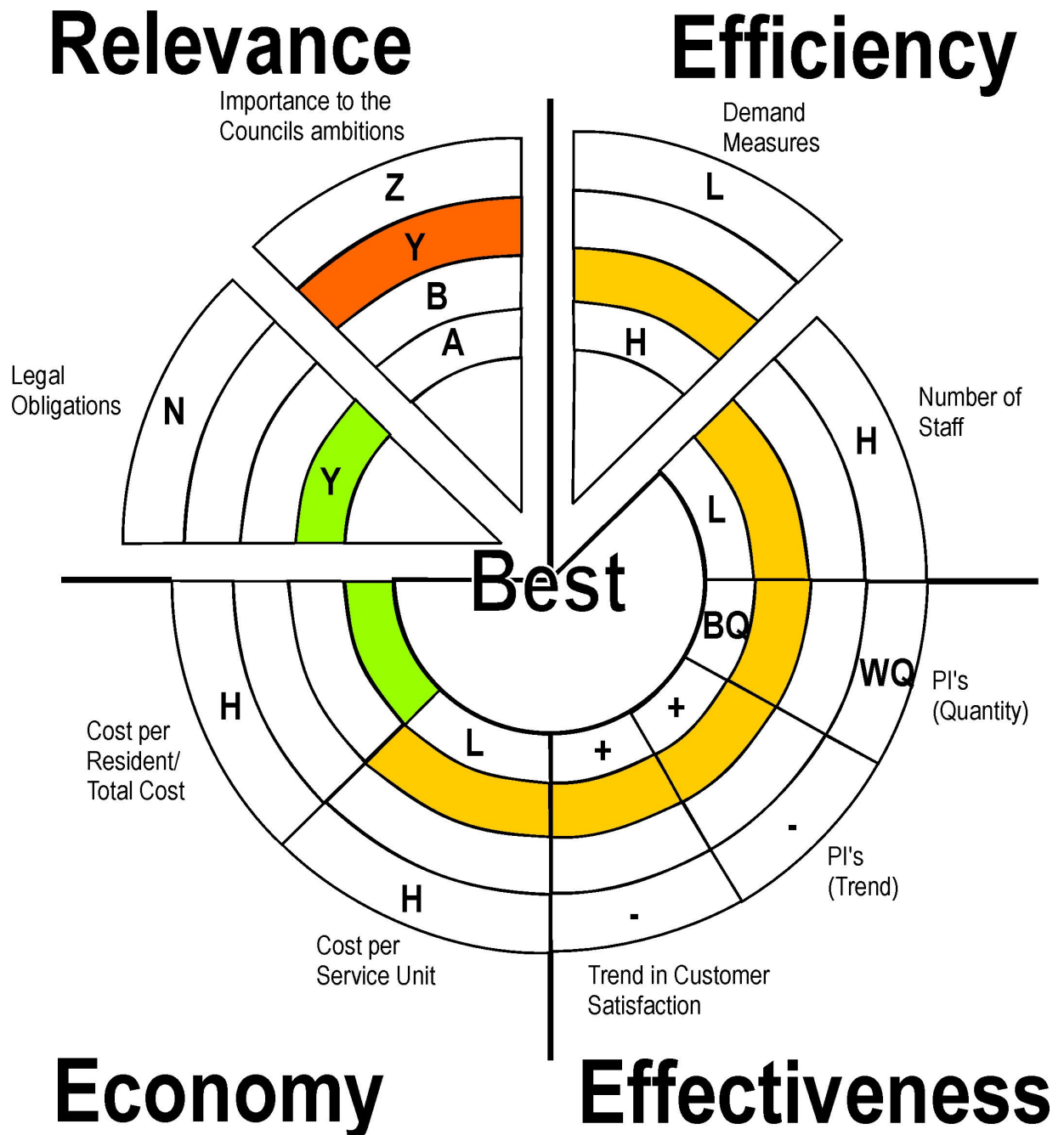


Environmental Health & Licensing



draft
SERVICE PLAN
2006/7

South Kesteven District Council

Period of the Plan	Prescriptive for the financial year beginning 1 st April 2006. Indicative for the following two years
Service:	Environmental Health and Licensing
Service Manager:	Head of Environmental Health and Licensing

Section 1 – Corporate Context of the Service

The provision of regulatory, advisory and monitoring services to ensure:

