

Work Plan for Food, Health and Safety Enforcement 2023/2024



SOUTH
KESTEVEN
DISTRICT
COUNCIL

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1.0 Introduction

The purpose of the work plan is to set out how the Council delivers official controls and fulfils its duties under food safety, health and safety, public health and drinking water legislation. It is based on the elements required by the Food Standards Agency (FSA) Framework Agreement but covers all core areas of work undertaken by the Environmental Health, Commercial Team.

Last year's workplan highlighted the ongoing impact post the Covid-19 pandemic. The FSA recovery plan has now ceased, much hard work has already been undertaken to achieve the milestones set by the FSA and to clear backlogs. The team has been able to work at a greater pace than expected, completing work which is less of a priority but still important in terms of public health and official controls.

1.1 Service Aims and Objectives

The food and health and safety functions make an important contribution towards making the district a healthy place to live, work and visit.

The work of the service:

- Supports the economy and business growth in South Kesteven
- Protects and enhances the local environment
- Ensures public protection, the effective control of risks to the safety, health and wellbeing of our residents
- Ensures a proportionate, risk-based, targeted approach to enforcement while supporting businesses

1.2 Links to Corporate Objectives and Strategies

The Council has a Corporate Plan setting out its vision and priorities.

Five priorities are highlighted in the Corporate Plan, based on an analysis of the current performance of SKDC both as a district and as a council, and emerging opportunities and challenges:

- Growth and the Economy
- Housing that meets the needs of all residents
- Healthy and Strong communities
- A Clean and Sustainable Environment
- A High Performing Council

1.3 Links to Other Council Functions

The work of the Environmental Health Commercial Team, that sits within the Public Protection Service area, links with other services. Some key areas include:

Development Management and Planning Policy and Economic Development

Economic growth and the success of businesses is vital for our thriving district. Working with new businesses in the early planning stages can help to avoid potential future problems, giving the business the best possible start.

Licensing

The Council licenses premises for late night refreshment (serving hot food and drinks between 11pm and 5am). The Commercial team supports this work during inspections and commenting on license applications.

2.0 Review of 2022/2023 and Estimated Work for 2023/2024

2.1 Food Hygiene

PROGRAMMED WORK		Actual 2022/23	Estimated 2023/24
Food interventions	High risk (Cat A-C)	163	114
	Medium risk (Cat D)	167	291
	Low risk (E and outside)	205	201
	Total	535	606
Outstanding interventions	High risk (Cat A-C)	1	0
	Medium risk (Cat D)	1	0
	Low risk (E and outside)	117	75
	Total	119	75
Food and environmental sampling		38	40
Export audit visits		1	0

NON-PROGRAMMED WORK		Actual 2022/23	Estimated 2023/24
General	Export certificates	4	5
	Revisits	61	55
	Advice (paid for)	7	5
	Business advice visit	32	25
	Complaints	151	130
	Other requests	319	200
	New registration	154	125
Food hygiene rating scheme (FHRS)	Enquiries	2	5
	Re-score re-inspections	19	10
	Appeal requests	2	1
	Right to reply	0	1

2.2 Infectious Disease Investigation (ID)

NON-PROGRAMMED WORK	Actual 2022/23	Estimated 2023/24
Official notifications	31	40
Investigations & enquiries	13	5
Visits	0	0

2.3 Health & Safety

PROGRAMMED WORK		Actual 2022/23	Estimated 2023/24
H&S interventions	High risk premises	1	1
	Skin piercing	16	20
	Cooling tower registration renewal	0	0

NON-PROGRAMMED WORK		Actual 2022/23	Estimated 2023/24
General	H&S inspections	1	6
	Revisits	2	5
	Advice/events	6	5
	Complaints	23	25
	Other requests	32	50
	Smoke free	2	3
Skin Piercers	Enquiries	45	30
	Complaints	0	1
	New skin piercing registrations	37	30
Accidents	Reported	76	70
	Investigated (No visit)	8	20
	Investigated (Visit)	4	10

2.4 Private Water Supply Regulation (PWS)

	Actual 2022/23	Estimated 2023/24
PROGRAMMED WORK		
Risk assessment visits	0	5
Sampling visits	16	20
NON-PROGRAMMED WORK		
Service requests (all water queries)	17	20

