

Runnymede Borough Council
ENVIRONMENT AND SUSTAINABILITY COMMITTEE
22 June 2017 at 7.30pm

Members of the Committee present: Councillors J J Wilson (Chairman), Mrs G Warner (Vice-Chairman), Miss E Bancroft, T J F E Gracey, Mrs M T Harnden, D J Knight and M T Kusneraitis.

Members of the Committee absent: Councillors P Roberts, Mrs Y P Lay and Miss J K Sohi

86 FIRE PRECAUTIONS

The Chairman read out the Fire Precautions.

87 NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP

The Group mentioned below had notified the Chief Executive of its wish that the change listed below would be made to the membership of the Committee. The change was for a fixed period ending on the day after the meeting and thereafter the Councillor removed would be reappointed.

Group	Remove From Membership	Appoint Instead
Conservative	Councillor M Willingale	Councillor Miss E Bancroft

The Chief Executive had given effect to this request in accordance with Section 16(2) of the Local Government and Housing Act 1989.

88 MINUTES

The Minutes of the meeting of the Committee held on 23 March 2017 were confirmed and signed as a correct record.

89 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs Y P Lay.

90 CHARGING FOR INSPECTIONS UNDER THE FOOD HYGIENE RATING SYSTEM

The Committee's approval for the Council to apply a flat rate charge of £150, purely on a cost recovery basis, for re-inspections requested by food businesses under the National Food Hygiene Rating Scheme (FHRS) was sought. The report distinguished between these requested re-inspections and those re-visits and inspections undertaken outside of the FHRS, i.e. under a Local Authority's (LA) Statutory Duties in order to protect public health, including evaluation of further enforcement action(s) which were not within the scope of this proposed charging scheme.

Runnymede Borough Council (RBC) currently participated in the Food Standards Agency (FSA) national FHS. Under this scheme food businesses received an appropriate rating of between 0 (*lowest score - urgent improvement necessary*) and 5 (*highest score - very good*) with regard to the food hygiene standards found during programmed food hygiene inspections.

If a business was given a rating of less than 5, and, after undertaking any necessary improvements, the business was entitled to request a re-inspection with a view to obtaining a higher rating. The FSA had recently issued advice confirming a change of policy to allow LAs to introduce charging for such re-inspections on a cost-recovery basis. This was permitted by existing powers under the Localism Act 2011 because a LA was not under any Statutory Duty to provide this service. Re-inspections (one visit in total) would not normally be carried out until a period of three months had passed since the original rating visit (*the standstill period*). The LA then had up to a further three months to undertake the re-rating visit (in effect six months was the maximum time any business should have to wait for a re-rating inspection to take place). If RBC were to apply a charge for the re-inspection visit, the 'standstill' period was no longer applicable. The re-inspection visit would then be carried out within three months of the receipt of the request or, where payment was required in advance, the receipt of the payment (whichever was the later). If it was agreed that RBC should now charge a fee there would be no limit to the number of re-visits the food business could request although each request would be subject to the payment of the applicable fee.

In reply to Members' questions, between April 2016 and March 2017, RBC had received a total of 27 requests for re-ratings from businesses within the RBC area. The Committee was reminded that ratings could either go down, up, or remain the same following re-inspection, but, in the majority of cases, the re-inspection of the premises resulted in the award of a higher rating. Currently, whilst it was not a legal requirement (except in Wales) for a business to display the awarded food hygiene rating it was clearly in the commercial interest of the business (and for the consideration of the potential customer) to have as high a rating as possible where the rating was being displayed. All ratings were also available to the public on the FSA website.

In terms of staff resources, if display did become mandatory in the future, it was likely that the number of businesses requesting re-inspections would increase and this would directly impact on other day-to-day Statutory Duties relating to food safety legislation. In estimating time and costs, it was assumed that those businesses requesting re-inspections should have actioned the required improvements prior to the re-rating visit and in those cases requiring structural remediation e.g. broken tiles or damaged equipment then such re-inspections would normally take no longer than one hour. However, re-inspections involving failures in management or processes might take up to two hours or more.

Based on Senior EHO Officer costs of £60 per hour, it was proposed that a flat rate of £150 be charged to ensure all costs associated with re-inspections were fully recovered. This cost reflected up of two hours of Officer time together with the additional administration costs of processing requested re-inspections, payments, report writing, postage, printing and provision of replacement rating stickers. This was less than the £160 which had been introduced in Wales as part of the mandatory display scheme. Based on a similar number of requests for re-rating in the last reporting year, RBC would recover around £4050 per year going forward. Implementation of charges would be with immediate effect from the date of this

meeting but Members were assured that all outstanding requests for re-visits received up to the date of this meeting would not be the subject of the charge.

