

**To: The Chairman and Members of the
Community and Environment Board
(Councillors Phillips, L Dirveiks, Ferro,
Forwood, Fox, Freer, Holland, Lewis, May, M
Moss, Payne, Sherratt, A Stanley, Turley and
Wykes).**

For the information of other Members of the Council

For general enquiries please contact Jenny Price,
Democratic Services Officer, on 01827 719450 or
via e-mail jennyprice@northwarks.gov.uk.

For enquiries about specific reports please contact
the officer named in the reports.

The agenda and reports are available in large print
and electronic accessible formats if requested.

COMMUNITY AND ENVIRONMENT BOARD AGENDA

13 June 2011

The Community and Environment Board will meet in The
Chamber, The Council House, South Street, Atherstone,
Warwickshire on Monday 13 June 2011, at 6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on
official Council business.**
- 3 Declarations of Personal or Prejudicial Interests**
(Any personal interests arising from the
membership of Warwickshire County Council of
Councillors Fox and May and the various
Town/Parish Councils of Councillors Freer
(Atherstone), Lewis, M Moss, and Phillips
(Kingsbury), are deemed to be declared at this
meeting).

- 4 **Request for discussion of En Bloc items.**
- 5 **Minutes of the Meeting of the Board held on 21 March 2011** - copy herewith, to be approved as a correct record and signed by the Chairman.

PART A – ITEMS FOR DISCUSSION AND DECISION

- 6 **Works to Trees in a Conservation Area** – Report of the Assistant Director (Leisure and Community Development).

Summary

This report advises Members on the outcome of consultation with the Planning and Development Board in respect of the proposed felling of a tree in the Atherstone Conservation Area.

The Contact Officer for this report is Alethea Wilson (719212).

- 7 **North Warwickshire LEADER Programme Progress Report** - Report of the Assistant Director (Leisure and Community Development)

Summary

This report provides the Board with background information on the North Warwickshire LEADER programme and updates Members on the progress made to date. It also provides information on recent national changes that have affected the delivery of the local programme.

The Contact Officer for this report is Rachel Stephens (719301).

- 8 **Budgetary Control Report 2011/12 – Period Ending 31 May 2011** – Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2011 to 31 May 2011. The 2011/12 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

The Contact Officer for this report is Nigel Lane (719371)

- 9 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2010 – March 2011** – Report of the Chief Executive and Deputy Chief Executive.

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April 2010 to March 2011.

The Contact Officer for this report is Robert Beggs (719238).

- 10 **Provision and Management of an Artificial Grass Pitch at Queen Elizabeth School and Sports College, Atherstone** – Report of the Assistant Director (Leisure and Community Development) – **TO FOLLOW**

Summary

This report informs Members of progress in respect of negotiations with relevant parties to undertake the management of community use of a new artificial grass pitch at Queen Elizabeth School and Sports College in Atherstone.

The Contact Officers for this report are Alethea Wilson (719212) and Peter Wheaton (719257).

**PART B – ITEMS FOR EN BLOC DECISIONS
(YELLOW PAPERS)**

- 11 **Environmental Health Service Plans** – Report of the Assistant Chief Executive and Solicitor to the Council

Summary

This report asks the Board to approve service plans for 2011/12 for the food safety and health and safety at work functions of the Environmental Health Division.

The Contact Officer for this report is Stephen Whiles (719326).

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

21 March 2011

Present: Councillor May in the Chair

Councillors L Dirveiks, Fox, Freer, Gordon, Lewis, M Moss, Payne, Phillips, Pickard, Sherratt, Smitten, Y Stanley and Wykes.

48 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fox and May and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), Freer (Atherstone), Lewis (Kingsbury), M Moss (Kingsbury), Phillips (Kingsbury), Sherratt (Coleshill), Smitten (Polesworth) and Y Stanley (Polesworth) were deemed to be declared at the meeting.

49 **Minutes**

The minutes of the meeting held on 24 January 2011, copies having been previously circulated were approved as a correct record and signed by the Chairman.

50 **Local Nature Reserves Project**

Members were informed of progress being made with respect to the Local Nature Reserves project.

Resolved:

That the progress made in respect of the Local Nature Reserves Project, as set out in the report of the Assistant Director (Leisure and Community Development) be noted and approved.

51 **Allotments Development Programme**

The Assistant Director (Leisure and Community Development) reported on progress in respect of the implementation of the Allotments Development Programme and sought Members' approval of an approach proposed in respect of future projects.

Resolved:

- a That progress in respect of the Allotment Development Programme, as set out in the report of the Assistant**

Director (Leisure and Community Development) and detailed in Appendix A, be noted and approved;

- b That the proposal to prioritise future support towards the development of allotments in the Kingsbury area be approved; and**
- c That the proposal to work in partnership with the North Warwickshire Allotment Federation to assist local communities in Atherstone to bring underused land back into productive use be approved.**

52 Tree Management

The Assistant Director (Leisure and Community Development) sought approval of the adoption of a formal procedure for consultation in respect of tree works and also detailed progress with regard to the Authority's tree management programme since the autumn of 2009.

Resolved:

- a That the proposed consultation procedure in respect of future arboricultural works, as set out in the addendum to the Tree Management Briefing Note at Appendix C of the report of the Assistant Director (Leisure and Community Development), be approved; and**
- b That progress made in respect of the implementation of the tree management programme, be noted.**

53 North Warwickshire Green Space Strategy Progress Report

The Assistant Director (Leisure and Community Development) informed the Board of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy and presented the supporting Action Plan for Year 4 of the Strategy for approval.

Members were also informed of the proposed Tame Valley Wetlands Landscape Partnership Scheme.

Resolved:

- a That progress in respect of the implementation of the North Warwickshire Green Space Strategy Action Plan be noted; and**
- b That the activities proposed for future development within the Action Plan and the use of earmarked reserves to support those activities, as set out in the**

report of the Assistant Director (Leisure and Community Development), be approved.

54 Provision and Management of an Artificial Grass Pitch at Queen Elizabeth School and Sports College, Atherstone.

Members were informed of a proposal for the Borough Council to enter into negotiations with relevant parties to undertake the management of community use of a proposed artificial grass pitch at Queen Elizabeth School and Sports College in Atherstone.

Resolved:

- a That the principle of the Borough Council's involvement in the management and operation of community use of the proposed artificial grass pitch at Queen Elizabeth School and Sports College, Atherstone, strictly on terms that do not adversely affect the revenue position of the Authority, be approved; and**
- b That officers be authorised to continue negotiations with relevant parties at the School to ensure that community use of the new facility is maximised and that the outcome of these negotiations be reported back to the next meeting of the Board.**

55 North Warwickshire Play Strategy

Members were informed of the progress being made in the delivery of the North Warwickshire Play Strategy, which exists to provide a co-ordinated approach to play provision and development throughout the Borough.

Resolved:

That the progress being made in respect of the delivery of relevant actions identified in the North Warwickshire Play Strategy, be noted.

56 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2010.

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to December 2010.

Resolved:

That the report be noted.

57 **Minutes of the Joint Environment and Health, Well-being and Leisure Portfolio Groups held on 7 March 2011**

Minutes of the Joint Environment and Health, Well-being and Leisure Portfolio Groups held on 7 March 2011 were received and noted.

58 **Warwickshire Waste Partnership Business Plan 2011/12**

The Assistant Director (Streetscape) sought the Board's endorsement of the content of the Warwickshire Waste Partnership Business Plan for 2011/12.

Resolved:

That the Warwickshire Waste Partnership Business Plan 2011/12 be endorsed and noted.

59 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

60 **Recycling Officer – Temporary Post**

The Assistant Director (Streetscape) sought the Board's agreement to establish a temporary post of Recycling Officer.

Recommendation to the Resources Board

That the Council agrees to establish a temporary post of Recycling Officer for the financial year April 2011 to March 2012.

61 **Revision of Fees and Charges for the Cesspool Emptying and Trade Refuse Services**

The Assistant Director (Streetscape) sought the Board's agreement to revise charges for the Cesspool Emptying Service and Trade Refuse Service for 2011/12.

Resolved:

- a **That the charge for Cesspool emptying be revised to take into account the increase for disposal charges; and**

- b That the effect of changes in VAT rules on Trade Refuse Service charges be noted and that the charges be revised by adopting option B as set out in the report of the Assistant Director (Streetscape).**

Chairman

Agenda Item No 6

Community and Environment Board

13 June 2011

**Report of the
Assistant Director
(Leisure and Community Development)**

**Works to Trees in a Conservation
Area**

1 Summary

- 1.1 This report advises Members on the outcome of consultation with the Planning and Development Board in respect of the proposed felling of a tree in the Atherstone Conservation Area.

Recommendation to the Board

That the Board notes both the resolution of the Planning and Development Board in respect of the felling of a tree in the Atherstone Conservation Area and the intention to carry out compensatory planting in the autumn / winter of 2011.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Countryside and Heritage, Health, Well-being and Leisure, Environment, Community Life and Resources have had the opportunity to comment on the content of this report.

3 Report

- 3.1 In accordance with the tree management consultation procedure, approved by this Board at its meeting held in March 2011, a report was presented to the Planning and Development Board in April 2011 concerning a proposal to fell a tree within the Atherstone Conservation Area. For convenience and information, the report is attached at Appendix A.

...

- 3.2 Further to its consideration of the report, the Planning and Development Board resolved:

- a) That the proposed felling works to be undertaken at the rear of 19 Welcome Street, Atherstone, as detailed in the report and at Appendix A, be noted;

and b) That the matter be referred to the Community and Environment Board for further consideration, with a request that a replacement tree or trees be planted elsewhere in the Borough.

- 3.3 The felling work referred to in the report has now been completed. As it is not appropriate to plant a replacement tree in this location, it is proposed that compensatory planting be carried out elsewhere in the Borough. Further consideration will be given to this in the course of preparation of a modest programme of tree planting to be progressed in the autumn / winter of 2011.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.1 Any new planting will be funded through the existing tree management budget.

4.2 Safer Communities Implications

- 4.2.1 Well managed trees are less likely to present a hazard to persons or property.

4.3 Environment and Sustainability Implications

- 4.3.1 Well-managed and maintained trees make a positive contribution to the environment and to creating sustainable communities within which a good quality of life is enjoyed by local residents.

4.4 Risk Management Implications

- 4.4.1 There is no risk management implication arising from this report.

4.5 Links to Council's Priorities

- 4.5.1 Implementation of new planting will directly and positively impact upon the corporate priorities to:

- Enhance community involvement and access to services
- Protect and improve our environment
- Defend and improve our countryside and rural heritage

The Contact Officer for this report is Alethea Wilson (719212).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	21 March 2011

Agenda Item No 5

Planning and Development Board

11 April 2011

**Report of the
Assistant Director
(Leisure and Community Development)**

**Tree Works to the Rear of
19 Welcome Street, Atherstone**

1 Summary

- 1.1 This report addresses the proposed felling of a tree located within the Atherstone Conservation Area to the rear of 19 Welcome Street, Atherstone.

Recommendation to the Board

That the Board notes proposed felling works to be undertaken at the rear of 19 Welcome Street, Atherstone, as detailed in the report and at Appendix A, and indicates whether it has any concerns or comments that it wishes to be referred to the Community and Environment Board for further consideration.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Countryside and Heritage, Health, Well-being and Leisure, Environment, Community Life and Resources, together with relevant Ward Members have had the opportunity to comment on the content of this report.

3 Report

- 3.1 The felling of trees in a Conservation Area ordinarily requires the submission of a S211 Notice to the Local Planning Authority in order to determine the need or otherwise for a Tree Preservation Order (TPO). Local authority work to its own trees is exempt from this procedure. In accordance with the consultation procedures considered by the Board at its meeting in January 2011, however, this report informs Members of the proposed felling of a tree in the Authority's ownership at the rear of 19 Welcome Street, Atherstone. A photograph showing the tree is included at Appendix A.

- 3.2 The land at Welcome Street in which the tree is located is occupied by Borough Council owned flats. The land falls within the Atherstone Conservation Area. The flats are surrounded by trees of varying species, such as Leyland cypress and Norway maples.

- 3.3 The tree proposed for removal is a mature goat willow, which abuts the flats and has a significant leaning tendency to the south. The base of the tree is in direct contact with the building, so it is considered appropriate in this instance to remove the tree to abate future direct damage to the property. This type of damage should not be confused with subsidence brought about by indirect tree root activity and the extraction of moisture from clay soil, which is not the case at Welcome Street.
- 3.4 It is not proposed that any of the larger trees should be removed as these are sufficiently far from the buildings not to cause problems at the current time.
- 3.5 The removal of the tree is unlikely to have an impact on the visual amenity of the area due to its location to the rear of the flats and the larger surrounding trees that mitigate its loss.
- 3.6 The Board is asked to indicate whether it has any concerns or comments relating to the proposed felling that it wishes to be referred to the Community and Environment Board for consideration.

4 **Report Implications**

4.1 **Finance and Value for Money Implications**

- 4.1.1 The work identified in this report and the appended schedule will be funded through the existing tree management budget.