2.5 Enforcement During 2022/23

Work Area	Improvement Notice	Voluntary Closure	Prohibition Notice	Simple Caution	Prosecution completed
Food	5	2	0	0	1
H&S	0	N/A	0	0	0
PWS	0	N/A	N/A	0	0

2.6 Performance Indicator 2022/23

PI Description	Target (%)	Achieved (%)
Number of new food businesses achieving a '3' rating ('broadly compliant') or higher at first inspection	95	98.9

2.7 Variations from the 2022/23 Work Plan

2.7.1 Staffing Allocation

It was reported in last year's workplan that a trainee Food, Health and Safety Officer would become qualified towards the end of 2022 in respect of food safety work. This development was successful. Whilst the team were therefore operating with a reduced level of qualified staffing this process of 'growing our own' has proven valuable and the service should reap the rewards going forward.

A full-time member of staff continued to be on long term absence, returning in July 2022. To support adequate service delivery a contractor has been employed to undertake food hygiene inspections. It should be noted that Environmental Health teams across not just Lincolnshire but nationwide continue to face a retention and recruitment difficulties.

2.7.2 Food Hygiene

Prosecution

One takeaway food business has been prosecuted for food hygiene offences in the last financial year and a further case is pending.

2.7.3 Health and Safety

Prosecution

No workplaces or other similar organisations have been prosecuted in the last financial year and none are pending.

Fatal accident Investigation

No fatal workplace accidents required investigation during 2022/23, although one is currently being undertaken which commenced in the early period of 2023/24.

2.7.4 Private Water Supply Regulation

The council are required to complete a statutory return each year to the Drinking Water Inspectorate (DWI) detailing the sampling, risk assessment and enforcement actions taken. The team are in the second year of an implementation plan to ensure our statutory duties are met and that the public have safe and potable water to drink and use.

It continues to remain a challenge to continue to keep a focus on this area of work, team members have collectively enabled the successful delivery of this function. The administrative burden is significant, and the regulations place much of the burden on the council. Many supply owners have not suffered ill health from their supplies and are reluctant to pay the necessary costs for risk assessment and sampling which can be significant. However, the team is working successfully with the responsible persons and most fees have so far been recouped and relationships improved.

A new laboratory used for sample analysis has proven effective although increases in analysis fees are increasing the risk of not being able to recoup all fees from responsible persons.

3.0 Service Overview

3.1 Authority Profile

South Kesteven encompasses an area of 365 square miles with four main towns of Grantham, Stamford, Bourne and Market Deeping, alongside over 80 villages.

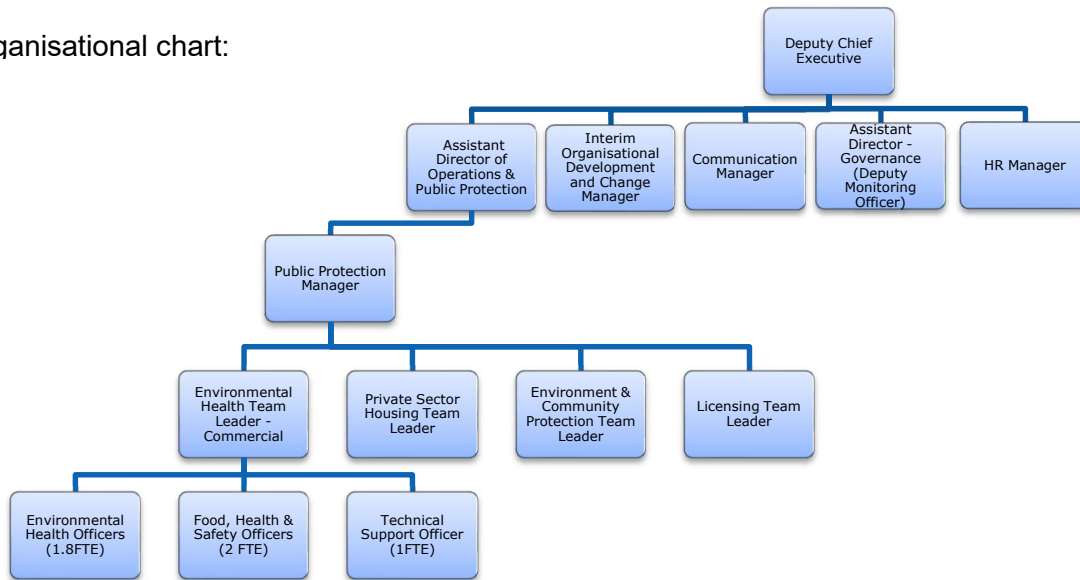
The population of the district is currently estimated at 142,424 (ONS 2019 mid-year population estimates). The overall population size is projected to increase to 161,400 by the year 2041. 95% of the population is described as white ethnic.

