

## REPORT TO CABINET

|  |                                      |  |  |                                     |
|--|--------------------------------------|--|--|-------------------------------------|
| <b>Open/Exempt</b>   |                                      | Would any decisions proposed :                             |  |                                     |
| <b>Any especially affected Wards</b>   | Mandatory/                           | Be entirely within Cabinet's powers to decide              | YES  |                                     |
|  | Discretionary /                      | Need to be recommendations to Council                      | NO   |                                     |
|  | Operational                          | Is it a Key Decision                                       | NO   |                                     |
| Lead Member: Cllr Paul Kunes<br>E-mail: cllr.paul.kines@west-norfolk.gov.uk  |                                      | Other Cabinet Members consulted: Cllr Dark                 |  |                                     |
|  |                                      | Other Members consulted: Cllr Sampson                      |  |                                     |
| Lead Officer: Vicki Hopps<br>E-mail: Vicki.hopps@west-norfolk.gov.uk<br>Direct Dial:01553 616307   |                                      | Other Officers consulted: Commercial Team; Stuart Ashworth |  |                                     |
| Financial Implications<br>NO   | Policy/Personnel Implications<br>YES | Statutory Implications<br>YES                              | Equal Impact Assessment YES<br><br>If YES: Pre-screening | Risk Management Implications<br>YES |
| If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s) |                                      |  |  |                                     |

Date of meeting:

### **TITLE: COMMERCIAL TEAM SERVICE PLAN**

#### **Summary**

Food authorities are required by the Food Standards Agency to set out a scheme for the planning and delivery of food law enforcement. It is expected that this scheme will take the form of a formally adopted service plan.

#### **Recommendation**

The Council approves the Commercial Team Service Plan.

#### **Reason for Decision**

The Council has the responsibility to ensure food businesses within the Borough maintain satisfactory standards of hygiene thus reducing the likelihood of food borne disease.

By not adopting the service plan the authority may be classed as a failing authority in the view of the Food Standards Agency.

#### **Background**

Food authorities are required by the Food Standards Agency to set out a scheme for the planning and delivery of food law enforcement. It is expected that this scheme will take the form of a formally adopted service plan.

The Commercial Team Service Plan (the Plan) encompasses all the services provided by the Commercial Team, namely:

- Food Safety and Hygiene;
- Health and Safety Enforcement;
- Licensing;
- Corporate Health and Safety;
- Public Health (including infectious diseases);
- Port Health.

The Plan has an important role in ensuring that national priorities and standards are addressed and delivered locally. It also provides a focus on key delivery issues and has an essential link with financial planning. The purpose of the service plan is to set objectives for the future and identify major issues that cross boundary services. In addition it presents the opportunity to manage performance and make performance comparisons.

The Food Standard Agency recognises that food authorities use various approaches to enforcement work depending on the prevailing circumstances, level of risk, political and stakeholder desire and other external influences.

The Plan sets out how the Team intends to meet its obligations in relation to food safety, health and safety and licensing and highlights the range of intervention methods and approaches utilised in order to ensure the safety and integrity of businesses within the Borough. These include education and business support through to enforcement and regulation.

Previously the service plan has been approved by the portfolio holder (cabinet member), however it is now expected that the plan should be approved by the “appropriate member forum”, in other words the cabinet, to ensure local transparency and accountability.

The Plan will be reviewed and revised periodically and used as a mechanism for keeping members informed of local activities undertaken by the Commercial Team .

#### **Options Considered**

None

#### **Policy Implications**

The Plan is a policy document that should be adopted by cabinet.

#### **Financial Implications**

None

#### **Personnel Implications**

None

**Statutory Considerations**

The Council has a duty to carry out its functions under food safety legislation and to comply with the obligations set out in the Food Standards Agency Framework Agreement. Having a formally approved service plan in place demonstrates that the Council is meeting its obligations

**Equality Impact Assessment (EIA)**

(Pre screening report template attached)

**Risk Management Implications**

The Council has the responsibility to ensure food businesses within the Borough maintain satisfactory standards of hygiene thus reducing the likelihood of food borne disease.

By not adopting the Plan the authority may be classed as a failing authority in the view of the Food Standards Agency.

**Declarations of Interest / Dispensations Granted**

None

**Background Papers**

(Definition : Unpublished work relied on to a material extent in preparing the report that disclose facts or matters on which the report or an important part of the report is based. A copy of all background papers must be supplied to Democratic Services with the report for publishing with the agenda)



## Pre-Screening Equality Impact Assessment

|   |  |   |          |         |        |
|---|--|---|----------|---------|--------|
| Name of policy/service/function   | Food Safety  |   |          |         |        |
| Is this a new or existing policy/ service/function?   | Existing   |   |          |         |        |
| Brief summary/description of the main aims of the policy/service/function being screened.<br>Please state if this policy/service rigidly constrained by statutory obligations   | Food authorities are required by the Food Standards Agency to set out a scheme for the planning and delivery of food law enforcement. It is expected that this scheme will take the form of a formally adopted service plan. |   |          |         |        |
| <b>Question</b>   | <b>Answer</b>  |   |          |         |        |
| <p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> |  | Positive                                      | Negative | Neutral | Unsure |
|   | Age  |   |          | x       |        |
|   | Disability   |   |          | x       |        |
|   | Gender   |   |          | x       |        |
|   | Gender Re-assignment   |   |          | x       |        |
|   | Marriage/civil partnership   |   |          | x       |        |
|   | Pregnancy & maternity  |   |          | x       |        |
|   | Race   |   |          | x       |        |
|   | Religion or belief   |   |          | x       |        |
|   | Sexual orientation   |   |          | x       |        |
|   | Other (eg low income)  |   |          | x       |        |
| <b>Question</b>   | <b>Answer</b>  | <b>Comments</b>                               |          |         |        |
| 2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?  | No   | Applies equally to all food businesses        |          |         |        |
| 3. Could this policy/service be perceived as impacting on communities differently?  | No   |   |          |         |        |
| 4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?  | No   |   |          |         |        |
| <p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>  | No   | <b>Actions:</b>                               |          |         |        |
|   |  | <b>Actions agreed by EWG member:</b><br>..... |          |         |        |
| <b>Assessment completed by:</b><br><b>Name</b>  | Vicki Hopps  |   |          |         |        |
| <b>Job title Environmental Health Manager</b>   | Date 13/08/2021  |   |          |         |        |

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**