

Committee: Health and Housing Committee
Date: 9 September 2004
Agenda Item No: 4
Title: STRATEGIC HOUSING ROLE OF COUNCIL
Author: Rod Chamberlain (01799) 510508

Summary

- 1 This report requests the Committee to approve the appointment of another officer to assist with work relating to the Strategic Housing role of the Council.

Background

- 2 For a considerable time, there has been a need to review the Strategic Housing Role of the Council and this has been acknowledged by including the issue in the Quality of Life Corporate Plan. The target is to have reviewed the requirements by 30 September 2004.
- 3 The reasons for this include:
 - (a) The Government has for some time required all local authorities to take a more strategic, long-term view of housing demand and need. Whilst many authorities remain responsible for substantial social housing stock, as is the case in Uttlesford, all authorities are increasingly required to fully understand their local housing markets across all tenures. In addition to acting as landlords meeting local housing need, local authorities are encouraged to further develop their strategic enabling role to be responsive to the demands of the whole community. This is becoming increasingly apparent in Uttlesford, particularly since the Government identified the 'London-Stansted-Cambridge' and now Peterborough corridor as a 'growth' area.
 - (b) Locally the strategic housing role has changed very significantly in recent years and it is now a key function of the Housing Service relating to new policy initiatives and is instrumental in attracting new affordable housing opportunities (including funding). If the Council wishes to fully exploit these opportunities, additional staffing resources are needed and must now be considered as a matter of some urgency as the demands on this service area are growing.
- 4 The Housing Enabling and Policy Officer is currently responsible for delivering all the Strategic and Enabling Housing Activity (Reference Housing Strategy Statement (HSS):

- (a) **Assessment of Housing Need** – By regular reviews of the Housing Needs of the Uttlesford Community with particular emphasis on affordable housing needs.
- (b) **Housing Need** – District wide, all tenures including the delivery of new affordable housing schemes.
- (c) **Planning & Development** - Housing Market Assessment including the impact of the Regional and Sub-Regional agendas.
- (d) **Strategy & Research** – Research and review the HSS that addresses the aims, objectives and needs of the District.
- (e) **Development & Enabling** – Working with partners (RSL's, Housing Corporation, Essex CC, etc) to ensure the development of mixed and sustainable communities.
- (f) **Special Needs** – Working with other agencies to ascertain the housing needs of vulnerable groups and provide assistance. This involves the Council's involvement in the Supporting People Programme.
- (g) **Private Sector** – Liaising with Environmental Health Officers and other agencies in relation to the Council's increased responsibility relating to the private sector stock.
- (h) **Future Management of the Councils Housing Stock** – Ensuring that all options are kept under constant review working with tenants.

In order to continue to develop the above areas of work the Council is represented on a number of Officer working groups at both County and Regional level.

- 5 Research has shown that all Essex and neighbouring councils operate the Housing Strategy and Enabling role in a variety of ways. However, it appears that in all cases, this service has more resources available than the current position in Uttlesford which has only the one full time officer dealing with this now expanding area of work.
- 6 Currently, all the work for this area of activity falls on the Housing Policy & Enabling Officer and clearly the workload is now unreasonable. This Officer's post has recently undergone a Job Evaluation to acknowledge the extra responsibilities and duties that she has undertaken for a considerable time.
- 7 It is now thought necessary to consider introducing an additional post to ensure that the Council has adequate resources to address the growing workload placed on the Strategic Housing Service. This proposal has been considered and has the support of the Council's Executive Management Team who are considering ways to both resource and improve corporate working and focus on the Council's key priorities such as affordable homes and planning issues.

- 8 It is therefore proposed that a new post of Housing Enabling and Development Officer be created. Appended to this report is the proposed job description. The proposed postholder would deal with the more routine duties of the Section enabling the current Housing Policy & Enabling Officer (who will have a new title) to continue with her normal strategic duties.
- 9 Following a Job Evaluation for the new post the costs to the Council are as follows:
- 10 **Full Year Cost**
- | | |
|-------|---|
| S.O.1 | £26,667
(includes 18% on costs plus essential user or lease car costs of approx. £2000 per year) |
|-------|---|
- 11 The extra cost to the Council in the current year will be approximately £7,000 which will be met from the Council's reserves. It is estimated that 20% of the extra cost can be met from the Housing Revenue Account.

RECOMMENDED that the Committee approves the appointment of a new member of staff, as outlined in the report, and recommends approval of the extra staffing costs to the Resources Committee.

Background Papers: Quality of Life Corporate Plan 2004/05
Housing Service Plan 2004/05

UTTLESFORD DISTRICT COUNCIL

JOB DESCRIPTION

Designation:	Housing Enabling & Development Officer	Post Number:	
Service:	Housing	Section:	Strategy, Policy, Research & Enabling
Reporting to:	Housing Strategy, Policy, Research & Development Manager	Located:	
Responsible for:			

OVERALL PURPOSE OF THE JOB

(summary in no more than two or three sentences)

1. Ensure delivery of the affordable housing priorities contained within the Housing Strategy and Supporting People Vision Statements.
2. Work in close partnership with Registered Social Landlords and other stakeholders to ensure that ranges of affordable tenure options are made available to address housing needs.

