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30 May 2012

S U M M O N S

MEETING: Community Board
DATE: 11 June 2012
TIME: 6pm
PLACE: Council Chamber, Town Hall, Gosport
Democratic Services contact: Carly Walters

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Dickson) (ex-officio)
Chairman of the Policy and Organisation Board (Councillor Hook) (ex – officio)

Councillor Burgess (Chairman)
Councillor Kimber (Vice – Chairman)

Councillor Carter CK
Councillor Mrs Cully
Councillor Edgar
Councillor Foster Reed
Councillor Henshaw

Councillor Mrs Hook
Councillor Hylands
Councillor Mrs Morgan
Councillor Murphy
Councillor Mrs Wright

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

RECOMMENDED
MINUTE FORMAT

1. APOLOGIES FOR NON-ATTENDANCE
2. MINUTES OF THE MEETINGS OF THE COMMUNITY BOARD HELD ON 12TH MARCH 2012 AND 16TH MAY 2012.
3. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Thursday, 7 June 2012. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Thursday, 7 June 2012).

PART II

6. PROJECT INTEGRA ANNUAL ACTION PLAN 2012/13 PART II

To seek approval for the adoption of the Project Integra Annual Action Plan 2012/13 for the Partnership. Approval is sought in accordance with the Project Integra Constitution. Stevyn Ricketts
X5282
7. COMMUNITY CLEAN UP PROGRAMME PART II

This report considers impact of the recent community clean up programme organised by the Council and outlines proposal for a further initiative. Charles Harman
X5287
8. ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN 2012 / 2013 PART II

It is a requirement of the Food Standards Agency and the Health Ian Rickman
07770 227155

Community Board
11 June 2012

and Safety Executive respectively that the work undertaken in the fields of Food Safety and Health and Safety at Work by and on behalf of the Council are adequately resourced and formally endorsed by the Council. This report identifies the work programme of the Environmental Health (Commercial) Team for the year 2012/2013 in relation to these services, to meet the above requirement and to satisfy those Agencies that adequate arrangements are in place at Gosport Borough Council.

9. GOSPORT BOROUGH CRICKET CLUB – TRAINING FACILITY

PART II

To request funding for the provision of a training facility in Privett Park to be used by the Gosport Borough Cricket Club.

Ian Lycett
X5201

10. ANY OTHER ITEMS

-which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

AGENDA ITEM NO. 06

Board/Committee:	Community Board
Date of Meeting:	Monday 11 th June 2012
Title:	Project Integra Annual Action Plan 2012/13
Author:	Community and Customer Services Manager
Status:	FOR DECISION

Purpose

To seek approval for the adoption of the Project Integra Annual Action Plan 2012/13 for the Partnership. Approval is sought in accordance with the Project Integra Constitution.

Recommendation

The Draft Annual Action Plan 2012/13 is approved.

1 Background

- 1.1 The Project Integra Strategic Board is constituted as a Joint Committee of the 14 local authorities with responsibility for waste management in Hampshire, Portsmouth and Southampton. The long term waste disposal contractor Veolia Environmental Services (VES) is a non-voting member of the partnership.
- 1.2 Authorities may approve the Draft Action Plan unreservedly or may approve it subject to a reservation in respect of any particular matter that it has concerns with. Where approval is given subject to such reservation, the Partner Authority's voting Member is not entitled to vote on the matter in question when it is subsequently considered by the Board, and any resolution of the Board on the matter in question does not bind that Partner Authority.

2 Report

- 2.1 Project Integra has been subject to an independent review during the last two years to ensure that the Partnership continues to deliver a sustainable approach to dealing with waste within Hampshire.
- 2.2 The main focus for Project Integra over the next year is to reduce the cost of waste services across Hampshire and look to identify and optimise any cost savings that may be achieved.
- 2.3 A review of the Executive Director role and responsibilities will take place during the life of 2012/13 Annual Action Plan to ensure that the Partnership is delivering value for money.
- 2.3 To ensure that the partnership is delivering value for money the

Scrutiny Board has been discontinued as it was felt that there was little benefit to be gained from this process. It was felt that Scrutiny of Project Integra decisions would be best placed within each authorities own Scrutiny Boards.

2.4 The number of Strategic Boards have also been reduced to just three per annum, one of which will include the AGM.

2.5 The Key Actions for Project Integra in 2012/13 are set out in Table 1 of the attached Annual Action Plan.

3 Risk Assessment

3.1 It is a requirement of the Project Integra constitution that each Local Authority within the partnership adopts the Business Plan. Without Board approval the Council would be at risk of loss of benefits of the wider membership of Project Integra.

4 Conclusion

4.1 It was agreed by all authorities present at the Project Integra Management Board Annual General Meeting held in March 2012 to adopt the Draft Action Plan 2012/13.

Financial Services comments:	Project Integra is funded by contributions from the partner authorities. Contributions are based on population and are divided into amounts for the costs of the Executive functions (which includes Recycle for Hampshire) and a budget for projects. Gosport's contribution for 12/13 is £19,662 which is provided for within the Council's budget.
Legal Services comments:	None for the purpose of this report.
Crime and Disorder:	The Council's support of Project Integra assists the better and more sustainable management of domestic waste in the Borough and thereby militates against poor waste management and the associated problems of over-filled waste receptacles, fly-tipping and general poor waste storage and control - all of which contribute towards problems of anti social behaviour, nuisance and arson. In this way, supporting this project contributes positively towards the reduction of crime and anti social behaviour in the Borough and the delivery of our

	Community Safety Partnership objectives.
Equality and Diversity:	Gosport Borough Council has a statutory duty under the Environmental Protection Act 1990 to provide a waste collection service from all domestic dwellings within the Borough. In addition the Household Waste Recycling Act 2003 places the requirement for 2 or more waste materials to be collected separately from the kerbside (or near door entry point) for recycling purposes. An Equality Impact Assessment has been completed for the purposes of this service.
Service Improvement Plan implications:	Existing activities identified within the Service Improvement Plan support the desired outcomes of the Draft Action Plan.
Corporate Plan:	To provide sustainable, efficient, effective, quality services whilst making best use of limited resources and maximising income streams. To ensure data quality, to underpin performance management, priority setting, and risk management. To work with other service providers and our community. To share expertise to deliver an efficient co-ordinated approach. To increase access to funding opportunities.
Risk Assessment:	The Council is at risk of non compliance with the Project Integra Constitution should it not adopt the Business plan.
Background papers:	None.
Appendices/Enclosures:	Project Integra Annual Action Plan 2012/13
Report author/ Lead Officer:	Stevyn Ricketts (ext 5282)

Project Integra Draft Action Plan 2012/13

Endorsed for approval by partners at Project Integra Strategic Board 1 March 2012

Executive Summary

Following the conclusion of the main elements of the Project Integra Review in January 2012 this Action Plan:

- Sets out the proposed key actions for the Project Integra Partnership in 2012/13;
- Links these back to the agreed objective and operational focus of the partnership;
- Reaffirms the financial and environmental benefits of working together in partnership; and
- Sets out the budget for the proposed activities and the contributions of each partner.

Key Activities for the Project Integra Partnership 2012/13:

A Concluding the remaining elements of the PI Review.

A1 Review of PI Executive and amendments to the Constitution.

B Working to reduce costs across the whole system.

B1 To increase income and reduce disposal costs by increasing the amounts of existing materials collected for recycling.

B2 To increase income and simplify the management of textile banks by tendering a joint contract.

B3 To reduce the costs resulting from contamination in commingled recycling collections by developing a partnership wide approach to addressing contamination.

B4 To continue the behavioural change strategy by promoting more resource efficient behaviours amongst the public.

B5 To ensure the tonnages and income from commingled recycling collections reflect the levels of contamination for each authority.

C Looking ahead together.

C1 To provide a strategic direction of travel for waste management in Hampshire through a 'refresh' of the Joint Municipal Waste Management Strategy.

C2 To develop a Waste Prevention Plan as part of the JMWMS.

Project Integra – Draft Action Plan 2012/13

1 Purpose

- 1.1 To set out a Draft Action Plan for the Project Integra Partnership for 2012-13 for consideration by the Partner Authorities.

2 Approach

- 2.1 The purpose, structure and activities of the partnership have been the subject of an ongoing review. The majority of issues raised by the review were determined by the Project Integra Strategic Board (PISB) at its meeting on 12 January 2012 and are incorporated into this Draft Action Plan.
- 2.2 Decisions on the requirements and structure of the Project Integra (PI) Executive could not be progressed until other issues were determined. As a result the actions to complete this remaining part of the review are incorporated in this plan.

3 Structure of Action Plan

- 3.1
- Partnership purpose & objectives
 - Partnership Rationale
 - Proposed activities 2012/13
 - Resources
 - Monitoring & reporting

4 Partnership Purpose & Objectives

- 4.1 The Project Integra Strategic Board is constituted as a Joint Committee of the 14 local authorities with responsibility for waste management in Hampshire, Portsmouth and Southampton. The long term waste disposal contractor Veolia Environmental Services (VES) is a non-voting member of the partnership.
- 4.2 As part of the review the PISB reaffirmed Project Integra's overall objective as follows:
To provide a long-term solution for dealing with Hampshire's municipal waste in an environmentally sound, cost effective and reliable way. Success in achieving this depends on joint working between all the parties in the best interests of the community at large.
- 4.3 The PISB also agreed the operational focus for its activities as follows (text in brackets references the overall objective):

Working to reduce costs across the whole system through:

- waste prevention (*environmentally sound, cost efficiency*)

- recycling and performance improvements - for instance through reducing contamination, increasing capture of materials, improving income for materials, changing management arrangements (*environmentally sound, cost efficiency*)
 - reducing landfill (*environmentally sound, cost efficiency*)
 - training (*cost efficiency*)
 - joint working between authorities (*cost efficiency, joint working*)
- Looking ahead together** (*long term solution & strategy, joint working*).

5 Partnership Rationale

- 5.1 The effective delivery of Project Integra's purpose and objectives requires joint working between the authorities. The mechanics and principles for this are established in the following ways:
- 5.2 A joint Memorandum of Understanding (MoU) setting out the principles of the respective local authorities' responsibilities and obligations supported by all Project Integra partners.
- 5.3 A tri-partite contract management agreement between Hampshire County Council and the two unitary authorities of Portsmouth and Southampton.
- 5.4 A formal meeting structure that includes representation by all Project Integra partners at officer and elected member level.
- 5.5 A formal agreement to share income from the sale of commingled recyclables between the disposal contractor and the waste collection authorities.
- 5.6 A joint waste volume planning process establishing service needs and aspirations for the next five years which is updated annually by each authority.
- 5.7 A Joint Municipal Waste Management Strategy (JMWMS) - developed and adopted by all the partners.
- 5.8 Building on these foundations further joint working arrangements have developed:
- 5.9 A dedicated Materials Analysis Facility (MAF) to monitor contamination levels and ensure that performance and income from collections of dry mixed recyclables is apportioned fairly between the partners.
- 5.10 A joint behavioural change campaign – Recycle for Hampshire (RfH) - focusing on waste minimisation and recycling.
- 5.11 A joint contract for the reprocessing and sale of glass collected.
- 5.12 A joint waste service contract between East Hampshire District Council and Winchester City Council.
- 5.13 A joint waste service contract between Basingstoke & Deane Borough Council and Hart District Council.
- 5.14 A joint contract for the removal of abandoned vehicles.

6 Proposed Activities 2012/13

- 6.1 Following on from the operational focus established for the Partnership's activities (4.3) the following key activities are proposed.

Working to Reduce Costs Across the Whole System

6.2 Waste Prevention

The highest tier of the waste management hierarchy – preventing waste has significant environmental benefits as well as saving the costs of managing waste.

- Development of a joint Waste Prevention Plan as part of the refreshed JMWMS (see 6.7 below).

6.3 Recycling and Performance Improvements

Increasing the amounts of waste recycled/composted rather than sent for energy recovery results in reduced processing costs as well as increased income from material sales.