<u>Budget Code</u>	<u>Function</u>
B01	Food Safety
B04	Infectious Disease Control
B06	Water Quality
B08	Health & Safety Enforcement
B09	Animal Health and Welfare
B12	Alcohol Licensing
B17	Air Pollution Control
B18	Noise Control
B19	Pest Control
B22	Public Health and Burial of Destitute persons
J32	SKDC Health and Safety at Work
C84	Control of stray dogs
E25	Hackney Carriages Licensing
E27	Local Licensing
New code	Gambling Licensing

1.2 How does the service contribute to the Vision and Aims of the Council?

The Council's vision is:

"To ensure that the residents of South Kesteven are proud of their district and of their Council"

Environmental Health and Licensing Services will support portfolio holders by ensuring that the communities of South Kesteven have an attractive environment that is safe, clean, healthy and free from pollution.

1.3 Which Corporate Priorities does the service make a major contribution to?

Priority	Category	How we Contribute
Anti-social Behaviour	A	<ul style="list-style-type: none"> - Alcohol and entertainment licensing - Dealing with nuisances (eg noise)
Access	A	Our officers visit businesses and residences across the district to provide our service. We focus on specialist problems concerned with remote living, for example in sampling private water supplies
Town Centre Development and Grantham as a Sub Regional Centre. Street Scene	A	<p>In dealing with contaminated land and other nuisances we contribute towards the overall regeneration of the district.</p> <p>Licensed premises and other licensable activities (e.g. Taxis) can have a significant impact on the overall wellbeing of towns and in the image presented to visitors</p>
Business Development	B	Our officers advise businesses on a range of legal requirements, including health and safety, food safety, licensing etc.
Vulnerable Persons	B	Many of our responsibilities are around protecting the vulnerable. We provide an increased frequency of inspection to premises where there are vulnerable groups.
Diversity	B	Our service is provided to all members of our community. Information is available in different languages and formats to achieve this.
LSP and Community Strategies	B	We contribute towards the LSP, community strategy and the task groups
Environmental Health and Licensing	Y	Some of our functions are statutory and hence fall within category Y – meet all statutory, obligations and time scales.

Priority	Category	How we contribute
Corporate Health	Y	We will assist the Council in ensuring a healthy and safe-working environment for staff, and in endeavouring to ensure that all activities carried out by the Council are done so in a safe manner, free from unnecessary risks to staff and the public
Environmental Health discretionary services	Z	Pest control – we aim to have transferred responsibility for the provision of this service to a contractor with no ongoing costs for the Council

1.4 What legal obligations does the service fulfil?

Food safety enforcement
 Health and safety enforcement
 Grant/refusal/transfer/enforcement of various licenses
 Management of air quality
 Noise control
 Public health
 Nuisance
 Pest control enforcement
 Water Supplies monitoring
 Infectious disease investigations and management
 Identification and management of contaminated land
 The requirement under the Health & Safety at Work etc Act 1974 to have nominated health and safety advisors
 Control of stray dogs

(Council Minute ENV147, dated 28 October 2002(to be updated) contains a list of current legislation enforced by Environmental Health & Licensing - see appendix)

Section 2 – Analysis of External Environment

Please summarise the major impacts on the service of changes to the following components of the external environment:

2.1 Political (National and local)

- Any changes in national or European policies will have an impact as many services are statutory
- A change in local priorities has had an impact on the delivery of the service this requires us to research ways of delivering the service more cost effectively.
- Partnerships with other authorities (eg Welland) and possible regionalisation will have an impact on service delivery
- The public health and healthy living agenda is growing
- The outcome of the Hampton Review,
- Gershon savings and new environmental legislation

2.2 Economic

- Fluctuations in the economic situation could lead to increases or decreases in demand on our services and in businesses ability to comply with legislation. this in turn may lead to an increase in enforcement
- Increase in night time economies could give rise to increased anti-social behaviour and demands on service

2.3 Social

- Personal circumstances of individuals within the community can impact on the spread of infectious diseases and food poisoning
- There is an increased expectation by the public that we can provide a better service
- Increased density of housing can give rise to additional complaints
- Lifestyle issues may require us to adopt new approaches to impact on health determinants
- Changes in people's attitudes mean they are more likely to take legal action against the Council if they have an accident