Having considered the resource implications and the importance of the food hygiene rating for businesses, the Committee unanimously endorsed the recommendation to implement, with immediate effect, a flat rate charge of £150 to any business requesting a re-inspection within the RBC area and accordingly –

RESOLVED that -

the application of a flat rate charge of £150 on a cost-recovery basis for re-inspections requested by food businesses under the national Food Hygiene Rating Scheme be approved with immediate effect.

91 FOOD SERVICE PLAN 2017/18

The Committee's approval of the proposed Food Service Plan for 2017/18 was sought. There were no significant changes since the 2016/17 report was published save the need to now reflect in the Plan the above decision relating to charging for re-inspections under the FHRS. Accordingly, subject to this inclusion, the proposed Food Service Plan for 2017/18 was unanimously approved and it was accordingly agreed to –

RECOMMEND that –

The Food Service Plan for 2017/18, as attached at Appendix A hereto, be approved.

92 GOVERNMENT DRAFT AIR QUALITY PLAN 2017

It was reported that the Government had released its draft UK Air Quality Plan for tackling levels of Nitrogen Dioxide (NO₂). The plan set out actions being planned or implemented at local, regional and national levels to meet the annual and hourly EU limit values for nitrogen dioxide in the shortest possible time. The Government's primary driver for action on air quality was the impact it could have on health and the environment. By promoting a cleaner, healthier environment it would thus benefit both people and the economy

In preparation for its final plan to be published later this year, the Government was seeking views on the draft plan and had issued a number of consultation documents aimed at improving air quality. The Government's plan to deal with the problem of nitrogen dioxide levels was to carry on with a raft of existing policies and procedures and to introduce further measures, initiatives and actions within England. These included the implementation of Clean Air Zones, to dis-incentivise the sale of new diesel engine cars, to encourage greater use of electric vehicles with supporting infrastructure, and, by the introduction of charging zones and more. There were no indications of the costs expected to be borne by Local Government.

The Government had posed 8 questions within the consultation document. The main thrust of the questions-set related to whether or not people considered what the Government was doing and what they proposed to do was the best way forward to deal with the nitrogen dioxide problem as quickly as possible in terms of the methodology and the financing of the initiatives. The Government also sought any other useful suggestions that could be adopted to help combat the problem.

The report was noted by the Committee and a further report on the outcome of the present consultation and any implications of the final Air Quality Plan would be brought back to Committee once the plan was finalised.

93 RECYCLING AND REFUSE SERVICES MEMBER WORKING GROUP

RESOLVED that -

the following Terms of Reference, Composition and Frequency of meetings be approved:

Scope: To advise the Environment and Sustainability Committee regarding:

- i) issues arising from monitoring of performance of the Council's recycling and refuse services;**
- ii) flytipping**
- iii) to act as a conduit for both Public and Members' concerns regarding i) and ii) above**

(Following a Member of the Committee's suggestion, it was agreed that the Scope could be expanded to include statistics/information arising from the trial period of issuing Fixed Penalty Notices for littering/dog fouling. The Committee would be prepared to consider such a formal request from its Working Group following its first meeting.)

Composition: 4 Conservative Members together with 2 Runnymede Independent Group Members

Appointees:

Conservative

**Councillor J Wilson
Councillor Mrs G Warner**

(A further 2 Councillors to be appointed)

Runnymede Ind

**Councillor Mrs E Gill
Councillor Mrs M Harnden**

All Members of Council might attend meetings of this particular Working Group subject, however, to the prior agreement of the Chairman of the Environment and Sustainability Committee.

NB. The Council's Constitution permits each Political Group, through its Leader, to appoint its Working Group representatives irrespective of whether such Members serve on the parent Committee, and the Leaders may also change the appointed members representing their groups from time to time.

Frequency of Meetings: Evening ad-hoc meetings.

94 APPOINTMENT OF REPRESENTATIVES; RIVER THAMES ALLIANCE

Councillor Knight reported that a major reorganisation had taken place within the Alliances' organisation and that there was little he was able to report which would encourage the Committee to consider renewing the Council's membership of the River Thames Alliance for a further year. Accordingly, it was unanimously –

RESOLVED that -

the RTA be informed that this Council's membership of the River Thames Alliance be not renewed for 2017/2018 and that no representatives be accordingly appointed.