- Contamination reduction – build on previous work and carry out more as required to build a business case for a 'compact' between authorities setting out expectations, responsibilities and finance that will form the basis for addressing contamination in the future.
- Increased materials capture – research what has worked elsewhere and carry out trials in two authority areas with MRF & MAF monitoring – to establish business case for future roll out across rest of partnership.
- Joint textiles bank contract – to simplify management of textile banks and develop an income stream.
- Contamination monitoring programme – implement improvements to MAF sampling programme to provide increased confidence to authorities and improved presentation & analysis of data.
- Behavioural change – continue to promote more resource efficient behaviours through a range of approaches - schools recycling programme, recycle week (focussing on small WEEE), events etc.

6.4 Reducing Landfill

Landfill is the least preferable option environmentally for managing most waste streams and is also a costly option due to landfill tax increases.

- The HWRC Service Programme review.
- Segregation of combustible materials at HWRC sites where practicable.
- Trials of processing wastes currently sent to landfill to produce a Solid Recovered Fuel (SRF).

6.5 Training

Managers and decision makers need to understand waste management, the training programme was developed to provide a low cost, locally tailored and delivered way of providing this.

- Revise the PI training programme courses & charges to meet demand and become self-funding.

6.6 Joint Working between Authorities

Savings can be achieved through reducing duplication of activities between one or more authorities.

- Provide support to authorities as requested.
- Respond to consultation & FOI request as required.

6.7 **Looking Ahead Together**

This has been a longstanding strength of the partnership – partners benefit today from forward looking decisions made together in previous years.

- Refresh the JMWMS – to provide a strategic direction of travel for waste management in Hampshire.
- Incorporate briefings into PISB meetings.
- Annual Conference.

6.8 **Other**

- Conclude the PI Review - review of executive team & roles, amendments to constitution.
- External speaking engagements etc – respond to requests.

Table 1: Key Actions for Project Integra 2012/13

	PI Review	JMWMS Refresh	Waste Prevention	Behaviour Change
<i>Aim</i>	To conclude the PI review	To provide a strategic direction of travel for waste management in Hampshire	To reduce costs & environmental impacts by reducing the amount of waste collected	To promote more resource efficient behaviours amongst the public
<i>Objective</i>	To ensure the PI constitution reflects decisions made following the PI review To ensure the roles and resources required by the PI Executive reflect the revised objectives and activities of the partnership	To refresh the 2006 Joint Strategy	To develop a joint Waste Prevention Plan as part of the JMWMS	To support other initiatives (prevention, reuse, recycling) through reinforcement of messages to households across Hampshire To reinforce behaviour change through engaging students in practical waste minimisation and recycling at school
<i>Expected Outcome</i>	Revised constitution agreed by all partners Roles & resources revised as necessary and agreed by PISB	Updated Joint Strategy	Partnership wide approach & actions to prevent waste	To provide opportunities to view and opportunities to engage To have delivered the schools recycling programme to 60 schools
<i>Budgetary Implications</i>	HCC legal charge - via SLA Costs of changes to be met from PI balances. Revised costs to be incorporated into budget	TBA	None - HCC leading	Within RfH budget
<i>Timescale</i>	To go to authorities with Action Plan 2013/14 To PISB July 2012	TBA	TBA	Ongoing programme

	Increase Materials Capture	Joint Textiles Bank Contract	Contamination Reduction	Contamination Monitoring
<i>Aim</i>	To increase income and reduce disposal costs by increasing the amounts of specific materials collected for recycling	To increase income	To reduce costs resulting from contamination in commingled recycling collections	To reduce costs resulting from contamination in commingled recycling collections
<i>Objective</i>	2012/13: To establish through trials in 2 authorities a cost effective approach to increasing capture of materials at an authority wide level. across the partnership	To simplify the management of textile banks and develop an income stream	To develop a partnership wide approach to addressing contamination	To ensure the tonnages and income from commingled recycling collections reflect the levels of contamination for each authority
<i>Expected Outcome</i>	Evidence on which to base decisions for a partnership wide materials capture communications campaign in 2013/14	Partnership wide Textile Bank contract in place	Agreement of a compact between partners on addressing contamination	Increased confidence amongst partners in the contamination monitoring results & greater usage of the results through improved presentation & analysis
<i>Budgetary Implications</i>	Trials to be resourced from within RfH budget	Cost of tendering & management by lead authority - Projects Fund	Within RfH budget	Within MAF budget
<i>Timescale</i>	Trials summer. Reporting autumn to contribute to plans for 2013/14	ITT November. Contract award March 2013?	Compact to be agreed AGM 2013	Revised approach to be incorporated into programme for start in June

7 Resources

7.1 Working Groups

Appendix 1 proposes a revised structure of meetings following the PI Review. The aim has been to:

- Significantly reduce the number of regular meetings within the partnership;
- Ensure that the invitees and role of each group is clear (revised terms of reference will be agreed by officers).

Additional meetings will take place on a task and finish basis.

7.2 Budget

Following the PI Review the budgets for each main element of the partnership are set out in Appendix 2:

- Executive (subject to conclusion of review) £182,500 (-9% change from 2011/12 budget);
- Recycle for Hampshire £200,000 (0% change from 2011/12);
- Materials Analysis Facility £215,515 (+5.4% change from 2011/12¹).

This represents an overall cost decrease of -1.3% from 2011/12.

7.3 Authority contributions

Authority contributions are based on:

- Executive - total number of households with elements for collection (80%) and disposal (20%);
- Recycle for Hampshire – total number of households (WCAs) plus HCC £50,000;
- Materials Analysis Facility – one third WCAs (evenly split), one third WDAs (split by tonnage), one third VES.

The contributions for each authority are set out in Appendix 3 and will be deducted from MRF materials sales income.

8 Monitoring & Reporting

8.1 The Board will receive reports at each meeting on progress with main actions and budget.

Officer contact details

Name	John Redmayne
Position	Executive Director
E-mail	john.redmayne@hants.gov.uk
Telephone	01730 235806 / 07833 046509
Document	Issue No 5 : 2 March 2012

¹ The MAF is managed under the terms of the waste disposal contract and is subject to RPI based increases.

Meetings Structure

		Frequency	Notes	Membership	Role
Member Meetings					
	Project Integra Strategic Board (PISB)	3	November (AGM), March, July	Member & Deputy from each authority, VES non voting	To agree annual Action Plan & budget, monitor progress against these, to act as a forum for joint policies & strategy, to receive briefings on issues of interest
	Communications sub-committee	2	June/July October	Chair/vice-chair of PISB, nominees agreed by PISB	To provide Member input on communications issues - June/July to consider results from previous year & October to consider programme for next year
Officer Meetings					
	Strategy Officers Group / Heads of Service Group	3	Ahead of Board or as required	Strategy Officers - all authorities	To prepare an annual programme of activities, co-ordinate resources for delivery and monitor progress
	Strategy Officer Core Group	3	Ahead of SO group	4 or 5 nominees of Strategy Officers - to include WDA representation and chair of Strategy Officers Group	To prepare agenda and approach for Strategy Officer meeting
	Waste Technical Group	3		Nominees of Strategy Officers - to include VES & WDA reps	Joint material sales (overview & contracts), MRF issues, MAF programme, waste data matters, sustainable & ethical recycling (destinations of materials, environmental performance)
	Resource Aware Group	3		Recycling officers & waste communications officers - to include RfH and VES	Public interface of waste services - service details, events, communications, campaigns, waste prevention
	Operations Group (contracted out waste services)	3		BDBC & HDC, RBC, EHDC & WCC, GBC, PCC, HCC, VES	Operational issues & efficiencies amongst contracted out waste services
	Operations Group (in-house waste services)	3		FBC, HBC, TVBC, NFDC, EBC, SCC, HCC, VES	Operational issues & efficiencies amongst in house waste services
	CASH	3		All authorities & contractors	Health & Safety Issues in waste, grounds and street scene services, liaison with HSE
Other					
	Annual Conference	1	June September	Open to Members & Officers from all partners	To inform a wider audience of Members and Officers about current and future issues in waste management both locally and nationally
Total		27			

Budgets

Executive

Activities	Costs
Staff Costs	124,100
Events & Activities	5,400
Communications & Research SLA	45,000
Other	8,000
Gross Expenditure	182,500
Total Income	£182,500

Recycle for Hampshire

Activities	Costs
Staffing costs	60,000
Contamination projects	35,000
Capture projects	43,000
Behaviour change activities	10,500
Schools Recycling Programme Education Officers x 3	45,000
Schools Recycling Programme resources	5,000
Home Composting (leaflets to promote bins)	1,500
Total Expenditure	£200,000

Materials Analysis Facility

Activities	Costs
Staff costs	119,905
Vehicle costs	43,815
Plant costs	28,334
Other	23,460
Total Expenditure	£215,515

Authority Contributions

		Project Integra						MAF	Combined
		Project Integra Executive			Project Fund	Recycle For Hampshire	PI Funding	Material Analysis Facility	Project Integra & MAF
Dwellings		Collection 80%	Disposal 20%	Total			Total	Total	
Basingstoke	70,860	13,448	0	13,448	-	14,186	27,634	5,526	33,160
East Hampshire	48,850	9,271	0	9,271	-	9,779	19,050	5,526	24,576
Eastleigh	52,480	9,960	0	9,960	-	10,506	20,466	5,526	25,992
Fareham	47,600	9,033	0	9,033	-	9,529	18,562	5,526	24,088
Gosport	36,250	6,879	0	6,879	-	7,257	14,136	5,526	19,662
Hart	36,510	6,929	0	6,929	-	7,309	14,238	5,526	19,764
Havant	52,530	9,969	0	9,969	-	10,516	20,485	5,526	26,011
New Forest	79,690	15,123	0	15,123	-	15,953	31,076	5,526	36,602
Portsmouth	88,100	16,719	4,180	20,899	-	17,637	38,536	13,688	52,224
Rushmoor	37,940	7,200	0	7,200	-	7,595	14,795	5,526	20,321
Southampton	100,490	19,071	4,768	23,839	-	20,117	43,956	15,090	59,046
Test Valley	48,830	9,267	0	9,267	-	9,775	19,042	5,526	24,568
Winchester	49,150	9,328	0	9,328	-	9,839	19,167	5,526	24,693
Hampshire	560,690	0	26,602	26,602	-	50,000	76,602	54,112	130,714
Veolia				4,254	-	-	4,254	71,838	76,092
		142,197	35,550	182,001	0.00	199,998	381,999	215,515	597,514

Notes

*Dwelling Figures are taken from Waste Dataflow, to which figures are provided by each authority
Differences from budget figures are due to rounding and interest on balances held during the year.*

Number of Skips full of unwanted items and rubbish	39
Number of large black sacks of rubbish from litter picks	55.5
Number of pickup trucks of scrap metal	8

- 1.5 The cost of the initiative was £11,340.53 inclusive of skip hire, staffing costs, publicity and materials. This initiative was 90% funded by the 'Community Chest' contributions of local housing associations, with a proportion of staffing costs being met by the HRA.

Zebra Skips x 39 @ £175.00 =	£6825.00
Lunch for volunteers=	£254.76
staff costs for October =	£2462.73
staff costs for staff November =	£1749.08
Misc (gloves etc) =	£48.96
TOTAL =	£11,340.53

- 1.6 Local residents welcomed the events, outlined below are some representative comments recorded on feedback reports;

- *"In my opinion this is a very good scheme to help us residents get rid of rubbish. I hope they keep this idea going as it benefits a lot of people. Excellent attitude of the workers, first class."*
- *"This has been a great success and I would like to thank all concerned for their efforts..."*
- *"Thank you for your helpers' efforts."*

- 1.7 Community clean up events can give residents a sense of pride, ownership and belonging. Similar successful events have previously been held in the South Rowner area by a social housing provider and have also been organised by Housing Services when they were often combined with other community activities such as junior warden litter picks.

2.0 Report

- 2.1 The success of the community clean up programme and the impact it has had on the local communities are directly linked to the strategic objective of the Council to strengthening community cohesion.

- 2.2 It is therefore proposed that Housing Services and Community & Customer Services (Streetscene) develop a further initiative in 2012/13 to be joint funded from already identified budgets. It is anticipated that the costs will be in the region of those previously incurred in the initial community clean up programme

2.3 The programme will need to benefit council tenants if it is to receive Housing Revenue Account funding and therefore the programme will need, at least in part, to be located in areas with council housing.

