

AGENDA

This meeting will be recorded and the video archive published on our website

Licensing and Regulatory Committee
Thursday, 9th June, 2016 at 6.30 pm
The Council Chamber - The Guildhall

Members:

- Councillor Mrs Jessie Milne (Chairman)
- Councillor Owen Bierley (Vice-Chairman)
- Councillor Gillian Bardsley
- Councillor Sheila Bibb
- Councillor David Cotton
- Councillor Paul Howitt-Cowan
- Councillor Angela Lawrence
- Councillor Mrs Pat Mewis
- Councillor Richard Oaks
- Councillor Judy Rainsforth
- Councillor Mrs Diana Rodgers
- Councillor Lewis Strange

1. Apologies for Absence

2. Public Participation

Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each

3. Minutes of Previous Meetings

a) For Approval

- i) Licensing and Regulatory Committee – 15 March 2016 (PAGES 1 - 6)
- ii) Licensing and Regulatory Committee – 9 May 2016

b) For Noting

- i) Meeting of the Licensing Sub-Committee held on 12 May 2016 (PAGES 7 - 10)
- ii) Meeting of the Taxi & General Licensing Sub-Committee held on 9 May 2016 (previously circulated)

4. **Declarations of Interest**

5. **Matters Arising Schedule** (PAGES 11 - 12)
setting out current position of previously agreed actions as at 1 June 2016

6. **Public Reports**
 - a) Food and Health and Safety Plan 2016/17 (PAGES 13 - 28)

 - b) Committee Work Plan (PAGES 29 - 30)

M Gill
Chief Executive
The Guildhall
Gainsborough

1 June 2016

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Licensing and Regulatory Committee held in the Council Chamber at the Guildhall, Gainsborough on Tuesday 15 March 2016 commencing at 6.30 pm.

The Chairman noted that due to an ongoing upgrade of sound equipment there would be no webcast recording of the meeting.

Present: Councillor Jessie Milne (Chairman - In the Chair)
Councillor Mrs Sheila Bibb (Vice-Chairman)

Councillor David Cotton
Councillor Steve England
Councillor Mrs Pat Mewis
Councillor Mrs Di Rodgers
Councillor Thomas Smith
Councillor Lewis Strange

In Attendance:

Phil Hinch Licensing Team Manager
Lesley Beevers Regulatory Team Manager
Dinah Lilley Governance and Civic Officer

Also Present: Councillor Mick Devine – visiting Member

Apologies : Councillor Mrs Judy Rainsforth

Membership : No substitutes were appointed for the meeting

29 PUBLIC PARTICIPATION PERIOD

There was no public participation.

30 MINUTES FOR APPROVAL

- (a) Licensing and Regulatory Committee – 15 December 2015 (LR.23 15/16)

RESOLVED that the minutes of the Meeting of the Licensing and Regulatory Committee held on 15 December 2015 be confirmed and signed as a correct record.

31 MINUTES FOR NOTING

- (a) Taxi and General Licensing Sub-Committee – 18 November 2015 (LR.24 15/16)

RESOLVED that the minutes of the Meeting of the Taxi and General Licensing Sub-Committee held on 29 January 2016 be received and noted.

32 MEMBERS' DECLARATIONS OF INTEREST.

No declarations of interest were made at this point in the meeting

33 MATTERS ARISING SCHEDULE (LR.25 15/16)

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 7 March 2016.

RESOLVED that progress on the Matters Arising Schedule as set out in report LR.25 15/16, be received and noted.

34 PUBLIC SPACE PROTECTION ORDER APPLICATION – ENDERBY CRESCENT, GAINSBOROUGH (LR.26 15/16)

The Regulatory Team Manager presented the report which set out the proposal to close the footpath between Enderby Crescent and 'Rec Hill' by use of a Public Spaces Protection Order (PSPO), under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014.

The background history to the request for closure was set out in the report. The police had contacted West Lindsey District Council to determine whether it would be possible for a PSPO to be considered to close the footpath on Enderby Crescent as the evidence suggested that antisocial behaviour was being perpetuated by the ease of movement from Ravendale Road/Enderby Crescent to the recreation ground and vice versa.

The appendices to the report set out the police statistics on criminal and antisocial behaviour incidents, and also the results of the subsequent public consultation. Of the responses to the consultation exercise with both residents and organisations, and also attendance at a meeting held by Gainsborough Town Council, it was clear that there was overwhelming support for the footpath to remain open.