A 2021/22 benchmarking exercise highlighted that, by comparison to other Lincolnshire councils, the demands on the service are increased due to growth, range of demands, district makeup/demographics and that South Kesteven is home to four towns all very different.

3.2 Organisational Structure

The Council consists of 56 Elected Members with no overall control. The Cabinet consists of 8 Members, with 1 Cabinet Member holding the portfolio for People and Communities, this includes food hygiene and health and safety.

Organisational chart:



3.3 Scope of the Service

The remit of the Commercial Team within the Environmental Health Services includes food hygiene, health and safety enforcement, infectious disease investigation and the regulation of private water supplies. In 2022/23 it should be noted that there was a slight increase in service demand relating to Avian Influenza. Whilst the majority of this work is undertaken by agencies such as DEFRA, APHA and Trading Standards the commercial team has become involved with the restricted export of associated products originating from controlled zones. There have been several detailed investigations arising from the Food Standards Agency involving traceability studies to ensure such product remains restricted in terms of its onward supply.

The service also covers certain skin piercing activities such as registering/regulating tattooists and cosmetic piercers. The Chartered Institute of Environmental Health and other professional bodies have lobbied government for increased regulation in an area where many people suffer adverse health issues when receiving treatments. It is likely that a new licensing regime will become law, although this is at the early stages of the law-making process. This could require all persons offering non-surgical cosmetic procedures to become licensed with more stringent regulation. It is very likely this area of work will be part of the commercial team’s duties maybe during 2023/24.

It should be noted that the government has announced new proposed laws in relation to the Protect Duty, known as “Martyns Law”. These laws will keep the public safe from terrorism threats through enhanced protection at public buildings and venues. The inspection and enforcement capability has yet to be confirmed and therefore any possible increase in work is not yet known. The Bill is currently proceeding through parliament so the time frame for implementation is also not clear.

Provision is made for external specialist services laboratory services:

Provision	Laboratory
Food Examiner	UKHSA (formerly known as Public Health England) Food, Water and Environmental Microbiology Laboratory, York
Public Analyst	Eurofins, Public Analyst Scientific Services, Wolverhampton

Private water supply testing	Northumbrian Water Scientific Services, Northumberland Dock Road, Wallsend, Tyne & Wear NE280QD or ALS Environmental Ltd, Coventry
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3.4 Accessing the Service

The Commercial Team is based in Grantham. Customers may also visit Customer Services at area offices in Bourne, detailed below. We also operate an emergency out of hours service.

Office	Opening Times
Grantham Address: The Picture House St Catherines Road Grantham Lincolnshire NG31 6TT	Monday – Friday. By appointment only or online transaction support 9am-1pm
Bourne Address: 3 Abbey Road Bourne Lincolnshire PE10 9EF	Monday 9-5. By appointment only Weds 9-6. By appointment only Friday 9-1. By appointment only

Contact Details	
 Office hours	01476 406080
 Out of hours emergencies	01476 406040
 E-mail	healthy@southkesteven.gov.uk
 Website	www.southkesteven.gov.uk

3.5 Enforcement Policy

The Council is committed to the Principles of Good Enforcement and the Regulators' Code. Enforcement will be undertaken in accordance with the Council's Corporate Enforcement and Environmental Services Enforcement Policies. The policy was updated in February 2017 and is published on the Council's website at <http://www.southkesteven.gov.uk/index.aspx?articleid=12189>

4.0 Service Delivery

4.1 Programmed Work

4.1.1 Food Hygiene

Whilst it is primarily the responsibility of the food business to control risks and identify food hazards, food premises inspections aim to establish whether food is being handled and produced hygienically, assess the effectiveness of controls and identify contraventions. All programmed food safety interventions are undertaken in accordance with the Food Law Code of Practice. It has been recognised that the food landscape has changed dramatically in the three decades since the current regulatory system was introduced. Changes in technology and the way in which food sales take place, such as online sales platforms. As a result, in 2020 the FSA commenced a significant review of food safety regulation and the current delivery model in order to modernise the way in which food regulation is undertaken. The FSA have stated that implementation of the programme will take 5 years with pilot projects and testing of the proposals taking place in 2024. Should time and resource allow, South Kesteven would like to continue its good relationship with the FSA – the Central Competent Authority (CCA) and volunteer to run such a pilot.

