

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 31 MAY 2012** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (Copy for information to all other members of the Council)  
Directors  
Press

## AGENDA

### Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 22 March 2012 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

### FOR DECISION

- ✓ 5. Purchase and Repair Capital Scheme Request – report of Chief Executive – copy enclosed.
- ✓ 6. Food Hygiene Intervention Plan 2012/13 – report of Chief Executive – copy enclosed.

## FOR INFORMATION

- ✓ 7. Representatives on Outside Bodies – report of Chief Executive – copy enclosed.
- ✓ 8. Environmental Health Review – report of Chief Executive – copy enclosed.
- ✓ 9. Confirmation of Arrangements for Assisted Funerals – report of Chief Executive – copy enclosed.
- ✓ 10. Housing Forum Feedback – report of Chief Executive – copy enclosed.
- ✓ 11. Visit to Ribble Valley Homes – report of Chief Executive – copy enclosed.
- ✓ 12. Minutes of Health and Wellbeing Partnership Group – copy enclosed.
- ✓ 13. General Report of the Chief Executive on Environmental Health Issues – report of Chief Executive – copy enclosed.
- ✓ 14. Reports from Outside Bodies (if any).

## Part II - items of business **not** to be discussed in public

- ✓ 15. General Report – Grants – report of Chief Executive – copy enclosed.
- ✓ 16. Affordable Housing Update – report of Chief Executive – copy enclosed.
- ✓ 17. Compulsory Purchase Order of Barnacre Road, Longridge – report of Chief Executive – copy enclosed.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No.

meeting date: THURSDAY, 31 MAY 2012  
title: PURCHASE AND REPAIR CAPITAL SCHEME REQUEST  
submitted by: CHIEF EXECUTIVE  
principal author: RACHAEL STOTT – STRATEGIC HOUSING OFFICER

## 1 PURPOSE

1.1 To seek Committee approval for a purchase and repair capital scheme.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To match the supply of homes in our area with the identified housing needs.

## 2 BACKGROUND

2.1 Adactus Housing Association approached the Council proposing an affordable housing scheme to deliver three units in Longridge in 2012/13 and three units in Longridge in 2013/14.

## 3 ISSUES

3.1 Currently the grant assistance available for delivery of affordable housing is through the landlord tenant grant scheme. The assistance available is for renovation only and the scheme does not allow for any grant towards the purchase of affordable properties. The scheme proposal from Adactus is for a grant towards both purchase and repair.

3.2 The additional benefits of this new scheme would be that the units would be affordable and managed by a housing association. The proposal is that the amount of grant which is approved for the purchase of the property will be registered as a Legal Charge to be repaid on sale, however this condition would exclude any sale to the tenant under the right to require or any further similar government schemes where the registered provider would not get the full receipt.

3.3 Adactus Housing Association have for many years delivered a purchase and repair scheme across the borough. Each year between 8 and 12 units have been purchased and renovated then let as social rented units. With the change in the Homes and Communities Agency grant funding process, the scheme was no longer viable. Therefore Adactus approached the Council as to whether we would offer support to enable continuation of the scheme. Longridge was identified as an area which would benefit from delivery of the scheme due to the lack of affordable family accommodation and the long social housing waiting list for Longridge.

3.4 Adactus have now got Board approval to go ahead with the purchase of three 2-bed properties in 2013 and 2014. The costs would require grant aid from Ribble Valley Borough Council. Therefore the proposal is for a new capital scheme to be made available for registered providers for the purchase and repair of properties.

3.5 The conditions of the grant would be local housing allowance rates to be charged on completion, the Council has 100% nomination rights and a Legal Charge is registered against the property for the value of the grant committed towards

purchase. The conditions will remain whilst the land charge is registered. The maximum grant to be offered is proposed to be £15,000 per property and £10,000 per flat.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – Options that may be available to finance the scheme include commuted sum monies and VAT shelter.
- Technical, Environmental and Legal – To use existing grant and support.
- Political – None.
- Reputation – To support affordable housing delivery.
- Equality and Diversity – No implications identified.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the proposed Purchase and Repair Scheme and the request for a new capital scheme to enable its delivery.

MARSHAL SCOTT  
CHIEF EXECUTIVE

RACHAEL STOTT  
STRATEGIC HOUSING OFFICER

#### BACKGROUND PAPERS

1 None.

For further information please ask for Rachael Stott, extension 4567.

REF: RS/CMS/HEALTH & HOUSING/310512

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 31 MAY 2012  
title: FOOD HYGIENE INTERVENTION PLAN 2012/2013  
submitted by: CHIEF EXECUTIVE  
principal author: JAMES RUSSELL HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council's Food Hygiene Intervention Plan 2012/2013.

1.2 The Council's vision shared with the Ribble Valley Strategic Partnership states that we aim to ensure Ribble Valley will be "an area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors".

This function of environmental health should be recognised as making an important contribution to the Council delivering this vision.

1.3 Relevance to the Council's ambitions and priorities:

- Council Ambitions – This key service document sets out how this Council is to fulfil its duties in relation to food safety "to help make peoples lives safer and healthier".
- Community Objectives – To promote and support health, environmental, economic and social well-being of people who live, work and visit the Ribble Valley.
- Corporate Priorities – To promote healthier environment and lifestyle.
- Other Considerations – This document meets the Food Standard Agency's food law enforcement framework and requirement to produce an annual service plan complying with the national template.

1.4 The content of this document will be a principal constituent of the Ribble Valley Borough Council Environmental Health Service Plan with the items contained within the action plan being incorporated accordingly.

## 2 BACKGROUND

2.1 In October 2000, the Food Standards Agency published initial detailed guidance to local authorities entitled "A Framework Agreement on Local Authority Food Law Enforcement". Subsequent guidance the latest of which was issued in April 2012, continues to require local authorities to produce a Food Hygiene Intervention Programme (Plan) relating to food law enforcement and set out how they will meet their statutory obligations.

2.2 The latest revision of the Food Safety Act Code of Practice titled 'Food Law Code of Practice (England)' was also released in April 2012. This guidance consolidates and updates previous food control guidance to reflect changes in national and European Union Food Directives and Regulations. Local Authorities are required to implement and operate in accordance with this guidance.

### 3 ISSUES

- 3.1 Attached as Appendix to this report is a recently completed annual Food Hygiene Intervention Plan in relation to Ribble Valley Borough Council.
- 3.2 I would, in particular, draw your attention to the contents of Part 7, which reviews the performance of the service against last year's performance plan and also sets out the proposed areas for improvement for the forthcoming year. I am also pleased to report again that we have received no complaints against the delivery of the service.
- 3.3 In 2005 the revised Food Standards Guidance removed the lowest risk Category F premises, which required inspection every 5 years resulting in all food premises requiring an inspection or audit every 3 years. However, the guidance also introduced an option for the Category E 'lowest risk' premises to be dealt with by way of an alternative inspection strategy/scheme. As a result a self-assessment audit was produced and used successfully to audit 43 'lowest' risk premises and advise them of new statutory requirements. It is intended that this be continued in the next year.
- 3.4 The advent of the Food Safety Hygiene Regulations 2006 introduced the requirement for all food businesses to produce a 'documented' risk assessment system, and preferably adopt the Safer Food Better Business recommended scheme. The Food Standards Agency are requiring local authorities to actively promote and encourage the adoption of this scheme, this work is ongoing.
- 3.5 The above has had considerable implications in relation to increased complexity and time needed to complete audits for the small team of dedicated officers. *It should be remembered that any premises not inspected in the programme this year must be taken forward and will increase the next year's programme accordingly.* In the event of experiencing any problems with achieving targets, priority will continue to be given to inspecting the 'high risk' premises (category A to C) first.
- 3.6 Last year on 1<sup>st</sup> June 2011, the National 'Food Hygiene Rating Scheme' was successfully introduced within the Borough. To date, 80% of local authorities in England, Wales & Northern Ireland are now operating this system and the Food Standards Agency expect this figure to rise to 93% by the commencement of the Olympics. The Food Standards Agency intend to launch a mobile phone 'App' in the near future, to make the scheme more accessible and encourage greater consumer use. Unfortunately this scheme has had additional impact in necessitating greater time taken to undertake and complete an audit of a food premises. Generally the scheme has been well received and has been an undoubted success. I am pleased to report the ratings for the food premises in Ribble Valley have improved in the past 12 months and are as follows, Risk Rating 5 being best;

Risk Rating 5: 317, 4: 136, 3: 64, 2: 6, 1: 2, and 0: 1.

Effort and resource will be focused on the lowest 3 categories with the aim to raise these premises to achieve at least 'general compliance' and a rating of at least 3.

- 3.7 As part of the food service 'quality control', as part of a Lancashire initiative, an inter authority audit was recently undertaken by food officers from two neighbouring Council's. In addition, the Food Standards Agency also undertook an audit of our 'Approved Premise' systems. I am pleased to report that both audits were generally successful and reassuring with only relatively minor issues being identified. These issues have subsequently been addressed.

3.8 A copy of the Food Hygiene Intervention Programme will also be placed on the Ribble Valley Borough Council website for reference purposes in the 'Environmental Health' section.

3.9 It is believed appropriate for the programme to be submitted to the relevant members forum for approval to ensure local transparency and accountability.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – There are no immediate implications but Committee is asked to recognise the ongoing demands on the service.
- Technical, Environmental and Legal – There are no environmental or legal implications. Failure to provide this document contravenes Food Standards Agency requirements and could result in an audit of the service. This is also an essential performance management and review document.
- Political – This document confirms the Council's intended service provision in relation to this important statutory function.
- Reputation – This document meets this Council's obligations in relation to producing an obligatory annual Food Safety Service Plan in accordance with national framework.
- Equality and Diversity – No implications identified.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the Ribble Valley Borough Council Food Hygiene Intervention Plan 2012/13 for implementation in the current financial year.

5.2 Note the satisfactory performance in relation to the identified areas for improvement in the previous year's Food Safety Plan.

5.3 Reconfirm the continuing priority of food premises inspection for environmental health service provision.

MARSHAL SCOTT  
CHIEF EXECUTIVE

JAMES RUSSELL  
HEAD OF ENVIRONMENTAL SERVICES

For further information please ask for James Russell, extension 4466.

#### BACKGROUND PAPERS

1. Framework Agreement on Local Authority Food Law Enforcement - July 2004
2. 'Food Law' Code of Practice ( England) – April 2012.
3. 'Food Law Guidance ( England) – April 2012.