95 FUTURE AGENCY AGREEMENTS

By resolution of the Committee, the press and public were excluded from the meeting during the consideration of this matter under Section 100A(4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information of the description specified in paragraph 3 of Schedule 12A to Part 1 of the Act.

The future of three agency agreements with Surrey County Council were considered; (i) On-Street Parking Enforcement, (ii) Off-Street Parking Enforcement, and, (iii) Environmental Maintenance

Following the publication of the Environment and Sustainability Committee agenda report Officers advised, by way of an Addendum tabled at this meeting, that a series of further meetings and discussions with Surrey County Council and Officers of other Districts and Boroughs had subsequently been undertaken. These meetings had further clarified the County Council's position, beyond that laid out in their letter of 31 March, as described in the initial agenda report. These discussions had also provided insight into the thinking of other Surrey Districts and Boroughs, all of whom had received an identical letter, and helped to understand the appetite for responding to the challenges that Surrey County Council had raised.

The current overall negotiating position with regard to future agency agreements was noted and approved. Surrey County Council had clarified their position regarding their intentions and aspirations regarding on-street parking enforcement and whilst joint-working was advocated this would not be required in all cases if SCC was satisfied that current service provision represented, or was capable of representing the optimal delivery model for on-street parking enforcement. The proposal that Runnymede's Officers should also continue discussions with Spelthorne Borough Council, in this respect, was supported in view of the proximity of the two Boroughs and existing successful joint-working arrangements which might lead to future opportunities for joint-working being explored.

Discussion turned to Off-Street parking enforcement which would figure in the upcoming SCC tender. The Environment and Sustainability Committee confirmed that they did not want the Runnymede Off-Street Parking enforcement function to be included in the County-wide tender for outsourced parking enforcement.

With regard to Environmental Maintenance the position of other Boroughs was noted. The Committee agreed that RBC should also seek to retain the agency for Environmental Maintenance with the condition that the agency would be taken up only with the formal assurance of SCC that funding would not be decreased during the life of the agreement. This was necessary to ensure certainty for contract pricing and budgeting. Members also spoke of the expectation of the Borough's residents in that verges should be maintained in a proper and tidy condition and would have concerns over any reductions in the existing service. In response to questions Officers commented that, sadly the use of volunteer groups to assist was not possible because of health, safety and insurance issues.

Particular complaints from residents also concerned the uncollected grass cuttings with un-picked litter which were both a visual nuisance and contributed, in some instances, to blocked drains or gully gratings, the effect of which was only too apparent when heavy rain occurred. One Member of the Committee also spoke at length about the need to keep the verge grass/weed height to an acceptable height (1.2m max.) in order to avoid impairing the visibility of drivers which could otherwise compromise road safety. Officers were currently looking at maintaining the current number of cuts and, possibly, to enhance this by an increase in current cut frequencies to: 10 urban cuts, 3 rural cuts, 3 weed spray applications and 3 High Speed Cuts, per year. To meet the expectations of residents it was proposed therefore that an appropriate Supplementary Revenue Estimate would be needed to achieve this. Accordingly, it was unanimously,

RESOLVED that -

- i) (a) Officers be asked to confirm to SCC that RBC wishes to participate in on-going discussions regarding joint-working in respect of on-street parking enforcement, but in doing so, SCC should be advised that RBC wishes to retain the agency for this service which is mutually beneficial to both parties, and, accordingly, would resist any arrangements which would be financial deleterious to Runnymede or taxpayers; (b) that the continuing ongoing specific discussions around opportunities for joint-working with Spelthorne Borough Council in this area be fully supported.**
- (ii) The Runnymede Off-Street Parking Enforcement function should not be included in the County-wide tender for out-sourced parking enforcement.**
- (iii) RBC should retain the agency for Environmental Maintenance in the best interests of the Borough's residents, and, accordingly, the Corporate Management Committee be recommended to approve an appropriate Supplementary Revenue Estimate in 2018/19, and onwards, to enable the current frequency of cuts to be maintained or, if possible, increased.**

(The meeting ended at 8.32 pm)

Chairman

RUNNYMEDE BOROUGH COUNCIL

ENVIRONMENTAL HEALTH SECTION,

ENVIRONMENTAL SERVICES

FOOD SERVICE PLAN - YEAR 2017/2018



**Runnymede Borough Council
Runnymede Civic Centre
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Addlestone
Surrey KT15 2AH
Telephone No.: 01932 838383**

