

Cheltenham Borough Council
Cabinet – 18 June 2013
Food Safety Service Plan

Accountable member	Councillor Peter Jeffries, Cabinet Deputy Housing and Community Safety
Accountable officer	Sarah Clark, Public & Environmental Health Team Leader
Accountable scrutiny committee	Overview and Scrutiny
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 Grahame Lewis as Executive Director.</p>
Recommendations	I therefore recommend that Cabinet approve the attached service plan for 2013-14.

Financial implications	<p>There are no financial implications arising from this report. The Food Safety 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 264124</p>
Legal implications	<p>It is a statutory requirement to produce this plan on an annual basis.</p> <p>Contact officer: Sarah Farooqi sarah.farooqi@tewkesbury.gov.uk, 01684 272693</p>
HR implications (including learning and organisational development)	<p>There are no HR implications arising from this report.</p> <p>Contact officer: Donna Sheffield donna.sheffield@cheltenham.gov.uk, 01242 774972</p>
Property/Asset Implications	<p>None</p> <p>Contact officer: David Roberts@cheltenham.gov.uk</p>

Key risks	<p>The capacity issues experienced in recent years have recently been addressed with all food safety posts occupied since the end of April 2013.</p> <p>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.</p>
Corporate and community plan Implications	<p>The Food Safety Service Plan supports the council's community objectives:</p> <ul style="list-style-type: none"> • Enhancing and protecting our environment; • Strengthening our economy; and • Strengthening our communities. <p>Our food safety service contributes to all of these in the overall improvement in the wellbeing of those who live, visit and work in Cheltenham.</p>
Environmental and climate change implications	None.

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.
- 3.3 The plan follows a standard format provided by the FSA and is required to be submitted to Members for approval

2. Reasons for recommendations

- 2.1 It is a statutory requirement to produce a Food Safety Service Plan.

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 Safety Service Plan takes place on a monthly basis with the production of an annual statutory data return.

Report author	Contact officer: Sarah Clark, Public & Environmental Health Team Leader, sarah.clark@cheltenham.gov.uk 01242 264226
Appendices	Risk assessment
Background information	Food Safety Service Plan 2013-14

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	SC	04.06.13	1	1	1	A	N/A – acceptable risk				
2	Any environmental risks	SC	04.06.13	1	1	1	A	N/A – acceptable risk				
3	Lack of staff resource due to vacant post/s or staff illness resulting in failure to carry out planned interventions or investigate food incidents/complaints	SC	06.06.13	4	2	8	R	Contingency plan: a)re-deployment of dual-competency staff to cover short-term resource issues (eg from EP, H&S 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 d) request authorisation to recruit into vacant post if situation occurs	In place	SC	Already on dept risk register	
4	Lack of resource due to major emergency or food/infection related incident resulting in failure to carry out planned interventions or investigate food incidents/complaints	SC	06.06.13	3	3	6	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 interventions or complaint investigation (arrangement through Glos Food Safety Liaison Group) b) notification to FSA of	In place	SC	Yes - dept	

								incident and possible impact on performance c) use of agency contract staff to backfill if necessary			
5	Loss of Idox Uni-Form as a stable case management system (ie risk data relating to any business in Cheltenham cannot be accessed and planned interventions cannot be programmed)	SC	06.06.13	5	4	20	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) Idox consultant booked regarding statutory returns do not work from Uniform (visit cannot take place until current stability issues resolved by ICT/Idox – June 2013 hopefully)	Determined by ICT	SC	Yes – dept but also flagged on business continuity etc for past 18 months approx
6	Change of direction in guidance from central Government (eg review on official controls)	SC	06.06.13	2	3	6	A	Accept risk as must follow statutory guidance. Current ROOC indicates present regime will not change in short term future. If guidance is released mid-year, it is unlikely to take effect until following financial year thus allowing time for strategic planning.	N/A	SC	On dept register
<p>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</p>											

