provided

at the September 2019 meeting.

*(Reason – this is for information / monitoring purposes)*

**RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:**

- f) the revenue carry forward requests for approval;

*(Reason – for formal approval to carry forward expenditure into the revenue budget for 2019/20)*

- g) the capital carry forward requests for approval;

*(Reason – for formal approval to carry forward expenditure into the capital budget for 2019/20)*

- h) the 2018/19 underspend is set aside within the Local Government Reorganisation reserve in preparation for any costs that may arise associated with proposals for the creation of two new unitary councils in the county;

*(Reason – for formal approval to incur expenditure in 2018/19 and strengthen reserves)*

- i) approval of the reserves position including the use of capital receipts as identified in section 3.8-3.9;

*(Reason – for approval of strengthened reserves to mitigate some future financial risk)*

- j) that authority is delegated to the Chief Finance Officer, following consultation with the Chair of Finance and Performance Sub- Committee, to make changes necessary to the outturn and reserves position that arise as a result of completing year end accounting entries, which will be reported back to Finance and Performance Sub Committee as necessary.

*(Reason – to ensure the Council meets its statutory deadline that the Statement of Accounts are completed by 31<sup>st</sup> May 2019)*

**6.0 TREASURY MANAGEMENT REPORT TO 31 JANUARY 2019**

- 6.1 The Finance Manager provided the position for Treasury Management for the year to 31<sup>st</sup> March 2019.

Members noted a summary of the economic conditions affecting the council's investment strategy, details of investments made during the year and a summary of the council's current investment portfolio.

**RESOLVED:** that

The treasury management performance for the period up to 31 March 2019 in financial year 2018/19 be noted.

*(Reason – to provide an update for Members on Treasury Management activities in accordance with CIPFA guidance and best practice.)*



## **7.0 COMMERCIAL WASTE SERVICE UPDATE**

- 7.1 The Waste Services Manager provided the Sub Committee with a report updating on the impact of the increase to the Commercial Waste Service fees. This followed the Sub Committee's approval for increases to the charges levied for the commercial waste service at its meeting of 17<sup>th</sup> December 2018.

Members noted that from the point at which the increase had been applied to the service fees, an increase of 12% income had resulted, within the revised budget.

It was also noted that there had been a minimal number of complaints compared to the previous year, with the main positive feedback coming from charity based users who had made use of the economically priced service.

**RESOLVED** that:

The information in the report be noted.

*(Reason: To ensure the ongoing financial viability of delivery of waste collection services for which a charge may be applied.)*

## **8.0 EXCLUSION OF PUBLIC AND PRESS**

### **8.1 RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed:

- Asset Management Update; and
- Enterprise Centre: East Northants - Update
- Minutes of the meeting of the East Northamptonshire Enterprise Centre Working Party held on 3<sup>rd</sup> April 2019.

## **9.0 CHANGE TO THE ORDER OF BUSINESS**

- 9.1 With the agreement of the Sub Committee, the Chairman announced that the remaining order of business on the agenda would be changed, as follows:-

- Enterprise Centre: East Northants – Update
- Minutes of the meeting of the East Northamptonshire Enterprise Centre Working Party held on 3<sup>rd</sup> April 2019; and
- Asset Management Update.

## **10.0 ENTERPRISE CENTRE: EAST NORTHANTS - UPDATE**

- 10.1 The Head of Economic and Commercial Development presented an update on progress with a particular focus on agreeing the service specification for the Operator as the basis for undertaking an Invitation to Tender process.

The report was not for publication under paragraph 3 of Part 1 of Schedule 12 A of the

Local Government Act 1972.

**RESOLVED:**

- a) That the project update be noted;
- b) That the Operator Service Specification detailed in Appendix 2 to the report be approved as the basis for undertaking an Invitation to Tender under the OJEU procurement process, with any necessary minor amendments to be undertaken by the Head of Economic and Commercial Development, following consultation with the Chairman of the Finance and Performance Sub committee and Chairman of the Enterprise Centre Working Party;
- c) That it be noted that the recommendation for award is scheduled to be considered at the June 2019 meeting of this Sub Committee.

