

Notice of Meeting

Joint Public Protection Committee

A shared service provided by Bracknell Forest Council,
West Berkshire Council and Wokingham Borough Council

Monday 12 June 2017 at 7.00pm

Venue: Wokingham Borough Council, Shute End, Wokingham,
RG40 1BN

To: Councillors Nick Allen (Bracknell Forest Council), Michael Firmager (Wokingham Borough Council), Marcus Franks (West Berkshire Council), Norman Jorgensen (Wokingham Borough Council), Iain McCracken (Bracknell Forest Council) and Emma Webster (West Berkshire Council)

Part I

Page No.

- 1 **Election of Chairman**
To elect the Chairman for the 2017-18 Municipal Year.
- 2 **Apologies**
To receive apologies for inability to attend the meeting (if any).
- 3 **Minutes of the Meeting on the 14 March 2017** 1 - 6
To approve as a correct record the minutes of the meeting of this Committee held on the 14 March 2017.
- 4 **Declarations of Interest**
Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration, and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members' Interests, the Monitoring Officer must be notified of the interest within 28 days.

Public Protection Partnership Agenda - Monday, 12 June 2017 (continued)

5 Notice of Public Speaking and Questions

To note those agenda items which have received an application for public speaking.

A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.

The Partnership welcomes questions from members of the public about their work.

Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Partnership or an item which is on the agenda for this meeting. For full details of the procedure for submitting questions please contact Democratic Services.

6 Public Protection Food and Feed Control Plan (PP3315)

7 - 74

To consider the draft plan for the enforcement of food and animal feed controls and to seek approval for the plan.

7 Public Protection Community Fund (PP3316)

75 - 90

To consider a proposal for the delivery of the Public Protection Community Fund application and evaluation process.

8 Public Protection Performance Update (PP3317)

91 - 104

To consider an update 2016/17 performance and budget outturn and progress on delivering the operating model set out in the Business Plan.

9 Future Plan

To detail future items that the Committee will be considering.

10 Any other items the Chairman considers to be urgent

11 Future Meeting Dates

- 19 September 2017
- 12 December 2017
- 19 March 2018
- 12 June 2018

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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

JOINT PUBLIC PROTECTION COMMITTEE

Minutes of the meeting held on Tuesday, 14 MARCH 2017

Wokingham BOROUGH COUNCIL, SHUTE END, WOKINGHAM, BERKSHIRE, RG41 1BN

Present: Cllrs Nick Allen, Marcus Franks, Pauline Jorgensen, Iain McCracken, Alison Swaddle and Emma Webster

Also Present: Paul Anstey (Public Protection Manager), Sean Murphy (Public Protection Manager), Steve Broughton (Head of Public Protection and Culture), Moira Fraser (West Berkshire Council), Clare Lawrence (Head of Development Management and Regulatory Services, Wokingham Borough Council) and Steve Loudoun (Chief Officer Environment & Public Protection, Bracknell Forest Borough Council)

PART I

1 Election of Chairman

RESOLVED that Councillor Alison Swaddle be elected Chairman of the Joint Public Protection Committee for this meeting and the 2017/18 Municipal Year.

2 Appointment of Vice-Chairman

RESOLVED that Councillor Iain McCracken be appointed as the Vice- Chairman of the Joint Public Protection Committee for this meeting and the 2017/18 Municipal Year.

3 Apologies

There were no apologies received for inability to attend the meeting.

4 Declarations of Interest

Councillors Iain McCracken and Emma Webster declared an interest in Agenda Item 11, but reported that, as their interest was a personal or an other registrable interest, but not a disclosable pecuniary interest, they determined to remain to take part in the debate and vote on the matter.

5 Notice of Public Speaking and Questions

No notice had been received that members of the public wished to address the Committee on any of the agenda items.

No public questions were submitted in relation to general issues concerned with the work of the Partnership or any items which were on the agenda for the meeting.

6 Public Protection Partnership Business Plan

The Committee considered a report (Agenda Item 6) which identified the relevant details of the Inter Authority Agreement (IAA) and set out how the Public Protection Partnership (PPP) intended to operate through the delivery of the Business Plan.

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Councillor Marcus Franks noted that one of the Strategic Priorities was 'protecting and improving health' and he sought reassurance that this activity was being undertaken in consultation with Public Health. Paul Anstey stated that the operating model highlighted priorities for the service based on a range of issues one of which was health. It was a high level strategic document. When looking at specific issues they could work closely or jointly with Public Health if appropriate. He reassured Members that nothing would be done in isolation if it could be done better together. Sean Murphy noted that the service was already responsible for enforcing certain legislation e.g. legislation pertaining to underage sales and smuggled tobacco and they were already committed to undertaking this work for Public Health.

Councillor Nick Allen noted that the original partnership had involved two authorities and he asked what impact having a third authority in the partnership would have. Paul Anstey explained that Officers had fundamentally reviewed the operating model based on the lessons learnt and would seek to further imbed the best bits of the existing partnership. They had looked at information provided from Bracknell and a single entity was being set up with one set of priorities and one budget. He saw this as a natural progression.

Councillor Iain McCracken noted that the Joint Committee was expected to meet bi-annually and he queried whether this was sufficient. Officers explained that this was a minimum requirement and it was likely that meetings would take place on a quarterly basis until the governance arrangements and the partnership had time to settle in. It was also acknowledged that there would be more business to transact during the first year. He therefore requested that the reference on page 19 be amended to say at least bi-annually. **(Steve Broughton to Action)**.

Councillor McCracken noted the Risk Profiles set out in section 8.5 (page 22) of the document and queried what visibility the Joint Committee would have of these. Steve Broughton explained that Officers would produce this information as part of the quarterly performance data.

Councillor McCracken commented that there was no mention of a Communication Strategy in Section 13 Workforce Planning. Officers commented that this was a living document and that this matter could be added to the list and the service would then report annually to the Committee on this issue. **(Steve Broughton to Action)**.

Councillor Emma Webster requested that the Service focus on any issues arising from the exit interviews.

Councillor McCracken requested that the Royal Berkshire Fire and Rescue Service and the South Central Ambulance Service be added to the list of Professional Working Groups set out in Section 14 of the report. **(Steve Broughton to Action)**.

Councillor McCracken welcomed the Communication Strategy and noted that each Partner would be required to provide the Service with access to resources to process media enquiries relevant to the Service. Sean Murphy noted that there was a proposal around a Communications Officer in the Strategy. Councillor Pauline Jorgensen was concerned about inter borough conflict. Sean Murphy explained that this had been discussed by the communication leads from the authorities. It had been agreed that area specific issues would be dealt with by the relevant authority using their methodology. Communications arising from the Partnership would be signed off by the Chairman of the Partnership. Councillor Jorgensen stressed the need for political sign off in the individual authorities.

Councillor McCracken queried whether the Joint Committee would have sight of the existing contracts referred to in Section 16 (External Contracts) of the report. Sean Murphy stated that the list was not confidential and could form part of the performance report.

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Discussion then turned to the Enforcement Approach to the Sale of Age Restricted Products set out in Appendix A. In response to queries from Members Officers explained that when it came to test purchasing of age restricted products it was permissible for young people to lie about their age if they had parental consent. This meant that real scenarios could be replicated. When the young person entered the premise they should be asked to provide identification and should not be asked how old they were.

Councillor McCracken queried whether this could constitute entrapment. Sean Murphy stated that this was an area of law that had been well tested. The sellers had a duty to comply with the law and had a choice as to whether or not they wished to sell the product. As long as the young people were well briefed and understood the range of scenarios the protocols employed would stand up in court.

Councillor McCracken requested that schools and illegitimate businesses be added to the list of Target Audiences set out on page 35 of the documentation. **(Steve Broughton to Action).**

Councillor Webster requested that parish and town councils be added to the list of Channels and Tools on pages 35 and 36. **(Steve Broughton to Action).**

RESOLVED that: The Business Plan and the policies included within it be approved subjected to the inclusion of the amendments set out above.

Other options considered: None

7 **Public Protection Partnership Use of the Asset Recovery Incentivisation Scheme (ARIS)**

The Committee considered a report (Agenda Item 7) which explained how the Public Protection Partnership (PPP) would be implementing the Asset Recovery Incentivisation Scheme (ARIS).

Councillor Iain McCracken noted that the scheme could be used to fund additional financial investigators. He queried if any had been employed, the terms and conditions they were appointed on and in particular if their contracts were time limited or if they were permanent employees. Officers noted that there was currently one full time financial investigator employed. They would only be employed if there was funding available from the scheme to do so.

Councillor Pauline Jorgensen queried if they were employed as contractors. Officers confirmed that, as per the requirements of the National Crime Agency, they had to be employees. Councillor Jorgensen queried if the Partnership would be responsible for any redundancy costs. Seam Murphy explained that the current financial investigator was employed on a shared basis with Reading Borough Council for an initial two year period. There was sufficient funding in place to continue to fund the role.

Paul Anstey stated that this employee formed part of the current structure and that this role should not be treated any differently from other employees that would be transferred into the Partnership.

Members were concerned that if the financial investigator was employed for more than two years on a fixed term contract they would accrue the same rights as a permanent employee. They were therefore of the opinion that any decision to employ a financial investigator for a longer period than the two years should be brought before this Committee. They confirmed that any appointment for less than two years would be deemed to be an operational decision.

Councillor Emma Webster in commenting on the Public Protection Community Fund noted that there would be an annual allocation of the post disbursement POCA reserve

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totalling no more than 20% of the balance in any one year. She queried what the rationale was behind the 20% allocation. Officers confirmed that there was no specific science behind the sum. It was agreed that these decisions should be brought to the Committee. It was also agreed that the proposals relating to grants would be included on the next agenda and that Members would be given the opportunity to comment on the criteria etc. **(Steve Broughton to Action).**

Councillor Jorgensen stated that organisations bidding for grants would have to provide financial information and details such as how many people in the area they provided a service for. Councillor Marcus Franks stated that it would be useful to see what grant funding other authorities authorised and what criteria they used to assess applications.

Councillor McCracken noted that in respect of accounting for ARIS monies the report stated that all money should be treated as a grant held in reserve and an annual return would have to be submitted to the Home Office. He queried if there was a value or time limit set on the reserve. Officers confirmed that there was no limit in terms of the amount however the Home Office guidance was clear that this should not be used as an opportunity to 'stock pile' the money. It should be returned to the community as soon as was reasonably and practicably possible. In terms of time scales there was an informal bracket of three years but this was flexible although any delays would have to be justifiable.

Steve Broughton stated that it was important to set up a framework which identified where the money should be spent accepting that projects might have varying timescales. Paul Anstey explained that the Home Office return would have to set out how much money was being held in the reserve, what projects it had been allocated to etc. The return would have to show that the expenditure was supporting crime prevention and would benefit the community and was not being used to fund other local authority activities. Sean Murphy noted that funding could also be used to pay compensation to victims and that this approach was actively encouraged.

Councillor McCracken queried who would be responsible for signing off any communications. The Committee agreed that this should be the Chairman (Alison Swaddle). Where appropriate she would consult the elected Members from the other authorities.

Members agreed the principles outlined in the report but requested that the words 'and will not' be removed from the second paragraph (page 49) of the Background section of the document. **(Steve Broughton to Action)** to avoid the appearance of pre-determination.

RESOLVED that: the principles outlined in the ARIS report be agreed and that it be adopted as a policy.

Other options considered: Not implementing policy on use of ARIS

8 **Public Protection Partnership Fees and Charges**

The Committee considered a report (Agenda Item 8) which sought agreement on the cost recovery process for the PPP and explained how it would affect fees and charges in the future.

Councillor Alison Swaddle queried what level of free advice should be offered. Steve Broughton commented that this was a tricky area and was to some extent dependent on the size and nature of the business. In general terms he felt that they should be charged as the costs would be tax deductible.

The Chairman noted that the options were set out on page 66 of the agenda pack. Councillor Pauline Jorgensen stated that it might be difficult to establish the number of

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employees and that there was the potential that the callers could misrepresent the size of their business. Paul Anstey accepted this point but stated that Officers would have some ability to work out the size of the organisation. Councillor Marcus Franks stated that it would be necessary to trust people enough not to misrepresent the facts.

Councillor Nick Allen stated that it was difficult to evaluate the options without any detailed costings and information on the level of resources required. Paul Anstey responded that any analysis would have to be in general terms. The Joint Management Team believed that it was realistic to estimate that 5% of all contact with the PPP was asking for advice relevant to businesses. This equated to approximately 1000 enquiries per year or 20 per week. If the PPP was able to convert 10% of this business into a one hour chargeable service income of circa £5.3k would be possible. It was agreed that the situation should be reviewed in twelve months time to see if it was making any difference whether by decreasing demand or increased income.

Members felt that it would be appropriate to provide general advice for free but that any advice that was site specific would have to be charged for. Councillor Emma Webster commented that when setting up a business the employer was likely to seek advice from accountants or lawyers which they would pay for. Therefore 30 minutes of free advice for a small company (less than five employees) was reasonable.

Sean Murphy noted that bigger companies already sought advice from the PPP and that there was a statutory framework in place to deal with these enquiries.

Members agreed that Option 1 should be adopted i.e. each local business with less than five employees would be limited to 30 minutes of free advice per year. They also agreed that this process should be monitored and that a report should be brought back to the Committee in twelve months time to evaluate income, demand and trend data. The parameters could then be adjusted if required.

Members requested that recommendation 2.2 be amended to state: the ability to ~~vary~~ recommend (*Insert*) the hourly rate be delegated to the Joint Management Board

RESOLVED that:

1. the principles outlined in the Cost Recovery report be agreed.
2. the ability to recommend the hourly rate be delegated to the Joint Management Board.
3. the amount of free advice (30 minutes) to be provided to small businesses employing 5 or less people be agreed.

Other options considered:

1. Keep free business advice for all.
2. Create a customised charging scheme based around type of business, scale of business, location of business etc.

9 Future Meeting Dates

It was agreed that the next Committee meeting would take place in June 2017 at Wokingham Borough Council. Meetings would start at 7.00pm and take place on a quarterly basis.

Post meeting note: It was proposed that the following future meeting dates be approved:

12 June 2017

19 September 2017

12 December 2017

19 March 2018

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12 June 2018

10 Exclusion of the Press and Public

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the [Local Government \(Access to Information\)\(Variation\) Order 2006](#). [Rule 8.10.4 of the Constitution](#) also refers.

11 Public Protection Partnership Accommodation Options

(Paragraph 3 – information relating to financial/business affairs of particular person)

(Councillor Iain McCracken declared a personal interest in agenda Item 11. As his interest was personal and not a disclosable pecuniary interest he determined to take part in the debate and vote on the matter.)

(Councillor Emma Webster declared a personal interest in agenda Item 11. As her interest was personal and not a disclosable pecuniary interest she determined to take part in the debate and vote on the matter.)

The Committee considered an exempt report (Agenda Item 11) which outlined the possible accommodation options available to the Public Protection Partnership..

RESOLVED that the recommendations in the exempt report be agreed.

(The meeting commenced at 7.00 pm and closed at 8.45 pm)

CHAIRMAN

Date of Signature

Public Protection Food and Feed Control Plan – Summary Report

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 June 2017
Date agreed by Joint Management Board:	19 May 2017
Report Author:	Sean Murphy

1. Purpose of the Report

1.1. To set out the draft plans for the enforcement of food and animal feed controls and to seek approval for the plan

2. Recommendation

2.1. That the Committee approve the draft plans.

3. Implications

Financial: The resources allocated to these functions are set out in the attached plans. All expenditure for these functions will be met from existing revenue. Local authorities receive grants from the Food Standards Agency for enforcing the controls relating to animal feed. The work in schools on nutrition in West Berkshire is funded by the Public Health Service and is only delivered in West Berkshire.