3.0 Conclusion

3.1 The 2011/12 community clean up programme was well received by residents. It is therefore proposed to repeat the programme in 2012/13 at a time and location to be determined by the Community & Customer Services Manager and Housing Services Manager in liaison with the Chair of Community Board.

3.2 The initiative would be a joint Housing Services/Community & Customer Services (Streetscene) funded and delivered project

Financial Services comments:	As set out in the report
Legal Services comments:	None for the purposes of this report
Crime and Disorder:	The proposals will reduce fly-tipping and litter and therefore positively contribute to reducing problems of anti-social behaviour, nuisance and arson
Equality and Diversity:	Corporate E&D standards will be met in the planning and implementation of this event and feedback will be evaluated to ensure good practice is maintained
Service Improvement Plan implications:	Not applicable
Corporate Plan:	Strengthening community cohesion is a strategic priority in the Corporate Plan.
Risk Assessment:	Low
Background papers:	none
Appendices/Enclosures:	
Appendix A	Officer Involvement in Sept/Oct 2011 Initiative
Report author/Lead author:	Charles Harman: Head of Operational Services

Appendix A

Date	Site	Name	Job Title	Department
24/09/2011	Skipper Way AM Holbrook PM	Sam Downing	Resident Involvement Officer	Housing
		Denise Hudson	Resident Involvement Officer	Housing
		Michael Bamfield	Housing Options Officer	Housing
		Elsbeth White	Housing Officer	Housing
		Vicki Thompson	Administrative Assistant	Housing
		Martin Lovell	Estate Warden	Housing
		Carol Garrett	Housing Officer	Housing
		William Bickers- Jones	Energy Efficiency Administrative Officer	Housing
	AM only	Caroline Smith	Landscape Management Officer	Streetscene, Community & Customer Services
01/10/2011	Bridgemaury South All day	Denise Hudson	Resident Involvement Officer	Housing
		Michael Bamfield	Housing Options Officer	Housing
		Lymara Anderson	Housing Officer	Housing
		Mandy McKay	Homeless Support Worker	Housing
		Sue Kendall	Principal Housing Officer	Housing
		Martin Lovell	Estate Warden	Housing
		Emma Jacobs	Asset Management Officer	Housing
08/10/2011	Peel Common AM Elson PM	Sam Downing	Resident Involvement Officer	Housing
		Carol Garrett	Housing Officer	Housing
		Michael Bamfield	Housing Options Officer	Housing
		Vicki Thompson	Administrative Assistant	Housing
		Mandy McKay	Homeless Support Worker	Housing
		Martin Lovell	Estate Warden	Housing
		Stephen Penfold	Administration Officer	Housing
15/10/2011	Forton AM Leesland PM	Sam Downing	Resident Involvement Officer	Housing
		Carol Garrett	Housing Officer	Housing
		Michael Bamfield	Housing Options Officer	Housing
		Mandy McKay	Homeless Support Worker	Housing
		Martin Lovell	Estate Warden	Housing
		Stephen Penfold	Administration Officer	Housing
		Sue Kendall	Principal Housing Officer	Housing
		Angela Penfold	Principal Housing Officer	Housing
	AM only	Sian Jones	Landscape Support Officer	Streetscene, Community & Customer Services

AGENDA ITEM NO. 08

Board/Board:	Community Board
Date of Meeting:	11 th June 2012
Title:	Environmental Health (Commercial) Service Plan 2012 / 2013
Author:	Community and Customer Services Manager
Status:	FOR APPROVAL

Purpose

It is a requirement of the Food Standards Agency and the Health and Safety Executive respectively that the work undertaken in the fields of Food Safety and Health and Safety at Work by and on behalf of the Council are adequately resourced and formally endorsed by the Council. This report identifies the work programme of the Environmental Health (Commercial) Team for the year 2012/2013 in relation to these services, to meet the above requirement and to satisfy those Agencies that adequate arrangements are in place at Gosport Borough Council.

Recommendation

That the report is approved by the Board as the work plan for the Environmental Health (Commercial) Team for 2012/2013, in respect of Food Safety and Health & Safety at Work enforcement.

1 Background

- 1.1 Gosport Borough Council is a Food Authority under the Food Safety Act 1990. The Council is also an enforcing authority under the Health and Safety at Work etc. Act 1974. Guidance issued by the respective Secretaries of State requires local authorities to formally commit sufficient resources to address these responsibilities. From April 2011 the requirement with reference to Health and Safety provision became a statutory responsibility.

2 Report

- 2.1 Appendix A of the report outlines the demands on the Food Safety Service Plan in 2012/2013. Appendix B outlines the demands on the Health and Safety Service in 2012/2013. Both appendices contain historical data relating to past experience.
- 2.2 Responsibility for food safety and health and safety falls to the Commercial Team within the Environmental Health Section. The Commercial Team has two elements, namely Environmental Health Officers (EHO's) and the Technical Officers (TO's), who are responsible for food hygiene, health and safety matters and some licensing matters. Licensing Officers in the Licensing Team are responsible for most licensing issues. Whilst elements of each discipline attempt to support each other where possible, national criteria regarding qualifications of officers in reality restrict food and

health and safety functions to the EHOs and TOs only.

- 2.3 The information provided in the Appendices indicates that the ability to maintain statutory duties and provide an adequate service to the residential and commercial sectors of the Borough will be adequate.

Risk Assessment

- 2.4 The Council must be able to identify that it has provided adequate resources to carry out its statutory functions as a Food Authority (Food Safety Act 1990) and as an Enforcement Authority (Health and Safety at Work etc. Act 1974).
- 2.5 Failure to resource these functions adequately may result in sanction from the Food Standards Agency or the Health and Safety Executive. Failure to adequately resource the Health and Safety function may result in action being taken against the Council. This may also result in bad publicity. Having detailed Food Safety and Health and Safety Intervention Plans in place provides a platform to help make Gosport a safe and healthy place to live, work and visit and demonstrates that adequate resources are provided to these important statutory areas of work.

3 Conclusion

- 3.1 This Council is both a Food Authority and an Enforcement Authority under the respective legislation.
- 3.2 The Council has a responsibility to ensure that functions of these Authorities are carried out having regard to national priorities and guidance. The Council is required to adequately resource both functions.

The Board is provided with the opportunity to comment on the Service Plans and is asked to approve them. Once approved they are revised annually and brought back to this Board for revision, comment and approval.

Financial Services comments:	None.
Legal Services comments:	None for the purposes of this Report.
Crime and Disorder:	Some of the enforcement work carried out in commercial premises will help to reduce the risk of crime and disorder as a result of their commercial activities.
Equality and Diversity:	Within the plans reference is made to the Equality Impact Assessment for the commercial service, which details the measures in place to ensure the service does not discriminate. This Assessment was updated in early 2012.
Service Improvement Plan	This reports sets out the service plan as

implications:	required by the Food Standards Agency and The Health & Safety Executive, within the plans are included Service Improvement actions, which match those detailed within the Service Improvement Plan.
Corporate Plan:	This service in particular contributes to the Council's strategic priority of promoting health and well being by ensuring that food is safe to eat and that workplaces are safe for both employees and visitors.
Risk Assessment:	In terms of risk, adequate resources are in place to meet the Council's statutory responsibilities in this area. In approving these plans this can be demonstrated to the Food Standards Agency and the Health & Safety Executive.
Background papers:	
Appendices/Enclosures:	<ul style="list-style-type: none"> • Clearly number 'A', 'B' 'C' etc with their title • Enclosures such as maps, plans, letters, photographs should be similarly marked before scanning and sent to Democratic Services with the Report
Appendix 'A'	Food Safety Service Plan for 2012/2013 as required by the Food Standards Agency.
Appendix 'B'	Health & Safety Service Plan for 2012/2013 as required by the Health & Safety Executive
Report author/ Lead Officer:	Ian Rickman 07770 227155

**Gosport Borough Council
Food Safety Service Plan
2012 / 2013**

INTRODUCTION

1. This Food Safety Service Plan has been produced as required by and in accordance with the Food Standards Agency Framework Agreement on Local Authority Food Law Enforcement. It is written in the format prescribed by the Agency, its purpose being to demonstrate that Gosport Borough Council has in place adequate and effective arrangements to meet its statutory obligations in respect of Food Safety.
2. Gosport Borough Council is designated as a Food Authority under the European Communities Act 1972, the Food Hygiene (England) Regulations 2006 and the Food Safety Act 1990 and, as such, has a statutory duty to enforce the Acts. Environmental Health employees working within the Commercial Team have the delegated authority to enforce the legislation.
3. This plan covers the following:
 - i) The food safety service aims and objectives
 - ii) Background information
 - iii) Service delivery
 - ii) Resources
 - iii) Quality assessment
 - iv) Service review.

SERVICE AIMS AND OBJECTIVES

4. The Council's Corporate Plan identifies the Council's Strategic Priorities which includes under the heading "People" to "Promote Health & Well Being". The Food Safety function is an important contributor to this Strategic Priority.
5. The Service objectives are as follows:-
 - i) To ensure that all businesses involved in the preparation, sale, distribution or handling of food comply with food safety legislation and the requirements of codes of practice issued by the Food Standards Agency.
 - ii) To minimise the spread of incidents of infectious diseases, including incidents of food poisoning, by investigating relevant cases and taking action to control the spread of disease.

Links to corporate objectives and plans

6. In respect of Food Safety, the Council's Community Board is responsible for this function.
7. The Spending Plan for delivering the Food Safety Service for 2012/2013 has already been agreed.
8. Reports are considered by the Community Board throughout the year as required in order to ensure the service is able to adapt to changing demands e.g. changes to legislation/guidance.

BACKGROUND

Profile of Gosport

9. The Borough of Gosport is on the south coast of England and covers almost 2750 hectares of land. It is surrounded by water on three sides with the Solent to the west and south, and Portsmouth Harbour to the east. Almost one quarter of the borough is in Ministry of Defence ownership and there is only one principal single carriageway access to the adjoining Borough of Fareham.
10. Over 79,000 people live in the Borough and, whilst the population broadly reflects the national age profile, the proportion of older people is expected to increase at a significantly faster rate than average. Residents are mostly white and the proportion of Black and Minority Ethnic people is small compared to the rest of the South East.
11. Gosport has a number of areas ranked in the top 20 per-cent most deprived in England. Income, health and educational inequalities contribute to the social exclusion experienced by many households. It has a lower life expectancy than the rest of the region, and relatively high levels of heart disease, strokes, cancer, alcohol misuse, smoking, obesity and teenage pregnancy rates.
12. Average wages are well below the regional average and approximately 12,000 residents commute out of the area, earning higher wages than can be secured locally. Gosport has the lowest job density and business start-up rate in Hampshire, contributing to out-commuting and traffic congestion.

Organisational Structure

13. The Council is supported by a number of boards and sub-boards; in addition there is an Overview and Scrutiny Board. The Community Board is currently responsible for Food Safety function.
14. The Environmental Health and licensing function is the subject of a new initiative with Fareham Borough Council establishing a partnership arrangement, initially sharing a Head of Service, as a precursor to developing a shared service for the two Authorities
15. The Food Safety function is undertaken by the Commercial Team within the Environmental Health Section, within the Community and Customer Services Unit, which reports to the Community Board.

Fareham and Gosport Environmental Health Partnership Initiative

16. Since January 2011, the Gosport Environmental Health Section has been working in partnership with Fareham Borough Council Environmental Health Section. The Head of Environmental Health is Head of both Fareham Borough Council's and Gosport Borough Council's Environmental Health Services. The Head of Environmental Health is the officer responsible for the Food Safety Service delivery, with the Community and Community Services Unit Manager, being the lead Manager in Gosport, for the Partnership.
17. The Partnership is developing well and the Commercial Teams from both Councils have worked closely together in 2011/2012 to develop joint working

practices and deliver joint projects across both Boroughs. This ensures consistency across the Boroughs in the way that work is carried out, which is a particular benefit for those businesses that have premises in both Boroughs. It is hoped this will enable further savings to be made, but more importantly will allow for better use of the joint resource to deliver the priorities of both Services.