2.4 Technological

- Improvements in technology increases accessibility to our services and provides opportunities for us to be more efficient in our service delivery
- Changes in business technology, placing increased demands on us to improve our knowledge and ability to respond
- Increased globalisation may pose additional demands
- New technology will enable us to deliver our service remotely and on site
- There are Government targets to ensure all our services are available electronically
- Government sponsored initiatives will assist in providing on line services (e.g.PARSOL)
- Business continuity is dependent on records that are stored electronically

2.5 Legal

- As most of the service is regulatory, we are responsive to changes in Legislation
- There is potential for increased litigation against the council and against companies and individuals that may require us to report and give evidence (ie increase in 'no win no fee' types of litigation).
- The Freedom of Information Act is likely to increase requests for information
- The Licensing Act 2003 will increase our involvement with monitoring licensed premises and our partnership working with responsible authorities

2.6 Environmental

- Increase in population and businesses with associated demand on service with consequent demands on service provision
- Global climate change will result in new challenges eg increase in pests and spread of diseases due to global warming
- There is an increased emphasis in the redevelopment of Brownfield sites

Section 3 – SWOT Analysis

Taking into account the above analysis please summarise the major implications.

3.1 Strengths

Committed, qualified, experienced and multi skilled staff

- Established systems and procedures
- Strong ethos and commitment to training and development (IIP)
- Flexible approach to resourcing the service
- Ability to deal with a variety of enforcement issues
- Quality service
- Continue to meet all key targets

3.2 Weaknesses

- High dependency on some key members of staff
- National shortage of qualified staff
- Several staff nearing retirement
- Depending on partners for delivery of parts of our service (eg health and safety compliance)

3.3 Opportunities

- Shared working/partnerships
- Additional regulatory functions could be accommodated within existing structure (eg; crime and disorder)
- Explore increased opportunities for flexible working arrangements
- Opportunity for alternative service provision using partners/contractors

3.4 Threats

- Potential local government reorganisation/regionalisation
- Loss of staff

Section 4 – Service Objectives

4.1 What national performance indicators that have been set for this service, and what targets have been set against these indicators for the next three years (include any government best value targets)

- BVPI 166a Score against a checklist of enforcement best practice for environmental health (target 88%)
- BVPI 217 Percentage of pollution control improvements to existing installations completed on time (target 85%)
- BVPI 216a Number of 'sites of potential concern' with respect to land contamination (target 1036)
- BVPI 216b Percentage of those sites where necessary remediation can be identified (target 8%)
- BVPI12 number of days lost due to sickness absence

4.2 Are there any other priorities for the service over the next three years, which are not reflected, in the corporate priorities (for example new legislative requirements or changes to customer demands)? If so please detail them.

- Monitoring and review of air quality management (annual review)
- Transfer of authorisation of industrial processes on a rolling scheme to the Local Authority Pollution Prevention Control regime)
- Altered frequency of inspections at food businesses and requirements during inspection
- We will be responsible for licensing gambling premises (2006/7)
- We wish to renew our IIP award and evaluate Charter Mark status (2006/7)
- Potential for review of health and safety allocation regulations (2006/7)
- Monitoring of alcohol licensed premises

4.3 What local performance indicators are proposed, and why are they needed? (Please state indicators and targets for the next three years)

- Meet the standards set down by the FSA, DEFRA and HSC
- We will achieve the standard set by Central Government and specifically those specified by the FSA and Section 18 Guidance from the HSC
- The HSE see local councils as 'exemplars' for health and safety in that we should try to lead by example
- % of people satisfied with the fairness of enforcement inspections (target 80% min)
- % of people satisfied with the fairness of the investigation of complaints (target 80% min)
- % of complaints responded to within 5 days (target 98 % min)
- % of inspections that should be carried out that have been carried out (target 99%)
- Annual health and safety report to CMT and Cabinet
- 10% of all customer contacts monitored to ensure equality

Section 5 – Consultation and Service Standards

5.1 How is it intended to consult internal or external service users, along with other stakeholders, regarding the delivery of this service?

We will consult, using advertisements, letters, electronic mail, website, public meetings and resident and business groups, as appropriate. In order to ensure continuing improvement in service delivery. We will consult with 10% of all service users by Service User Surveys as follows:

- Customer complaints and alleged perpetrators
- Dog Warden
- Enforcement Inspections
- Infectious disease notification
- Licensing

In addition we will prepare press releases and hold seminars to raise the profile of issues that we are dealing with.

