

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

**Minutes from the Meeting of the Environment and Community Panel held on
Wednesday, 25th May, 2016 at 6.00 pm in the King's Court, Chapel Street,
King's Lynn**

PRESENT: Councillors C Sampson (Chairman), Miss L Bambridge, A Bubb,
Mrs S Collop, Mrs S Fraser, G Hipperson, J Moriarty, P Rochford, T Smith and
A Tyler.

Officers:

Vicki Hopps – Environmental Health Manager (Commercial)
Honor Howell – Assistant Director

EC1: APPOINTMENT OF CHAIRMAN FOR THE MUNICIPAL YEAR

RESOLVED: That Councillor Colin Sampson be appointed as
Chairman of the Environment and Community Panel for the Municipal
Year.

EC2: APPOINTMENT OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR

RESOLVED: That Councillor Lesley Bambridge be appointed Vice
Chairman of the Environment and Community Panel for the Municipal
Year.

EC3: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C Bower, B
Long and A Lawrence.

EC4: MINUTES

RESOLVED: The minutes from the Environment and Community Panel
Meeting held on 25th March 2016 were agreed as a correct record and
signed by the Chairman.

EC5: DECLARATIONS OF INTEREST

Councillor A Tyler declared an interest in item EC11: Appointments to
Outside Bodies – West Norfolk Disability Forum as he worked part time
in a care home.

EC6: URGENT BUSINESS

There was none.

EC7: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

EC8: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC9: **MATTERS REFERRED TO THE PANEL FROM OTHER COUNCIL BODIES AND RESPONSES MADE TO PREVIOUS PANEL RECOMMENDATIONS/REQUESTS**

There was none.

EC10: **FOOD SAFETY TEAM ANNUAL UPDATE**

The Environmental Health Manager (Commercial) provided the Panel with an update on the work of the Food Safety Team.

A copy of the presentation is attached.

The Chairman thanked the Environmental Health Manager for her presentation and invited questions and comments from the Panel. The Environmental Health Manager responded to questions from the Panel as summarised below.

She explained that different organisations had different responsibilities delegated to them by the Food Standards Agency and the Borough Council had responsibility for food businesses within the area including restaurants, schools and food manufacturing businesses.

Food businesses were required to register with the Borough Council 28 days in advance of operation, but this was sometimes not the case and officers kept an eye on when new businesses were opening within the area so that they could contact them to ensure that they were correctly registered.

The Environmental Health Manager confirmed that Tattoo Parlours required a Premises Licence and the individual also required a Personal Licence.

The Panel was informed that the Borough Council had a duty to maintain a public register of cooling towers and ensure that they were maintained and cleaned out properly as they had the potential to cause legionella and legionnaires disease.

The Borough Council also dealt with lifting operations and held an equipment register. All lifts were checked annually by the relevant insurance company who subsequently provided a report to the Borough Council to outline any failures. If a high risk fault was identified, officers would visit the premises to ensure that repairs had been completed.

The Environmental Health Section also monitored Sunday Trading Hours. Legislation currently prevented larger shops from opening for over six hours on a Sunday.

With regards to Ship Sanitation Inspections, the Council was usually given 24 hours' notice if an inspection was required. If no trained officers were available to perform the inspection the ship would have to be inspected at the next port it was docked at.

RESOLVED: The update was noted.

EC11: **APPOINTMENTS TO OUTSIDE BODIES**

The Chairman invited the Panel to nominate representatives to participate in the outside bodies and partnerships which fell within the Panel's remit. The nominations would be presented to the Full Council meeting on 30th June 2016 for approval.

RESOLVED: That the following nominations be presented to the Full Council meeting on 30th June 2016:

1. Council/College Liaison Board – Councillor T Smith
2. Area Museums Committee – Councillors A Tyler, T Bubb and T Smith
3. NCC Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel – Councillor Westrop and one vacancy for substitute Member
4. Norfolk Health and Overview Scrutiny Committee – Councillor Mrs S Young and T Smith (substitute)
5. West Norfolk Community Transport Project – Councillor Mrs S Fraser
6. West Norfolk Disability Forum – Councillors T Bubb, Mrs S Fraser, M Cheney of Horsbrugh, Mrs S Squire and A Tyler.

EC12: **WORK PROGRAMME**

The draft work programme for 2016/2017 was presented to the Panel. Members of the Panel were encouraged to submit items for consideration to the Chairman.

The following items were discussed/identified for inclusion on the Work Programme:

- Members were encouraged to feedback to Sarah Moore on the Grounds Maintenance Review and an update would be provided to

the Panel in October, once feedback from the summer season had been received.