18. The Gosport Food Safety enforcement team consists of one full time Principal Environmental Health Officer, one Environmental Health Officer, and two Technical Officers. These officers also undertake Health and Safety and Infectious Disease control and some Licensing and Statutory Nuisance work. However the Environmental Health Partnership now provides greater flexibility and resilience as the team has access to the food safety team based in Fareham and vice versa.
19. The provisions made for specialist services are as follows:-

Food Analyst:

Hampshire Scientific Service
Hyde Park Road,
Southsea
Hants
PO5 4LL
Tel No. 023 9282 9501

Food Examiner:

Food Water and Environmental Microbiology Services (Porton)
HPA Porton Down
Salisbury
Wiltshire
SP4 0JG
Tel. No.01980 616766.

20. These are used as and when necessary where expert and specialist advice is required.
21. In recent consecutive years (since 2006), consultants have been engaged to undertake food hygiene inspections. This was because of staffing shortages, special projects, prosecutions or food poisoning investigations; all of which impact directly upon the employee resource available. Following structural, organisational, administration and procedural changes from April 2011, consultant services were unnecessary in 2011/2012. This has resulted in financial savings, improvement in quality and consistency of inspections and closer working relationship between Officers in the Commercial Team and local food businesses. It is unlikely that consultants will be required in 2012/2013 or thereafter, particularly in light of the Environmental Health Partnership with Fareham Borough Council's Commercial Team, which can provide any additional resource to deal with peaks in workload and vice versa.

Scope of the Food Service

22. The food service consists of the following elements:-
- i) Ensuring that all food premises within the Borough are identified and inspected on a risk-assessed basis;
 - ii) Implementing and maintaining the National Food Hygiene Rating Scheme
 - iii) Reviewing planning and building control applications to ensure that food

- hygiene requirements are considered at the design, build and renovation stages of development;
- iv) Providing advice to food businesses and members of the public on issues relating to food safety;
 - v) Investigating all complaints relating to food and food safety and taking appropriate enforcement action to prevent potential outbreaks of food poisoning;
 - vi) Undertaking sampling in order to determine the quality and fitness of food that is available for purchase throughout the Borough;
 - vii) Minimising the spread of incidents of infectious diseases, including incidents of food poisoning by investigating relevant cases and taking action to control the spread of disease.

23. In order to provide an efficient and cost effective service, officers who undertake food safety duties also undertake other duties such as Health and Safety at Work, Infectious Disease. Health Act and some Licensing and Statutory Nuisance enforcement. Whenever possible visits to premises for different purposes are combined to ensure that officer time is used efficiently and that the time spent with proprietors and managers of businesses is kept to a minimum.

Demands on the Food Service

24. There are approximately 667 registered food premises within the Borough, mainly composed of restaurants, takeaways and retailers. There are no specific unusual or seasonable demands on the food safety service, such as tourism or large numbers of food premises run by proprietors whose first language is not English.

25. The 667 registered food premises within the Borough on 12 April 2012, were made up of the following food premises types:

Primary Producer	2
Manufacturer or Packers	7
Distributors or Transporters	2
Supermarkets or Hypermarkets	26
Small Retailers	90
Other Retailers	9
Restaurants or Cafés or Canteens	74
Hotels or Guest Houses	20
Pubs or Clubs	80
Takeaways	77
Caring Establishments (Hospitals or Rest Homes)	164
Schools or Colleges	33
Mobile Food Unit	27
Other Caterers	56
Total Registered Premises	667

There are no “Approved Premises”, such as a cold store or dairy establishment, in Gosport.

26. The Authority has procedures in place that ensure that the Food Standards Agency’s Code of Practice, which guides food authorities in their enforcement, is followed. In addition, these procedures also refer to the various Guidance Notes from the Local Government Regulation which give guidance on Food Safety issues. Officers of the Council must and do have regard to these Codes and Guidance in undertaking the food safety function as they ensure consistent enforcement across the Country. These procedures are embedded into the

Commercial Team's electronic business processes. The Practice Guidance document was re-issued in February 2012 and provides clarification on some issues, but does not introduce significant changes.

27. The Commercial Team, in addition to undertaking the food safety function, also has responsibility for Health and Safety, Infectious Disease Control, Health Act and some Licensing functions and Statutory Nuisance in commercial premises.
28. The health and safety functions are covered by a separate service plan. In order to maximise the use of limited resources and to ensure a more coherent service to business, the same officer deals with all food safety, health and safety issues relating to any single premises, where appropriate interventions in relation to these activities are combined.
29. The service is provided 9.00am to 5.00pm Monday to Friday by officers based at the Town Hall. There is an emergency telephone line for out of office hours but no formal environmental health emergency arrangements are in place. Cases of genuine emergency, such as food poisoning outbreaks reported outside normal working hours are referred via the Council's emergency contact arrangements to the Head of Environmental Health. Planned out of hours inspections and visits are made by Officers on the basis of the trading times of food businesses and the perceived need.

Licensing

30. The Licensing Team is a designated Responsible Authority for the purposes of the Licensing Act 2003, which came into effect on 7 February 2005. The Commercial Team are required to make relevant representations regarding licence applications. This additional work, together with licensing inspections to check compliance with Licence conditions, impacts upon the Commercial Team's normal food duties, but is carried out in conjunction with food hygiene inspections where possible.
31. In addition to the above, from April 2012, the Commercial Team is responsible for licensing inspections to check compliance with Licence conditions at riding establishments, pet shops, dangerous wild animals, animal boarding establishments and the registration of people and premises where skin piercing is carried out.

The Gambling Act 2005

32. The above Act came into force on 31 August 2007. Whilst there are only a small number of licensed gambling premises in the Borough, e.g. betting shops, entertainment centres etc., the Act encompasses the provision of gaming machines in licensed premises. There is some limited enforcement necessary by members of the Commercial Team, in relation to such machines

The Health Act 2006

33. The above Act came into force on 1 July 2007 and there is ongoing enforcement in relation to this and the Smoke free provisions of the Act, which is also carried out by officers of the Commercial Team.

Shellfish

34. The Authority is also responsible for the shellfish beds located between the mean high water mark and the Fareham Borough Council boundary in the west and the Portsmouth Port Health boundary to the east and south. Whilst there are no sampling points within the Authority's responsibility, demands are placed on the service to provide information to local fishermen and occasionally failed sampling results means the temporary closure of the shellfish beds.

Approvals

35. The Authority also approves relevant premises e.g. cold store meat in accordance with relevant EC legislation, Food Law Code of Practice and centrally issued guidance. There are currently no such approved premises within the Borough.

The National Food Hygiene Rating Scheme

36. The Food Hygiene Rating Scheme (FHRS) is a Food Standards Agency/Local Authority partnership initiative. It is a national scheme which provides consumers with information about hygiene standards in food business establishments at the time they are inspected, using information gathered by officers to check compliance with legal requirements on food hygiene. The food hygiene rating given reflects the inspection findings.
37. The purpose of the FHRS is to allow consumers to make informed choices about the places where they eat or shop for food and, through these choices, encourage businesses to improve their hygiene standards. The overarching aim is to reduce the incidence of food-borne illness and the associated costs to the economy.
38. There are six different food hygiene ratings ('0' up to '5') - the top rating ("5") represents a 'very good' level of compliance with legal requirements and all businesses "included" in the scheme irrespective of the nature or size of their operation should be able to achieve this. A small number of businesses that do not supply food direct to consumers are "excluded" from the scheme. Others, such as child minders, are "exempt" from the scheme and/or classed as "sensitive" where there are inherent security sensitivities.
39. Food hygiene ratings are published online at <http://ratings.food.gov.uk/> and businesses are encouraged to display certificates and window/door stickers showing their food hygiene ratings at their premises where consumers can easily see them. Although there is currently no legal requirement to display either.
40. The FHRS incorporates safeguards to ensure fairness to businesses. These include an appeal procedure, a 'right to reply' for publication (together with the food hygiene rating) at <http://ratings.food.gov.uk/> and a mechanism for requesting a re-visit/re-inspection for the purposes of re-rating when improvements have been made.
41. The Community Board formally adopted the FHRS Scheme on 7 March 2011. The FHRS was officially launched by the Environmental Health Partnership during National Food Safety Week (6-13 June 2011), after a successful funding

bid from the Food Standards Agency for the joint implementation of it and significant changes to work practices of the Commercial Team. It was agreed to award food businesses their food hygiene rating based on their last inspection. However, prior to going live with the scheme several businesses with low or high ratings that the Commercial Team officers considered to be inaccurate were re-inspected to ensure that the rating was a true reflection of the business.

42. Following meticulous coordination the migration from the former Hampshire “safe2eat” initiative (which ended on 31 March 2011) to the FHRS was smooth. The Hampshire Food Advisory Group agreed that all the Local Authorities would adopt this National Scheme and currently all but one Hampshire Council has completed this transition. The Food Standards Agency anticipate that by the start of the 2012 Olympic Games 94% of all 374 Local Authorities in England, Wales and Northern Ireland will have adopted the FHRS (Scotland have their own initiative) and be publishing food hygiene ratings for more than 200,000 food businesses.

43. The food hygiene ratings for businesses in Gosport on 16 April 2012 is as follows:

Rating	No of Food Businesses
0 – Urgent Improvement Necessary	1
1 – Major Improvement Necessary	36
2 – Improvement Necessary	25
3 – Generally Satisfactory	95
4 – Good	101
5 – Very Good	198
Exempt	180
Excluded	64
Sensitive	4
Total Rated Premises	636

Since the introduction of the FHRS in Gosport, the Commercial Team has received 39 enquiries about it, two appeals against the rating that was awarded; three right to reply submissions and 29 requests for a re-inspection after the food business operator has addressed the issues raised. Requested re-inspections are carried out three to six months after the initial inspection to assess whether the improvements made have been maintained. All but one of these re-inspections has resulted in a much higher food hygiene rating. Officers feel that the scheme is making a very positive difference in improving hygiene standards in the Borough.

Hampshire Better Regulation Partnership

44. The Hampshire Better Regulation Partnership (formally the Retail Enforcement Pilot) has been operating for a number of years in Hampshire. When Fire Officers and Trading Standards Officers visit low risk premises in the County they gather information on the partnering Council's behalf regarding health and safety, food hygiene standards and licensing conditions. District Council officers do the same for them regarding fire safety and trading standards issues at low risk premises. This enables the authorities in the Partnership to reduce the amount of visits to business premises and also ensures that all Enforcement Agencies have up to date information. The data base for the system is hosted by Hampshire County Council, thus reducing the costs and those low costs are

being met by a grant. In 2012 Gosport Borough Council will join the original partners, including Fareham Borough Council, in this countywide initiative.

Enforcement Policy

45. Gosport Borough Council has signed up to the Central and Local Government Enforcement Concordat. One of the requirements of this concordat is that the Council has an enforcement policy.
46. The Council has a General Enforcement Policy and a more specific one relating to the work of the Environmental Health Section
47. All food safety enforcement decisions are made following consideration of the Environmental Health Enforcement Policy. Any departure from the Policy is documented.
48. A copy of the Environmental Health Enforcement Policy and/or a summary leaflet explaining the key elements is available on request. In addition, where formal enforcement action is taken, a copy of the summary leaflet is provided to the business concerned.
49. All food law enforcement will be carried out in accordance with the relevant Food Safety Act Codes of Practice and other Official Guidance produced by Local Government Regulation or the Food Standards Agency.
50. Food premises owned by the Council need a separate method for achieving compliance. Usually, an informal approach is successful. However, if difficulties were to be encountered, these would be reported to the Community and Customer Services Manager, who would, in turn, raise those issues at a Chief Executive's Management Team meeting, if necessary after liaison with the relevant unit manager for the premises concerned..