KEY RESPONSIBILITIES

1. Work in close partnership with the relevant planning officer, Registered Social Landlord (RSL) in identifying potential affordable housing opportunities.
2. Ensure delivery of the Local Authority Affordable Housing Development Programme.
3. Foster good working relationships with the Regional Housing Board, the local government office (GO-East) and the Housing Corporation.
4. Ensure that ranges of affordable housing tenures are made available on all housing schemes to meet the identified needs of the community.
5. Assist in the preparation of the annual Housing Investment Programme and the update of the Housing Strategy Statement in consultation with key partners and stakeholders including the local government office (GO-East), the Housing Corporation and the Regional Housing Board.
6. Work closely with parish and town councils to establish the need for affordable housing schemes in their individual localities.
7. Work closely with colleagues in Social Services, the Primary Care trust etc. to ensure that, where practicable, the housing needs of their client groups are being met in an adequate way.

8. Promote and ensure that the Supported Housing Index is maintained and used as a planning tool in assessing the housing needs of those people within the community who are in need of some form of supported housing.
9. Establish systems for data collection relating to the communities housing needs, numbers of units brought back into use, how schemes are funded etc.
10. Carry out research/surveys into the local communities housing needs and requirements.
11. To monitor own work and identify best practice opportunities to improve both service position and development.

The above duties and responsibilities give a broad outline of the functions of the post. However by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by Uttlesford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

OPERATING ENVIRONMENT

The post holder will be expected to follow the council policies and procedures and act in a flexible, co-operative and professional manner at all times, assisting colleagues to maintain an effective and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

**If you have any problems completing this form please contact
Personnel.**

PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage.

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience ability to meet the criteria** either through your previous employment, social activities or in the home.

1 Knowledge

A sound knowledge of housing issues/policies and practices is desirable.

2 Skills

Good communication, negotiation, research, analytical and report writing skills are essential.

3 Experience

A minimum of 2 years experience in the housing field is desirable, ideally with enabling and/or development experience.

4 Qualifications/Training

To have either, a relevant housing related qualification or have worked in the housing field for a minimum of 3 years.

5 Circumstances

Must have an ability to work with a minimum of supervision using your own initiative.

Effective date 1.1.00/ Date last reviewed:
(Click here to enter date)

Please sign this job description below when you are satisfied with its contents

Postholder's name (please print)	Postholder's signature	Line manager/ supervisor	Head of service	Director/Chief Officer
Date	Date	Date	Date	Date

Effective date

To: Health and Housing Committee
Date: 9 September 2004
Agenda Item: 5
Title: BUDGETARY CONTROL REPORT
Author: Helen Swain (01799 510315)

Introduction

- 1 This is the first budgetary control report to this committee for 2004/05.

Basis of Report

- 2 The report is based on data held within the Council's Financial Management Systems for the period ending 31 July 2004. The Council's new Financial Management Information System (FMIS) went live from the 1 July 2004 and this report merges data from both the old and new systems to give the total position for the first four months of the financial year. Relevant Executive Managers have been asked if they are aware of any significant variations, including any that may not be in the figures produced to date.

The table in the attached Appendix 1 to this report shows the following data;

- 2003/04 Actual spend (subject to Audit)
- 2004/05 Budget
- 2004/05 Profiled budget ('expected' spending or income to date)
- 2004/05 Expenditure and Income to 31 July 2004
- Over/underspend between profiled budget and actual to date
- Actual expressed as a % of the profiled budget
- Projected outturn (a judgement as to what the year end position will be)
- Current Status of projected spend compared with budget (on line/under or heading for an overspend, as depicted by a smiling or sad face)
- Notes to explain any apparent discrepancies

Analysis of Variation

- 3 It can be seen from the data in the table that at this stage there is a variation between the spend at month 4 compared to the profiled budget for the same period of an underspend of some £18,000 (6% of profiled budget). At this early stage in the financial year officers do not consider this variation will impact on the projected outturn. These variations will continue to be monitored and any savings/underspend

that are confirmed will be built into the revised estimates for consideration by Members at the meeting of this committee on 4 November 2004.

New FMIS

- 4 The introduction of FMIS from the 1 July gives greater scope for reporting purposes and officers will be developing this over the coming months. Members may like to give consideration to what information they would like to see in future budget monitoring reports. The report attached at Appendix 1 has been compiled from data held on the new system, rather than being a report from the system itself, which is still being refined. In future, reports will be produced direct from the system and can include, for example, graphical analysis of spending.

Recommended that

Members note the budgetary control position at 31 July 2004.

Members consider what information they would like included in future budgetary control reports.

Background Papers

FMIS budget reports

Committee: HEALTH AND HOUSING COMMITTEE
Date: 9 September 2004
Agenda Item No: 6
Title: STOCK OPTIONS APPRAISAL WORKING GROUP
Author: Rod Chamberlain (01799) 510508

Summary

- 1 This report requests the appointment of two Members to be on the Stock Options Appraisal Working Group.

