

Decision of Cabinet Member for Homes & Safer  
Communities

Report of the Assistant Director – Housing and Community Safety

## **Food Service Plan 2014-15**

### **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.
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.

### **Analysis**

14. There is no analysis needed with regards to this report.

### **Council Plan**

15. The feed and food service plan contributes to the corporate council priorities as follows:

- Create jobs and grow the economy – Food businesses are a significant employer in the city.
- Protect vulnerable people – Vulnerable people are more susceptible to food poisoning.

### **Implications**

16. **Financial** – There are no financial implications.
17. **Human Resources (HR)** – There are no HR implications.
18. **Equalities** – The service deals with a wide range of customers, including various ethnic groups. Whilst the service already adapts its service to meet the needs of different groups, it needs to formalise this by completing an Equalities Impact Assessment, which is in progress.
19. **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.
20. **Crime and Disorder** – There are no crime and disorder implications.
21. **Information Technology (IT)** – There are no IT implications.
22. **Property** – There are no property implications.
23. **Other** – There are no other implications.

### **Risk Management**

24. There are no risks associated with this report.

### **Recommendations**

25. The Cabinet Member is asked to:

- 1) Approve the Food Law Service Plan for 2014/15.

Reason: To acknowledge last years performance and agree to the delivery plan for 2014/15.

## Contact Details

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- Communities and Neighbourhoods

**Report  
Approved**

**Date** *Insert Date*

**Wards Affected:**

**All**

**For further information please contact the author of the report**

### Annexes

**Annex 1 – Food law service plan 2014/15**