4.2 **Safer Communities Implications**

- 4.2.1 Well managed trees and physical structures are less likely to present a hazard to persons or property.

4.3 **Legal and Human Rights Implications**

- 4.3.1 The Authority has a Duty of Care in respect of the management and maintenance of its trees and property. The act of a tree or building or part thereof causing injury to a person or persons is likely to give rise to litigation, either as a claim in negligence or under the Occupiers Liability Acts 1957 and 1984.

4.4 **Environment and Sustainability Implications**

- 4.4.1 Well-managed and maintained trees and property make a positive contribution to the environment and to creating sustainable communities within which a good quality of life is enjoyed by local residents.

4.5 **Risk Management Implications**

- 4.5.1 The report and appended schedule identify the risks associated with a failure to undertake the works proposed for the buildings at Welcome Street, Atherstone.

4.6 **Links to Council's Priorities**

4.6.1 Implementation of the proposed works will directly impact upon the corporate priorities to:

- Enhance community involvement and access to services
- Protect and improve our environment
- Make best use of our resources

The Contact Officer for this report is Alethea Wilson (719275).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Planning and Development Board	17 January 2011

Agenda Item No 7

Community and Environment Board

13 June 2011

**Report of the
Assistant Director
(Leisure and Community Development)**

**North Warwickshire LEADER
Programme - Progress Report**

1 Summary

- 1.1 This report provides the Board with background information on the North Warwickshire LEADER programme and updates Members on the progress made to date. It also provides information on recent national changes that have affected the delivery of the local programme.

Recommendation to the Board

That the Board notes the progress being made in respect of the delivery of the North Warwickshire LEADER programme.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Countryside and Heritage, Safer Communities, Health, Well-being and Leisure, Environment, Community Life and Resources have all had an opportunity to comment on the content of this report.

3 Background

- 3.1 In January 2008, Advantage West Midlands (AWM), the then Regional Development Agency, approved an initial expression of interest by North Warwickshire to participate in the LEADER programme, as a consequence of which local partners were invited to submit a full application for inclusion in the programme.
- 3.2 LEADER, which is part of the Rural Development Programme for England (RDPE) and is jointly funded by the European Union and the UK Government through DEFRA, is based on the understanding that local people are best placed to identify the problems that they face and be involved in the development of solutions to those problems.

- 3.3 A significant volume of research was undertaken by Staffordshire University (which was commissioned to produce the Local Development Strategy and Business Plan) to identify the issues facing people living and working in North Warwickshire and to propose activities for improvement.
- 3.4 The Local Development Strategy and Business Plan were approved by AWM in August 2009 and the contract to deliver the programme was signed by the Borough Council in the following October.
- 3.5 Although the amount has subsequently reduced (due to an under-spend and DEFRA budget cuts), the initial grant funding was up to the value of £1.038 million over the period from 2009 to 2013.
- 3.6 The overarching theme of the local programme is “to nurture a better connected and better serviced rural North Warwickshire”. The overall project objectives are to:
- Improve ease of access to community services for individuals, communities and businesses in rural North Warwickshire, specifically targeting those groups with most barriers to face through isolation and deprivation
 - Develop a more inclusive and sustainable community transportation and communications network within, between and beyond settlements in the area
- 3.7 Resources will be deployed through and against a number of European and Local Measures, as follows:
- European Measures:
- Basic services for the economy and rural population
 - Village renewal and development
 - Conservation and upgrading of the rural heritage
 - Training and information for “economic actors” (members of the community who contribute to the economy of their community)
 - Implementing co-operation projects – learning from and with LEADER groups in other areas.
- Local Measures:
- Ease of access to services in the villages or immediate locality compared to market towns
 - Improving access to services and facilities by public transport, walking and cycling
- 3.8 Activities that are funded through the programme must comply with the LEADER strategy and help to deliver a range of agreed outputs. Funding decisions are made by the Local Action Group (LAG), which comprises

partners drawn from the statutory, voluntary, community and private sectors. The non-statutory representatives must have at least 50% of the voting places on the LAG, and initially AWM and now DEFRA has the casting vote (power of veto) on all funding decisions.

4 Achievements to Date

4.1 A LEADER Development Officer, employed by Warwickshire Community and Voluntary Action – North Warwickshire (WCAVA-NW), was appointed in June 2010 and immediately began work to encourage local applications for funding.

4.2 Due to the recession, the LAG was informed that there would be no carry forward of funding from one year to the next. This resulted in very tight timescales and the LAG took the decision to initially only invite applications from “known” projects (e.g. those identified in the Local Development Strategy). An “open” call for applications took place in January 2011, when 16 submissions were received.

4.3 Four project applications were approved and subsequently contracted in November and December 2010, three of which completed to timescale in February 2011. They can be summarised as follows:

Project Name	Project End Date	Approved Grant		LEADER Spend to Date	Match Funding to Date
		2010/11	2011/12		
Village Hall Rescue (Hurley)	Feb 2011	£49,438	0	£48,805.98	£4,933.27 (Private)
Church Hall Refurbishment (Dordon)	Feb 2011	£30,722	0	£30,722	£3,000 (Private)
Maxstoke Village Hall	Feb 2011	£22,590	0	£22,590	0
Astley Castle Heritage Trails	Jan 2012	£15,784	£9,216	£7,326.86	£2,849.33 (Private)
TOTAL		£118,534	£9,216	£109,444.84	£10,782.60

4.4 As anticipated, the majority of the initially approved projects were relatively small-scale capital projects that were able to complete in the limited time available. The Heritage Trails project (which spans two financial years) under-spent due to the poor weather conditions, which impinged upon progress. As well as the underspend on the Astley Castle Heritage Trails project, the North Warwickshire LEADER programme also had to forego £83,040 of unallocated project funding as a direct consequence of the very restrictive timescales within which to complete undertakings in 2010/11.

4.5 The three completed projects (in Dordon, Hurley and Maxstoke) were finished to a very high standard. From feedback received to date, the projects have

been well received by the communities they serve and have attracted greater usage of the venues concerned.

5 Current Situation

- 5.1 Over the past eight months there has been significant uncertainty about the LEADER programme, due to the Comprehensive Spending Review and the need for DEFRA to make savings within its own budgets. It was not until March 2011 that LEADER programmes nationally were informed of a 20% reduction in funding for 2011/12. This uncertainty has had a significant impact on the local programme, as funding decisions on potential projects were delayed pending the outcome of the budget review.
- 5.2 The LAG is currently reviewing the Local Development Strategy and considering a re-prioritisation of actions and outcomes in light of the reduced funding. Once this has been agreed, promotion of the programme and the associated application deadlines will take place.
- 5.3 The closing of the Regional Development Agency has contributed to the uncertainty surrounding LEADER, not least because of significant and frequent changes in personnel. It is now understood, however, that the remaining RDPE staff (currently employed by AWM) are to be transferred to DEFRA in July 2011 and will be based in Worcester. Uncertainty regarding funding levels for 2012/13 remains and this is currently the subject of discussion at a national level. As soon clarity has been received Members will be duly informed.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 Participation in LEADER will bring in up to £763,707 of European grant funding into the Borough. The Council will incur indirect expenditure through acting as the "Accountable Body" for the programme and through providing officer time and resource to support and help develop local initiatives.

6.2 Safer Communities Implications

- 6.2.1 There is no direct implication arising from this report, although LEADER funding will be used for environmental improvements and to enhance access to services. Visual improvements help to reduce the fear of crime, which is particularly high in North Warwickshire, whilst improving access to services may help to reduce anti-social and nuisance behaviour through the increased provision of positive diversionary activity.

6.3 Environment and Sustainability Implications

- 6.3.1 The LEADER programme aims to improve the built and natural environment and increase the sustainability of rural communities.

6.4 Risk Management Implications

6.4.1 The LAG and Accountable Body are required to maintain and review a risk log, which is included as Annex 11 in the Local Development Strategy.

6.5 Equalities Implications

6.5.1 A summary Equality Impact Needs Assessment has been carried out and is attached at the end of this report.

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6.6 Links to Council's Priorities

6.6.1 The LEADER programme has positive and direct links to the following corporate priorities:

- Enhancing community involvement and access to services
- Protecting and improving our environment
- Defending and improving our countryside and rural heritage
- Tackling health inequalities through improving well-being and providing leisure opportunities to all of our citizens
- Working with our partners to tackle crime, the fear of crime and anti-social behaviour

6.6.2 The LEADER programme also contributes to the attainment of all three of the priorities of the Sustainable Community Strategy:

- Raising aspirations, educational attainment and skills
- Developing healthier communities
- Improving access to services

The Contact Officer for this report is Rachel Stephens (719301).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None.			

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure/Service	NW LEADER
Officer Responsible for assessment	Jaki Douglas

Does this policy /procedure /service have any differential impact on the following equality groups /people

- (a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:
- (b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			
Gender	Yes		Women are a target group for the programme
Disabled people			
Gay, Lesbian and Bisexual people			
Older/Younger people	Yes		Young people are a target group for the programme
Religion and Beliefs			
People having dependents caring responsibilities			
People having an offending past			
Transgender people			

If you have answered **No** to any of the above please give your reasons below

Please indicate if you believe that this document should proceed to further Impact assessment

Needs no further action

Agenda Item No 8

Community and Environment Board

13 June 2011

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2011/2012 Period Ended 31 May 2011

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2011 to 31 May 2011. The 2011/2012 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to the Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Both Councillors' Forwood and Lea have been consulted regarding this report. Any comments received will be reported verbally to the Board.

3 Report

3.1 Introduction

- 3.1.1 Under the Best Value Accounting Code of Practice (BVACOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services. The figures contained within this report are calculated on this basis.

4 Overall Position

- 4.1 The actual expenditure for budgets reporting to this Board as at 31 May 2011 is £941,850 compared with a profiled budgetary position of £972,143; an under spend of £30,293 over the period. Appendix A to this report provides details of the profiled and actual position for each service reporting to this board, together with the variance for the period.
- 4.2 Where possible, the year-to-date budget figures have been calculated with some allowance for seasonal variations, in order to give a better comparison

with actual figures. Reasons for the variations are given, where appropriate, in detail below:

4.3 Leisure Centre's

4.3.1 Whilst the overall expenditure across the Leisure Centres is (£700) below the profiled budget, there are noticeable variations within some budget headings.

4.3.2 Employee related expenditure is currently £7,080 under profile, with a large proportion of this variation relating to staffing at Atherstone Leisure Complex of £4,890. This reduction is in line with the budget under spend in 2010/11 and will continue to be monitored. In addition, there are currently some favourable variations within the premises maintenance, advertising and licenses budgets, of £3,580.

4.3.3 Income across all centres is currently £8,980 under profile. Of this £6,440 relates to lower income taken in the 3 gyms, where there has been a fall in Direct Debit membership which has affected income levels. Work is being undertaken at the centres to identify why members are not renewing their Direct Debit's and to look at increasing retention levels. Less income than anticipated has been generated from the Easy Line suite at Atherstone, which has seen low take up since it opened in February. However, following a recent promotional campaign which included leafleting nearby households and looking to establish links with schools and clubs, there has been a slight upturn in usage in the last few weeks.

4.4 DSO Domestic Refuse

4.4.1 Across the Domestic Refuse budgets there is a current underspend of £8,519 compared to the profiled budget position. There is an under spend of £3,729 on employee expenditure which was due to a vacancy which has been filled from mid May 2011. In addition transport is £8,530 below the profiled level of spending due to lower costs of maintenance to date. This has been partially offset by a reduction in income levels from the sale of bins and bulky waste collections of £2,568.

4.5 Recycling

4.5.1 The current underspend of £6,854 is in the main part due to a credit for £8,527 from Warwickshire County Council for an improvement in the amount of recycling undertaken from 2009/10 to 2010/11 which was not included in the original budget. These figures do not reflect any payments made to Palm Recycling for kerbside recycling in 2011/12, as no invoices have yet been received. Any current favourable variances may need to be used to fund any potential overspend as recycling levels increase.

4.6 Amenity Cleaning DSO

4.6.1 The small underspend on the Amenity Cleaning DSO is due to low expenditure on maintenance of vehicles.

4.7 **Parks & Playing Fields**

- 4.7.1 Expenditure on tree management to date has not been as high as profiled which has resulted in a small underspend of £2,628. Expenditure on this area of work is variable and is likely to alter over the course of the year but will continue to be monitored.

4.8 **Grounds Maintenance DSO**

- 4.8.1 As with the other DSO budgets, there is an under spend of £4,129 on the maintenance costs attributed to the use of vehicles for this service.

5 **Performance Indicators**

- 5.1 In addition to the financial information provided to this Board, when the budgets were set in February, performance indicators were included as a means of putting the financial position into context. These are shown at Appendix B

- 5.2 Due to the tight deadlines for producing information, the Performance Indicators for the Leisure Centre's are based on the period to the end of April 2011 as the May information was not available in time for this report. All other Performance Indicators include figures for May 2011.