Background

- 2 At the last meeting of the Committee, Members received a progress report on the Stock Options Appraisal (SOA) process. The whole exercise must be completed by July 2005 in accordance with Government requirements.
- 3 Since the last meeting an Independent Tenant Advisor has been appointed following a recommendation made by the Tenant Forum Representative who evaluated and interviewed interested tenderers.

The Way Forward

- 4 It is now a requirement for 2 Members of the Committee to be appointed to the SOA Working Group to ensure that the interests of the Council are represented as well as the interests of the Tenants. The purpose of the Working Group is to make sure that the guidelines are followed and to be involved in the appointment of the lead SOA Consultant. This Working Group, it should be noted, will not be responsible for any policy decision.

RECOMMENDED that the Committee appoint two Members to be on the Stock Options Appraisal Working Group.

Background Papers: ODPM Guidance 2003/04

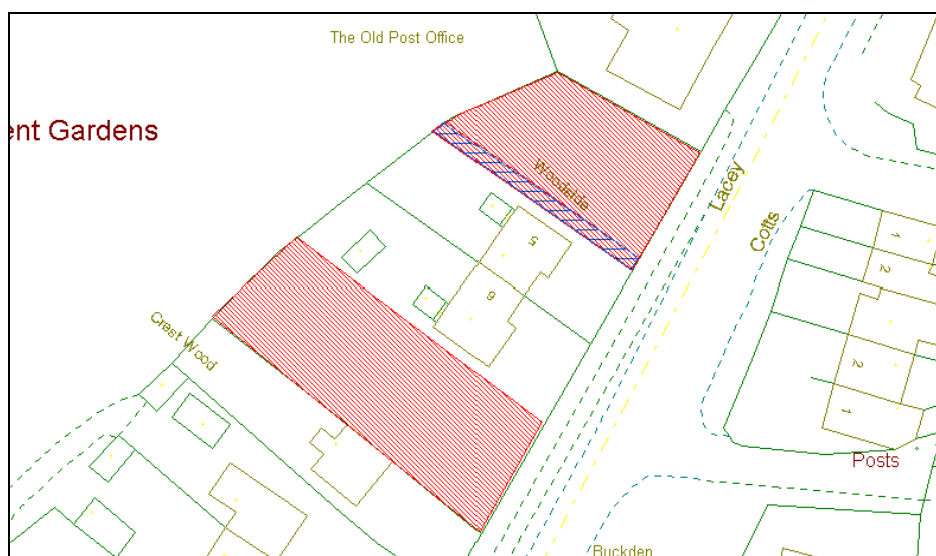
Committee: Health and Housing
Date: 9 September 2004
Agenda Item No: 7
Title: Sale of Land at Quendon
Author: Rod Chamberlain

Summary

- 1 This report advises the Committee of the current position regarding two building plots in Quendon and recommends a way forward.

Background

- 2 At the Health and Housing Committee in May 2004 Members were advised of two potential building plots adjacent to 5 and 6 Woodside, Quendon of approximately 310m² and 450m². The land is shown hatched on the plan below:



- 3 The Council has now been granted planning permission for a detached 3 bedroomed house on each plot of land, subject to planning conditions. Additionally a strip of land adjacent to no 5 has been offered to the owners of no 5 for the sum of £5,000, which was the District Valuer's valuation.
- 4 Registered Social Landlords have advised that such small scale development would be inappropriate for them to develop because of high unit costs. Consequently officers are of the view that maximum benefit would be achieved through generating a Capital Receipt on the sale of the plots. This can be used as a Capital Allowance

towards regeneration works like those currently underway at Vicarage Mead in Thaxted.

- 5 Contract Standing Orders require that the best value be obtained. This could be achieved through sale by sealed bid tenders. Any offers received below the value set out by the District Valuer would not be considered acceptable.

RECOMMENDED that the sale of the two plots of land at Woodside in Quendon be approved subject to a price specified by the District Valuer with appropriate terms and conditions recommended by the Head of Legal Service.

Background Papers: Health & Housing Committee Report 27 May 2004

Committee: Health and Housing

Date: 9 September 2004

Agenda Item No: 8

Title: Food Safety Service Plan

Author: Geoffrey Smith (01799) 510582

Summary

- 1 To consider the Food Safety Service Plan for 2004/5 in accordance with the requirements of the Food Standards Agency.

Report

- 2 An audit of the Imported Food Service provided by the Commercial Team within Environmental and Cultural Services, was carried out by the Food Standards Agency during September 2003.
- 3 The Food Standards Agency is a Government body set up in 1999 to oversee the implementation of food safety controls by Local Authorities.
- 4 One of their audit report findings was that the Environmental Services Service Plan for 2004/5 was not fully in accordance with the requirements of the Framework Agreement on Local Authority Food Law Enforcement published by Agency in 2001.
- 5 Consequently the Agency recommended that a revised service plan be provided that complies with the Framework Agreement and that it be submitted for approval by Members.