Consultation through JCG regarding corporate health and safety arrangements

5.2 What is the timetable for the development and approval of service standards, which reflect the Council's core priorities?

Review out of hours noise service for 2006.

Carry out an appraisal of all service provision to achieve changing/revised Service provision where appropriate.

Review costs in accordance with Gershon.

Section 6 – Integrating Strategies and Plans

6.1 Please identify any existing, approved strategies that guide the work of this service

- 1) Contaminated Land Strategy
- 2) Air Quality action plan
- 3) Food Framework Agreement
- 4) Licensing Policy
- 5) Enforcement policy (currently under review)

6.2 Please schedule any Best Value reviews or other action plans that have been approved for this service.

- 1) No formal BV reviews scheduled
- 2) Ongoing improvement and development of service business plans proposed
- 3) Investors in People Award – renewal date May 2006
- 4) A review of the whole of the service will be carried out in line with the Chief Executives proposals for review of the senior management structure
- 5) It is proposed to examine the proactive aspects of the work of EH&L and to compare these against the cost of provision of this within the private sector
- 6) If necessary following the outcome of 5 above, a full review of the service will be undertaken to determine if a proactive/reactive split will ensure better service provision and flexibility to deal with new challenges

6.3 Identify any specific diversity or equalities issues arising from the service and state how these will be addressed and monitored.

- Interpreter available
- Ethnicity concerns are identified in our Enforcement Policy
- Measures in place to ensure adequate communication with various ethnic groups by written and verbal means
- Licensing Policy reflects requirement of Disability Discrimination Act
- One of the key objectives of the Licensing Act is the protection of young people
- DDA requirements for SKDC discussed with Property Services
- 10% of all our customers are monitored for racial equality, using Service User Surveys.

Examples include: leaflets, training courses, liaison with ethnic and minority groups monitoring using CRM and service user surveys

Section 7 – Business Processes and Delivery to be updated			
7.1 Resources – Please complete the following table			
	existing	Indicative changes	
		Year 1 2006/7	Year 2 2007/8
Staff	27.0 FTE <i>see Note 1</i>	FTE 24.2	24.2 FTE
Finance - Capital - Revenue	See Budget proposals in 7.2	Capital £40,000 (<i>see Note 2 below</i>)	
Information Systems	£7000 (<i>Note 3 below</i>)	£20000	£25000

Note 1: We employed Civica to carry out administration of licenses on our behalf

Note 2: £40 000 required for replacement air quality monitoring equipment.

Note 3: It is planned to provide inspectors with laptop/tablet PC's to enable access to computer records whilst on site. This will enable records to be quickly and accurately updated and facilitate e-Government targets. It will also improve the service to the public and provide increased efficiency. The costs include portable IT facilities for inspectors but not costs associated with providing its access (ie IT licences, base station requirements, etc) we will also need to purchase a maintenance agreement for new computer packages (e.g.PARSOL)

7.2 Explain the major procurement options and proposals over the next 3 years.

Budget Code	Function	2004/5 Outturn Budget	2005/6 Budget	2006/7 projections	Comments
B01	Food Safety and Health Education		243,920+ 3120=247,040		Butchers' Licence income cancelled as the requirement for a licence has been removed Also see note 5
B04	Infectious Disease Control		36,840		
B06	Water Quality		12,600		
B08	Health and Safety Enforcement		116,560		see note 5
B09	Animal Health and Welfare		-150		
New code	Gambling Licensing		N/A		
B12	Alcohol Licensing	-30,000	-39,860		See Note 1 below
B17	Air Pollution Control		41,640		£40,000 for replacement monitoring equipment
B18	Noise Control		66,530		See note 7
B19	Pest Control		120	0	
B22	Public Health and Burial of Destitute Persons		149,790		See Notes 2 and 4 below
J32	SKDC Health and Safety at Work		54,560		See note 5
C84	Dog Control and Warden		41,640		See Note 4 below
E25	Hackney Carriages Licensing		18,090		See Note 3 below
E27	Local Licensing		4,600		

1. In 2005 we will receive income from licensing from applications for transition and variation under The Licensing Act 2003. Government has set the fee structure. In 2006/7 there will be an "inspection fee" for licensed premises. The new premises fees will be based on bands for rateable value. The personal licence fee is fixed at £37. Personal licences will last for ten years. Premises licences last forever (or until varied) but there is an annual 'inspection figure'.