6 **Risks to the Budget**

- 6.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- Reduction or cessation of grants expected for use in Community Development.
- Sustained economic downturn leading to reduced membership and usage at leisure facilities and reduced demand for cesspool emptying and trade refuse services.
- Maintenance issues on unadopted roads, for which there is minimal budget provision.
- Limited provision exists for dealing with contaminated land issues. If a significant item emerges, any shortfall will initially be funded from an earmarked reserve held for this service and then would need to come from General Fund balances.
- Contracts based on RPI (which was running at 5.2% in April 2011).
- Further land drainage works that may be required, as there is no funding to cover these.

7 **Estimated Out-turn**

- 7.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for each of the services reporting to this Board. There is insufficient information at this point to warrant any change in the original estimate of £5,399,250.

7.2 The figures provided are based on information available at this time of the year and are the best available estimates for this board, and may change as the financial year progresses. Members will be updated in future reports of any changes to the forecast out turn.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 The Council's budgeted contribution from General Fund balances for the 2011/12 financial year is £419,378. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

8.2 Environment and Sustainability Implications

8.2.1 The Council has to ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

**North Warwickshire Borough Council
Community & Environment Board
Budgetary Control Report 2011/2012 as at 31 May 2011**

Description	Approved Budget 2011/2012	Profiled Budget May 2011	Actual May 2011	Variance	Comments
Pitches and Pavilions	92,760	17,474	17,649	176	
Polesworth Sports Centre	181,750	26,408	24,412	(1,996)	See Paragraph 4.3
Polesworth Hi-Tech	(36,790)	(6,420)	(4,336)	2,084	See Paragraph 4.3
Arley Sports Centre	204,950	43,765	42,925	(840)	See Paragraph 4.3
Coleshill Sports Centre	298,910	66,757	65,547	(1,209)	See Paragraph 4.3
Coleshill Hi-Tech	(71,420)	(11,033)	(9,194)	1,839	See Paragraph 4.3
Atherstone Leisure Complex	668,180	129,952	123,775	(6,177)	See Paragraph 4.3
Atherstone Hi-Tech	(167,470)	(28,681)	(23,081)	5,600	See Paragraph 4.3
Memorial Hall	121,010	26,534	27,640	1,106	
Memorial Hall Bar	470	438	378	(60)	
Public Health (Commercial Pollution Control)	285,260	32,416	31,598	(818)	
Public Health (Domestic Pollution Control)	118,460	22,412	24,798	2,387	
Refuse Domestic Waste (inc DSO)	1,090,610	172,898	165,154	(7,744)	See Paragraph 4.4
Refuse Trade Collection	3,450	(69,766)	(70,317)	(551)	
Cesspool Emptying	(2,850)	(10,863)	(11,443)	(580)	
Recycling	353,340	50,788	43,934	(6,854)	See Paragraph 4.5
Animal Control	81,890	14,573	14,315	(259)	
Abandoned Vehicles	9,360	1,513	1,317	(197)	
Amenity Cleaning (inc DSO)	734,640	89,822	86,207	(3,615)	See Paragraph 4.6
Rapid Response	(140)	1,787	1,187	(601)	
Unadopted Roads	13,950	2,210	1,095	(1,115)	
Drain Unblocking & Land Drainage	57,800	8,524	8,464	(61)	
Street Furniture	22,950	3,790	2,201	(1,589)	
Atherstone Market	10,810	4,552	4,572	21	
Parks & Playing Fields	431,020	91,991	88,156	(3,836)	See Paragraph 4.7
Grounds Maintenance Coleshill TC	(30)	(4,859)	(5,834)	(975)	
Grounds Maintenance General DSO	(560)	(2,469)	(8,371)	(5,902)	See Paragraph 4.8
Play Areas	223,610	34,000	35,326	1,326	
Public Health Act 1984 Burials	2,780	452	452	-	
Sustainable Communities	2,790	-	-	-	
Consultation	33,940	4,433	4,433	-	
Corporate Policy	60,410	9,632	9,088	(544)	
Rural Regeneration	25,560	3,402	3,943	541	
Landscape	10,620	8,917	8,917	-	
Marketing and Market Research	13,950	2,273	2,659	385	
Support to Voluntary Organisations	111,480	77,619	77,619	-	
Young People and Intergeneration	78,070	14,962	13,988	(974)	
Community Development Environment	60,930	9,984	10,117	133	
Social Inclusion and Art	28,250	4,701	4,197	(504)	
Social Inclusion and Sport	66,750	11,415	12,722	1,308	
Community Development Health Improvement	53,110	15,971	16,425	453	
Community Development Safer Communities	92,680	17,509	17,149	(360)	
Activities 4 U	2,690	1,765	1,899	134	
Allotments & Biodiversity	21,430	2,437	2,595	157	
Stronger & Safer Community Fund	-	-	(415)	(415)	
Sports Club Development Officer Programme	7,300	4,912	4,745	(167)	
Local Nature Reserves	590	73,247	73,247	-	
C&E BOARD TOTALS	5,399,250	972,143	941,850	(30,293)	

Approved Budget	5,401,560
Reduction in Superannuation rate 0.5%	(3,300)
Virement of Training and Recruitment	990
Total Budget	<u>5,399,250</u>

Key Performance Indicators for Budgets Reporting to the Community and Environment Board

Performance as at 31 May 2011

	Budgeted Performance	Profiled Budgeted Performance	Actual Performance to Date	
Pitches and Pavilions				
Number of Pitches	20	20	20	
Number of Teams	27	27	27	
Number of Hirers	21	21	21	
Income per team	£404.44	£0.00	£0.00	**
Costs per pitch	£4,638.00	£873.70	£882.45	
Polesworth Sports Centre				
Cost Per Visit	£5.15	£5.34	£5.11	APRIL
Income Per Visit	£2.89	£3.13	£2.81	
Subsidy Per Visit	£2.26	£2.21	£2.31	
Arley Sports Centre				
Cost Per Visit	£5.50	£5.37	£4.94	APRIL
Income Per Visit	£1.73	£1.72	£1.31	
Subsidy Per Visit	£3.77	£3.65	£3.64	
Coleshill Leisure Centre				
Cost Per Visit	£5.52	£6.06	£5.82	APRIL
Income Per Visit	£3.12	£3.31	£2.65	
Subsidy Per Visit	£2.40	£2.76	£3.18	
Atherstone Leisure Complex				
Budgeted Cost Per Visit	£6.11	£4.19	£4.17	APRIL
Budgeted Income Per Visit	£2.97	£3.19	£2.73	
Budgeted Subsidy Per Visit	£3.14	£1.00	£1.43	
Memorial Hall				
Budgeted Cost Per Visit	£5.58	£6.43	£6.35	APRIL
Budgeted Income Per Visit	£1.70	£1.76	£1.50	
Budgeted Subsidy Per Visit	£3.88	£4.67	£4.85	
Refuse Collection - Domestic				
Costs Per Household	£40.58	£4.00	£4.03	
Max missed collections per 100,000 users	25	25	38	
Expected customer satisfaction levels	94%	n/a	n/a	
Refuse Collection - Trade				
Gross cost per bin collected	£319.00	£177.98	£177.66	
Net cost per bin collected	£5.59	-£139.53	-£140.63	
Cespool Emptying				
Gross cost per emptying	£65.62	£44.01	£41.33	
Net surplus per emptying	-£0.99	-£4.35	-£4.58	
Recycling				
Cost per household	£13.14	£1.93	£1.67	
Tonnes of recycle material collected - green waste	5,500	1,048	855	
tonnes of recycled material collected - red box	3,200	533	471	
% of waste recycled	33% +	30% +	31%	
Amenity Cleaning				
Cleanliness NI 195 (Litter and Detritus)	8%	8%	7%	
Drain Unblocking Service				
No. of drains unblocked	500	83	82	
Cost per blockage	£115.60	£102.29	£102.80	
Play Areas				
Cost of maintenance per play area	£4,944.83	£670.45	£716.17	
No. of play areas meeting the safety, DDA and Play Value standard	26/29	26/29	24/31	

** - Football season starts during August 2011 when first instalments of fees due will be sent out

Agenda Item No 9

Community and Environment Board

13 June 2011

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2010 – March 2011

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April 2010 to March 2011.

Recommendation to the Board

That Members consider the performance achieved and highlight any areas for further investigation.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio Holder and Shadow Portfolio Holder for Resources, Councillors Forwood and Lea have been sent a copy of this report and any comments received will be reported to the Board.

3 Background

- 3.1 This report shows the end of year position with the achievement of the Corporate Plan and Performance Indicator targets for 2010/11. The report updates the progress achieved shown in quarterly reports to each Board during 2010/11.

4 Progress achieved during 2010/11

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the national and local performance indicators during April to March 2010/11 for the Community and Environment Board.

- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target not achieved

Green – target achieved.

5 Performance Indicators

- 5.1 The figures for the national and local performance indicators are subject to review by internal and external audit and should be considered as draft figures at this stage.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 96% of the Corporate Plan targets and 59% of the performance indicator targets have been achieved. The report shows that individual targets that have been classified as red or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Quarter 4 Number	Percentage
Green	23	96%
Red	1	4%
Total	24	100%

Performance Indicators

Status	Quarter 4 Number	Percentage
Green	17	59%
Red	12	41%
Total	29	100%

7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

8 Report Implications

8.1 Safer Communities Implications

- 8.1.1 There are community safety performance indicators which are reported to Executive Board.

8.2 Legal and Human Rights Implications

8.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They have now been ended and will be replaced by a single list of data returns to central government from April 2011.

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of actions and indicators which contribute towards the priorities of the sustainable community strategy including customer access strategy, outreach services, financial inclusion and health and well being services.

8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

8.5 Equalities

8.5.1 There are a number of equality related actions and indicators highlighted in the report including developing access to community services, tackling health inequalities and inter generational work.

8.6 Links to Council's Priorities

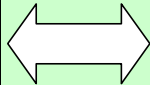
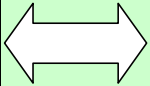
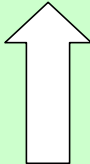
8.6.1 There are a number of targets and performance indicators contributing towards the priorities of access to services, protecting and improving our environment, tackling health inequalities and reducing crime and anti social behaviour.

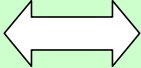
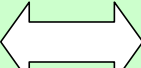
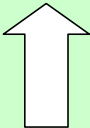


The Contact Officer for this report is Robert Beggs (719238).



Background Papers

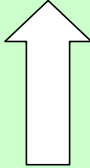
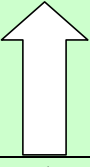
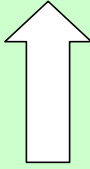
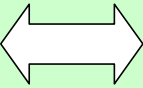
Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

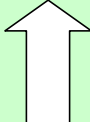
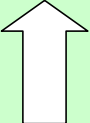
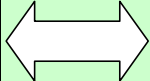
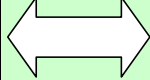
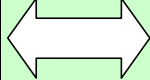
Background Paper No	Author	Nature of Background Paper	Date
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008

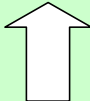

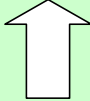
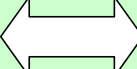
Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
7	Apr-10	Implementing the annual LEADER business plan. The objectives of the LEADER project are to improve ease of access to community services for individuals, communities and businesses in rural North Warwickshire and specifically targeting those groups with most barriers to face through isolation and deprivation; and to develop a more inclusive and sustainable community transportation and communications network within, between and beyond settlements in the area	Community & Environment Board	Pro tem DCE	Simon Powell	Community Life		Work on implementation of the LEADER Business Plan is progressing, although in consultation with AWM the 2010/11 programme has had to be reduced due to the timescales involved. LEADER funding for 2011/12 has been reduced by 20%. The outputs under each measure are currently being reviewed and will need to be agreed by AWM. We are awaiting notification on funding levels for 2012/13 (was due by 31/03/11).	Green	
9	Apr-10	Raising aspirations, skill levels and attainment through recognised vocational qualifications, volunteering and targeted activities (e.g. Cook and Taste, Activities4U, leadership and environmental awards, etc.) Action within the Leisure and Community Development Division will secure the attainment of 105 nationally or locally accredited qualifications in 2010/11	Community & Environment Board	AD (L&CD)	Simon Powell	Community Life		Work to raise aspirations, skill levels and attainment is progressing in accordance with action plans in the Partnership and Development section. Targeted activities have included Cook and Taste and Healthy Lifestyle programmes in schools in Arley, Atherstone, Baddesley Ensor, Hartshill and Hurley. Healthy eating programmes were also undertaken during the summer. Further Cook and Taste sessions have been delivered in Coleshill, Dordon and Michael Drayton primary schools, with children and young people achieving Children's University and Kids College Local Accreditations. Additionally, through working with Adult and Community Education, a number of the parents have registered to attend Level 2 Maths and English courses.	Green	
10	Apr-10	Taking action in accordance with targets and outcomes identified in the LEADER business plan to protect existing village shops and post offices in order to ensure our villages are as vital and sustainable as possible by a) Continuing supporting rural post offices by awarding 100% rate relief; b) Investigating and pursuing projects and opportunities which help to maintain rural services; and c) Identifying opportunities to find resources to support village shops and social enterprises	Community & Environment Board	ACE (CS) / DCE	Bob Trahern	Community Life		100% rate relief has been awarded in line with the Councils guidelines to all rural post offices in 2010/11. See also 7.	Green	


Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
35	Apr-10	Continuing to be sympathetic to the needs of the farming and rural communities to improve access to services and enhance communication for and with rural communities	Community & Environment Board	ACE(CS)	Bob Trahern	Community Life	DCE	See Item 2 above in terms of face to face access issues although via publications and flyers we have continued to ensure rural communities have been able to access appropriate information as well as all services via the web, phone and at ad hoc BOB events.	Green	
37	Apr-10	Implementing LEADER projects that contribute to village renewal, development and conservation and upgrading the rural heritage in accordance with the LEADER business plan	Community & Environment Board	AD (L&CD)	Simon Powell	Community Life		Relevant projects were delivered in the first year of the LEADER programme, including Phase 1 of the Astley Castle heritage trails project and village hall improvements in Dordon, Hurley and Maxtsoke. Now that clarification of the level of 2011/12 LEADER funding has been received, two additional projects, one for improvements to the community centre in Hartshill and another for a Three Villages Youth Worker (Hurley, Piccadilly and Wood End), have been approved for development. Work is progressing on the development of further eligible projects that meet LEADER objectives.	Green	
39	Apr-10	Continuing to participate in Economic Development and work with partners including WCC, C & W Chamber, AWM by participation in the LAA Economy Theme Group, the Sub regional economic development group, the Warwickshire Investment Partnerships and the sub regional Destination Management Partnership and to implement the actions in accordance with the groups' work plans and issue emerging from the Warwickshire Economic Area Assessment	Community & Environment Board	CE	ACE (CS)	Community Life	DCE	At a county level discussions have lead to a sub regional focus with Coventry, Solihull and Warwickshire. The introduction of Local Enterprise Partnerships is strengthening this approach. On a local level our activity is focussed on a Cross-Border Partnership with Hinckley and Bosworth and Nuneaton and Bedworth. The economic interests of North Warwickshire are considered to be best suited on a more locally based approach.	Green	
45	Apr-10	Ensuring that the levels of cleanliness on roads, streets, pavements and open spaces within the Borough are maintained to not more than the 2009/10 year end figure for National Indicator 195a of 8%	Community & Environment Board	AD (S)	Richard Dobbs	Environment		The NI 195 Final surveys for the period 2010 -2011 were completed in March. As expected the cleanliness standard achieved of 5.5% was a higher level than he council's target.	Green	
46	Apr-10	Identifying flooding and DCEainage projects will be continued and specific issues tackled in conjunction with partners (incl. WCC & Environment Agency) through advice, investigation and (where necessary) enforcement including projects to spend the Property Protection Grant allocation and implementation of the site specific action plans by March 2011	Community & Environment Board	AD (S)	Richard Dobbs	Environment		Property Flood Protection and Resilience Scheme at Fillongley was completed in March 2011. The project was extended to include Timeview Telemetry, a web-browser system that offers flood warnings to vulnerable properties at high water levels of the Bourne Brook. All work has been verified and certified complete by the Environment Agency.	Green	

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
47	Apr-10	Continuing to work closely with Public Realm Partners on all public realm issues within the Borough and to review the Partnership's effectiveness by March 2011	Community & Environment Board	AD (S)	Richard Dobbs	Environment		Partnership work is continuing to produce results - particularly on main roads in the Borough. Enhanced partnership arrangements with the Highways Agency Contractor and neighbouring authorities have been established and the effectiveness of this arrangement will be regularly reviewed.	Green	
48	Apr-10	Encouraging communities, in conjunction with other partner organisations, to identify and report public realm concerns and thereafter ensure that four sustainable local "clean up" initiatives are undertaken	Community & Environment Board	AD (L&CD) / AD (S)	Simon Powell	Environment		Five community clean-up events have been supported, in Atherstone, Hurley, Polesworth, Water Orton and Maxstoke, through the loan of litter picking equipment, the removal of rubbish and graffiti, the provision of skips and the supply of graffiti removal equipment. Additional targeted fly-tipping work has taken place in Corley, as identified through the local PACT process. Two litter pickers have been given to residents for regular voluntary litter picking in the community (Fillongley). Skip hire has been arranged for Ansley Common Allotments as part of clean-up activities.	Green	




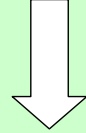




Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
49	Apr-10	Working with WCC and other relevant agencies to support and deliver actions that promote waste minimisation, recycling, litter awareness and reduce dog fouling, including through work with eight schools and support for the national eco-schools programme	Community & Environment Board	AD (S) / AD (L&CD)	Simon Powell	Environment		<p>Following the initial publicity and promotional campaign and subsequent work targeted at areas of low participation, a second participation survey has been completed and the results are awaited from WCC. This will identify the impact of the promotional campaign and the new recycling scheme.</p> <p>Four talks on recycling have been given to schools (Atherstone, Dordon, Hurley and Warton), although the offer has been made to all schools across the Borough. Nine schools have also received a visit from Recycler the Rapping Robot (via WCC) to promote the "Reduce, Reuse, Recycle" message. These visits were targeted at schools which had not received a previous visit, not yet engaged with eco-schools programme or accessed offers of recycling talks. Additional recycling talks have been given in three community settings (at a Mother and Toddler group, the Older People's Forum and to a Rotary Club). Finally six Love Food Hate Waste Roadshow events held at primary schools in the Polesworth cluster.</p>	Green	
50	Apr-10	Reviewing the success of the Warden Scheme and examining ways in which the service could be expanded or improved in conjunction with relevant Town and Parish Councils and local Members by September 2010	Community & Environment Board	AD (S) / DCE	Richard Dobbs	Environment		Review was initiated at the Environment Portfolio Group meeting held in December.	Green	
51	Apr-10	Reviewing grass cutting arrangements through the outcomes of the Grounds Maintenance Service Review as well as continuing to work with town and parish councils to target specific areas by May 2010	Community & Environment Board	AD (S) / AD (L&CD)	Simon Powell	Environment		The initial Grounds Maintenance Service Review (including grass cutting arrangements) is complete and a new specification has been approved by the C&E Board. Implementation of the new specification is being phased in commencing with grass cutting from April 2011.	Green	
52	Apr-10	Complete the review and adopt the action plan arising from the related Parks and Open Spaces Value for Money Review by May 2010	Community & Environment Board	AD (L&CD) / AD (S)	Simon Powell	Environment		Work on the Parks and Open Spaces VFM Review, which had initially been delayed due to the demands of the Playbuilder Programme, is now logically being undertaken in conjunction with the Grounds Maintenance Service Review, and will be reported to Members in due course.	Green	

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
53	Apr-10	Exploring opportunities to work more closely with neighbouring authorities, Contractors and WCC to improve recycling services across the Borough and increase the recycling rate to over 30%	Community & Environment Board	AD (S)	Richard Dobbs	Environment		A revised contract with the new contractor 'Palm Recycling' has been put into operation from 18 October 2010. The kerbside collection service now caters for the collection of plastics and cardboard. The outturn for the year shows an improvement of about 4% in recycling performance Overall recycling rate of 31.3% has been achieved - exceeding the stated target for the year. This is a significant improvement considering the timescale in which the revised service has operated. Final participation surveys have been carried out and reveal a figure of 64% a significant improvement from previous survey.	Green	
55	Apr-10	A Climate Change Strategy will be agreed by Members, including an updated action plan, with a view to reducing the carbon emissions of the Council by 10% in 2010/11	Community & Environment Board	ACE&SC	Steve Maxey	Environment		The strategy was adopted. An agreement was reached with the Energy Savings Trust to review our action plan and provide support to implement the actions. However reductions in funding to the EST meant that this offer was withdrawn. Discussions are still ongoing regarding a replacement offer.	Red	
56	Apr-10	Implementing phase 3 of the North Warwickshire Green Space Strategy in accordance with the revised Action and Funding Plan	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Wellbeing		Work to implement Phase 3 of the GSS progressed satisfactorily and in accordance with the Action and Funding Plan. The roll forward of the Plan into Phase 4 has been approved by the C&E Board.	Green	
57	Apr-10	Within the context provided by the Health, Well-being and Leisure Strategy and on-going discussions relating to "Building Schools for the Future", determining by October 2010 and then commencing implementation of the agreed approach to the future provision, management and operation of the Council's leisure facilities, having particular regard to the short and long-term future of Coleshill Leisure Centre	Community & Environment Board	DCE /AD (L&CD)	Simon Powell	Health & Wellbeing	DCE	The Building Schools for the Future programme has now been stopped by the Coalition Government. Work is progressing, however, in respect of the future provision, management and operation of the Council's leisure facilities and particularly with regard to the future of Coleshill Leisure Centre.	Green	
58	Apr-10	In conjunction with the Children, Young People and Their Families theme group, reinvigorating the NW Play Partnership and continuing to co-ordinate implementation of the NW Play Strategy, in accordance with the revised Action Plan	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Wellbeing		Discussions are being held with relevant partners about the most appropriate mechanisms through which to advance related work. In the meantime, Officers are continuing to co-ordinate implementation of the NW Play Strategy in accordance with the Action Plan.	Green	

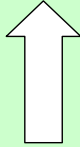
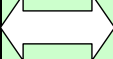







Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
59	Apr-10	Continuing to evaluate, and thereafter report on, the impact of the three-year Play Area Development Programme by September 2010 and completing the implementation of the local Playbuilder programme by March 2011	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Wellbeing		Evaluation of Phase 1 of the Play Area Development Programme has been completed and reported to the C&E Board in June 2010 and to the Scrutiny Board in December 2010. New play facilities have been installed at Ridge Lane and Baddesley Ensor through the Playbuilder Programme and installations in Kingsbury and Old Arley are also substantially complete.	Green	
60	Apr-10	In accordance with the approved Allotments Policy Statement, advancing the development of a further allotment site in North Warwickshire, most likely in Hurley, by March 2011	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Wellbeing		Work has progressed well with the recently constituted Hurley Allotments Association to develop allotments at a site in the ownership of the County Council. Plots will be in use by April 2011.	Green	
61	Apr-10	Continuing to co-ordinate the sustainable development of Wellness Matters, including its further expansion into targeted communities and through the promotion of healthy lifestyles and healthy eating in three communities by November 2010	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Wellbeing		Wellness Matters continues to develop co-ordinated health and well-being initiatives around the Borough. A successful targeted programme has included after-school healthy eating taster sessions and a seven week Cook and Taste programme at Hartshill School. Cook and Taste programmes have also been delivered in Baddesley Ensor, Coleshill and Hurley. A healthy lifestyle scheme is now being delivered in Arley. A Wellness Matters Cook and Taste resources pack is being developed and all Cook and Taste material is now branded with the Wellness Matters logo.	Green	
62	Apr-10	Continuing to ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the WSCB and through implementation of the provisions of the recently revised and adopted Child Protection Policy by training a pool of internal Child Protection Trainers and delivering WSCB Level 1 training to appropriate staff by March 2011	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Wellbeing		The Council is continuing to undertake its responsibilities as a partner and Compact signatory within the WSCB. Relevant training is being provided to appropriate staff (through six internal trainers) and the provisions of the Child Protection Policy are being implemented. A Section 11 Audit was completed in March, the outcome of which will be reviewed and action taken as necessary.	Green	

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
66	Apr-10	Continuing to develop and deliver targeted positive interventions, community safety projects and constructive leisure opportunities (e.g. Call4Sport, Activities4U, etc.) to provide diversionary activities, reduce instances of anti-social behaviour and meet the wider needs and aspirations of young people, inter-generational work and wider community development activity as detailed in the Leisure and Community Development Division's Service Plan	Community & Environment Board	AD (L&CD)	Simon Powell	Safer Communities		Youth engagement projects have included a Borough-wide football tournament at Aston Villa's training ground, in which ten teams took part. Friday night summer sessions were delivered in Ansley Common, Hartshill, Warton and Wood End. A mobile skate facility was also available through Call4Sport. Activities4U, the diversionary activities team, has engaged with 505 contacts during four fixed sessions at Atherstone, Hartshill, Wood End and Warton, and is continuing to engage with young people and families about a range of issues, including the dangers of alcohol mis-use, respect within their communities and future careers. The Solomon Theatre Workshop was delivered to all Year 9 students (862), through which the dangers and community impacts of drinking alcohol were highlighted and discussed. Activities are being planned for the forthcoming summer, and will include sessions in ASB hotspot locations (including Hartshill, Warton and Wood End).	Green	