- 6 Attached is a copy of the revised service plan which now complies with the Framework Agreement.

RECOMMENDED that Members consider the revised service plan and approve it's adoption accordingly.

Background Papers:- Environmental And Cultural Services: Food Safety Service Plan 2004/2005

UTTLESFORD DISTRICT COUNCIL
ENVIRONMENTAL AND CULTURAL SERVICES
FOOD SAFETY SERVICE PLAN 2004/2005

0.0 Introduction

1.0 Service aims and objectives

- 1.1 Aims and objectives
- 1.2 Links to Corporate Plans and Objectives

5.1 Quality Assessment

6.0 Review

- 6.1 Review against the service plan
- 6.2 Identification of any variation from the service plan
- 6.3 Areas of improvement

2.0 Background

- 2.1 Profile of the Local Authority
- 2.2 Organisational Structure
- 2.3 The scope of the food service
- 2.4 Demands on the food service
- 2.5 Enforcement policy

3.0 Service Delivery

- 3.1 Inspection programmes
- 3.2 Food complaints
- 3.3 Home authority principle
- 3.4 Advice to business
- 3.5 Food sampling
- 3.6 Outbreak control and infectious disease control
- 3.7 Food Hazard Warnings
- 3.8 Liaison
- 3.9 Food Safety Promotion
- 3.10 Food Hygiene Training
- 3.11 Export Certification

4.0 Resources

- 4.1 Financial Allocation
- 4.2 Staffing Allocation
- 4.3 Staff Development plan

5.0 Quality assessment

<p>0.0 Introduction</p>	<p>The Council is designated as a Food Authority under the Food Safety Act 1990 and as such has a statutory duty to enforce the Act.</p> <p>The Food Service Plan is dedicated solely to the food safety enforcement function. It covers all elements of food safety and hygiene for which Uttlesford District Council has enforcement responsibility.</p> <p>This Service Plan has been produced in response to a requirement by the Food Standards Agency (FSA) in its <i>Framework Agreement on Local Authority Food Law Enforcement</i>. The FSA was established in April 2000 as an independent monitoring and advisory body in response to widespread public concern over a number of food safety issues including BSE and the E.coli food poisoning outbreak in Scotland in 1996. One aim of the FSA is to make food law enforcement more effective, efficient and accountable.</p> <p>The Service Plan sets out how Uttlesford District Council will deliver the food safety enforcement function in accordance with current guidelines for the period 2004/5. This document sets out the following:</p> <ul style="list-style-type: none"> • food safety objectives detailing the Council's responsibilities as set out in legislation, associated statutory codes of practice and national Guidelines; • the current work programme within the Service; • the Council's policy on food safety, sampling, provision of information to business, response to food safety incidents and infectious disease control.
<p>1.1 Aims and Objectives</p> <p>Primary Objectives</p>	<p>Our Aim is to protect the public from food that may be contaminated, unfit for human consumption or injurious to health and to ensure that the highest standards of food safety are practised and maintained in premises throughout the district, where food is prepared, manufactured, supplied, stored or imported.</p> <ul style="list-style-type: none"> • To ensure the health and well-being of the public by promoting and enforcing safe standards of hygiene and food safety in the preparation, manufacture, storage, distribution, handling and sale of food in all relevant food premises in Uttlesford in accordance with the requirements of the Food Safety Act 1990, all regulations made there under and all product specific legislation; • To undertake an effective and planned programme of quality risk based food safety inspections of food premises (by qualified and suitably trained officers), to ensure compliance with food law and to minimise risks to health and safety. To take appropriate enforcement action proportional to the risks involved and in accordance with the Council's Food Safety Enforcement Policy with due regard being given to guidance from relevant external bodies; • To provide an inspection service for all Imported Food arriving via Stansted Airport and operate the Border Inspection Post, in accordance with UK and Community requirements.

<p>1.2 Links to Corporate Plans and Objectives</p>	<ul style="list-style-type: none"> • To monitor foodstuffs manufactured, sold or imported in Uttlesford, through a planned yearly sampling programme. To carry out reactive sampling for microbiological examination; • To promote effective communication with consumers and businesses on food safety matters within Uttlesford; • To encourage, assist, and support by providing information, education training and advice. • To investigate all complaints regarding premises, practices and food items; • To investigate all complaints received in accordance with service customer care standards; • To investigate and control outbreaks of food poisoning and other food hazards, within the district, and take appropriate action to prevent any recurrence; • To act as Home Authority to manufacturers and packers of food located within Uttlesford, providing advice, food hygiene inspection reports and responding to requests for "Home Authority" reports from other Local Authorities; • To complete and submit statistical returns, on time, accurately and to the Food Standards Agency requirements; • To take part in public awareness campaigns (e.g. Foodlink) and encourage healthy eating by the operation of the Heartbeat Award Scheme; • To actively support the Essex Food Liaison Group. <p>Council's Mission Statement</p> <p>The Service Plan has been developed to support the attainment of the Council's Mission Statement, which describes the overall purpose, or aim of the services provided by the Council. "Working together we create a better Community".</p> <p>The Council's Strategic Objectives</p> <p>The Council's Best Value Performance Plan sets out five key goals that the Council will pursue on behalf of the community:-</p> <ul style="list-style-type: none"> (a) To safeguard the environment and enhance it for future generations (b) To manage the economy to meet the needs of the whole community
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- (c) To improve the health of our community and ensure Uttlesford remains a safe place to live
- (d) To ensure that the choice of homes better meets our community needs
- (e) To ensure better access for all in our community to services and jobs