FOOD SERVICE PLAN 2017/2018

1. **SERVICE AIMS AND OBJECTIVES**

2. **BACKGROUND**

3. **SERVICE DELIVERY**

4. **RESOURCES**

5. **QUALITY ASSESSMENT**

6. **REVIEW**

FOOD SERVICE PLAN 2017/2018

1. SERVICE AIMS AND OBJECTIVES

1.1 Aims and Objectives

- 1.1.1 To ensure that any food purchased and produced in the Borough of Runnymede is safe for consumption.
- 1.1.2 To meet statutory responsibilities in a cost effective and responsible manner in accordance with Food Standards Agency (FSA) and Local Government Regulation (LGR) and other centrally issued guidance.
- 1.1.3 To encourage best practice and publish advice on Food Hygiene Regulations to business and voluntary groups.
- 1.1.4 To carry out enforcement responsibilities as laid down in the Environmental Health Enforcement Policy, the Enforcement Concordat adopted by the Council for Environmental Health Services in November 1999 and the Regulators Code 2014.
- 1.1.5 To undertake discretionary duties in relation to Food Sampling and Food Safety Promotion.

1.2 Links to Corporate Objectives and Plans

- 1.2.1 The Food Service Plan fits into the Authority's corporate planning process forming part of the Environmental Services Business Plan. The Council's Sustainable Community Strategy adopted in September 2012 has four key priorities for Runnymede:
 - A voice for Runnymede
 - An environment to be proud of
 - Healthy and vibrant communities
 - Revitalisation
- 1.2.2 The Food Service Plan is a key driver in achieving a Healthy and Vibrant Community. An effective food safety service contributes to the above priorities in protecting the health of its residents and visitors through the provision of safe food outlets, the prevention and detection of food borne illness and food poisoning and ensuring good businesses are not being disadvantaged by non-compliant traders.
- 1.2.3 Implementation of the National Food Hygiene Rating Scheme (FHRS) is a key performance indicator for the food service within the Environmental Service Business Centre Plan

2. BACKGROUND

2.1 Profile of the Local Authority

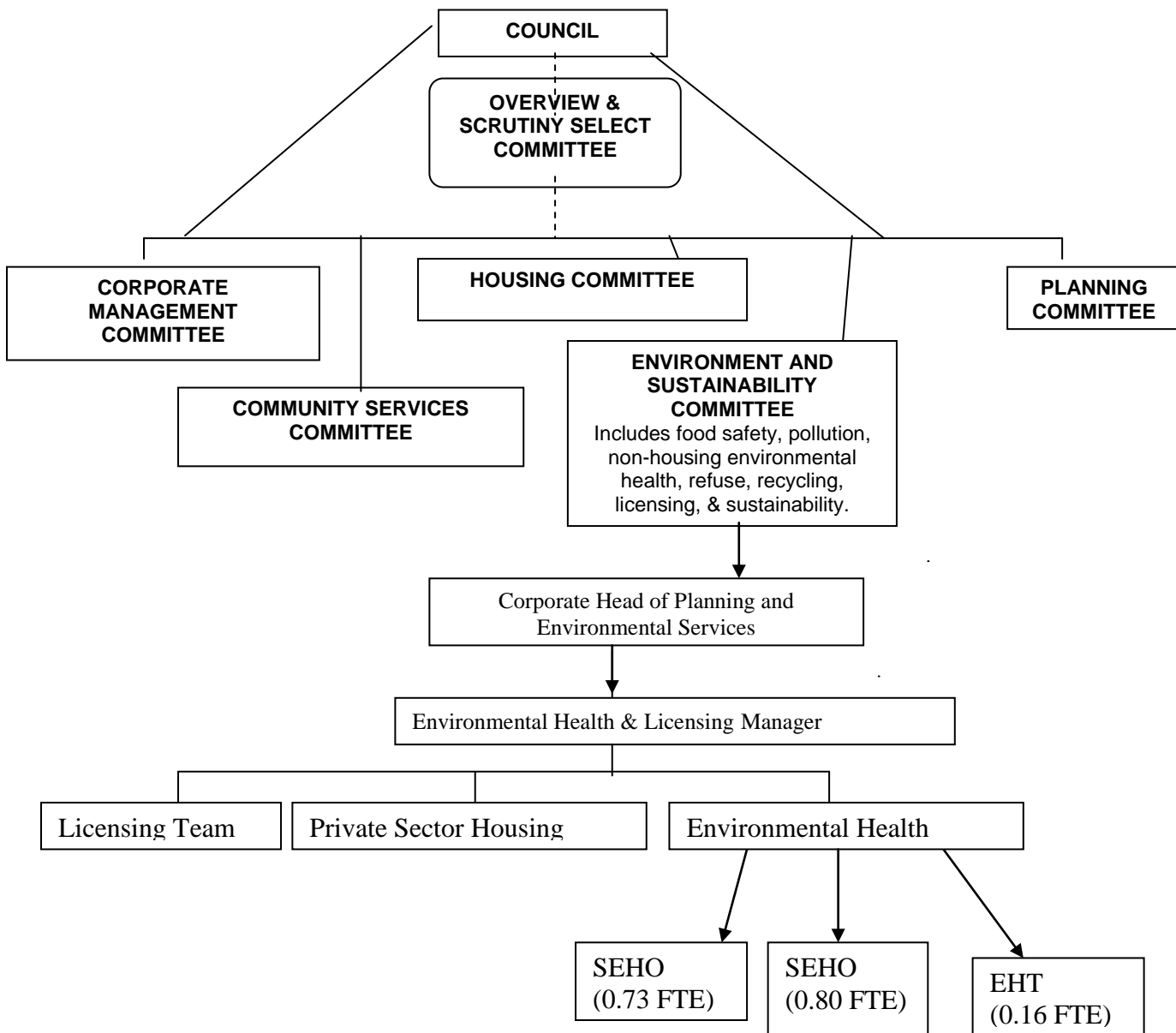
- 2.1.1 With a population of 80,510 (Office for National Statistics, Census 2011) the Borough of Runnymede covers 7,804 hectares in the north west of Surrey where it has a lengthy boundary formed by the rivers Thames and Wey. Within its boundaries, which reach from Windsor Great Park almost as far south as Woking, the Borough comprises a number of towns and villages, including in the north, the town of Egham and the residential areas of Virginia Water, Thorpe and Englefield Green. Further south is the town of Chertsey, the town of Addlestone and the villages of New Haw, Ottershaw and Woodham. Although it has a number of businesses Runnymede is basically a residential area bisected by the M25 running north-south and the M3 running east-west.