Performance Indicators

PI Ref	Description	Division	Section	High/Low is good	2010/11 Target	2009/10 Outturn	National Best Quartile	Performance	Traffic Light	Direction	Comments	Suggested reporting interval	Board
Chief Executive's Division													
ACPI H1	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Chief Executive	Env Health (C, L &HP)	High	100%	87%	N/A	92%	Red		Due to the backlog of work from the 2009/10 programme , the increase in the number of new business registrations and more problems with existing businesses due possibly to the recession.	Q	Community and Environment Board
ACPI H4	The percentage of food premises interventions that should have been carried out that were carried out for low risk premises.	Chief Executive	Env Health (C, L &HP)	High	100%	New	N/A	90%	Red		As above	Q	Community and Environment Board
NI196	Improved street and environmental cleanliness – fly tipping (matrix of enforcement actions vs. number of tipping incidents)	Chief Executive	Env Health (C, L &HP)	Low	Grade 2 Effective	Grade 3 Not Effective	Grade 2 Effective	Grade 2 Effective	Green			A	Community and Environment Board
Leisure and Community Development													
M 1a (new)	Delivery of actions in the 10 year Green Space Strategy - % achieved	Leisure & Community Development	Landscape Management	High	45%	13%	N/A	34.00%	Red		Progress is limited by the availability of capital and revenue resources. A new suite of more focused and robust indicators has been developed and approved by the C&E Board, which will provide a more accurate reflection of progress in future years	A	Community and Environment Board
LM 2	% of Play Areas meeting BS/EN and DDA standards	Leisure & Community Development	Landscape Management	High	74%	65%	N/A	71.00%	Red		Progress within the year, albeit constrained by the availability of capital resources, has been very encouraging and seen the development of four enhanced play spaces.	A	Community and Environment Board
ACPI I1b	Swimming pools and sports centres : : The net cost per swim/visit	Leisure & Community Development	Leisure Facilities	Low	£1.91	£2.02	N/A	£1.80	Green			Q	Community and Environment Board
FAC-LPI 9	Leisure Centres - Total income per visit :	Leisure & Community Development	Leisure Facilities	High	£2.30	£2.44	N/A	£2.26	Red		Almost achieved target with lower than anticipated visitor numbers	Q	Community and Environment Board
ACPI I1a	Swimming pools and sports centres : : The number of swims and other visits per 1,000 population.	Leisure & Community Development	Leisure Facilities	High	7,310	6,611	N/A	7,109	Red		Lower than anticipated visitor numbers, particularly at Coleshill Leisure Centre and Atherstone Swimming Pool, where attendances have been adversely affected by the removal of Free Swimming at the end of July 2010	Q	Community and Environment Board

Performance Indicators

PI Ref	Description	Division	Section	High/Low is good	2010/11 Target	2009/10 Outturn	National Best Quartile	Performance	Traffic Light	Direction	Comments	Suggested reporting interval	Board
P&D PI 1	Number of customer contacts	Leisure & Community Development	Partnership & Development	High	30,500	19,083	N/A	25,982	Red		A significant increase on 2009/10 performance, but a slight under-achievement in relation to the year-end target. As previously reported, a proposed boxing project did not come to fruition. Neither did "Get Active Week", due to the lack of sub-regional funding	Q	Community and Environment Board
P&D PI 2	Total number of projects delivered by the section	Leisure & Community Development	Partnership & Development	High	110	136	N/A	109	Green			Q	Community and Environment Board
P&D PI 4	Customer satisfaction with Community Development activities	Leisure & Community Development	Partnership & Development	High	80%	87%	N/A	94%	Green			Q	Community and Environment Board
P&D PI 5	Percentage of successful funding applications	Leisure & Community Development	Partnership & Development	High	75%	83%	N/A	98%	Green		The P&D team accessed more than £100,000 of external funding for local projects in 2010/11	Q	Community and Environment Board
P&D PI 6	Number of funding bids supported	Leisure & Community Development	Partnership & Development	High	40	48	N/A	48	Green			Q	Community and Environment Board
P&D PI 7	Team benchmark % satisfaction scores	Leisure & Community Development	Partnership & Development	High	85%	89%	N/A	85.24%	Green			Q	Community and Environment Board
P&D PI 8	Partner organisations satisfaction with its relationship with P&D	Leisure & Community Development	Partnership & Development	High	80%	New	N/A	100	Green		Very positive feedback received from all external partners	A	Community and Environment Board
P&D PI 9	The number of nationally accredited qualifications gained as a consequence of P&D activity	Leisure & Community Development	Partnership & Development	High	90	New	N/A	62	Red		It proved to be too expensive for NWBC to become an ASDAN verifier. Work, therefore, continued through partners, but not at the level anticipated	Q	Community and Environment Board
P&D PI 10	The number of locally accredited qualifications gained as a consequence of P&D activity	Leisure & Community Development	Partnership & Development	High	15	New	N/A	133	Green		NWBC has become a learning destination for the Children's University and Kids College, which has enabled staff to write modules and accredit our own courses (e.g. Cook and Taste) for local accreditation	Q	Community and Environment Board

Streetscape

Performance Indicators

PI Ref	Description	Division	Section	High/Low is good	2010/11 Target	2009/10 Outturn	National Best Quartile	Performance	Traffic Light	Direction	Comments	Suggested reporting interval	Board
NI194	Level of air quality - reduction in NOx and primary PM10 emissions through LA estate and operations	Streetscape	Facilities Management	High		Not available	Baseline Year	N/A	N/A	N/A	The requirement to submit this return has stopped with the ending of the national indicators. There is a requirement to publish our CO 2 emissions as part of overall assessment by the 31 July which is based upon guidance from the DECC.	A	Community and Environment Board
NI185	CO2 reduction from local authority operations	Streetscape	Facilities Management	High		Not ready	Baseline Year	N/A	N/A	N/A	As above	A	Community and Environment Board
BVPI 82	Percentage of household waste arisings : which have been sent by the Authority for recycling	Streetscape	Refuse & Recycling	High	15%	10.41%	26.9%*	12.3%	Red	↑	A significant improvement primarily associated with the revision of the service to include the collection of plastics and cardboard. The revised service having been in place for less than 6 months augurs well for the next full year performance.	Q	Community and Environment Board
BVPI 82	The percentage of household waste sent by the Authority for composting or treatment by anaerobic digestion. :	Streetscape	Refuse & Recycling	High	18%	18.25%	19.8%*	19.0%	Green	↑	The collection of garden waste is a major part of overall recycling performance. In this element the Council is very close to national best performance.	Q	Community and Environment Board
BVPI 84	Number of kilograms of household waste collected per head of the population. :	Streetscape	Refuse & Recycling	Low	462	466	373kg*	443	Green	↑	Target met and exceeded	Q	Community and Environment Board
BVPI 88	Number of collections missed per 100,000 collections of household waste :	Streetscape	Refuse & Recycling	Low	25	46.68	N/A	37.8	Red	↑	The target would undoubtedly have been met had it not been for another intervention of extreme snow and ice conditions. However it was evident that the Council performed better than most in maintaining collections during this period.	Q	Community and Environment Board
REF-LPI 2	Percentage of missed collections put right by the end of the next working day. :	Streetscape	Refuse & Recycling	High	-	Not available	N/A	N/A	N/A	N/A	Not available	Q	Community and Environment Board
NI191	Residual household waste per household	Streetscape	Refuse & Recycling	Low	722	769	482kg	712	Green	↑	Target met. Increased recycling is assisting in reducing this figure	Q	Community and Environment Board
NI192	Household waste recycled and composted	Streetscape	Refuse & Recycling	High	33%	28.65%	45.77%	31.30%	Red	↑	Target not quite met but would have been had the revised recycling collection service had a longer period of operation.	Q	Community and Environment Board
NI193	Municipal waste landfilled	Streetscape	Refuse & Recycling	Low	67%	73.22%	N/A	71.43%	Red	↑	Target not met but an improving figure.	Q	Community and Environment Board

Performance Indicators

PI Ref	Description	Division	Section	High/Low is good	2010/11 Target	2009/10 Outturn	National Best Quartile	Performance	Traffic Light	Direction	Comments	Suggested reporting interval	Board
BVPI 91	Percentage of households resident in the authority's area served by kerbside collection of at least two recyclables. :	Streetscape	Refuse & Recycling	High	100%	95.92%	100%*	100%	Green	↑	Target met by dint of the revised recycling collection service now covering all households.	Q	Community and Environment Board
NI195a	Improved street and environmental cleanliness (litter)	Streetscape	Streetscape	Low	6%	6%	2.00%	4.0%	Green	↑		Q	Community and Environment Board
NI195b	Improved street and environmental cleanliness (detritus)	Streetscape	Streetscape	Low	10%	10%	6.00%	7.0%	Green	↑		Q	Community and Environment Board
NI195c	Improved street and environmental cleanliness (graffiti)	Streetscape	Streetscape	Low	1%	1%	0.00%	0.0%	Green	↑		Q	Community and Environment Board
NI195d	Improved street and environmental cleanliness (fly posting)	Streetscape	Streetscape	Low	0%	0%	0.00%	0.0%	Green	↔		Q	Community and Environment Board

Agenda Item No 11

Community and Environment Board

13 June 2011

Report of the Assistant Chief Executive And Solicitor To The Council

Environmental Health Service Plans

1 Summary

- 1.1 This report asks the Board to approve service plans for 2011/12 for the food safety and health and safety at work functions of the Environmental Health Division.

Recommendation to the Board

That the Board accept the 2011/12 work programmes for the food safety and health and safety at work functions of the Environmental Health Division

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Chair of the Community and Environment Board and the Opposition Spokesperson have been consulted.

3 Report

- 3.1 Each year work programmes must be submitted to the Board for approval in the early part of the year. However this is not possible for food safety and health and safety at work inspections as the actual inspections that need to be carried out can not be determined until the 1 April each year. This is because the frequency of inspection of premises is determined by risk which is calculated when the premises is inspected. Therefore any premise inspected up until 31 March could potentially become due for inspection again in the following year.
- 3.2 The Board are asked to approve the work programmes attached at Appendix A (food safety) and Appendix B (health and safety at work) for the year 2011/12

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The work programmes can be achieved within existing resources.

4.2 Environment and Sustainability Implications

4.2.1 The service plan highlights contributions the Environmental Health team makes to Health and Well Being, Education and Life Long Learning, the Environment, the Local Economy and Community Life themes. The service makes a significant contribution towards the Developing Healthier Communities priority of the current Sustainable Community Strategy 2009 – 2026.

The Contact Officer for this report is Stephen Whiles (719326).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

This Food Service Plan is based on the Guidance provided in the Food Standards Agency Food Law Enforcement – The Standard, amendment version July 2004

Service Aims and Objectives

1.1 Overall Aims

The aim of the service is to protect residents, workers and visitors to the Borough from the effects of

- unsound or unwholesome food;
- unhygienic premises and practices;
- contaminated water supplies;
- contaminated imported food;

1.1.1 Objectives

- To carry out a comprehensive programme of inspections based on risk, to ensure compliance with current European Union and United Kingdom legislation using competent and professional staff;
- To encourage good practice and offer assistance in compliance as well as identifying non compliance;
- To identify premises that are suitable for relevant awards;
- To maintain an up to date database of all registered food premises and mobile traders;
- To have all relevant premises that require 'approval' dealt with appropriately
- To be accountable and fair in the enforcement of legislation as per the Regulators Code of Compliance and the Council's enforcement policy;
- To have a co-ordinated programme of food sampling in conjunction with the other West Midlands Local Authorities and Government.
- To liaise with other local authorities with a view to establishing sound comparable policies, procedures and benchmarking information.
- To have a food service that is responsive to needs and provides high quality results.

1.2 Links to Corporate objectives and plans

The corporate plan identifies the Council's main strategic and service objectives and its goals. It also includes short-term targets and annual performance indicators. The Corporate plan links to the Community plan, the themes that the Food Service will impact on are Health and Well Being, Education and Life Long Learning, the Environment, the Local Economy and Community Life. A portfolio group exists for Health and Well-Being to champion the food service and ensure that as a statutory service it is provided effectively and efficiently with full member support

The food service links to the corporate plan are

- that the service is available equally and fairly to all of the local community and will not exclude anyone;
- to look to working in partnership where appropriate;
- to consider sustainability issues in all of its work;
- to have professional, well-trained, competent and motivated staff, involved with the planning and development of a high quality food service;
- To develop consultation methods with service users to enable interaction with the service;

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Food Service Plan 2011 - 2012**

- To have agreed procedures for monitoring the service, and bringing forward new concepts to ensure that the Council operates effectively in providing a modern food service that is fair, equitable, transparent and responsive to local needs.
- To develop and maintain links to the community – both consumers and business – that will inform their needs and from which improvement of the service to the standards desired by the vision, can flow.

2 Background

2.1 Local Authority profile

With a population of just 61,800, North Warwickshire Borough Council is one of the smaller district councils. The Borough covers an area of 28,418 hectares (110 square miles), comprising the market towns of Atherstone, Coleshill and Polesworth and a number of smaller villages. North Warwickshire's mainly rural area, is a sea of green amongst its urban neighbours – Birmingham, Solihull and Tamworth to the west, Nuneaton and Hinckley to the east, and Coventry to the south.