*(Reason – To ensure the appointment of a suitably qualified operator)*

**11.0 MINUTES OF THE MEETING OF THE EAST NORTHANTS ENTERPRISE CENTRE WORKING PARTY HELD ON 3 APRIL 2019**

- 11.1 The minutes of the meetings of the East Northants Enterprise Centre Working Party held on 3 April 2019 were noted.

The minutes were not for publication under paragraph 3 of Part 1 of Schedule 12 A of the Local Government Act 1972.

**12.0 ASSET MANAGEMENT UPDATE**

- 12.1 The Head of Economic and Commercial Development presented a report providing an update on the council's asset management and which sought approval for various actions to be taken in relation to specific sites.

The report was not for publication under paragraph 3 of Part 1 of Schedule 12 A of the Local Government Act 1972.

**RESOLVED:**

- (1) That the updates in the report be noted;

*(Reason: To deliver the Asset Management Strategy)*

- (2) That consideration of proposals in relation to the site identified at section 2.4 of the report be deferred until the next meeting of the Sub Committee, to allow for more detailed information to be provided on its commercial viability.

*(Reason: To support commercial and economic development objectives)*

**Chairman**



## Housing Policy Sub-

## Committee

**Draft Minutes of a meeting held on Thursday 09 May 2019 at 2.00pm, East Northamptonshire House, Thrapston**

- Present:** Councillors: Tony Boto (Chairman)  
Richard Lewis (Vice Chairman)  
David Jenney  
Val Carter
- Officers: Sharn Matthews (Executive Director and Monitoring Officer)  
Carol Conway (Housing Strategy and Delivery Manager)  
Dez Tanser (Housing Strategy and Enabling Officer)  
Louise Bagley (Housing Services Officer)  
Jenny Walker (Environmental Protection Manager)

### **1.0 APOLOGIES FOR ABSENCE**

- 1.1 Apologies for absence were received from Councillors Steven North and Sarah Peacock.

### **2.0 DECLARATIONS OF INTEREST**

- 2.1 No interests were declared.

### **3.0 MINUTES OF THE MEETING HELD ON 31 JANUARY 2019**

- 3.1 The minutes of the meeting held 31 January 2019 were approved and signed by the Chairman.

### **4.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

- 4.1 There were no questions submitted under Procedure Rule 10.3.

### **5.0 HOMELESSNESS UPDATE**

- 5.1 The Housing Strategy and Delivery Manager presented an update on homelessness to the end of 2018/19.

Dez Tanser, the new Housing Strategy and Enabling Officer, was welcomed to his first meeting of the Sub-Committee.

- 5.2 The council had received additional government funding to assist in the delivery of its additional duties through the Homelessness Reduction Act 2017 as follows:

<b>Funding Pot</b>	<b>2017/18 £</b>	<b>2018/19 £</b>	<b>2019/20 £</b>
Flexible Homelessness Support Grant	45,521	48,403	68,735
New Burdens Funding	15,056	13,791	17,784
<b>Total</b>	<b>60,577</b>	<b>62,194</b>	<b>86,519</b>

5.3 It was noted that there would be no further New Burdens Funding after 2019/20 and the council had agreed that the ring-fenced Flexible Homelessness Support Grant for 2017/18, 2018/19 and 2019/20 should be allocated to:

- providing an additional Homelessness Prevention Officer for the Housing Options Contract (budget for 2019/20 is £49,600)
- covering the cost of necessary alterations at the Homes Direct offices to provide extra office and interview space (spend of £6,000 in 2018/19, no budget in 2019/20)
- providing a contingency fund in case additional Bed and Breakfast costs were needed (budget of £6k in 2019/20, previous £3k budgets from 2017/18 and 2018/19 rolled forward)
- establishing a Homelessness Prevention One-Off Payment Scheme. (Budget in 2019/20 was £30,000).