- Councillor Hipperson suggested that the Panel look at the effect of Wind Turbines on air travel and light aircraft.
- Councillor Moriarty requested that Policy Development and Scrutiny Training be arranged for Members.
- The Work Programme and Agenda be amended so that the Panel could identify how they would be dealing with items, e.g. scrutiny, policy development or updates.

RESOLVED: The Work Programme for 2016/2017 was agreed.

EC13: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on Wednesday 6th July 2016 at 6.00pm in the Committee Suite, King's Court, Chapel Street, King's Lynn.

The meeting closed at 7.15 pm



Food Safety Update

Vicki Hopps
Environmental Health Manager

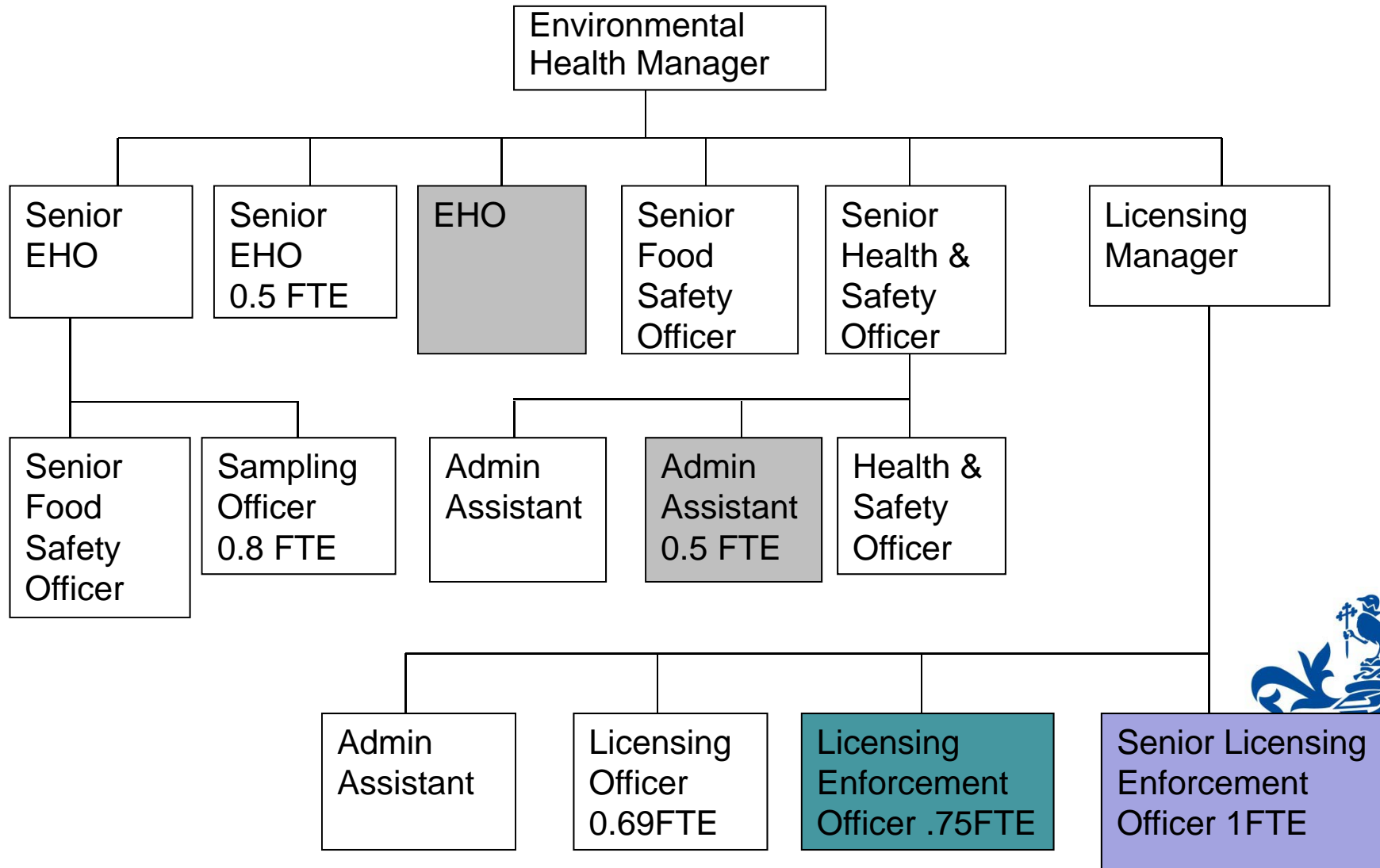


What's included

- Who we are – changes in staffing
- Performance 2015/16
- Service Demand 2016/17
- Food Hygiene Rating Scheme – where we are
- Ship Sanitation Inspections
- The future / emerging issues.....