Policy: If approved the Plans would set out the over-arching delivery model for all aspects of the Partnership approach to protecting the food chain. The plans include key priority areas as well as setting out how we will deliver against our statutory requirements.

Personnel: The resource allocated to these functions in terms of officer time is set out in the detailed plans. There are currently a number of vacancies across the Partnership including vacancies in the area of work covered by the attached plans. These are being considered as part of the wider Public Protection staffing structure and budget position.

Legal: The IAA that set up the Partnership effectively delegates responsibility for the strategic direction of the joint service to the Joint Committee. The responsibilities of the committee are set out in Schedule 1 to the agreement.

Included in those responsibilities is the enforcement of legislation relating to the control of food safety, hygiene, quality, labelling and animal feed safety, hygiene and standards. These legislative requirements sit alongside Statutory Codes of Practice issued under the Food Safety Act 1990.

The Food Standards Agency (FSA) developed the 'Framework Agreement on official feed and food law controls' that sets out what the FSA expects from local authorities in their delivery of official controls on feed and food law. It also requires that a feed and food plan(s) is considered annually by each authority with responsibility for exercising controls.

Risk Management: There are no specific risk identified in this report,

Property: No implications.

Other: None

4. Other options considered

The FSA Framework agreement and Statutory Codes of Practice are fairly prescriptive in who should carry out food enforcement functions, what should be prioritised and how certain activities should be carried out. The plans contain a mixture of activities based on those prescribed as well as other priorities identified through local, regional and national working.

5. Executive Summary

5.1. The Inter-Authority Agreement (IAA) between the Councils sets out of the functions that are delegated to the Joint Committee under the terms of the agreement. These include an array of statutory functions relating to the enforcement of food hygiene, safety, quality, labelling and health, nutrition claims and other claims such as organic, gm free.. In addition there are a range of measures relating to safety, standards, labelling and hygiene of animal feed.

5.2. The IAA also identifies the key priority areas for the service which are community protection; protection and improving health; protection of the environment; supporting prosperity and economic growth and the delivery of effective and improving service.

5.3. The implementation of food and feed controls by local authorities is controlled through a combination of EU and domestic implementing legislation. There are statutory codes issued under the Food Safety Act 1990 that deal with a range of matters from practical issues relating to risk assessment, inspection programmes and the implementation of enforcement controls. They also deal

in detail with officer competences and internal controls required by food and feed enforcement authorities. These controls are subject to a range of reporting requirements to the EU via FSA as well as a Framework Agreement. The FSA also have a local authority audit programme to ensure that all of these requirements are being met. Failure of audits can have significant consequences for enforcement authorities.

5.4. One requirement of the 'Framework Agreement' is that local authorities produce a plan to a prescribed format setting out how they intend to discharge their statutory functions in relation to food and animal feed. The plan is required to set out priorities, inspection targets, areas for improvement and resource levels. In future years it is proposed that there is one plan encompassing all aspects of our work in this area. However this year there are two separate plans. Firstly a plan produced by the Environmental Health Commercial Team setting out work in relation to food hygiene and safety (Appendix B). The second relates to the Trading Standards work on farms and in relation to food standards, quality, labelling and animal feed controls.

6. Conclusion

6.1. The documents at Appendix B and Appendix C set out in detail of how the Partnership plans to deliver the statutory functions of the three authorities that operate through the Partnership arrangement. Officers are of the view the plans represent the best balance between the requirements placed on the service and the resource levels available to deliver against the key requirements and objectives.

6.2. This is one of many important areas of responsibility that falls to the Partnership in that it impacts the health and wellbeing of residents and recognises that the food industry at all levels from farming to restaurants is important to the local economy. In this industry confidence is everything. A strong regulatory framework is designed to provide that confidence and ensure fair competition.

6.3. The Committee is asked to consider and approve the plans.

Appendices:

Appendix A – Supporting Report

Appendix B – Equalities Impact Assessment

Appendix C - Food Safety Service Plan 2017-18

Appendix D – Food Standards and Animal Feed Standards and Safety Delivery Plan 2017-18

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Public Protection Partnership Food and Feed Plan – Supporting Information

1. Supporting Information – Food Control

- 1.1 Legal controls relating to food quality and safety have been in place for many years. Traditionally they have focussed on preventing adulteration and standards. Over the years a wide range of product specific controls were developed ranging from bread to jam and milk and cheese to meat products and many other products that were considered staple foods. A wide range of these controls are in place supported by broader cross cutting legislation relating to food safety, additives, labelling and traceability.
- 1.2 Issues still arise in relation to adulteration and examples in recent years have included the horsemeat scandal, fake alcohol with all the associated health effects, sudan 1 dye cancer scare etc. Many reports also relate to undeclared allergens on products. These often led to recalls once identified.
- 1.3 The majority of food controls are European in origin and form part of the framework arrangements for the Single Market. There are still in place domestic controls relating to the nature, substance and quality of food as well as misleading labelling and advertising.
- 1.4 There is a range of legislation also designed to control the safety and handling of food as well as setting out the hygiene standards of premises. These give authorised officers a range of powers including issuing improvement notices through to closing premises and seizure of food. Clearly such significant powers need to be exercised in a defined framework that includes competency requirements.
- 1.5 In recent times the health benefits and risks relating to food have come to the fore. Cardiovascular disease, certain cancers and obesity are often linked to food as a range of benefits in such as cholesterol reducing, health heart and brain functions and a whole range vitamin, mineral and food supplements. In recognition of this a new framework has been put in place to provide for clearer but more comprehensive labelling as well as approved health and nutrition claims. This combined with other specific labelling requirements relating to areas such as genetically modified, organic, geographical protections and irradiated foods allow for informed consumer choice. These are complicated areas of law and the officers that deliver many areas have to meet competence and CPD requirements.
- 1.6 There are close to 4,000 food businesses across the three authorities. These range from large manufacturers through to small scale caterers operating from home such as child minders. Each presents their own risk profile based on the type and scale of business and the history of the operator. Different risk schemes operate for food hygiene as opposed to standards. A business which is rated high for standards may be rated low risk for hygiene. The plans attached set out how the risk criteria laid

down by the Food Standards Agency have been employed to develop and inspection an audit programme across the range of premises and across geographical areas. In addition the service takes a range of samples, carries out market surveillance, responds to many hundred enquiries and complaints and carries out a range of interventions from improvement notices to investigations and occasionally legal actions in the form of criminal prosecutions.

- 1.7 To support business we provide a range of advice, training courses for food hygiene and operate schemes that allow them to market themselves such as the Food Hygiene Rating Scheme and Eat out Eat Well. These also play a dual role in enabling consumers to make an informed choice and in the case of the rating scheme driving up standards.
- 1.8 Finally all this information designed to allow people to make health choices is of little use if people are not able to understand the significance of the information before them. In West Berkshire we have been running a number of projects relating to school lunchboxes, low income families and a programme aimed at year 3 primary school children aimed at equipping them to make choices by understanding food and it labelling in more detail. This is funded by the West Berkshire Public Health Service as part of the Health and Wellbeing Strategy. The idea of such initiatives is to acknowledge that legislation exists in a context. In this case it about health and well-being. We will look at whether is scope to extend this to Wokingham and Bracknell.

2. Supporting Information – Animal Feed

- 2.1 Like food controls have existed for a long time to govern the safety and composition of animal feeds. Over the years failures in these controls have come to the fore on a number of high profile occasions e.g. salmonella in poultry and eggs, foot and mouth disease and most notably BSE and the links to vCJD. These failures led to health risk, injury to health and loss of life. They also cost the economy many £Bs.
- 2.2 It is also recognised that farmed animals form part of the food chain and safety issues arising in animal feed can pass through to the food chain or indeed affect the health of the animals directly. Examples include dioxins and microtoxins. Attached to the Food and Feed Plan is a briefing note which explains some of the work in his area.
- 2.3 Our work in this area extends beyond hygiene into quality of feed, labelling and contamination. Like food it is a specialised area of law and practice and one that the PPP has significant expertise in. So much so that we host regional officer who carries out visits to farms across Oxfordshire, Hampshire, Berkshire, Surrey and east and West Sussex. The Public Protection Manager is also a member and former Chair of the National Trading Standards Board - Feed Governance Group who deliver the strategy and managed the funding on behalf of the Food Standards Agency.

3. Concluding Comments

- 3.1 This area of work remains high profile and high priority. Safe food and feed, informed choice for consumers and fair competition between businesses are all important as is confidence in food business operators and products. On the latter point we have seen numerous occasions where loss of confidence has led to

economic damage and loss of markets. All of our work feeds into a national and international picture and allows foodstuffs to travel freely and be exported.

Background Papers:

None.

Papers containing facts or material you have relied on to prepare your report. The public can access these background papers.

PPP Strategic Aims and Priorities Supported:

The proposals will help achieve the following Public Protection Partnership aims as stated in the Inter Authority Agreement:

- 1 – Community Protection
 - 2 – Protecting and Improving Health
 - 3 – Protection of the Environment
 - 4 – Supporting Prosperity and Economic Growth
 - 5 – Effective and Improving Service Delivery
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Officer details:

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Appendix B

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Committee to make:	To approve the Public Protection Partnership Food and Feed Control Plans
Summary of relevant legislation:	Food Safety Act 1990 Agriculture Act 1970 European Communities Act 1972 and various orders and regulations made thereunder.
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Sean Murphy
Date of assessment:	01/06/2017

Is this a:		Is this:	
Policy	No	New or proposed	
Strategy	Yes	Already exists and is being reviewed	Yes
Function	Yes	Is changing	No
Service	Yes		

1. What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To agree and the priorities of the Partnership in relation to its statutory food and animal feed control duties
Objectives:	To ensure that the functions are delivered in a way that meets the requirements of the law and in so doing protects and promotes health of people and farm animals
Outcomes:	Well regulated food businesses and the provision of informed choice
Benefits:	The protection of health of humans and animals and scope for better health choices as well as fair competition between businesses.

<p>2. Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</p> <p>(Please demonstrate consideration of all strands – Age, Disability, Gender</p>
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Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership	none	
Pregnancy and Maternity	None	
Race	Yes	Food businesses are operated by a range of operators some of whom do not have English as a first language. Advice and guidance is maintained and provided in a variety of languages to meet the needs of local operators.
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Further Comments relating to the item:		
The proposal is for the relocation of staff by co-locating with BL services within the Public Estate and as such is compliant with current accessibility requirements		

3. Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: The premises are accessibility compliant	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	no
Please provide an explanation for your answer: Possibly - this will need to be explored through staff consultation on the proposal; this has not yet been undertaken. The main impact will possibly be changes in travel time and distance to a new work base	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Sean Murphy

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

Document Control Information

Public Protection Partnership

Bracknell Forest
West Berkshire
Wokingham

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Quality Assurance: Sean Murphy PPP Service Manager

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1	March 2017	drafting by RG
2	May 2017	RG

**Environmental Health
Bracknell Forest, West Berkshire and Wokingham Food Safety Service Plan
2017 18**

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 National Picture for Food Safety and the work of the team

 FSA Regulating our Future

It is a requirement that Local Authorities produce a Service Plan each year, the format of which is contained within the Framework Agreement on Official Feed and Food Control by Local Authorities.

SECTION 1: BACKGROUND TO SERVICE

<i>Service Purpose</i>
<i>Food Hygiene Service Aims and Objectives</i> To ensure that the risks of illness and injury through poor food safety and hygiene are minimised, and to increase consumer and business

awareness of food safety, hygiene and healthy eating. This is achieved by monitoring businesses through risk-based inspections and sampling and by taking appropriate and timely action in response to food related issues, and through liaison and awareness campaigns with food businesses and consumers to provide best advice in relation to good practice and legal compliance.

Scope of the Commercial Team Service

The staff within the team deal with all food safety related matters including programmed inspections, reactive inspections, food complaints, food hazard warnings and food related illness. Other food safety issues are dealt with by other agencies e.g. Food Standard Agency. There are also a number of approved premises which are manufacturers eg cheese makers, premises which manufacture meat products and fish products. The team also enforces Health & Safety in all Local Authority enforced premises and Smokefree Legislation. The team are also taking an active role in the public health agenda.

Shared Services

On 9th January 2017 Public Protection Partnership was formed, this is a shared service provided by Bracknell Forest Council, West Berkshire Council and Wokingham Borough Council. As such this service plan will cover the work of the 3 Council areas.

Food Hygiene Quality objectives

- To ensure as far as practicable that food produced and sold within the Boroughs is safe and fit to eat.
- To advise businesses on their legal responsibilities and educate all of our customers on food issues.

Public Protection Partnership

VISION

To protect and support residents and legitimate business through the successful use of information and intelligence, delivering safe and healthy neighbourhoods.

MISSION

The purpose of the service is to: -

- Give people information so they can make informed decisions and understand their rights and responsibilities.
- Create an atmosphere where legitimate and compliant businesses can thrive and not have their interests undermined by those who choose not to comply.

- Preserve the health, wellbeing and safety of the communities we serve.

STRATEGIC PRIORITIES

In advance of the first Public Protection Partnership Control Strategy (to be published April 2018), officers have produced an initial list of priorities to maintain a 'business as usual' approach for residents, businesses and Members.

Year 1 Priorities

- Community Protection
- Protecting and Improving Health
- Protection of the Environment
- Supporting Prosperity and Economic Growth
- Effective and Improving Service Delivery

The Role of the Commercial Team with regard to the Strategic Priorities – Food and Public Health;

Community Protection	The main role of the team is to ensure that food businesses and premises for which we are the enforcing authority for health and safety are compliant with the legislation; the purpose of this legislation is to protect people.
Protecting and Improving Health	Our role within Infectious Disease Control meets this requirement; and our public health role including Eat Out Eat Well and the Good Food Challenge, and enforcement of smokefree legislation.
Protection of the Environment	Enforcing within food premises in connection with waste disposal; both commercial rubbish, food waste and drainage.
Supporting Prosperity and Economic Growth	We enforce the legislation consistently in all premises ensuring that businesses are not economically advantaged by non compliance. We work with new businesses to ensure that are aware of what they need to do, and what they do not need to do, to comply. We work with the most non compliant food businesses in an educative role to ensure they improve their hygiene rating and therefore increase their customer base.
Effective and Improving Service Delivery	Working on Quality Management Systems to ensure the service is consistent and streamlines; feedback from businesses; ethos of continuous improvement.

Public Health

As of 1st April 2013, local authorities across the country took on direct responsibility for public health from the NHS. This means that the Council leads the transformation and integration of local health and social care services to improve health and wellbeing for the people of Bracknell, West Berkshire and Wokingham. This provides new opportunities, allowing us to focus on improving the health and well-being of our population through all our activities. A Health and Well-Being Strategy has been developed and consulted on with an overarching aim of adding years to life and life to years. The strategy identifies a number of key priorities

- giving every child the best start in life;
- promoting a healthy district;
- addressing childhood obesity;
- supporting those over 40 years old to address lifestyle choices detrimental to their health;
- promoting independence and supporting older people to manage their chronic conditions

The transition meant the movement of a small team of public health professionals into the authority who will champion healthy working through the local authority and GP commissioners to integrate health and social care -preventing ill health, protecting against threats to public health and tackling inequalities in health.

During the year we worked with the Public Health Team across West Berkshire and Wokingham to launch the 'Workplace Wellbeing Charter' across Wokingham and West Berks, it is an award for businesses which has been developed by PHE. One element of the award is healthy eating.