The main issues raised included: the length of the alternative route to town which would need to be taken by residents, which would subsequently generate additional car use; restrictions to emergency access; and the potential displacement of the antisocial behaviour to a different place.

The highway authority was strongly opposed to the closure of the footpath.

Public Space Protection Orders should only be used where it could be shown that persistent anti-social behaviour was expressly facilitated by the use of a particular right of way.

Interested parties could challenge the validity of a PSPO on two grounds:

- a) That the council did not have the power to make the order, or to include particular prohibitions or requirements; or
- b) That one of the requirements (for instance consultation) has not been complied with.

The High Court could decide to suspend the operation of the PSPO pending the verdict in part or in totality. The High Court had the ability to uphold the PSPO, quash it, or vary it.

Following brief discussion, Members of the Committee agreed that the public support for retention of the footpath access was clear, and suggested that other measures such as CCTV would serve as more effective means of addressing the problem. The Regulatory Team Manager affirmed that this was something which was being given consideration.

The recommendation, taking into account the views expressed by members of the public and organisations, that no action be taken to close the footpath, was moved, seconded and on being voted upon, it was agreed unanimously.

RESOLVED that no action be taken to close the footpath.

The meeting concluded at 6.48 pm

Chairman

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WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Licensing and Regulatory Committee held in the Council Chamber at the Guildhall, Gainsborough on Monday 9 May 2016 at the Conclusion of the Annual Meeting of Council.

Present: Councillor Roger Patterson (Chairman of the Council)
(In the Chair)

Councillor Gill Bardsley
Councillor Owen Bierley
Councillor David Cotton
Councillor Paul Howitt-Cowan
Councillor Angela Lawrence
Councillor Pat Mewis
Councillor Jessie Milne
Councillor Richard Oaks
Councillor Judy Rainsforth
Councillor Mrs Di Rodgers
Councillor Lewis Strange

1 APOLOGIES

Apologies had been submitted by Councillor Sheila Bibb.

2 ELECTION OF CHAIRMAN

RESOLVED that Councillor Jessie Milne be appointed Chairman of the Committee for the 2016/17 civic year.

Councillor Jessie Milne took the Chair for the remainder of the meeting.

3 ELECTION OF A VICE - CHAIRMAN

RESOLVED that Councillor Owen Bierley be appointed Vice-Chairman of the Committee for the 2016/17 civic year.

4 TIME OF COMMENCEMENT OF MEETINGS

RESOLVED that the meetings of the Committee will normally commence at 6.30 pm.

5 MEMBERSHIP AND APPOINTMENT OF TAXI AND GENERAL LICENSING SUB COMMITTEE (LR.01 16/17)

In accordance with the provisions of section 16 of the Local Government and Housing Act 1989, it is the duty of the Committee to make appointments to the Sub-Committee in accordance with the wishes expressed by the political groups following the determination under section 15 (The allocation of seats to political groups).

RESOLVED that the following members be appointed to the Taxi and General Licensing Sub Committee:

Councillor Owen Bierley
Councillor Sheila Bibb
Councillor David Bond
Councillor David Cotton
Councillor Paul Howitt-Cowan
Councillor Pat Mewis
Councillor Jessie Milne
Councillor Judy Rainsforth
Councillor Lewis Strange

6 TRAINING

It be noted that a training session at which Members of the Committee will be required to attend, will be arranged and further details will be circulated in due course.

The meeting concluded at 8.14 pm

Chairman

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Licensing Sub-Committee held in Ancholme Meeting room at The Guildhall, Gainsborough on Thursday 12 May 2016 at 9.30am

Present: Councillor Jessie Milne
Councillor Pat Mewis
Councillor Paul Howitt-Cowan

Apologies: Councillor David Cotton had submitted apologies so Councillor Howitt-Cowan as Reserve Member attended the hearing.

In Attendance:
Phil Hinch Licensing Team Manager
Tracy Gavins Licensing and Enforcement Officer
Kim Newbould-Robertson Lincs Legal Services
Mandy Wood Lincs Legal Services
Dinah Lilley Governance and Civic Officer
Claire Vessey Support Officer

Also in Attendance:
Ms Sharon Hopkinson Licensee
Mr David Ling CCTV Operator
Leo Charalambides Licensee's legal representative
PC Kim Enderby Lincolnshire Police
PC Laura Magson Lincolnshire Police

1 ELECTION OF CHAIRMAN

RESOLVED that Councillor Milne be elected Chairman of the Licensing Sub-Committee for this meeting.

