

**Notice of meeting of
Decision Session - Cabinet Member for Communities and
Neighbourhood Services**

To: Councillor Williams (Cabinet Member)

Date: Tuesday, 17 January 2012

Time: 4.30 pm

Venue: The Guildhall, York

AGENDA

Calling In.

Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

10:00 am on Monday 16th January 2012, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday, 19th January 2012, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

1. Declarations of Interest

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

- 2. Minutes** (Pages 3 - 6)
To approve and sign the minutes of the meeting held on **23rd November 2011.**

3. Public Participation - Decision Session

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is **5:00 pm on Monday 16th January 2012.**

Members of the public may speak on item on the agenda, an issue within the Cabinet Member's remit, or an item that has been published on the Information Log for the current session. There are no items on the Information Log for this session.

Any written representations should be with the Democracy Officer for this meeting by 5pm on Friday 13th January 2012.

4. Adopting the Food Standard Agency's Food Hygiene Rating Scheme (Pages 7 - 14)

The Cabinet Member is being asked to approve moving from the current Score on the Doors food hygiene rating scheme to the Food Standard Agency's Food Hygiene Rating Scheme.

5. Urgent Business

Any other business which the Cabinet Member considers urgent under the Local Government Act 1972

Democracy Officer:

Name: Laura Bootland

Contact Details:

- Telephone – (01904) 552062
- E-mail – laura.bootland@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Laura Bootland

- Registering to speak
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports

This page is intentionally left blank

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an

interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন অর্থাতে তথ্য জানানোর জন্য সব ধরণের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোস্তবী সরবরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlamak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550

我們竭力使提供的資訊備有不同語言版本，在有充足時間提前通知的情況下會安排筆譯或口譯服務。電話 (01904) 551 550。

اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ میا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550

Holding the Cabinet to Account

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business from a published Cabinet (or Cabinet Member Decision Session) agenda. The Cabinet will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Cabinet meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING DECISION SESSION - CABINET MEMBER
FOR COMMUNITIES AND
NEIGHBOURHOOD SERVICES

DATE 23 NOVEMBER 2011

PRESENT COUNCILLORS LOOKER (CABINET
MEMBER)

IN ATTENDANCE COUNCILLOR WARTERS

12. DECLARATIONS OF INTEREST

At this point in the meeting the Cabinet Member is asked to declare any personal or prejudicial interests she may have in the business on the agenda. None were declared.

13. PUBLIC PARTICIPATION - DECISION SESSION

It was reported that Councillor Warters had registered to speak under the general remit and under both agenda items. He made the following comments under the general remit:

In relation to garden waste collection, he had received comments from residents in his Ward regarding the suspension of 1 garden waste collection in November. He queried whether it would be more practical to abandon a collection in February instead, as residents still had a significant amount of garden waste in November.

He queried whether the location of street signs fell under the remit of the Communities and Neighbourhoods or City Strategy. He stated that it would be useful if signs located on grass verges in the Osbaldwick Ward could be moved on to walls where possible to avoid obstructing grass cutting and the signs being damaged.

He also queried the placing of dog fouling stickers on street lights in the Osbaldwick Ward as the street lights may soon be being painted.

The Cabinet Member noted the above comments and said they would be taken on board.

14. MINUTES

RESOLVED: That the minutes of the decision session held on 18 October were approved and signed as a correct record.

15. HIGHWAY MAINTENANCE - ADVANCED DESIGN ON PROGRAMMES FOR 2012-2013

The Cabinet Member for Communities and Neighbourhoods considered a report which outlined the provisional highway maintenance surfacing programme. It recommended and sought approval to begin advanced design for a list of schemes in each category of work.

Officers outlined the report and advised that the scheme was currently provisional as the exact level of funding is unknown until February.

The Cabinet Member commented that she was pleased to see consultation with the Reinvigorate York panel and the proposed schemes for the City Centre, in particular Goodramgate. Sir Ron Cooke who was present at the meeting, commented that Kings Square was also in urgent need of repair. The Cabinet Member asked that Officers noted the issues at Kings Square.

Councillor Warters spoke to highlight the ongoing issues with Tranby Avenue in the Osbaldwick Ward. Officers acknowledged the problems in Tranby Avenue and confirmed that a significant amount of funding had been provisionally allocated to undertake further work. The Cabinet Member advised Councillor Warters that he could put in a request for a formal investigation to the Cabinet or to the Leader of the Council should he wish to take the matter further.