2. Within the staffing budget, there are costs associated with pest control enforcement. These will be shown in future under Public Health General (B22). An increased demand for the service has been anticipated as a consequence of the introduction of charges.
3. The target is to break even with Hackney Carriage licensing over a three-year period. Efficiency savings and a review of the fee structure have been undertaken.
4. The new dog contract is continuing to deliver savings. The cost of this service will increase during 2006/7 as the Council will become responsible for all stray dogs, taking over this responsibility from the police.
5. We propose to investigate the provision of proactive inspections by contractor. Initial studies suggest that this will save approx £50.00 per inspection. This will also assist in the provision of the service as staff retires. Anticipated Gershon savings will be dependant on the number of inspections carried out by contractors.
6. Gershon savings from general admin. We will be operating with one less staff following the transfer of 3.0 FTE posts into the contact centre, although there was only a calculation to support 2.0 FTE. We also anticipate capturing additional requests hence we will be achieving similar or greater output with less staff resource. This will be achieved by avoiding handoffs and by facilitating improved efficiencies in admin etc.
7. We will be introducing revised arrangements to deal with complaints of noise out of normal office hours. (Priority A) The cost of this introduction and provision of the service will be £15,000-£20,000

7.3 What are the training and development requirements of this Service Plan?

- Training in licensing for new licensing staff
- Professional training for E H Practitioners
- Training for back office staff following introduction of the contact centre arrangements-including use of computers, admin skills and in FLARE and FLARE report writing
- Managers 360° development
- Maintenance of CPD for all staff
 - Training in provision of out-of-hours service
 - Training in contract writing and monitoring
 - Renewal of the IIP award

7.4 What significant risks to performance have been identified and how will they be managed?

- We have several members of staff who will be reaching retirement age within 1-4 years. We are looking at ways to train and develop existing staff
- There is a national shortage of EHP's hence possible problems with recruitment
- The impact of this could mean we have to rely more on the services of consultants to meet targets (see above re possible savings). The refocusing of Council priorities will create opportunities to examine and refocus the service.

Section 8 – Performance Management

8.1 What are the arrangements for performance monitoring (please identify any PMG to which the service reports)

- CMT/Cabinet and Business Performance plan (all BVPI's)
- Property Performance Management Group
- Equalities Performance Management Group
- Service User Surveys, internal audit, accompanied visits, appraisals, quality standards within Service Plans, Best Value performance indicators
- Annual health and safety report to CMT/Cabinet

8.2 How will individuals within the team be made aware of the team's performance and their contribution towards it?

- liaison between contact centre, hot desk and practitioners
- Daily reports on progress with workloads via computer
- Monthly individual targets are set
- The contribution is discussed during team meetings and appraisals and *ad hoc* feed back
- Monthly statistics produced on work completed
 - Focus board to highlight key targets
 - Monthly performance report and telephone monitoring reports
 - Annual PDR for all staff

8.3 How will progress be reviewed and, where appropriate, corrective action initiated?

- Targets are monitored monthly and discussed in individual appraisals
- Feedback from 8.2 will inform this and any retraining issues arising
- Targets are reviewed annually
- Monthly discussions with individuals re any outstanding workloads
 - Council's formal complaints system
 - Liaison meetings with contact centre manager

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rdh/important/Serviceplan05
Oct2004

LEGISLATION - USED IN ENVIRONMENTAL HEALTH SERVICES-to be updated

Approved at Full Council 25/09/03 (and by Non-Key Decision, Feb 2004)

Animal Boarding Establishments Act 1963

Animal Health Act 1981

Breeding of Dogs Act 1973 and 1991

Breeding and Sale of Dogs (Welfare) Act 1999

Building Act 1984

Burials Act 1857

Caravan Sites and Control of Development Act 1960

Chemicals (Hazard Information and Packaging) Regulations 1993

Cinemas Act 1985

Clean Air Act 1993

Control of Pollution Act 1974

Control of Pollution (Amendment) Act 1989

Control of Smoke Pollution Act 1989

Control of Substances Hazardous to Health Regulations 1999

Criminal Justice and Public Order Act 1994

Crop Residues (Restriction on Burning) No 2 Regulations 1991

Dairy Products (Hygiene) Regulations 1995

Dangerous Dogs Act 1991

Dangerous Wild Animals Act 1976

Dark Smoke (Permitted Period) Regulations 1958

Dogs Act 1871

Dogs (Fouling of Land) Act 1996

Egg Products Regulations 1993

Electricity at Work Regulations 1989

Environmental Protection Act 1990

Environmental Protection (Applications, Appeals & Registers) Regulations 1991 and amendments