Councillor Milne took the Chair for the remainder of the meeting and round the table introductions were made.

Note: the Licensee's legal representative requested a confidential discussion between the Police and the Council's legal representative. The meeting therefore was adjourned from 9.32am to 10.15am and then a subsequent extension to 10.28am.

2 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

3 LICENCE HEARING RE:

Licence Number: 32UHB50055

Hearing Type: Review of a Premises Licence

Applicant: Lincolnshire Police

Premises: 49 Lord Street, Gainsborough, Lincolnshire DN21 2DD

Premises Licence Holder: Miss Sharon Hopkinson

The Council's legal representative set out the procedure that would be followed, as detailed in Appendix A to the Agenda.

Given the likelihood of confidential information being discussed it was moved and seconded that the hearing be conducted within closed session.

RESOLVED that:

In accordance with Regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005 – the public be excluded from the remainder of the hearing as the Sub-Committee considered that the public interest in doing so outweighed the public interest in the hearing.

The Licensing Officer was requested to present his report, which set out the circumstances leading to the request for a review. Further information on which was set out in the confidential appendices. The options available for the Committee were set out in paragraph 6.2 of the report.

The Lincolnshire Police then presented their case, and the reasons for requesting the review of the application, arising from visits to the premises in July and December 2015 and March 2016, and leading it to be questioned as to whether the Licensing Objectives were being adhered to.

The Licence holder, her representative and the Members of the Sub-Committee were given the opportunity to ask questions of the Police Officers.

Note: At the request of the Licence Holder the Sub-Committee adjourned for a short comfort break from 11.20-11.24am.

The legal representative for the Licence Holder then presented the case evidence for the other side, giving mitigating circumstances and explanations to refute claims made by the Police, and seeking to facilitate a way forward to rebuild relations with the Police and Licensing Authority.

The Police representatives were then given the opportunity to ask questions of the Licence Holder and her representative, a number of which were put to clarify points of information, and on the Licensee's understanding of the Licensing Objectives.

Members of the Sub-Committee then posed a number of pertinent questions, particularly regarding the holding of SIA badges by staff, and the length of the Licensee's experience in the Licensed trade.

Note: The Sub-Committee adjourned for a further comfort break from 12.30-12.38pm.

The Chairman then invited both parties to sum up their cases and clarify any matters which they thought significant and helpful to the matter.

The Licence Holder was described as having a community conscience and being committed to creating respectable establishments in the town.

The Police representatives expressed their lack of faith in the promotion of the Licensing Objectives.

Note: The Sub-Committee then withdrew from the meeting at 12.49pm to deliberate and come to a decision. The Governance and Civic officers and the Council's legal advisors accompanied the Sub-Committee.

During the deliberation, a legal advisor returned to the meeting room to clarify a point of information on behalf of the Sub-Committee.

Note: The Sub-Committee and officers returned to the meeting at 1.55pm to advise parties of the outcome of its deliberations, whereupon the Chairman read out the decision, and the reasoning behind it.

RESOLVED: that, having considered all of the information before them the sub-committee are of the view that it is appropriate and proportionate for the promotion of the licensing objective of the Prevention of Crime and Disorder to revoke the licence.

The Chairman advised that all parties would be notified of the decision in writing within five working days of today's hearing and reminded those present of the right to appeal to the Magistrates' Court within 21 days of receiving such notice.

The meeting closed at 2.05 pm.

Chairman

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Licensing & Regulatory Committee Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Licensing & Regulatory Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black					

NON CONFIDENTIAL

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LR.06 16/17
Licensing and Regulatory Committee
Date 9 June 2016

Subject: Food and Health and Safety Plan 2016/17

Report by:

Mark Sturgess
Chief Operating Officer

Contact Officer:

Lesley Beevers
Regulatory Team Manager
01427 675129
Lesley.beevers@west-lindsey.gov.uk

Purpose / Summary:

To present the 2016/2017 Food, Health and Safety Service Plan for consideration and approval.

RECOMMENDATION(S):

- 1) **That the Food and Health and Safety Service Plan be received, noted and approved**

IMPLICATIONS

Legal: The production of the Food and Health and Safety Service Plan is a statutory requirement.

