

COMMUNITY DIVISION

**SERVICE PLAN FOR
FOOD LAW ENFORCEMENT
2021-**

**Drawn up in accordance with the
Food Standards Agency Framework Agreement**

Approved by Licensing & Protection Committee
10th March 2021

March 2021

INTRODUCTION

This is Huntingdonshire District Council's Twenty First Food Safety Service Plan. It covers all the elements of food safety and hygiene for which the Council has statutory responsibility.

The requirement to have a Service Plan is laid down by the Food Standards Agency (FSA) in its *Framework Agreement on Official Feed and Food Law Controls by Local Authorities, 2010, Amendment number 5*. One of the FSA's aims is to make Local Authorities' delivery of official controls effective, risk-based, proportionate and consistent.*

This Service Plan outlines how Huntingdonshire District Council aim to deliver official food law controls in 2021-22. Any references to work delivered in 2020-21 are based upon data recorded between 1 January 2020 and 31 January 2020. The references to programmed work for 2021-22 are based on predictions made from the risk rated premises database on 31 January 2021.

** Framework Agreement on Official Feed and Food Law Controls by Local Authorities, 2010, Amendment number 5*

Myles Bebbington
Acting Operations
Manager - Business

EXECUTIVE SUMMARY

AIMS AND OBJECTIVES

The overall aim of the service is to work with businesses and consumers to secure the production, distribution and service of safe and wholesome food within Huntingdonshire. The plan is linked to Huntingdonshire District Council's Corporate Plan 2018 – 2022 which strives to support a safe and healthy environment, deliver economic growth and provide value for money services for the people of Huntingdonshire. Whilst Covid 19 has impacted immensely on the service over the previous year and is likely to impact during 2021 – 22 It is still imperative to set targets.

These are the key objectives which contribute to the overall aim of the plan:

- Planned and reactive inspections of registered and approved food establishments
- The investigation of service requests and complaints relating to food and food premises
- Where necessary, the submission of samples of food and water and environmental swabs for analysis
- The investigation of cases and outbreaks of food-borne and food poisoning illnesses.
- Delivery of the Food Hygiene Rating Scheme
- Promotion of key messages for consumer safety

In providing the service we currently have available equivalent to 8 FTE for food safety and Health and safety provision and a total net expenditure of approximately £238,000

A balanced programme of work is proposed for 2021 - 22 which incorporates a full range of official food controls. Due to the nature of the service some interventions are carried out during evenings and weekends. The plan is based upon the service being fully staffed.

In addition there will be a recovery plan implemented to address the backlog of food inspections created by Covid 19 pandemic.

The impact of Brexit is slightly clearer and as previously reported there will be an impact relating to food hygiene certificates issued by local authorities for food stuffs being exported. There is also an emerging concern around small level food imports i.e smaller food shop owners purchasing foodstuffs and importing it directly rather than via a recognised wholesaler. It is anticipated that this will require ad hoc inspections by Local authorities to ensure food safety when requested by FSA or Border control teams.

DEVELOPMENT PLAN 2021-22

The following developments are planned during 2021-22. This work is in addition to the proactive and reactive work undertaken as part of the normal daily workload. It is linked to the objectives and outcomes identified in the Corporate Plan and any regional or national strategies.