5.4 In 2018/19, the number of homelessness applications was:

<b>Homelessness Applications Post HRA</b>					
<b>Performance Indicator (tracking only, not targets)</b>	<b>Apr- Jun 2018</b>	<b>July- Sept 2018</b>	<b>Oct- Dec 2018</b>	<b>Jan - Mar 2019</b>	<b>Total 1.4.18 – 31.3.19</b>
No. of households who made an initial approach for assistance under the HRA	194	144	127	160	625
No. of households whose homelessness was successfully prevented	11	39	32	25	107
No. of households whose homelessness was successfully relieved	7	12	14	22	55
No. of households to whom the full homelessness duty was owed	1	0	0	0	1
No. of households living in temporary accommodation (snapshot at end of each quarter)	3	1	3	6	13
Of which in 'paid nightly' accommodation	1	1	2	6	10

- 5.5 The reasons for homelessness during 2018/19 were varied and loss of assured shorthold tenancy remained the highest cause, followed by family and friends no longer being able or willing to accommodate.
- 5.6 Bed and Breakfast was used by the council as a last resort due to costs and because it was not suitable accommodation other than for emergency use. Travelodges were currently used but should they no longer accept homeless referrals, the council's ability to source emergency accommodation would be severely affected.
- 5.7 The council's risk register included two risks around homelessness. These were an increase in homelessness applications and breakdown of supported emergency accommodation and both were monitored throughout the year.
- 5.8 During discussion on the report, Members asked where ENC compared to the other north Northamptonshire councils with regard to costs. Officers advised that costs were not known but during January – March 2019, the number of people placed in Bed and Breakfast accommodation and temporary accommodation was:

	Bed and Breakfast	Temporary Accommodation
Kettering	19	107
Wellingborough	25	76
Corby	0	19
ENC	2	3

**RESOLVED:**

To note the effects of the new legislation and the current levels of homelessness in the district.

**6.0 URGENT ITEM**

- 6.1 The following item of business had been added to the agenda published on 25 April 2019 with the consent of the Chairman as this was the last meeting of the Sub-Committee.

**7.0 HOUSING CHALLENGES AND OPPORTUNITIES IN THE UNITARY AUTHORITY**

- 7.1 The Housing Strategy and Enabling Manager gave a presentation on Housing Challenges and Opportunities in the Unitary Authority. The presentation covered the following areas:

- Structure
- Strategies, Policies and Procedures
- Housing Stock
- Homelessness and Housing Options Service
- Other Considerations

- 7.2 It was noted that the North Northamptonshire councils were working together on a number of areas to look to have a common approach, including a Homelessness and

Rough Sleeping Strategy and a private rented enforcement policy.

- 7.3 Members welcomed the presentation and requested that it should stress the opportunities for staff in the unitary process and that staff should be encouraged to take up those opportunities where appropriate.

**RESOLVED:**

To note the presentation.

**8.0 CHAIRMAN'S THANKS**

- 8.1 The Chairman thanked all members and officers who had supported both the Housing Policy Working Party and Sub-Committee over the last few years.

**Chairman**



East  
Northamptonshire  
Council

## Food Safety and Health and Safety Service Plan



2019/20

## Document Version Control

<b>Author (Post holder title)</b>	Health Protection Manager
<b>Type of document (strategy/policy/procedure)</b>	Food Safety and Health and Safety Performance Plan
<b>Version Number</b>	1
<b>Document File Name</b>	Food and Health and Safety Service Plan 2019-20
<b>Issue date</b>	May 2019
<b>Approval date and by who (SMT / committee)</b>	Policy and Resources
<b>Document held by (name/section)</b>	Samantha Edmunds
<b>For internal publication only or external also?</b>	internal and external
<b>Document stored on Council website or Eunice?</b>	Enchub / Website
<b>Next review date</b>	03/2020

## Change History

Issue	Date	Comments
0.1	05/04/19	Review

*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 2018-19	<a href="http://intranetsrv.east-northamptonshire.gov.uk/downloads/file/893/env_1718_service_plan">http://intranetsrv.east-northamptonshire.gov.uk/downloads/file/893/env_1718_service_plan</a>
Corporate plan	<a href="https://www.east-northamptonshire.gov.uk/downloads/file/9012/corporate_plan_2015-19">https://www.east-northamptonshire.gov.uk/downloads/file/9012/corporate_plan_2015-19</a>
Enterprising East Northants Strategy	<a href="https://www.east-northamptonshire.gov.uk/enterpriseEN">https://www.east-northamptonshire.gov.uk/enterpriseEN</a>



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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 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.