Financial: FIN-CLT-25-17 There are no financial implications contained in this report

Staffing : None as a result of this report

Equality and Diversity including Human Rights :
Not applicable

Risk Assessment : None as a result of this report

Climate Related Risks and Opportunities : N/A

Title and Location of any Background Papers used in the preparation of this report:
Framework Agreement on Local Authority Food Law Enforcement (as amended) – Food Standards Agency Website
Health and Safety Commission (Section 18) Guidance – Health and Safety Commission Website

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman) **Yes** **No**

Key Decision:

A matter which affects two or more wards, or has significant financial implications **Yes** **No**



PUBLIC PROTECTION SERVICES

FOOD, HEALTH AND SAFETY SERVICE DELIVERY PLAN 2016 - 2017

1 Introduction

This plan has been produced in line with the Food Standards Agency Framework Agreement and the Health and Safety Commission's approved guidance.

2 Service aims and objectives

2.1 Aims and objectives

To protect and improve the health, wellbeing and safety of our residents, visitors to and workers in the district, ensure the economic prosperity of businesses and provide for the sustainable improvement of our local environment.

To strive for continuous improvement in the delivery of efficient and effective customer focused services.

To protect public health and ensure businesses comply with the relevant legislation, through advice, education and enforcement.

2.2 Links to corporate objectives

The Council's corporate priorities are set out in the Corporate Plan. The work of the Public Protection Service is linked into the following corporate aims:-

Open for Business – To retain, support and facilitate the growth of business in the District

People First – Increase opportunities for the night time economy.

Excellent value for money services – deliver a customer first culture, develop a workforce of high skill, motivated staff to deliver in an entrepreneurial manner

The Council has adopted the Cabinet Office Enforcement Concordat principles, which are embedded into the enforcement policy and the working procedures of the Section generally. The enforcement policy and working procedures also give consideration to the Human Rights Act 1998 and the Regulation of Investigatory Powers Act 2000.

The quality and performance aspects of the service are continuously monitored in order to seek continued improvement, complaints are acted upon and actions taken where appropriate.

The Service strives to communicate with customers in plain English and will provide explanation of our enforcement policy through a number of media including the use of our web site, publications and guidance documents, actively seeking the views of businesses and customers to continually improve the service.

Wherever possible the regulatory burden on business is minimised by adherence with the Better Regulation Enforcement Concordat, the Council's Enforcement Policy and working procedures.

The Service works closely with businesses in order to enable them to comply with the legislation and maintain good food hygiene and health and safety objectives.

3 Background

3.1 Profile of the Authority

The District is situated in the north of the County of Lincolnshire between Lincoln and Scunthorpe. The River Trent forms much of the western boundary and the eastern side extends almost to Grimsby.

The District is predominantly rural with three main areas of population being concentrated in the market towns of Gainsborough, Market Rasen and Caistor.

3.2 Scope of the Service

The Service is provided by a multi-functional team of qualified Officers. As a District Council we are responsible for enforcement of all food safety matters with the exception of those involving product labelling, weights and measures, and animal foodstuffs, which are dealt with by Lincolnshire County Trading Standards Department.

The main functions of the Section are detailed below;

- ❖ Inspection of all registered food premises within the District.
- ❖ Investigation of food poisoning and infectious disease notifications.
- ❖ Investigation of food complaints.
- ❖ Inspection of businesses within the District to ensure compliance with Health and Safety legislation.
- ❖ Investigation of statutory reportable accidents.
- ❖ Responding to requests for advice and guidance, food export certificates, unsanitary premises and unsafe work environments.

- ❖ Responding to national and local Food Alerts.
- ❖ Maintenance of a register of cooling towers and food premises.
- ❖ Internal safety role of advice and co-ordination of systems and policies, including training.

3.3 Demands on the service

Food hygiene premises profile at the 1st April 2016

Category	Number	Minimum Intervention Frequency
A	1	6 months
B	58	12 months
C	192	18 months
D	185	24 months
E	488	36 months
Unrated	44	

Total number of registered* food premises = 968. (* Not all food businesses require registration).

There are also 9 Approved premises which require 2 inspections each year.

Health and Safety premises

Health and safety regulation within the UK is undertaken by the HSE and local authorities. The Enforcing Authority Regulations 1998 states the sectors the HSE and local authorities regulate, this is largely dependent on the premise type.