REF: JAR/CMS/HEALTH & HOUSING/300512



**EH** Food Hygiene Intervention Plan 2012/13

**RIBBLE VALLEY BOROUGH COUNCIL**

**CHIEF EXECUTIVE'S DEPARTMENT**

**ENVIRONMENTAL HEALTH SECTION**

**FOOD HYGIENE INTERVENTION PLAN**

**2012/13**

May 2012



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## 1.0 Service Aims and Objectives

### 1.1 Aims and Objectives

#### Departmental Aims

- To respond promptly and courteously.
- Be accessible, open and fair.
- Provide quality services.

#### Service Objectives

- Ensure the safe and hygienic production, storage, distribution and sale of food and drink through the enforcement of legislation, the provision of advice and information to consumers and the operators of food businesses and the co-ordination of training to food businesses and other employees by:
  - undertaking an annual programme of food hygiene inspections and enforcement in accordance with statutory requirements, relevant Codes of Practice and guidance;
  - supporting the annual inspection programme with an annual microbiological food sampling programme;
  - to investigating complaints within service standards and to take appropriate action in accordance with relevant Codes of Practice and Guidance;
  - acting as "home authority" to any food businesses originating with the borough of Ribble Valley and to carry out home authority enquiries referred by other agencies;
  - supporting the annual inspection programme with targeted promotional advice and educational initiatives together with providing information and advice on food safety to food businesses and consumers, and co-ordinating training.

## 1.2 Context - The Council's Vision

Council's vision shared with the Ribble Valley Strategic Partnership states that: **"Ribble Valley will be an area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, business and visitors."**

The Council's overarching corporate priority is **'to ensure a well-managed Council providing efficient services based on identified customer needs'**.

Environmental Health activity is driven by 3 of the 4 Council's ambitions, namely:

- To ensure a well-managed Council providing efficient services based on identified customer needs'.
- To help make peoples lives safer and healthier;
- To protect and enhance the existing environmental quality of our area.

From these ambitions, the Council's Corporate Strategy has identified a number of objectives to be delivered through the Council's supporting Action Plan.

There are also other corporate documents that influence service delivery including the Sustainable Community Strategy, the Crime and Disorder Strategy, Data Quality Policy, Equality Scheme, Customer Care Policy, Consultation Strategy and Citizens Charter.

Along with these key corporate documents, it is important that the services are delivered in a manner that provides satisfaction to the public. Therefore it is an integral element of all the services delivered that they are done so efficiently and effectively by appropriately qualified and experienced staff.

As a frontline Council service environmental health services commit to treat all customers fairly, with respect and professionalism regardless of gender, race, nationality or ethnicity, age, religion or belief, disability or sexual orientation.

**KEY OBJECTIVES AND POLICY STATEMENTS**

**Links to Sustainable Community Strategy**

- To improve the health of people living and working in our area
  
- To encourage economic activity to increase business and employment opportunities
- To support the regeneration of Market Towns as sustainable service centres
- Promote local produce and local employment opportunities and promote and support the development of the Ribble Valley Food Trail
  
- To support the priority outcomes of the Strategic Health Improvement Group within the Ribble Valley Local Strategic Partnership ( LSP)
  
- To ensure continuous improvement
- To treat everyone equally and ensure access to services is available to all

**Specific Food Safety Ambitions**

- “to focus resources to achieve Food Standards Agency inspection targets
  
- “ Support & complement the National Food Standards Agency reduction targets to reduce gastroenteritis in the community
  
- To encourage the adoption of healthy lifestyles in the local community

**Service Committee Policies – Health & Housing Committee:**

- To protect and where possible improve the environment and the general public health of the community, by taking all reasonable measures available;
- To ensure that all premises where food is manufactured or sold comply with the public health legal requirements; and
- To ensure that all other eligible organisations and establishments comply with the relevant public health requirements.
  
- the Council is committed to education and training towards sustainable development and creation of a more sustainable and inclusive society.
- Contains commitment to provision of food hygiene training.
  
- Health Prevention Strategy:
  - To promote public awareness and understanding of the importance of good food hygiene through appropriate media channels.
  - To promote and provide food hygiene courses for local businesses.
  - To develop a ‘hygiene award’ scheme for food businesses and restaurants.
  
- E.Government:
  - to develop greater provision of information and service through this media in line with Corporate Policy.

**1.3 Links to annual 'Corporate Strategy'**

The Council produces an annual Corporate Strategy.

This strategy contains key summary service information, performance information and includes key actions for the forthcoming year. It is anticipated that this year's Corporate Strategy will not contain anything specific in relation to Food Safety.

**1.3.1 Service development history**

As part of the recommended food enforcement 'quality control' measures and as part of an adopted Lancashire authority initiative, an inter authority audit was undertaken of our food enforcement systems recently by food officers from two neighbouring Council's. In addition, the Food Standards Agency also undertook an audit of our 'Approved Premise' systems. I am pleased to report that both audits were generally successful and reassuring with only relatively minor issues being identified. These issues have subsequently been addressed

Detailed individual Service Plans for Food Safety and Health and Safety are normally prepared on an annual basis.

This plan contributes to the corporate vision, values and objectives set out in the Council's Corporate Strategy and, will be a key contributor to the delivery of the Council's Environmental Health Plan.

## 2.0 Background

### 2.1 Profile of the Local Authority

Ribble Valley Borough is situated in North East Lancashire, and with an area of 226 sq miles is the largest geographical district in the County. The Borough Council is one of 12 District Councils, 1 County Council and 2 Unitary Authorities within the County of Lancashire. Within the Borough, some functions relating to food safety are the responsibility of Lancashire County Council eg Trading Standards and Food Standards Inspections.

Over 70% of the Borough is in the Forest of Bowland Area of Outstanding Natural Beauty, a clear reflection of the landscape quality of the area.

The Borough has a population of approx. 58,000 (2011), with Clitheroe, the main administrative centre having 15,000 inhabitants. Clitheroe lies at the heart of the Borough, whilst Longridge, the other main town, lies in the West. Longridge has a population of approximately 8,250. The remainder of the area is mainly rural with a number of villages ranging in size from large villages such as Whalley, Sabden and Chatburn through to small hamlets such as Great Mitton and Paythorne.

The Borough has a mixed economy, with good employment opportunities and a consistently low rate of unemployment. Given the rural nature of the area it is not surprising that agriculture is a primary employer through the District. Large manufacturing activity is represented by major national and multi-national companies such as Hanson Cement, Tarmac, Johnson Matthey, Ultraframe, 3M, and British Aerospace Systems.

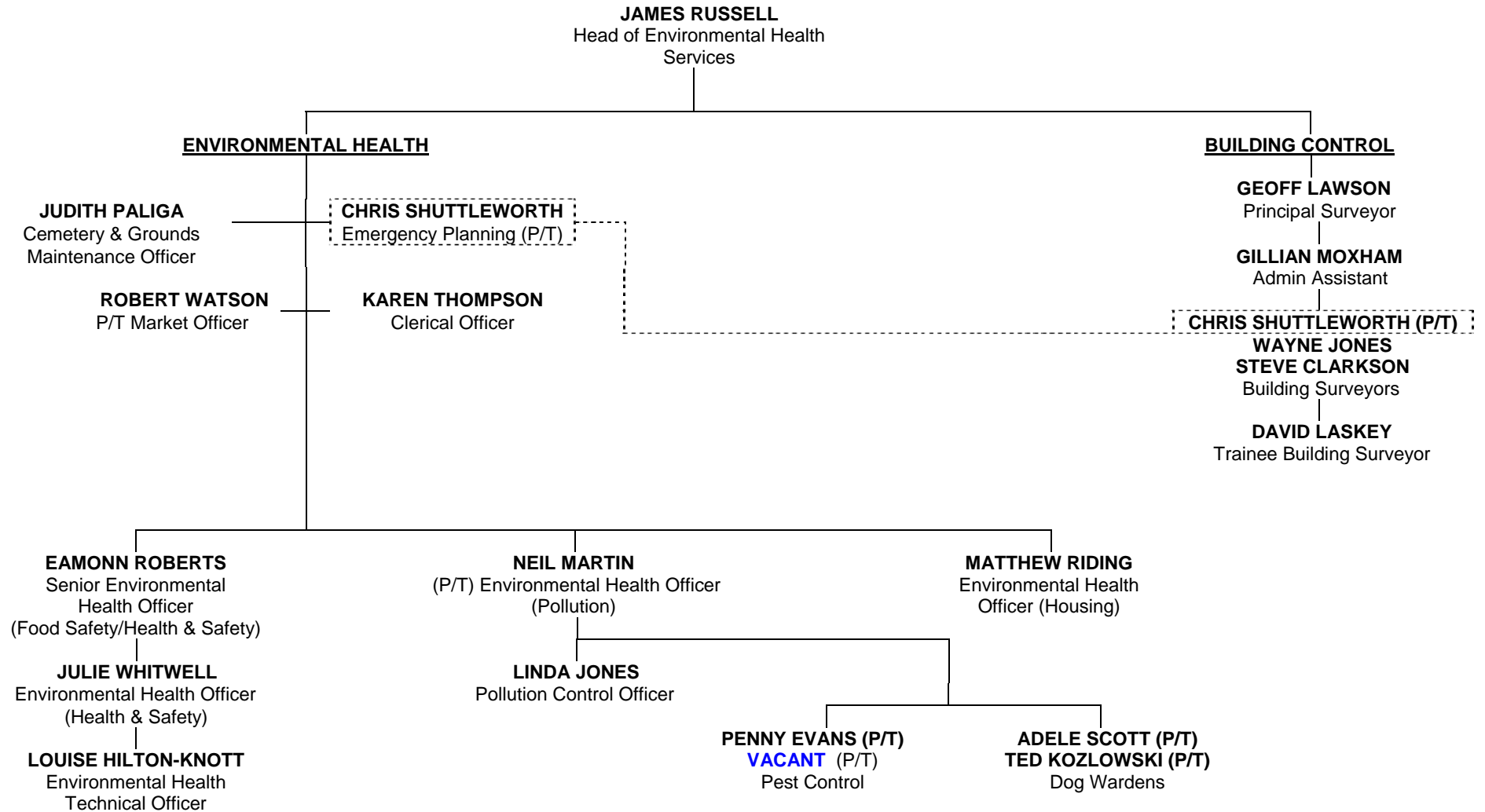
The Ribble Valley has excellent communications which open up the area to the rest of the country. The A59 trunk road, a main artery from the west coast through to the east, dissects the Borough, and links to the M6. Main line rail services are available from Preston, which is only 30 minutes from Clitheroe. In addition, Manchester Airport is only 60 minutes away from Clitheroe and provides links to over 200 destinations worldwide.