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

## **1. Overview of Key Service Challenges in 2019-20**

- 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.
- 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 continue to promote the Eat Out Eat Well scheme.
- 1.8. The team will explore opportunities to develop primary authority agreements if the opportunity arises.
- 1.9. The priority for this year as set out in both the Food and Health and Safety work is preparing for Local Government Reform. This work will focus on the harmonisation of policies, procedures and systems with the aim of having minimal impact on service delivery.

## **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 93,100 (estimated).



- 2.2. It is served by major road networks such as the A14, A45, A43, A47, A605 and the 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 and 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. The HSE have reduced the amount of proactive premises inspections that local authorities can undertake. Proactive inspections can now only be undertaken on key priority premises or sectors. We will visit premises where we receive intelligence that there are matters of concern or where we receive accident reports.

- 2.5. The officers involved in the food safety and health and safety functions, also deliver infectious disease control, licensing, health promotion and advise on planning applications.

### **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. Reducing incidences of food poisoning has a positive impact on the community's health.

**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 Eat Out Eat Well scheme

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

**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** – by 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, Department for Business, Energy and Industrial Strategy, South East Midlands Local Enterprise Partnership (SEMLEP), Knowledge Hub, Chamber of Commerce, Health and Safety Executive, Food Standards Agency, local businesses, and consumers.

- 3.3. This plan complements the following corporate strategies:
- Corporate Plan
  - Performance Management Framework

- Licensing Policy Statement
- Enterprising East Northants Strategy and Business Charter

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

- Northamptonshire Health and Wellbeing Strategy
- Public Health Outcomes

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

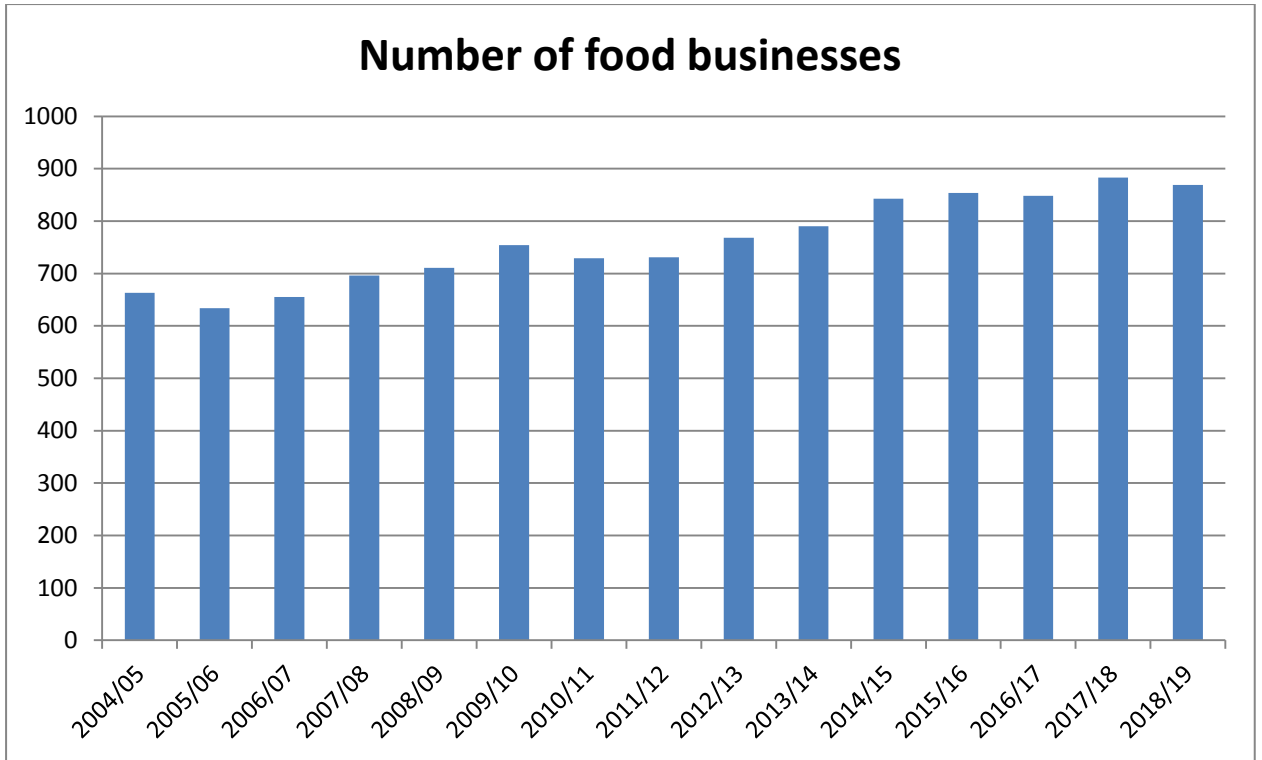
#### **4.0 Service Specific Information - Food Safety**