In total there are in excess of 1300 business premises in West Lindsey which come under the local authorities' jurisdiction for health and safety regulation. HSE guidance is followed in order to determine which premises will be proactively inspected. The guidance requires interventions to be targeted at both activities and sectors identified by the HSE as national priorities and at activities and sectors identified as a local priority, e.g. sectors locally where there has been an increase in work place injuries.

Our approach to enforcement will be in line with the HSE and our Enforcement policy and will take into consideration the principles of Better Regulation.

The table below shows the demand on the service over the last 4 years.

	2012-2013	2013-2014	2014-2015	2015-2016
Programmed Food Premises Inspections	252	475	396 (523 required by FSA)	348
% Food Hygiene inspections carried out that were required to be carried out	90 (225/252)	66 (314/475)	104% (415/523 which equates to 80% of FSA required interventions)	94% (348/396)
Requests for Service	301	293	311	293
Accident Investigations	78	55	80 reported 19 required investigation	66 reported 7 required investigation
Infectious Disease Notifications	246	157	153	123
Requests for revisits				17

3.4 Enforcement policy

A documented enforcement policy has been produced which officers are expected to abide by at all times. The Authority has signed up to the 'Enforcement Concordat' as promoted by the Cabinet Office, and the principles of this are embedded into the enforcement policy. Any action taken by the Authority will be taken in line with the policy. The service Enforcement Policy was reviewed in May 2015 in line with the Corporate Enforcement Policy, which was adopted by Council in April 2010.

4 Service Delivery

4.1 Planned Inspection Programme

4.2. Food Safety

An inspection programme is established and maintained for all food premises within the District. It is this Authority's policy that premises are inspected in accordance with the minimum requirements of the Food Safety Act 1990, Code of Practice. Inspection weightings are applied such that the premises presenting the greatest risk are inspected more frequently than those presenting a lower risk.

A documented matrix for the appointment and authorisation of officers is in place.

The Food Law Code of Practice Guidance (April 2015) gives Authorities various options with regard to food premises interventions. The intervention type chosen will be the most effective for ensuring that food safety is maintained or improved and will be carried out on a risk based approach. The range of interventions includes full inspections, partial inspections, sampling visits, advisory visits, and training and self assessment questionnaires.

The planned inspection/intervention programme for the year 2016-2017 is below.

<u>Risk Category</u>	<u>Frequency</u>	<u>Number of premises</u>	<u>Interventions/ Inspections</u>
A	6 months	1	Official Control-2
B	12 months	58	Official Control-58
C	18 months	137	Official Control 137
D	24 months	111	Official control 111
E	36 months	116	Alternative enforcement strategy-116
unrated		44	Official Control-44
Projected number of new businesses			Official Control-80
Total annual no. of inspections as required by FSA:-			548
Total number of other interventions			116
Number of inspections to be completed			432
Monthly average inspections:-			36 a month

Rationale for target setting. The food safety team is not resourced to deliver all of the inspections required under the FSA guidance. This programme is based on available resources, risk rating of the premise and any intelligence gained. It ensures that all Risk Category A and B premises are inspected, as well as unrated and new businesses and all complaints. If the target is reached then other inspections will be undertaken.

The inspection process is dependant upon the type and the nature of the food business but in all cases the inspection is undertaken having regard to the following documentation / advice:

- 1) The Food Safety Act 1990, regulations made there under, food regulations made under the European Communities Act 1972 and Community Hygiene legislation (EC 852/3 etc).
- 2) The statutory Code of Practice issued under the Food Safety Act 1990, Regulation 26 of the Safety and Food Hygiene (England) Regulations 2013, and Regulation 6 of the Official Feed and Food Controls (England) Regulations 2009.
- 3) Guidance notes issued by LG Regulation on the subject of programmed food hygiene inspections.
- 4) Relevant Industry Guides and Food Standards Agency publications.
- 5) Other Directives and Regulations from Europe.

Further revisits may also be required dependent on problems found and are scheduled in accordance with inspection policy guidance.

If premises are found not to be compliant formal action may result. This is taken in line with our Enforcement Policy and relevant guidance. It should be noted that increased enforcement action will impact on delivery of the planned inspection targets.