- Following a procurement process we will implement and migrate data to the new system Environmental Health and Licensing Management system, including training for staff and procedures. This project is anticipated to be in place by April 2021
- Review and update SOPs to align with the new computer system and remote working initiatives
- Review our programme of training courses in light of the broader acceptance of online training to help food businesses comply with food hygiene requirements and to help them achieve the highest possible food hygiene rating for their business
- Building on the communicating for compliance approach we will provide training for regulators to improve their skills in influencing and supporting business with confidence. The outcome for business will help them meet regulatory requirements and improve growth.
- The Food Standards Agency are moving to a national Online Registration system for all food businesses. It is anticipated that we will move to Stage 1 implementation during 2020-21, this has been delayed from last year and further delayed by Covid.
- We will continue to provide data to the FSA on food business registrations to inform the development of their risk engine as part of the Regulating our Future ongoing research and policy work.
- Implement transition of European legislation into UK law following exit from the EU, ensuring staff are trained and businesses are kept up to date via direct contact, social media and HDC website
- To promote the service as widely as possible using all available media outlets and support any relevant national strategies such as the FSA's National Food Safety Week
- To continue to promote the Healthier Options initiative via our website to help local businesses make healthier changes to their menu and food preparation methods.
- Continue to undertake official controls (including proactive food hygiene inspections) in line with the requirements of the Foods Standards Agency code of practice
- We will actively implement any new guidance issued by the FSA regarding allergens
- Continue to provide a reactive food hygiene service responding to the concerns of residents of Huntingdonshire, and the customers of Huntingdonshire food businesses

SECTION 1: FOOD SAFETY SERVICE - AIMS AND OBJECTIVES

1.1 Aims and Objectives

The overall aim of the service is to ensure that food placed or intended to be placed on the market for human consumption which is produced, stored, distributed, handled or purchased within Huntingdonshire is without risk to public health or the safety of the consumer. There are several key objectives which contribute to the delivery of the overall aim.

- The delivery of a programme of inspections and other interventions in accordance with the FSA's Code of Practice
- To respond to complaints and requests for service in accordance with any internal service standards
- To respond to any FSA Food Alerts for Action (FAFA) subject to available resources

1.2 Links to Corporate Objectives and Plans

The Service Plan supports the Council's Corporate Plan 2018-22. It contributes to several of the Strategic Objectives, with particular reference to the following:

Create, protect and enhance our safe built environment – dealing with significant breaches of food safety requirements which have the potential to put the public at risk

Support people to improve their health and wellbeing – by promoting the Healthier Options Scheme to food businesses in respect of acrylamides via the website.

Develop more resilient communities to help people help themselves – the provision of information and advice to businesses and to the wider public ensures that those businesses who achieve compliance are rewarded and the public can use this information to inform their decisions on where to eat

Accelerate business growth and remove barriers to growth – the provision of compliance advice to new and emerging businesses in order to help them “get it right first time”. support of the primary authority scheme to include new businesses, aiding compliance, issuing assured advice and encouraging economic growth

Become a customer focused organisation – dealing with new and established businesses in an advisory and educative way in order to build sustainable and trusting relationships at an early stage (see 3.5) and maintain these to ensure compliance throughout the lifecycle of the business.

SECTION 2: BACKGROUND

2.1 Authority Profile

- 2.1.1 Covering almost 360 square miles and situated in the valley of the Great Ouse, the District of Huntingdonshire forms the most westerly part of Cambridgeshire. It is the largest district in the County by both land area and population. The population is 173,600 and is forecast to grow to around 210,000 by 2036.
- 2.1.2 The employment rate in the district is 77.9% with 82% of people being economically active. 98% of businesses are classified as small or micro (Office for National Statistics; nomis Oct 2019-Sept 2020). The main centres are the market towns of Huntingdon, St Neots, St Ives, Yaxley and Ramsey.

2.2 Organisational Structure

- 2.2.1 The food safety service is one of the services provided by officers within the Business Team which in turn is part of the Community Division. The Business Team is one of the teams which reports to the Chief Operating Officer.
- 2.2.2 Through the Council's Scheme of Delegation the food safety service has delegated responsibility for food safety enforcement and the Operational Manager has the authority to instigate legal proceedings according to the Council's Constitution.
- 2.2.3 The Operational Manager (Business) is responsible for the day to day management and co-ordination of the food safety service supported by a Lead Food Officer acting as the technical expert on food safety related matters.
- 2.2.4 There are six officers in the Business Team with specific responsibility for the delivery of the food safety service of which 4.8 FTE is allocated to food safety or approximately 85% of the teams available time. The Operational Manager (Business) is supported by a team of Environmental Health Officers and Environmental Health Protection Officers. The team is also responsible for health and safety regulation and the smoking in public places legislation.
- 2.2.5 The service uses several agencies and companies to support the delivery of official food controls. These are summarised in Table 5 below.