4.1 The team currently act as a Home Authority for Farrington Oils, Whitworths Limited and Tilley's Sweets Limited. We have recently joined a SEMLEP Growth Hub Primary Authority Pilot which is one of seven pilots across the country. The aim of these pilots is to enhance regulatory support to local businesses.

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

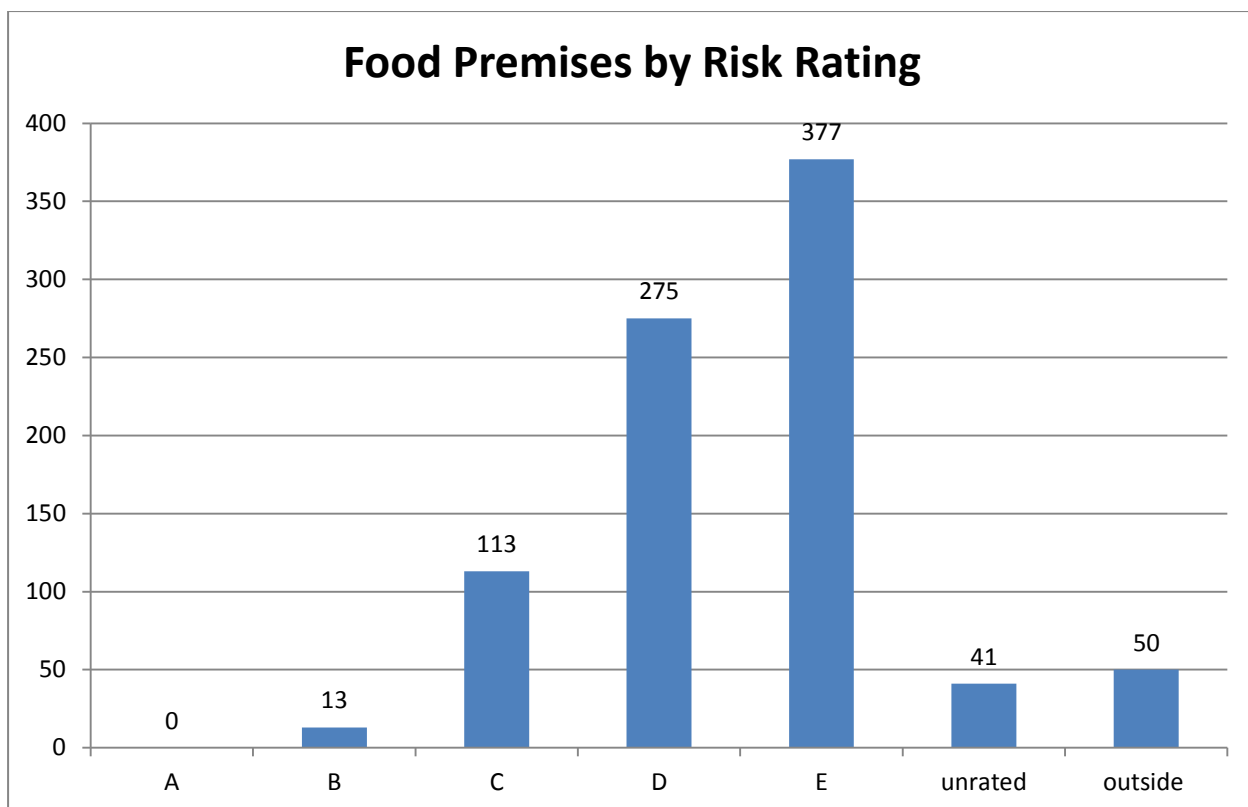
The total number of premises for food inspection is 869 which is a decrease of 14 from the previous year. 94% of food businesses are broadly compliant with food hygiene law. In addition, there are a number of micro breweries and one Approved Premises (Redlands Farm).