4.3 Food sampling and inspection

The Authority will only take food/water samples in the following circumstances:

- Food poisoning investigations – samples of food or water may be taken as part of any investigation.
- Complaint samples – taken as part of a complaint investigation.
- Special investigations – for example, at the request of the Food Standards Agency or in response to a significant food safety issue.
- Routine sampling – this will be undertaken with regard to the sampling programme from the FSA.

4.4 Food poisoning and infectious disease

A documented working policy exists called the “Procedure for the Control of Food Poisoning and Infectious Disease”. It is the guiding principle to respond to all notifications in line with this policy. The

policy has been developed in association with the CEHO Food Group and Lincolnshire Health.

Liaison takes place with GPs, Hospitals, West Lincolnshire Primary Care Trust, Health Development Agency, other Local Authorities, food businesses and the Food Standards Agency, depending on the circumstances of each case.

It is difficult to pre-plan the availability of staffing resources for this activity as individual notifications and outbreaks cannot be predicted and are often sporadic.

When an incident occurs it may be necessary for the whole section to become involved, which may create problems in other work activities and lead to the rescheduling of these.

Some emergency cover exists through the standby Officer Service but this can not be considered as being a failsafe.

4.5 Food Alerts

It is our policy to respond to (or generate) food alerts in accordance with the Food Safety Act Code of Practice and Guidance. Where necessary additional guidance is sought directly from the Food Standards Agency.

4.6 Health and Safety

It is the Council's policy to ensure that a risk based inspection programme is established and maintained for Health and Safety premises in accordance with HELA/HSC guidance.

The work areas for this year:

- Respond to all complaints received,
- Respond to any issues raised by HSE that need investigation.

A documented procedure for the inspection of Health and Safety premises is in place. (Health and Safety Inspection Policy)

Only officers qualified and experienced in accordance with Health and Safety Commission Section 18 guidance and RDNA (Regulatory Development Needs Analysis) shall be authorised.

A documented policy for the appointment and authorisation of officers is in place.

If premises are found not to be compliant formal action may result. This is taken in line with our Enforcement Policy and relevant guidance. It should be noted that increased enforcement action will impact on delivery of the planned inspection targets.

As well as the targeted inspections all complaints are responded to, and partnership work undertaken.

4.7 Accident Investigations

One of the main areas of work is to investigate fatalities and life changing injuries plus less serious incidents that indicate a breakdown of safety systems. We also investigate cases of occupational ill-health and dangerous occurrences as defined by the Reporting of Incidences, Diseases and Dangerous Occurrences Regulations 2013.

It is this Authority's policy to ensure that all accidents and dangerous occurrences are appropriately investigated and dealt with having regard to the Health and Safety at Work etc. Act and the various Codes of Practice, and guidance issued by HELA.

Officers are required to operate in accordance with the Section's Accident Investigation Policy, which includes response times for various accidents.

Depending on the complexity of the accident, the length of the investigation will vary considerably.

4.8 Lead/Home Authority Principle

The Authority currently has no formal Home/Lead Authority agreement with any business operating in the West Lindsey district. This Authority does act informally as a liaison between businesses operating in this district and other Regulatory Bodies according to the Lead / Home Authority Principle, when requested by either party.

4.9 Advice for Businesses/Requests for Service

It is the policy of the Council to encourage Officers to offer advice to businesses whenever possible. This is usually in the form of answering simple questions on the telephone and to give advice on new legislation or proposed alterations. Visits are not routinely made to give advice.

Offering advice is an integral part of the work and cannot be separated from routine inspections or enforcement activities. There is much value to working with businesses in order to ensure that good standards are

maintained, and the team have received positive feedback with regard to this.

In addition to the advice given during inspections, approximately 300 requests for service are received annually.

It is the policy of the Council to ensure that requests for service are dealt with in line with the request for service policy. Any action relating to requests will be taken in line with the service Enforcement Policy and detailed working procedures as necessary.

Requests for service relating to Health and Safety issues will be dealt with having regard to the aforementioned documentation and also HSC/HELA strategic objectives.

4.10 Liaison with other organisations

The Council recognises the importance of acting in a consistent manner with its neighbouring authorities.

Arrangements are in place to ensure consistency of approach with neighbouring authorities, including:-

- 1 membership of the Chief EHO Food and Health and Safety Group which has:-
 - Encouraged the development of common protocols
 - Organised consistency and training events and exercises
 - Liaison with other county groups
 - Carried out benchmarking exercises
 - Development of a collaborative work plan
- 2 Consultee for relevant planning and building control applications.
- 3 Compliance with HELA, LACORS and other Food/Health and Safety and Licensing guidance.