2.2 **Organisational Structure.**

2.2.1 The organisational structure of the Council comprises the full council and 5 main service committees. Food safety issues fall under the terms of reference of the Environment and Sustainability Committee. The Corporate Head of Planning and Environmental Services (CHPES) and the Environmental Health and Licensing Manager (EH&LM) have delegated responsibility for food safety enforcement with service delivery undertaken by the authorised officers of the Environmental Health and Licensing Section.

2.2.2 The organisational structure of the Council and Environmental Services Business Centre is as follows:

RUNNYMEDE BOROUGH COUNCIL - ORGANISATIONAL STRUCTURE



SEHO Senior Environmental Health Officer
EHT Environmental Health Technician

2.2.3 Specialist services are provided by:
(i) Public Analyst: Eurofins Scientific Ltd, 28-32 Brunel Road, Westway Estate, Acton, London W3 7XR

- (ii) Food Examiner: Health Protection Agency, Food Water & Microbiology Laboratory Porton, Porton Down, Salisbury, SP4 0JG
- (iii) Kent, Surrey & Sussex Public Health England: Consultant in Communicable Disease Control County Hall North, Chart Way, Horsham, West Sussex, RH12 1XA

2.3 **Scope of the Food Service**

2.3.1 As a designated Food Authority the Council is responsible for the full range of duties under the Food Safety Act 1990, Including:

- the provision of advice to businesses and the public on food safety matters
- the investigation of complaints and requests for service relating to food safety matters
- food premises inspection
- food inspections
- investigations of food complaints
- responding to food safety incidents
- provision of training
- investigation of food related infectious diseases
- control of Imported foods

2.3.2 The Council has additional food related responsibilities under the European Communities Act 1972 in respect of Products of Animal Origin imports and exports and 2 officers from the Environmental Health are presently authorised to undertake this work.

2.3.3 Further service elements are provided at the discretion of the Council, e.g. health education, start up advice and water sampling. These discretionary services have a complementary and reinforcing role in the Council's overall objectives of protecting public health.

2.3.4 Enforcement of Food Standards and Animal Feeding Stuffs legislation is the responsibility of the Surrey County Council Trading Standards Department and is outside the scope of the service.

2.3.5 In addition to food safety, other environmental health functions are delivered alongside the food service. These include health and safety at work, infectious diseases, private water supplies, animal welfare licensing, pollution, contaminated land, environmental crime, health and safety and smoke-free enforcement responsibilities.