Community Strategy

The Uttlesford's Futures Community Plan was prepared following consultations with local people on their priorities for improving the quality of life. The vision resulting from that was "Uttlesford, a safe and pleasant environment in which to live, grow and prosper". To work towards that vision the following headings were agreed:-

Safety Of The Community
 Conserving The Environment For Future Generations
 Improving Health
 Transport and Getting Around
 Economic well being, Education and Economy

Food safety has an important role in providing for the health of the community and a safe and pleasant environment in which to live and work. It is also important for the economic well being of the community benefits the local economy and the service provides education and training for the whole community and to local food businesses.

The Food Service contributes directly to the Corporate aims in the following ways:

- Food is a prerequisite of health. The safety, quality, and wholesomeness of food play a key role together with nutritional issues, in improving health;
- The Service focuses on protecting the public and promotes good quality food production in Uttlesford;
- By helping to create economic prosperity and sustainability ensuring a prosperous economic future for local business that can compete on a level playing field;
- By working in partnership with other agencies and services aimed at improving the quality of life, health, safety and well being of the citizens of Uttlesford ;
- Providing life-long learning through advice to business and dissemination of information to consumers, enabling everyone to realise their full potential and make informed choices about

	<p>the products they choose to buy;</p> <ul style="list-style-type: none"> • Reducing crime through the investigation of complaints and proactive inspection; • The Service proactively aims to deliver health information and education to the community from primary school age to senior citizen through participating in projects such as Food Safety week, which is aimed at families through primary school children, and the Heartbeat Award scheme, which promotes healthy eating; <p>Proprietors of commercial properties are consulted following the inspection of their premises. The Service continually strives to keep businesses and industry updated on the issues that act as interfaces between the Council and themselves, through promotions and specific mails shots.</p>
2. Background	
2.1 Profile of the Uttlesford District	See appendix 1.
2.2 Organisational structure of Environmental and Cultural Services	<p>See appendix 1.</p> <p>The Councils management structure has been re-organised into 8 service areas each with an Executive Manager and two Corporate Project Managers. The Executive Managers will report as the Executive Management Team to the Chief Executive. Environmental Services is one of the services areas. The changes were effective from 1 June 2004.</p> <p>The Food Service forms part of the Commercial Section within Environmental Services that is managed by the Principal Environmental Health Officer, who in turn reports to the Executive Manager – Environmental and Cultural Services.</p> <p>The Commercial Section consists of: 1 Principal EHO (PEHO), 2 F/T Environmental Health Officers (EHO's), 3 P/T EHO's, 1 F/T Environmental Health Assistant and 1 F/T Technical Officer (TO).</p> <p>The PEHO provides advice, undertakes co-ordination and carries out monitoring on behalf of the Executive Manager.</p> <p>The EHOs undertake the planned programmed inspection of food premises within Uttlesford; imported food duties, provide advice and training to consumers/businesses, enforcement and sampling.</p> <p>The TO undertakes food and water sampling. A significant proportion of officer time is allocated to other functions such as health and safety enforcement, training course administration, infectious disease control and licensing.</p>

