

TONBRIDGE & MALLING BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

29 January 2013

Joint Report of the Director of Health and Housing and Cabinet Member for Environmental Services

Part 1- Public

Matters for Recommendation to Cabinet

1 FOOD AND SAFETY TEAM SERVICE PLAN 2012-2016

Summary

The Council is required to produce a Food Safety Service Plan which forms part of the Council's Policy Framework. The revised draft of the Plan which now incorporates the Health and Safety function is reported for the Committee's consideration and comment.

1.1 The proposed revisions to the Council's Food and Safety Team Service Plan were considered by the Local Environmental Management Advisory Board on 27 November, 2012. The Food and Safety Team Service Plan was formerly entitled the Food Law Enforcement Plan and forms part of the Council's Policy Framework. The Board noted and supported the proposed changes to this document and the Overview and Scrutiny Committee are asked to consider the proposed changes and report back on its findings.

1.2 Background

1.2.1 This Plan covers what is required by the Council's Constitution and replaces what was formerly called the Food Law Enforcement Plan.

1.2.2 Whilst this Plan would normally be produced for a three year period, this version covers four years, to run from 2012 to 2016 because the reporting route will not be fully complete until the end of this financial year.

1.2.3 The Plan reflects national priorities and standards and considers:

- service aims and objectives;
- information on service delivery and work programmes;
- quality assurance;
- resource allocation; and

- performance management information.

1.2.4 A full copy of the Plan has been included at **[Annex 1]** with the agenda papers for this meeting.

1.3 Legal Implications

1.3.1 The FSA requires the Council to produce a Food Safety Service Plan and the Health and Safety Executive will shortly be introducing a National Local Authority Code which is likely to require local authorities to have risk based intervention plans

1.3.2 Under Part Four of the Council's Constitution, for this Plan to be adopted the Executive needs to refer the proposals to the Overview and Scrutiny Committee for consideration. The Overview and Scrutiny Committee will then, having considered any representations from local stakeholders, refer it to Cabinet with any appropriate amendments. From Cabinet, the Plan will go to Council for adoption.

1.4 Financial and Value for Money Considerations

1.4.1 The resources to implement the Plan are covered within existing budgets.

1.5 Risk Assessment

1.5.1 Failure to produce a Service Plan could result in criticism from the FSA and would feature in future audit reports on the Council's performance.

1.5.2 The Plan provides key evidence that there is proper governance, resourcing and organisation of the Council's Food Safety and Health and Safety functions.

1.6 Equality Impact Assessment

1.6.1 See 'Screening for equality impacts' table at end of report.

1.7 Recommendations

1.7.1 It is **RECOMMENDED** that Overview and Scrutiny Committee:

- 1) **APPROVE the revisions to the Food and Safety Team Service Plan** ;
and
- 2) **REQUEST** the Cabinet to endorse the proposed revisions and recommend the Council to adopt the revised document as part of its Policy Framework .

Background papers: Nil

contact: Jane Heeley

John Batty
Director of Health and Housing

Councillor Owen Baldock
Cabinet Member for Environmental Services

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	The revised Service plan does not impact on any of the equality groups.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	All groups are treated equally through the adoption of the revised service plan.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.

Screening for equality impacts:		
Question	Answer	Explanation of impacts
d. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	[Yes / No]	[Please explain your answer]
e. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	[Yes / No]	[Please explain your answer]
f. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.