Food, Health & Safety and Licensing



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Budget

Food Safety Service	2014/15 Estimate £	2014/15 Actual £	2015/16 Estimate £	2016/17 Estimate £	2017/18 Estimate £
Gross Expenditure	344,070.00	329,307.61	345,840.00	361,050.00	361,050.00
Fees and Charges	-27,900.00	-29,014.79	-27,910.00	-28,310.00	-28,750.00
Net Expenditure	316,170.00	300,292.82	317,930.00	332,740.00	332,300.00

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What we do

- Food hygiene inspections
- Food complaints
- Food, water and shellfish sampling
- Investigate infectious diseases
- Ship sanitation certificates
- Export certificates
- Health & safety inspections
- Investigation of accidents
- Health & safety complaints
- Cooling towers
- Notification of asbestos removal work
- Lifting Operation thorough examination reports
- Registration of skin piercers
- Sunday trading
- Education and training
- Etc.....



2014 /15 a look back

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	Interventions Achieved			Interventions Outstanding		
Premises Rating - A	56			0		
Premises Rating - B	179			1		
Premises Rating - C	267			20		
Premises Rating - D	152			212		
Premises Rating - E	87			228		
Premises Rating - Unrated	214			61		
Premises Rating - Outside	41			0		
Totals	996			522		

Average 64.7% achieved

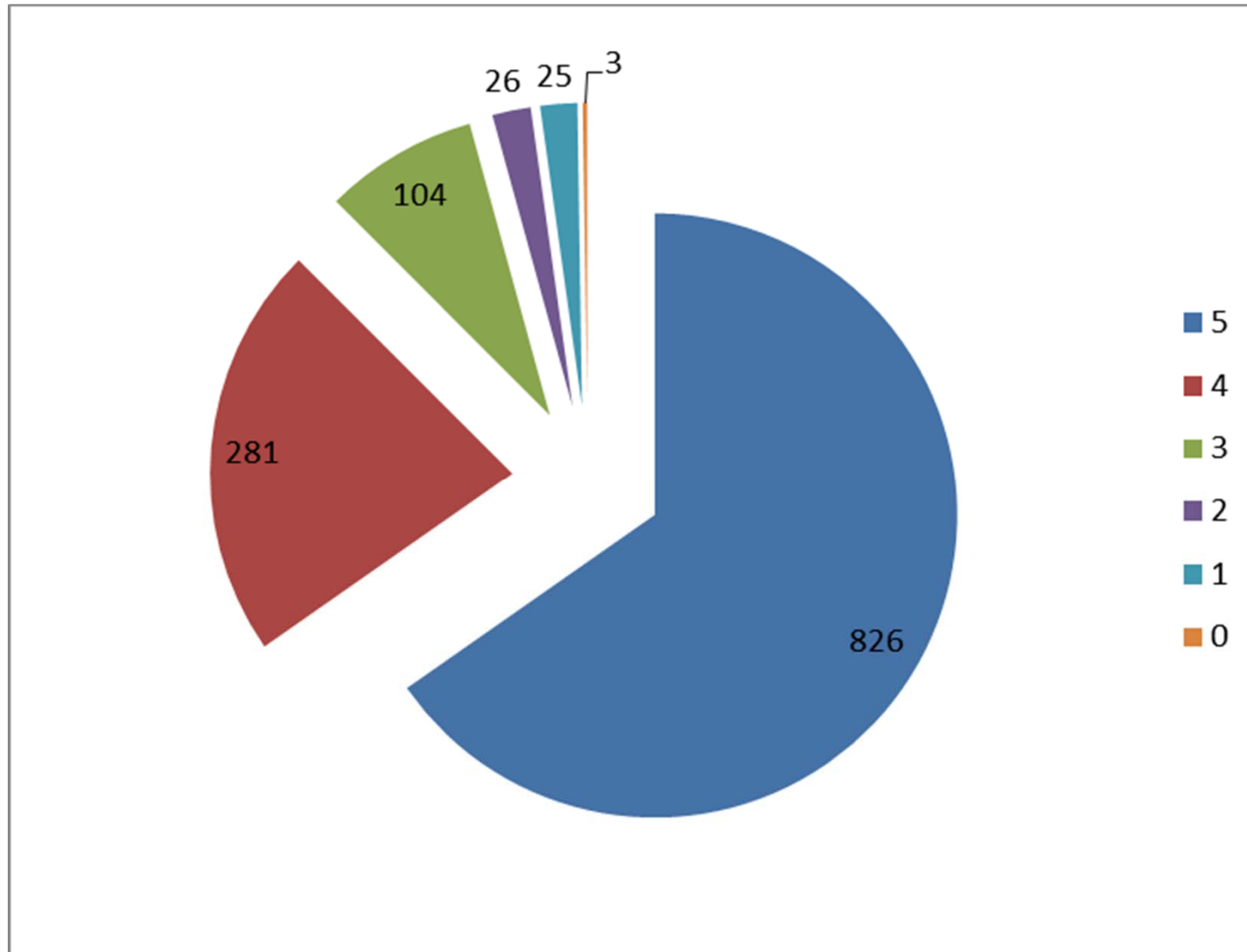


2015/16

	Interventions Achieved		Due Interventions		% Achieve
Premises Rating - A	10		0		100
Premises Rating - B	171		7		99.9
Premises Rating - C	192		20		99.9
Premises Rating - D	340		103		77
Premises Rating - E	78		303		20.5
Premises Rating - Unrated	175		84		68
Premises Rating - Outside	35		0		100
Totals	1001		517		Av - 77.6%