2.4 **Demands on the Food Service**

2.4.1 The majority of food premises in the area are predominately small to medium sized catering or retail businesses. The premises profile for the Authority as at 1 April 2017 was:

Type of Premises	Number
Primary Producers	6
Manufacturers & packers	4
Importers/Exporters	2
Distributors/Transporters	2
Retailers	142
Restaurant/Caterers	588
Total	744

Categorisation as per FSA LAEMS Return 2017

2.4.2 In addition there are:

- an international golf tournament held each year at Wentworth requiring the inspection of a number of visiting food outlets
- a large activity centre at Thorpe Park with in excess of 20 food outlets catering for up to 1½ million visitors a year
- a number of annual agricultural show/fairs e.g. Egham, Chertsey and the Black Cherry Fair.

- 2.4.3 The service is delivered through the Environmental Health and Licensing Section based at the Runnymede Civic Centre and the service is available from 8.30 a.m. to 5.00 p.m. Monday to Thursday and 8.30 a.m. to 4.30 p.m. on Friday (e-mail messages can be left outside normal work hours via the Council website). In the event of a major incident or an outbreak of food poisoning the Safer Runnymede Centre holds contact details of Senior Officers who could be contacted in the event of an emergency.
- 2.4.4 A significant number of catering establishments are operated by people whose first language is not English. Where appropriate and feasible, documentation and information is provided in the business owners first language

2.5 **Enforcement Policy**

- 2.5.1 The council adopted the Central and Local Government Enforcement Concordat in regard to its Environmental Services Department in November 1999 expanding this adoption to all other Council enforcement services in 2001. Additionally the Environmental Services works to the current Environmental Health Enforcement Policy. All food safety enforcement decisions are made in consideration of the enforcement policy and any deviations from the policy will be documented. . Statutory action may only be taken with the agreement of the CHP&ES or EH&LM.
- 2.5.2 Copies of the Environmental Health Enforcement Policy are available on request and the Policy is made available on the Council's website.
- 2.5.3 As a follow-up to inspections carried out in 2016/2017 the Division undertook the following enforcement actions;

Action	2016/2017
Prosecutions taken	0
Simple cautions issued	3
Food Safety Act Notices issued	3
Written warning Food	70
Voluntary closures	3

3. **SERVICE DELIVERY**

3.1 **Food Premises Interventions (Inspections, audits, monitoring)**

- 3.1.1 It is the Council's policy to carry out programmed food hygiene interventions in accordance with the minimum inspection frequencies defined in the Food Safety Act Food Law Code of Practice issued March 2017. Priority will be given to inspections of higher risk premises and any product specific approved premises.
- 3.1.2 The current profile of premises by risk rating in Runnymede and the anticipated number of interventions/inspections to be undertaken during the year 2017/2018 is as follows:

Risk Category *	Number of Premises	Inspection Frequency	Number of Inspections Due 2017/2018
A	3	6 months	6
B	27	12 months	32
C	118	18 months	78
D	238	24 months	143
E	339	(AES) 36 months	116
Unrated	19		19
Total	744		394
Number of inspections outstanding from 2015/2016			12**
Estimated total number of inspections due 2017/2018			406

*Risk categories are derived from the scoring system laid down in Annex 5 the FSA Food Law Code of Practice (England) October 2015. Scores being given for the type of food produced, size of the business, level of compliance with hygiene and structural requirements and extent of management control, the higher the score the higher the risk category.

**The majority of these inspections relate to access problems and seasonal variations in trading hours.

In addition it is estimated that:

- 25 premises will require revisiting to check compliance following adverse reports after initial inspection
- 20 new food premises will open and require inspection
- 30 outdoor/temporary mobile food traders at show/fairs will be visited
- 25 premises will request official re-visiting under the FHRS (27 official requests in 2016/17).

Total 100

3.1.3 The authority endeavours to carry out 100% of the inspections due for 2017/2018. The service will continue to respond to any inspection priorities identified by the Food Standards Agency.

3.1.4 An Alternative Enforcement Strategy (AES) continues to be applied to some premises in the lower risk category C and the majority of the low risk premises in categories D and E.

3.2 Food Complaints

3.2.1 The authority will investigate all food complaints or complaints relating to the hygiene of food premises in accordance with the relevant Food Safety Act Code of Practice, centrally issued guidance and its own Food Complaint Procedures. All food complaints involving an imminent risk to health will be responded to as soon as possible and all others within 3 working days.

3.2.2 Enforcement of food safety is undertaken in accordance with the Food Safety Act 1990 and associated legislation, Codes of Practice and in particular the LACORS "Guidance on Food Complaints" for Local Authorities Dealing with Food Complaints, Second Edition November 1988. Decisions shall be made in accordance with the Council's Environmental Health Enforcement Policy

3.2.3 The number of food complaints and complaints relating to food hygiene practices investigated in 2016/2017 was 108 up from 48 complaints investigated in the previous 2015/2016 period. It is estimated that a similar number of complaints will require investigation in 2017/2018.