Food premises will be visited during normal trading hours, however, due to the nature of some businesses this may be outside of normal office hours. Prior notice of inspections is not normally given, although exceptions may be made for some manufacturing and domestic premises in order that key personnel may be available.

A range of interventions may be utilised in accordance with the Code of Practice. These can be either official or unofficial controls.

Official controls include:

- Inspections
- Monitoring
- Surveillance
- Verification
- Audits
- Sampling

Unofficial controls include:

- Education
- Advice
- Coaching
- Information and intelligence gathering

The Council participates in the national food hygiene rating scheme in accordance with the FSA Brand Standard and ratings are displayed on the FSA website.

Details of the programmed work for 2022/2023 are outlined in Appendix 1.

4.1.2 Registered Food Businesses

In accordance with retained EC Regulation 852/2004 all businesses that handle food must be registered with their local authority. Premises in South Kesteven are categorised as follows:

Food Premises Type	Number 2022/23	Number 2023/24	% 2023/24
Primary producers	24	21	1.5
Manufacturers and packers	53	43	3.2
Importers and exporters	4	3	0.2
Distributors and transporters	44	41	3
Retailers	293	275	20.2
Restaurants and caterers	1042	976	71.9
Total	1460	1359	

4.1.3 Food Hygiene Interventions

In accordance with the Food Law Code of Practice, at each intervention, a score is given to each business to determine the frequency of interventions. The intervention rating is based on assessment of several elements: type of food and processing; number and type of consumers potentially at risk; current compliance; risk of contamination; confidence in management. Category A businesses pose the highest risk and are inspected more frequently, Category E establishments pose the lowest risk and are subject to alternative interventions. See Appendix 1 for further information.

Businesses within the district are categorised as follows:

Risk Category	Minimum Inspection Frequency	Number	%
A (High risk)	At least every 6 months	1	0.07
B	At least every 12 months	29	2.1
C	At least every 18 months	194	14
D	At least every 24 months	527	37.9
E	Programme of alternative interventions every 3 years	515	37
Outside		92	6.6
Not yet rated		32	2.3
Total		1390	

4.1.4 Food Hygiene Rating Scheme (FHRS)

The Food Hygiene Rating Scheme (FHRS) extends to businesses supplying food directly to consumers. This includes restaurants, cafes, retailers and other places where people eat food outside of the home. The overall aim of the scheme is to reduce the incidence of food borne illness and the associated costs of this to the economy. From a local perspective, the scheme helps consumers to make informed choices about places they wish to eat or shop for food, and through this encourages businesses to improve hygiene standards. All ratings are displayed on the Food Standards Agency website and businesses are provided with a window sticker should they choose to display and promote their rating. Whilst it is mandatory to display the rating in Wales it isn't currently in England.

In South Kesteven, 78% of food businesses are inside the scope of the scheme. The rating depends on the overall level of compliance across three elements; food hygiene procedures, cleanliness and structural compliance and confidence in management. There is currently a high level of compliance in the district, with 87% of food businesses reaching the maximum food hygiene rating of 5, achieving full compliance with food hygiene law.

FHRS Rating	Description	Number	%
5	Very good	939	86.5
4	Good	100	9.2
3	Generally satisfactory	36	3.3
2	Improvement necessary	5	0.5
1	Major improvement necessary	5	0.5
0	Urgent improvement necessary	0	0
Total		1085	

4.1.5 Approved Food Premises

Certain food premises involved in the production, handling and storage of products of animal origin must be approved under EC Regulation 853/2004. This legislation requires compliance with more detailed hygiene requirements than for registered premises.

Approved premises within the district are categorised as follows:

Food Premises Type	Number
School caterer	4
Cold store	4
Poultry manufacturer	1
Mechanically separated meat manufacturer	1
Biltong manufacturer	1
Milk and Dairy Processor	1
Total	12

In addition, there are 6 further manufacturing premises which do not require 'products of animal origin' approval.

4.1.6 Food Sampling

Food sampling is an important element of food safety enforcement, providing information about the microbiological safety of food which is available within the district.