<p>The scope of the food service</p>	<p>The equivalent of 1 full time EHO's time is utilised in providing the Imported Food Service (including POAO and PNOAO). The service is provided on a call out rota basis including the PEHO who also spends a considerable amount of time dealing with the administrative aspects.</p> <p>The Commercial Team Food Safety Team provides the following services:</p> <p>Establish and maintain an up to date register of all food premises in the district.</p> <p>2.3.1 Inspect all food premises on a risk based programme in accordance with Food Safety Act 1990, Code of Practice 9 and take enforcement action as necessary.</p> <p>2.3.2 Carry out visits and inspections to food premises as necessary within the plan period, including re-visits and investigative visits.</p> <p>2.3.3 Investigate and resolve to our satisfaction all food complaints or complaints about food premises.</p> <p>2.3.4 Investigate all statutory infectious disease notifications, allegations of food poisoning to establish any links with local food businesses or foodstuffs. Maintain an up to date and effective outbreak control plan.</p> <p>2.3.5 Provide advice and assistance to businesses and consumers on food related issues.</p> <p>2.3.6 Receive and act appropriately to all food hazard warnings and incidents issued by the Food Standards Agency.</p> <p>2.3.7 Investigate incidents of contaminated food and take necessary action. Seize, detain and destroy, as necessary, unfit food.</p> <p>2.3.8 Monitor the movement of unfit food into and out of the Uttlesford District area.</p> <p>2.3.9 Take action to close food premises found to present an imminent risk to health.</p> <p>2.3.10 Act as Statutory Consultee in relation to Licensing issues.</p> <p>2.3.11 Identify premises processing, handling and storing meat products and preparations, and prepare them for approval.</p> <p>2.3.12 Identify premises processing, handling and storing cooked meats, dairy, fish and/or egg products and prepare them for approval.</p> <p>2.3.13 Identify premises processing, handling and storing food(s) that fall</p>
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2.3.14	under other specific regulations and ensure that they comply with such regulations.						
2.3.15	Identify premises requiring butcher's licences, determine licence applications and ensure compliance with relevant legislation.						
2.3.16	Ensure that all products of animal origin (POAO) arriving from third countries are subject to veterinary checks as necessary. Staff and operate the Border Inspection Post at Stansted Airport accordingly.						
2.3.17	Ensure that food not of animal origin (PNOAO) arriving from third countries for sale for human consumption is inspected on a risk assessment basis. Provide an out of hours service for those foods subject to clearance at Stansted Airport.						
2.3.18	Undertake a food sampling programme that takes account of current food problems and imported food. Participate in national and regional coordinated sampling programmes.						
2.3.19	Undertake food hygiene training as necessary. This may include both regular courses and one off courses designed for specifically targeted groups.						
2.3.20	Run the Heartbeat Award Scheme in partnership with Uttlesford PCT. Encourage and recommend food businesses to participate. Assess new applications and renewals. Monitor existing award holders.						
2.3.21	Comment on proposed food legislation, codes of practice and other official documents as necessary and as requested.						
2.3.22	Provide appropriate export certification as requested by food companies in the district.						
2.3.33	The Food Service is also responsible in the majority of premises for the enforcement of health and safety law. Where inspections of food premises are carried out that fall to the Council for health and safety enforcement, a joint inspection is made.						
2.4 Demands on the food service	<p>As at 1 April 2003 the Environmental Services database has identified that it is responsible for enforcing Food Safety in 659 food premises within the Uttlesford District. According to the Food Safety Act 1990 Code of Practice 9 Risk Categories these premises can be broken down as follows:-</p> <table><tr><td><u>Risk Category</u></td><td><u>Number of Premises</u></td><td><u>Inspection Frequency</u></td></tr><tr><td>A</td><td>= 3</td><td>6 months</td></tr></table>	<u>Risk Category</u>	<u>Number of Premises</u>	<u>Inspection Frequency</u>	A	= 3	6 months
<u>Risk Category</u>	<u>Number of Premises</u>	<u>Inspection Frequency</u>					
A	= 3	6 months					

B	=	80	12 months
C	=	291	18 months
D	=	99	2 years
E	=	79	3 years
F	=	8	5 years
Unrated	=	20	
Total	=	659	

The number of inspections planned in 2004-5 in accordance with COP 9, is approximately 335.

The number identified as Manufacturing/Processing premises are: 19

The number identified as Retail premises are: 126

The number identified as Catering premises are: 424

As at 1 April 2003 the number of Approved or Licensed premises was:

Fish regulations	=	2
Meat regulations	=	5
Dairy regulations	=	2
Butchers' shops regulations	=	11

Others:

Seasonal Slaughterers of Christmas Turkeys = 12

Chinese owned catering premises = 15

Indian (Bengali) owned catering premises = 18

There are a number of mobile food businesses operating in the district which comprise mainly ice cream and burger vans. In addition there are a number of food traders operating on Saffron Walden, Thaxted and Gt Dunmow Markets that are open on Tuesday, Friday and Saturday each week.

There are two languages other than English identified as being significant among food handlers and proprietors within the district. These are Bengali and Chinese, however the majority of proprietors are able to speak adequate English or have somebody present at the premises that can translate.

In any cases where there may be language difficulties the service has use of "Language Line", a telephone translation service.

A number of pamphlets and leaflets on food safety are also available in different languages within the food service at Uttlesford. These languages are not seen as placing a particular demand on the food service.

The Environmental Health Service is based at the Council Offices in Saffron Walden. The office hours are 8:30 to 5:00 pm Monday to Thursday and 8:30 to 4:30 pm Fridays.