Provision of External Services

Name of Organisation	Type of Service	Frequency of Service
Public Health England (PHE), Thetford and Colindale.	Microbiological food and water sampling and advice on infection and disease control	Weekly As required
Anglian Water, Huntingdon	Chemical and microbiological water sampling	Ad hoc

Campden BRI	Food and foreign body/ contaminant examinations and identifications	Ad hoc via annual subscription
Chartered Institute of Environmental Health (CIEH)	Information and advice. Materials for food hygiene courses	Weekly
Food Standards Agency (FSA)	Monitoring of performance, Information and advice	Daily Communication

2.3 Scope of the Food Service

The food safety service consists of the following elements

- Food safety advice and enforcement, proactive and reactive, including interventions, inspections, requests for service and working with businesses, including event organisers, other regulators and members of the public
- Provision of health certificates for exported foods which is anticipated to increase with Brexit
- Investigations and control of food poisoning and food-borne disease and other relevant infections as a result of information from businesses, members of the public and at the request of the Consultant in Communicable Disease Control (CCDC)
- Responding to food alerts and requests for action from the Food Standards Agency and other regulatory bodies
- Sampling of food and water supplies
- Working with the People Team to investigate complaints about refuse, drainage and odour nuisance associated with food businesses
- Consultee for premises licences and planning applications.
- Undertake additional duties required as part of the HDC response to Covid 19

2.4 Demands on the Food Service

2.4.1 There are currently 1664 food businesses on the database, an increase of 111 over 20-21. This figure includes home-based cake-making businesses, child-minders and businesses based outside of the district but which trade within it. It does not include businesses which only trade occasionally or temporarily within the district such as at Continental Markets or community events.

2.4.2 Throughout the pandemic and the lockdowns and easing and tightening of restrictions, officers have managed to maintain the delivery of key services alongside a national effort supporting our front-line workers and the vulnerable in our society. Environmental Health officers have been at the forefront of the fight against the threat of increased cases and further deaths. The NHS Test, Track and Trace scheme is an ongoing vital tool in tracking (and controlling) the spread of the virus. The food team have been key in assisting with the case management through the door knocking service and the online case management system (CMS). This has resulted in over 200 covid service requests and over 150 requests for door knocking which remains a priority. In addition to

door knocking to obtain the contact details for people who have tested positive for Covid-19, Officers from the Community (Business) team had also been involved, along with other agencies, with the enforcement of the various and ever-changing Coronavirus Regulations 2020, which has resulted in approximately 140 visits to premises to advise and assess Covid compliance, resulting in 5 prohibition notices and 27 warning letters. Officers continue to be proactive with giving out advice and guidance to help businesses and our residents understand the requirements necessary to comply with the law.

2.4.3 This has been managed during already very challenging times by having to juggle resources and prioritise our service delivery. During the lockdown with the restrictions which have been imposed with them has necessitated the need to work more remotely and this has now become more common place.

Breakdown of food businesses in Huntingdonshire by FSA classification Figures in brackets show 20-21 figures

Primary Producers (e.g. farms)	34 (31)
Manufacturers/Packers	55 (43)
Importers	4 (4)
Distributor/Transporters	70 (54)
Food Retailers	261 (290)
Caterers – restaurants, cafes, hotels, mobile traders, pubs, clubs and takeaways	1013 (1049)
Outside district	62 (62)
Total	1499 (1533)

2.4.4 Food businesses are inspected according to their inspection rating category. The highest risk businesses (category A) are the subject of an inspection, partial inspection or audit at least every 6 months whereas the lowest risk businesses (category E) are monitored using alternative enforcement approaches. New businesses are classified as “Unrated”. The breakdown of premises by inspection rating category is :-