3.3 Home Authority Principle/Primary Authority

3.3.1 The authority endorses and supports both the LACORS Home Authority Principle, and the BDRO Primary Authority scheme which entail the local authority in whose area the decision making body of large or national food business are located to act as a lead and coordinating authority for other local authorities when dealing with such business to ensure consistency of advice and enforcement across the whole of that individual business undertakings.

3.4 Advice to Business

3.4.1 The authority will work with food businesses to help them comply with the law. It is the Council's policy to provide advice to businesses including:

- providing on the spot advice during routine visits and inspections
- responding to queries
- advisory visits on request
- provision of advice relating to planning applications
- provision of free advisory leaflets and information sheets (including leaflets in other languages)
- targeted mail shots arising from legislative and policy changes
- the use of consultation mechanisms to seek comments on proposals and policy

3.4.2 The authority is an activate participant in the BDRO Better Business for All (BBfA) programme a partnership approach to better regulation whose purpose is to bring businesses and local regulators together to consider and change how local regulation is delivered and received. .

- 3.4.3 In 2016/2017 the department dealt with a total of 64 specific requests from food businesses and individuals for information requiring officer input on food safety matters in addition the service provided consultation on a number of planning applications in respect of food premises

3.5 Food Sampling

- 3.5.1 The Authority recognises the important contribution sampling makes to the protection of public health and the food law enforcement functions of the Authority. The Authority will actively participate in:
- EU coordinated control programmes
 - LGR/PHA voluntary coordinated sampling programmes
 - Coordinated programmed surveillance sampling with other members of the Surrey Food Liaison Group

In addition, the Authority where necessary, and in accordance with its Food Sampling Policy, will submit samples for analysis or examination which arise from the investigation of food contamination and food poisoning incidents, as a result of inspection and/or complaint work. The number of informal food samples submitted for analysis/examination in 2016/2017 was 13 (Study 58 hygiene in catering premises). Only two national sample studies ran in 2016/17 no samples were submitted by RBC for the second study; Study 59: Sauces from catering premises.

- 3.5.2 For the year 2017/2018 it is intended that the following LGR /HPA studies will be undertaken.
- April to December 2017 : Study 60 Paan (Betel), Curry, Banana, Vine leaves
 - TBD – April 2018: Study 61 Topic presently being decided

This will result in approximately 20 samples being submitted for examination.

- 3.5.3 Unless otherwise directed as part of a nationally coordinated sampling programme, analysis and/or examination of all food samples is undertaken by one of the 'Official Food Control Laboratories in the UK' as indicated at 2.2.3.

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

- 3.6.1 In the event of an outbreak of food poisoning the Authority follows the procedures set out in the Surrey Outbreak Control Plan and the Environmental Protection Division will act in conjunction with the Public Health England and if necessary, under the direction of the Consultant in Communicable Disease Control (CCDC).

- 3.6.2 There were no major food poisoning outbreaks reported in the Borough during 2016/17.

- 3.6.3 Notifications of food related infectious disease are investigated in accordance with the Environmental Protection Division Infectious Disease Procedures. In 2016/2017 the division received 87 individual food related infectious disease notifications, up from the previous year's figure of 69. It is estimated that a similar number of notifications will require investigation in 2017/2018.

3.7 Food Safety Alerts

- 3.7.1 The Authority will on receipt of any food alert warnings issued by the Food Standards Agency respond as appropriate and in accordance with:

- The divisions documented procedure
- Food Safety Act Food Law Code of Practice October 2015
- Instructions issued by the FSA

- 3.7.2 Out of hours contact arrangements are in place whereby the Environmental Health and Licensing Manager can be contacted by the Food Standards Agency.

- 3.7.3 The resource implications are very much dependent on the category of any particular food alert warning. All work relating to food alert warnings is undertaken by officers of the authorised food officers. In the event of a large scale warning support staff would be utilised from other areas of the department.

3.8 Liaison with Other Organisations

3.8.1 The authority has in place various arrangements to ensure that enforcement action taken in its area is consistent with those in neighbouring local authorities.

- A senior officer sits on the Surrey Food Safety Study Group.
- A senior officer sits on the Surrey Food Liaison Group which includes Surrey County Council Trading Standards and representation from LGR.
- Both of the above groups have professional representation from the Chartered Institute of Environmental Health (CIEH) the professional body for environmental health officers.