#### POLITICAL MAKE-UP OF THE BOROUGH

40 Local District Councillors  
33 Parish Councils (and 7 Parish Meetings)  
2 Town Councils  
1 Member of Parliament

## 2. SERVICE STRUCTURE

### 2.1 ENVIRONMENTAL HEALTH SERVICE STRUCTURE



<b>Political Arrangements</b>	Food Safety falls under the terms of reference of the Health & Housing Committee. The Food Service Plan is presented to the Council's Health & Housing Committee for approval and adoption.		
<b>Provision for Specialist Services</b>	<p>Food Analytical Services</p> <p>Food Examiner Health Authority</p> <p>LA Sector Enforcement Guidance</p>	<p>Lancashire County Council Public Analyst plus specialist service providers as necessary</p> <p>Food &amp; Environmental Microbiology Services (PMS), Preston</p> <p>East Lancashire Primary Care Trust</p> <p>CHP/DPH – Consultant in Health Protection, Director of Public Health, Health Protection Agency</p> <p>Local Authorities Coordinator of Regulatory Services (LACORS)</p>	
<b>2.3 The Scope of the Environmental Health Section's Food Service</b>	<p>As a Borough Council the Authority is responsible for the full range of food hygiene duties under the Food Safety Act 1990.</p> <p>Food Standards and Animal Feed Products are the responsibility of the Lancashire County Council Trading Standards Division.</p> <p>Within the Department of Development Services the Environmental Health Section also deliver the following services along side food safety.</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety/Smokefree Workplace</li> <li>• Local Authority Air Pollution Control (LAAPC/IPPC)</li> <li>• Air Quality Review</li> <li>• Nuisance Complaints</li> <li>• Management of Clitheroe Market</li> <li>• Clitheroe Cemetery</li> <li>• Infectious Disease</li> <li>• Pest Control &amp; Dog Warden Service</li> <li>• Health Education</li> <li>• Animal Welfare Licensing</li> <li>• Emergency Planning</li> <li>• Building Control</li> </ul>		
<b>2.4 Service Delivery Points</b>	<p>Chief Executive's Department</p> <p>Council Offices</p> <p>Church Walk</p> <p>CLITHEROE</p> <p>Lancashire</p> <p>BB7 2RA</p> <p>E-mail</p> <p>environmental.health@ribblevalley.gov.uk</p>	<p> (01200) 425111 (switchboard)</p> <p> (01200) 414464 (direct)</p> <p>Fax: (01200) 414489</p> <p>Web Site: <a href="http://www.ribblevalley.gov.uk">www.ribblevalley.gov.uk</a></p> <p>Opening Hours: 08.45 – 17.00 Monday – Friday</p>	<p>Out of Hours: Emergency Service available by contacting 01200 444448</p>



**2.5 Demands on the Environmental Health Section**

There are ever increasing service demands on the environmental health teams in relation to the issue of delivering the cleaner environment agenda, animal welfare, nuisance complaints, industrial air quality regulation, licensed premises, emergency planning, safe & green building construction and generally protecting the public health of the local community.

In relation to Food Safety, the area contains a mix of manufacturing, retail and catering premises. Catering and retail are the dominant sectors within this mix. The businesses are predominantly small to medium sized establishments.

The Borough has a normal cross-section of food businesses but has a significant and much higher than average number of 'approved' premises, the majority being on-farm dairies, which are by their nature relatively high risk, complex and resource intensive.

	<b>Number of Premises (as at 01/04/2012)</b>
Total number of Food Premises (Total)	<b>747</b>
Categories A-C (High Risk & Approved premises)	313 (42%)
Categories D-E (Others)	417 (56%)
Non Rated (excluding approved premises)	17 (2%)
Producers	7
Slaughterhouses (seasonal)	4
Manufacturers/Packers	29
Importers/Exporters	0
Distributors	16
Retailers	216
Restaurants and other caterers	445
Manufacturing Non Food	0
'Approved' Premises *	22
Premises where the Section acts as "Home Authority"	0
External factors impacting on service delivery:	None
<i>( * included in the figures above )</i>	

**2.6 Enforcement Policies**

Corporate adoption of the Enforcement Concordat – 2000  
 Food Safety Enforcement Policy (Revised January 2011)  
 General Environmental Health Enforcement Policy (Revised June 2005)

**3.0 Service Delivery****3.1 Food Premises Inspections**

It is Ribble Valley Borough Council's policy to carry out programmed inspections in accordance with both the minimum inspection frequencies specified in the Food Standards Agency 'Food Law' Code of Practice (England) [ April 2012] and as stipulated in Food Law Practice Guidance ( England) [April 2012] .

5

Premise Profile:

	Number of Premises as at 01/04/12	Programmed Number of Inspections Required During the Year (01/04/12 – 31/03/13)
Category A	7 (0.6%)	7
Category B	33 (6.3%)	33
Category C	273 (43%)	130
Category D	154 (15.2%)	44
Category E	261 (31.3%)	41 *#
Non Rated/Overdue	19 (16.6 %)	19
'Approved' Premises (* included in above)	*22	
<b>TOTAL</b>	<b>747</b>	<b>274</b> <i>* Total includes 29 E's carried forward, and also # 21 Cat 'E' premises to be dealt with by Alternative Inspection strategy</i>
Estimated number of revisits:		100
<i>Estimated number of officer hours for these visits (including contract monitoring/administration):</i>		<b>1100</b>

Local areas of targeted inspection:  
**Approved Premises** - On-Farm Dairies and Milk Products Plants (20) } Included in  
**Approved Premises** - Meat and Fish Product Plants ( 2 ) } the above  
*Estimated number of Officer hours for these targeted visits:* (150)}

**Local Performance Indicator:** **100% High Risk food premises inspection carried out**  
**100% Other food premises inspections carried out**

**3.2 Food Complaints/Service requests**

It is the policy of Ribble Valley Borough Council to give a first response within 2 working days to all food and food premises complaints/service requests. The 2011/12 performance target was to respond to 90% within 48 hours. *In 2011/12, we actually responded to 96% of 256/268 of food related service requests within 48 hours.*

Estimated number of food complaints/service requests: 200  
*Estimated number of Officer hours:* **400**

**3.3 Home Authority Principle**

Ribble Valley Borough Council subscribes to the current Local Authorities Co-ordinating Body on Food & Trading Standards (LACOTS) Home Authority Principal (HAP). The Authority has not been approached by or is aware of any local company likely to be within the remit of HAP currently entered into a formal agreement with any local company.

*Estimated resources spent on Home Authority Work:* **0**

**3.4 Advice to Business**

The Authority has a policy of offering advice to any business which has trading premises within our area unless the trader has a Home Authority arrangement with another Local Authority.

Planning/Building Control consultation responses, licensing enquiries and property searches: 100 (ave.)  
*Approximate officer hours:* 125

Estimated number of advisory visits: 10  
*Approximate number of Officer hours:* 15

Approximate number of food related enquiries involving significant work: 25

*Approximated number of Officer hours on general customer advice:* 50

Total: **190**

### 3.5 Food Sampling and Inspection

The general policy of Ribble Valley Borough Council is to sample food and drink, supplied, produced and sold within the Borough, in accordance with a planned sampling programme to assess its safety and quality and where necessary, in response to food complaints/investigations. The Council will also participate in Lancashire-wide, national and European sampling programmes. A copy of the Food Sampling Policy and 2012/2013 proposed sampling programme is attached at Appendix A.

*Estimated number of Officer hours to be devoted to food sampling and inspection:* **175**

Estimated number of complaint samples which will be submitted for examination/analysis: 3

Estimated number of surrender visits: 2

*Estimated number of hours on surrender visits:* **4**

All formal food samples are submitted to The Lancashire County Public Analyst for compositional analysis or to Food and Environmental Microbiology Service, Preston for microbiological examination.

### 3.6 Control of the Investigation of Outbreaks and Food Related Infectious Disease

Average number of notifications of gastrointestinal disease: 100

Average number of outbreaks: 5

*Estimated number of Officer hours to be devoted to food related infectious disease investigation and control:* (total outbreak investigation estimated 200 Hours) **300**

### 3.7 Food Safety Incidents

It is the policy of Ribble Valley Borough Council to comply with Food Standards Agency 'Food Law Code of Practice ( England) ' (issued April 2012) in relation to the handling of Food Hazard Warnings and Food Safety Incidents.

The number of notifications has significantly increased since the inauguration of the Food Standards Agency on 1 April 2001.

Estimated number of Food Hazard Warnings: 50

*Estimated number of Officer hours to be devoted to the handling of Food Hazard Warnings:* **35**

<b>3.8 Liaison with other Organisations</b>	<p>The Authority participates in the following liaison groups related to food safety issues in order to ensure that enforcement action taken within the Borough of Ribble Valley is consistent with those of neighbouring local authorities:</p>	<ul style="list-style-type: none"> <li>• Lancashire Chief Environmental Health Officers – Food Officer Sub-Group (FOG) } 8</li> <li>• FOG/Public Health Laboratory Service Liaison Group } 24</li> <li>• East Lancashire HA District Infection Committee 14</li> <li>• United Utilities (North West Water) Liaison Meeting 4</li> <li>• FOG/Trading Standards Sub-Group --</li> <li>• FOG/Social Services Sub-Group --</li> <li>• FOG/Lancashire County Council Education Sub-Group --</li> </ul>
	<p><i>Estimated number of Officer hours devoted to liaison activities:</i></p>	<b>50</b>
<b>3.9 Food Safety Promotion</b>	<p>The Authority will seek to be involved in the following promotional/training activities in relation to food safety:</p>	
	<p>Training Courses:  'Safer Food Better Business' awareness and implementation by food businesses  Initiatives:  Food Safety Week –  Basic Food Hygiene Courses – intention to provide 2 per year</p>	
	<p><i>Estimated number of Officer hours devoted to Health Promotion (including course administration support)</i></p>	<b>50</b>
<b>3.10 Food Safety Training for Officers</b>	<p>The general aim is to achieve a minimum of 10 hours per Officer each year. Training is provided to address needs identified within the Officer annual appraisal system and subject to course availability and within available resources.</p>	
	<p><i>Estimated number of Officer hours devoted to Food Safety Training</i></p>	<b>30</b>
<b>3.11 Food Safety Management</b>	<p><i>Estimated number of hours on Food Safety Management and administration</i></p>	<b>300</b>
<b>3.12</b>	<p>Total estimated officer hours required to deliver Food Safety function:</p>	<b>2634 (1.64 FTE)</b>

## 4.0 Resources

### 4.1 Financial Allocation

The Food Safety Service financial costs are contained within the main "Environmental Health Services" cost centre. This cost also contains the majority of costs relating to the provision of the Environmental Health Service eg Health & Safety, LAAPC, Complaint Service requests, animal welfare etc.