Breakdown of food premises by inspection rating category

	A	B	C	D	E	Unrated
As at 31/01/2020	3	67	283	453	494	114

As at 31/01/2021	5	53	304	451	492	119
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2.5 Approvals and Specialist/Complex Processes

2.5.1 Food hygiene regulations require certain premises which handle food products of animal origin to be approved by virtue of their nature, scale or complexity. Within Huntingdonshire there are Ten approved premises: three approved for meat products; four approved for egg packing; one for meat and smoked fish; and one as a cold store.

2.5.2 There are also businesses that use complex equipment such as vacuum packing machines and businesses carrying out complex processes such as sous-vide, cook-freeze and the curing of meat products. Suitably qualified and trained officers carry out interventions in businesses associated with specialist and complex processes and equipment.

2.6 Delivery of the Service

2.6.1 The Business Team is based on the first floor of Pathfinder House, St Mary's Street, Huntingdon. Customers can contact officers in the following ways:

- In person or by telephone between 9am and 5pm Monday to Thursday, 9am and 4.30pm Friday (01480 388302) (subject to current Covid restrictions)
- By fax on 01480 388361
- By email: EnvHealth@huntingdonshire.gov.uk or food@huntingdonshire.gov.uk
- Advice and information about good practice and the service is available on the Council's website.
- Due to Covid the team are currently working from home and visits to PFH are by prior appointment only

Officers are not on standby outside office hours but arrangements have been made with the FSA, Cambridgeshire Police and Public Health England so that officers can be asked to respond to major incidents and emergencies during evenings and weekends.

2.6.2 The following factors can have an impact on the delivery of the Service Plan:

- An outbreak of food poisoning or a work-related death.
- Major outdoor events during the course of a year which involve food safety, water and health and safety considerations, Preparation for such large- scale events can account for 60 - 80 hours of officer time, however it is not envisaged that this year there will be any significantly large events in excess of 5,000 attendees
- Officers may have to respond to FSA Food Alerts for Action. Some can be very time-consuming, particularly if they require action to be taken to identify and if necessary remove suspect or unsafe food from the food chain.

- There are two food businesses which regularly export food products to countries outside the EU. These products require a Health Certificate and additional checks may need to be carried out before the certificate is issued. 90 certificates were issued during the last year. It is recognised that this could increase significantly due to Brexit.
- The implementation of changes to existing legislation, Codes of Practice, Government guidance and monitoring arrangements have resource implications for the service.
- The impact of Covid 19 is a major issue for the overall delivery of the food safety programme, with inspections on hold, a programme of virtual inspections is being carried out targeted at the higher risk premises and premises that are allowed to open.

2.7 Enforcement Policy

- 2.7.1 In February 2018 Huntingdonshire District Council adopted a Corporate Enforcement Policy. This sets out its approach to proportionate, transparent, fair and effective regulation and enforcement, following the principles set down in the Regulators Code. This overarching framework is intended to provide customers with a clear understanding of the Council's approach to regulatory and enforcement activity. The Food Safety Enforcement Policy has been amended to reflect the new policy.
- 2.7.2 In order to promote consistent and proportionate enforcement the service is an active member of Cambridgeshire and Peterborough Food and Safety Group. Senior officers represent the council at these meetings which seek to share best practice and liaise with wider partners. Task and finish groups are periodically set up to develop consistency exercises, training programmes or peer review models.

SECTION 3: SERVICE DELIVERY

3.1 Delivery Mechanisms

- 3.1.1 There are four key drivers which contribute to the service outlined in Section 1. In broad terms they are as follows.

