

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Regulatory Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 5 December 2024 commencing at 6.30 pm.

Present: Councillor Jim Snee (Chairman)
Councillor Mrs Mandy Snee (Vice-Chairman)
Councillor John Barrett
Councillor David Dobbie
Councillor Paul Lee
Councillor Maureen Palmer
Councillor Baptiste Velan

In Attendance:
Andy Gray Housing & Environmental Enforcement Manager
Ele Snow Senior Democratic and Civic Officer
Natalie Smalley Democratic and Civic Officer

Apologies: Councillor Mrs Angela Lawrence
Councillor Mrs Diana Rodgers

30 PUBLIC PARTICIPATION

There was no public participation.

31 MINUTES OF PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Regulatory Committee held on 6 June 2024 be confirmed and signed as a correct record.

32 MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest at this point in the meeting.

33 MATTERS ARISING SCHEDULE

There were no Matters Arising to note.

34 FOOD, HEALTH AND SAFETY WORK PLAN - MID YEAR UPDATE

The Committee gave consideration to a report presented by the Housing & Environmental Enforcement Manager; the presentation set out the Council's current position regarding

inspections, alongside future aims. It was explained that on 6 June 2024 the Committee had requested an update on performance against the Food Standards Agency (FSA) inspection regime in December 2024.

In relation to the targets, the FSA would seek assurances from the Council depending on the volume of inspections post-March 2025. It was noted that the number of required inspections would increase during 2025 and 2026, which would be an ongoing challenge for the Council.

It was explained that as of the end of November 2025, 191 out of 376 inspections had been completed, with the reasons behind increases and decreases outlined. In response to a question regarding the recent increase in inspections, it was explained that an additional staff member had been working in the team and was helping to increase the team's capabilities. The Manager emphasised that with the additional staff member, he felt confident that the Council would be close to meeting the inspection targets by the end of the year.

Members of the Committee thanked the Manager for his report and were content with the increased number of inspections that had taken place.

In response to a question, the Manager explained that the frequency of inspections was determined by the type of business e.g. a small-scale home baker would receive fewer inspections than a meat manufacturer. It was clarified that if a complaint about a premises had been received, it would be investigated. To minimise the impact on resources, if the premises had not received a recent inspection, then the complaint would be investigated at the same time as an inspection was carried out. Further to this, Inspectors had a regime of work each week, but investigating complaints took priority.

The Manager highlighted difficulties regarding the fluctuations in the number of staff required throughout the year; it was noted that businesses would open and close throughout the year, adding an element of unpredictability to the number of required inspections. Despite this, it was explained that the team had a good understanding of the dynamic nature of the industry and could reasonably predict future staffing needs. It was highlighted that the FSA did not provide additional funding if targets were revised, yet the Council had contingency funding set aside for these areas, which could be utilised if needed.

The Vice-Chair congratulated the Inspectors at the Lincolnshire Show, explaining that they kept everyone safe whilst helping to showcase the Council's work.

In response to a question, the Manager explained that devolution would present opportunities to discuss how staffing resources could be best utilised. It was noted that during periods when fewer inspections were required, staff would still be utilised effectively.

Responding to a question regarding funeral parlour inspections, the Manager summarised the processes involved and highlighted that the inspection criteria was strictly regulated by central government. It was noted that no major issues were identified in any of the funeral parlour premises.

With no further questions or comments and having been moved and seconded, the Chairman took the vote and it was

RESOLVED that

- a) the update report, as requested by Regulatory Committee's 6 June 2024 meeting, to update on the current progress against the Food, Health and Safety Work Plan 2024/25 be received; and
- b) further updates be provided to the Chair and Vice Chair of Committee at Chair's Brief for the remainder of 2024/25.

The meeting concluded at 7.02 pm.

Chairman