



Regulatory Committee

**Thursday 4th December
2025**

Subject: Food, Health and Safety Work Plan - Mid Year Update

Report by:

Director of Change Management, ICT &
Regulatory Services

Contact Officer:

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Purpose / Summary:

To provide Regulatory Committee with a mid-year update on food hygiene inspections.

RECOMMENDATION(S):

Management Team are asked to:

- a) Note the report and progress made.
- b) Agree that a further update is brought with the annual food, health and safety work plan for 26/27 in May or June 2026.

IMPLICATIONS

Legal:

The Council is required to complete a Food, Health and Safety Work Plan annually and it is completed in line with the Food Standards Agency Framework Agreement.

The Council has a statutory obligation to ensure that it meets the requirements of the framework agreement and any other such plans produced by the Food Standards Agency.

Financial : FIN/111/26/SSc

There are no financial implications arising from this report.

Staffing :

The report refers to the current staffing situation within the service in terms of its ability to meet the statutory requirements.

The previous decision to convert the temporary Environmental Health Officer position to permanent leaves the service in a position to meet its statutory obligations.

Equality and Diversity including Human Rights :

None noted.

Data Protection Implications :

None noted.

Climate Related Risks and Opportunities :

On completion of the annual food, health and safety work plan, which was approved by Regulatory Committee on 5th June 2025, a full assessment for the CESIA process was completed. The report can be found here:

<https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=262&MId=3855&Ver=4>

Section 17 Crime and Disorder Considerations :

There are no direct implications within this report. In line with the Council's Corporate Enforcement Policy this work area seeks to ensure that other agencies are engaged where necessary to address specific concerns.

Health Implications:

The delivery of an effective Food and Health and Safety service has a clear and direct impact on the health of the Districts residents. The plan seeks to ensure that Food Hygiene Standards are maintained in line with legislation and that Health and Safety incidents are investigated accordingly.

Title and Location of any Background Papers used in the preparation of this report:

Food Health and Safety Work Plan 2025/26

<https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=262&MId=3855&Ver=4>

Risk Assessment :

See section 4 of the report

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

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

X

No

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1. Introduction

- 1.1. At its meeting on Thursday 5th June 2025, Regulatory Committee approved that an update on performance against the Food Standards Agency inspection regime be submitted to the Committee in December 2025 in order that the Committee has assurance on what progress has been made. The original committee paper can be found in the background papers section of this report.
- 1.2. This report seeks to provide that update and give reassurance to committee regarding the Council's current position.

2. Background

- 2.1. The 2025/26 food, health and safety work plan identified that 290 food premises would require a physical inspection within that year, and 345 Category E premises would need to be inspected via an Alternative Enforcement Strategy. Within this 345, 64 have been allocated to have a physical food hygiene inspection.
- 2.2. Alongside the usual inspections, there is also an anticipated 20% to 30% increase on planned inspection numbers. This is due to inspections undertaken that are not part of the routine programme (i.e., re-inspection's) or because of complaints from the public or where an additional paid for visit is requested. Therefore, it is estimated that the true total food inspection programme figure, comprising of routine planned and unplanned inspections is more likely to be in the region of 412 and 441 inspections. This number of inspections has not been achieved previously by the Council.
- 2.3. The work plan also identified that with the existing resources in place there may be a challenge in meeting the level of inspections required in 24/25.

3. Current Position

- 3.1. As of the end of September 2025
 - 213 (60%) planned inspections have been undertaken. *(121 (32%) completed in the same period in the previous year)*
 - There have been an additional 84 new business registrations, and 62 businesses have ceased trading.
 - The estimated rolling number of FSA inspections now stands at 364, an increase on the 354 scheduled in April 24.
 - 127 written warnings have been issued.
 - 4 hygiene improvement notices have been issued.
 - 6 Voluntary closures have occurred.
 - 1 successful prosecution has taken place.
- 3.2. In June 2025, the work area undertook proactive food hygiene enforcement checks at the Lincolnshire Showground on the days prior

to and during the Lincolnshire Show. These were undertaken to ensure that the major catering establishments were compliant with food law and good practice. Approximately 77 spot checks were undertaken where food hygiene and health and safety issues were considered. Four of these were full inspections of West Lindsey registered food businesses. The team were delighted to report that there were no major concerns noted at any businesses during the show, which demonstrates the impact that the continued annual attendance is having.

4. Estimate

4.1. The Council normally aims to achieve 90% of the required inspections per annum from the FSA. Based on the 354 target, of which 60% have already been completed, the Council is on course to complete 100% of the required inspections.

4.2. The Council provide its performance delivery to the FSA on a six monthly basis, and the latest return was very positive. A query was made in regard to the lack of sampling that has been undertaken, and a full response has been provided on this, as the number of inspections in the first six months have not enabled sampling to occur and the Council has committed to rectifying this in the second half of the year, which the FSA are happy with.

5. Staffing Resources

5.1. Thanks to the support of this committee and Management Team an additional Environmental Health Officer post was recruited to in July 2025 and the increase in performance can already be seen in terms of the number of inspections and interventions completed.

5.2. This has meant the temporary post in place has now ceased and that there is one additional FTE within the service.

5.3. Alongside this, the support officer post within the team has now been recruited to and an officer commenced in this post in September, so the work area now has a full complement of staff.

6. Service Risks

6.1. In the report presented to Regulatory Committee on the 5th of June 2025, the following service risks were identified.

6.1.1. An inspection target of 90% may not be achieved without additional inspection capacity being agreed.

6.1.2. Additional demand on Senior EHOs reducing availability to complete inspections.

6.1.3. Inability to complete proactive health and safety inspections.

6.1.4. Service system transition to CRM.

6.2. To mitigate the risk cited in 6.1.1.

- Management Team approved the recruitment of an additional officer who commenced in their role in July 2025.
- The inspection figure is recorded monthly within progress and delivery and currently stands at 60% at the end of September.
- The additional resources within the team are mitigating this risk.

6.3. To mitigate the risk cited in 6.1.2.

- The additional officer within the team has given capacity to the senior officer to ensure that highest risk cases can be focussed upon and to enable the CRM system to be developed.

6.4. To mitigate the risk cited in 6.1.3

- The additional officer capacity is enabling health and safety inspections to occur. This will be limited in 25/26 whilst the food inspections take precedent however, these will feature as part of future inspecting years.

6.5. To mitigate the risk cited in 6.1.4

- Resources required for supporting the new system development will also be discussed internally to consider whether additional are required at each stage and identified internally to assist with this.
- The Transformation and Digital Team are supporting on all aspects of the CRM development, the change management in the service and working in collaboration with service officers to successfully influence how it is developed and to implement it together.

7. Summary and Next Steps

7.1. The service is in a positive position for 25/26 in terms of overall food hygiene inspection numbers.

7.2. A range of mitigating actions have been identified to assist with the risks that are present within the service, and these will be explored and delivered by officers accordingly.

7.3. Regular updates will be provided to the Regulatory Committee Chair's briefing and internally, the inspection measure will continue to be reported monthly via progress and delivery reporting.

END