Environmental Protection (Prescribed Processes and Substances) Regulations 1991 and amendments

Environment Act 1995

Factories Act 1961

Fire Safety and Safety of Places of Sport Act 1987

Food and Environment Protection Act 1985

Food Labelling Regulations 1996

Food Premises (Registration) Regulation 1991

Food Safety Act 1990

Food Safety (Fishery Products) Regulations 1992

Food Safety (Fishery Products on Fishing Vessels) Regulations 1992

Food Safety (General Food Hygiene) Regulations 1995

Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000

Food Safety (Live Bivalve Molluscs and Other Shellfish) Regulations 1992

Food Safety (Temperature Control) Regulations 1995
Fresh Meat (Beef Controls) (No 2) Regulations 1996
Fresh Meat (Hygiene and Inspection) Regulations 1992
Gaming Act 1968 (and Regulations and Orders made there under)
Health and Safety at Work etc Act 1974 and Associated Legislation
Health and Safety (Enforcing Authority) Regulations 1998
Health and Safety (First Aid) Regulations 1981
Health and Safety Information for Employees Regulations 1989
House to House Collections Act 1939 (and Regulations made there under)
Housing Act 1985
Housing Act 1996
Housing Grants Construction and Regeneration Act 1996
Housing (Fitness Enforcement Procedures) Order 1996
Housing (Prescribed Forms) (No 2) Regulations 1990, as amended 1997
Houses in Multiple Occupation (Charges for Registration Schemes) Order 1997
Housing (Means of Escape from Fire in Houses in Multiple Occupation) Order 1981
Hypnotism Act 1952

Land Compensation Act 1973
Land Drainage Act 1991
Late Night Refreshment Houses Act 1969
Licensing Act 2003*
Lifting Operations and Lifting Equipment Regulations 1998
Local Government Act 1972 (Byelaw, Section 235)
Local Government & Housing Act 1989
Local Government (Miscellaneous Provisions) Act 1976 and 1982

Meat Products (Hygiene) Regulations 1994 (as amended)
Minced Meat and Meat Preparations (Hygiene) Regulations 1995
Motor Vehicle Salvage Operators Regulations 2002

Noise and Statutory Nuisance Act 1993
Noise at Work Regulations 1989

Offices, Shops & Railway Premises Act 1963

Pesticides Act 1998
Pet Animals Act 1951
Poultry Meat, Farmed Game Bird Meat and Rabbit Meat (Hygiene and Inspection) Regulations 1994
Prevention of Damage by Pests Act 1949
Pressure Systems and Transportable Gas Containers Regulations 1989
Private Water Supplies Regulations 1991
Products of Animal Origin (Import and Export) Regulations 1996 (SI 1996/3124) As Amended
Products of Animal Origin (Third Country Imports) (England) Regulations 2003
Products of Animal Origin (Third Country Imports) (No 3) (Amendment) Regulations 2004
Public Health Act 1936
Public Health Act 1961

Public Health (Control of Disease) Act 1984

Radioactive Substances Act 1960

Rag Flock and Other Filling Materials Act 1951

Refuse Disposal (Amenity) Act 1978

Registered Homes Act 1984

Regulations of Investigatory Powers Act 2000*

Riding Establishments Act 1964

Riding Establishments Act 1970

Road Traffic (Regulation) Act 1984

Rural Water Supplies and Sewerage Act 1971

Scrap Metal Dealers Act 1964

Sunday Trading Act 1994

Slaughterhouse Act 1974

Sunday Observance Act 1780

Theatres Act 1968

The Contaminants in Food (England) Regulations 2003*

The Dangerous Substances (Notification and Marking of Sites) Regulations 1990

The Game Act 1831

The Game Licences Act 1960

The Health and Safety (Display Screen Equipment) Regulations 1992

The Housing (Deferred Action and Charge for Enforcement Action) (Forms) Regulation 1996