SERVICE DELIVERY

Food Safety Interventions

51. A summary of the estimated number of food safety interventions and resource requirements for 2012/2013 are detailed in Appendix 1 to this Plan.
52. The enforcement of Food Safety legislation is governed by a Statutory Food Law Code of Practice and Practice Guidance. This specifies procedures and forms to be used by employees when enforcing the legislation. In particular, there is a risk rating scheme which is used to assess the risk associated with each food business and thereby its priority for inspection. Traditionally all categories of premises were included in the formal inspection regime. As well as inspection, there are a range of other interventions which may take place, such as auditing or verification visits, as well as visits to carry out sampling or to investigate food or food hygiene complaints,
53. The Food Standards Agency issued a revised Food Law Code of Practice in June 2008 and a revised Food Law Practice Guidance in February 2012. The reasons for this were to generally update the existing ones and, more specifically, to take account of the Hampton Principles of Better Regulation.
54. This Code gives very specific advice regarding Interventions and has considerably revised the requirement to include all of the premises in the traditional inspection regime. Broadly Compliant Category C premises can be inspected alternately. So every other intervention is a traditional inspection, all of Category D premises can receive alternate inspections and Category E need not be inspected at all, but can be the subject of an alternative intervention strategy.
55. The purpose of this revision is to ensure that interventions are risk based and realise that a range of other interventions can be employed to achieve the same result, e.g. surveys, formal training and interventions like :- sampling, auditing, verification visits, as well as visits to carry out sampling or to investigate food or food hygiene complaints. However to ensure all food businesses are given an accurate food hygiene rating all interventions are currently full food hygiene inspections, irrespective of the risk category.

Lord Young's Report

56. The report of Lord Young's review of health and safety, *Common Sense Common Safety* was published in October 2010, and included a number of recommendations in relation to food safety. These included:-
 - i) To combine food safety and health and safety inspectors in local authorities.
 - ii) To make mandatory local authority participation in the Food Standards Agency's Food Hygiene Rating Scheme, where businesses serving or selling food to the public will be given a rating of 0 to 5 which will be published in an online database in an open and standardised way.
 - iii) To promote usage of the FHRS by consumers by harnessing the power and influence of local and national media.
 - iv) To encourage the voluntary display of food hygiene ratings, but review this after 12 months and, if necessary, make display compulsory – particularly for those businesses that fail to achieve a 'generally satisfactory' rating.
 - v) To publish the results of inspections by local authorities in an online database in an open and standardised way.
 - vi) To open the delivery of inspections to accredited certification bodies, reducing the burden on local authorities and allowing them to target

resources at high risk businesses.

57. From 1 April 2011 the Commercial Team has combined inspections where ever necessary and it implemented the Food Hygiene Rating Scheme during national Food Safety Week (6-13 June 2011).

National Indicators

58. The National Indicators have been removed and a new single data list has been published. This lists all data required of local government by central government and aids transparency rather than performance manage local councils. For food safety, the performance data is gathered by the Food Standards Agency using the Local Authority Enforcement Monitoring System (LAEMS). LAEMS is a web-based system used to report local authority food law enforcement activities direct to the Food Standards Agency. Local authorities upload data that has been generated from the local system (Uniform) to LAEMS. The Food Standards Agency evaluates and then publishes the performance of each Local Authority. It also uses the Food Hygiene Rating Scheme data as a means of monitoring performance and the Local Authority is required to return data annually regarding its Approved Premises.

FOOD SAFETY INTERVENTIONS PLAN

Inspections

59. Food hygiene inspections are carried out in accordance with the Food Law Code of Practice (June 2008) and Food Law Practice Guidance (February 2012).
60. Following each inspection, the premises are attributed a Risk Rating Score in accordance with Food Law Code of Practice, which determines the minimum inspection period before the next inspection. The risk score is entered on the Uniform Computer database system and an annual list of premises due for inspection is produced. A monthly list is produced of new businesses due for inspection
61. This requires different category premises to receive an inspection at the appropriate frequency.
62. In September 2005 the largest ever outbreak of E. coli O157 in Wales occurred; it was the second largest ever in the United Kingdom. Thirty-one people were admitted to hospital and a five year old boy tragically died. The public inquiry which followed was the second chaired by Professor Hugh Pennington. The inquiry report was published in March 2009 and the Food Standards Agency has since issued a response detailing a number of recommendations. In Gosport the Commercial Team's response to these recommendations was for the highest risk food premises to have a sampling visit and a desk top study of their HACCP (Hazard Analysis and Critical Control Point) system, prior to receiving their full physical inspection, with "red flagging" of specific areas of concern for the next officer.
63. Category C premises are divided into two groups as defined by the guidance, those broadly compliant and broadly non-compliant. Broadly compliant premises receive a full inspection every other time it is due and an alternative intervention such as a sampling visit or visit for another food matter for the other due inspection. There is however clear guidance on what the alternative intervention must be in the Code of Practice. Broadly non-compliant premises will continue to

receive an inspection. However regular inspections need to be made to satisfy the requirements of the national Food Hygiene Rating Scheme.

64. Category D premises are treated the same as Broadly Compliant C premises.
65. Category E premises may not receive traditional inspection (other than those required for the National Food Hygiene Rating Scheme) at all, but may receive one of the other intervention types as appropriate.
66. All new food premises will receive an initial full inspection and thereafter be treated as above, depending on the initial category.
67. To ensure that all businesses are given an accurate Food Hygiene Rating all businesses due for inspection during 2012/2013 will receive a full inspection.
68. The Official Control full inspection programme for 2012/2013 by risk category is as follows:-

Risk Category	Inspection Interval	No. of Premises Due a full Inspection in 2012/13
A (High)	6 months	2
B (High)	12 months	29
C (Medium)	18 months	127
D (Low)	2 years	52
E (Low)	3 years	42
New businesses	Awaiting first inspection	49
Total		301

69. In addition there will be new food businesses (approximately 100) that open during the year and require a full inspection and existing businesses which request a revisit to have their food hygiene rating re-assessed, using the safeguard mechanism available in the national Food Hygiene Rating Scheme (approximately 30).
70. It is intended over time to develop an alternative intervention plan for those premises not requiring a full inspection, such as using complaint or sampling interventions to defer inspections or combining visits by multi-skilled officers who may be visiting for other reasons
71. In 2011/2012, all of the 342 high and low risk premises that were due for inspection were inspected by the deadline of 31 March 2012, except one seasonal business that was closed for refurbishment. A further 137 unplanned inspections, for example at 111 new businesses carried out, making an annual total of 479 food hygiene inspections. This is the first time in six years that the Commercial Team has achieved its inspection target and without the support of an external inspection contractor.
72. Revisits are made to check on compliance with Notices and where serious defects require follow up. This is at the officers' discretion, but in line with the Environmental Health Enforcement Policy. In 2011/2012 45 revisits and 89 other food hygiene visits were made. Some of these visits were to check on progress with the 27 Hygiene Improvement Notices that officers served, or prior to the two successful prosecutions in 2011 for food safety offences.
73. Currently, the profile of premises in Gosport is detailed in paragraph 25. The use of the risk assessment scheme ensures that the highest priority is given to food manufacturers and caterers where conditions are below standard (and with a food hygiene rating of two or below) and premises that cater for vulnerable groups.

74. The Council maintains a Register of all food premises within the Borough in accordance with regulations. The register is held on the Uniform Computer database system, which is maintained by the system supervisor. In addition, the original registration forms are held in electronic form and copies are sent to Hampshire County Council Trading Standards on receipt.
75. The Commercial Team has received appropriate training to ensure knowledge of food specific legislation which relates to premises within the Borough.
76. All new food premises receive an initial contact and in most cases a full inspection within one month of opening. Full inspections are carried out, occasionally following food and food hygiene complaints. The decision to make such inspections depends upon the nature and circumstances of any complaint.
77. Although there is no formal time recording system in place about 75% of the Commercial Team's time is spent on food safety. This equates to three Full-Time Equivalent (FTE) members of the team. Food safety, however, includes dealing with food hygiene complaints as well as food complaints, food sampling and food premises inspections.
78. The Commercial Team holds regular team meetings to help ensure that inspection targets are being met and also to enable the team to respond quickly to changes in legislation/guidance and develop and improve the methods of operation within the team. In addition a meeting is held every month between the Head of Environmental Health and the Commercial Team Leader to address any issues that may have arisen, that cannot be resolved amongst the Team, for example changes to operating procedures as a result of changes to legislation/guidance. Regular Environmental Health Partnership Commercial Team meetings facilitate Partnership development and integration, consistency and joint project work between Gosport and Fareham Borough Councils.
79. At the time of every food premises inspection, an intervention report and pro-forma are completed and attached to the electronic premises file. A copy of the intervention report is left at the food business. Following each inspection, a written report is sent to the proprietor of the business. The report has a standard format, which includes all of the information contained in Annex 6 of Food Law Code of Practice. Food Hygiene Rating information is left at the time of the inspection and confirmed in writing. Since April 2011 the proprietors report has included two copies of a Schedule of Work, with one copy being returned to the Commercial Team on completion of all necessary Work. This allows the Team to monitor where improvements are made and prioritise which premises to re-visit.

Food Complaints

80. It is the responsibility of the Council to enforce the provisions of the Food Safety Act 1990 as far as food complaints concerning the following are concerned:
 - i) Food which does not comply with the food safety requirements i.e. food which is unfit; food which has been rendered injurious to health; or food which is so contaminated.
 - ii) Food which is not of the nature or substance demanded by the purchaser.
81. The Council also enforces the provision of the Food Labelling Regulations 1996, which relate to 'Use-by' date labelling and quality issues, in co-operation with the trading standards authority.

82. All food complaints are investigated in accordance with guidance issued from Local Government Regulation- 'Guidance on Food Complaints' and Codes of Practice.
83. Initial investigations into food complaints are given high priority, since these can give an indication of where the food supply chain has broken down. Such breakdowns may be one-offs or can indicate a problem that, if left unattended, could have serious consequences. Arrangements are in place to contact the Food Standards Agency where food complaints may have wider implications.
84. Where companies involved are unable to provide a satisfactory defence that they take all reasonable precautions and exercise all due diligence to prevent such a complaint, legal proceedings may be instituted. The decision to prosecute would be taken at the recommendation of the officer concerned, in consultation with the Head of Environmental Health, and the Borough Solicitor, in accordance with the Environmental Health Enforcement Policy. In each case the company/business and complainant will be kept informed as to the progress of the complaint.
85. Dealing with food complaints is a relatively small part of the workload; during 2011/2012 11 food complaints were received; one of which led to a successful prosecution for food safety offences.

Home Authority Principle

86. A Home Authority arrangement is where a Local Authority agrees to provide specialist advice to a company regarding its Food Safety arrangements and acts as a point of contact for other local authorities where its food may be sold. The Home Authority is usually where the head office for a company is situated. The Originating Authority is the Authority where the unit which manufactured a product is situated. In principle any Authority shall :-
- i) have regard to any information or advice it has received from any liaison with home and/or originating authorities.
 - ii) having initiated liaison with any home and/or Originating Authority, notify that Authority of the outcome.
87. Currently Gosport Borough Council does not act as Home Authority for any local business.
88. If approached by an organisation regarding a Home Authority Arrangement, serious consideration would need to be taken of the organisation's scale of operation and the available resources within the Commercial Team to effectively undertake this function.

Primary Authority Scheme

89. In April 2009 the Regulatory Enforcement and Sanctions Act introduced the Primary Authority Scheme. This is an extension of the home authority scheme in that if a business requests a Local Authority to be its Primary Authority for any regulatory function, the Local Authority must agree to the request, although it may charge for the cost of doing so. Currently Gosport Borough Council does not act as a Primary Authority.