The chart below shows the growth of food business within East Northamptonshire over recent years.



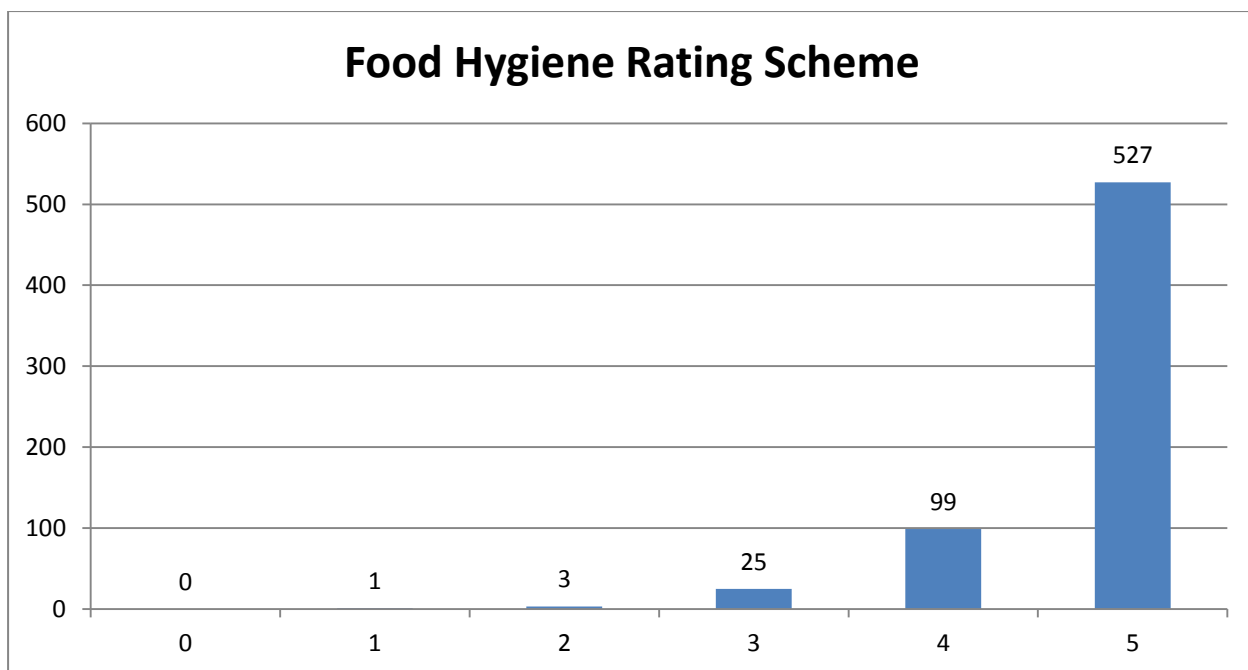
The following chart details the risk ratings for the premises within our district, A being the highest risk and E being the lowest.