Sampling is undertaken in accordance with relevant guidance and may be taken during a routine inspection, in response to a complaint or as part of a national sampling programme. Officers are expected to undertake a minimum of one sampling exercise per year to maintain competency.

4.1.7 Health and Safety

The Council is responsible for enforcing health and safety in approximately 2130 premises in the following categories:

- Hotels, campsites and short stay accommodation
- Residential care homes (in conjunction with the Care Quality Commission)
- Catering, restaurants and bars
- Leisure and cultural (e.g. cinemas, places of worship)
- Offices

- Retail shops
- Warehouses
- Consumer services (e.g. hairdressers, tattooists)

Inspections are carried out in accordance with the Health and Safety Executive's circular LAC 67/2 (Rev 11) and National Priority Plans. In practice this comprises programmed inspections of the highest risk workplaces alongside targeted projects. This is in addition to risk-based interventions in response to reported accidents, complaints, dangerous occurrences and work-related diseases. Estimated work for 2023/24 is detailed in section 2.3.

4.1.7.1 Registered Skin Piercing Establishments and Piercers

Both premises and individuals that carry out tattooing and body piercing are registered as follows.

Premises Type	Number	%
Semi-permanent make-up	51	35.15
Cosmetic piercing	10	6.9
Electrolysis	14	9.65
Acupuncture	29	20
Ear piercing	24	16.6
Tattooist	17	11.7
Total skin piercing premises registrations*	145	

*Some premises carry out more than one skin piercing activity

Individual Piercer Type	Number	%
Semi-permanent make-up artist	64	19.4
Cosmetic piercer	30	9
Electrolysis practitioner	35	10.6
Acupuncturist	51	15.5
Ear piercer	65	19.7
Tattooist	85	25.8
Total	330	

4.1.7.2 Tattoo Hygiene Rating Scheme (THRS)

The Tattoo Hygiene Rating Scheme (THRS) is a voluntary scheme and is supported by The Tattoo and Piercing Industry Union and the Chartered Institute of Environmental Health and delivered by local authorities. Although tattooists must register as skin piercers, this voluntary scheme was introduced in 2015 to help customers make informed choices about the premises they use for tattooing. Six out of the fourteen registered tattoo studios have joined the scheme. Ratings are displayed on the Council's website. A review the THRS scheme will be carried out during 2023/24 to consider its continued effectiveness.

Rating	Description	Number
4	Good	5
3	Very satisfactory	1
2	Satisfactory	0
1	Needs improvement	0
	Total	6

4.1.8 Private Water Supply Regulation

Private water supplies may come from a variety of sources, including wells, springs, boreholes and streams. Samples of the water are taken and analysed by an accredited laboratory against a range of parameters to determine the wholesomeness. Supplies are risk assessed to determine contributory factors that may affect water safety such as the proximity of farm animals to the supply or type of treatment system.

Supply Type	Number	%
Single domestic	27	52
Multiple domestic (Reg 10)	5	10
Commercial (Reg 9)	20	38
Total Supplies	52	

In addition to the minimum legal sampling requirements, sampling on request is also undertaken. Charges are made in accordance with the fees in Private Water Supplies (England) (Amendment) Regulations 2018.

4.2 Non-programmed Work

Re-visits

Following an inspection, it may be necessary to carry out a re-visit after an appropriate time to check that matters have been attended to or check compliance with any enforcement notices. Reasons for re-visits include:

- The nature of the contravention is deemed so serious that if it was not addressed, formal action would need to be taken
- The number of minor contraventions is excessive and indicative of poor management and/or little confidence in the management addressing the matters

Service requests

We aim to respond to all complaints and requests for service as soon as possible, but in any case, requests will be acknowledged within three working days. Complainants will be advised of the outcome of all complaints.

Anonymous complaints will not usually be investigated unless there is concern about the nature of the complaint and/or premises history.

Business owners/managers will be contacted about complaints relating to their premises and/or practices, usually by an unannounced visit.

Business advice

We acknowledge that most businesses want to comply with the law and the Commercial Team will provide advice and encourage best practice. Free basic advice is provided to assist business in complying with the law.

A package of support aimed at both new business start-ups and existing businesses who want to improve their food hygiene rating is available alongside the Council's statutory functions. This support is chargeable on a cost recovery basis. More information is provided in 4.5 below. There has been a notable increase in the number of food hygiene rating rescore requests. In 2021/22 there were 4 paid for requests for re-inspections, this rose to 19 in 2022/23.

