

**Cheltenham Borough Council**  
**Cabinet – 14 June 2016**  
**Food Safety Service Plan 2016 - 2017**

<b>Accountable member</b>	<b>Councillor Andrew McKinlay, Cabinet Member for Development &amp; Safety</b>
<b>Accountable officer</b>	<b>Sarah Clark – Public &amp; Environmental Health Team Leader</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key/Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>The Council is required to produce a Food Safety Service Plan under the Framework Agreement with the Food Standards Agency.</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 Mike Redman as Director of Environment.</p>
<b>Recommendations</b>	<p><b>It is recommended that Cabinet:</b></p> <ol style="list-style-type: none"> <li><b>1. Approve the appended service plan for 2016-17.</b></li> </ol>

<b>Financial implications</b>	<p>No financial implications</p> <p><b>Contact officer: Myn Cotterill,  myn.cotterill@cheltenham.gov.uk, 01242 774958</b></p>
<b>Legal implications</b>	<p>A Food Safety Service Plan is required by the Food Safety Agency Framework Agreement on Official Feed and Food Law Controls by Local Authorities and may be subject to audit by the FSA. It is required to be produced on an annual basis.</p> <p><b>Contact officer: Iona Moseley  iona.moseley@teWKesbury.gov.uk, 01452 396748</b></p>

<b>HR implications (including learning and organisational development)</b>	<p>The HR implications are as detailed in the report.</p> <p><b>Contact officer: Carmel Togher, HR Business Partner</b>  <b>Email: <a href="mailto:carmel.togher@cheltenham.gov.uk">carmel.togher@cheltenham.gov.uk</a>, 01242 775215</b></p>
<b>Key risks</b>	<ul style="list-style-type: none"> <li>• Please refer to appended risk assessment for full risk assessment – key risks are highlighted here</li> <li>• Reduced capacity whilst a senior officer phases a return to work will be managed by not participating in quarterly national and regional food sampling programmes or fully exploring commercial opportunities. This will prioritise officer resource at the food safety interventions due in 2016-17 so they are all delivered by year end in accordance with Food Law Code of Practice (FLCoP).</li> <li>• Failure to implement agreed measures in the audit action plan could result in legal action by the Food Standards Agency.</li> <li>• 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.</li> </ul>

<p><b>Corporate and community plan Implications</b></p>	<p>The Corporate Strategy contains four high level outcomes for 2016-17:</p> <ul style="list-style-type: none"> <li>• Cheltenham's environmental quality and heritage is protected, maintained and enhanced</li> <li>• Sustain and grow Cheltenham's economic and cultural vitality</li> <li>• People live in strong, safe and healthy communities</li> <li>• Transform our council so it can continue to enable delivery our outcomes for Cheltenham and its residents.</li> </ul> <p>The Food Service Plan supports these outcomes by working to achieve: improved food safety and hygienic premises; high rating food businesses in the national food hygiene rating scheme (resulting in increased consumer confidence in local businesses); and the 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. Advice is also given that directly improves or protects the environmental quality of the town – examples range from pests and other vectors; to the disposal of FOGs (fat or grease in drains).</p> <p>When the food safety team is back to full resource, commercial opportunities will be explored such as Primary Authority Partnerships and food hygiene training courses.</p>
<p><b>Environmental and climate change implications</b></p>	<p>None</p>
<p><b>Property/Asset Implications</b></p>	<p>None</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:
- focus debate on key delivery issues;
  - provide an essential link with financial planning;
  - set objectives for the future, and identify major issues that cross service boundaries; and
  - 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. The recent Food Hygiene Rating Scheme audit by the FSA highlighted the importance of thorough service planning and resource allocation. Auditors recommended that lack of resource or other issues affecting the authority’s ability to carry out official controls should be emphasised in the service plan, because of the statutory requirement to comply with the FLCoP.