The individual service costs have been partially disaggregated. This has been established by the periodic use of time allocation exercise to determine average Officer time spent undertaking each function.

A breakdown of the Officer time estimated and used to calculate the service costs is contained within the Best Value 'Year One' Review which were based on calculated service costs used for CIPFA purposes.

The overall expenditure for the Environmental Health Service cost centre over the present year and forward budget for 2012/13 is as follows. These figures also include income and expenditure related to Enforcement and capital finance costs.

Environmental Health	11/12	12/13
Employee Expenditure	0	0
Premises Expenditure	25,080	17,800
Transport Related	3,790	4,210
Supplies & Services	18,300	15,510
Third Party Payments	6,750	5,330
Support Services	375,210	363,900
Capital Financing	3,830	2,020
Other grants and reimbursement	-6,890	-2,890
Customer and client receipts	-25,970	-32,250
	<u>400,100</u>	<u>373,360</u>
Net Service Expenditure		

Estimated food safety costs within the Environmental Health Service cost centre are as follows:

Food Safety /ID costs	11/12	12/13
Supplies & Services	1850	1,850
Support Services	55,530	53,860
Capital financing	0	0
Total Expenditure	57,380	55,710
Total Income	-980	0
Net Service Cost	<u>56,400</u>	<u>55,710</u>

#### 4.2 Staffing Allocation

The Environmental Health Section is responsible for the delivery of a range of services in addition to food safety, namely:

- Nuisance Complaint Investigation (commercial & residential);
- Local Authority Air Pollution Control (LAAPC);
- Air Quality Assessment and Monitoring;
- Health and Safety Regulation;
- Infectious Disease Control;
- Animal Welfare Licensing;
- Pest Control and Dog Warden Service.
- Housing standards
- Caravan Sites           \* Private Water Supplies   \* Environmental – litter, fly tipping

The total resources currently available within the section for the above is: 7.8 (FTE)

This is made up of:

- Enforcement Officers 6.8 (FTE)
- Administrative Support 1 (FTE)

of the above, the resource to deliver the food safety service is: 1.64 (FTE)

of which:

- Qualified to inspect Cat. A – B premises: 1.64 (FTE)
- Qualified to inspect Cat C – E: as above

It is proposed that for the year 2011/12, the food service will be delivered within existing resources, although the estimated resources required has slightly increased as result of the need to carry forward uninspected premises from the previous year. As in previous years, there has been significant work as a result of the introduction of the National Food Hygiene Rating Scheme, the need to prepare several cases for prosecution and also significant changes and new responsibilities in other areas of environmental health.

**If during the year it becomes apparent that the service is unable to complete the intended inspection programme, priorities in all areas of work will be reassessed and resources will be allocated to the food service on 'risk based' principles with priority being given to the regulation and inspection of "high risk" (Category A - C) premises.**

Members will be informed of any such re-allocation.

## 5.0 Analysis of Present Position

5.1 Set out below is the standard SWOT analysis of the Environmental Health Food Safety service:

### Strengths

- Well developed strategies and policies for the service in line with national guidance.
- Service well aligned with corporate strategy/policy.
- Well established performance monitoring procedures.
- Experienced, professional and dedicated staff.
- Low staff turnover.
- Clear commitment to quality service delivery.
- Achievement of Food Safety Act Code of Practice inspection targets for previous 8 years.
- Introduced National Food Hygiene Rating Scheme in 2011

### Weaknesses

- Minimal resources (always fire fighting).
- Proactive work at risk in event of public health emergency/reactive work demands.
- Potential remuneration problem in event of vacancies.
- Increasing complexity of regulation and enforcement - requirement to specialise to achieve competency.
- Diminishing pool of officers nationally.
- Lack of capacity to contribute meaningfully to wider public health agenda – Public Health England.

### Opportunities

- Multi-skilled public health professionals.
- Need to develop proactive public health agenda with other partners – eg No smoking in the workplace and by catering premises, healthy eating.
- Facilitate local food safety training needs.
- Develop new targeted 'intervention' approach to enforcement
- Work with other agencies to develop multi-agency lead inspector approach.

### Threats

- Increasing complexity of issues – greater need for research/documented procedures.
- Food safety service audit by Food Standards Agency if fail to meet targets and deliver mandatory duties.
- Increased information gathering and recording – increasing inspection costs.
- Projected shortage of EHO's entering profession.
- Pressures to PCT/Public Health Network to concentrate resources on health care service delivery rather than prevention partnerships.
- Increased duties and demands in relation to smoke-free workplace, clean environment, industrial air pollution regulation and animal welfare and capacity to achieve.
- Introduction of formal hazard analysis requirements under new regulations and associated resources requirements.



## 6.0 Quality Systems

It is our policy to carry out all areas of food service delivery in accordance with our Food Safety documented procedures and to fulfil any inter authority audit requirements as required with neighbouring authorities.

## 7.0 Review

### 7.1 Review Against the previous Plan

This Food Hygiene Intervention Plan will be reviewed annually and reported to members. The review will link into the annual budgetary process and the review of associated plans. Performance monitored on monthly basis and quarterly by management review of progress.

### 7.2 Annual Performance

In 2011/12:

- 423 ( of 418) food premises were audited, of which 380 food premises received a full inspection and 43 'low risk' premises were dealt with under an Alternative Inspection Programme. Although 423 inspections were undertaken, 29 Category E's had to be carried forward, equating to 94% of the programmed inspections being achieved.
- 268 service requests were recorded of which 256 (96%) were actioned within the target response time of 2 working days.
- 136 confirmed cases of infectious diseases were investigated in relation to food-born organisms (100% of notified cases).
- 230 'milk products' and 'other' food samples were submitted for analysis.

### 7.3 Compliance with Local Performance Indicator

In addition to the service performance statistics listed in paragraph 7.3 above:

- Enforcement of food safety legislation has been implemented in accordance with the Ribble Valley 'Food Safety' Enforcement Policy ( Rev. January 2011) and associated standard procedures.
- In the year 2011/12, there have been no complaints received about the Food Safety enforcement activity.

**7.4 Identification of significant variance from Service Plan**

- To be monitored quarterly and any significant variation from the plan to be reported promptly to the Health & Housing Committee.

**7.6 Service Improvement**

7.6 (i) The following areas of service development were identified for 2011/12 :

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved
To focus EH resources to achieve FSA inspection targets	To undertake 100% of programmed audit/inspection of food premises in accordance with Food Standards Agency 'Food Law' Code of Practice (issued June 2008).	Food Standards Agency 'Food Law' Code of Practice (issued June 2008).	No of inspections/audits completed	418	Senior EHO (Food/Health and Safety) and EHT's	Within existing	LPI	94% (389)  not achieved due to combination of vacancy and long term sickness

<b>Corporate Objective</b>	<b>Action</b>	<b>Standard</b>	<b>Method of Measurement</b>	<b>Target</b>	<b>Responsible Officer</b>	<b>Resources</b>	<b>Links</b>	<b>Achieved</b>
To introduce the National 'Food Rating' Scheme in relation to relevant Ribble Valley Food Businesses	To implement National Food Hygiene Rating Scheme – catering and retail premises	As per Food Standards Agency Guidance	No of records validated and certificates issued	320	Head of Env Health Services / Food Safety Team	Deliver within existing resources subject to FSA grant funding		Achieved June 2011 525 premises included in scheme
To meet mandatory government guidance	To review Food Safety procedures and update to comply with Food Standards Agency 'Food Law' Code of Practice' (revised June 2008).	Food Standards Agency 'Statutory Food Law Code of Practice' (revised June 2008).	Standard Procedures reviewed and standard documents updated	Review by 31.3.12	Senior EHO (Food/Health and Safety)	Within existing	FSA	Ongoing
Legend:	FSA – Food Standards Agency LPI – Local Performance indicator							

## 7.6 (ii) Action Plan for the next 12 months:

<b>Corporate Objective</b>	<b>Action</b>	<b>Standard</b>	<b>Method of Measurement</b>	<b>Target</b>	<b>Responsible Officer</b>	<b>Resources</b>	<b>Links</b>	<b>Achieved</b>
To focus EH resources to achieve FSA inspection targets	To undertake 100% of programmed audit/inspection of food premises	Food Standards Agency 'Statutory Food Law Code of Practice' (April 2012).	No of inspections/audits completed	274	Senior EHO (Food/Health and Safety) and EHT's	Employ consultants if necessary	LPI	31/3/13
To meet mandatory government guidance	To review Food Safety procedures and update to comply with Food Standards Agency 'Food Law' Code of Practice (April 2012)	Food Standards Agency 'Food Law' Code of Practice (April 2012).	Standard Procedures reviewed and standard documents updated	Review by 31.3.13	Senior EHO (Food/Health and Safety)	Within existing	FSA	Ongoing

## Sampling Policy 2012 / 2013

### 1. Introduction

- 1.1 Ribble Valley Borough Council recognises the important contribution that food sampling makes to the protection of Public Health and the Food Law Enforcement functions of the Authority.
- 1.2 Food Safety Officers from the Environmental Health Section will be responsible for undertaking the food sampling functions of the Council.
- 1.3 Consideration will be given to food sampling in the following specific situations:
  - National, Regional and Locally co-ordinated surveys/programmes;
  - complaints;
  - process monitoring;
  - inspections;
  - Home Authority Principal activities;
  - special investigations;
  - imported foods.

### 2. Food Sampling Surveys/Programmes

- 2.1 Ribble Valley Borough Council will make provision to co-operate and, where possible, participate in all food sampling surveys. However, some surveys may involve foods or food premises which are either in short supply or not available in the Ribble Valley, in which case a reduced number of samples or no samples will be submitted to the laboratory.
- 2.2 **National Surveys**
  - 2.2.1 National surveys may be organised through the Food Standards Agency as part of the EC co-ordinated sampling programme.
  - 2.2.2 The Local Authority Co-ordinating Body on Regulatory Services (LACORS) and the Food and Environmental Microbiology Services (PMS) Preston, also arrange National Surveys each year.
- 2.3 **Regional Sampling Programme**
  - 2.3.1 A Survey Sub-Committee comprising of officers from the PMS Laboratory Preston, the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group are responsible for drawing up and distributing a sampling programme every four months. This programme determines the number of samples required and the sampling frequency.
- 2.4 **Local Sampling Programmes**
  - 2.4.1 A local survey may be generated following a food poisoning incident or as a follow-up survey following a local sampling initiative.