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, where 0 means 'urgent improvement is required' and 5 means 'standards are very good'. The ratings are publicly available at [www.food.gov.uk/ratings](http://www.food.gov.uk/ratings).

The following chart 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.

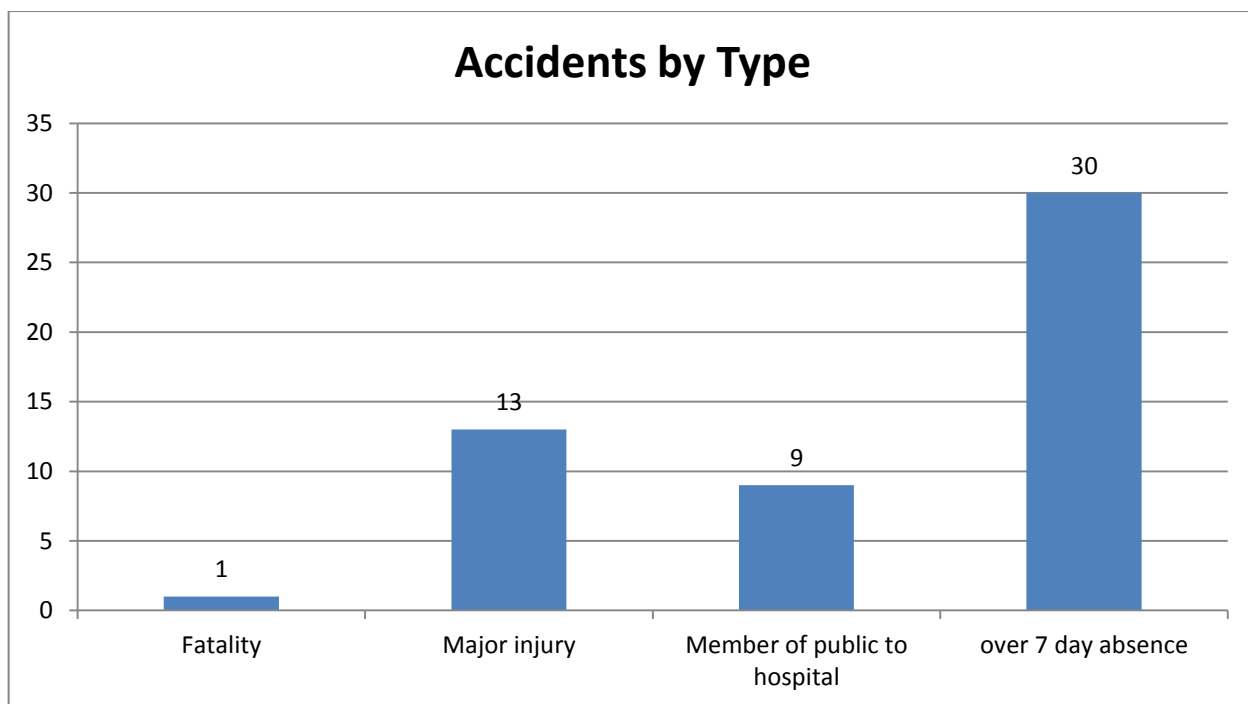
4.5. Environmental Services has a general enforcement policy. All enforcement action will be taken in line with this policy. In addition to this, there are comprehensive procedures available to ensure consistency of service.

## 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 around 1,100. This is not an accurate figure as the statutory requirement to register with your local authority has been removed.

5.2 Accidents are investigated following incident investigation criteria 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.

The following chart shows the reported accidents by type for the last year.



5.3 Environmental Services has a general enforcement policy. All enforcement action will be taken in line with this policy. In addition, there are procedures available to ensure consistency of service.

5.4 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.

## 6.0 Service Delivery – Food Safety

6.1 For premises in the risk groups A-D there are a number of interventions set out in the food law code of practice that can be used. These range from advice and intelligence gathering to inspections and audits. All of these interventions must take place at an appropriate frequency depending on the risk rating awarded at the previous inspection.