Service Structure

Commercial Team Staffing (April 2017)

Category of staff	Acceptable Food Related Qualification	Number of Officers in post April 2016	Number of Officers in post April 2017	Full Time Equivalent for carrying out food enforcement (70%)	Full Time Equivalent carrying out H&S Enforcement (30%)
Commercial Team Manager	BSc in Environmental Health MSc in Environmental Health Diploma in Environmental Health	0.81 Plus BFBC equivalent	0.81	0.6 Strategic Management	0.21 Strategic Management

		0.2 FTE = 1FTE total			
Principal Environmental Health Officer	BSc in Environmental Health MSc in Environmental Health Diploma in Environmental Health	1 Plus BFBC equivalent 1 FTE = 2 FTE total	1	0.6 operational management 0.2 food project	0.2 operational management
Senior/Environmental Health Officers	BSc in Environmental Health MSc in Environmental Health Diploma in Environmental Health	7 (equates to 5.99 FTE Plus 4 FTE BFBC = 9.99 FTE total	7 (equates to 5.8 FTE Plus 3 FTE BFBC = 8.8 FTE total (1FTE maternity leave back June 2017)	6.2	2.6
Senior Food Safety Officer	EHRB Higher Certificate NEBOSH certificate/Diploma	1	1	0.80	0.20
Technical Officer	Holds Higher Certificate in food inspections; Currently working towards registration with CIEH	1	1	1; Carries out non official intervention work only	0
Total		15.09 FTE	12.61 FTE		

Staff Development Plan and FSA Code of Practice competency assessment

- All staff are subject to a formal appraisal each year with interim monthly review meetings.
- Part of this appraisal process is the development of a training needs analysis for staff.
- Food officers must complete a competency matrix (FSA COP) which provides evidence of their competency in 19 areas.
- The Lead Officer is required to evidence these 19 areas and a further 13.
- A matrix of the training needs of the team is compiled.
- 20 Hrs of 'Continuing Professional Development' (CPD) training is provided for all staff operating under the Code of Practice.
- Each officer is responsible for keeping a record of training undertaken and maintaining their own CPD records.

Service Budgets/Resources

Totals for 2017- 18

Revenue: £18,460 est
Fee income: £18,240 est
Capital: Nil

Staffing Allocation for food – 8 FTE's operational food safety enforcement (equates to 13,024 officer hours) (1FTE = 220 days)

Food Safety Activity	No of Hours (approx)
Inspections	3775
Service Requests	4700
Re visits	420
Samples	532
ID's and Outbreaks	600
Promotional work	60
Project work (on line sales, mobiles, brokers)	111
Food Hygiene Rating Scheme – running scheme	780
Zero and One Rated Project	300
Outdoor events	55
Eat out eat well award	80
QMS review and update	600
Audits and action plan implementation	100
Investigations and Formal Action*	220
Training (CPD and mandatory internal)	610
Primary Authority	400
Meetings (team and Dept)	1000
Duty Officer Days	1770
Total	16,000 hr

The staffing allocation for food safety is 13,024 officer hours; plus, for the projects above, 0.2 management time (325hrs) (PEHO) = 13,350hrs.

As we prioritise food safety we can take some H&S allocated hours into this plan = 1,000 hrs. This will be reflected in reduced H&S enforcement in the Commercial Team H&S Service Plan

* This is an estimate based on the experiences of previous years, investigations and prosecutions can vary considerably in complexity and therefore officer hours.

Key Service Partners and Partnerships

- Berkshire Environmental Health Managers: Berkshire local authorities, to coordinate sub-group activities, and promote good practice.
- Public Health England: advice and information, including liaison with the Consultant in Communicable Disease Control
- Food Standards Agency: target setting, audit and advisory role for LAs
- Berkshire Food Safety Liaison Group: consistency of approach and the exchange of good practice
- Berkshire Infectious Disease Control Liaison Group
- Berkshire Sampling Group

Securing Action by Relevant Duty Holders

All of our inspection activity and enforcement action is carried out in accordance with the West Berkshire Enforcement Policy; and associated procedural guidelines in the Quality Management System.

Government Approach – Regulatory Delivery part of the Department for Business, Energy and Industrial Strategy

Regulators' Code 2014 Better Regulation Delivery Office

This applies to all the work mentioned in the plan – details can be found at <https://www.gov.uk/government/publications/regulators-code>

SECTION 2: CURRENT DELIVERY AND PERFORMANCE

Food premises types located within the borough as of the End March 2017:

Type of Premises	No. of Premises Bracknell Forest	No. of Premises West Berkshire	No. of Premises Wokingham
Producers	45	8	11
Manufacturers/ Packers	3	30	22
Importers/exporters	6	4	2
Retailers	162	205	165
Restaurants / Caterers	894	728	520
Distributors		24	5
Care Establishments / childminders	Inc caterers	171	200
Educative Establishments	Inc caterers	86	72
Total No. of Food Premises	1119	1256	997

Food Inspections – Key Drivers

- Minimum frequency of inspection set out in the Food Standards Agency Code of Practice which is determined by the officers' risk rating of the premises at inspection.
- The Code of Practice also permits alternative enforcement strategies to replace the physical inspection of low risk premises. We undertake a system in which low risk food premises (E rated) are sent a self assessment questionnaire to check whether risks have increased and how they are managing those risks. Inspection visits are made where there are non-returns of questionnaires or where the questionnaire returned shows an increased risk.
- Due to staffing levels we will look to reduce the inspection time at D premises. We will carry out a partial inspection visit, which will consist of a revisit and an examination of the highest risk activity as well as establishing that there have been no other changes. This should reduce officer time at each inspection; however it will take time for the FSO in set up.

Food Inspection Programme

2016 – 17

In terms of programmed food inspections carried out the following was achieved in 2016-17

- 100% in Wokingham
- 100% in West Berkshire
- 95% in Bracknell

The actual number of food inspections carried out over the past three years are as follows;

	Actual number of Food Inspections carried out			Actual number of Alternative Interventions on E premises carried out in Food Premises		
	Bracknell Forest	West Berkshire	Wokingham	Bracknell Forest	West Berkshire	Wokingham
2014/15	325	589	370	132	67	97
2015/16	236	443	360	130	135	95
2016/17	438	592	437	95	89	89

New Food Businesses

We carry out inspections of new food businesses.

	2015 16 Number of Food Business opening	2015 16 Number of food businesses which closed	2016 17 Number of Food Business opening	2016 17 Number of food businesses which closed
Bracknell	35	7	38	10
West Berks	118	155	140	187
Wokingham	114	96	118	132

We aim to inspect all new food businesses within 28 days of the notified date of opening.

The businesses closing are not necessarily those that are due for an inspection in the year.

Food Inspections now due 2017 18

The food safety programme of inspections for this year are set out below:

2017 18 inspections due							
Risk Category	A (2 visits required)	B	C	D	E	Unrated (predicted est)	Totals
Bracknell	3 (6)	32	110	43	171	125	487
West Berkshire	4 (8)	30	126	151	150	175	640
Wokingham	1 (2)	33	108	147	137	125	552
TOTAL	16	95	344	341	458	425	1,679

There are in addition 39 overdue inspections which we will need to complete in 2017 18 (3xB, 2xC, 6xD and 28xE) – this will take approx 48 hours.

There are 160 premises which have been rating using a questionnaire. These will need a formal visit at some point. Estimated time 320 hours.

The resources to carry out the 2017 18 inspections are calculated from the table below:

Risk Rating	No. of Premises Due 2017 18	Estimated time per inspection ¹	Estimate of time needed to deliver all inspections (hours)
A	8 (16)	5hrs	80 hrs
B	95	4hrs	380 hrs
C	344	3hrs	1032hrs
D (partial insp visit)	341	1hrs ²	341hrs

		0.5 hr	170 hrs
E (Alternative enforcement strategy)	458	0.5 hr 1hr ³	229 hrs 115 hrs
New Premises ⁴	425	2.5hrs	1,060 hrs
Totals	1733		3,4807 hrs Plus 48 hrs for outstanding insp Plus 320 hours to regularise Q insp TOTAL – 3775 hours

¹ Includes time for travel, pre-inspection preparation, inspection, and preparation of report.

² Categories D will have a partial inspection visit this should reduce the time spent by the officer by half on previous years. There is an addition time of 0.5hrs by Regulatory Support Officer in pre inspection work per premises

³ Categories E will be inspected using an alternative enforcement strategy. If we assume 25% (approx. 115) will not respond or will respond unsatisfactorily and will therefore require an inspection then there is a resource implication of 105 hours which has been included above.

⁴ New premises are those who will register with us in 2017 18 and will require an inspection.

Should a premises operate outside working hours we will inspect them when they are operating.

For mobile traders we will inspect the mobile van when they are operating.

Food Hygiene Rating Scheme (FHRS)

The scheme, along with officer's enforcement visits to premises, encourages food business operators to work to improve their food hygiene practices and so improve their rating. The food business are given a window sticker and encouraged to display these at the entrance to their premises. Display is not yet mandatory but the FSA are looking at bringing in legislation to make it so. The changes to the number of premises at each level as a comparison between the launch start of April 2016 and April 2017 is demonstrated below.

Star Rating	Number premises at start April 2016 (Percentage)			Number premises at start April 2017 (Percentage)		
	Bracknell	West	Wokingham	Bracknell	West	Wokingham

		Berkshire			Berkshire	
	To be inserted	687 (68%)	561 (67%)	360 (61%)	798 (70%)	598 (66%)
	To be inserted	195 (19%)	130 (15%)	145 (25%)	179 (16%)	124 (14%)
	To be inserted	84 (8%)	49 (6%)	53 (9%)	78 (7%)	42 (5%)
	To be inserted	27 (2.7%)	13 (1.5%)	15 (2%)	21 (1.8%)	10 (1%)
	To be inserted	10 (0.99%)	8 (0.95%)	17 (2%)	17 (1.7%)	16 (2.6%)
	To be inserted	1 (0.09%)	5 (0.12%)	1 (0.2%)	0 (0%)	0 (0%)

The percentage of premises in each rating will constantly be changing as each premises rating is automatically updated onto the site 28 days after the inspection date. The delay of 28 days has been set as the officer has 14 days to inform the business of their rating (and to prepare the report) and then there is a 21 day appeal period.

Zero / One Score Project

An officer works with these premises throughout the year using educative visits where specific food hygiene topics are discussed and made relevant to the business. The officer then carries out a full risk rating inspection when the business is ready (i.e. when the premises has demonstrated that any changes they have made are sustainable and they have operated to that level for a number of months) or by the next inspection due date.

This project has been extremely successful in raising the hygiene standards in the premises with the lowest score rating as 95% of the premises which remained open, benefited from the interventions i.e. showed marked improvements in food hygiene.

	Score at April 2016	Score following project March 2017
Wokingham	Zero score - 3 premises	2 premises ceased trading 1 premises 5 score
	1 score – 9 premises	2 premises ceased trading 1 premises remained 1 score 3 premises 2 score 3 premises 4 score
West Berks	Zero score – 2 premises	1 premises seasonal close 1 premises 3 score
	1 score – 19 premises	6 premises ceased trading 1 premises 2 score 5 premises 3 score 5 premises 4 score 2 premises 5 score

Overall only 3% of premises did not increase their score; 33% ceased trading and 9% achieved the highest 5 score rating. 80% of the premises which remained trading fell into the Broadly Compliant category following the intervention.

With the nature of the turnover of food businesses and the fact that any business can have internal factors which can have a huge bearing on its rating e.g. a new manager, new processes, financial troubles leading to cutting corners etc, which if not managed can mean the premises becomes

a higher risk and therefore a lower score. Therefore, unfortunately there will always be a percentage of premises as zeros and ones, although these will not normally be the same premises.

Bracknell Forest have run a similar scheme for poor performers and all will now take part in the Zero / One Score project.

It has been decided that a Performance Indicator for the team this year will focus on ensuring that premises with zero and one score raise their standards by their next Inspection / audit intervention to broadly compliant (see next section below for definition). The target is 75%

Food Compliance Data Results

The ‘Broadly compliant’ figure is used by the FSA as a performance indicator for LA food enforcement service it is also used in house. It is the percentage of our food premises which are broadly compliant with food legislation at inspection visits. It is determined by the risk rating the officer gives after inspection which is in line with the FSA code of Practice. A score of 10 or less in hygiene practices, structural matters, and confidence in management equates to broadly compliant.

The performance indicator target set is 90%.

	March 2014	March 2015	March 2016	March 2017
Bracknell Broadly Compliant	92.50%	92%	90.47%	85%
West Berkshire Broadly Compliant	89%	93%	93%	96%
Wokingham Broadly Compliant	96%	96%	96%	96%

*This figure includes premises which are newly opened and not yet inspected; in the FSA definition of ‘broadly compliant’ they say that such a premises is to be counted as a non-compliant premises.

Nationally the average broadly compliant figure for the UK in 2015 16 was 93.5%. An increase of 0.5% on the previous year.

The Bracknell figure has been taken from the formal return to the FSA (LAEMS), we will work on this figure over the year both to verify the figure and to raise it.

Outdoor events

In addition to the normal programmed inspections we also visit many outdoor events to advise and enforce on Food Safety issues.

These events include the Henley Regatta, the Henley Festival, The Rewind Festival, Marvelous Festival, the Newbury Showground and Newbury Racecourse events.

We estimate that enforcement activity at these events equates to 25 person days which is 185 hours. The reason we attend is due to the high number of visitors and the amount of publicity that accompanies these events and so any food poisoning outbreak would be disastrous. The breakdown for the time spent is approximately 30:70 food : H&S; therefore in this service plan 55.5 **hours** is noted.

Revisits

Year	No. of Revisits		
	Bracknell	West Berkshire	Wokingham
2014 / 15	8	28	45
2015/ 16	13	36	48
2016/ 17	16	57	63

A revisit is a follow up visit to an inspection to ensure that remedial work identified as necessary has been carried out. It is to be carried out where the premises are not broadly compliant. To be more efficient we use a self certification system for premises where the breach is less severe.

Revisits are carried out following approximately 10% of inspections; it is estimated that approximately 140 will be carried out in 2017 18 ; the time implication will be 420 **hours**.

Enforcement Action

There are a number of enforcement options available to officers ranging from verbal advice through to prosecution. Enforcement actions taken over the previous three years are detailed below.

	14/15			15/16			16/17		
	Bracknell	West Berks	Wokingham	Bracknell	West Berks	Wokingham	Bracknell	West Berks	Wokingham
No. of Hygiene improvement notices served	3	0	1	2	15	4	0	3	0
No. of Hygiene emergency prohibition notices served	0	0	0	0	0	0	0	0	0
No. of prosecutions	0	0	0	0	0	0	0	1	0
No of simple cautions	0	0	0	0	0	0	0	0	0
Detention notices	0	0	0	0	0	0	0	0	0
Voluntary Closures	1	0	0	1	1	3	0	4	0

The resource implication of formal action can be significant. An estimation of 50 hours can be put per premises where there is no simple caution or prosecution taken. This figure will rise should a simple caution or prosecution be taken and the work on the service plan would be revised. There were 3 premises this year est approximately 2 weeks each which is 222 hours.

In 2016-17 the service investigated an infestation of cockroaches at a convenience store in West Berkshire; Following prosecution the owner pleaded guilty and received £6,000 fine with costs awarded of £3,100.

Food Service Requests

We receive food related service requests and complaints some of which relate to foods produced outside our area. All are investigated and we take action as appropriate. Set out below are the numbers of service requests received.

Service requests can range from complaints about the cleanliness of a premises to consumers finding a foreign body in the food they are eating. We also get general enquiries from businesses and consumers and queries about food hygiene training. Average of 3 hours each – 4,700 hours.