3.8.2 There is formal liaison with the Kent, Surrey & Sussex Public Health England Unit and the local water company in relation to public water supplies.

3.9 Food Safety Promotion

3.9.1 The authority will aim to accommodate any request to run basic food hygiene courses during the course of the year (subject to minimum attendance numbers being available). Requests for in-house or one off company training courses will be met subject to staff availability. The service will continue to provide a range of suitable and relevant food safety promotion materials, publications and advice sheets on request and where required in other languages.

3.9.2 The service continues to operate the FSA's National Food Hygiene Rating Scheme (FHRS) across the Borough. As of the 31 March 2017, remains at 93% of premises included within the scheme had achieved ratings of 3 or above 1% below the target set in the Environmental Services Business Centre Plan for 2017. In addition the Authority in partnership with Surrey Trading Standards continues to support the Eat Out Eat Well scheme.

4. RESOURCES

4.1 Financial Allocation

4.1.1 The actual costs of the service for the year ending 31 March 2017 were

Expenditure	
Salaries	£95,600
Training and Recruitment	£1,873
Travelling and Subsistence	£5982
Furniture and Equipment	£355
General Office Expenses	£1,266
Communication and Computing	£1,686
Support Service Recharges	£34670

	£141,432
Income	
Costs recovered	£0
Total	£141,432

4.2 Staffing Allocation

4.2.1 The 2017/2018 staffing allocation is presently 1.69 full time equivalents (FTE). Administrative support staff allocation (0.3 FTE) remains within the general Customer Services Section. The FTE is slightly higher than reported last year this is due to re-balancing of the FTE numbers by training up a non-food officer detailed in the 2016/2017 service plan.

4.3 Staff Development Plan

4.3.1 The Council operates a staff appraisal scheme which includes an agreed Personal Development Programme for the forthcoming twelve months following any appraisal. Each year training needs are identified and may be provided in house or externally depending on the requirement. Environmental

Health Officers are required to undertake 20 hours per year Continuous Professional Development. Under the statutory Food Law Code of Practice October 2015 there is a minimum requirement of 20 hours on-going CPD for officers specifically engaged in food related work. Records are kept of training undertaken and continuous professional development records are available for scrutiny by the professional body (CIEH) or for audit purposes.

5. QUALITY ASSESSMENT

5.1 Quality Assessment

- 5.1.1 Ranges of monitoring arrangements are in place to assess performance, particularly having regard to the number of premises due for inspection that are to be inspected during the year.
- 5.1.2 Officers are monitored by accompanied visits to assess conformance to standards and to ensure consistency of approach. Section meetings, routinely address consistency issues within the team.
- 5.1.3 The information is used by the FSA to assess the compliance of the authority in relation to the standards set out in of the FSA Framework Agreement on Local Authority Enforcement and in the compilation and publishing of enforcement information this provides a continuing assessment by which the Food Safety Service is measured.

6. REVIEW

6.1 Review against the Service Plan 2016/2017

- 6.1.1. The service has continued to provide a professional and quality service to both its external and internal customers. Overall the main food objectives of the Council's food service were met. The service completed 94% of its programmed inspections, had limited participation in the national food sampling surveys, regularly attended all the relevant liaison body meetings and generally met its internal performance targets across all food enforcement areas.
- 6.1.2. The FSA's National Food Rating Scheme has now been running within the Borough since April 2012. The scheme is well embedded within the food business community and use of the rating scheme via the FSA website by the general public continues to grow. 93% of Runnymede's eligible businesses under the scheme have ratings of 3 or above, the same level as that of the previous year.
- 6.1.3. The authority continued to provide a large volume of information and assistance to local business in publishing and helping food business operators successfully meet the requirements of the Food Information Regulations 2014.
- 6.1.4. The 94% figure for programmed inspections in 2016/2017 was up from 91% for the previous year. Access problems and the seasonal nature of some of the business being the main reason for the small number of inspections missing their inspection deadlines.

6.2 Variation from the Service Plan

- 6.2.1 There were no significant variations from the from the service plan in 2016/2017.

6.3 Areas for Improvement

- 6.3.1 The following improvements are planned for 2017/2018:

- Continue to update and implement any policies and procedures required to ensure the services compliance with the FSA Frame work Agreement.
- Continue to expand the amount of food safety information available to businesses and the general public on the Council's new website.
- Continue to promote the FSA FHRS across the Borough and seek to increase the number of eligible business achieving rating of at least 3 and over.
- Introduce charging (with effect from 23 June 2017) on a cost-recovery basis for the re-inspection of premises under the FHRS.