6.2 For the lower risk E premise postal questionnaires may be sent out as an alternative to carrying out interventions.

6.3 A rated premises are inspected every 6 months and the lower risk E premises will receive a visit or a questionnaire every three years.

The following table shows the interventions that are due in 2018-19 compared to previous years.

	<b>Number of interventions due</b>				
<b>Risk Rating</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
A	0	2	0	0	0
B	18	12	9	8	10
C	170	82	63	78	73
D	44	95	124	117	128
E	83	30	66	125	89
Unrated	44	10	0	0	0
<b>Total</b>	<b>359</b>	<b>231</b>	<b>262</b>	<b>328</b>	<b>300</b>

- 6.4. The team will aim to ensure 95% of the due A-C interventions are completed by the end of the year. All premises will receive an advisory newsletter at least once per year.
- 6.5. All new businesses will receive an advisory visit prior to starting their businesses. The team strongly believes that this support improves hygiene standards resulting in our businesses having better food hygiene ratings. It is also an opportunity to signpost businesses to any grants and support they can receive. A member of the team attends a Business Focus Group. The group coordinate activities for supporting businesses across East Northamptonshire.
- 6.6. All food complaints are investigated. The authority received 42 complaints and 43 service requests last year with respect to foodstuffs and food premises.
- 6.7. The team also provide Level 2 food hygiene and nutrition courses according to demand.
- 6.8. The authority takes part in Public Health England and Northamptonshire Food Liaison Groups sampling programmes. Sampling will also be targeted at businesses where there are hygiene concerns. All food samples are analysed by the Public Health Laboratory Service based in Collingdale. The Public Analyst, (Eurofins Scientific Laboratories) in London is used occasionally.
- 6.9. 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. Last year there were 139 infectious disease notifications.
- 6.10. The authority acts on all food alerts received in accordance with the food alert procedure and the FSA's Code of Practice.
- 6.11. 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)
- CQC
- OFSTED.

6.12 The team continues to promote the Eat Out Eat Well Healthy Eating Scheme. We currently have 29 businesses with awards consisting of 7 bronze, 10 silver and 12 gold.

6.13 All relevant planning applications are considered by the team with respect to food safety. Advice is given on premises layout. Copies of Licensing Act consultations are forwarded to the team.

## 7. Service Delivery – Health and Safety

7.1. The following action plan details areas of focus and/or interventions that have been agreed on the County work plan for the 2018/19.

Priorities
Preparing for Unitary
National Workplace Health and Wellbeing Charter
Asbestos Awareness
Warehousing and workplace transport
Inflatable amusement devices
Public Events
Gas safety in commercial catering operations
Indoor Cooking on Solid Fuel
Beverage Gases in the Hospitality Industry

7.2. The above activities are co-ordinated at a County level.

7.3. Accident investigations are undertaken based on an assessment of the situation using accident investigation criteria. All Health and Safety complaints are investigated. The authority received 11 complaints and requests for service last year.

7.4. Advice and education for businesses, schools and individuals is provided for health and safety on request. The team also produces a business newsletter bringing current health and safety matters to the attention of local businesses. The team has established links with Public Health, HSE, CQC and OFSTED to address health and safety issues.

7.5. 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.

## 8. Resources

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

2018/19	Food Safety £	Health and Safety £
Support Costs	98,900	51,950
Salaries	98,790	76,560
Equipment	500	150
Sampling	200*	0
Training income	-£3,900	
Officer training	£5000**	

\*This figure does not include the allocation of sampling credits from the Public Health England

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

8.2. 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 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.

## **9. Quality Assessment**

Internal monitoring procedures are in place for food and health and safety to ensure quality and consistency. Workloads, specific cases and the current position against the inspection programme and service plan are reviewed during 1-1 meetings and team meetings.

## **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.
- Improved health and a reduction of workplace accidents in the district

## **12. Glossary**

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