The Housing (Enforcement Procedures for Houses in Multiple Occupation) Order 1997

The Housing (Fire Safety in HMO's) Order 1997

The Housing (Fitness Enforcement Procedures) Order 1996

The Housing (Management of Houses in Multiple Occupation) Regulation 1990

The Housing (Maximum Charge for Enforcement Action) order 1996

The Housing (Recovery of Expenses for Section 352 Notices) Order 1997

The Imported Food Regulations 1997*

The (Import & Export) (as amended 2001) Regulations 1996*

The Local Government (Miscellaneous Provisions) Act 1982 S.3

The Lotteries and Amusements Act 1976 S.5 (as amended by the National Lottery etc. Act 1993)

The Management of Health and Safety at Work Regulations 1992

The Manual Handling Operations Regulations 1992

The Meat (Enhanced Enforcement Powers) England Regulations 2000

The Noise Act 1996

The Notification of Cooling Towers and Evaporative Condensers Regulations 1992

The Personal Protection Equipment at Work Regulations 1992

The Police, Factories etc (Miscellaneous Provisions) Act 1916, S.5 as amended by S.251 and Schedule 29 to the Local Government Act 1972

The Products of Animal Origin (Third Country Imports) England Regulations 2002*

The Provision and Use of Work Equipment Regulations 1998

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The Transmissible Spongiform Encephalopathy (England) Regulations 2002

The Working Times Regulations 1998

The Workplace (Health, Safety and Welfare) Regulations 1992

Town Police Clauses Act 1847

Water Industry Act 1991

Water Resources Act 1991 Water Supply (Water Quality) Regulations 1989

Water Supply (Water Quality) Regulations 2000

Zoo Licensing Act 1981

ENVIRONMENTAL HEALTH & LICENSING BUSINESS PLAN

ACTION PLAN 2006/7-to be updated

<u>ACTION REQUIRED</u>	<u>IDENTIFIABLE OUTCOME</u>	<u>RESPONSIBLE OFFICER</u>	<u>RESOURCES REQUIRED</u>	<u>TARGET DATE</u> FOR COMPLETION	<u>PRIORITY</u> (High, Medium, Low)	<u>YEAR ON YEAR TARGETS AND ACTUALS</u> 2004/5 2005/6 2006/7			<u>3-MONTHLY PROGRESS</u> Please use Red, amber or green to denote priority
80% - score against a checklist of enforcement best practice for environmental health (BVPI 166)	Target achieved	Head of Environmental Health & Licensing	All EHS staff, systems and procedures	March 2006	H	80% (79%)	89%	89%	
BVX20 percentage of pollution control improvements completed	Awaiting advice from Central Government	Env Health Manager (Environment)	Environment team and support	March 2006	M	-	New		
BVX22 percentage of land inspected for contamination	Awaiting advice from Central Government	Env Health Manager (Environment)	Environment team and support	March 2006	M	-	New		
BVPI157 e-Government 100% services obtainable by 2005	All services obtainable electronically	Head of E H & L	IT	Dec 2005	H		100%		
BVPI127c number of violent crimes in connection with licensed premises per 100 population	Police statistics	Head of E H & L	Licensing Staff		H				

BVPI 12 Sickness - Less than 8.5 days per person per year	Target achieved	Head of E H & L	Staff HR	March 2006	M				
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ACTION PLAN 2005/6

<u>ACTION REQUIRED</u>	<u>IDENTIFIABLE OUTCOME</u>	<u>RESPONSIBLE OFFICER</u>	<u>RESOURCES REQUIRED</u>	<u>TARGET DATE</u>	<u>PRIORITY</u> (High, Medium, Low)	<u>YEAR ON YEAR TARGETS AND ACTUALS</u>			<u>3-MONTHLY PROGRESS</u> Please use Red, amber or green to denote priority
				FOR COMPLETION		2004/5	2005/6	2006/7	
Alcohol licensing from the Magistrates in 2005	Transfer completed by 2 nd appointed day	Head of E H & L	Staff IT Committee support	Second appointed day (possibly Nov 2005)	H		100% of app. Processed		
Monitoring and review of air quality management	Annual review published	Env Health Manager (Environment)	Staff Consultants	April 2005	M	N/A	Annual report pub.		
Transfer of authorisation of industrial processes on a rolling scheme to the Local Authority Pollution Prevention Control regime 2005/6	Completion of tranche 3	Env Health Manager (Environment)	Staff	March 2006	M	N/A	All processes transferred		
Revision of statutory food codes of practice in health and safety guidance, which will alter frequency of inspection at food businesses	Review of Food Framework Agreement agreed by Council	Env Health Manager (Environment)	Staff	March 2006	M	N/A	99% of inspections completed		
Licensing of gambling premises	Awaiting legislation	Head of E H & L	Staff	2006/7	M	N/A			