**3. Food Complaints**

- 3.1 Samples of food received as a food complaint may require microbiological examination or chemical analysis. The PMS Laboratory Preston will undertake all microbiological examinations and the County Analyst at the County Laboratory in Preston, is used for any samples which require chemical analysis.
- 3.2 All food complaints are taken seriously and the results of an examination or analysis may generate the need for more controlled sampling of the food product or from the food premises.
- 3.3 Consideration will be given to the sampling of locally produced products, in particular ice cream, cooked meats and high risk confectionary such as vanilla slices and cream based products.

**4. Process Monitoring**

- 4.1 Process monitoring will not normally be undertaken by this Authority as a matter of routine. However, one exception to this policy relates to on-farm dairies. In the light of knowledge and experience it has been decided, after consultation with food safety colleagues in other authorities in Lancashire and the PMS Laboratory Preston, to undertake process monitoring of milk from on-farm processing (heat treatment) dairies to confirm that food safety is being maintained.
- 4.2 Sampling will comprise of one formal paired sample every year from each processing dairy to test for compliance with the Regulation (EC) No. 852/53/2004 to comply with Regulation (EC) No. 2073/2005 . These will generally be taken between December and March.
- 4.3 All samples shall comprise one bottle/container of milk (preferably semi-skimmed if available) from each pasteuriser at the on-farm dairy premises. The annual statutory sample shall also contain a sample of cream where separation of milk takes place on the premises.

**5. Inspections**

- 5.1 Food sampling will not normally be undertaken as a constituent part of food safety inspections. However, it will be left to the inspecting officer's discretion whether to recommend to the Environmental Health Manager that food samples should be taken for monitoring purposes following any inspection.

**6. Home/Originating Authority Responsibilities**

- 6.1 There have been no requests from any food businesses within the Borough for 'Home Authority' agreements. The Authority does, however, act as Originating Authority for some food businesses.
- 6.2 There is no intention to take routine food samples from any food businesses for which this Authority acts as Originating Authority.

**7. Special Investigations**

- 7.1 Special circumstances may arise during a year which will require samples to be taken. These samples will most likely be generated during the investigation of food poisoning incidents. Samples may include environmental samples in addition to food samples.

**8. Imported Foods**

- 8.1 At present there are no companies or businesses in the Ribble Valley Borough area, which regularly receive imported foods directly upon importation into the UK. Therefore, no routine sampling of imported foods at wholesalers will be undertaken. However, consideration will be given to the directed sampling of imported foods wherever possible, with the targeting of 'high risk' animal and non-animal origin imported foods noted during routine inspections or found on display by major retailers.

If, however, circumstances change this Policy will be reviewed in the light of future developments.

## Sampling Programme 2012/ 2013

### 1. Introduction

- 1.1 Ribble Valley Borough Council recognises the important contribution that food sampling makes to the protection of Public Health and the Food Law Enforcement functions of the Authority.
- 1.2 In developing a sampling programme consideration is given to:
- protecting the consumer through the enforcement of food legislation;
  - identifying foods that pose a hazard to the consumer because they contain significant levels of pathogenic bacteria;
  - increased emphasis being given to the surveillance and sampling of imported foods of animal and non-animal origin, particular attention will be given to products of non-animal origin due to lower sampling levels at point of import;
  - assessing the microbiological quality of food manufactured, distributed or retailed in the area.
  - identifying any contraventions of food safety legislation, eg Food Safety Act 1990 Section 8 (food which is unfit or food which is so contaminated) or Section 14 (food not of the quality);
  - helping determine whether advice or enforcement action would be appropriate where it is suspected that poor practices and procedures exist;
  - offering advice and guidance, if appropriate, on food hygiene matters.

### 2. Scope of Sampling

- 2.1 Ribble Valley Borough Council is a Shire District Council and, therefore, does not have any responsibility for Food Standards issues such as food composition or labelling, (which usually require analysis of the samples). These matters are the responsibility of the County Council through the Trading Standards Department. Therefore, this Sampling Programme will relate solely to food sampling for microbiological examination.
- 2.2 In accordance with the revised Food Standards Agency 'Food Law' Code of Practice (revised April 2012), the Sampling Programme has been prepared in consultation with colleagues from the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group along with the Food Examiner from the Food and Environmental Microbiology Services (PMS) Preston.
- 2.3 The Council engages the services of the PMS Laboratory Preston, based at the Royal Preston Hospital, to undertake all microbiological examinations.



- 2.4 The County Analyst, based at the County Laboratory in Preston, is used for any foods or water which require analysis. These samples are usually related to the investigation of food complaints and, therefore, they will not form part of the annual sampling programme.
- 2.5 Advice will be sought from the PMS Laboratory Preston regarding the size/quantity of the food sample required for examination.

### **3. Funding**

- 3.1 At present, funding for the examination of routine food samples is borne by the PMS Laboratory, Preston based on a 'credit allocation system' which is calculated on the size of each Authority. However, as the Sampling Programme is agreed jointly by two Food Officer Groups, there is the flexibility to share out unused/surplus credits, by agreement, between Authorities if insufficient credits are available for a particular survey.
- 3.2 Sampling credits are levied for each type of food or examination undertaken. The PMS Laboratory, Preston maintains the register of credits and a report is issued to each Authority on a quarterly basis.
- 3.3 Some examinations are classed by the PMS Laboratory Preston as 'New Work' and do not have a credit value allocated to them. Payment for the examination of these samples, along with any fees for analysis of complaint samples, will be made by Ribble Valley Borough Council from the Environmental Health Service sampling budget.

### **4. Development of the Sampling Programme**

- 4.1 The Sampling Programme is developed and published on a four-monthly cycle following discussion/consideration by the Survey Sub-Committee. This usually comprises two officers from each of the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group along with microbiologists from the PMS Laboratory, Preston.
- 4.2 The Survey Sub-Committee usually recommends three surveys for each survey cycle. The number of samples to be obtained by each Authority is determined by various factors including:
  - the ability of the PMS Laboratory Preston to undertake the examination of the samples;
  - the number of premises from which the samples can be obtained; and
  - the number of results necessary to enable meaningful data to be obtained and evaluated.
- 4.3 Recommendations for the surveys to be undertaken in the next survey cycle are agreed by the Survey Sub-Committee and presented to the next meeting of the Food Officer Group for acceptance. Suggestions/justifications for future surveys are made either by food officers through the food liaison meetings or as a result of outbreaks/incidents involving certain foods, where an extended survey could establish whether there could be a more widespread problem.

- 4.4 Where possible, one survey in each cycle shall, in addition to the food product sampled, include a questionnaire where additional information is gathered which may indicate reasons for poor sample results and assist in determining whether advice or enforcement action would be appropriate. A Protocol for the survey shall be drawn up and piloted by two authorities to test and, if necessary, refine the questionnaire/sampling technique before the survey is extended throughout the food liaison groups.

## **5. Sampling Programme**

- 5.1 The Sampling Programme shall consist of the food sample surveys recommended by the Survey Sub-Committee and agreed by the Lancashire Food Office Group.
- 5.2 One formal sample, comprising one pair of bottles/containers of milk from farm processing (heat treatment) dairies shall be obtained every year to test for compliance with the Dairy Products (Hygiene) Regulations. The annual statutory sample shall also contain a sample of cream where separation of milk takes place on the premises.
- 5.3 At the end of each sample survey the PMS Laboratory, Preston shall collate the results and produce a summary of the survey. This summary shall be presented to the next meeting of the Food Liaison Group.

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 31 May 2012  
 title: REPRESENTATIVES ON OUTSIDE BODIES 2012/13  
 submitted by: CHIEF EXECUTIVE  
 principal author: OLWEN HEAP

### 1 PURPOSE

1.1 To inform members of the outside bodies that come under the remit of the Health & Housing committee and their membership.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

### 2 BACKGROUND

2.1 At the annual meeting each year the Council makes nominations to various outside bodies.

2.2 Members attend meetings of the outside body and report back to the relevant parent committee.

### 3 ISSUES

3.1 The following outside bodies come under the remit of the Health & Housing committee. The membership of these outside bodies was decided at the annual meeting of the council on 15 May 2012.

Carer's Link	Joyce Holgate
Environment Agency Liaison committee	Richard Sherras & Richard Newmark
Hanson Cement Liaison committee	Richard Sherras, Pam Dowson, Ruth Moores, Ian Brown & Allan Knox
Health & Well Being Board (LCC)	Bridget Hilton
LCC Adult Social Care and Health Overview & Scrutiny committee	Bridget Hilton
NW Regional Older Peoples Champion Network	Bridget Hilton
Oral Health – East Lancashire PCT	Bridget Hilton & Doreen Taylor
Pendle Club, Clitheroe	Pam Dowson & Sue Knox

Ribble Valley Homes	Peter Ainsworth, Ged Mirfin, Ian Brown & Allan Knox
Tarmac Liaison committee	Michael Ranson, Ian Sayers, Ruth Moores & Allan Knox

#### 4 RISK ASSESSMENT

##### 4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2012/13.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

#### 5 CONCLUSION

##### 5.1 Members note the outside bodies under the remit of this committee and their membership.

Marshal Scott  
CHIEF EXECUTIVE

Olwen Heap  
ADMINISTRATION OFFICER

#### BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 14.5.12

REF: CE/OMH/COM/22.5.12

For further information please ask for Olwen Heap, extension 4408

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 31 MAY 2012  
title: REVIEW OF ENVIRONMENTAL HEALTH SERVICE 2011/12  
submitted by: CHIEF EXECUTIVE  
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

1.1 To review service delivery key local performance indicators within the environmental health service for 2011/2012.

1.2 The Council's vision shared with the Ribble Valley Strategic Partnership states that we aim to ensure Ribble Valley will be "an area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors".

The Environmental Health Service makes an essential and important contribution to the Council delivering this vision.

1.3 Relevance to the Council's ambitions and priorities:

- Council Ambitions – This document reviews the performance of the Environmental Health Service and the contribution to two of the three stated ambitions, namely:
  - "to help make peoples lives safer and healthier"; and
  - "to protect and enhance the existing environmental quality of our area".
- Community Objectives – To promote and support healthy environmental, economic and social well-being of people who live, work and visit the Ribble Valley.
- Corporate Priorities - To 'promote a healthier environment and lifestyle' and 'ensure a well managed Council providing efficient services based on identified customer needs'.
- Other Considerations – This document provides an important performance review function and purpose with regard to service delivery and planning.