2.2 Structure of the Section and its position within the Chief Executive's Division.

The Commercial and Licensing section is located within the Chief Executives Division and the Environmental Health Manager reports to the Assistant Chief executive and Solicitor to the Council.

The section operates from offices at Old Bank House, 129, Long Street Atherstone.

A One Stop Shop has been introduced staffed by receptionists and a Contact Centre operates during normal working hours.

A 24-hour emergency out of hours service is available for urgent matters through the Council's Boroughcare scheme.

All Officers work flexible hours including evenings and weekends as required to meet the needs of the service.

The Council subscribes to the EHCnet service - which includes Short Messaging Service SMS (text messages) - for Food Hazard Warnings to the mobile phones of the Manager, Senior and Environmental Health Officer of the section. Other features of ehcnet allow electronic networking of all Local Authority food safety units and communication from the Food Standards Agency (FSA).

All officers in the Commercial Licensing and Health Promotion team are equipped with dedicated mobile phones as part of the Lone Worker arrangements.

The current staffing level of the section is:-

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Environmental Health Manager (Commercial, Licensing and Health Promotion)	Stephen Whiles
Senior Environmental Health Officer	Joanne Phipps
Food Safety Officer	Sharon Patrick
Part time Food Safety Officer (30 hours)	Carol Randle (4 days per week)
Part time Food Safety Officer (30 hours)	Julia Rowbottom (4 days per week)

Steve Maxey, Assistant Chief Executive And Solicitor To The Council has overview of the Divisions functions

Jerry Hutchinson is the Chief Executive, and is member of the Council's Management Team, Steve Maxey a member of the Management Team and Stephen Whiles is a member of the Principal Officers Group – a third tier officers management group.

2.3 Scope of the service

The Commercial, Licensing & Health Promotion section is responsible for the delivery of the food safety service.

Warwickshire County Council provides trading standards services (food standards, weights and measures, consumer protection, labelling etc.).

2.3.1 Whilst sampling is carried out by its officers, the Council contracts with others for the analysis of such samples. These contracts are reviewed from time to time to ensure that best value is obtained.

Currently, microbiological examination of samples of water, food, faeces and swabs is undertaken by the

**Health Protection Agency
Good Hope Hospital, Sutton Coldfield**

Other macroscopic, foreign body and miscellaneous analysis is undertaken by the Council's nominated public analyst – in common with all the Warwickshire Council's and the County – Eurofins .

2.3.2 Photographs for evidence are normally taken by officers and a protocol exists for the correct handling of digital images for evidential purposes in line with Home Office guidelines.

2.3.3 As well as the food safety service, the section has responsibility for:

- Inspections of premises allocated to the Council under the Health and Safety (Enforcing Authority) Regulations, under the Health and Safety at Work etc Act 1974;
- Accident and dangerous occurrence investigations;
- Licensing - including taxi's, animals, Liquor and Gambling etc.
- Investigation into cases of Infectious diseases
- Monitoring of private water supplies.

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- Monitoring recreational water standards
- Health Promotion

There are additional dedicated staff working in licensing administration & enforcement. Administration duties in food safety are carried out by the officers themselves with support from central resources for administration of Corporate matters.

The Council's contact centre deals with customer telephone contacts for the most of the Council's business. Dedicated telephone lines still operate for the food service and details of the case officer's contact details are given to customers and at the head of each piece of correspondence.

Health promotion is part of the job description of the 30hours Food safety Officer, dealing with administration of the Heartbeat and Good Food Hygiene awards and promotional events around Food Safety Week.

2.4 Demands on the service.

2.4.1 There are 756 premises registered under food safety legislation. These are recorded on the section's computer database.

2.4.2 Categorised by risk group, these are:

Category A	13	6 monthly inspection
Category B	65	12 monthly inspection
Category C	284	18 monthly inspection
Category D	100	24 monthly inspection
Category E	166	36 monthly inspection
Unrated	0	
Outside programme	128	No Inspection

2.4.3 Eight premises are approved under Regulation 853/2004 and required to carry the EC official health mark on their products. These premises formerly required additional visits but are now incorporated into the normal risk rating scheme.

Those premises outside the programme include very low risk premises (sweetshops etc) but also include some higher risk premises such as childminders. It is felt inappropriate to visit childminders as they already receive visits from Ofsted that include an element of food safety. However in a joint project with the Early Years service all childminders that prepare food have registered as food businesses with the Division and have been provided with advice including a food safety management system tailored to their needs.

2.4.4 Across the Borough there is a total of 29 domestic premises that have private water supplies – which includes a garden centre, a health club, and a cafe premises at a fishing facility. A commercial bottled water plant operates at Fillongley bottling and distributing water from a private water supply.

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- 2.4.5. The Commercial Enforcement and Licensing section is the home authority for the Sandwich Factory, Atherstone, a large-scale producer of fresh, chilled sandwiches, and The Catering Academy, a national Catering Company. There is also the Primary Authority Scheme by the Local Better Regulation Office. This scheme is similar to the Home Authority scheme but differs in that it is mandatory that enforcement authorities must consult with the Primary Authority before taking enforcement action. The Primary Authority has the power to veto the proposed action if it is contrary to the advice they have already given to the Company. It is not envisaged that this Authority will take on the role of Primary Authority due to the large resource implications which would be disproportionate for an Authority of its size. The Council has not yet been approached by any Companies seeking a partner but a full report would be presented for members to consider should this occur.
- 2.4.6 There are 3 premises in the Borough that require export certificates and these are running at the rate of around 10 per month.
- 2.4.7 Two golf courses in the Borough - the Belfry and the Forest of Arden – have hosted major international golf tournaments - including the prestigious Ryder Cup in the past. These tournaments involve the construction of large, mobile catering units. During the currency of tournaments, caterers operating in these units, together with other mobile caterers operating at the sites are subject to daily visits by staff of the section. The resource at these events can be in excess of 200 officer hours each year.
- 2.4.8 Because of its rural nature there are still farms in North Warwickshire that produce low volumes of poultry at Christmas. Poultry produced at these establishments is subject to inspection by staff of the section. This can account for 20 officer hours each year
- 2.4.9 There are approximately 20 food premises in the Borough where the occupiers do not speak English as their first language.
- 2.4.10 The authority has two Motorway service areas; one on the M6 at Corley, and the other on the M42 at Tamworth. The throughput of visitors at these premises in summer can be in the region of 30,000 per week. Both have Premises licences to offer late night refreshment.
- 2.4.11 During the past years the continued occupation of warehouses built at Hams Hall Distribution Park, Birch Coppice and Kingsbury Link has increased with several large food, storage and distribution premises now present. Some of these premises are designated as ERTS (Enhanced Remote Transit Sheds) and are involved with the import of a variety of goods including some foodstuffs.
- 2.4.12 In February 2011 the Council joined the Food Standards Agency's National Food Hygiene Rating Scheme. This means that consumers can find out about standards at all food premises in the Borough by visiting a website or looking for the certificates in the premises. This should also have the effect of driving up standards in premises due to consumer pressure.

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2.5 Enforcement Policy

The Council first adopted an enforcement policy for food safety purposes in 1994. This has been reviewed annually and the current version is available on the Council's website.

There is a separate policy for enforcement of the Health and Safety at Work etc. Act 1974, which was formally adopted by the Council in 1995 reviewed annually and again published on the Council's website.

The Council is a signatory to the Enforcement Concordat and The Regulators Code of Compliance - which inter-alia embraces all of the enforcement activities of the Division.

The enforcement policy is available on the website www.northwarks.gov.uk.

Service Delivery

3.1 Food Premises Inspections.

The food service will aim to complete a programme of interventions (1st April 2011 - 31st March 2012.) The programme will be drawn from the database using risk ratings associated with the Code of Practice scoring scheme, and will be in both annual and monthly targets intervals

3.1.1 The senior officer in the section will be responsible for allocating the primary inspections together with any re-inspections that are required during the period and Performance indicator reporting. The Environmental Health Manager will be responsible for monitoring progress and dealing with consistency reports

3.1.2 Completion of interventions at high-risk premises and approved premises will take priority over the completion of lower risk premises. In pursuit of high quality, the NI 182 score for business premises should be over 90%, however since the indicator is new and covers all aspects of environmental health work affecting business – not just food service interventions, the usefulness of this for the food service will need to be reviewed. The original ACPI for high and low risk premises will still be kept temporarily as a baseline, accepting that a programmed inspection is neither required nor appropriate in some cases, but that as a catch all it would prevent premises simply dropping out of control.

Proposed premises inspection on 31/3/11.

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Premises category	No. Programmed inspections	Estimated no. of <i>re-visits</i>
A	13	13
B	65	40
C	130	90
D	42	5
E	52	3
Totals	302	151

- 3.1.4 Initial programmed inspections are estimated on last year's figures to take an average of 4.3 hours to complete including planning, travel and correspondence, Revisits take less. A card system is in operation for low risk premises for them to notify the officer in writing that all works have been completed hence there are very few re visits against low risk premises.
- 3.1.5 The target for officers of the section is the completion of all due inspections within the month of the allocation
- 3.1.6 To ensure that best value is obtained through the inspection process, more than one inspector may travel to larger premises and conduct a unit inspection within the larger premises. Likewise (and because some of the remoter areas of the Borough are in excess of 12 miles each way from the operating base), inspectors, having travelled to a particular geographical area are required to carry out as much productive work as possible in that area whilst they are there.
- 3.1.7 There are no specially targeted inspections during the year 2011/12. Instead, routine risk-rated inspections will be carried out. In line with FSA instruction, all qualified staff will routinely check the legality of imported food during inspection in appropriate cases.
- 3.1.8 The section notifies all relevant business of new or changed legislation by the most expedient means as and when this occurs. The section also has access to the weekly list of planning applications submitted to the Council. By this means it is possible to identify premises where the Food Safety Act might apply, and to make early contact with the applicant in question.
- 3.1.9 It is a priority to have all premises registered with the Council and where required approved.

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3.1.10 The training budget for the Division includes provision for practical training updates and the continuing professional development of all staff. As a result, staff of the food safety section attend seminars and training sessions on new legislation or techniques, and all qualified Environmental Health Officers and Food Safety Officers have attended microbiological updates.

The Code of Practice (made under Section 40 of the Food Safety Act) requires that the Council satisfy itself that all food enforcement officers are competent to carry out those duties and requires that specific Hazard Analysis (HACCP) development is carried out by those officers each year. It is the Manager of the section who will identify training needs and bid for funds from the training budget.

3.1.11 Food premises are inspected at minimum frequencies decided in accordance with the approved risk rating scheme in the Code of Practice. Inspections are also normally carried out following complaints. In certain circumstances, inspections will be brought forward or delayed where the opening is seasonal to avoid unnecessary failures in outcomes. These are a few premises that for instance only open in the summer at the Country park, or during the cricket season.

3.1.12 New premises, especially those handling unwrapped food, are inspected before they open for business. A package of information is available for all new premises on request

3.1.13 Inspections of food premises are carried out in accordance with the Food Safety Act 1990, Code of Practice. Inspections include a preliminary assessment of food safety hazards associated with the business and examine the system in place for assessing food hazards and controlling risks. Inspections also identify contraventions of food safety legislation and highlight good practice.

3.1.14 The number of food premises by risk bands, A-C and D-F, as a percentage of those which required inspection in any given year is a Local Performance Indicator. The target inspection level for 2011/12 is 100%. Reports are made quarterly to Management Team and variances reported to the relevant Board. A system of traffic lights red, amber and green are used to denote movement away from the desired outcome.

3.1.15 Registration of Food Premises

The Policy

Registration of food premises, with certain exemptions, is required under Regulation (EC) 852/2004 not less than 28 days before it is intended to use them for the purpose of a food business. The Section will ensure that all premises in the Borough – static or mobile – are registered with the appropriate Local Authority.

Copies of public register entries are available on the Council's website. The register of food premises is in the Council's Freedom of Information Act publication scheme.

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3.2 Food Complaints

The Policy

Food complaints dealt with include those relating to:

- ◆ Unfit Food
- ◆ Contaminated Food
- ◆ Potentially Harmful Food
- ◆ Food Involving contravention of Food Standards Agency or regulatory requirements.

3.2.1 In dealing with complaints, officers will take into account the requirements of the Codes of Practice issued under the Food Safety Act. In particular, officers will be aware of the division of responsibility between the Borough Council and the County Council. Only officers deemed competent as per Code of Practice will deal with food complaints.

3.2.2 All food complaints arising from the Borough will be investigated. All investigations of purchases made by residents of the Borough from premises outside of the Borough will be commenced by the Division and transferred with - if considered necessary by the investigating officer - a statement by that officer to the originating authority by the most expedient means.

The plan

3.2.3 The first response to a food complaint will be within one working day.

3.2.4 The forecast for 2011/12 is that there will be 20 food complaints from within the Borough. This will involve officer time of some 10 hours per event (This does not include complaints referred to other authorities nor investigations or complaints from home authority or originating authority partners or enquirers.)