5 Promotional Activities

5.1 Food Safety

The Council recognises the importance of Food Safety Promotion as part of the service it provides. This includes;

- Continued development and promotion of the 'National Food Hygiene Rating Scheme'.

- During inspections officers will provide food safety information and advice to staff and proprietors, the overall aim being to improve the levels of food hygiene knowledge.
- In response to requests for service the section will provide specific advice and information on hygiene matters.

5.2 Health and Safety Strategic Planning.

The Council recognises the importance of Health and Safety Promotion as part of the service it provides including:

- During inspections officers will provide health and safety information in line with HELA and HSC strategic themes, detailed in the development plan.
- Focused inspections to highlight HELA and HSC strategic themes.
- Partnership working.

6 Resources

6.1 Financial Allocation

6.2 Staffing Allocation Detailed below,

Title	FTE
<u>Regulatory Team Leader</u>	
Leads the Food/Health and Safety Section and is also responsible for other services. Is responsible for policy development, visit allocation and ensuring the risk-based inspection programme is met. Does not contribute to the risk inspection programme. Authorised in accordance with the section policies in relation to food/health and safety enforcement.	0.4
<u>Senior Environmental Health Practitioner</u>	
Contributes to risk inspection programme. Authorised in accordance with the section policies in relation to food and health and safety enforcement. Involved in all food safety/health and safety activities.	1.0
<u>Environmental Health Practitioner</u>	0.8
Contributes to risk inspection programme. Authorised in accordance with the section policies in relation to food and health and safety enforcement. Involved in all food activities.	
<u>Food/Health and Safety Technical Officer</u>	
Contributes to risk inspection programme. Authorised in accordance with the section policies in relation to food and health and safety enforcement. Involved in all food activities.	1.0
<u>Health and Safety Co-ordinator</u>	
Contributes to risk inspection programme. Authorised in	0.2

accordance with the section policies in relation to food and health and safety enforcement. Involved in all health and safety activities.	
<u>Administrative Support</u>	
Carrying out support duties associated with food safety including taking complaints/messages and typing letters/reports.	0.2

6.3 Staff Development Plan

The Council recognises it is essential that staff are qualified and trained in accordance with Food Safety Acts Codes of Practice which specifies that officers must receive at least ten hours per annum ongoing training for Officers and HELA Section 18 guidance.

This is arranged as necessary and includes:-

- Attendance at approved training courses.
- Regular in-house briefings during Team Meetings as well as ad hoc specific meetings.
- Attendance at training events co-ordinated by the Lincolnshire Environmental Managers Group, Infectious Disease sub-group and Health and Safety Group.
- Attendance at appropriate training events organised by the Food Standards Agency, LACORS, HSE and HELA.

The majority of training needs are identified through the appraisal scheme and all training is recorded and kept on staff files.

7 Quality Assessment

The Council is committed to the principle of value for money and continuous improvement, including the provision of a quality, customer focussed service.

The following measures are in place to assess that the quality and levels of performance achieved:-

- Documented policies/procedures
- Production of monthly performance figures for the Service Manager regarding inspection targets
- Reporting of performance figures to the relevant committee(s) and managerial bodies in line with the Council's performance management framework
- Benchmarking against other local authorities.
- Monitoring of inspection files and audited inspections.
- Inter-authority auditing with other Lincolnshire Authorities.
- Monitoring food premises that are broadly compliant.

Abbreviations

FSA-Food Standards Agency

HSE-Health and Safety Executive

LACORS- Local Authority Coordinators of Regulatory Services

HELA- Health and Safety/ Local Authority Liaison Committee

CEHO- Chief Environmental Health Officer

HSC- Health and Safety Commission

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Licensing & Regulatory Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Licensing & Regulatory Committee.

Recommendation:

1. That members note the schedule of reports.

Date	Title	Purpose of the report	Lead Officer
09/06/2016	Food & Health and Safety Plan 2016-17	To present the Food & Health & Safety Plan 2016-17	Lesley Beevers
20/09/2016	Public Space Protection Order	to consider the implementation of a public space protection order at roses and marshalls sports ground for dogs	Lesley Beevers

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