1.4 The content of this document will be a principal constituent of the Ribble Valley Borough Council Environmental Health Service Review where resource demands will be assessed corporately alongside other service reviews later in the year.

## 2 BACKGROUND

2.1 The Environmental Health Section's performance was last reviewed by Health and Housing Committee in June 2011 when 'ongoing high performance was noted throughout the previous 12 months in most areas and especially in relation to response times to service requests. However, it was again not possible to achieve

the required 'food safety', 'pollution control' and 'health and safety' premise inspections indicated due to reasons outlined' later in the report.

2.2 The Environmental Health section has continued to receive significant numbers of service requests in this last year. There continues to be great effort and hard work by all staff to achieve set targets.

2.3 The work undertaken by the Environmental Health staff is summarised in the Appendix attached to this report.

### 3 KEY ISSUES

#### Food Hygiene

3.1 In September 1995, the Food Safety (General Food Hygiene) Regulations became operative and introduced the concept of risk assessment. To mirror their requirements, local authorities are required to inspect food businesses according to an assessment of risk. Inspection frequency is determined by the Food Safety Act Code of Practice, which can vary from a minimum of 6 months for the highest risk category to a maximum of 3 years for the lowest risk. Last year the annual target was 418 premises. Following the Lanarkshire E.coli 0157 food poisoning incident and growing demands of EU regulation, the Food Standards Agency continues to produce additional service guidance requiring increasingly detailed and complex inspections, systems and records. The Food Standards Agency audited the food safety function in the autumn of 2001 and pleasingly concluded that "the Authority was providing an effective food law enforcement service".

3.2 In the past year, the section has been particularly busy with an ongoing elevated number of gastro-enteric incidents in local institutions, which by their nature are all highly resource intensive and also the introduction and maintenance of the National Food Hygiene Rating Scheme from 1<sup>st</sup> June 2011.

3.3 I am pleased to report that last year, 423 (of 418 target) inspections were undertaken, however, it was only possible to undertake 389 of the 418 identified in the 2011/12 programme, which represents 94% of the programmed inspections. The outstanding 6% were generally low risk and have been carried forward into this years programme. Food premise inspection continues to be "the priority" within the Environmental Health Section.

#### Health and Safety

3.4 Last year 15 inspections and 110 campaign visits and/or recorded interventions under Health and Safety provisions, plus a number of outdoor events were audited. We continue to apply the previous year's policy to focus available resources on the inspection of 'higher risk' non-food premises wherever possible. Considerable involvement has also been required to investigate a number of complex health & safety related reported incidents. During the past year inspections continued to be undertaken in line with HSE/HELA guidance to be topic based concentrating on slips and trips, asbestos, falls from heights, workplace transport, stress and musculo-skeletal disorders and the national disease reduction programme.

3.5 Every effort continues to be made to address the inspection performance of non-food premises, however, with the continuing elevated service demands in relation to reactive work, two unfilled vacancies and to meet the response times contained in the Environmental Health Plan, last year it was not possible to undertake more

inspections. It is anticipated that more resource will be available for health and safety in the coming year.

- 3.6 In addition, Smokefree Workplace legislation was introduced on 1 July 2007. Last year a total in excess of 121 inspections were undertaken.

Local Authority Air Pollution Control (LAAPC) and Local Authority Pollution, Prevention & Control (PPC)

- 3.7 The current position within the Borough is that we have 25 EPA and one A2 PPC process. Last year it was only possible to undertake two programmed inspections as a result of the ongoing EHO (Pollution) Officer vacancy. Currently we have 3 processes which require annual/multi inspections and 22 processes which now require a once every 3 year audit. With the re-appointment of the part time EHO (Pollution) it is expected that the annual inspections will be completed within the coming year

- 3.8 With regard to Air Quality Management, we are now required to undertake a full review on a three yearly basis and complete and submit an annual Update Screening Assessment. The 2011 Quality 'Update Screening Assessment' was submitted to DEFRA in May 2011. We have completed the detailed assessment for Nitrogen Dioxide in Read, which concluded that no further action was required. As a result, a programme of monitoring has been ongoing to check potential traffic hotspots for Nitrogen Dioxide. The additional monitoring previously identified to be undertaken in the locality of Pimlico, Clitheroe in relation to 'possible' elevated levels of particulates arising from changes in one of the quarries, has not been undertaken due to the responsible process being removed from site.

Caravan Sites

- 3.9 Ribble Valley has a total of 16 licensed caravan sites. Last year 5 site licences were reviewed and re-issued. It is intended for a further 8 to be prioritised, reviewed and reissued in the next 12 months.

Private Water Supplies

- 3.10 Within the Ribble Valley, we have some 296 private water supplies serving approximately 600 premises, the majority of which are domestic properties. The source of private water supplies varies in quality, particularly following heavy rainfall. Some supplies are treated satisfactorily to remove impurities, whilst others, have inadequate treatment or none. Supplies with inadequate or no treatment pose a serious risk to human health, when and if contaminated, following rainfall events.

- 3.11 Examples of the variety and number of commercial establishments served by private supply include: 3 restaurants, 3 cafes, 5 caravan sites (including 3 static sites), 27 holiday cottages, 8 bed and breakfast, 2 education training centres, 3 works canteens, 39 dairy premises, golf club, ski club and a village hall.

- 3.12 The number of private supplies in the Ribble Valley has steadily increased due in large to the large number of barns that have been converted into residential accommodation, in remote locations not supplied by mains water. Also, some of the large commercial establishments have transferred from United Utilities mains to their own private borehole for financial reasons. The number of borehole supplies is now 108, which is a significant increase on the 73 recorded in 2001.

- 3.13 I am pleased to report the achievement of the 2011 end of calendar year target for sampling of the programmed Private Water Supplies for commercial and multiple domestic systems. A total of 45 systems have been visited with a range of samples being procured and submitted for analysis. The necessary DWI annual return was completed and submitted by the deadline of 31 January 2012 as required. It is intended to commence the new requirement for risk assessments of these supplies in 2012, following the Drinking Water Inspectorate issuing the new Risk Assessment Tool.

#### Pest Control and Dog Warden Service

- 3.14 Last year again saw a further busy year with a total of 504 pest control service requests being received and actioned. I am pleased to report that 97% of the service requests were responded to and appointments scheduled within the two working day target, which reflects the officer's dedication and hard work throughout this period.
- 3.15 With regard to the dog warden service, we received 389 service requests of which 365 (94%) were responded to within 2 working days. With regard to tackling the ongoing issue of dog fouling, I can report that in 2011/12, a further five Fixed Penalty Notices were issued in relation to dog fouling. This now means that a total of 59 Fixed Penalties have been issued since the introduction of the Dogs (Fouling of Land) Act Provisions. The dog wardens are employed on a more flexible working hour arrangement and where possible undertake a significant proportion of their patrols 'out of office hours' including weekends and bank holidays. This approach continues to be successful and has resulted in the increased issue of Fixed Penalty Notices. In April 2009, the dog wardens hours were increased to a full time post and are undertaken on a job share basis.
- 3.16 A significant issue has been the recent introduction of the Clean Neighbourhood and Environment Act provisions removing of responsibility for stray dogs from the Police, which became operative on 6<sup>th</sup> April 2008. As reported previously, suitable arrangements have been put in place as a partnership with other East Lancashire local authorities to provide a 'stray dog' out of hours 'acceptance' service in line with DEFRA guidance. To date the new arrangements seem to be working generally satisfactorily and in budget. A new contract was renewed last year with the existing provider for a further 3 years.

#### General Complaints

- 3.17 Current staffing levels in environmental health were based on the expectation of processing 25 service requests/complaints per month. However, in line with national trends, numbers received continue to substantially exceed the anticipated figure.
- 3.18 In 2011/12, 1138 service requests were received representing in the order of 95 per month. Last year an average of 74% of service requests were actioned within 2 working days, which is exceptional but fall short of our stated target of 90%.

#### Emergency Planning

- 3.19 The past year has continued to be busy in the aftermath of the Summer 2007 floods and the issue of the Pitt Report findings. Work continues with other agencies to preparing specific local plans to deal with flood warning area incidents and to better inform and engage the residents at risk, and the public in general, with regard to emergency preparedness. Local flood plans have been produced and delivered to residents in the 4 Ribble Valley Flood Warning Areas.



- 3.20 The Emergency Planning function is also deeply involved with implementing the Council's Event Safety Policy and engaging with major event organisers to achieve compliance and to achieve safe, considerate and successful local events. Last year, over 80 outdoor events took place over 100 days. Again, this work is time consuming.
- 3.21 Every year, several major documents need review resulting in the re-issue of the updated plans following the significant changes of senior staff. The Council was also required to produce a revised format Multi-agency Flood Response Plan for the Borough. This has been completed and submitted. In addition, the Business Continuity software (Connie) and the Council's Risk Management system (Grace) continue development and use.
- 3.22 In addition last year, a dedicated team of officers dealt with the delivery of property flood protection grants to a further 27 properties in Ribchester. This included the arrangement of a Flood Fair in Ribchester in January 2012.

#### 4 CONCLUSIONS

- 4.1 Ongoing high performance has been achieved throughout the past 12 months in most areas and especially in relation to response times to service requests. However, it has again not been possible to achieve either the programmed 'food safety' and 'health and safety' premise inspection target last year due to a variety of operational reasons. However, it must be appreciated that the service continues to receive significant levels of complaints and every effort will continue to be made to achieve all service targets.

MARSHAL SCOTT  
CHIEF EXECUTIVE

JAMES RUSSELL  
HEAD OF ENVIRONMENTAL HEALTH SERVICES

#### BACKGROUND PAPERS

- 1 Appendix – Environmental Health Performance Summary.

For further information please ask for James Russell, on 01200 414466.

