

Cheltenham Borough Council
Cabinet – 16th September 2014
Food Safety Service Plan

Accountable member	Councillor Andrew McKinlay, Cabinet Member for Development & Safety
Accountable officer	Head of Public Protection (Barbara Exley/Yvonne Hope)
Ward(s) affected	All
Key Decision	No
Executive summary	<p>The Food Standards Act 1999 requires the Council to produce a Food Safety Service Plan</p> <p>The Food Safety Service Plan is the Council's expression of commitment to the delivery of an improving cost effective and efficient regulatory food service.</p> <p>This Food Safety Service Plan is an annual operational plan giving details of how Cheltenham is going to execute its statutory food safety functions within the Public Protection service under the Director of Environmental & Regulatory Services.</p>
Recommendations	I therefore recommend that Cabinet approve the attached Food Safety service plan for 2014-15.

Financial implications	<p>There are no financial implications arising from this report. The Food Service plan will be met within the financial resources detailed in the plan.</p> <p>Contact officer: Sarah Didcote, Sarah.Didcote @cheltenham.gov.uk, 01242 775154</p>
Legal implications	<p>It is a statutory requirement to produce this plan on an annual basis.</p> <p>Contact officer: Vikki Fennell, vikki.fennell@tewkesbury.gov.uk, 01684 272015</p>
HR implications (including learning and organisational development)	<p>There are no HR implications arising from this report.</p> <p>Contact officer: Richard Hall, Richard.hall@cheltenham.gov.uk, 01594 812634</p>

Key risks	<ul style="list-style-type: none"> • Impact of service transformation/shared service progression – currently being managed through REST project. Likely impact could include reduction in resource, and re-prioritisation of services. • Reactive services will given their inherent nature always contain the potential for an element of risk. An unplanned event (e.g. a food poisoning outbreak) will require the diversion of resources away from scheduled plans. However, this is and will remain the essence of the service we deliver and will be tolerated and monitored throughout the plan with priority given to the appropriate control of high risk issues.
Corporate and community plan Implications	<p>The Food Service Plan supports the following of the council's priority outcomes:</p> <ul style="list-style-type: none"> • Cheltenham has a strong and sustainable economy • Communities feel safe and are safe. • People are able to lead healthy lifestyles. <p>The food safety service's outcomes include improved food safety and hygienic premises, high rating food businesses in the national food hygiene rating scheme, control of foodborne diseases – all of which help promote the local economy as well as protecting the health of the people who live, visit or work in Cheltenham.</p>
Environmental and climate change implications	<p>None</p>
Property/Asset Implications	<p>None</p> <p>Contact officer: David Roberts, 01242 264151, David Roberts@cheltenham.gov.uk</p>

1. Background

- 1.1 The White Paper “The Food Standards Agency – A Force for Change” identified the Food Standards Agency as having a key role overseeing local authority enforcement activities. This plan is required by the Food Standards Agency (FSA) as part of their monitoring and auditing systems.
- 1.2 Service plans are seen to be an important part of the process to ensure national priorities and standards are addressed and delivered locally. Service plans also:
- ⑥ focus debate on key delivery issues;
 - ⑥ provide an essential link with financial planning;
 - ⑥ set objectives for the future, and identify major issues that cross service boundaries; and
 - ⑥ provide a means of managing performance and making performance comparisons.
- 1.3 The plan follows a standard format provided by the FSA and is required to be submitted to Members for approval. Whilst overdue, the Council has received a dispensation allowing late submission.

2. Reasons for recommendations

- 2.1 It is a statutory requirement to produce a Food Service Plan.
- 2.2 Planning improves performance of operational services.

3. Alternative options considered

- 3.1 No other alternatives are available as this plan relates to the delivery of a statutory function.

4. Consultation and feedback

- 4.1 A copy of the plan is made available on the Council website

5. Performance management –monitoring and review

- 5.1 Performance against the Food Service Plan takes place on a monthly basis with the production of an annual statutory data return.

5.2

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Appendices	1. Risk Assessment 2. Food Safety Service Plan
Background information	1. Food Safety Service Plan

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
1	Any risks associated with equality impact	Head of Public Protection	11.08.14	1	1	1	A	N/A – acceptable risk		SC	
2	Any environmental risks	Head of Public Protection	11.08.14	1	1	1	A	N/A – acceptable risk		SC	
3	If insufficient staffing resources are available to investigate fatalities/accidents/health and safety related incidents and deliver interventions (e.g. as a result of illness or competing service priorities), there is a risk of not achieving targets set out in the plan, resulting in a poor annual return and increased risk of investigation and intervention by the Health and Safety Commission. This would result in an adverse impact on the Council's reputation.	Head of Public Protection	11.08.14	4	2	8	R	Contingency plan: a) re-deployment of dual-competency staff to cover short-term resource issues (eg from EP, Food Safety or management) b) temporary contract with agency staff (as they will be suitably qualified and competent) c) use of resource from neighbouring district short term (mutual aid) d) request authorisation to recruit into vacant post if situation occurs e) re-prioritisation of work plan to focus	In place	SC	Already on dept risk register

								on most risky activities			
4	Lack of resource due to major emergency or food/infection related incident resulting in failure to deliver statutory function and protect employees and the public from risk of injury or illness	Head of Public Protection	11.08.14	3	3	9	R	Likely to be short-term if risk is realised so can reduce risk with mitigation: a) mutual aid from neighbouring districts to cover high risk notifications or complaint investigation (arrangement through Glos H&S Liaison Group) b) notification to HSE of incident and possible impact on performance c) use of agency contract staff to backfill if necessary	In place	SC	Yes - dept
5	Loss of Idox Uni-Form as a stable case management system (ie risk data relating to any business in Cheltenham cannot be accessed, complaint information cannot be retrieved and priority based interventions cannot be	Head of Public Protection	11.08.14	5	2	10	R	Reduce risk by: a) reporting all issues to ICT and user group rep b) have now produced paper versions of inspection forms and Legal Notices etc c) reliance on paper files d) ICT	Determined by ICT	SC	Yes – dept but also flagged on business continuity etc for past 2-3 years as

	planned)							have planned to invest heavily in infrastructure including virtual hosting of Uni-Form			this is an ongoing issue.
6	Conflicting priorities could result in less businesses being inspected each year overall – examples of these other priorities are commercially orientated eg Primary Authority Partnership with Edwards & Ward initially (income generator), Food Hygiene Rating Scheme administration; consistency, revisits etc; sampling; and Food Standards Agency projects.	Head of Public Protection	11.08.14	2	3	6	A	Accept risk as inspection schedule performance has been adjusted. 100% of highest risk businesses to be inspected according to annual programme – some resource diverted from lowest risk premises to be used on other priorities eg PAPs, sampling, infectious disease investigation.	In place - alternative enforcement strategy and revised inspection targets	SC	On dept register