- **Intervention driven:** work which is largely determined by the FSA Food Law Code of Practice. In the main this consists of programmed inspections and interventions at frequencies prescribed by the Code of Practice together with revisits and enforcement action in accordance with the Enforcement Policy
- **Demand driven:** work in response to complaints and requests for advice and guidance; investigation of food poisoning notifications; responses to FSA Food Alerts (in particular those which require action); and liaison with other Council services in support of wider corporate objectives
- **Intelligence driven:** responses to credible or verifiable information which suggests a risk to public health
- **Education driven:** the provision of advice, education and support to businesses and consumers; supporting national campaigns and strategies which are in the interests of public health and/or consumer

safety (e.g. Food Safety Week).

- 3.1.3 Each officer has been allocated a specific geographical area which contains a diverse range of food businesses. The number and type of businesses is consistent with the officer's knowledge and experience. There is a "buddy" system in place to ensure that at least two officers have some knowledge of specialist or unusual businesses.

3.2 Interventions at food businesses

- 3.2.1 These consist of the "official food controls" specified in the Food Law Code of Practice together with any other activities where the purpose is to monitor compliance with food hygiene law. There are around 1169 A - D businesses that will require some sort of intervention during 2021-22. This figure includes all outstanding inspections carried forward from 2020-21, all figures will be reported on a quarterly basis.
- 3.2.2 The food hygiene intervention rating is used to determine the type of intervention that is suitable for that particular operation. Unannounced inspections are carried out at businesses in categories A and B, these may comprise an inspection, partial inspection or audit at appropriate intervals. Category C premises will be assessed using either a full/partial inspection or audit, until they are deemed broadly compliant, once this is achieved planned interventions may alternate between the above and another type of official control. Category D premises will be subject to alternate official control and non-official controls unless they are also rated 30 or 40 for "type of food and method of handling" when they are restricted to a full/partial inspection or audit. Other official controls comprise food sampling, surveillance, verification visits and audits. The Code of Practice allows local authorities to use Alternative Enforcement Strategies (AES) for category E businesses.
- 3.2.3 Category E businesses are suitable for AES approaches which typically involve the completion of a self-assessment questionnaire by the business. Of the businesses due for an intervention in 2021-22, There are currently 492 in category E. Other interventions that are not official controls include education, advice, coaching at a food establishment and information and intelligence gathering.
- 3.2.4 There are approximately an additional 490 businesses on the database at which the nature of the operation is either temporary, so low as to present little or no public health risk or unlikely to be viewed as a food business by the general public. These premises cannot be removed from the database but are excluded from the scope of the Food Hygiene Rating Scheme. The available resources mean it is very unlikely that they will be inspected but they may be captured by AES approaches or visited in response to complaints, However AES interventions will remain low priority particularly during the current pandemic.
- 3.2.5 Planned inspections do not include inspections of new businesses or those which change hands during the year. Nor do they include inspections of temporary or occasional businesses at markets, fairs or large public events.
- 3.2.6 Food businesses that fail to comply with significant statutory requirements must be subject to appropriate enforcement action and revisit(s). Such businesses will be identified by a compliance score of 15 or higher for hygiene and/or structure and/or

a confidence in management score/control procedures score of 20 or higher as laid out in the Intervention Rating Scheme described in the Food Law Code of Practice (2017). It is estimated that following Covid closures about 20% of inspections will require some follow up action to check compliance. This could mean up to 210 revisits.

- 3.2.7 The frequency at which businesses must be inspected is outlined in Chapter 5 of the Food Law Code of Practice December 2017. Information gathered at inspection is also used to determine the Food Hygiene Rating Scheme (FHRS) score. The FHRS is operated in accordance with the FSA Brand Standard November 2018. Businesses can appeal against their rating and can also request a rescoring visit (subject to the payment of a fee) after the inspection upon which their rating was based. During 2020-21 there have been nine re- score requests, compared to Twenty Six in 2019-20.
- 3.2.8 All officers who carry out official food controls are authorised in accordance with the Code of Practice.
- 3.2.9 Officers will also carry out spot checks at businesses if they have concerns or intelligence about the business or about a specific activity within a business. The outcome of a spot check may affect future planned inspections of the business.

