

**Cheltenham Borough Council**  
**Cabinet – 10<sup>th</sup> July 2018**  
**Food Safety Service Plan 2018 - 2019**

<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>Yes</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 (FSA). Local Authorities are required to consider and approve the Plan to ‘help ensure local transparency and accountability’.</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.</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 2018-19.</b></li> </ol>

<b>Financial implications</b>	<p>There are no financial implications as the Food Safety Service Plan can be delivered with the current base budget resources as it currently stands.</p> <p><b>Contact officer: Andrew Knott, <a href="mailto:Andrew.knott@cheltenham.gov.uk">Andrew.knott@cheltenham.gov.uk</a>, 01242 264121</b></p>
<b>Legal implications</b>	<p>There are no legal implications associated with this report.</p> <p><b>Contact officer: Vikki Fennell, <a href="mailto:vikki.fennell@teWKesbury.gov.uk">vikki.fennell@teWKesbury.gov.uk</a>, 01684 272015</b></p>

<b>HR implications (including learning and organisational development)</b>	<p>The Food Safety Service Plan 2018-2019 clearly details employee resourcing requirements and these are currently sufficient in order to meet the council's statutory food safety functions. Any implications of under resourcing are detailed in the report, HR will support the service ensuring that it maintains and meets its required resourcing levels, as well as supporting any identified training and development needs.</p> <p><b>Contact officer: Clare Jones, HR Business Partner</b>  <b>clare.jones@publicagroup.uk 01242 264364</b></p>
<b>Key risks</b>	<ul style="list-style-type: none"> <li>• Please refer to the appended risk assessment for full risk assessment. The key risks are related to the consequences that could result if the service is under-resourced.</li> <li>• The service has enough existing capacity to undertake all programmed food hygiene interventions in 2018-19 and to deliver its statutory commitments under the Food Law Framework Agreement and commence income generation.</li> </ul>

<b>Interim Corporate Strategy and Place Vision Implications</b>	<p>The Interim Corporate Strategy 2018-19 is aligned with the Council's Place Vision and the food safety function of the environmental health service supports both in the following ways:</p> <p>Place aspiration: Businesses and their workforce thrive (Environmental Health 'Business as usual' contribution)</p> <ul style="list-style-type: none"> <li>• Open for business approach with an emphasis on joining up regulatory services and delivering coordinated advice and support;</li> <li>• 'Better Business for All' Gloucestershire and sustainable service delivery;</li> <li>• Food safety interventions;</li> <li>• Food hygiene rating scheme.</li> </ul> <p>Place aspiration: People and communities thrive (Environmental Health 'Business as usual' contribution)</p> <ul style="list-style-type: none"> <li>• Food safety;</li> <li>• Infectious disease investigations.</li> </ul> <p>Place aspiration: Cheltenham Borough Council contributes to a thriving Cheltenham and delivers excellent services to its customer (environmental health contributes to the following priority action)</p> <ul style="list-style-type: none"> <li>• <i>Develop the Better Business for All (BBfA) partnership which provides a holistic link between local businesses and the support and regulatory functions of the Council and explore and implement sustainable service delivery options (e.g. consultancy).</i></li> </ul> <p>The food safety service also has a key role to play in supporting the proposed corporate framework, particularly: <i>Cheltenham is internationally renowned for its culture, heritage, <b>food</b> and sport.</i></p>
<b>Environmental and climate change implications</b>	None
<b>Property/Asset Implications</b>	None

## **1. Background**

- 1.1** The Framework Agreement on Official Feed and Food Controls by Local Authorities (Amendment Five, April 2010) sets out what the FSA formally requires from local authorities with regard to their planning and delivery of food official controls, based on statutory Codes of Practice.
- 1.2** One such requirement is the production, approval and publication of an annual Service Plan.
- 1.3** 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.
- 1.4** The plan follows a standard format provided by the FSA and is required to be submitted to Members for approval. The Food Hygiene Rating Scheme audit by the FSA in 2016 and internal audit by Audit Cotswold in 2017 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 nature of statutory requirements.

## **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 as required by the Food Law Code of Practice and to deliver other commitments such as sampling, internal monitoring and business advice as required by the Framework Agreement.

## **3. Alternative options considered**

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

## **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** Documented internal monitoring procedures are required by Article 8 of Regulation (EC) 882/2004 (Official Feed and Food Controls), the relevant Codes of Practice, and centrally issued guidance.
- 5.2** Quality assurance is provided through the service's consistency and internal monitoring procedures. For example: Food Safety Officer performance management takes place on a monthly basis, through recorded 121s with the team leader and in team meetings; inter-officer consistency meetings occur monthly; internal monitoring file and system checks take place in 121s and accompanied visits are scheduled four times each year with each officer. There are also rigorous procedures in place to ensure the accuracy and integrity of the food hygiene rating scheme.
- 5.3** The Food Safety Service used to report on a food service performance indicator on a quarterly basis to the corporate performance team. The service continues to use this as a local indicator although there is currently no requirement to report it corporately. The indicator is the growth in the number of food businesses with a food hygiene rating of three or above. Please refer to section 6 of the service plan for details of performance measures including the percentage of inspections achieved.
- 5.4** An annual statutory return is also produced through the Local Authority Enforcement Monitoring System (LAEMS) and monitored by the FSA.
- 5.5** The operation of the Food Hygiene Rating Scheme is monitored by the FSA against the Brand Standard. The service has robust monitoring and data procedures relating this.

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<b>Appendices</b>	<ol style="list-style-type: none"><li>1. Risk Assessment</li><li>2. Food Safety Service Plan 2018 – 19</li></ol>
<b>Background information</b>	<ol style="list-style-type: none"><li>1. Food Law Agreement on Official Feed and Food Controls by Local Authorities <a href="https://signin.riams.org/files/display_inline/45532">https://signin.riams.org/files/display_inline/45532</a></li><li>2. Food Law Code of Practice 2017 <a href="https://signin.riams.org/files/display_inline/45497">https://signin.riams.org/files/display_inline/45497</a></li><li>3. Food Law Practice Guidance 2017 <a href="https://signin.riams.org/files/display_inline/46998">https://signin.riams.org/files/display_inline/46998</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 risks such as food poisoning outbreaks could occur (also damaging business and Council reputation)	Sarah Clark	18.06.18	4	2	8	A	The service plan is achievable within existing resources if no other circumstances change. If the situation does change, resource implications will be escalated to the Director.	In place	SC	
2.	If the Council is unable to meet its commitments according to the Framework Agreement, and deliver them according to the Code of Practice and Practice Guidance, then it could be in breach of its statutory duty with potential FSA sanctions and damage to reputation	Sarah Clark	18.06.18	4	2	8	A	The service plan is achievable within existing resources if no other circumstances change. If the situation changes, resource implications will be escalated to the Director.	In place	SC	
3	Emergencies –if the service suffers a lack of resource due to a major emergency or food/infection related	Sarah Clark	18.06.18	3	2	6	A	Likely to be short-term if risk is realised so can reduce risk with mitigation: a) mutual aid from neighbouring	In place	SC	

	incident, then there could be a failure to carry out planned interventions, or to investigate food complaints/incidents.							districts to cover high risk interventions or complaint investigation (Memorandum of Understanding/Protocol is being formalised 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			
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	01.04.17	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	