Food safety incidents

Food safety alerts notify the public and food authorities of incidents concerning food which does not meet food safety or composition standards. Alerts from the FSA are received by e-mail which is monitored during office hours. Any alert marked “for action” is referred to the Team Leader to determine the most appropriate course of action.

Avian influenza has meant another challenging year for the poultry industry, the team continue to receive requests from the FSA to ensure applicable restricted movements of poultry products originating from protected zones take place, including necessary controls and product markings.

Health and safety incidents

Health and safety accidents and complaints are investigated in accordance with the Incident Selection Criteria Guidance LAC 22/13 (Rev1).

Investigation of outbreaks and infectious disease

The team work closely with colleagues at the UK Health Security Agency (UKHSA, formerly known as Public Health England), control and prevent the spread of infectious diseases.

Notifications of infectious disease are investigated using the East Midlands Public Health England Protection Team’s Response to Gastrointestinal and Legionnaires’ disease Matrix.

Complaints about suspected food poisoning are investigated in accordance with the infectious disease procedure for multiple cases and outbreaks.

Primary/home/lead authority

South Kesteven does not currently have any Primary, Home or Lead authority arrangements with businesses.

However, as required by the Regulatory Enforcement and Sanctions Act 2008 (as amended) and s.67 and 68 of The Enterprise and Regulatory Reform Act 2013, regard is given to the Primary Authority Principle when carrying out inspections, investigations and enforcement action for food safety and health and safety.

Businesses with a Primary Authority partnership are identified on the Environmental Health premises database.

Liaison with other authorities

In addition to working with other teams within the Council, officers liaise with other local authorities, agencies and organisations to facilitate consistent enforcement, share good practice and reduce duplication of effort. These include:

- Lincolnshire Environmental Health Managers Group
- Lincolnshire Food Officers Group & Health and Safety Officers Group
- Kesteven Safety Advisory Group
- Food Standards Agency (Midlands Region)
- Health and Safety Executive (Nottingham Region)
- UK Health Security Agency
 - East Midlands Health Protection Team
 - Food Water and Environmental Laboratories York
 - Public Health Laboratory, Birmingham
- Lincolnshire County Council
 - Trading Standards

- Fire and Rescue
- Police
- Highways and Planning
- Public Health
- Drinking Water Inspectorate
- Anglian Water

Promotional Activities

Education and awareness are key methods of encouraging high standards in businesses across the district and informing the public.

We support FSA media campaigns promoting messages through press releases, our website, social media and newsletters where resources allow.

We continue to provide information to assist businesses to comply with legislation and ensure the Council's website is maintained with relevant information.

Press releases are issued following successful prosecutions to act as a deterrent to others and inform the public.

During 2023/24 the team will be presenting at the national CIEH food safety conference and running a social media campaign promoting food business support especially and the work of the team.

4.3 Looking Forward 2023/24

Additional services

A range of products and services are offered which are discretionary and charged on a cost recovery basis. These include:

- Food safety organisers
- Safer Food Better Business packs
- New food business advice consultations
- Food hygiene check-up for existing business
- On site staff training

Businesses can access free information on the Council's website and receive basic advice to ensure they comply with the law.

Health and Safety

Proactive health and safety interventions will be undertaken in accordance with the Health and Safety Executive's National Priority Inspection Areas priority inspection areas as detailed in LAC67-2.

At the time of writing this plan the team are investigating a fatal accident which occurred in April 2023. These incidents require in depth investigation and will therefore require significant time and effort, dependent upon the level of investigation as determined by the council's enforcement policy. A project to raise awareness relating to the risk of drowning in un-lifeguarded public swimming pools is planned. This will most likely involve a seminar, onsite inspections etc.

The team will continue to look at known problem areas regarding gas, electrical and asbestos safety issues within the takeaway and catering food sector. Such issues will be primarily raised during food hygiene visits at relevant premises.

Another area highlighted by the HSE for attention are inflatable amusement devices. Through the local Safety Advisory Group (SAG), we continue to assess such devices used at events and offer the latest advice to event organisers including proactive inspections. An officer attends monthly SAG meetings with other partner agencies and emergency services.

Healthy Eating

Previous initiatives promoted by Lincolnshire County Council appear to have ceased operation, including the Healthier Options Award and the School Meal Standards pilot. It is therefore anticipated that such schemes will not impact any further in the near future although the service remains willing to work with partners concerning this important health priority.