<p>2.4.1 Hours of Service provision</p>	<p>The service is provided by:</p> <ul style="list-style-type: none"> • The internet • By telephone • By direct call/inspection/in person at the office or on site • By E-Mail/letters/correspondence, post • Leaflets produced by the Service and by Central Government Agencies <p>The Service has an out of hours answer phone that directs callers to a 24 hour answering service in the event of emergencies. The service has the contact details for the senior Environmental Health management staff. Details of the services provided and how to contact us are also provided on the Council's web site.</p> <p>In addition an out of hours call down rota system is provided for Imported Food control which provides 24 hour cover every day except Christmas Day.</p> <p>The Border Inspection Post at Stansted Airport is operated normally during office hours but out of hours service can be provided if necessary by arrangement.</p>
<p>2.4.2 Imported Food Service</p>	<p>There are particular and growing demands placed on the service due to the importation of food products via Stansted Airport. The airport is growing rapidly and is projected to double its throughput of passenger flights in the next 10 years. The number of cargo flights is similarly expected to grow and new cargo handling sheds are proposed to be constructed in the next 2 years.</p> <p>Products of Animal Origin (POAO) (meat, dairy, fish etc products) are dealt with via the Border Inspection Post located in the business park. A part time contracted OVS has been appointed by the Council who works in conjunction with the EHO's of the Commercial Team in providing the BIP service.</p> <p>Products Not of Animal Origin (PNOAO) (fruit, vegetables, spices etc.) are dealt with on a call down rota basis at the cargo handling sheds, by the EHO's of the Commercial Team. Only products requiring Customs clearance and therefore free entry into the EU at Stansted are inspected. A 24 hour service is provided 365 days a year on a risk assessment basis. Other imports are sent under customs control to inland ERT's for clearance. The service also deals with the clearance of Organic Products that require a certificate of organic origin to be endorsed.</p> <p>The equivalent of 1 full time EHO's time is utilised in providing the Imported Food Inspection Service (including POAO and PNOAO). The service is provided on a call out rota basis including the PEHO, who also spends a considerable amount of additional time dealing with the</p>

and licensed premises	Approved Product and licensed premises are correctly inspected and monitored. Specific training to officers responsible for such premises in their district will be provided as necessary. There are currently 9 Product Specific approvals and 11 butchers licensed premises.
3.16 HACCP	<p>The Food Standards Agency has recently indicated that it is developing a new educative approach to the implementation of Hazard Analysis and HACCP principles in small to medium enterprises.</p> <p>The FSA expects Local Authorities to participate in the delivery of the new approach and provide support to local food businesses. The initiative is in advance of the proposed changes to the EU Food Safety Directive expected to take effect from 1 January 2006 which will require all food businesses to have a documented HACCP system. The resource requirement for this initiative is unknown but some reduction in the 2004/5 Programmed Food Hygiene Inspection plan may be permitted by the FSA.</p>
3.2 Food Complaints	Based on the number of Food complaints received over the last two financial years the estimated number for this plan period is 40.
3.2.1 Home Authority Principle	We are currently in the process of discussing Home Authority Agreements with two food businesses in the district. As such we will act as an advisory body to the businesses on matters of food safety and as a conduit for enquiries made by other Local Authorities. The aim is to provide a consistent source of advice and to advise on enforcement and legal interpretation issues. The additional resources required to provide this assistance will be monitored.
3.3 Advice to Business	<p>Education plays an important part in improving food hygiene standards and therefore Environmental Services staff will carry out the activities in this service plan with an educative approach wherever possible.</p> <p>The provision of advice to existing or proposed food businesses, members of the public, other council service departments and other persons will continue in the same way as last year. Advice is mainly person to person whilst officers are carrying out visits / inspections but may also be via phone calls or letters to the Environmental Services.</p> <p>Officers aim to give advice in accordance with recognised guidance and codes of practice.</p>
3.4 Food Sampling	<p>The service will continue to carry out food sampling, in accordance with the Essex co-ordinated food sampling programme developed in conjunction with the Health Protection Agency Laboratory Service (Chelmsford) and Essex Food Group sampling programme.</p> <p>The Essex co-ordinated food sampling programme includes sampling initiatives organised by LACORS and the Food Standards Agency.</p> <p>For this plan period the allocation from the HPA is £15,790.</p>

	<ul style="list-style-type: none"> - The service attends Imported Food workshops and seminars organised by the FSA and DEFRA and is an active member of the Association of Port Health Authorities. <p>The service also advises and liaises with the following:</p> <ul style="list-style-type: none"> - The Uttlesford PCT (Heartbeat Award Scheme) - The Health Protection Agency Laboratory Service (Chelmsford) - Other services within the Uttlesford Council, including: Building Control, Planning, Licensing and the Environmental Protection Team. <p>The service is consulted on planning applications and building control involving food hygiene.</p> <p>The resource necessary for the Essex Food Group is one Officer's time approximately six half days per year.</p> <p>This service supports the Heartbeat Award Scheme. At 1 April 2003 there were 8 catering premises in receipt of the Heartbeat Award. This scheme is operated in partnership with Uttlesford PCT.</p>
<p>3.8 Food safety and health promotion</p>	<p>Each year the service considers whether or not to participate in the National Food Safety Week. This year a decision to participate in the week was made and will involve disseminating information to primary and junior schools and providing information on safe barbecuing for members of the public. Press releases will be sent out and other activities are to be planned.</p> <p>Consideration is also being given to running the CIEH Curry Chef Competition aimed at Indian food restaurants and takeaways in the District. This is a nationally run competition which recognises good food hygiene standards as well as excellent cuisine. There are local, regional and national heats for the winners of each round.</p> <p>This service regularly runs The Chartered Institute of Environmental Health (CIEH), Foundation Certificate Course in Food Hygiene throughout the year. In addition, due to demand, it has been decided to also offer the CIEH Update Course in Food Hygiene.</p>
<p>3.9 Food Hygiene Training</p>	<p>In the last service plan period 8 Foundation courses were run and 120 candidates successfully passed the exam and only 2 persons failed. It is proposed to continue running this course for this plan period as frequently as necessary, according to demand.</p> <p>For this plan period, as at 1 April 2004, 4 Foundation and 3 Update courses have been scheduled to run. It is expected that more dates will have to be added due to demand. All courses are currently run outside of normal working hours however courses may be organised at other times on request by food businesses within the district.</p> <p>This service provides export certificates for a manufacturer within the district exporting various foods. The number of certificates requested during the</p>

