

**Decision Session –
Executive Member for the Environment**

14 December 2015

Report of the Assistant Director – Housing and Community Safety

Food Service Plan 2015-17

Summary

1. The council is required to produce an annual food service plan to satisfy the requirements of the Food Standards Agency (FSA).
2. It is recommended that the service plan is approved at a level that ensures local transparency and accountability.

Background

3. The FSA has a key role as the central competent authority in overseeing official feed and food controls undertaken by local authorities. It also seeks to work in partnership with local authorities to help them to deliver official feed and food controls.
4. A Framework Agreement issued by the FSA sets out what is expected from local authorities in their delivery of official controls on feed and food law.
5. Service plans are seen as an important part of the delivery process to ensure that national priorities and standards are addressed and delivered locally.
6. The FSA advises that a service plan should include the following:
 - information about the services they provide;
 - the means by which they will provide those services, including the various requirements of the Standard;
 - the means by which they will meet any relevant performance targets or performance standards; and

- a review of performance, in order to address any variance from meeting the requirements of the service plan and identification of areas for improvement.
7. Local authorities are subject to a programme of audits by the FSA. As part of these audits, the FSA would expect to find a service plan in place on which the local authority would be audited. The results of these audits are published in the public domain.
 8. The Framework Agreement is not prescriptive on who should approve the service plan, but suggests they are approved at a level that ensures local transparency and accountability.

Consultation

8. The service plan reviews last year's performance and considers service delivery for the year ahead. Our service delivery for the year ahead is prescribed by the Framework Agreement. On that basis, consultation is not considered necessary as there is no flexibility.

Options

9. (a). Approve the food service plan.
10. (b). Approve the food service plan with amendments.
11. (c). Not approve the food service plan.

Analysis

12. Options (a) and (b) will ensure that the council fulfils its obligation to have a food service plan.
13. Option (c) would leave the council in a position of reputational risk and possibly subject to adverse publicity should the authority be audited by the FSA.

Council Plan

14. The feed and food service plan contributes to the corporate council priorities in the Council Plan as follows:
 - A prosperous city for all – we help and support businesses.

- A focus on frontline services – we respond to complaints from members of the public and investigate cases of food borne illness in the community.
- A council that listens to residents – our service holds the Customer Service Excellence award.

Implications

15. **Financial** – The proposals set out can be delivered within existing budgets, however amendments to budgets moving forward as part of the annual budget process may necessitate a review of the service.
16. **Human Resources (HR)** – There are no HR implications.
17. **Equalities** – The service deals with a wide range of customers, including various ethnic groups. Whilst the service already adapts it's service to meet the needs of different groups. An Equalities Impact Assessment accompanies this report.
18. **Legal** – Failure to deliver a food service in accordance with the Framework Agreement could result in the FSA taking over delivery of the council's food service.
19. **Crime and Disorder** – There are no crime and disorder implications.
20. **Information Technology (IT)** – There are no IT implications.
21. **Property** – There are no property implications.
22. **Other** – There are no other implications.

Risk Management

23. There are no risks associated with this report.

Recommendations

24. The Executive Member is asked to approve the Food Law Service Plan for 2015/17.

Reason: To acknowledge last year's performance and agree to the delivery plan for 2015/17.

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Report **Date** 1December
Approved 2015

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex 1 – Food Law Service Plan 2015/17
Annex 2 – Community Impact Assessment

Acronyms used in report and annexes

CPD Continuing Professional Development
FSA Food Standards Agency
FTE Full Time Equivalent
HPA Health Protection Agency
PHE Public Health England
QMS Quality Management System