Advice to Business / Food Hygiene Complaints

90. Whilst the Council will utilise its powers to enforce the food legislation, it is realised that, where food businesses break the law, it is often due to ignorance rather than design. As a consequence, it is the Council's policy to provide advice to business in a number of different ways.
91. The Commercial Team stopped providing formal food hygiene training in June 2011, as there are many local providers and on-line training courses available and this has allowed focus to be directed to higher priority work. Advice is provided on training courses offered throughout Hampshire and the Isle of Wight, by other authorities and training centres and particularly for courses offered in ethnic languages.
92. Other training is organised on an ad hoc basis depending on need, for example, in response to new legislation and guidance.
93. Advice is also given during routine inspections and visits and followed up in writing. Advice is provided to direct queries received either by telephone, email letter or visit to the Town Hall. Where necessary, it is followed up with a visit and/or a letter or email. Provisional advice is given prior to the setting up of a new food business. Free advisory leaflets are provided, where appropriate. During 2011/2012 advisory visits were made to 43 food premises.
94. Where a business requires consultancy-type advice a small charge is levied.
95. Building Control and Planning applications are inspected by the Commercial Team and advice given to the developers/applicants regarding issues relating to Food Safety and Health and Safety. During 2011/2012 43 the Commercial Team was consulted on 122 planning applications and 33 building control applications.
96. A magazine called 'Coastline' is produced by the Council four times a year. It is sent to all residents within the Borough. A quarterly business magazine called "Business Connect" is sent to businesses in the Borough. Information on food safety issues is occasionally included in these publications.
97. Information is also available on the Council's website.
98. In addition, the Team responds to enquiries and complaints from members of the public and employees regarding the hygiene of premises, food handling practices, odours drainage, accumulations etc. This may result in anything from a telephone call to prosecution for any offences. During 2011/2012 the Commercial Team responded to 198 of these service requests.

Food Sampling

99. The Authority believes that a proactive, point of sale, food sampling programme can provide useful information about the microbiological fitness of food for sale within the Borough. The Sampling Policy is in Appendix 2 to this Plan and the Sampling Programme for 2012/2013 is in Appendix 3 to this plan.
100. The Council participates in the Wessex Environmental Monitoring Service (East) Users Sampling Group which has a co-ordinated food-sampling programme based on Food Standards Agency, Health Protection Agency and agreed regional priorities.
101. The Sampling Programme consists of the following:-
 - i) Participation in Food Standards Agency, and Health Protection Agency sampling initiatives.

- (ii) Participation in the European Union initiatives, when they occur.
 - (iii) Participation in regional initiatives devised by the Wessex Environmental Monitoring Service (East) Users Sampling Group
 - (iv) Participation in local initiatives devised by the Environmental Health Partnership or by problems highlighted within the Borough
102. Following the *E.coli* outbreak in Wales in 2005 and the subsequent recommendations by Professor Pennington and the Food Standards Agency, the Commercial Team adopted an amended approach to inspecting high risk food premises (such as butcher's shops). During 2011/12 and in line with best practice, microbiological samples were obtained from these premises and a desk top review of their HACCP system undertaken. Once known the sample results are used to inform the subsequent full inspection. The Commercial Team intend to expand on the success of pre-inspection sampling in 2012/2013 by collecting samples in accordance with the Sampling Programme at any premises due for inspection that meets the criteria of each sampling study.
103. During 2011/2012 the Commercial Team collected 184 food or environmental samples on 43 food sampling visits to food premises in the Borough; 146 of these samples were of satisfactory microbiological quality. Repeat sampling was carried out as necessary to check that improvements had been made.

Control and Investigation of Outbreaks and Food Related Infectious Disease

104. The measures to be taken to control the spread of infectious diseases are contained in various Acts of Parliament and their associated Regulations. This legislation includes the control of food poisoning and food and water borne diseases. Although the number of cases reported locally is comparatively low, it is widely acknowledged that the vast majority of cases go unreported. Moreover, a single case may lead to the discovery of an outbreak and could lead to a further outbreak if the person concerned is a food handler.
105. The investigation of food poisoning cases is therefore given a high priority and in an outbreak situation can necessitate utilising qualified employees from the Residential Team and/or the Environmental Health Partnership, in addition to those in the Commercial Team.
106. All investigations follow the procedures laid out in the Hampshire and Isle of Wight Health Protection Unit Joint Outbreak Control Plan and associated procedures and guidance issued by the Health Protection Unit and the Communicable Disease Surveillance Centre. Such investigations are overseen by the Head of Environmental Health and involve regular liaison with the Health Protection Unit.
107. The Council supports the Portsmouth and South East Hampshire Infectious Disease Forum, the Health Protection Agency/ Environmental Health Forum, and the Portsmouth Water Company Liaison Group, which exist to promote best practice and consistency of approach in this area of work, between the neighbouring local authorities.
108. There are excellent links with the local Health Protection Unit and the Public Health Laboratory Service, which come to the fore during outbreaks. All notifications are actioned on the day of receipt, by a visit, telephone or a letter.
109. During 2011/2012 the Commercial Team investigated 29 individual cases of food poisoning; there were no outbreaks in the Borough

Liaison with Other Organisations

110. To ensure that enforcement action taken in the area of this Council is consistent with national guidance and neighbouring local authorities, liaison arrangements are in place with the following organisations:

- i) The Food Standards Agency
- ii) Local Government Association
- iii) Chartered Institute of Environmental Health, Hampshire and Isle of Wight Branch Food Advisory Group (bimonthly meetings)
- iv) Wessex Environmental Microbiology Services Users Sampling Group (East) (meetings every four months)
- v) Southern Shellfish Liaison Group (annual meeting with interim newsletters as necessary)
- vi) Portsmouth and South East Hampshire Infectious Disease Forum (quarterly meetings).
- vii) Health Protection Agency/ Environmental Health Forum (biannual meetings)
- viii) Portsmouth Water Company Local Authority Liaison Group (annual meeting)

111. The Council fully supports the work of the Hampshire and Isle of Wight Food Liaison Board. This body, which has representatives from all Hampshire and Isle of Wight Food Authorities, Hampshire Scientific Services, Trading Standards and the Public Health Laboratory Service, has amongst its objectives, 'ensuring that any enforcement action taken is consistent with other neighbouring local authorities'.

Food Safety and Standards Promotion

112. The Council's education and promotion activities can have a direct impact on food safety standards. The Council is therefore committed to providing advice and information both to business and the public through a number of initiatives:

- i) Food Safety information leaflets – these are available from the Town hall.
- ii) National Food Safety Week – this is held in June every year. The Council supports a number of activities designed to promote food safety during this week, as resources allow. In 2012 the theme is 'food safety on a budget'.
- iii) Use of the Council's regular "Coastline" Newsletter or "Business Connect" Magazine sent to all homes or businesses in the Borough.

Food Alerts

113. Food alerts are notified by EHCNET (national computer link) from the Food Standards Agency and emailed direct to Environmental Health. There is a Commercial Team duty officer system and the duty officer decides upon the appropriate action in each case, which may include mailshots, visits, local press releases, etc. The resource implication is unknown, as it depends upon the nature and type of alerts, but existing resources usually perform this work as and when required. During 2011/2012 there was one food Product Withdrawal alert requiring action and 40 Product Recall alerts for information.

Equality and Diversity

114. The Equality Act 2010 replaced many separate anti-discrimination laws with a single Act. It also strengthened the law in important ways and extends protection against discrimination on the basis of: race, disability, sex gender re-assignment, marriage and civil partnership, sexual orientation, age religion or belief, and pregnancy and maternity.
115. There is a general duty under the Act and some specific duties which include the need for public bodies to: eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations. In addition, there is a duty to publish certain information to demonstrate compliance with the Act.
116. There is an Equality Impact Assessment in place which details the various measures employed by the Commercial Team to meet the requirements of the Act and ensure the Service does not discriminate and is equally accessible to all.

RESOURCES

Financial / Staffing Allocation

117. The Commercial Team consists of one full time (Principal Environmental Health Officer/Team Leader), one full time Environmental Health Officer and two full time Environmental Health Technical Officers. The Team also has access to the wider Fareham food safety resource through the Environmental Health Partnership.
118. All officers involved in food safety work are fully competent to inspect all risk categories of premises as required by the Code of Practice. Officers only carry out work which is permitted by the qualification requirements of the code of practice.
119. There is a list of delegations to officers, within the Council's Constitution. This is constantly reviewed and updated as new regulations are made.
120. A summary of the number of interventions and resource requirements is shown in Appendix 1 to this Plan. The current resource allocation is sufficient to provide the service as detailed in this Plan

Staff Development Plan

121. The training strategy of the Section is based upon a number of basic principles which take into account current and anticipated demands, the funding provision available and the Head of Environmental Health's view on the priority of the need and the employees' time.
122. The basic principles and ideals are:
- i) The Section has a duty to the Council to ensure that it is able to meet all the demands that are placed upon the Section.
 - ii) The Section as an employer has an obligation to develop the potential of all its employees.
 - iii) Regular and continual training and updating of skills in order to undertake "the job" are necessary.

- iv) The Council is committed to continuous development of employees and services to ensure it is properly equipped to deal with future challenges.
- v) The Section is committed to ensure workforce and succession planning.

123. The Council's policy is to ensure that all employees involved in food safety work receive a minimum of ten hours core continuing professional development training annually and ten hours non-core, as required by the Code of Practice. This is determined on the individual and team need.
124. This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.
125. All training received is documented as part of the Sections Training Plan.

QUALITY ASSESSMENT

126. The Food Safety Act Code of Practice on Food Hygiene Inspections requires Authorities to have internal monitoring systems.
127. The Section has a set of Food Safety Procedures that incorporate all the respective Food Safety Code of Practice and Official Guidance. This is regularly kept under review and is used to ensure consistency and improvements in service delivery. The document management system ensures consistency and performs management review.
128. The Council has in place procedures for achieving and monitoring the consistency and quality to ensure that its food safety service is provided in a way that is consistent with the Food Standards Agency Standard, Statutory Codes of Practice and nationally issued guidance.
129. The Hampshire and Isle of Wight Food Advisory Group have an advanced system of Inter Authority Auditing that is regularly carried out. The Council is committed to this initiative and accepts that there is much that can be learned from the process. In addition, the Food Standards Agency is proposing that it will be unlikely to audit Authorities with such a scheme in place.
130. The Council's employee development procedures are documented.
131. In addition, the Commercial Team operates a system of peer review and quality checks where officers carry out joint inspections to ensure a consistent interpretation of legislation, codes of practice and national guidance.

Benchmarking

132. The Commercial Team is committed to supporting the Hampshire and Isle of Wight Environmental Health Benchmarking Club. The aim of this group is to provide a simple and effective means of comparing services provided by different Authorities. The results are used to facilitate continuous improvement of this service.
133. The Food Service in Gosport has been benchmarked against all the other local authorities' Food Services in Hampshire. The results of this have been used in developing the service. Further, the results of process mapping and the use of the Quality Matrix have all been useful in identifying processes and practices that can lead to an improvement in service delivery. .

134. The results of inter-authority audits are invaluable and the results of audits undertaken by the Hampshire and Isle of Wight Food Advisory Group have been both reassuring in terms of how the service is delivered and constructive in terms of how it can be improved.

REVIEW

Performance against Plan

135. The annual Food Safety Service Plan is reviewed annually by members.

136. The performance of the food service is reported annually to the Food Standards Agency via the Local Authority Monitoring System (LAEMS). The performance is compared with other Local Authorities nationally and within Hampshire.

137. The Food Standards Agency then reports this performance data to Government and Europe.

Areas for Improvement

138. The service is performing very well at present. However, in 2012/2013 the following areas will receive further consideration:-

- i) Further developing the Environmental Health Partnership with the Fareham Borough Council Environmental Health Section.
- ii) Reviewing and updating the Food Safety Procedures
- iii) Joining the Hampshire Better Regulation Partnership.
- iv) Combining licencing inspections with food hygiene inspections
- v) Further developing a lower risk premises strategy
- vi) Identifying areas for efficiency savings
- vii) Providing support to businesses and removal of unnecessary bureaucracy in enforcement.
- viii) Making the transition from the traditional Uniform database to the Ocella/BPMS systems which are used by the Environmental Health Partnership in Fareham Borough Council
- ix) Reviewing and updating food safety information on Gosport Borough Councils website and contributing to the development of an Environmental Health Partnership website.