Implementation of Charter Mark status	To review 2005/6	Head if E H & L	-	2006/7	L	N/A			
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ACTION PLAN 2005/6

<u>ACTION REQUIRED</u>	<u>IDENTIFIABLE OUTCOME</u>	<u>RESPONSIBLE OFFICER</u>	<u>RESOURCES REQUIRED</u>	<u>TARGET DATE</u> FOR COMPLETION	<u>PRIORITY</u> (High, Medium, Low)	<u>YEAR ON YEAR TARGETS AND ACTUALS</u> 2004/5 2005/6 2006/7			<u>3-MONTHLY PROGRESS</u> Please use Red, amber or green to denote priority
Introduction of European regulations due January 2006 with potential for increased time demands for food hygiene inspections	Awaiting legislation	Env Health Manager (Commercial)							
Potential for review of health and safety allocation regulations	Awaiting legislation/guidance	Env Health Manager (Commercial)							
99% of food premises inspections that should have been carried out that were carried out (FSA) Timely return of report of performance to FSA	Target achieved	Environmental Health Manager (Com)	Commercial Team – staffing, IT, possible contractors	March 2006 June 2005	H H	99 ()	99 ()		

99% of health and safety inspections that should have been carried out that were carried out (Health & Safety Commission) Timely return of performance to HSC	Target achieved	Environmental Health Manager (Com)	Commercial Team – staffing, IT, possible contractors	March 2006 June 2005	H H	99 ()	99 ()		
<u>ACTION REQUIRED</u>	<u>IDENTIFIABLE OUTCOME</u>	<u>RESPONSIBLE OFFICER</u>	<u>RESOURCES REQUIRED</u>	<u>TARGET DATE</u> FOR COMPLETION	<u>PRIORITY</u> (High, Medium, Low)	<u>YEAR ON YEAR TARGETS AND ACTUALS</u> 2004/5 2005/6 2006/7			<u>3-MONTHLY PROGRESS</u> Please use Red, amber or green to denote priority
99% of authorised/permited inspections that should have been done that were carried out (DEFRA)	Target achieved	Environmental Health Manager (Env)	Environment team – staffing, IT, possible contractors	June 2006	H	99 ()	99 ()		



**ENVIRONMENTAL HEALTH MANAGER
(COMMERCIAL)**

(1.0) DAVID PRICE

ENVIRONMENTAL HEALTH PRACTITIONERS

(0.5) Catharine Brown	Food Safety
(1.0) Brian Fox	Health Education & Home Safety
(0.8) Helen Kettle	Infectious Disease Control
(0.6) Nigel Pantling	Occupational Health, Safety & Welfare
(1.0) Christian Polzin	
(0.8) Mel Sinnott	Shops Act Compliance
(1.0) Claire Watson	SKDC Health & Safety Work
(1.0) Hazel Wilkinson	Water Quality
(1.0) Judith Hulland	
(1.0) Leila Faulkner	

FTE 8.7

**ENVIRONMENTAL HEALTH MANAGER
(ENVIRONMENT)**

(1.0) MIKE BROWN

ENVIRONMENTAL HEALTH PRACTITIONERS

(1.0) Kay Childs-Scott	Animal Health & Welfare
(1.0) Anne-Marie Coulthard	Air Pollution Control
(0.6) Bob Deller	Caravan Sites Standard
(0.7) Richard Etherton	Dog Control and Warden
(0.6) Janet Evans	Hackney Carriages
(1.0) Peter Harrison	Local Licensing
(1.0) Pam Lahney	Noise Control
(1.0) Pete Rogers	Pest Control
(1.0) Paul Sherry	Public Entertainment
(1.0) Mick Start	Public Health & Burial
	Destitute Persons

FTE 8.9