Period	Food Safety		
	Bracknell	West Berkshire	Wokingham
2014 / 15	840	535	471
2015 /16	787	337	304
2016 17	671	441	455

Control and Investigation of Outbreaks and Food Related Infectious Disease

We respond to notifications of food related illness which are emailed to us daily from the Health Protection Unit of Public Health England. Outbreaks and cases of disease are investigated and where necessary the Consultant in Communicable Disease Control is involved. The purpose is to control the spread of disease and to isolate the source so that we can take the appropriate action. There is a Joint Infectious Disease Incident Plan for Berkshire that was produced in conjunction with the Health Protection Unit and the other 5 local authorities which can be activated on a 24 hour basis. We work with Public Health England to investigate cases of infectious disease.

One officer from each area monitors trends and possible connections between cases.

Infectious Disease Notifications

Period	Notifications		
	Bracknell	West Berkshire	Wokingham
2014 /15	253	205	274
2015/16	272	186	229
2016/17	207	214	237

The resource implication is dependent on the type of food poisoning.

On average the resource is **600 hours**.

Detail in the figures reflects the national trend in that Campylobacter is the most common form of food poisoning.

To protect the public we respond immediately to all cases of E.Coli, Legionellosis, Salmonellas, Typhoid Fever and Hepatitis A.

Following the Single cases protocol (an agreement between Environmental Health Teams in Local Authorities of the Thames Valley and Thames Valley Public Health England Centre guiding the roles and responsibilities in follow up of single cases of gastrointestinal disease) we work with PHE to investigate where their intelligence leads to a local food source. Where there is suspected Salmonella or Campylobacter we sent out questionnaires and investigate where necessary.

The Single Case Protocol has been revised this year to take effect from 1 April 2017 and there is a small shift of work to Las from PHE. As this relates to single cases only there is a view that the workload shouldn't increase however this will be monitored by PPP.

We also receive calls from members of the public who experience symptoms of food poisoning and often implicate a food premises. We investigate these and always advise that the people visit their GP and submit a sample so that a diagnosis can be made.

Many cases of vomiting and diarrhoea which are reported to us are diagnosed during the investigation as norovirus. This virus can commonly be spread by contact with those who are ill and via surfaces including food and so we take a role in preventing the spread and in investigating the source.

It is not uncommon for outbreaks to involve 100s of people ill and such an outbreak can take a lot of officer time.

Food Sampling

Sampling of foodstuffs and cloths and swabbing of surfaces and equipment are carried out as national and local projects. In addition samples are taken in response to problems observed during routine inspections and as a result of service requests from the public.

Period	Food Hygiene		
	Bracknell	West Berkshire	Wokingham
2014/15	17	72	84
2015/16	12	39	40
2016/17	6	74 (17 of these from approved premises)	140 (78 of these from approved premises)

The time implication for sampling is approximately 2 days per month per authority – 532 hrs.

Food Safety Incidents

Food Hazard Warnings are received via the FSA in box and are actioned in accordance with the Code of Practice. We also have a procedure in place to notify the Food Standards Agency should we become aware of any serious localised incident or a wider food safety problem.

Primary Authority

The **Regulatory Enforcement & Sanctions Act 2008** introduced the **Primary Authority Principle**, placing a particular responsibility upon local authorities to provide information, advice and support to local businesses that operate in more than one local authority area.

The Act seeks to secure national co-operation and consistency of regulatory enforcement by setting up a 'Primary Authority'; which came into effect April 2009. There is provision for local authorities to charge for this service and consideration needs to be given to how this requirement can be managed.

The PPP have Primary Authority arrangement with Prezzo and HiPP, Bracknell with Waitrose.

This has a large time implication however we charge for our time at a cost recovery rate.

The time implication is estimated at **400 hours**.

Promotional and Educational Work

We concentrate efforts on statutory functions as the team is not resourced to carry out additional work.

We will however shift resources into non-statutory work but only where carrying out this work can result in a reduction in the amount of statutory work required.

No more than **60 hours** will be spent on general promotional work during 2017 18.

One area that we have worked on and this will continue is the communication and implementation of the FSA guidance document on controlling cross contamination and reducing the risk of E coli 0157. This document tightens the controls and will have effects on those businesses who handle raw food (eg meat, non prepared vegetables, raw milk, etc) and ready to eat foods. We will promote this at each inspection (our inspection record sheet reflects this) and ensure that premises are complying. In addition we will be promoting the revised Safer Food Better Business packs at each inspection as these have been written to take account of the E coli guidance.

The main promotional activity is running of the Food Hygiene Rating Scheme. Each month the resource will be approximately 15 hours (file monitoring dealing with review requests and work on the website) giving a total of 780 **hours**. The benefits of this scheme in encouraging increased compliance will outweigh the time implications in its running and the monitoring is in line with our QMS procedures based on FSA COP.

In 2016/17 we will also carry out work based on new documents produced by the FSA, food mobiles, listeria in high risk settings and food brokers. This will take 111 hours.

PUBLIC HEALTH ROLE OF THE COMMERCIAL TEAM

Healthy Eating

The prevalence of obesity among adults has increased sharply during the 1990s and early 2000s. The proportion who were categorised as obese (BMI 30kg/m² or over) increased from 13.2% of men in 1993 to 24.3% in 2014 and from 16.4% of women in 1993 to 26.8% in 2014 (Health Survey for England). In addition 9.5% of boys and 8.7% of girls (all children 9.1%) in Reception year (aged 4-5 years) and 20.7% of boys and 17.4% of girls (all children 19.1%) in Year 6 (aged 10-11 years) are also classified as obese according to the British 1990 population monitoring definition of obesity (≥ 95 th centile) (National Child Measurement Programme 2014/15). By 2050 obesity is predicted to affect 60% of adult men, 50% of adult women and 25% of children (Foresight 2007).

Obesity is associated with a range of health problems including type 2 diabetes, cardiovascular disease and cancer. The resulting NHS costs attributable to overweight and obesity are projected to reach £9.7 billion by 2050, with wider costs to society estimated to reach £49.9 billion per year (Foresight 2007). These factors combine to make the prevention of obesity a major public health challenge.

Knowing the principles of eating healthily is important but if the range of food available does not reflect these principles it is not possible to make a choice. Additionally if individuals are not aware of what constitutes healthy eating they cannot be expected to incorporate it into their everyday diet.

As we have an involvement with all food businesses in the Borough the Commercial team are very well placed to assist in the introduction of healthier options in catering premises.

The eat out eat well award is a free award scheme for caterers which is already well established in Surrey County Council and will continue to be developed across the PPP area.

We launched the Eat out eat well scheme in May 2012 however take up amongst food businesses is slow and we are not resourced as a team to spend much time in its promotion.



The aim of this award is to increase awareness and knowledge of healthier food options amongst both consumers and food business operators and to highlight businesses that make it easier for their customers to have a healthier diet.

It rewards businesses that use healthy ingredients and incorporate better preparation practices to provide healthier food across the menu and who promote healthy eating, and those who make it easier for consumers to find healthier food choices when eating out or taking away. In addition businesses can go one step further by clearly identifying items on their menu and/or within the food display area that meet the standards in the conditions for achieving the award.

The award is open to all types of establishments that cater for the general public, including takeaways, cafes, sandwich shops, and restaurants.

It is not intended to apply to premises that cater for individuals with specific dietary requirements. These include care homes for older people, state schools and nurseries where there are already guidelines or measures in place to improve the healthiness of food available. However, the award is open to establishments such as private schools where there is no requirement to adhere to national guidelines.

The award has three levels – Bronze, Silver, and Gold, and is symbolised by an apple logo in the shape of a heart.

The level of award is based on a scoring system that takes into account the type of food on offer, cooking methods, and how caterers promote it to their customers. To obtain a Gold Award, key members of staff will need to undertake some form of accredited or recognised training in nutrition.

In 2017 18 we will undertake a more targeted project involving a sector of food premises to see if this increases the profile of the award. We will spend 80 hours on this.

Good Food Challenge

We have received funding from the Public Health Team in West Berkshire to run a series of healthy eating workshops with year 3 pupils in primary schools. This funding will be used to back fill inspection time of officers

Food Hygiene Training for the Public

Due to low take up of this service over recent years due to increasing reliance on line training, leading to an income loss in the region of £9k we will no longer provide this service.

Quality Management Systems

We are looking to integrate the best systems of all three partner authorities to produce a fully integrated QMS

We are working towards an external accreditation for the service.

Part of our QMS system includes the procedures for monitoring the quality of the work carried out.

COM M P003	Internal Monitoring Food	This included quality checks on inspections and SRs
COM M P008	Accuracy of Food Hygiene Inspection Recording	This ensures accurate data entry and subsequent correct FHRS display

Risk of a Reduced Food Enforcement Service / Reduced Targets For Food Inspections

Description	Service Level Comment	Consequences if no or reduced service.
Food safety service requests	Responding to all service requests and complaints from business and individuals	<ul style="list-style-type: none"> • A statutory function (Regulation (EC) 882/2004); FSA COP • Poor hygiene in premises could be missed. • Food hazards could be overlooked.

	<p>about food, food premises, food hygiene etc. 2 day first response and 15 resolution as target.</p>	<ul style="list-style-type: none"> • We use investigations to prevent similar occurrences • Direct impact on food hygiene and food quality and therefore, public health and consumer protection. • Increasing service request numbers and infectious disease notifications. • Increasing pest population in the Council areas. • Missed opportunities to take formal enforcement action against premises. • Increased complaints of inequality from businesses within the community towards us as the enforcing authority. • Poor public perception of service and increase in complaints about the service and ombudsman complaints. • FSA monitor to ensure service carried out to standard in COP; sanction can remove service and charge Council for running of service. • Reduction in staffing can lead to reduction in monitoring activity with officers leading to a failure to comply with FSA COP Competency and Authorisation of officers.
<p>Routine inspections of food premises.</p>	<p>Undertake routine, planned inspections of premises based on current risk assessment criteria set by Food Standards Agency COP</p> <p>Undertake initial assessment of all new food businesses regardless of risk. Provide consumers with information relating to hygiene standards. Inspections within 28 days of opening or due date</p>	<ul style="list-style-type: none"> • A statutory function (Regulation (EC) 882/2004); FSA COP • Poor hygiene standards in individual premises and standards for district generally would drop. • As food hazards are not detected there will be a direct impact on personal and public health and consumer protection. • Reduction in inspections can affect the accuracy of the Food Hygiene Rating Scheme which will undermine the system and will give the consumer incorrect information on the standards of the premises. • Also removes the ability of the consumer in making an informed choice of where to eat • Can mislead the consumer as the information on FHRS will not be maintained up to date ie a 5 score may no longer be 5.. • In addition the fact that all inspection data is published along with the last inspection date premises not receiving an inspection will be in the public domain. • There will be an impact on the Broadly Compliant figure (percentage of premises which meet satisfactory compliance for the manufacture, preparation and sale of food) which is used by the FSA and is a Performance Indicator. • There will be an effect on the performance indicator to Inspect new food businesses within 28 days of notified date of trading commencement which helps to encourage new businesses.

		<ul style="list-style-type: none"> • Increasing service request numbers and infectious disease notifications. • Increasing pest population in the Council areas. • Missed opportunities to take formal enforcement action against premises. • Increased complaints of inequality from businesses within the community against the council as an enforcing authority. • Poor public perception of service and increase in complaints about the service and ombudsman complaints. • FSA monitor to ensure service carries out the food inspection to the service level set down in the FSA Code of practice which details frequency of inspection and that work is carried out to the standard in COP; sanction can remove service and charge Council for running of service. • Reduction in staffing can lead to reduction in monitoring activity with officers leading to a failure to comply with FSA COP Competency and Authorisation of officers. • Not inspecting the lower risk premises can also lead to an inaccurate database, it is in the COP that the LA database remains accurate. • In addition low risk premises can change hands and management and can become high risk and without an inspection regime this would be missed leading to public safety issues.
<p>Food hygiene education and communication</p>	<p>Education of food handlers and those in food business carried out as part of our inspection and advice programme. This extends into wider public health matters e.g. EOEW.</p>	<ul style="list-style-type: none"> • Low levels of food hygiene understanding amongst food handlers and food businesses can have a direct impact on personal health of consumers (e.g. rise in food poisoning) and public health generally. • Removing the ability for informed choices in healthy eating. • Increased enforcement resource need as adequate training for FBO's is a legal obligation. • Income consequence if courses are not attended. • On the negative side there are other providers in this field and they offer on line courses which the businesses appear to prefer. • The courses run are not at capacity and therefore the income target is not met. • There are administrative costs in running the service and overtime costs for officers delivering the training.

Communicable Disease Control	<p>Investigation of food borne infections including food poisoning and suspected food poisonings as per SLA with PHE This also includes water borne e.g. Legionnaires</p>	<ul style="list-style-type: none"> • A statutory function (Regulation (EC) 882/2004); It is in legislation that we assist the CCDC (Consultant in Communicable Disease Control) at Public Health England in disease management and investigation. • Offences not detected or prevented. • On going issues not detected leading to public health risk; this can lead to multiple fatalities in the cases of legionnaires, E Coli 0157 for example. • Missed opportunities to take formal enforcement action against premises. • Poor public perception of service and increase in complaints about the service and ombudsman complaints. • FSA monitor to ensure service carries out their duties to the service level set down in the FSA Code of practice; sanction can remove service and charge Council for running of service.
Sampling	<p>Samples taken as part of active investigations, surveillance and verification of food safety management systems.</p>	<ul style="list-style-type: none"> • Part of a statutory function. • Sale of food harmful to human health. • Offences not detected or prevented. • Longer term detrimental effect on public health. • Routine sampling can inform about the hygiene of the premises. • Formal sampling can be used as evidence in formal action. • Unsatisfactory sample results can be a useful tool to demonstrate to the business the consequences of poor practices and hygiene and can have an educative role in changing attitudes. • The introduction of the FSA COP Competency Framework (April 2016) means that in order to take a 'sample' and record it as such for the purposes of the formal return the officer must be an authorised officer ie meet the baseline qualification and be registered with CIEH. This will have changes as at the minute informal routine sampling is undertaken by 2 offices who are working towards registration with CIEH.

From data extrapolated from D risk rated premises over the last 2 years (2014 – 16) it can be seen that;

Rating before inspection	Rating after inspection			
	B	C	D	E
D (389 premises)	11 3%)	60 (16%)	296 (76%)	22 (5%)

While the majority did remain as a 'D' rated premises after inspection nearly 20% were rated higher ie deemed by inspecting officers as more of a risk to public health.

Looking at consumer complaints made against those premises over the 2 years there were 83 complaints made; that is 21% of those premises had a food hygiene complaint made against them. This shows that although they can be lower risk premises they can still have issues which the customer deems as problematic.

Any changes to the way in which we carry out food inspections may be covered under the FSA review 'Regulating our Future'.

For these reasons we still see it as a priority to carry out 100% of the inspections due in the year. However, this year we have had to look at ways to reduce inspection time due to reduced staffing levels and more premises with PPP. Therefore, as has been detailed, all D visits will be by partial inspection.

SECTION 4: OUR SERVICE PRIORITIES, OBJECTIVES & TARGETS 2017 18

A key component of the FSA's strategic commitment to playing its part in achieving "food we can trust" is an effective, robust and proportionate system of ensuring that food businesses comply with the regulations put in place to protect consumers' interests.

In January 2016 the FSA Board agreed that the FSA should engage with key stakeholders to begin the process of designing a new approach to supporting regulatory compliance.