RESOLVED: That the Cabinet Member:

(i) Noted the results of the 2011 condition surveys on the city's roads and footways.

(ii) Approved the split in funding between footways and roads on a 40/60 basis.

(iii) Approved the provisional programme of work listed in Annex 2 and 3 of the report.

REASON: To ensure the Highway Maintenance budget is expended in the most cost effective way based on the Council's assessed priorities and approved policies.

16. ANNUAL REPORT – PARKING SERVICES 02010/11

The Cabinet Member for Communities and Neighbourhoods considered a report which introduced the Annual Parking Services Report for the financial year 2010/11. The Cabinet Member was asked to approve the publication of the report on the Council's website.

Officers outlined the report, in particular that the Secretary of State's 'Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions' states that local authorities should produce annual reports on their enforcement activities.

Councillor Warters who had registered to speak on this item queried enforcement activity against grass verge parking and vehicles obstructing pavements. Officers advised that it is difficult to prevent such occurrences and that a bye law for York would be too costly.


The Cabinet Member advised that she was happy to approve the report for publication.

RESOLVED: That the Cabinet Member considered the report and agreed to its publication on the Council's website.

REASON: To comply with statutory guidance to provide information and transparency about parking services enforcement in York.

Councillor Looker, Chair.

[The meeting started at 4.30 pm and finished at 5.10 pm].

	
Decision Session – Cabinet Member for Communities and Neighbourhoods	17 January 2012
Report from the Assistant Director – Housing and Public Protection	

Adopting the Food Standard Agency's Food Hygiene Rating Scheme

Summary

1. The Cabinet Member is being asked to approve moving from the current Score on the Doors food hygiene rating scheme to the Food Standard Agency's Food Hygiene Rating Scheme.

Background

2. In December 2007, members gave approval to implement the Scores on the Doors (SOTD) food hygiene scheme.
3. The SOTD scheme was launched in June 2008 and has been a great success.
4. A report to members in February 2010 gave an update on the scheme and the positive impact it was having.
5. In response to this report, members gave their continuing support for the SOTD scheme, and also acknowledged the possibility of moving to a national hygiene rating scheme.
6. Since City of York launched SOTD, the FSA have launched their own scheme - the Food Hygiene Rating Scheme (FHRS). This scheme has been developed following market testing and consultation with stakeholders.
7. FHRS is the flagship policy of the FSA and they are keen that every local authority adopts the scheme in time for the 2012 Olympics.

Differences between the schemes

8. A key difference between the two schemes is that SOTD uses star ratings, whilst FHRS uses a number rating scheme (see Annex A for examples). This approach was developed in response to consumer research.
9. Another key difference is how the premises hygiene rating is calculated. Under FHRS, businesses in York will receive an identical or better rating when compared to the current SOTD scheme.
10. A new feature of FHRS, is that businesses will be able to ask for a re-visit in order to have their premises re-assessed and re-rated. Clearly this is an attractive option for those businesses that are keen to rectify any problems found at an inspection and improve their hygiene rating.
11. The option of a re-visit was not offered when SOTD was launched, due to the potential resource implications. Under FHRS, the FSA have indicated that funding will be available where re-visits impact upon a local authority's ability to deliver their normal service.

Reasons to adopt the Food Hygiene Rating Scheme

12. There are four key reasons to adopt FHRS:
 - (i) Across the UK there are currently several different food hygiene schemes in operation.

Having a single national scheme operating in England, Wales and Northern Ireland will help to ensure consistency for businesses and clarity for consumers across local authority boundaries. This latter point is particularly important for a city such as York, which receives a large number of visitors each year.

The FSA will be running national publicity campaigns to raise awareness of the scheme.

- (ii) Until recently, the Food and Safety Unit paid to be a member of the SOTD scheme, which was run by a private company.

The FSA and the company behind SOTD have recently formed a partnership. One remit of this partnership is to help users of SOTD migrate to FHRS.

- (iii) The scheme is more business friendly, as there is the opportunity to request a revisit and improve the hygiene rating of a premises.
- (iv) A national scheme is also better for businesses with premises across the country and some national chains have pledged their support for FHRS.