3.2.5 If the complaint is concerned with composition, labelling or quality, it will be passed to the Trading Standards Department of Warwickshire County Council for investigation. Depending on the nature of the foodstuff complained of, it will be subjected to analysis and photographs for subsequent use in legal proceedings taken.

The section has benefit of digital cameras which can use to transmit images to other local authorities or producers to assist in determining food complaints

3.3 Home Authority Principle

The Policy

There are home authority agreements with the Sandwich Factory – a large producer of fresh chilled sandwiches for the retail sector and The Catering Academy a nationwide provider of catering in schools, colleges, staff canteens etc.

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Experience shows that staff of the Commercial Enforcement and Licensing section are contacted at frequent intervals to deal with food matters because the food has originated from premises in this area. Frozen food distribution warehouses based on the Hams Hall Distribution Park and at Coleshill and Curdworth export food to non EU countries and require health certificates for these destinations.

3.4 Advice to businesses in the Borough

Time allocated to advising residents and business is assessed as being in the order of 120 officer hours per annum.

The policy

The policy of the section is to be as accessible and helpful as necessary. The Council would rather advise proprietors of relevant establishments at an early stage, and for that advice to be acted upon.

All advice given will state clearly what the legal requirements are and what any government guidance, codes of practice etc is. If requested or required, the advice by Council staff will be in writing.

Each piece of correspondence will be sent with a contact officer's name and direct telephone number, and will include a paragraph inviting the recipient to call for further help and assistance.

Other than general enquiries, calls from food businesses will not be routed through the Council's contact centre. Instead, they will continue to be received by the relevant staff in the Commercial and Licensing section

Several leaflets, booklets and guidance sheets (many produced in house) are kept within the section and updated frequently. These are distributed as a result of a specific request or, where considered appropriate, by the inspecting officer as a result of an inspection or service request.

A pack of information is available for new food premises and the Council's website www.northwarks.gov.uk is available for other information streams

Officers of the section give presentations on various aspects of the work to a variety of different trade organisations and schools

3.5 Food Sampling

The Policy

Informal food samples are taken for microbiological analysis as part of:

- ◆ The West Midlands Food Sampling Programme which includes the LGR (Local Government Regulation) and the Food Standards Agency (Official Control of Foodstuffs Directive) co-ordinated food control programme.
- ◆ An investigation of a food complaint.
- ◆ An investigation of food-borne disease.

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- ◆ An in-depth inspection of food premises.

All samples procured for microbiological examination are taken in accordance with the Food Safety Act Code of Practice.

Microbiological samples are examined by the Council's nominated food examiner, Health Protection Agency, Good Hope Hospital, Sutton Coldfield

The Plan

Sampling is conducted in accordance with the West Midlands Food Sampling Programme.

The programme is determined each year by the West Midlands Food Sampling Group which consists of the District Councils and representatives from the Health Protection Agency.

The Group meets twice a year to:-

- formulate the sampling programme;
- monitor its progress and discuss the results.
- Report findings back to the Warwickshire Food Liaison Group, the constituent authorities and the public

The foods for sampling during the course of the following year are selected taking into consideration past results and problems as well as recent or emerging food safety issues. The sampling regime and time demands placed on staff

The anticipated demand on the service 2011/12 is 10 samples per month:

The purchase of the samples will be anonymous.

Samples are taken to the Laboratory using temperature control techniques and data recording as appropriate.

All results of samples taken as part of the West Midlands Food Sampling Programme are sent to the local authority responsible for collating the results on the form provided by that authority. The responsibility rotates on an annual basis.

The results are compared against the standards set in the HPA guidelines 'Microbiological Food Safety Based On Presence/Absence Of Pathogens.

Samples that fail the criteria above will be discussed with the business from where they were procured and remedial works or actions will be agreed prior to the taking of further samples.

Water Sampling and Water Supplies

The Policy

Water is an essential part of the food industry and the Council samples private water supplies at various premises throughout the area for conformity with the Regulations.

The authority liaises regularly with the public mains water providers (Severn Trent Water and South Staffordshire Water Plc). In addition, staff contribute to, and participate in local

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authority health liaison meetings held by the water companies. They also take part in outbreak control plans and training.

The Plan

The Council's nominated analysts for water samples are:-

Bacteriological analysis Health Protection Agency, Good Hope Hospital, Sutton Coldfield

Chemical analysis Seven Trent water Authority, Torrington Avenue, Coventry

A water sampling programme is declared each year in the Commercial Enforcement and Licensing section's work programme and covers the following activities:-

- ◆ Private Water Supplies.
- ◆ E C Testing.

The parameters tested and the frequency of testing is indicated in the sampling programme.

All sampling in respect of water supplies will normally be carried out as part of the normal operational work of the section.

Legal Position

Under the provisions of the Water Industry Act 1991, the Council has a duty to check private water supplies and keeps a register of such supplies and samples taken.

Any new private water supply is entered in the private water register and a questionnaire sent to the occupier for completion. The supply is classified using the Private Water Supply Regulations.

Private Water Supplies

There are currently 29 properties with a private water supply in North Warwickshire. These are a mixture of domestic residential premises, a garden centre, a health club and a private fisheries cafe

The 29 properties are served by a total of 24 sources.

Samples are taken in line with the revised tables in the Private Water Supply Regulations, which also permits the recovery of some of the Council's costs. This was agreed by the Council's Community & Environment Board in 2011.

The Health Protection Agency's Laboratory at Good Hope Hospital, Sutton Coldfield undertakes analysis of bacteriological samples, and chemical analysis is undertaken by Severn Trent Water Laboratories, Coventry.

Sampling is normally carried out between April and September.

New private water supply Regulations are now in place. These include a requirement for risk assessment of multi user and commercially used supplies and this may impose a greater

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workload on the Division but this may be offset by the exclusion of small supplies from the sampling requirement.

3.5.1 Food Inspection

The policy

The Council's officers routinely inspect foodstuffs, where they are being stored, sold, delivered, imported into or exported from premises in the Borough.

No charge is made for the inspection service to residents or businesses in cases of a freezer breakdown etc. However, if the Council agrees to remove foodstuffs on behalf of owners, the cost of that removal and disposal will be re-charged.

The Plan

Certain premises in the Borough currently export food to non-EU countries. This requires a duly authenticated certificate from the Council to confirm that the food in question is from a reputable source. There is a charge for the issue of such certificates, agreed annually as part of the Council's fees and charges report. The impact of this work on the section has been detailed above

Certain other premises require inspection of poultry that has been slaughtered on premises for human consumption

Officers are duly authorised by the Council to act under all relevant food legislation including that relating to imported food.

3.6 Control and Investigation of Outbreaks of and Food Related Infectious Disease

Notification of an outbreak is usually received from one of the following sources:

- a) Primary Care Trusts
- b) Health Protection Agency
- c) One of the local hospital laboratories.
- d) General Practitioners.
- e) Another local authority.
- f) The patient themselves.

Doctors who attend patients either in the community or in hospital have a statutory duty to inform the appropriate officer for the district of a case or cases of cholera, dysentery, food poisoning (proven or suspected), typhoid or paratyphoid fever and viral hepatitis.

3.6.1 Policy

Cases notified to the section will be contacted wherever possible within 1 day of receipt. The investigation of each case will be treated as a potential outbreak. Each case will be investigated fully to a conclusion- albeit that in some instances the conclusion may be

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inconclusive. The individuals involved in each case will be treated with sensitivity and above all confidentiality. Failure to observe such confidentiality may result in disciplinary action. For this reason calls regarding Infectious disease will not be dealt with in the Contact Centre.

The authority is represented on the Warwickshire Control of Infection Committee, and the Primary Care Trust's Communicable Diseases Committee. Training, outbreak control, peer exercises and team briefings originate from this body.

Following the agreement of the Warwickshire Chief Environmental Health Officer group, reciprocal arrangements with the other Warwickshire local authorities exist to provide essential staff cover in the event of a serious outbreak of disease in any of the constituent authority areas.

The Consultant in Communicable Disease Control Dr Huda Mohamed, at the Health Protection Agency is the point of contact for advice, and guidance on the medical aspects of outbreaks of infectious disease and has proper officer powers designated to her or her nominated deputies by the Council.

3.6.2 Procedure

The most commonly notified infectious diseases are Campylobacter, suspected food poisoning and Salmonella.

Every effort is made to contact the affected patient as soon as possible, especially if the person is suffering from E. coli 0157, or is thought to be part of an outbreak.

In some cases it may be more appropriate to send the patient a questionnaire.

To help identify any possible source of infection, questions are asked regarding milk supply, water supply, recent holidays and hobbies, visits to farms, etc and eating preferences, including history of the foods eaten 72 hours prior to onset of symptoms. The particular pathogen isolated will also suggest particular areas to concentrate on due to the different characteristics of the organism such as its incubation period and usual source.

If the information supplied suggests that there is a general outbreak, i.e. more than one household affected, then an in depth investigation is mounted immediately.

The Consultant in Communicable Disease Control will be contacted, and the Assistant Chief Executive And Solicitor To The Council and Environmental Health Manager (Commercial, Licensing and Health Promotion) kept informed.

Under the Public Health (Control of Disease) Act 1984, certain persons can be excluded from work, school or nursery if they are considered to present a risk of infection to other people. Such people include food handlers, health care workers and children under 5 years old. Any decision to exclude persons from work will be taken in consultation with the Consultant in Communicable Disease Control, the Assistant Chief Executive And Solicitor To The Council and the Environmental Health Manager (Commercial, Licensing and Health Promotion).

The Countywide outbreak control plan and associated procedure have been reviewed and are up to date.

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3.7 Food Safety Incidents

3.7.1 The Policy

The section will lead the Authority's response to all Food Hazard Warnings.

These are two fold those for information and those for action

The former group has been the most frequent and often ask local authorities 'to assist in the trade withdrawal'

The Environmental Health Manager (Commercial, Licensing and Health Promotion) will take the lead in Food Hazard Warnings. In his absence his role will be taken by the Senior Officer and in the absence of both, any other team member with the assistance if necessary of the Environmental Health Manager (Domestic and Pollution) or Assistant Chief Executive And Solicitor To The Council.

The officers named above will have notified their whereabouts to the Divisional administrators as part of the agreed lone worker policy. Divisional Management team diaries will be available electronically. All officers are issued with mobile phones, and can therefore be contacted quickly when they are away from the office.

The Out of Hours service has a procedure for notifications out of hours, and the section EHO's have SMS to their individual mobile phones from the Food Standards Agency.

3.7.2 The Plan

By their very nature, Food Hazard Warnings are unexpected and the resource allocation necessary to respond to each and every warning is difficult to estimate. However, every effort will be made to respond promptly to any food hazard warning in a way that is commensurate with the warning contents.

Currently the aim would be to respond to any actions notifications only. Those classed as for information only and either are dealt with via the trade or the warning is upgraded to an action required from the Food Standards Agency.

3.7.3 Procedure

Currently Food Hazard Warnings are received via EHCnet. Administrators are required to bring notifications immediately to the attention of the most senior person in the section at he time if they are received by fax. The mailing system within the Microsoft outlook package ensures that all food team members automatically receive a copy of each Food Hazard warning,

The dedicated mobile phones of the Environmental Health Manager, Senior and Environmental Health Officer for the section are registered to receive SMS (Short Message Service or Text messaging) directly from the ehcnet.

The section's computer system is able to search to identify those implicated in the warning. Individuals, companies etc involved will then be contacted by the most expeditious means possible, to pass on instructions and guidance contained in the warning. Clear records of the action taken will be kept.

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In the case of high grade notifications, de-brief sessions will be held with staff as necessary, but at least at the beginning and end of each working day

Any access to the building is available through the key holders. Staff will be kept aware of key holder's details.

Liaison with other organisations.

3.8.1 The Policy

The Warwickshire Food Liaison Group (WFLG), founded by and reporting to - the Warwickshire Chief Environmental Health Officers, is the main food liaison mechanism across the county. The constituent authorities are the district councils and Warwickshire County Council the HPA and FSA.

Chairmanship and secretariat of the group is rotated bi-annually. Meetings are typically convened at two-month intervals, but special meetings may be convened to consider special issues.

The WFLG has its own vision and work plan which include consideration and debate of food law updates; LGR; benchmarking; food complaints and training. This is the organisation that is best suited to providing the annual 10 hours of Continuous professional development as per the code of practice competency issues.

All liaison groups in the county have reporting procedures to the Chief Officers group, and both the Health and Safety group and the food group have made inter-authority audits of the systems employed for the delivery of the respective functions. Both groups bid for money from their councils to provide training and peer group work in the disciplines.

The Environmental Health Manager will attend and report on the proceedings of the Food Liaison Group.

The Environmental Health Manager (Commercial, Licensing and Health Promotion) and the Food safety Officer (FT) will attend and report on the proceedings of the Water Companies Liaison Groups

The Senior Environmental Health Officer will attend and report on the proceedings of the Warwickshire Communicable Diseases Committee.