3.3 Complaints

- 3.3.1 These generally fall into one of the following categories:
- 3.3.2 Complaints about the food premises themselves (e.g. poor staff hygiene, allegations of pests, poor standards of cleanliness)
- 3.3.3 Complaints about the condition or contamination of food (extraneous matter, mould, dirty containers)
- 3.3.4 Complaints about food labelling and food information ('use by' dates and allergen information).
- 3.3.5 Based on previous years it is estimated that there is expected to be about 500 such complaints in 2021-22, which is in line with previous years. Progress against this will be reported quarterly.

3.4 Primary Authority Scheme

- 3.4.1 Primary Authority is based on legal partnerships between businesses and local authorities. The scheme was originally launched in 2009 but has since expanded so all businesses can benefit from access to relevant, authoritative tailored advice.
- 3.4.2 Following the dissolution of our partnership with Cambridgeshire Catering Services we no longer have any active agreements.
- 3.4.3 In line with corporate priorities to support local businesses, further opportunities to develop the primary authority scheme will be pursued.

3.5 Advice to Businesses

3.5.1 Officers provide information and advice to businesses to help them comply with the law and to encourage the use of best practice. This is part of our enforcement policy and is achieved through a range of activities including:

- Advice to new businesses
- Advice during the course of inspections and other visits
- Targeted business support visits to poor performing businesses
- Site visits on request and where appropriate (e.g. prior to the opening of a new business)
- Proactively contacting businesses to comment on plans at the planning application stage
- Proactively contacting businesses to comment on applications for premises and temporary licences
- Publication and distribution of a food and safety newsletter to all businesses
 - Maintenance and development of the website with links to the Food Standards Agency's website.
 - Key information issued via Council website
 - Covid safe advice and guidance

3.5.2 These activities are integrated into the service's general interventions and food safety promotion functions. There have been over 200 requests, in the first Ten months of 2020-21 for advice and training this year, it is expected that there will be at least as many in 2021-22 as business emerge from the latest lockdown.

3.6 Food and Environmental Sampling

3.6.1 Sampling is a recognised official food control. In 2021-22 the commitment to sampling will continue and where appropriate it will be used as an alternative to carrying out a full inspection.

3.6.2 Public Health England (PHE) doesn't currently charge for the analysis of samples.

3.6.3 All sampling will be carried out in accordance with relevant legislation, the Code of Practice issued under the Food Safety Act 1990, guidance on the particular sampling intervention designed by PHE and the departmental Standard Operating Procedure (SOP).

3.7 Control and Investigation of Food-related Infectious Diseases

3.7.1 Officers will investigate food-related infectious disease notifications in accordance with protocols agreed with the Consultant in Communicable Disease Control (CCDC), Anglian Water and Cambridge Water Company. The general aims of any investigation are to identify the source and cause of the infection and prevent further spread.

3.7.2 There have been 36 food poisoning notifications so far this year which is

continuing the recent trend of declining reports of confirmed cases of food borne illness.

3.7.3 The Council has appointed the Consultant in Communicable Disease Control (CCDC) from Public Health England as the 'Proper Officer' under the Public Health (Control of Disease) Act 1984.

3.8 Food Safety Incidents

3.8.1 FSA food alerts for action will be dealt with in accordance with:

- the departmental SOP
- the Food Law Code of Practice issued under the Food Safety Act 1990 and
- any instructions issued by the FSA.

3.8.2 Most food alerts are Product Withdrawal Information Notices or Product Recall Information Notices which require little or no action. There are a significant number of allergy alerts but these too require little or no action or are dealt with by Trading Standards Officers (TSOs). Occasionally TSOs may ask for our support. Food Alerts for Action (FAFA) and ad hoc requests for action may have an impact upon programmed work but the numbers are relatively low.