Adopting the Food Hygiene Rating Scheme

13. To assist local authorities adopt the scheme, the FSA have indicated they will fund for the work that is needed to migrate to FHRS. The grant offered to City of York Council is £16,748.
14. Assuming that agreement is given to adopt FHRS, the following will take place:
 - A letter will be sent to all businesses explaining FHRS and how the move over will take place.
 - The details we hold for businesses will be checked and updated where needed.
 - Near the launch date new certificates and window stickers will be issued.
 - If there are sufficient funds, a launch event will be held for premises with a rating of 5.
15. If migration to FHRS is approved, the intention is to launch the scheme in March 2012.

Consultation

16. No local consultations have been undertaken, as FHRS is considered to be better for consumers and businesses. We have also been running a successful scheme for a couple of

years, so the move to FHRS is not considered to be contentious.

Options

17. The two options are:
- (i) To agree to migrate to FHRS; or
 - (ii) To stay with the SOTD scheme and consider moving to FHRS at a later date.

Analysis

18. Adopting FHRS now will have the following advantages:
- (i) York will be part of a national scheme (the FSA anticipate that 95% of local authorities will be using FHRS by the summer of 2012).
 - (ii) There is grant funding available to do the work needed to transfer across to FHRS (this funding could be withdrawn at a later date).
 - (iii) There is no annual fee for using FHRS.
 - (iv) FHRS is more business friendly (eg it allows for re-visits)
 - (v) FHRS is better for consumers if there is a single, consistent, national scheme.
19. Not adopting the scheme will have the following implications:
- (i) There is unlikely to be grant funding to cover the cost of migrating to FHRS in the future.
 - (ii) We will be one of the few councils not using FHRS.

Council Plan

20. Adopting FHRS supports the council priority - Create Jobs and Improve the Economy.

Implications

(a) Financial

If the recommendations of this report are accepted, there are no financial implications.

(b) Human Resources (HR)

If the recommendations of this report are accepted, there are no HR implications.

(c) Equalities

If the recommendations of this report are accepted, there are no equalities implications.

(d) Legal

If the recommendations of this report are accepted, there are no legal implications.

(e) Crime and Disorder

If the recommendations of this report are accepted, there are no crime and disorder implications.

(f) Information Technology (IT)

If the recommendations of this report are accepted, there are no IT implications.

(g) Property

If the recommendations of this report are accepted, there are no property implications.

(h) Other

If the recommendations of this report are accepted, there are no other implications.

Risk Management

21. There are no significant risks associated with this report.

Recommendations

22. That the Cabinet Member for Communities and Neighbourhoods approves option 18(i).

Reason: To allow the food and safety unit to migrate to a food hygiene scheme that is cheaper to operate and better for businesses and consumers.

Contact Details

Author:	Chief Officer Responsible for the report:		
Sean Suckling Food & Safety Unit Manager Food & Safety Unit Tel No. x 1599	Steve Waddington Assistant Director (Housing and Public Protection)		
	Report Approved	<input checked="" type="checkbox"/>	Date <i>Insert Date</i> 6/01/2012
Wards Affected: <i>List wards or tick box to indicate all</i>		All	<input checked="" type="checkbox"/>
		Tick	
For further information please contact the author of the report			

Background Papers:

Annexes

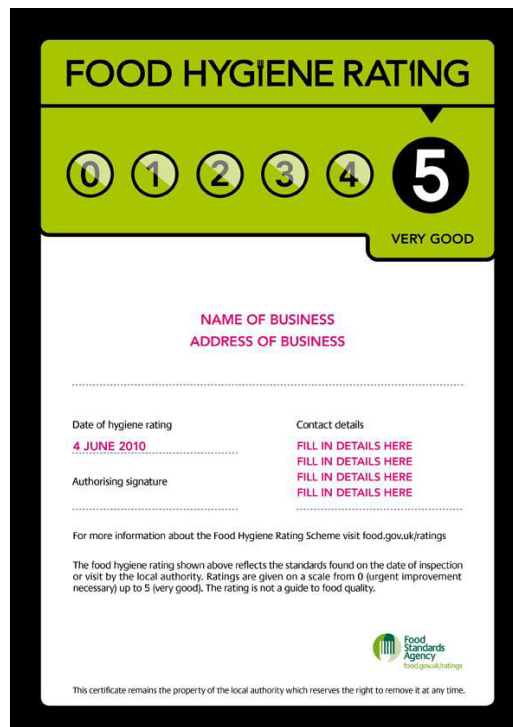
Annex A – Examples of hygiene rating schemes branding

Annex A – Examples of hygiene rating schemes branding

Example 1 – Scores on the Doors



Example 2 – Food Hygiene Rating Scheme



This page is intentionally left blank