The Sampling Officer will attend the Sampling Liaison Group; otherwise, the most appropriate person will take his place.

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3.9 Food Safety Promotion

The Council's Health Promotion function is part of the work of the Commercial and Licensing Team.

3.9.1 The policy.

Annually the Food Safety Officers will provide a proposed work programme of health promotional activities that can be achieved and reflect the needs of the residents of the Borough. Typically, and based on previous years, initiatives will include food safety; food hygiene; nutrition; food poisoning and ways to avoid it and the 'do's and don'ts' of mass catering etc.

Individual projects and initiatives relating to food safety promotion will also be undertaken.

All requests for training of food handlers updating and refresher courses will be directed in the first instance to local colleges offering these courses.

All requests for lectures, school talks, class visits, interest club talks etc will be responded to if resources of the section permit.

Leaflets in the Division's promotional library will be reviewed and amended or added to as necessary. These are given or sent following any request or inspections and are available in the main reception areas of the Council's buildings.

Consultation questionnaires to evaluate the effectiveness or otherwise of promotional activities will be devised and given out at all events.

4 Resources

4.1 Financial Allocation

The costs for the operation of the section are allocated centrally.

Each professional member of staff will have funding from the Council's training budget allocated to them for professional and technical updates as well as continuing professional development, and subscriptions to the professional body.

The Council's Legal Services department act across all of the Council's functions and their costs are included in the Central support charges to each of the service budgets. The cost of taking legal action would be made from the Divisional Hire and Contracted General Budget.

4.2 Staffing allocation to food safety measures

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All staff in the section are employed on permanent contracts with the Council. The hours allocated to the food safety function and reproduced below result from analysis of the most recent period of time recording sheets, which are completed by all members of staff of the Division.

Stephen Whiles	EHManager	Chartered EHP	0.1FTE
Jo Phipps	SEHO	EHO Graduate	0.6FTE
Sharon Patrick	FSO	Higher Food Premises Inspection Certificate	0.8FTE
Carol Randle*	FSO x 0.6 FTE	Higher Food Premises Inspection Certificate	0.8FTE
Julia Rowbottom	FSO x 0.8 FTE	Higher Food Premises Inspection Certificate.	0.8 FTE

4.3 Staff Development Plan

North Warwickshire Borough Council is an accredited 'Investors in People', and training of its staff towards their full potential is viewed as being a high priority.

During the forthcoming year, training needs and aspirations of staff will be assessed as part of their annual appraisal. If supported, they will form part of the training plan for the individual in question for the ensuing year.

Additionally all professional Environmental Health officers have to complete continuing professional development in order to maintain their status. All staff engaged in Hazard Analysis will undergo 10 hours of specific training appropriate to the class of premises they are expected to inspect. The Chartered Practitioners need to complete 30 hours of CPD activities.

In-house training as well as relevant external courses and seminars for staff will continue. Peer assessment and inter-authority audits through the Warwickshire Food Liaison Group will also feature in staff development.

The authority contributes to both the Health and Safety and Food Safety Liaison group training funds. The funds are used by the relevant groups to buy appropriate training for the enforcement officers across the County at preferential rates.

Senior Managers have participated in a Management Competency Workshop and have been assessed on a 360° appraisal by line managers, peers and managed staff. The results passed back to the manager of the food service were positive.

5 Quality Assessment

The authority's food service has benchmarked its functions against others in the Tamworth Benchmarking Group; the District Audit Family Group, and the food service operated by the four other Warwickshire local authorities. It will continue to monitor its performance against national standards. Inter Authority audits form a key function of the Liaison Groups.

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Inspections of premises will not normally be carried out by the same officer twice in a row.

Customer satisfaction questionnaires are sent out following the completion of all contacts with business in accordance with NI 182. An analysis will be carried out of the findings and be regarded as a local performance indicator. Previous analysis has shown a high degree of highly satisfied and satisfied.

The Section has internal monitoring procedures for capability of inspectors, quality of inspections and food complaints.

The Warwickshire Food Safety Liaison Group supports and organises inter authority auditing currently based on the Food Standards Agency proforma – directed at both policy and specific matters.

The section has a fully documented system and procedures manual.

6.0 Review

The food service plan along with the work programme will be reported monthly and quarterly to the Assistant Director, and will include details of completed work against targets. It will also detail the level of reactive work achieved against that predicted.

Key Performance Indicators are reported to the Director currently at quarterly intervals as an indicator of achievement against the quarterly target, using a traffic light movement monitor (red, amber and green denote the difference between the desired level of performance and the distance from it.)

6.1 Dealing with variances

Variances from the service plan, together with their reasons, are submitted monthly to the Assistant Director by the Environmental Health Manager (Commercial, Licensing and Health Promotion) of the section. Additionally, any variance against the service plan will to be open to scrutiny by the Council's Internal Audit section, and Internal Overview and Scrutiny Board. It has to be accepted that the inspection programme will not be in twelve equal parts and hence variance on a monthly basis is expected. Similarly the health and safety visits to food premises will be brought forward to the scheduled food visit if it is within six months of that date. This is to prevent unnecessary duplication of visits for the benefit of proprietors and the overall efficiency of the operation of the section.

Variances of note are reported to the appropriate Board.

6.2 Improvements

There is a continual appraisal by the Section of what is possible and practical given budgetary and legal constraints, and regard is had to the reports of Food Standard Agency Inspections of local authority food services carried out to date. A number of improvements were made following an FSA audit of the Divisions handling of approved premises carried out in 2008. The report was generally favourable but highlighted some procedural short coming that have now been addressed.

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The Section's commitment is to deliver a first rate service to its users that keeps pace with the demands of government legislation and guidance, and that is effective, compassionate, transparent and fairly delivered to all users.

7.0 'Common Sense, Common Safety'

This report by Lord Young, which has been accepted in full by the Government, recommends that health and safety inspections should be carried out at the same time as food safety inspections in food premises in order to reduce the 'burdens' on business. We have always done this where possible. However in some premises such as large hotels it is not practicable to carry out both inspections at the same time. Where possible we will continue to combine the inspections but where this is not practicable due to the size or complexity of the business or due to poor standards meaning that each subject will consume a long period of time for the inspection, separate inspections will be carried out.

8:0 Performance Indicators

PI Ref	Description	2011/12 Target	Suggested reporting interval	Board	Reported to MT
	To complete all outstanding inspections from the 2010/11 work programme by 31/05/11	100%	Quarterly	C & E Board	Yes
ACP1 H1	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	100%	Quarterly	C & E Board	Yes
ACP1 H4	Ditto for low risk premises	100%	Quarterly	C & E Board	Yes
	To respond to all complaints and requests for service within three working days	99%	Quarterly	Executive Board	Yes

HEALTH AND SAFETY WORK PROGRAMME 2011/12

Introduction

The Council is responsible for the enforcement of the Health and Safety at Work etc Act 1974 (The Act) and associated Regulations in 1124 premises in the Borough ranging from large warehouses, through tyre and exhaust fitting bays to corner shops – basically all commercial premises with the exception of factories, construction sites, farms and domestic premises which fall to the Health and Safety Executive (HSE) for enforcement.

Traditionally enforcement was by regular risk based inspections but for the last few years a new approach has been tried known as FIT3 where interventions have been topic based and/ or industry based. Focusing on particular issues has brought some success but there is a recognition that on its own it is not really sufficient and therefore from 1st April 2010 there was a return to risk based inspections (see priority planning below) although the FIT3 programme will continue in parallel.

In addition the Council deals with complaints about working conditions and public safety, investigates accidents at work and provides information and advice to businesses and the public.

Additionally it has been recognised that in a time of ever decreasing resources health and safety has become something of a 'Cinderella' service in many Local Authorities and in an attempt to redress the balance the HSE has issued a fresh standard on the provision of adequate arrangements for enforcement under section 18 of the Act. Compliance with section 18 standard is mandatory (see section 18 standard on enforcement below).

Section 18 Standard On Enforcement

Section 18 of The Act requires Local Authorities to make adequate arrangements for enforcement. It sets out the arrangements that LAs should put in place to meet this duty. The standard came into force in April 2008 and all Enforcing Authorities were required to be fully compliant with the standard by April 2011.

The standard is very rigorous and covers

- Commitment
- Priorities
- Planning
- Targeting
- Capacity
- Management Infrastructure
- Performance Management
- Information Systems
- Competent Inspectorate
- Enforcement Policy
- Enforcement Decisions
- Complaints
- Partnership
- Governance
- Sensible Risk Management

Work was carried out during last year and it is believed that the Council now complies with the standard. Unfortunately there is no audit mechanism in place at present and so during the coming year it is planned that the Warwickshire Health and Safety Liaison Group will carry out a peer review exercise to ensure that each of the District Councils complies and to provide advice and support to one another where necessary.

Priority Planning

HSE Local Authority Circular 67/2 (LAC 67/2) requires a shift of focus in terms of interventions planning by LAs. It reflects the HSE Board's new strategy and sets out a new approach to developing effective health and safety interventions justified by risk aiming to:

- Maximise and target resources in order to achieve the greatest impact.
- Create a complementary framework for both proactive and reactive interventions
- Provide a coherent approach to interventions which is consistent between LAs and HSE.

The guidance provides a simple rating system for scoring premises based on four factors:

- Confidence in management.
- Health performance
- Safety performance
- Welfare standards

The new categories of premises are:

- A – Highest risk – Inspection not less than once per year
- B1 – Medium risk 1 – Inspection or other intervention every 18 months
- B2 – Medium risk 2 – LA to decide on most suitable intervention.
- C – Lowest risk – LA to decide on most suitable intervention

For category B2 and C premises the guidance does not seek to establish any specific intervention frequency but suggests a pragmatic approach taking into account a number of factors. However it states clearly that ignoring low risk premises is not an option.

Premises can move between categories depending upon what is found at the time of inspection.

However, the problem now facing us is that not having carried out programmed inspections over a number of years our database is out of date regarding the risk scores of premises. Additionally it is known that there are a number of premises not on our database such as new premises that have opened in the last five years.

The circular does not offer any guidance on this point. The solution as agreed in last years work programme is to visit or otherwise contact all classes of premises over a period of time, starting with those likely to be in the highest risk bands e.g. warehouses and working down to those in the lowest risk e.g. offices. This process is likely to take in the region of five years, however it is very likely that the highest risk premises will all have been visited within the first 18 months thereby meeting the standard. There are 74 warehouses/wholesalers currently on our database in the Borough. During 2010/11 many of these were inspected leaving 38 to complete all those due by 31/03/12.

Topic Based Inspections

There is much value in using topic based inspections as a valuable tool in raising standards. Due to the pressure of risk based inspections it is not possible to commit to any large scale projects this year. However some small projects in areas where particular risks have been identified have been identified as follows:

- Hand Car Washes
- Motor Vehicle Repair (We are only responsible for tyre/exhaust fitters and repairs associated with car sales – not full blown vehicle repair)
- Solaria to ensure compliance with the Sunbeds (Regulation) Act 2010
- Unregistered tattoo artists.

'Common Sense, Common Safety'

This report by Lord Young, which has been accepted in full by the Government, recommends that health and safety inspections should be carried out at the same time as food safety inspections in food premises in order to reduce the 'burdens' on business. We have always done this where possible. However in some premises such as large hotels it is not practicable to carry out both inspections at the same time. Where possible we will continue to combine the inspections but where this is not practicable due to the size or complexity of the business or due to poor standards meaning that each subject will consume a long period of time for the inspection, separate inspections will be carried out.

Performance Management

Performance will be measured by the Environmental Health Manager and Senior EHO in the Section on an ongoing basis and PIs reported on an annual basis.

Resilience

Work is currently underway by the Warwickshire Health And Safety Liaison group to work toward flexible warranting for Officers to work in any of the other Districts in case of emergencies, staff shortage etc.

HEALTH AND SAFETY WORK PROGRAMME 2011/12

1. To complete a peer review of the HSE section 18 standard on enforcement by 31/03/12. **(Performance indicator)**
2. To complete a scheme of flexible warranting with the other Warwickshire Councils by 31/03/12.
3. To inspect 38 wholesale/warehouse premises based on a risk assessment using current knowledge, history and accident reports to identify those posing the greatest potential risk. **(Performance Indicator)**
4. To carry out the following topic based inspections:
 - a) Hand car washes
 - b) Motor vehicle repair
 - c) Solaria
 - d) Unregistered tattoo artists**(Performance indicator)**

5. To carry out health and safety inspections at the same time as food safety inspections in food premises where appropriate.
6. To maintain contact with 30 low risk non food premises by means of a self assessment questionnaire followed up with the provision of information as required. Non responding businesses will receive an inspection.
7. To visit new businesses where identified, carry out a full inspection and determine a risk rating. Around 20 new businesses are anticipated.
8. To investigate accidents in accordance with established incident selection criteria. Around 10 accident investigations are anticipated.
9. To respond to all service requests from employers, employees and members of the public concerning health and safety within three working days. Around 70 service requests are anticipated. (Part of general PI for whole EH Team)