Gosport Borough Council Food Safety Interventions Plan 2012/2013

Priority	What	How	Where and When
FSA Requirement	Complete planned inspection program at High and Medium risk premises	158 Inspections	Existing Category A, B and C premises throughout the year
FSA Requirement	Complete planned inspection program at Low risk premises	94 Inspections	Existing Category D and E premises throughout the year
FSA Requirement	Carry out unplanned inspections at new High, Medium and Low risk premises	140 Inspections (approximately)	New Category A, B, C, D and E premises throughout the year
FSA Requirement	Re-visits to premises to check compliance	120 revisits (approximately)	Throughout the year
FSA Requirement	Investigate complaints and respond to enquiries about food and food premises and food alerts (1 st response within 1 day, same day for food alerts.)	150 Service Requests (approximately)	Throughout the year
FSA Requirement	Consult on Planning and Building Regulation applications (within 10 days)	150 consultations (approximately)	Throughout the year
FSA Requirement	Undertake Sampling Program	3 days per month + 6 days for re-samples	Throughout the year
County Groups	Attend Hants and IOW Food Advisory Safety Advisory Group, Wessex Environmental	Attend quarterly meetings	Quarterly/biannual

	Microbiology Services Users Sampling Group (East), Health Protection Agency /Local Authority Infectious Disease Forum and Hampshire Shellfish Liaison Group		
FSA Requirement	Development, training and team meetings	As required	Throughout the year
FSA Requirement	Investigate food poisoning notifications (On day of receipt)	As required	Throughout the year
Legal Requirement	Formal enforcement action	As required	Throughout the year
FSA Requirement	General advice and enquiries (Response within 2 days)	As required -150 Service Requests (approximately)	Throughout the year
FSA Requirement	Respond to Food Hygiene Rating Scheme "safeguard" applications	35 requests (approximately)	Throughout the year
Local Requirement	To manage and co-ordinate work of the team	Day to management duties	Daily
Total Food Safety			
Health & Safety Enforcement	The detail regarding this area of work is reported to the Community Board as Appendix 2 of the report above through the Health and Food Safety Service Plan.		
Licensing / smoking	A separate plan for this work area is not currently required by an external organisation. These functions where possible are combined with Food and Health and Safety functions		
Projects	To implement changes to guidance in respect of high risk premises and to allow flexibility so as resources can be redirected to areas within the Environmental Health Section as demand requires.		

Food Sampling Policy for Gosport Borough Council

1. The Sampling Policy document is written for Gosport Borough Council's Commercial Team, within the Environmental Health Section of the Community and Customer Services Unit.
2. Food, drinking water and environmental samples will be taken throughout the year both on a coordinated programmed and random basis. The Team will participate in National, European, regional and Environmental Health Partnership studies, where appropriate and as resources allow.
3. Samples can be taken before and during both routine food hygiene inspections by authorised officers or as part of a compliant based inspection. In addition samples can be taken from random premises that fulfil the sampling programmes protocols. Samples can be taken on a formal and informal basis. Formal samples can be taken following a complaint, during an inspection and as part of any Home Authority or Primary Authority agreement within Gosport Borough Council. Informal samples are normally taken as part of on-going national, European, regional and Environmental Health Partnership sampling initiatives and for monitoring purposes.
4. This policy refers to the Sampling Programme that is held within the Community and Customer Services Unit. This Sampling Programme is produced for each financial year and is produced in conjunction with the Health Protection Agency and Hampshire and Isle of Wight Sampling Group and Environmental Health Partnership. The Sampling Group agrees on and coordinates the years Sampling Plan with other local authorities in accordance with the National (Food Standards Agency, Health Protection Agency and Local Government Regulation) plans, European plans and any regional studies that the group wishes to undertake.
5. The purpose of sampling and associated actions by the Commercial Team, within the Community and Customer Services Unit is:-
 - i. To identify any foods or drinking water from public standpipes that pose a hazard or risk to health of the consumer; this may be due to contamination of significant pathogenic bacteria and/or associated toxins. This may include specific food businesses or events.
 - ii. To identify any contraventions of Food Safety legislations.
 - iii. To use results to educate and inform the local businesses and, in addition, to inform the public regarding food safety issues.
 - iv. To help evaluate food handling, temperature control and associated processes at food premises in relation to their food safety management system requirements.

- v. To investigate food complaints and food poisoning or food contamination incidents.
 - vi. To assess the microbiological quality of food manufactured, distributed or retailed in the Borough, including imported food from outside of Europe
 - vii. To fulfil its monitoring role at premises where Gosport Borough Council is the home or primary authority
 - viii. To assist in any potential formal enforcement action, where it is suspected that poor practices and procedures exist.
6. Routine sampling is an important part of the work of Gosport Borough Council's Commercial Team, within Community and Customer Services.
7. All samples are taken in accordance with the following legislation and guidance documents:-
- i. Food Safety Act 1990 (Section 29)
 - ii. Food Hygiene (England) Regulations 2006 (Regulation 12)
 - iii. Food Law Codes of Practice (2008) and Practice Guidance (2012) (Section 6).
 - iv. Local Government Regulation (formally LACORS) Guidance on Food Sampling for Microbiological Examination (January 06)
 - v. Health Protection Agency Guidelines for Assessing the Microbiological Safety of Ready-to-Eat Foods Placed on the Market (2009)
 - vi. Food Safety (Sampling and Qualification) Regulations 1990

Study Name	Aim of Study	Type of Sample required	Total number of premises
Study 48: Pate	To assess the microbiological quality of liver pate on sale in catering and retail premises and allow comparison of in-house and large scale produced product	Pate made with liver	5
Study 49: Reactive Study	(details to follow)	(details to follow)	(details to follow)
Sandwiches made on premises	To assess the microbiological quality of ready to eat sandwich and sandwich fillings from sandwiches made on premises	Sandwiches and sandwich fillings	20
Salad from catering premises	(details to follow)	(details to follow)	(details to follow)
Imported Foods	The FSA set a guide that 10% of samples should be imported foods.	Any imported food of animal origin from non EU Country which is ready to eat and at catering premises	12
Hygiene Monitoring at high risk premises before food hygiene inspection	To identify the suitability of cleaning regimes within high risk premises (butchers and businesses with a Food Hygiene Rating of 0, 1, 2)	Environmental Swabs (hand contact surfaces such as door handles, equipment handles, work surfaces, cleaning cloth used in ready to eat area; Ready to eat food product	50
Cloths used to clean ice or coffee machines	To identify the suitability of cleaning regimes for cleaning cloths	Ice and coffee machine cloths	10
Ice from self service machines	To check the effectiveness of cleaning of self service ice and drinks machine.	Ice, liquid and swabs from ice machine spout.	2
Salad from display cabinets at Takeaway	To check the effectiveness of measures to minimise cross contamination of ready to eat salad products stored in or rear raw meat in display refrigerators	Any ready to eat salad product	10
Water from public stand pipes and swimming pools and spa pools.	To assess the microbiological quality of water at pools, spa pools, caravan sites and marinas	Water	20

**Gosport Borough Council
Health & Safety Service Plan
2012 / 2013**

Introduction

1. The Council is designated as an Enforcing Authority under the Health and Safety (Enforcing Authority) Regulations 1998 and is responsible for the enforcement of the Health & Safety at Work etc Act 1974 (and relevant statutory provisions) for activities which fall to the local authority for enforcement within the Borough.
2. Officers working within the Commercial Team of the Environmental Health Section in the Community and Customer Services Unit have the delegated authority to enforce the legislation.
3. The Council has a duty to carry out its functions in accordance with guidance issued by the Health & Safety Executive (HSE). The Health & Safety Commission issued this guidance under Section 18 of the Health & Safety at Work etc. Act 1974; therefore it is known as the Section 18 Standard.

Section 18 Standard Guidance

4. The Section 18 Standard reflects the Health & Safety Executive Board's strategy and key outcomes from the Hampton and Rogers Reviews and sets out the approach to developing effective health and safety regulatory interventions based on risk.
5. Traditionally, the expectation was that the Enforcing Authorities' focus was on having an inspection regime which incorporated all of the relevant premises in the Borough. Previous years' Health & Safety Service Plans therefore had a completely different emphasis. More recently, following the Rogers Review and Hampton Report concerning better regulation, the emphasis has been to concentrate on those areas where the greatest risks are present and also allowing for lighter touch regulation to premises which are generally compliant with legislative standards.
6. The Section 18 Standard requires the Council to:-
 - i) set out its commitment, priorities and planned interventions programme;
 - ii) put into place capacity, management infrastructure, performance management and information systems to deliver an effective service and comply with its statutory duties;
 - iii) operate systems to train, appoint, authorise, monitor and maintain a competent inspectorate.
7. There is further guidance linked to the Section 18 Standard on "Priority Planning"; this has also been updated in recent years and a scheme to risk rate the premises that have been inspected has been introduced. The scheme is completely different from the previous one in that those premises found to be low risk during inspection are removed from the future inspection programme. An alternative intervention scheme has been introduced to deal with these low risk premises. This will ensure that accurate data is maintained and there is a mechanism in place to identify if the risk status of the premises changes and therefore brings the business back into the inspection programme.
8. A toolkit - "The Regulators' Development Needs Analysis" (RDNA) has been

introduced to help the Council assess and manage its inspectorate's competency. This helps to demonstrate compliance with the Section 18 guidance in relation to Regulators. This toolkit has been implemented within the Council's Commercial Team and all officers have been assessed for competency using the scheme. This toolkit has been further reviewed this year and is being extended to include skills necessary for food hygiene and licensing enforcement.

Section 18 – Intervention Plan

9. The Council's Corporate Plan identifies the Council's Strategic Priorities which includes under the heading "People" to "Promote Health and Well Being". The Health and Safety function is an important contributor to this Strategic Priority and one where the Council works with its partners to promote good health and reduce ill-health.
10. The elements of Health and Safety Enforcement are as follows:-
 - i) Enforcing Health and Safety at Work legislation in business premises for which the Council is the enforcing authority to ensure safety, health and welfare of employees and the public by:
 - ii) Ensuring that all relevant businesses are identified and inspected on a risk-assessed basis;
 - iii) Investigating all relevant workplace related accidents;
 - iv) Investigating all complaints relating to workplace health and safety;
 - v) Providing health & safety at work related advice to business and the public.

Performance and activities during 2011-2012

5. The major work areas for the Commercial Team during 2011/2012 were as follows:
 - i) Achieving 100% of its health and safety inspection programme for category A, B1 and B2 premises.
 - ii) Continuing to take part in the Hampshire wide asbestos campaign. Officers raised awareness about the Duty to Manage Asbestos Campaign. Officers during interventions (inspections and complaint visits) giving businesses advice and guidance.
 - iii) Receiving 36 accident notifications which were investigated in accordance with the Incident Selection Criteria Guidance issued by the Health and Safety Executive.
 - iv) Investigating 38 complaints received, which resulted in 8 Health and safety Improvement Notices being served
 - v) Visiting 13 non-food premises to give advice and providing advice at food businesses whilst carrying out food hygiene inspections or visits
 - vi) Responding to 20 health and safety related enquiries.

- vii) Advising 153 businesses regarding new legislation and /or potential high risk processes, such as sun beds and coffee machines that operate under pressure.
- viii) Submitting 11 water samples as part of a regional sampling survey assessing potential legionella contamination in the windscreen wash containers of vehicles.

Key Delivery Priorities

6. Over the coming year the key delivery priorities are :-

- i) To inspect all high risk premises that are due for a programmed inspection and risk rate any premises inspected according to the revised risk rating guidance;
- ii) To investigate all accidents and incidents in accordance with HSE Local Authority Circular 22/13 "Incident Selection Criteria Guidance".
- iii) To investigate complaints made about health and safety practices within workplaces or those open to the public.
- iv) To respond to requests for health and safety advice or guidance, in particular for new businesses.
- v) To provide support to businesses and removal of unnecessary bureaucracy in enforcement.
- vi) To investigate health and safety matters of evident concern noted during visits to businesses for other issues.
- vii) To review and update the Health and Safety Procedures to ensure that they fully reflect the way that the work is undertaken and that officers are carrying out their duties in accordance with the current guidance.
- viii) To take part in county wide projects to tackle specific health and safety issues, working in partnership with Gosport's Hampshire Local Authorities colleagues and the HSE.
- ix) To further align the systems and ways of working with Fareham to further develop the Environmental Health Partnership and realise the benefits in terms of resilience and efficiency this Partnership can deliver.
- x) To join the Hampshire Better Regulation Partnership (formerly the Retail Enforcement Pilot) and share intelligence with other regulators (Hampshire Fire and Rescue Service and Trading Standards)
- xi) To further development of a lower risk premises strategy
- xii) To review and update the health and safety information on Gosport Borough Councils website and contribute to the development of an Environmental Health Partnership website
- xiii) To make the transition from using Gosport's traditional Uniform database to

the Ocella/BPMS systems used by the Environmental Health Partnership in Fareham Borough Council

Local Priorities

7. Over the coming year the key local priorities are:-
- i) To develop the Gosport and Fareham Environmental Health Partnership.
 - ii) To support the Hampshire Better Regulation Partnership (formerly the Retail Enforcement Pilot) and continue to share intelligence with other regulators;
 - iii) To actively support the Hampshire Joint Warranting Project;
 - iv) To participate in the Hampshire FIT Programmes as appropriate.
 - v) To participate in the Hampshire FIT Programmes as appropriate, which in 2012/2013 will focus on the following areas:
 - Health and Safety in the Beauty Sector in particular – Tattooing and skin piercing, Lasers and Intense Pulse Light hair removal systems, nail bars and sunbeds
 - Pressure systems
 - Gas and electrical safety in food premises
 - vi) To improve awareness of the health and safety at businesses on Industrial Estates in the Borough and to identify any new high risk premises.