## **2. Reasons for recommendations**

- 2.1** It is a statutory requirement to produce a Food Service Plan, and allows for the efficient planning of resource to deliver official controls required by the Food Law Code of Practice.

## **3. Alternative options considered**

- 3.1** This plan relates to the delivery of a statutory function so no alternative options are available.

## **4. Consultation and feedback**

- 4.1** A copy of the plan is made available on the council’s website .

## **5. Performance management – monitoring and review**

- 5.1** Food Safety Officer performance management takes place on a monthly basis through recorded 121s with the team leader and in team meetings.
- 5.2** The Food Safety Service reports on a food service performance indicators on a quarterly basis to the Divisional Management Team. This is to grow the number of food businesses with a food hygiene rating of 3 and above. In addition, the service monitors the percentage of food businesses that are broadly compliant with food legislation. Please refer to section 3 of the service plan for details of these two performance measures and percentages of inspections achieved.
- 5.3** An annual statutory return is also produced through the Local Authority Enforcement Monitoring System (LAEMS) and monitored by the Food Standards Agency.
- 5.4** The operation of the Food Hygiene Rating Scheme is monitored by the Food Standards Agency against the Brand Standard.

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<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Risk Assessment</li> <li>2. Food Safety Service Plan 2016-17</li> </ol>
<b>Background information</b>	<ol style="list-style-type: none"> <li>1. Food Law Code of Practice 2015 <a href="http://www.food.gov.uk/enforcement/enforcework/food-law-code-of-practice-2015">http://www.food.gov.uk/enforcement/enforcework/food-law-code-of-practice-2015</a></li> <li>2. Food Law Practice Guidance 2015  <a href="http://www.food.gov.uk/enforcement/codes-of-practice/food-law-practice-guidance-england-2015/food-law-practice-guidance-england-2015/food-law-practice-guidance-england-2015">http://www.food.gov.uk/enforcement/codes-of-practice/food-law-practice-guidance-england-2015/food-law-practice-guidance-england-2015/food-law-practice-guidance-england-2015</a></li> </ol>

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	If the council is unable to deliver interventions in food premises as they become due in accordance with the Food Law Code of Practice, then potential public health risk such as food poisoning outbreaks could occur (also damaging business and council reputation)	SC	18.05.16	3	1	3	A	Although the food safety service is currently at two thirds capacity whilst an officer returns to work following a long illness, the overall number of interventions due should still be achievable within existing resource. If the situation changes, resource implications will be escalated to the Director.  The service will not participate in non-statutory food work until such time as it has the resource to do so (examples include participation in sampling programmes and exploration of commercial opportunities).	N/A	SC	

2	If the food safety service does not achieve the targets of the action plan following the recent FSA audit there is a risk that we will not achieve the official controls in accordance with the national FSA enforcement framework agreement. This is a risk to the delivery of two corporate strategy outcomes - economic and community	BE/YH	18.05.16	4	3	12	R	Monthly monitoring to ensure currently scheduled and overdue visits are achieved in accordance with the action plan.	31.03.17	BE/YH	
3	Emergencies –if the service suffers a lack of resource due to major emergency or food/infection related incident, then there could be a failure to carry out planned interventions or investigate food complaints/incidents.	SC	18.05.16	3	2	6	A	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 interventions or complaint investigation (arrangement through Glos Food Safety Liaison Group) b) notification to FSA of incident and possible impact on performance c) use of agency contract staff to backfill if necessary	In place	SC	

4	If Idox Uni-Form does not function as a stable case management system, then risk data relating to any business in Cheltenham cannot be accessed and planned interventions cannot be programmed	SC	18.05.16	2	2	4	A	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 Access report of all due interventions has been saved in case of Uniform failure	In place	SC	

**Explanatory notes**

**Impact** – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

**Likelihood** – how likely is it that the risk will occur on a scale of 1-6

(1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

**Control** - Either: Reduce / Accept / Transfer to 3rd party / Close