<p>3.10 Export Certification</p>	<p>last plan period was 5.</p> <p>It is estimated that a similar number of certificates will be requested during this plan period.</p>
<p>4.0 Resources</p> <p>4.1 Financial Allocation</p> <p>4.2 Staffing Allocation</p>	<p>The Overall budget for Environmental Services is £637,080.</p> <p>From this amount the food service is not currently allocated a specific amount.</p> <p>For this plan period the HPA Laboratory Service has allocated a sampling budget of £15,790.</p> <p>There are currently 4 computers shared between 6 officers available and in use by the food safety team. In addition a separate standalone computer is provided at the Border Inspection Post at Stansted Airport for POAO imported food related work.</p> <p>For the plan period the available staff for this service plan includes:</p> <ul style="list-style-type: none"> 1 Principal EHO 2 District EHOs (full time) 3 District EHOs (part time) 1 District Environmental Health Assistant (pending full qualification as an EHO) 1 Technical Officer <p>This staffing allocation is not solely for this service plan. These officers also carry out duties under Health and Safety, Public Entertainment, Licensing, Communicable Disease Control and Corporate Health and Safety.</p> <p>It has been estimated that the total officer time spent on delivering the food safety service is approximately equivalent to 3 full time persons, 1 of which is dedicated to the Imported Food Service.</p> <p>Services of the central administrative staff are available to support the Commercial Team.</p> <p>This service continues to identify training and development needs by an annual, personal appraisal of all staff.</p> <p>All EHOs that are members of the C.I.E.H. are required to undergo at</p>

<p>4.3 Staff Development Plan</p>	<p>least 20 hours of Continuous Professional Development (CPD) per year. In addition, in accordance with COP 19, officers authorised for food safety matters must receive structured ongoing training in food safety which is managed, assessed and recorded.</p> <p>Such training should include new legislation and procedures and technological developments that may take place in food businesses subject to their inspection.</p> <p>A minimum of 10 hours CPD per year on food safety matters is required.</p> <p>The service recognises this need and supports staff in achieving the minimum amount required by the CPD scheme. Training is achieved in a number of ways including external courses, in house training and low cost seminars or courses through the Essex Food Group.</p> <p>Officers are responsible for monitoring the amount of training they have received during the year.</p> <p>Monthly team meetings have also been organised to discuss matters and issues of consistency arising under this service plan area.</p> <p>For this plan period, whilst staff may attend adhoc professional training courses, no major training needs have been identified to date.</p> <p>This department supports Environmental Health Officers that wish to obtain Corporate Membership of the C.I.E.H. by taking the Assessment of Professional Competence (APC).</p>
<p>4.0 Quality Assessment</p> <p>4.1 Audits</p>	<p>This service is due to undergo the process of "Best Value" in order to assure the best efficiency in 2004/5.</p> <p>During the plan period a programme of joint inspections is to be developed in order to assess, maintain and improve consistency of food inspections within the service team.</p> <p>During 2003/4 the service was subjected to 3 audits by the following agencies:</p> <p>April 2003 Inter Authority Audit by Epping Forest District Council – the audit was carried out as part of the Essex Inter Authority Audit Programme and followed the protocol and procedures issued by the Food Standards Agency.</p> <p>The audit covered:</p> <ul style="list-style-type: none"> • Organisation and Management • Policies and procedures • Internal monitoring • Enforcement • Authorised officers • Food premises inspections

	<ul style="list-style-type: none"> • Records and inspection reports <p>September 2003 Food Standards Agency audit of the Non Animal Products Imported Food Service at Stansted Airport. - the audit covered Uttlesford District Council's imported food inspection and law enforcement service in respect of imported foods not of animal origin (NPOAO).</p> <p>November 2003 The Stevenage and Uttlesford Audit Partnership – Internal Audit of Food Safety.</p> <p>The audit covered:</p> <ul style="list-style-type: none"> a) Unregistered food premises; b) Butchers' shops are not licensed; c) Complaints from the public are not adequately dealt with; d) Inspections of food premises are not carried out; e) Enforcement action is ineffective; f) Inadequate measures in place to promote and provide guidance on food safety and hygiene; g) The database of premises to be inspected is out of date or incorrect; and, h) Income due from Food Hygiene courses and Butchers' Shops licences is not received. <p>Action Plans for all the audits have been devised and are undergoing full implementation in accordance with the auditor's findings.</p>
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