Food Hygiene Ratings – Distribution Over Time



FHRS – Changes in Ratings

% of establishments for which the rating improved	% of establishments for which the rating is unchanged	% of establishments for which the rating went down	% of establishments for which rating no longer given (5)
29.0	58.6	10.5	1.9

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2015/16 Service Demand

Activity Type	Service Activity 2014/15	Service Activity 2015/16	Service Demand 2016/17	Estimate time in hours for Inspection (including travel~1hour)	Estimate time in hours for follow up action e.g. letters, notices, revisit	FTE Equivalent #
Total Number of food premises	1779	1808				
Programmed Inspections	Interventions achieved		816			
Category A premises	56	10	10	30	42	0.04
Category B premises	179	171	74	222	222	0.25
Category C premises	267	192	187	561	374	0.53
Category D premises	152	340	197	394	197	0.33
Category E premises	87	78	120	120	60	0.10
Unrated premises	214	175	91	182	91	0.15
Food related complaints	58 food 154 premises	38 food 138 premises		424	212	0.37
Fishing Boat Approvals		~46		138	138	0.16
Manufacturers		67		469	938	0.83
Infectious Disease notifications	268			67	134	0.12
Food and Shellfish sampling and Port Health water sampling	280	Expected same level	Expected same level	280	140	0.25
Other service requests/information	61 – general advice 106- premises hygiene			250	83	0.2



2015/16 Service Demand cont'd...

Level 2 Training			At least 6 courses per year	108	12	0.07
Level 3 Training			At least 2 courses per year	102	12	0.07
Other promotion and advisory work			Hand Washing in Schools; Educational Events	192	12	0.12
Staff professional qualification courses	Minimum 10 hrs per officer per year	Minimum 10 hrs per officer per year	Minimum 10 hrs per officer per year	n/a	70	0.04
Administrative Support				n/a	2550	1.5
Service Management				n/a	935	0.55
TOTAL FTE						5.68

Current FTE – 4.2 Officers

FTE Admin – 0.5

Management – 0.33

TOTAL – 5.03



Port Health

- International vessels importing:
 - wood for local timber companies,
 - road stone,
 - products,
 - fertiliser for the farming communities and
 - soya meal.
- Exporting:
 - grain (barley, wheat),
 - pulses and
 - scrap metal.
- The Port is not a Border Inspection Post for food



Ship Sanitation Inspections

- Formally De-ratting Certificate has been replaced by the Ship Sanitation Certificate.
- Borough of King's Lynn and West Norfolk Port Health Authority has been authorised to issue these certificates.
- The new certificate involves a more detailed inspection:
 - checks for vectors of illness and
 - controls in place to minimise the risk of the spread of any illness.



The Inspection

- May include:
 - Galley
 - Crew Accommodation
 - The Bridge
 - Deck Areas
 - Waste Storage
- This is to ensure the ship poses no danger to public health and has controls in place to prevent the spread of illness.
- If no evidence of a risk to public health, a Ship Sanitation Control Exemption Certificate will be issued which will be valid for 6 months.
- Should evidence be found of a public health risk a Ship Sanitation Control Certificate will be issued outlining the control measures required.



Charges for this

- Gross Tonnage Charge (£)
 - Up to 1000 - £76
 - Up to 1001 to 3000 - £112
 - 3,001 - 10,000 - £172
 - 10,001 - 20,000 - £228
 - 20,001 - 30,000 - £290
 - Over 30,000 - £345



New Challenges

- Reduction in staff numbers – 20% council spending review
 - 20% reduction in visits to high risk food businesses – only 77% of high risk business will receive a visit (based on 15/16 figures)
 - Reduction in pro-active work – may lead to increase in enforcement/reactive work or complaints
 - Unable to respond to all food complaints / premises complaints
 - Increase in occurrences of Foodborne Illness
- FSA re-modelling food enforcement (based on NZ model)
 - Licensing / Robust Registration
 - Charging for interventions
 - Earned Autonomy
 - Hands Off Approach to compliant businesses
 - External Verifiers
 - Centralisation of Food Control – lack of local control



Any Questions????

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