Gosport and Fareham Environmental Health Partnership Initiative

14. The Partnership arrangement with Gosport and Fareham's Environmental Health Sections is progressing well and officers working in the Commercial Team are working to align their services. This should provide resilience, efficiency and cost saving benefits.

Hampshire Better Regulation Partnership

15. In 2008/2009 some Hampshire Authorities and Hants Fire and Rescue Service and Trading Standards Officers carried out visits to low risk premises on the participating Council's behalf and the Council's officers did the same for those agencies. The pilot initiative had both positive and negative aspects but the partners involved were committed to taking forward the positive aspects to continue sharing information. The idea of the project was for other regulators when visiting premises to gather specified information for the other regulators to either alert them to problems they wouldn't otherwise of been aware of, or in lower risk premises where standards were satisfactory allow them to be put back in the inspection program. and reduce the regulatory burden on compliant businesses.
16. The Project has just been re-launched and in addition to the original partners, a number of other Local Authorities, including Gosport will be joining the new partnership in 2012/2013. The project is a lot simpler to operate than the original version although the benefits to both business and enforcement agencies are still the same. The data base for the new system is to be hosted by Hampshire County Council and currently there are no costs other than staff time in operating the scheme.

Working in Partnership

18. This Council is committed to effective working with partners to deliver positive outcomes for the Health and Safety of the public, employees and others affected by work activities in Gosport. In particular, it will seek to work positively with HSE, other Local Authorities, Regulators and Interested persons and organisations. Examples of such working are detailed below:-
- i) Gosport and Fareham Environmental Health Partnership.
 - ii) Hampshire Better Regulation Partnership formerly the Retail Enforcement Pilot - this initiative won an award from the Department for Business Innovation and Skills.
 - iii) Hampshire Joint Warranting Project - this has just entered its second phase and now officers are also authorised officers for neighbouring authorities as well as undertaking work on behalf of HSE.
 - iv) Hampshire FIT Programmes - These are co-ordinated by the Hampshire and Isle of Wight Health & Safety Advisory Group and HSE.

Lord Young's Report & Professor Löfstedt Review

19. Lord Young's Report "*Common Sense Common Safety*" in October 2010, which was part of the Government's plan to reform health and safety, resulted in a plan -'*Good Health and Safety, Good for Everyone*' that aimed to reform health and safety regulation for Britain's businesses. There were three key aspects to these reforms:
- i) To launch an Occupational Safety and Health Consultants Register to clamp down on rogue health and safety consultants, and ensure that businesses have access to competent and ethical advice
 - ii) To shift the focus of health and safety enforcement activity away from businesses that do the right thing, and concentrate on higher risk areas, dealing with serious breaches of health and safety regulations
 - iii) To seek to simplify health and safety legislation and guidance, and in doing so ease the burden on business.
20. Following on from Lord Young's Report an independent review of health and safety legislation was commissioned. The purpose of the review was to reduce the burden of health and safety legislation on UK businesses whilst maintaining the progress made in improving health and safety outcomes. The review was carried out by Professor Löfstedt and his report published in November 2011 made the following key recommendations:
- i) Exempting from health and safety law those self-employed whose work activities pose no potential risk of harm to others.
 - ii) The HSE should review all its Approved Codes of Practice. The initial phase of the review should be completed by June 2012 so businesses have certainty about what is planned and when changes can be anticipated.

- iii) The Government should work more closely with the Commission and others, particularly during the planned review of EU health and safety legislation in 2013, to ensure that both new and existing EU health and safety legislation is risk-based and evidence-based.
- iv) The HSE should undertake a programme of sector-specific consolidations to be completed by April 2015.
- v) Legislation is changed to give HSE the authority to direct all local authority health and safety inspection and enforcement activity, in order to ensure that it is consistent and targeted towards the most risky workplaces.

21 Professor Löfstedt acknowledges that there are examples of how the HSE and Local Authorities work well together, co-ordinating resources and information to reduce the number of work-related fatalities, injuries and cases of ill health and to improve consistency in enforcement. However despite the significant improvements made, there continues to be concerns over inconsistency in the implementation of health and safety regulation which is why he has recommended that the needs for one single body directing health and safety enforcement policy across all workplaces currently regulated by HSE and local authorities. A transfer of responsibility to HSE may risk losing the synergies with other local authority enforcement responsibilities, but it will ensure that activity is independent of local priorities and concerns and clarify the distinction between health and safety and other regulatory issues such as food safety and environmental protection.

The Independent Regulatory Challenge Panel

22. The Independent Regulatory Challenge Panel has been set up by the Government to look into complaints regarding advice given by HSE or LA inspectors. If a business believes that health and safety requirements are incorrect or goes beyond what is required to control the risk adequately they have the option to go to this Panel. The Panel will consist of independent members who will have the competence and experience to assess advice that has been given on regulatory matters. Before the business raises an issue with the Panel, they should have first tried to resolve the matter with the relevant HSE or LA inspector and their manager.

The Health & Safety Resource

23. The Gosport Health and Safety enforcement team consists of consists of one full time Principal Environmental Health Officer (Team Leader), one full-time Environmental Health Officer, two Technical Officers and the Council's Corporate Safety Advisor. These officers (excluding the Safety Advisor) also undertake Food and some Licensing and Statutory Nuisance enforcement and Infectious Disease control work. The Commercial Team has had a mini restructure during 2011/2012 and now operates a Duty Officer system.

24. The resource is now enhanced by the Gosport and Fareham Environmental Health Partnership, as each Authority can be supported by the other during peaks in workload, with staff able to carry out Health & Safety functions in each Authority. A lot of work has already taken place to align work practices, procedures, forms and letters etc to facilitate this.

Enforcement Decisions

25. All enforcement decisions are consistent with Gosport's Environmental Health Enforcement Policy, the HSC's Enforcement Policy Statement and the Enforcement Management Model (which is a tool for determining the most appropriate course of action in more serious cases).

Training

26. The HSE and Local Authorities have recently developed the Regulators' Development Needs Analysis Tool. This is an on-line system which is able to identify knowledge gaps and devise action plans to address them. This is a useful tool to help ensure that the inspectorate is trained and competent. This will be fully implemented for the Gosport Health & Safety Enforcement Team.
27. Appendix 1 to this Plan details the resource allocation for the above.

Gosport Borough Council Interventions Plan 2012/2013

Priority	What	How	Where (When)
National / Local S18 Enforcement Standard	Complete High risk inspection programme	0 Inspections	Existing Category A premises throughout the year
National S18 Enforcement Standard	Investigate accidents	40 accident investigations (estimate) Need to meet revised accident investigation selection criteria	Throughout the year
Local	Investigate complaints about workplaces and give advice (first response within 2 days)	50 service requests (estimate)	Throughout the year
Local	Consult on Planning and Building Regulation applications (within 10 days)	150 requests (estimate)	Throughout the year
Local	To identify new high risk premises	As required	Throughout the year
National S18 Enforcement Standard	Act as Responsible Authority to Licensing Act 2003 application/variations (within 28 days)	20 requests (estimate)	Throughout the year
County Initiative	To take part in FIT 3 and other LA/HSE joint initiatives	60 Premises (estimate)	Throughout the year
Local / Regional	To participate in Hampshire Better Regulation Partnership Project	300 Inspections	Throughout the year
County Groups	Attend Hants and Isle of Wight Health & Safety Group	Attend bimonthly meetings	Throughout the year

Local	Attend Safety Advisory Group	Attend meetings and administration	Throughout the year
National S18 Enforcement Standard	Development, training and team meetings	As required	Throughout the year
Legal Requirement	Formal enforcement action	As required	Throughout the year
National S18 Enforcement Standard	Inspecting high risk premises not previously inspected	Health and Safety Inspections	Throughout the year
Total Health & Safety			
Food Safety Enforcement	The detail regarding this area of work is reported to the Community Board as Appendix 1 of the report above through the Food Safety Service Plan		
Licensing/smoking enforcement	A separate plan for this work area is not currently required by an external organisation. These functions where possible are combined with Food and Health & Safety functions		
Projects	To implement changes to guidance in respect of high risk premises and to allow flexibility so as resources can be redirected to areas within the Environmental Health Section as demand requires.		

AGENDA ITEM NO. 09

Board/Committee:	COMMUNITY BOARD
Date of Meeting:	11 TH JUNE 2012
Title:	GOSPORT BOROUGH CRICKET CLUB – TRAINING FACILITY
Author:	CHIEF EXECUTIVE
Status:	FOR DECISION

Purpose

To request funding for the provision of a training facility in Privett Park to be used by the Gosport Borough Cricket Club.

Recommendation

The Board approves:

- (i) The sum of £20,000 towards the provision of a new training facility for use by Gosport Borough Cricket Club
- (ii) The provision of the training facility in Privett Park as shown in Appendix A.
- (iii) Authorise the Borough Solicitor to enter into an agreement with the Gosport Borough Cricket Club, on terms recommended by the Head of Property Services, for the use and management of the training facility.

1 Background

- 1.1 A request has been received from Gosport Borough Cricket Club for financial assistance towards the provision of permanent cricket nets for training.
- 1.2 It is proposed to construct the training facility near to the pavilion I Privett Park.
- 1.3 A proposed scheme layout is attached to this report (Appendix A).
- 1.4 The Gosport Borough Cricket Club is well supported and has 5 sides playing on a Saturday, 2 on a Sunday and 2 mid-week. The Club also has under 9, 11, 13 and 15 sides.
- 1.5 In addition to the use of the facility by the Club's membership, the Club are also proposing to make it available to local schools (to include coaching) and other local Clubs.

2 Funding Request

- 2.1 The total cost of the project will be £22,080 and the Club are

requesting the Council make a contribution of £20,000 towards the provision of the facility. The Club have raised the remainder of the total cost themselves.

- 2.2 The Council could provide this funding from developer contributions. There is currently £181,885 available in the sports pitches fund which is the most appropriate fund as the cricket training facility is ancillary to the cricket pitches.

3 Risk Assessment

- 3.1 There are no risks to this Council. The facility will be maintained by the Club.
- 3.2 The Club are satisfied that the facility will be secure. The current CCTV within Privett Park will view the proposed facility.

4 Conclusion

- 4.1 The Gosport Borough Cricket Club are very successful; recently winning promotion and have an increasing membership including children and youth teams.
- 4.2 The proposed training facility will also be available for schools and other Clubs.

Financial Services comments:	The contribution towards the cost of the proposed training facility can be funded from developers contributions as detailed in paragraph 2.
Legal Services comments:	There will need to be an agreement between the Council and the Club regarding the use and management of the training facility.
Crime and Disorder:	See paragraph 3.2
Equality and Diversity:	Open use
Service Improvement Plan implications:	N/A
Corporate Plan:	N/A
Risk Assessment:	See Section 3.0
Background papers:	Nil
Appendices/Enclosures:	
Appendix 'A'	Attached
Report author/ Lead Officer:	Ian Lycett, Chief Executive