The FSA state that they are not approaching this fundamental rethink by starting with the status quo and seeking incremental change. They are starting with the best system they can aspire to, and then planning how we collectively take steps to achieve it. It will demand ongoing change within the FSA as well as in business and local authorities.

More detail is contained within appendix 4.

Service priorities 2017 18 update

- Successfully integrate the 3 Council services PPP for Commercial Team
- Respond to requests for service in good time
- Maintain services based on risk
- Work to attain QMS accreditation
- Achieve our performance indicators
- Continue to review and increase enforcement effectiveness, processes and procedures
- Successful retention of staff
- Development of income generating initiatives
- Continue to carry out Food Hygiene Rating award scheme
- Carry out work on the healthy eating agenda; Eat out eat well award;

SECTION 5: PLANS FOR MEETING STATUTORY/ REGULATORY REQUIREMENTS

Work Plan for 2017 18

Targets must specific, measurable, include a responsible officer.

No.	Key Target	Start Date (beginning of)	Target	Responsible Officer (s)	Budget implication (if any)	Commentary
1	Successful merge of the 3 LAs Commercial Teams	April 2017		RG	Officer time	Ensure processes and procedures are combined
2	Programmed Food Hygiene Inspections (including outdoor events)	Throughout the year		All (RG to lead)	Officer time	As programmed and using alternative enforcement strategies
3	Ensure that FHRS is maintained accurately	Throughout the year		PEHO / (All to assist)	Officer time;	Maintain FHRS database by uploading inspection details every 2 weeks and maintaining quality checks on data entry
4	Monitor to ensure that all premises are risk rated	Throughout the year		PEHO	Officer time	File monitoring to ensure the FHRS ratings are fair and consistent

	consistently				
5	Zero and low one rated project	Throughout the year	PEHO	Officer time	To provide assistance to the poorest performing premises to increase compliance
6	Infectious Diseases	Throughout the year	SFSO / EHO	Officer time	Consider all notifications of Infectious Disease and action accordingly
7	Food related Service Requests	Throughout the year	All	Officer time	As allocated to officers
8	Partnership working across Berkshire	Throughout the year	RG	Officer time	Attend regional working groups Carry out work in group work plan
9	Participate in local regional and national sampling programmes	Throughout the year	PEHO	Officer time	Deliver on sampling plan
10	Eat out eat well award	Throughout the year	RG	Officer time;	promote the Eat out eat well award for healthier options in catering premises, concentrate on a specific sector
11	Imported Food Control	Throughout the year	All	Officer time	To include checks as part of routine inspections and document findings
12	Ensure through the appraisal system that staff are trained and competent	Throughout the year	All (RG)	Officer time; training costs	Comply with WBC Appraisal policy Arrange and attend training
13	Implement the FSA COP competency requirement for officers	April 2016	All (RG)	Officer time; training costs	Ensure QMS reflects the requirement. Officers to fill in self assessment TM / PEHO to review and implement a training plan
14	Food mobiles & FHRS	Throughout the year	EHO	Officer time;	To ensure that the food mobiles we have on our database and uploaded to FHRS meet the requirements of the Brand

					Standard(carry forward form 2016 17)
15	Food Brokers	Throughout the year	EHO	Officer time;	To identify the food brokers and ensure they meet the requirements brought in by the new FSA guidance (carry forward form 2016 17)
16	On line Food Premises	2 nd Q	S / EHO	Officer time;	To identify the premises with on line foods and ensure they meet the requirements brought in by the new FSA guidance
17	Eat out eat well award	Throughout the year	RG	Officer time;	promote the Eat out eat well award for healthier options in catering premises, concentrate on a specific sector
18	Good Food Challenge	Throughout the year	RG	Officer time; funded by West Berks PH team	Promote healthy eating in year 3 primary schools in West Berks

DRAFT

APPENDICES

Appendix 1: Financial Information

There are no revenue implications.

Appendix 2: Risk register

This is covered in the Commercial Risk Register which is reviewed monthly Author: Rosalynd Gater Commercial TM; and in the Service Risk Register author Paul Anstey/ Sean Murphy.

Appendix 3: National Picture for Food Safety and the work of the team

National Picture for Food Safety and the work of the team	
LBRO has now been rebranded as the Better Regulation Delivery Office (BRDO). Better Regulation Delivery Office became part of Regulatory Delivery in March 2016. – See https://www.gov.uk/government/publications/priority-regulatory-outcomes-for-england for more information.	
The work of the team supports these Priority Regulatory Outcomes in the following ways;	
Priority 1: Support economic growth, especially in small businesses, by ensuring a fair, responsible and competitive trading environment	
Priority Regulatory Outcomes	Work of the Commercial Team
The burden of regulation remains a significant concern for UK businesses and needs to be addressed at both national and local level. The regulatory system as a whole, and local regulators individually, should tailor their approaches to support businesses into compliance in a way that meets their needs	Food premises are inspected according to risk; the full range of inspection interventions are utilised including partial inspections and self assessment for the low risk premises. Educative approach used with zero and one rated premises to give them the information and encouragement to improve.
Businesses want proportionate and consistent enforcement, which is targeted at non-compliant businesses, ensuring a fairer playing field for the businesses that do invest in compliance.	Formal enforcement is taken where other techniques have failed and where it can be seen that the business will not respond to non formal methods. Thus it is targeted at premises who wilfully disregard the legislation. All businesses are given a report following the inspection which clearly states the area where they are not meeting the requirements and gives recommendations on how to improve. All food businesses are subject to inspection and all are inspected when due.

Priority 3: Improve quality of life and wellbeing by ensuring clean and safe neighbourhoods	
37% of residents surveyed across England think that rubbish or litter lying around is a very big or fairly big problem in their local area	Food waste and the outside bin area forms a part of all food inspections and we respond to service requests on food waste and related problems.
Priority 4: Help people to live healthier lives by preventing ill health and harm and promoting public health	
Preventing ill health requires an ambitious strategy and innovative techniques to help people take responsibility for their own health. Reducing health inequalities requires a focus on the health behaviours of smoking, alcohol consumption, obesity and unhealthy nutrition. Regulatory services have an important and unique contribution to make to preventing ill health and harm and reducing health inequalities.	The team plays a lead role in infectious disease control and in control of food borne illnesses by routine inspections of food premises and by investigating food borne illness. The team have launched the Eat Out Eat Well award to promote healthier options in food premises. There is also the provision of healthier eating and nutrition courses. This award is free and available to all caterers (with the exception of those where there is a more specific nutritional requirement).
In England today, over a fifth of the adult population smokes – 8.8 million people. Smoking is one of the most significant factors underlying health inequalities and life expectancy and as such, a key focus of improving public health.	At all food inspections the team ensures that the premises are complying with smokefree legislation which prohibits smoking in enclosed and partially enclosed premises.
In 2008-2009, there were 24.8 million working days lost overall in England, 20.6 million of these were due to work related ill health and 4.1 million due to workplace injury. GPs are more likely to see people suffering from work related stress, musculoskeletal disorders, skin or respiratory disease than any other work-related reason.	This is a key role for the team as we enforce health and safety legislation in addition to food hygiene legislation. The West Berkshire and Wokingham Health and Safety Enforcement Service Plan contains more detail.
Priority 5: Ensure a safe, healthy and sustainable food chain for the benefits of consumers and the rural economy	
Currently, about half of the food consumed in the UK is imported. The Government believes that more needs to be done to support	This is the main role of the team – and the Service aims and objectives of the team support this; to ensure that risks of illness and injury through poor food

<p>the farming industry and encourage sustainable food production here in the UK. To support the farming industry, it is important to ensure a safe, healthy and sustainable food chain that benefits consumers and the rural economy. Enforcement of food safety law ensures that food purchases are produced, transported and sold in line with requirements and ultimately, that food is safe to eat. Delivery of food safety and consumer protection across the food chain is shared by a number of agencies and delivery partners, including local authorities, the Food Standards Agency, DEFRA and Animal Health.</p>	<p>safety and hygiene are minimised, and to increase consumer and business awareness of food safety, hygiene, healthy eating and sustainable procurement practices. This is achieved by monitoring businesses through risk-based inspections and sampling and by taking appropriate and timely action in response to food related issues, and through liaison and awareness campaigns with food businesses and consumers to provide best advice in relation to good practice and legal compliance.</p>
<p>Poor diet is recognised as one of the main causes of ill-health and premature death. It has been estimated that approximately one third of deaths from heart disease and a quarter of deaths from cancer can be attributed to poor diet. The public health implications of poor diets are becoming more significant.</p>	<p>The Eat out eat well award and work in the public health field supports this.</p>
<p>The consumption of unsafe or unfit food can give rise to food borne disease. During 2008-9, approximately 80,000 food premises were rated as non-compliant with food safety legislation at a level that exposes consumers to risk.</p>	<p>To prevent the consumption of unsafe or unfit food is one of the main role of the team.</p>
<p>Food borne disease is a major cause of illness in the UK and imposes a significant burden on individuals, healthcare services and the economy. It is estimated that each year in the UK around 1 million people suffer a food related illness, which leads to 20,000 people receiving hospital treatment and 500 deaths each year from food borne disease.</p> <p>The cost to the economy of food borne disease is estimated to be in the order of £1.5 billion per annum, due to loss of production, health care costs and damage to business. This does not include the costs of major incidents and food scares.</p>	<p>To control food borne disease is one of the main roles of the team.</p>

This clearly shows the importance which the Government has set on the work of the team and the priorities which the local authority should be

investing in.

The Government has, for a number of years, pursued a programme of wide-ranging regulatory reform based, initially, on the recommendations of the 'Hampton' report (2005) whose remit was to reduce unnecessary burdens on businesses. The Government's aim is to work towards a vision of a regulatory system that is based around risk and proportionality.

The Regulatory Enforcement & Sanctions Act 2008 is an important step forward in delivering this vision, and will significantly impact on all local authority regulatory services, and in particular Health and Safety and Food Safety Enforcement.

The Act introduced the **Primary Authority Principle**, placing a particular responsibility upon local authorities to provide information, advice and support to local businesses that operate in more than one local authority area.

The Act seeks to secure national co-operation and consistency of regulatory enforcement by setting up a 'Primary Authority'; which came into effect April 2009; again this is likely to impact across the range of regulatory services and in particular, Food Safety enforcement. There is provision for local authorities to charge for this service and consideration needs to be given to how this requirement can be managed.

Appendix 4: The Future for Food Safety

FSA Regulating our Future

In early 2016 the FSA took the decision to revisit the review into the food regulatory service delivery model.

A key component of the FSA's strategic commitment to playing its part in achieving "food we can trust" is an effective, robust and proportionate system of ensuring that food businesses comply with the regulations put in place to protect consumers' interests.

In January 2016 the Board discussed this, reaffirmed its commitment to the protection of consumers' interests as the central driver of any new system, and agreed that the FSA should engage with key stakeholders to begin the process of designing a new approach to supporting regulatory compliance.

The FSA's 2015-20 strategy focuses on the role that the FSA plays in delivering "food we can trust" and recognises the critical importance of working in partnership with others to protect consumers' interests in relation to food.

The FSA state that they are not approaching this fundamental rethink by starting with the status quo and seeking incremental change. They are starting with the best system they can aspire to, and then planning how we collectively take steps to achieve it. It will demand ongoing change within the FSA as well as in business and local authorities.

Within this overall, high level vision, which will take several years to fully design and deliver, there are some priorities and more immediate

requirements. The design of delivery options needs to identify new ways of deriving assurance, and better enforcement of official controls. The FSA say it must propel them and businesses towards better use of new technology, and be compatible with consumer empowerment through increased transparency.

Where there are immediate incremental improvements that can be made to consumer protection, they will make them as part of their business as usual activities, but the objective of this programme is to define and then deliver a new regulatory blueprint for a food industry unrecognisable from the one that existed when the current system was designed.

There are a number of Principles which the FSA adopt and these will remain the basis for the model following review;

Businesses are responsible for producing food that is safe and what it says it is, and should be able to demonstrate that they do so. Consumers have a right to information to help them make informed choices about the food they buy – businesses have a responsibility to be transparent and honest in their provision of that information

This is a fundamental principle of food law. We need to help businesses understand what is required of them, and make sure they're doing what they need to, so consumers can be confident about the food they eat. Businesses need to recognise this responsibility, and demonstrate to us and consumers that they meet it.

Business transparency across a wide range of consumer interests in relation to food is essential in building and maintaining confidence in the industry. Consumers should be able to make informed choices based on the things that matter to them – and businesses need to enable that.

FSA and regulatory partners' decisions should be tailored, proportionate and based on a clear picture of UK food businesses

There is enormous variation in food businesses, in their size, the type of food they produce, the processes they use and their attitude to food safety and authenticity. They will need different levels of support, and different levels of scrutiny. One size will not fit all so we will be considering how to segment businesses – and to do that, we will need good quality, up to date information about them.

The regulator should take into account all available sources of information

There is a wealth of information concerning food businesses that we could be using to build our picture of business behaviour. This can include data industry collects about itself from its own audits and checks, and information from other sources, such as consumers and other regulators. Once we're confident we can rely on these, we should focus our efforts on filling the gaps rather than repeating the work of others. Large businesses with experience of using a range of food data sources have a leadership role to play, in sharing safety and authenticity related insights they gain.

Businesses doing the right thing for consumers should be recognised; action will be taken against those that do not

Many businesses want to produce food that is safe and what it says it is, and do so. They know that consumer confidence in the whole industry is crucial, so are as keen as we are to drive out those who put that confidence at risk. Businesses who put consumers at risk, either deliberately or negligently, need to know that there will be consequences, while businesses who demonstrate to us that they are transparent and prioritise food safety and authenticity will benefit from reduced regulator scrutiny.

We are open to using a range of tools to encourage business behaviour change, including reputational recognition and sanctions.

Businesses should meet the costs of regulation, which should be no more than they need to be UK food is some of the safest in the world, and UK businesses benefit from consumers (in home and domestic markets) trusting the food they produce. The industry tells us they value a strong, independent regulator. We believe that the regulatory regime should be as cost-effective as possible, for example by working with others and using a range of sources of information. Industry should meet that cost, with those requiring the greatest regulatory intervention/attention contributing the most.

As can be seen there will be far reaching changes to the food service but as yet we do not know what those will be and how it will affect the Public Protection Partnership.

ACRONYMS

AES	Alternative Enforcement Strategy
BIS	Department for Business, Innovation and Skills
COM TM	Commercial Team Manager
EHRB	Environmental Health Registration Board
EOEW	Eat out eat well rating scheme
FSA	Food Standards Agency
FSMS	Food Safety Management System
FHRS	Food Hygiene Rating Scheme
HoCS	Head of Corporate Services
IDs	Infectious Diseases
LAA	Local Area Agreement
LAEMS	Local Authority Enforcement Monitoring System
NEBOSH	The National Examination Board in Occupational Safety and Health
PA	Paul Anstey PPP Manager
PEHO	Principal Environmental Health Officer
PPP	Public Protection Partnership
RH/RG	Rosalynd Gater (Hale) (Commercial Team Manager)
S/EHO	Senior / Environmental Health Officer
SEHA	Senior Environmental Health Assistant
SFBB	Safer Food, Better Business
SFSO	Senior Food Safety Officer
SM	Sean Murphy PPP Manager
SMEs	Small and Medium Sized Enterprises

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Public Protection Partnership

Bracknell Forest
West Berkshire
Wokingham

PUBLIC PROTECTION PARTNERSHIP TRADING STANDARDS SERVICE

FOOD STANDARDS AND ANIMAL FEED SAFETY AND STANDARDS DELIVERY PLAN

2017 - 2018

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APPENDIX

Appendix A – Relevant Officers

Appendix B – Feed Hygiene Briefing Note

1.0 Aims and Objectives

1.1 Aims and Objectives

The annual Food Law Enforcement Plan is designed to deliver the Public Protection Partnership aims and priorities in respect of promoting and protecting health and supporting reputable businesses. This plan covers the local authority areas of Bracknell Forest, West Berkshire and Wokingham. Specifically it sets out how these authorities regulate and protect the food chain from 'farm to fork' in respect of food and feed quality, standards and labelling. This includes protection from contamination.