EU Exit

Appropriately qualified Officers were previously registered as Food Competent Certifying Officers (FCCOs) to issue Export Health Certificates (EHC) for certain products of animal origin exported to the EU. Our experience has found that the learning and knowledge required to maintain this level of competency far outweighs demand. We have therefore surrendered the certification. Private companies and official veterinary surgeons appear best placed to offer this service.

5.0 Resources

5.1 Financial

The cost of providing the Commercial Service is detailed by area:

Discipline	Budget 2022/2023	Budget 2023/2024
Food safety	224,232	233,193
Health and Safety	106,315	110,174
Water quality	30,721	31,839
Infectious Diseases	39,372	40,802
Total	400,640	416,008

The service is resourced sufficiently to operate in the absence of exceptional events or demands.

5.2 Staffing Allocation

The staff allocation for 2023/24 is as follows:

	Areas of Work				
	FTE	Food	H&S	Infectious diseases	Drinking water
Team Leader	1	✓	✓	✓	✓
Environmental Health Officers (EHO)	1	✓	✓	✓	✗
	0.8	✓	✓	✓	✗
Food Health & Safety Officers	2	✓	✓	✓	✓
Technical Support Officer (TSO)	1	✓	✓	✓	✓

The Lead Officer function required by the Food Law Code of Practice is undertaken by the Commercial Team Leader.

EHOs hold the BSc or MSc Environmental Health and are Authorised Officers, competent to carry out all levels of official and non-official controls, enforcement for food safety and undertake inspections of all approved food premises, dependent upon competency.

Food, Health & Safety Officers hold the Higher Certificate in Food Premises Inspection and Food Control and are Authorised Officers with possible restrictions relating to premises closure and seizure and detention of foodstuffs, dependent upon competency.

The TSO acts as a Regulatory Support Officer, supporting the work of the Authorised Officers.

EHOs and TOs are competent to undertake the full range of health and safety enforcement activities (dependent upon qualifications/experience and competency) and infectious disease investigation and enforcement.

5.3 Staff Training and Development

All officers are trained to a level commensurate with the work they undertake. They receive an annual Personal Development Review and regular one to one meetings. During this process consideration is given to Continual Professional Development (CPD) requirements for each area of work. The Food Law Code of Practice requires that local authorities ensure that authorised officers receive relevant structured ongoing training. The minimum requirement is 20 hours CPD per year, of which 10 hours must be on core food matters. Training is provided through short courses, e-learning, in house training, cascade training, team meetings and self-learning.

5.4 Quality Assessment

The Team Leader undertakes random checks of post inspection risk scores and database entries and authorises alterations to risk ratings or FHRS scores have increased/decreased dramatically. Officers are accompanied on selected visits and participate in consistency exercises. A data cleansing exercise is undertaken annually to comply with the Data Protection Act 2018 and the Council's data retention policy as well as the General Data Protection Regulations.

Appendix 1 Programmed food safety intervention work for 2023/2024

Risk category	Intervention frequency (months)	Minimum intervention permitted	OFFICIAL CONTROLS Inspections (High/medium risk)	ALTERNATIVE INTERVENTIONS Enforcement interventions (Low risk)	Comments
A	6	Official controls	1	N/A	High risk premises Many of these businesses will be “broadly noncompliant” and require additional officer time to rectify. May have intrinsic high risks associated with the type of food activity and/or poor compliance
B	12	Official controls	26	N/A	
C	18	Official controls	101	N/A	
D	24	Alternates between official controls and alternative interventions	301		Medium risk premises Premises that prepare, cook or handle open high-risk food or manufacture or re-wrap high risk foods will be visited each time. All others receive alternate interventions
E	36	Alternative interventions	98	TBC	Low risk premises Premises that are low or minimal risk. Selling low risk food or not handling open food. Business with significant changes or subject to complaints will be visited
Outside	36	Alternative interventions	N/A	N/A	
Not yet rated	Within 28 days of registration	Official controls	UNKNOWN	N/A	Initial inspections of new food establishments which should normally take place within 28 days of registration or from aware in operation
Outstanding Inspections from 2022/2023	Varies	Official controls and/or alternative interventions dependent on business type	1 (Cat C) 1 (Cat D) 117 (Cat E)		As above – dependent upon category