H&H/310512/JAR/EL

## Commercial Environmental Health Performance Summary

## Appendix 1

	Target	2008/2009	Target Achieved	2009/2010	Target Achieved	2010/2011	Target Achieved	2011/2012	Target Achieved
Food Premise Initial Inspections		415 (373)	100%	334	313 (94%)	326 (414)	(79%)	418 (423)	100%
Health and Safety Initial Inspections		98 (215)	46% + campaigns	200	167 (83%)	32 + 76 (200) campaigns	(16%) + campaigns	15 + 110 campaigns	
EPA		36 (38)	95%	24	20 (100%)	15 (15)	100%	2 (6)	33%
Licensing Inspections		98 (100)	98%	100	100 (100%)	145 (145)	100%	64	N/a
Smokefree Premises		248 (250)	99.2%	250	202 (81%)	156 (26)	62%	121(250)	48%
	<b>Working Days</b>		<b>within target</b>		<b>within target</b>		<b>Within target</b>		<b>Within target</b>
Food Complaints	within 2 days	114 (136)	84%		94%	160 (150)	94%	268 (256)	96%
Health and Safety	within 2 days	45 (39)	87%	28 (24)	86%	30 (28)	93%	37 (39)	95%
Abandoned Vehicles (initial removal)	within 1 day within 1 day	33 (33) 2 (2)	100% 100%	26 (26) 0	100%	8 (8)	100%	12 (12)	100%
Air Pollution [dust, odour, smoke]	within 2 days	80 (74)	92.5%	83 (70)	84%	70 (60)	86%	16 (15)	94%
Environmental litter	within 2 days	960 (658)	83%	666 (545)	82%	432 (333)	77%	547 (426)	78%
Noise	within 2 days	222 (197)	89%	257 (226)	88%	222 (196)	88%	147 (127)	86%
Licensing	within 2 days	10 (6)	60%	44 (33)	77%	63 (46)	73%	23 (11)	48%
Smokefree Premises	within 2 days	15 (14)	93%	10 (7)	70%	5 (4)	80%	3	100%
Miscellaneous	within 2 days	30 (27)	90%	39 (38)	97%	54 (49)	91%	83 (76)	92%
	<b>Total</b>	<b>1371 (1196)</b>	<b>86.5%</b>	<b>1309 (199)</b>	<b>87%</b>	<b>1044 (874)</b>	<b>84%</b>	<b>1136 (965)</b>	<b>85%</b>
Pest Control	within 2 days	559 (559)	100%	651 (648)	99.9%	568 (556)	98%	504 (490)	97%
Dog Warden	within 2 days	361 (338)	93%	391 (372)	95%	362 (346)	96%	389 (365)	94%

## Commercial Environmental Health Performance Summary

## Appendix 1

	Target	2008/2009	Target Achieved	2009/2010	Target Achieved	2010/2011	Target Achieved	2011/2012	Target Achieved
<b>Total</b>		<b>920 (897)</b>	<b>97.5%</b>	<b>1042 (1020)</b>	<b>98%</b>	<b>930 (902)</b>	<b>97%</b>		
<b>Infectious Disease</b>	<b>within 1 day</b>	<b>87</b>	<b>100%</b>	<b>115</b>	<b>100%</b>	<b>121</b>	<b>100%</b>	<b>136</b>	<b>100%</b>
<b>Food Sampling</b>		<b>288</b>		<b>253</b>		<b>83</b>		<b>230</b>	
<b>Accident Investigations</b>	<b>within 1 day</b>	<b>28</b>	<b>100%</b>	<b>12</b>	<b>100%</b>	<b>30 (38)</b>	<b>93%</b>	<b>21</b>	<b>100%</b>
<b>Animal Welfare</b>	<b>[Riding]</b>	<b>4</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>100%</b>
	<b>[Animal Boarding]</b>	<b>10</b>	<b>100%</b>	<b>8</b>	<b>100%</b>	<b>8</b>	<b>100%</b>	<b>8</b>	<b>100%</b>
	<b>[Dog Breeding]</b>	<b>5</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>100%</b>
	<b>[Pet Shops]</b>	<b>5</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>4</b>	<b>100%</b>	<b>3</b>	<b>100%</b>
	<b>[Zoo &amp; Wild Animals]</b>	<b>1</b>	<b>100%</b>	<b>1</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>2</b>	<b>100%</b>
<b>Planning Applications</b>		<b>2</b>		<b>56</b>		<b>108</b>		<b>12</b>	
<b>Housing related complaints</b>								<b>106 (99)</b>	<b>93%</b>
<b>Drainage</b>								<b>94 (93)</b>	<b>99%</b>
<b>Caravan site inspections</b>								<b>5 (8)</b>	<b>62%</b>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No.

meeting date: TUESDAY, 31 MAY 2012  
title: CONFIRMATION OF ARRANGEMENTS FOR ASSISTED FUNERALS  
PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984 – BURIAL AND  
CREMATION  
submitted by: CHIEF EXECUTIVE  
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL SERVICES

## 1 PURPOSE

1.1 To inform Committee of new contract arrangements to deal with public health assisted funerals.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To ensure a well-managed Council providing efficient services based on identified customer need.
- Community Objectives – To help make people's lives safer and healthier.
- Corporate Priorities – No implications identified.
- Other Considerations – No implications identified.

## 2 BACKGROUND

2.1 The Council has a duty to arrange and pay for the burial and cremation of the dead when the deceased person has no other person or means to arrange it.

2.2 It is usual for the Council to be approached with requests each year for an assisted funeral. In most cases we are able to trace a next of kin and as such we have only needed to pay for two funerals during the past five years.

## 3 ISSUES

3.1 Until last month, the Council had a three-year contract with a local undertaker, Calverleys Funeral Service (Clitheroe), to provide a decent yet basic service. This contract has now expired and four local undertakers were approached and invited to tender for the 2012/2015 contract.

3.2 Surprisingly, only one reply was received, from William Houghton Funeral Director (Longridge) and I am pleased to report that the costs are similar to those previously agreed, £640 plus standard fees (crematorium/cemetery/doctors etc) and therefore William Houghton have been awarded the contract.

## 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications – No implications.

5 **CONCLUSION**

- 5.1 That Committee be aware of the duty of the Council to make suitable arrangements for assisted burials and with whom arrangements are in place.

MARSHAL SCOTT  
CHIEF EXECUTIVE

JAMES RUSSELL  
HEAD OF ENVIRONMENTAL SERVICES

BACKGROUND PAPERS

- 1 Public Health (Control of Disease) Act 1984 – Section 46 – Burial and Cremation.

For further information please ask for James Russell, extension 4466.

REF: MR/JAR/EL/HEALTH & HOUSING/310512

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

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Agenda Item No.

meeting date: THURSDAY, 31 MAY 2012  
title: HOUSING FORUM FEEDBACK  
submitted by: CHIEF EXECUTIVE  
principal author: RACHAEL STOTT

## 1 PURPOSE

1.1 To inform Committee of the feedback received from the Housing Forum held on 16 May 2012 in the Council Chamber.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To match the supply of homes in our area with the identified housing need.
- Community Objectives – None.
- Corporate Priorities – None.
- Other Considerations – None.

## 2 BACKGROUND

2.1 The Housing Forum is held twice a year and this meeting was held on 16 May 2012 in the Council Chamber. The agenda for the Forum is attached at Appendix 1.

2.2 The session was well attended with 38 representatives and registered providers, support providers, Homes and Communities Agency, planning agents, Health and Housing Members and many other partner agencies.

2.3 All the presentations were informative and the final session gave attendees the opportunity to suggest future priorities for the 2012-2015 delivery plan for the Strategic Housing Service.

2.4 The consultation exercise requested that aims and objectives were set under the following three headings. The following feedback was received:

### Addressing Housing Needs in the Borough

Consider an 'assisted house purchasing scheme' to first time buyers. Investigate the Local Authority Mortgage Scheme which is operating across the North West.

Develop a purchase and repair scheme to enable delivery of affordable units with existing stock. Respond to the Welfare Reform and its implications – look to develop one bed units.

Support the formation of Community Land Trusts and the opportunities available for communities to play a role in affordable housing delivery.

Review the current evidence base of need for affordable housing delivery currently the SHMA and Housing Needs Surveys. Investigate alternative evidence collation.

Agree a policy regarding the use of condition in place of Section 106 Agreements in order to secure grant assistance for affordable housing.

Investigate the housing options available to young people and how we can increase provision and choice for under 35 year olds.

Continue to market/publicise completion of all affordable schemes and the positive effects.

#### Energy Efficiency.

Working partnership with the Health Working Group and identify the health benefits of reducing fuel poverty.

Deliver education sessions to improve the benefits of a reduction in energy use overall. General utility bill, tariff, energy efficiency advice.

Monitor the Green Deal and its delivery. Provide information for households on its implications.

#### Housing Needs service/supported housing.

Address the length of stay in temporary accommodation work to increase the options available to move on from temporary accommodation.

Investigate and promote 'sharing housing' as an option.

Flexibility is important within new schemes – one bed units, conversions, 2 into 1 and lodgers all to be considered.

Maximise the current SP services in the borough and ensure hours of SP funding are not lost.

Work in partnership with the Commissioning Managers to ensure the Council are aware of specialist housing needs within the borough.

Utilise the charity/church groups within the borough and encourage partnership working to support delivery.

Elderly continue to be a priority client group and the tenure options need to be further investigated.

- 2.5 This information will be worked up into a delivery plan which will be presented to the Strategic Housing Working Group and then brought back to the next Health and Housing

Committee to be agreed by Members as the action plan for 2012-2015 for the strategic housing service.

Should Members wish to receive a copy of the presentations delivered at the Housing Forum, then please contact me and I will forward them on.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

#### 5 CONCLUSION

5.1 That Committee acknowledge the contents of the report.

MARSHAL SCOTT  
CHIEF EXECUTIVE

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

#### BACKGROUND PAPERS

None.

For further information please ask for Rachael Stott, extension 4567.

H&H/310512/RS/EL



## **HOUSING FORUM**

WEDNESDAY 16<sup>TH</sup> MAY 2012  
9.45AM (10.00AM START) – 1.00PM

Venue – Ribble Valley Borough Council, Council Chambers  
Church Walk, Clitheroe BB7 2RA

### **AGENDA**

- |         |  |
|---------|--|
| 10am    | Welcome Stuart Hirst, Chair of Health & Housing      |
| 10.10am | Overview of Strategic Housing Service                |
| 10.30am | Green Deal – how it will operate                     |
| 10.50am | HCA-Localism Act and the implication for housing     |
| 11.15am | BREAK – TEA/COFFEE                                   |
| 11.30am | Helen Spencer, GPHA – securing HCA grant             |
| 11.50am | Housing Strategy 2012 – 2015 deciding our priorities |
| 12.30   | Close & Lunch  |

**NOTES ON THE VISIT TO RV HOMES AND HOUSING SITES – 25 APRIL 2012**

Present: Cllrs S Hirst, B Hilton, S Bibby, S Brunskill, J Holgate, L Rimmer, M Robinson, C Ross, and Olwen Heap  
Christine Grimshaw and Tony Dunn – Ribble Valley Homes

Christine did a brief presentation on where RV Homes are up to with the promises that were made to tenants at the time of stock transfer. She reminded the members that stock transfer took place against a background of high satisfaction levels and it was only because the Council could not afford to bring the properties up to 'Decent Homes Standard' that the transfer had been deemed necessary. She outlined the works that had been carried out; most of which had been completed more than 12 months early.