The annual Food Law Enforcement Plan seeks to deliver a focussed approach through the successful use of information and intelligence.

It is the responsibility of food and feed business operators to ensure they comply with relevant standards and legislative requirements. It is the role of the Public Protection Partnership to ensure that food produced and sold in Bracknell, West Berkshire and Wokingham meets legal standards and is labelled and marketed in such a manner as to allow consumers to make informed choices. This compliments the educational approach taken to allow consumer information to be used.

The regulation of animal feed operators is needed to protect the health of animals and ultimately the food chain.

Failures in regulation, nationally and internationally, has led to injuries to health, damage to markets and loss of consumer confidence e.g. BSE, Foot and Mouth and various food standards and safety alerts including contaminated alcohol and meat products.

The programme is structured to ensure that national and local priorities are incorporated within it.

Key Objectives

- To ensure that we inspect our High and Medium Risk food businesses on a risk based frequency. This includes the provision of legal and practical advice at the time of the visit to improve compliance rates.
- Assess unrated and new premises to bring them into the risk based audit programme.
- To identify where current quality standards are not being met or areas of consumer risk exists e.g. undeclared allergens through the use of targeted sampling and intelligence led focused audits.
- To respond to customer complaints and requests for our service as well as requests for advice from businesses.

- In line with national priorities to visit relevant primary producers and feed business operators to ensure compliance with the Food and Feed hygiene requirements.
- To provide information to consumers (including a comprehensive school nutrition programme) to allow them to make informed choices.

1.2 Local Priorities

The relevant Public Protection Partnership priorities are:

- 1) Community Protection including tackling the issues that cause the greatest harm to individuals.
- 2) Protecting and Improving Health including allowing residents to make informed choices and delivering initiatives designed to improve and enhance health.
- 3) Supporting Prosperity and Economic Growth including the provision of advice to businesses and protecting them from unfair trading.

2.0 Background

2.1 Organisational Structure

On 9th January 2017 Bracknell Forest, West Berkshire and Wokingham councils entered into a joint service agreement for Trading Standards, Environmental Health and Licensing. This function is provided by the Public Protection Partnership. The food and feed enforcement functions in their entirety fall under the remit of the Public Protection Manager for trading standards, commercial and response.

2.2 Scope of the Feed and Food Service

The Trading Standards Service has responsibility for the following areas of food chain and animal feed enforcement and education:

- Ensuring the accuracy of food labels and descriptions that are applied to food
- Ensuring claims made in the course of the marketing of food are accurate and legal
- Ensuring food standards are maintained
- Enforcement of Food Alerts relating to food standards or chemical contamination are responded to as appropriate
- Ensuring that legally required food hygiene standards are met at primary production (farms and growers) premises
- Ensuring that legally required feed hygiene and compositional required standards are met throughout the supply chain and on farm
- Ensuring that animal feed is appropriately labelled and marketed
- Ensuring businesses are appropriately advised in line with the advice policy

- Ensuring that consumers have the required knowledge base to make informed choices when purchasing food or feed
- Ensuring complaints from consumers relating to food or feed issues are assessed and assigned to an officer for action or are recorded for intelligence purposes
- Deliver part of the regional feed programme on behalf of a number of South East feed enforcement authorities

If appropriate, other relevant inspections (eg product safety, weights & measures, pricing, animal health) will be carried out at the time of the food or feed standards inspection. This is dependant on the premise type, risk assessment and resource level. With limited resource we aim to target our interventions at the most critical points.

2.3 Demands on the Feed and Food Service

The Service offers confidential and impartial advice for businesses of Bracknell, West Berkshire and Wokingham to ensure compliance with law. Dealing with complex and technical enquiries along with inspecting and monitoring activities are essential parts of the workload.

In line with the Hampton principles the Food Standards Agency has allowed local authorities to adopt a more flexible and varied approach in developing a suitable strategy to maintain compliance. As a result the team will continue to visit a number of high and medium risk food premises but look to alternative enforcement strategies to keep under review low and non inspectable risk food premises. Audits and sampling will continue to be targeted at nationally or locally recognised areas of concern.

Currently the Partnership has approximately 3950 food businesses on its databases showing as liable for food standards work. Of those premises 36 are classified as high risk, approximately 600 medium risk, approximately 1000 low risk and approximately 850 as being outside of the scope of the programme. The remainder is made up of unrated premises. This presents the biggest challenge for the service as these need to be brought back into the audit programme. This figure changes on a yearly basis.

In terms of feed premises there are 428 primary producers (including livestock farms) and 75 inland premises.

The risk rating for each premise is assessed at each visit and by reference to events such as levels of compliance, local risk and the category of individual businesses. In addition the Service will have regard to the principles of the Hampton Review, ensuring that no inspection is conducted without a reason and local risk factoring is applied.

The Food and Feed Service provided is specific to the needs and nature of the area. As a consequence time is spent on Primary and Home Authority responsibilities, this includes allocating time to our major food producers.

We will also advise and seek compliance on highly specific labeling criteria. This will include the traceability of foods and feeding stuffs and the declaration of foods which contain allergens.

2.4 Service Contact Details

Email:

tsadvice@westberks.gov.uk

Telephone:

01635 519930 (Out of hours 01635 42161)

Located at:

Council Offices, Market Street, Newbury, Berkshire. RG14 5LD

Civic Offices, Shute End, Wokingham, Berkshire RG40 1WW.

Council Offices, Time Square, Market Street, Bracknell RG12 1JD

Opening hours are 9am-5pm Monday to Thursday and 9am to 4.30pm Friday.

2.5 Regulation Policy

The Enforcement policy for the Public Protection Partnership (PPP):

- 1) The Regulators Code forms the guidelines that PPP uses for the basis for general enforcement work,
- 2) The Code for Crown Prosecutors is used as the basis for decisions to prosecute in all criminal matters;

In the context of this policy PPP consists of those matters enforced by the Trading Standards, Environmental Health and Licensing Services

For the Code for Crown Prosecutors see:

http://www.cps.gov.uk/publications/docs/code_2013_accessible_english.pdf

Regulators Code:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300126/14-705-regulators-code.pdf

3.0 Service Delivery

3.1 Interventions at Food and Feeding stuffs establishments

Each local authority is required by the Food Standards Agency's Codes of Practice to document, maintain and implement an interventions programme for those premises for which they have enforcement responsibility.

There is a risk based approach in relation to food and feed advice and enforcement. Resources dedicated to food and feed related activities are balanced against the demands of other regulatory activities. This risk based approach allows more intensive regulation to be directed at those businesses presenting the greatest risk.

Official controls include – inspection, audit, surveillance, verification, sampling and monitoring and other interventions which can effectively support businesses to achieve compliance with legislative requirements include – education, advice, information and intelligence gathering. The different interventions allow the authority to choose the most appropriate action to be take to increase levels of compliance.

The proposed 2017- 2018 intervention programme of work is detailed below:

Category	Minimum intervention rating	Intervention Type	Number of premises due	Target
HIGH	At least every 12 months	Inspection, partial inspection, audit or sampling	36	100%
MEDIUM	At least every 24 months	Inspection, partial inspection, audit or sampling	309	100%
LOW	At least every 60 months	Alternative Intervention Strategy, inspection, partial inspection, audit or sampling		In response to complaints, request by the business or as part of identified projects
UNRATED	Not known until risking	Inspection /desktop for premise outside the scope of programme	875	Action plan to be introduced to address outstanding unrated list

During this financial year we are working on categorizing and risk assessing our feed and food hygiene premise at primary production in line with the Codes of Practice.

We aim to carry out interventions to those premises in line with the Food Standards Agency profiling.

As part of regional feed work we will be carrying out 8 Inland Feed inspections and 39 Primary Production inspections.

Where appropriate Animal Health Inspectors will carry out some of the Food and Feed Hygiene inspections alongside their routine Animal Health visits.

#3.2 Feed and Food Complaints

Food and feed complaints are investigated by the service in line with departmental procedures.

In responding to complaints we aim to ensure that:

- the composition of food meets legal requirements
- action is taken as necessary under Food Safety Act and/ or relevant legislation
- food is accurately labelled and advertised
- feed is wholesome and correctly described
- action under Animal Feed (England) Regulations and / or other relevant regulations is taken appropriately
- the risk of recurrence is reduced

3.3 Primary Authority Scheme

The concept of Primary Authority was formalised under the Regulatory Enforcement and Sanctions Act 2008. Under this legally recognised scheme (overseen by the Regulatory Delivery), any business operating across more than one Local Authority can form a legally recognised partnership, effectively creating a focus for consistent advice. It is the gateway to simpler, more successful local regulation, and previous changes to the scheme has meant a significant expansion to the range of businesses that can participate, to now include so-called 'Co-ordinated Partnerships', such as franchise operations, trade associations and other business groups.

We offer Primary Authority partnerships to businesses wishing to take advantage of the scheme.

3.4 Advice to Business

The Public Protection Partnership offers advice and guidance to food and feed businesses based in Bracknell, West Berkshire and Wokingham either if requested or as part of interventions and inspections.

We have implemented this principle by providing advice and information on the legality of product ranges, packaging, composition, labelling and advertising. This service is delivered pro-actively during the inspection of premises and reactively in response to requests from businesses and referrals from other agencies.

Resources to deliver business advice are drawn from across the competent officers identified in the service.

The Public Protection Joint Committee has agreed that we will continue to support the Home Authority Principle but that this work will become chargeable at the same rate as Primary Authority work. Small businesses will receive up to half an hour of free advice.

3.5 Food and Feed Sampling

The Partnership recognises the important contribution targeted sampling makes to the protection of the food chain including the health of farm animals. Analysis is undertaken for compositional quality and safety purposes as well as for determining compliance with labelling regulations.

The Service produces its own annual sampling programme to establish the effectiveness of the management of food and feed standards in local businesses. The programme reflects local, regional and national trends. The plan is sufficiently flexible to take account of any areas which require attention as they arise i.e. food incident warnings, consumer complaints.

We anticipate this will translate to approximately 150 food and feed samples being taken this year.

The Partnership partakes in regional and national sampling programmes and other national initiatives as appropriate. Regional sampling this year will include allergens, meat substitution, food supplements and adulteration and contamination of identified products

Local sampling will include samples taken from local importers and manufacturers as well as extending the sampling programme into areas where last years sampling results indicated there was a problem.

3.6 Feed/Food Safety Incidents

Food and Feed Alerts are issued by the Food Standards Agency (FSA) to all Food Authorities in the country when a national food or feed safety issue has arisen with a specific product.

Alerts are responded to as directed by the warning notification received from the FSA and in accordance with the Code of Practice. All warnings are received by email and any subsequent action taken is recorded and retained on file. This year we are going to examine the basis of our response particularly in relation to follow up action.

3.7 Liaison with Other Organisations

We work closely with a number of organisations and to avoid duplication of effort we have clear guidelines on who is responsible for what. Partners include:

- Sixteen other Trading Standards authorities in the South East Region that together make up Trading Standards South East Limited (TSSEL). Activities

include liaising on all key Trading Standards issues, co-ordinated inspection, sampling and advice projects and sharing of information and in particular the national feed programme delivered on behalf of the FSA.

- Environmental Health Teams across the Thames Valley.
- Bracknell, West Berkshire and Wokingham Public Health Teams - for preventative healthy eating initiatives and tackling obesity.
- Schools – for the delivery of the nutrition education programme (Key Stage 1 and 2).
- Food Standards Agency
- Members of Bracknell, West Berkshire and Wokingham Councils are consulted prior to the plan being approved
- The Public Protection Manager is a member of the National Feed Governance Group on behalf of National Trading Standards.

3.8 Feed and Food Safety and Standards promotional work and other non-official Controls and interventions

The promotion of food standards and feed safety will be achieved through local initiatives and publicity and by supporting national initiatives. The Partnership will aim to :

- contribute to the wider public health agenda through the promotion of healthier eating options.
- raise awareness of food issues to local food businesses and residents
- allocate 100 days a year (0.5FTE) to educational work.
- give advice to local business at the time of routine visits about upcoming changes to legislation.
- ensure that the effectiveness of promotional activities are evaluated via feedback from businesses and the public
- make use of the many guidance leaflets for business on feed and food topics that are available to download from www.businesscompanion.info and from the FSA

4.0 Resources

4.1 Financial and Staffing Allocation

Our primary resources are our staff. There is the equivalent of 3.0 FTE trading standards posts involved with food standards and feed enforcement. In total there are 16 officer posts of which this 3FTE is drawn from, whose work involves some aspect of food and /or feed enforcement as part of their day to day duties, consisting of:

- 1 x Team Manager
- 7 x Trading Standards Officers
- 7 x Trading Standards Enforcement Officers / Fair Trading Officers
- 1 x Lead Officer Health

The net total cost of the service for 2017/18 is estimated to be £87K

Staffing Costs (approx. including on costs)	£86K
Travel	£6K
Sampling & Analysis	£25K
Total gross service cost	£117K
Grant	£30K

This work often is conducted alongside other work including weights and measures and animal health and welfare.

The Trading Standards Team Manager is responsible for the allocation and delegation of budgets allocated to the feed and food enforcement functions.

The service also makes use of monies offered by the Food Standards Agency for carrying out specified food and feed work.

4.2 Staff Development Plan

Each of the staff involved with the delivery of this plan (with the exception of the educational aspect) are food and / or feed competent and have undergone an assessment of their competency via the competency framework laid down in the statutory Code of Practice.

Individual training needs are identified via the appraisal and 1:1 process and is linked to operational and resource.

In line with the Code of Practice authorised officers must undertake 20 hours training per year with at least 10 hours in the core subject to maintain competency in food law and 10 hours for feed officers.

5.0 Quality Assessment

5.1 Quality assessment and internal monitoring

- Ensuring sample analysis is carried out only by laboratories that are accredited and appointed for the purpose of the various statutes.
- Following inspections and complaint / service request completion the department has a system of sending “Satisfaction Survey” questionnaires. These are sent to every food premises visited by officers and to a proportion of service requests. Feedback received is then recorded, the results for 2016/17 was –
 - Customer satisfaction – 89%
 - Business satisfaction – 90%
 - Business & customer satisfaction (combined) – 89%
- Internal monitoring is conducted every quarter to assess performance against the plan.

6.0 Review

6.1 Review of Delivery Plan

- The objectives are regularly reviewed by the Lead Officer for Food and Feed and the Trading Standards Manager to ascertain whether objectives are being achieved and any variations highlighted.
- The Feed and Food Delivery Plan is set against the Public Protection Partnership priorities as well as local and national reporting frameworks. These include:
 - Interventions to High and Medium Risk food premises against target
 - Response to food and feed complaints
 - Number of samples against target
 - Outcomes of campaigns and promotional activities - nutritional work
 - Interventions to feed premise against target set by the National Feed Programme
 - Prosecutions and other legal actions

Case by case resource requirements are reviewed by the Tactical Tasking and Co-ordination Group as part of the weekly tasking process.

We will review the plan, at the end of the financial year, as part of the service planning process, lead by the Trading Standards Manager, to ensure it continues to meet the needs of our customers.