3.8.3 Given the nature of food alerts, it is impossible to predict the likely demands and requisite resources with any accuracy. If a food alert is associated with a business based within Huntingdonshire then officers will be expected to devote more time to that alert than to one which originates elsewhere.

3.9 Liaison with Other Organisations

3.9.1 The Council recognises the importance of ensuring its enforcement approaches are consistent with those of neighbouring local authorities. Officers have access to the LGA Knowledge Hub and there is dialogue and liaison in a number of settings:

- Cambridgeshire and Peterborough Food and Safety Group (CPFSG)
- Cambridge Water Company Liaison meetings
- Anglian Water Liaison meetings
- Flare User Group
- Food Standards Agency regional events
- Public Health England/Environmental Health liaison days
- Chartered Institute of Environmental Health update events

3.9.2 The CPFSG promotes consistency between officers and authorities and where possible produces common policies and procedures. Where appropriate, subgroups can be convened to deal with a specific issue. The membership includes Lead Food Officers from Cambridgeshire and Peterborough as well as representatives from Public Health England, the Food Standards Agency and Trading Standards.

3.9.3 There is routine liaison and contact with officers from Planning and Building Control, Business Rates, the Fraud Team, Licensing and Legal as well as liaison and consultation with the Town Centre

Managers where appropriate.

3.10 Food Safety and Public Health Promotion

Subject to resources and the ongoing pandemic, the proposals for 2021-22 include the following:

- Promotion of online food hygiene training and provision of CD ROMs
- Promotion of the National Food Hygiene Rating Scheme (FHRS)
- Production of food safety newsletters sent to all businesses on our database
- Ongoing covid advice
- Hygiene and food safety linked press releases
- Maintenance and development of relevant information on the Council's website
- Providing support to existing businesses and to new businesses on food safety legislation, compliance and best practice
- Promotion of Healthier Options via our website to encourage local businesses to offer healthy food choices to customers.
- Contribute to wider HDC covid responses such as Track and Trace

3.11 Food Intended for Export

3.11.1 There are two manufacturing businesses which regularly supply food to non-EU countries and which require an Export Health Certificate for each consignment. These arrangements support the businesses in question and have generated income of £ 8,500 during 2020-21, slightly down from £11,050 in 2019-20.

3.11.2 The exit from Europe is likely to have a significant impact with regards to food exports. Whilst legislation is yet to be clearly identified the FSA have indicated that the requirement for local authorities to inspect food premises that export food beyond the UK and the requirement to issue food export certificates may increase significantly. The current position is that certificates are only required to countries beyond the EU.

SECTION 4: RESOURCES

4.1 Financial Allocation

4.1.1 The budget for 2021-22 is shown in Table 8 below

Table 8: Food Safety Service Budget 2021-22

	2021-22
Direct Costs	£
Employees	
Salary (NI, Pension, training)	230,00
Transport, mileage	2,000
	232,00
Other	
Equipment, furniture and materials	1,400
Offices expenses	2,300
Services	150
Printing and Postage	300
Personal Protective Equipment	1200
Training Expenses	600
Books and Publications	400
Subscriptions	450
	6,500
Total	238,500
Income	
Costs recovered (Export Certificates, Primary Authority Partnership, delivery of training courses and fees for FHRS re-score visits)	-11,000
Total Expenditure	227,500

4.1.2 The overall budget for 2021-22 remains largely the same as 2020-21 with a 1% increase in staffing costs.

4.1.3 The estimated income of £11,000 comprises fees for export certificates and FHRS re-score visits plus income mainly from export certificates.

4.1.4 The roll out of new mobile phones, laptops and Council anywhere during 2019-20 enabled the team to maximise and continue to work efficiently during the Covid pandemic and respond in an agile manner to the fluctuating situation during 2020-21

4.1.5 In the event of a serious or major incident or a large outbreak of food poisoning or

food-borne illness requiring additional resources, officers from the Business Team will assist in the first instance and if necessary officers can be drafted in from other Environmental Health teams to support the response.