6.2 Identification of any variation from the Delivery Plan

- At the monthly internal Strategic Tasking and Co-ordinating Group meetings any variance in the plan will be examined and reasons considered.

- Variances will be documented.
- If changes are made they would be subject to final agreement by the Public Protection Manager under delegated authority.

6.3 Areas of Improvement

- Areas for improvement are incorporated into the following year's objectives, or dealt with as soon as possible if there are no additional financial implications.
- Identified areas:
 - Ensuring the national Food Sampling Surveillance System (FSS) is embedded in our everyday approach to food and feed law enforcement
 - Ensuring that intelligence reports from the FSA and other sources eg. Public Analyst , direct our audit programme
 - Continue to improve quality of data held on the database – including ensuring that feed premise coding is in line with the Code of Practice, and matching of EH and TS food premises
 - Prioritising potential High and Medium risk unrated premises
 - Development of Alternative Enforcement Strategies for Low risk premise interventions
 - Develop further the process / procedure for the internal monitoring of food and feed work in line with the Code of Practice.

7. Our Performance Out-turn for 2016-17

In producing our Food Law Plan we reflect on the previous years activities. This process provides the opportunity to identify what went well and what went less well, and identify trends or key areas for focus moving forward. The food law enforcement activity undertaken during 2016/17 is summarised as follows:

- **Inspected 383** food businesses and carried out approximately **40** other related visits
- Dealt with **74** complaints
- **Prosecuted 2** food operators
- Issued **102 written notifications and/or warnings** on how businesses can comply with the law
- Undertook **approximately 250** food samples and screening tests for composition
- Provided **approximately 100** hours of advice and support for businesses in relation to food matters
- Carried out **109** visits to primary production premises and **13** inland feed visits

Areas of concern identified as a result of audits, sampling or other interventions included:

- Un-declared allergens
- Food unfit for human consumption (past use by date)
- Inappropriate use of additives
- Undeclared meat species / substitution
- Imported food labelling and standards

DRAFT

APPENDIX: Relevant Officers

Officer	Role Food	Role Feed
Sean Murphy	Public Protection Manager	Public Protection Manager
John Nash	Trading Standards Manager / Competent Officer	Trading Standards Manager
Tammie Hambridge	Lead Officer / Competent Officer	Lead Officer / Competent Officer
Lisa Brown	Trading Standards Officer / Competent	
Allyson Bartram	Trading Standards Officer / Competent	
Vicky Lister	Trading Standards Officer / Competent	
Toby Green	Trading Standards Officer / Competent	
Heather Parson	Trading Standards Officer / Competent	
Robert Charlton	Trading Standards Officer / Competent	
Glenda Cameron-Lloyd	Enforcement Officer / Competent	
Heather Flemming	Regulatory Services Officer / Competent	
Elizabeth Brewster	Enforcement Officer / Competent	
Jacqui Turner	Fair Trading Officer / Competent	
Joel Theobald		Fair Trading Officer / Competent
David Hillier		Enforcement Officer / Competent
Joanne Withey		Regional Feed Officer / Competent

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FEED HYGIENE EXPLAINED:

Trading Standards role protecting animals, keeping our food safe and helping businesses to thrive

NATIONAL TRADING STANDARDS

Protecting Consumers
Safeguarding Businesses

Do you know why the safety of animal feed is so important to the economy, consumers and animals in this country? Are you aware of the role that local authorities play to help keep our food safe? Would you like to know more about how animals are kept healthy and our food safe to eat in your local area?

We hope that this leaflet can answer all these questions and show why the work of local authorities with feed businesses – from small farms to large-scale feed mills and importers – is so vital.

WHAT DOES THE FEED INDUSTRY MEAN TO THE UK ECONOMY?

The UK animal feed industry is large and complex.



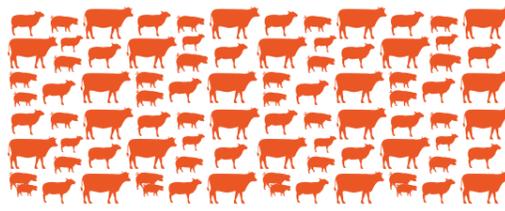
There are roughly 200,000 animal feed businesses, which contribute £4.4 billion to the economy each year.

Feed businesses range from small shops disposing of surplus food to a feed mill producing 600,000 tonnes of feed. It is equally important for every single one of these businesses to understand why animal feed must be safe and what can happen if things go wrong.

WHY DO WE NEED TO CARE ABOUT WHAT OUR ANIMALS EAT?

The foot and mouth disease outbreak in 2001 cost the UK economy over £8 billion.

OVER 6,000,000



ANIMALS WERE SLAUGHTERED AND THEIR BODIES DISPOSED OF IN PYRES ACROSS OUR COUNTRYSIDE.



The source of this destruction was a single farm feeding waste to their animals.

BSE (Bovine spongiform encephalopathy) cost the UK economy billions, as many as 3 million animals were infected and there have been over 200 cases of the related CJD (Creutzfeldt-Jakob disease) in humans. BSE was caused by largescale feeding of animal protein to farm animals.



The impact of smaller feed incidents can be just as telling for those involved. In 2008, excessive levels of dioxins were discovered in meat products from Ireland, which led to **meat products worth well over £1 million being recalled**, hitting businesses across the UK.



HOW DO LOCAL AUTHORITIES SUPPORT FEED BUSINESSES?

Feed businesses are required by European law to have systems in place that identify risks to the safety of their products and prevent these from occurring. This can range from steps to prevent vermin, contamination and spoilage to paperwork systems that can quickly trace where ingredients have been bought and final products sold. In their capacity as enforcement bodies for feed hygiene legislation, local authorities support businesses to help them comply with the law, undertake surveillance activities to identify problems and take appropriate enforcement action.



WHAT IS NATIONAL TRADING STANDARDS HERE TO DO?

With funding and support from the Food Standards Agency, National Trading Standards oversees an animal feed inspection and sampling programme that is carried out by local authorities across England. The programme includes risk-based inspections of feed businesses, checks of imported feed, coordinated sampling for surveillance and – in response to specific risks – promotes regional coordination and knowledge sharing. It also provides opportunities by cutting red-tape for farm assured and reputable feed businesses.



RESULTS – THE NATIONAL TRADING STANDARDS PARTNERSHIP WITH LOCAL AUTHORITIES:



95% of local authorities in England are engaged in the Feed Delivery programme



Since NTS began working with local authorities 99.6% of inspections have been achieved



For the first time ever England has a nationally coordinated sampling programme, preventing duplication and working to identify emerging trends and new risks



Working together over 2014/15 our inspection and sampling programme involved 12,500 feed interventions.



Responsible feed businesses, whether farm assured or with a history of compliance, are receiving less inspections.

WORKING TOGETHER WE ARE IDENTIFYING NEW THREATS TO ANIMAL FEED

- Local authorities across England recently traced surplus food from retailers to final destination and found a number of premises where it was illegally being used as animal feed; stopping the diversion has protected the UK food market.
- A national sampling project revealed significant numbers of producers with illegal levels of feed additives in their products. Products were withdrawn and industry systems changed to protect uncontrolled additive levels reaching animals and consumers.
- All the products sampled during a recent project looking at online feed sales failed to comply with the law. Support is being offered to help keep this market safe.

WHAT DO WE NEED FROM YOU?

We believe that our partnership with local authorities to support feed businesses has brought about real benefits in its first year. We know that the continued support of managers and local politicians for this work is vital if we are to build on our success to date. We would welcome your active interest and support for the National Feed Programme into the future.



A word from Lord Toby Harris, chair of National Trading Standards

"Thank you for taking the time to read this information. We recognise that Feed Hygiene Delivery is not any easy task due to the complexity of the industry and the sheer number of businesses, each with very unique needs. We would like to thank local authorities for all the hard work that has been put into the National Feed Programme over the last year. If we continue to work in collaboration then we'll be able to take action against the small number of offending businesses that could fundamentally jeopardise the health of animals and indeed humans, the safety of our food and our economy as a whole. If you would like any more information with regards to this matter please do not hesitate to contact our team. We're here to help you!"



Further information:

NTS - www.nationaltradingstandards.uk/work-areas/feed-hygiene-delivery
FSA - www.food.gov.uk/business-industry/farmingfood/animalfeed

NATIONAL TRADING STANDARDS
Protecting Consumers
Safeguarding Businesses

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Trading Standards role protecting animals, keeping our food safe and helping businesses to thrive

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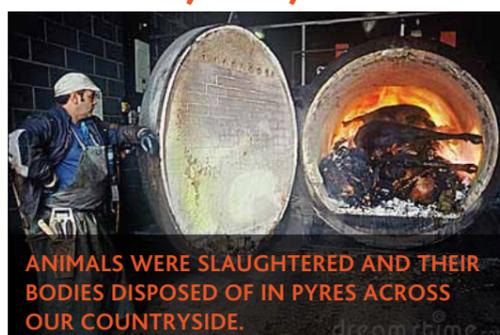
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3,000,000
INFECTED ANIMALS

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NATIONAL TRADING STANDARDS
Protecting Consumers
Safeguarding Businesses

Public Protection Partnership Community Fund – Summary Report

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 th June 2017
Date agreed by Joint Management Board:	19 th May 2017
Report Author:	Paul Anstey

1. Purpose of the Report

To explain how the PPP will be implementing the Community Fund as agreed through the Asset Recovery Incentivisation Scheme (ARIS).

2. Recommendations

2.1. To agree the principles outlined in the Community Fund report and adopt it as policy.

2.2. To agree that individual grants will be limited to £4,000 per application.

3. Implications

Financial: The fund is capped at 20% of the allocated POCA reserve and has no revenue/capital implications.

Policy: If agreed, this application process would become PPP policy.

Personnel: n/a

Legal: No direct implications. In the event that an irregularity in an application is identified or grant money is awarded and subsequently misused the PPP will seek to recover all monies and may require support from legal services.

Risk Management: All projects which receive grant funding will be monitored in line with the report.

Property: No implications at this stage.

Other: None

4. Other options considered

4.1. The application process is required as a result of a decision from the Committee and therefore there is no other option available.

5. Executive Summary

- 5.1. The fund was established by virtue of the Committee decision to implement the policy on the Asset Recovery Incentivisation Scheme (ARIS) on March 14th 2017.
- 5.2. The Committee expressed a wish to determine all grant applications as part of their routine agenda.
- 5.3. As agreed by Committee, the size of the fund has been capped at 20% of the total POCA reserve held (Proceeds of Crime Act).

6. Conclusion

- 6.1. Having a robust and thorough application process which gives the Committee enough detail upon which to make decisions is essential. The Community Fund and the anticipated subsequent positive publicity is an important step in raising the profile of the Public Protection Partnership and its objectives.

Appendices

Appendix A – Supporting Information

Appendix B – Community Fund Report

Appendix A

Public Protection Partnership Community Fund - Supporting Information

1. Introduction/Background

1.1. The fund was established by virtue of the Committee decision to implement the Asset Recovery Incentivisation Scheme (ARIS) on March 14th 2017.

1.2. The Committee expressed a wish to determine all grant applications as part of their routine agenda.

1.3. The size of the fund has been capped at 20% of the total POCA reserve held (Proceeds of Crime Act).

1.4. The relevant extract from the ARIS reports are cited below:

'Key elements that should be featured in the application:

- *Intended group or area intended to benefit from the grant*
- *Details of any existing overheads intended to be covered by the grant*
- *Charity details if applicable*
- *The year the organisation/group was founded*
- *Does the organisation/group have any links/affiliated to a recognised sporting or children's group?*
- *Are the applicants applying for funding elsewhere?*
- *Detailed explanation of what the grant would be for?*
- *How will the grant improve crime prevention for the local community?*
- *Details of an independent reference for the applicant.*

Full grant selection criteria will be on the Partnerships website to ensure the aims and objectives of the Public Protection Community Fund are clearly stated and well understood to avoid inappropriate bids. Decisions on the allocation of the reserve will be made by a panel of 3 members of the Committee, 1 member from each partner authority.

The allocation will be based purely on the merits of the application received and in the spirit of the partnership arrangements there will be no geographical/authority boundary considerations i.e. there will be no direct link between the source of the reserve and the area within which it is allocated.'

2. Supporting Information

2.1. The application process has been based on previously successful grant programmes and is designed to capture important information for the Committee to determine which projects to support.

3. Options for Consideration

- 3.1. Agree the proposed application process.
- 3.2. Amend the parameters of the application process and then agree them.
- 3.3. Refuse the proposed application process.

4. Proposals

- 4.1. To agree the application process as detailed.
- 4.2. To set a maximum grant level at £4,000.

5. Conclusion

- 5.1. Based on the request from Committee to deal with all grant applications it is clear that this is seen as an important element of their role. Particularly the strong message that the Public Protection Partnership is a champion of community safety and crime prevention.
- 5.2. The application process must be robust and whilst that does require a detailed submission from all applicants, which may dissuade some community organisations from coming forward, it is an important risk control. It would significantly impact the credibility of the PPP should any financial irregularities be uncovered/discovered in organisations which were successful.

6. Consultation and Engagement

- 6.1. The nature of the report does not merit external consultation at this stage however it may be beneficial to engage with local organisations who have links to crime prevention to discuss the merits of the Public Protection Community Fund. The extent of this will be dependent on resources available throughout the term of the agreement.

Background Papers:

None.

Papers containing facts or material you have relied on to prepare your report. The public can access these background papers.

PPP Strategic Aims and Priorities Supported:

The proposals will help achieve the following Public Protection Partnership aims as stated in the Inter Authority Agreement:

- 1 – Community Protection
 - 2 – Protecting and Improving Health
 - 3 – Protection of the Environment
 - 4 – Supporting Prosperity and Economic Growth
 - 5 – Effective and Improving Service Delivery
-

Officer details:

Name: Paul Anstey

Job Title: Public Protection Manager

Tel No: 01635 519002

E-mail Address: Paul.Anstey@westberks.gov.uk

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

“(1) A public authority must, in the exercise of its functions, have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:

(i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;

(ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.

(2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(3) Compliance with the duties in this section may involve treating some persons more favourably than others.”

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Committee to make:	To agree a policy on the community fund application process.
Summary of relevant legislation:	N/A
Does the proposed decision conflict with any of the partnerships key objectives?	No
Name of assessor:	Paul Anstey
Date of assessment:	16/5/17

Is this a:		Is this:	
Policy	Yes	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?

Aims:	To identify how the PPP will process grant applications.
Objectives:	Open and transparent priorities around grants.
Outcomes:	Enable to PPP to reduce crime and benefit the community.
Benefits:	Deliver additional projects and enhance community capacity for crime prevention activity.

2. Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership	none	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	

Further Comments relating to the item:

--

3. Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: Any assessment of how to spend monies recovered would be based around crime prevention.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: Use of ARIS is designed to make a positive contribution to local communities.	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Paul Anstey

Date:16/5/17

Public Protection Partnership

Bracknell Forest
West Berkshire
Wokingham

A shared service provided by Bracknell Forest District Council, West Berkshire District Council
and Wokingham Borough Council

Community Fund

Improving crime prevention for the local
community

2017-18

Contents

1. Background3

2. Public Protection Community Fund3

3. Community Fund Guidelines.....3

4. Application Forms4

1. Background

The Public Protection Community Fund is possible due to the work of the Public Protection Partnership in investigating criminal activity.

The Public Protection Partnership start from the principal that crime should not and will not be allowed to pay.

Those that do not commit crimes from which financial benefit is gained have nothing to fear from the legal framework around asset recovery.

2. Public Protection Community Fund

It is important that there is a positive community perception of the work that Public Protection does. This can be enhanced by ensuring that there are well publicised opportunities for local crime prevention schemes to seek grant funding from the POCA reserve. Through the Joint Committee there will be an annual allocation of the POCA reserve totaling no more than 20% of the balance in any one year.

An online application process will enable community groups, not-for-profit organisations and ward members to submit information explaining why they feel their project should be funded from the POCA reserve.

3. Community Fund Guidelines

The fund will accept applications for Grants up to £4,000.

All Grants will be determined by the Committee as part of their routine business, therefore applications will be considered at the next Committee meeting after we receive your application.

You can apply if you are a:

- Charity
- Residents Association
- A formally constituted community/voluntary group

AND have

- A bank or building society account with at least two joint signatories required for checks.
- A direct link to the communities of Bracknell Forest, West Berkshire District and/or Wokingham Borough

Priority will be given to those who have an annual turnover of less than £50,000.

What will we fund?

- Running costs of an identified project with community safety or crime prevention objectives
- Equipment costs associated with community safety or crime prevention objectives
- Overheads of community safety or crime prevention projects

What we will not fund?

- Development of financial reserves of any community group
- Core costs of any organisation

If your bid is successful your organisation will commit to:

- Acknowledging the support of the Public Protection Partnership
- Provide, on request, information about the outcomes of your project and progress on how the money is being spent
- Provide within 6 months of the completion of the project a short report (including any pictures) about the project and permission to use it in promotional material for the Public Protection Partnership.
- Agreeing, if required, to a monitoring visit by one or more members of the Committee.

Publicity

- We encourage you to publicise your grant via press releases, parish magazines or any other media that maximizes the communities understanding of the funds objectives.

4. Application Forms

Name of Organisation	
Date it was established	
Contact person	
Contact address	
Preferred contact email	
Preferred contact mobile	
Your role in the organisation	

Is your organisation

Tick

A Charity	<input type="checkbox"/>	Registration Number:
A Residents Association	<input type="checkbox"/>	
A Community/Voluntary Group	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please specify

In no more than 150 words please describe the work of your organisation:

Current constitution of the organisation is attached? Y / N

Latest AGM or equivalent report is attached? Y / N

In no more than 150 words please describe the project for which you are applying for a grant, specifically addressing community safety and/or crime prevention:

How many people, overall, will benefit from the project?

Please identify which local authority ward/s are likely to benefit from the project?

Proposed project start date:

Proposed project finish date:

Overall cost of the project (£):

Grant requested (£)

Are you getting any other financial help for the project? Y / N

If Yes, from who and how much?

From Who	Amount (£)	Confirmed? Y/N	Applied For? Y/N

If successful, please indicate in the following table what the grant will be used for?

Item	Cost (£)

Please indicate how, if successful, you would promote receipt of any grant from the Public Protection Partnership?

Please indicate any fees/charges levied to your members/users

Date of last approved accounts:

Income		Expenditure	
Free reserves		Restricted Reserves	

Full accounts from current financial year attached? Y / N

If no, reasons why:

Please indicate the purpose of any free reserves held by your organisation:

(Note restricted reserves are those which have been given for specific purposes and cannot be used for any other purpose – Free reserves are those monies which are at the discretion of the Organisation as to how they are spent)

If successful please indicate the details of the account to be paid into:

Please give us the details of someone who knows you and/or your organisation and can tell us about their support for your project. This person must be independent of your organisation.

Any other information you wish to supply in support of your organisation?

DECLARATION

I am applying to the Public Protection Community fund for a grant on behalf of the named organisation on this application form and declare that:

1. The information provided in the application is correct.
2. I acknowledge the conditions of the grant and confirm that I and the organisation that I represent will abide by them.
3. I undertake on behalf of the organisation I represent that any grant received will be repaid, in full or part thereof, if
 - a. The organisation is found to be in breach of the conditions applied to grant
OR
 - b. The grant cease to be used for the purpose for which it was given
OR
 - c. The grant is not used within 12 months of being awarded.

SIGNED: _____ DATE: _____

NAME (PRINT) _____

POSITION IN ORGANISATION: _____

To complete your application please sign and return to:

**Public Protection Community Fund
Public Protection Partnership
Market Street, Newbury, BERKS
RG14 5LD**

Public Protection Partnership Performance Update – Summary Report

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 th June 2017
Date agreed by Joint Management Board:	19 th May 2017
Report Author:	Paul Anstey

1. Purpose of the Report

To ask the Committee to consider the structure and content of the performance report they are due to receive each year, as agreed by the business plan, and provide year end financial information from 2016/17.

2. Recommendations

- 2.1. To agree with the format of the template and the subject headers identifying the nature of the performance information to be presented during 2017/18.
- 2.2. To agree that any minor amendments required to the performance report can be completed by the Joint Management Board.

3. Implications

Financial:	The 2016-17 PPP budget position is within acceptable parameters (as defined by the Inter Authority Agreement) and does not require any further action.
Policy:	n/a
Personnel:	n/a
Legal:	n/a
Risk Management:	n/a
Property:	n/a
Other:	n/a

4. Other options considered

- 4.1. The Committee agreed the contents of the Business Plan on 14th March 2017, this identified the headline priorities and the form of future performance reports. No other options are considered appropriate as a result.

5. Executive Summary

- 5.1. The PPP operated between January 9th and March 31st for the financial year 2016-17.
- 5.2. Performance monitoring during this time was based on legacy arrangements from each of the 3 Partner authorities.
- 5.3. Financial monitoring was conducted by West Berkshire, with assistance from Bracknell Forest for the purposes of year end reconciliation.
- 5.4. Bracknell Forest paid £284k for Jan-Mar 2016/17. PPP spent £280.7k over the same period, resulting in an outturn of -£3.3k.
- 5.5. Wokingham and West Berkshire, by virtue of legacy financial arrangements over the full year 2016/17 were £31.6k overspent. No specific Q4 budget analysis has been conducted to align with Bracknell Forest but this will be conducted in 2017/18.

6. Conclusion

- 6.1. The template addresses all the key points raised in the business plan and should provide sufficient information to the Joint Management Board on a monthly basis. This will ensure each partner authority has open and transparent information on the progress of the PPP and at the end of each year the Committee will be able to judge its performance.
- 6.2. 2016/17 budget outturns were all within expected parameters.

Appendices

Appendix A – Supporting Information

Appendix B – Performance Report Template

Appendix A

Public Protection Partnership Performance Update - Supporting Information

1. Introduction/Background

- 1.1. The PPP operated between January 9th and March 31st for the financial year 2016-17.
- 1.2. Performance monitoring during this time was based on legacy arrangements from each of the 3 Partner authorities.
- 1.3. Financial monitoring was conducted by West Berkshire, with assistance from Bracknell Forest for the purposes of year end reconciliation.
- 1.4. The PPP brought together different performance frameworks which has required a great deal of review and analysis by the Joint Management Team (JMT).
- 1.5. The PPP business plan requests that the Committee is updated on an annual basis on a range of performance issues. The template is a guide to what type of information is to be collected.
- 1.6. The PPP Joint Management Board (JMB) will review performance information on a monthly basis and report back to their respective authorities through their normal channels.
- 1.7. The budgets for PPP in 2016/17 accounted for quarter 4 only. No detailed analysis was carried out and JMB has discussed the structure of cost centres. In future, each operational team will have its own budget, regardless of boundary, and the West Berkshire Finance Manager will provide information to the JMB.
- 1.8. Bracknell Forest paid £284k for Jan-Mar 2016/17. PPP spent £280.7k over the same period, resulting in an outturn of -£3.3k.
- 1.9. Wokingham and West Berkshire, by virtue of legacy financial arrangements over the full year 2016/17 were £31.6k overspent. No specific Q4 budget analysis has been conducted to align with Bracknell Forest but this will be conducted in 2017/18.
- 1.10. The Inter Authority Agreement sets out the financial governance for the PPP and the quarter 4 results do not require any decisions from the Committee.

2. Options for Consideration

- 2.1. Agree the template, allowing Joint Management Board to make minor amendments which do not affect the overall structure of the report.
- 2.2. Amend the template and then agree it.
- 2.3. Refuse the proposed template.

3. Proposals

- 3.1. To agree the template, allowing Joint Management Board to make minor amendments which do not affect the overall structure of the report.

4. Conclusion

- 4.1. The business plan set out how performance monitoring should take place, ensuring that the Joint Management Board is well informed, allowing the individual partner authorities to understand how the PPP is performing throughout the year and the Committee will see a complete set of information each year.

5. Consultation and Engagement

- 5.1. The nature of the report does not merit external consultation at this stage.

Background Papers:

None.

Papers containing facts or material you have relied on to prepare your report. The public can access these background papers.

PPP Strategic Aims and Priorities Supported:

The proposals will help achieve the following Public Protection Partnership aims as stated in the Inter Authority Agreement:

- 1 – Community Protection
 - 2 – Protecting and Improving Health
 - 3 – Protection of the Environment
 - 4 – Supporting Prosperity and Economic Growth
 - 5 – Effective and Improving Service Delivery
-

Officer details:

Name: Paul Anstey

Job Title: Public Protection Manager

Tel No: 01635 519002

E-mail Address: Paul.Anstey@westberks.gov.uk

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

“(1) A public authority must, in the exercise of its functions, have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:

(i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;

(ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.

(2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(3) Compliance with the duties in this section may involve treating some persons more favourably than others.”

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Committee to make:	To agree the template for future performance reporting.
---	---

Summary of relevant legislation:	N/A
Does the proposed decision conflict with any of the partnerships key objectives?	No
Name of assessor:	Paul Anstey
Date of assessment:	1/6/17

Is this a:		Is this:	
Policy	Yes	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To identify how the PPP will monitor progress against its business plan.
Objectives:	Open and transparent performance information.
Outcomes:	Enable the PPP to improve consistency.
Benefits:	Ensure that the JMT is focussing the PPP on the matters most important and of interest to the Committee.

2. Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership	none	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Further Comments relating to the item:		

3. Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: The template is designed to capture information and does not influence decision making.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: The template is designed to capture information and does not influence decision making.	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Paul Anstey

Date:1/6/17

A shared service provided by Bracknell Forest Council, West Berkshire District Council and Wokingham Borough Council.

PERFORMANCE INFORMATION

A summary for members of the Committee

2017-18

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1. Partnership news

Operating Model Project update

SLA updates

Budget update

National/Regional/Local trends/observations

2. Team news

(This outlines personnel matters, complicated or high profile cases, specific political or media issues.)

Business Compliance

Case Management

Community Engagement

Environmental Quality

Intelligence and Business Development

Licensing

Response

Trading Standards

3. Community projects

(This outlines the work of the Community Engagement Officer role (to be appointed later in the summer) and the Community Fund spend)

4. Business plan

(identify any relevant developments against the broad priority areas highlighted in the original business plan)

E.g. Customer satisfaction, future opportunities, complaints, workforce planning, professional working groups etc...

5. Demographics

Example list			
Activity	Financial Year 2017-18		
	BFC	WOK	NBY
Total number of businesses			
No of food establishments			
No of feed establishments - Livestock			
No of feed establishments - Arable			
No of licenced premises - regulated entertainment			
No of licenced premises - other			
No of Taxis and Private hire vehicles			
No of Taxis and Private hire drivers			
No of Private Hire operators			
No of Pollution, prevention and control premises (industrial)			
No of Private water supplies			
No of Air quality management areas			
No of Air quality monitoring sites			

6. Demand analysis

Example list				
Broad description	Code areas	Financial Year 2017-18		
		BFC	WOK	NBY
Domestic based environmental protection issues e.g. noise and bonfires	EP DOM total			
Commercial based environmental protection issues e.g. planning, air quality, noise and PWS.	EP COM total			
Freedom of Information Requests	FOI total			
Food premises related complaints and enquiries e.g. Hygiene and hazard warnings	FOO total			
Private sector housing complaints and enquiries e.g. HMO's, rented housing problems	HOU total			
Health and Safety complaints and enquiries e.g. Accidents	HS total			
Licensing complaints and enquiries e.g. Taxi and animal welfare concerns	LIC total			
Public health complaints and enquiries e.g. Pests, accumulations, drainage	PH total			
Dog related complaints and enquiries e.g. Strays and fouling	Dogs			
Environmental Information Requests	EIR			
	Totals			

7. Activity analysis

Example list			
Activity	Financial Year 2017-18		
	BFC	WOK	NBY
No of food visits undertaken			
No of feed visits undertaken			
Total No of licences/consents etc issued - non-premises			
No of Temporary event notices issued			
No road traffic investigations			
No of criminal investigations concluded			
No of air quality monitoring site samples collected			
No of notices served			
No of prosecutions			
No of planning applications			
No of s61 applications			
No of private sector housing inspections conducted			
No of infectious disease notifications processed			
No of food and water samples taken			
No of workplace accidents investigated			

8. Risk profiles

Examples given below

Strategic

- Professional oversight of criminal investigation
- Unavailability of Legal Services
- Resources unavailable to maintain technical competency
- Unavailability of technically competent staff
- Low staff levels
- Failed performance indicators
- Reportable accident at work
- Poor customer satisfaction
- Inability to adapt to a change in legislation
- Action taken by the Local Government Ombudsman for failing to deal with a complaint effectively
- Action taken by the Information Commissioner for failing to deal with an FOI or DPA request
- Civil claim against the service for professional negligence
- Inability to conduct secure interviews under caution
- Low staff morale
- Data security incident
- Evidence compromised
- Case Management System Failure e.g. Uniform and/or Flare
- Overspent budget

Operational (Team specific)

- Air quality management
- Animal warden
- Animal welfare
- Contaminated land
- Communicable diseases
- Community education
- Community mediation
- Consumer advice
- Environmental nuisance protection
- Fair trading
- Financial investigations
- Fraud and counterfeiting
- Food and Feed safety, standards and hygiene
- Gambling
- Health and safety at work
- Health promotion
- Industrial pollution
- Licensing
- Metrology
- Overloaded vehicles
- Pest control
- Petroleum and explosives
- Primary Authority
- Private sector housing
- Product safety
- Public health

- Rogue trading
- Scams
- Taxi licensing
- Underage sales
- Water supplies

Scores are ranked 1-4 in both impact and likelihood, with gross and net ratings stated (before and after controls are implemented). Each functional team is then monitored for progress and trends, based on the demands on the service and any change in local situation.

Extreme Impact - Rarely 4	Extreme Impact - Moderate 8	Extreme Impact – Likely 12	Extreme Impact - Almost certain 16
High Impact - Rarely 3	High Impact - Moderate 6	High Impact - Likely 9	High Impact - Almost certain 12
Medium Impact - Rarely 2	Medium Impact - Moderate 4	Medium Impact – Likely 6	Medium Impact - Almost certain 8
Low Impact - Rarely 1	Low Impact - Moderate 2	Low Impact - Likely 3	Low Impact - Almost certain 4

9. Structure chart and functions

(To identify the teams and what they do.)

10. Primary Authority Partnerships (PAPs)

(To identify the companies that the PPP have trading relationships with under the terms of the Regulatory and Sanctions Act 2008)

Existing PAPs

- Bayer
- Dell
- Fork Lift Truck Association
- Hewlett Packard
- HIPP
- Honda
- Knowledge Academy
- MTS Tyres
- Panasonic
- Prezzo
- The Gym Group
- Waitrose

Home Authority with potential to move PAP:

- Adama Agricultural Solutions Ltd
- Champion
- Cracker Drinks Ltd
- English Pastries
- English Provender Company
- JV Foods Ltd
- Laithwaites
- Microsoft UK