- 4.1.6 There are no financial restrictions placed upon legal action, each case being considered on its merits. In the event of enforcement action that would place unforeseen demands on resources, local authorities can apply for financial support from the FSA but this fund is discretionary and may be withdrawn at any time

4.2 Staffing Allocation for the Food Service

- 4.2.1 Food law enforcement and compliance advice activities are provided by officers from the Business Team. The team is led by the Operational Manager (Business) and contains another six authorised officers, three of whom work full time. The team is supported by the Business Support Team.
- 4.2.2 Staff must be appropriately trained and are required to undertake 20 hours of continuing professional development every year to maintain their competency. All officers have an annual personal development plan which sets out training requirements and is reviewed monthly. Currently all members of the team are subscribed to the ABC on-line training service which delivers accessible modular packages in specific areas of food law. This is also supplemented by training organised by authorities within the Cambridgeshire and Peterborough Food and Safety Group, Public Health England and the Chartered Institute of Environmental Health.

SECTION 5: QUALITY ASSESSMENT

5.1 Quality Assessment

- 5.1.1 The Operational Manager (Business) working closely with the Lead Food Officer is responsible for the overall monitoring of the service. In general terms the service is monitored internally in accordance with Standard Operating Procedure (SOP) CT04. The practical arrangements include the following
- Review of premises inspection records in accordance with SOP CT04
 - Observed and accompanied inspections
 - Periodic reviews of policies and procedures
 - Team meetings – programmed work is monitored against targets; reactive work is monitored with reference to management and closure of service requests
 - Annual values based performance appraisal, quarterly formal and frequent informal one-to-ones
 - Peer review and consistency exercises led by the CPFSG
 - Peer review and consistency exercises led by the FSA.
- 5.1.2 There are several SOPs which cover the different aspects of the service. They will be subject to on-going review in 2021-22 to reflect changes in the code of practice, practice guidance and FHRB Brand Standard.

6.5 Summary Action Plan for 2021-22

6.6.1 The service is committed to the delivery of official food controls and in accordance with the Code of Practice will target inspection resources to the highest risk premises using flexibility to undertake partial inspections and non-inspection interventions for broadly compliant/lower risk businesses. The service will respond to complaints, enquiries and requests for service in accordance with internal procedures and with regard to public health risk and will be reported quarterly.

6.6.2 Subject to resources the service will also make the following commitments to the Council's corporate aims and objectives.

- Final Implementation and embedding of a new Environmental Health Management System.
- Review and update SOPs in relation to the new computer system and remote working initiatives
- Review the viability and delivery of training courses and briefing events to help food businesses comply with food hygiene requirements and to help them achieve the highest possible food hygiene rating for their business. .
- The Food Standards Agency are still planning to move to a national Online Registration system for all food businesses, however this has been significantly delayed due to Covid. It is anticipated that we will move to Stage 1 implementation during 2021-22. We will continue to provide data to the FSA on food business registrations to inform the development of their risk engine as part of the Regulating our Future ongoing research and policy work.
- amend existing processes following Brexit to comply with legislation into UK law following exit from the EU, ensuring staff are trained and businesses are kept up to date
- To promote the service as widely as possible using all available media outlets and support any relevant national strategies such as the FSA's National Food Safety Week
- To continue to promote the Healthier Options initiative to help local businesses make healthier changes to their menu and food preparation methods,
- Continue to undertake official controls (including proactive food hygiene inspections) in line with the requirements of the Foods Standards Agency code of practice.
- Continue to provide a reactive food hygiene service responding to the concerns of residents of Huntingdonshire, and the customers of Huntingdonshire food businesses.
- Appendix 1 identifies service plan targets for pro active interventions for 2021-22
- Appendix 2 identifies estimated levels for reactive work during 2021-22

This document will be considered as a live working document and be kept under review through team meetings and regular monitoring meetings with the Chief Operating officer.