With regard to the delivery of 60 additional affordable units, 34 of these were in the pipeline with land earmarked and planning permission applied for or already granted. Often it can take 4/5 years from starting to talk about a development to houses actually being built. £600k had been set aside in this financial year to buy additional properties – probably 6 but hopefully 10. Ex council houses that had been bought under 'Right to Buy' and are now on the market were being targeted as these were in areas where RVH have existing properties. RHV now operate a surgery process when looking at a new site so that they can converse with both elected members and 'locals' to ascertain the 'feeling'.

Members asked questions regarding the system for grants and about being kept better informed on progress with developments/acquisitions.

Visits took place to the following sites

- Manor Road, Clitheroe – environmental scheme – insulated rendering and improvements to walls / rails. Bedsits are also being re-configured to become 1 bed units.
- Henthorn garage site, Clitheroe – new build of 8 houses – intend to be on-site by June 2012
- Chipping
  - Kirk Cottages – 7/10 purchased
  - Church Raike site – 6 x 3bed properties – due to resubmit planning permission following requested exclusion zone by UU
  - Old village hall site – working with Brabins Trust to provide 7 affordable apartments as a Community Land Trust Model
  - 1 – 4 The Grove – purchased from Berry's
- Thornley Old School – possible 2 houses as a Community Land Trust Model
- Towneley House, Longridge – reconfigured so that there are no bedsits.
- Bleasdale Court, Longridge – 6 blocks x 4 flats – environmental scheme = £1m
- Fairsnape Ave, Longridge – Compulsory purchased property

Following the day out, Christine has been in touch to say how useful she and Tony had found it and to ask whether the Health & Housing committee would be interested in holding a similar event on an annual basis, and in addition, for RVH to set up a quarterly news bulletin that would be emailed to all Housing Committee members to keep them informed of developments. They are also interested in any other suggestions for keeping a healthy dialogue going between RVH and the Health and Housing Committee.

# MINUTES OF THE HEALTH WORKING GROUP HELD ON MONDAY, 25 APRIL 2012 at 6pm

PRESENT: Cllr B Hilton - Chairman  
Cllr M Ranson  
Cllr M Robinson  
Marshal Scott  
Chris Hughes  
Colin Hirst  
Olwen Heap

Phil Mileham – Ribblesdale Practice Manager, Clitheroe  
Jayne Mellor – Acting Head of Commissioning for East Lancashire LCC

## APOLOGIES

Apologies for absence were received from Cllrs S Hirst, R Elms and R Newmark.

## MINUTES

Minutes of the meeting held on 27 February were approved as a correct record.

## MATTERS ARISING

Colin gave a brief update on the position with Clitheroe Community Hospital. Jackie Hadwen had informed him that a decision had been taken to defer the CCG Board meeting until May as the Strategic Health Authority had not finalised their Capital plan yet. However, they were still looking to start on site by November 2012.

The members expressed their disappointment at the lack of progress in the development of the Community Hospital. A further delay of 6 – 7 months was a cause for concern and it was deemed appropriate to invite the CE and Medical Advisor of the ELHT to attend the next meeting for an update on the future of Clitheroe Community Hospital.

- It was agreed that Dr Alan Crowther and Mark Brierly – CE ELHT should be invited to the next meeting.
- The Leader would also write a letter to Nigel Evans MP.

## PUBLIC HEALTH REFORMS – WORKING TOGETHER IN A 2 TIER SYSTEM

The Chairman welcomed Jayne Mellor, Acting Head of Commissioning for East Lancashire, LCC to talk about the Districts working together with LCC through the Reforms.

Jayne provided the group with progress on the following :-

- Shadow Health & Well Being Board
- Public Health Estimated Budgets (£40m)
- 5 mandated Public Health Services
- the new Director of Public Health selection process which is underway
- the need for LCC and District Councils to collaborate in delivery, cost effectiveness and high quality services

A general discussion took place in which concern was expressed at the establishment of an East Lancashire Health & Well Being Board and how this group would function and interface with the LCC H & WB Board.

Colin stressed the need for us to all work together in the interests of the people of Ribble Valley.

Jayne gave an undertaking to clarify the role of different groups and how they would fit together.

#### REVIEW OF THE HEALTH WORKING GROUP

A discussion took place on the need to review the name of the group, the membership, and the structure of the group to ensure that the work of the group would be responsive to the challenges of the Health Reforms.

The group agreed the following :-

- the group would be renamed the Health & Well Being Partnership
- the Terms of Reference were still relevant and no change was required
- the membership of the group should include an officer and County Councillor for LCC
- Jayne Mellor, Acting Director of Commissioning would become a member of the partnership during the transitional period (2012/13)
- Marshal would seek a CC nomination from LCC
- The structure of the group would remain the same as it offered greater flexibility than a sub-committee
- The SHIG meeting chaired by A Sudell would continue as an operational group while the Health & Wellbeing Partnership would be more strategic.

#### NHS REFORMS UPDATE

Bridget updated members on progress on the following:-

- Shadow Health & Well Being Board – still at the formation stage with team building.
- Councillor workshop – this is essential but needs to be kept relevant to the role of the Borough Councillor. Bridget, Mary, Colin and Chris would get together to decide how best to do this. Workshop to be arranged for early October.
- HealthWatch Lancs – work on new service model completed with the tendering process now in place.
- HealthWatch England – to be established in Oct 2012.
- Public Health – progress under way with new post of Director of Public Health advertised.

- The Case for Change – Bridget circulated a simplified summary sheet on how the NHS Reforms will affect patients.
- East Lancs CCG Strategic Plan – Bridget would draft a response and circulate it to the group before officially responding. Phil reported that the locality group also had a plan that would be circulated prior to the next meeting. Colin would endeavour to get plans from Preston etc as well.

It was important that we know the current RV profile so that it can be improved in the right places. We need to invite guest speakers to tell us this information.

AOB

None

#### DATE OF NEXT MEETING

The date of the next meeting would be notified.  
Marshal will invite Dr Alan Crowther and Mark Brierley CE ELHT to attend the next meeting.

Meeting finished 7.35pm

#### INFORMATION ITEMS

The following documents were circulated for information

- Older Peoples' Champion Network – it was felt that there should be a Minister for Older People – ask for support through Nigel Evans MP
- Lancashire Care Dental Service – concern was expressed about the waiting lists in RV – invite to a future meeting.
- Minutes of the Oral Health Liaison Group x 2
- Later Life Newsletter

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 31 MAY 2012  
title: GENERAL REPORT  
submitted by: CHIEF EXECUTIVE  
principal author: JAMES RUSSELL, HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

1.1 To inform Committee of relevant issues which have arisen since the last meeting.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – The following reports generally relate to the Council's ambitions to make people's lives healthier and safer.

## 2 FLOOD PROTECTION GRANT UPDATE - RIBCHESTER

2.1 Further to my report to the last meeting of Committee, I am pleased to report that the 2011/12 Property Flood Protection scheme should be finished. Contractors commenced work in the last week of April, however completion has been delayed due to extended lead-in times for the flood protection doors.

## 3 CLITHEROE MARKET - UPDATE

3.1 Further to my report to the previous meeting of Committee, I am pleased to report that Robert Watson (no relation to Frank) has been appointed at the end of April as the new Market Officer and has commenced working the new reduced hours arrangement. 'Bob' had been assisting with the market in a 'relief' capacity for the past 4 years and is therefore familiar with the workings of the market.

## 4 HANSON CEMENT LIAISON MEETING

4.1 A liaison meeting was held on 22 March 2012. A copy of the minutes are attached as Appendix A to this report.

## 5 REQUEST FOR UPDATE ON INCIDENCE OF RADON

5.1 At the last meeting, a request was made for an update on the incidence of Radon in the Ribble Valley. Radon is a naturally occurring radioactive gas which is formed by a small amounts of uranium present in all rocks and soils. Outdoors, radon becomes diluted to very low levels and is of little concern. However, indoors radon can be drawn in through cracks and gaps in the ground floor of properties and levels of gas can build up to a higher concentration. In such cases, radon can pose a serious risk to health.

5.2 I can confirm that nothing has fundamentally changed since the Health Protection Agency (HPA) and British Geological Survey (BGS) issued their updated map in 2007. The map which has grouped Radon Affected Areas into 1km squares following extensive national sampling programme which resulted in a large increase in the number of Radon Affected Areas. Significantly, over 90% of Ribble Valley is now designated as a Radon Affected Area.

- 5.3 As a result, considerable guidance has been produced and is available on the Ribble Valley website to inform residents about the risks of radon and available searches and sampling. Information is given to prospective purchasers of properties in Radon Affected Areas where enquires are made. In addition, Building Control undertake a 'radon potential' search using the BGS dataset for Ribble Valley on all building regulation applications, where work involves new build or an extension, and categorise the radon potential and protective measures required to meet Building Regulations.
- 5.4 A copy of the Ribble Valley radon web information is attached as Appendix B to this report for your information. A copy of the radon map is available as a free download from the HPA website;

[www.hpa.org.uk/radiation](http://www.hpa.org.uk/radiation)

MARSHAL SCOTT  
CHIEF EXECUTIVE

JAMES RUSSELL  
HEAD OF ENVIRONMENTAL HEALTH SERVICES

#### BACKGROUND PAPERS

Appendix A – Hanson Cement Liaison Meeting – 22 March 2012.

Appendix B – Radon in the Ribble Valley.

For further information please ask for James Russell on 01200 414466.

H&H/310512/JAR/EL

**HANSON CEMENT LIAISON COMMITTEE  
MEETING DATE – THURSDAY, 22 MARCH 2012**

PRESENT:	G Young	-	Hanson Cement
	S Wrathall	-	Hanson Cement
	J Haine	-	Lancashire County Council
	L England	-	Bellman Committee
	S Booth	-	Chatburn PC
	D Sharp	-	West Bradford PC
	Cty Cllr A Atkinson	-	LCC
	Cllr I Sayers	-	RVBC
	J Russell	-	RVBC
	O Heap	-	RVBC

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Councillors A Knox, R Sherras, J Alcock (RVBC) and Mary Gysbers.

2 MINUTES

- 2.1 The minutes of the meeting held on 29 September 2011 were circulated and approved as a correct record.

3. OPERATIONAL PLAN – PADESWOOD & RIBBLESDALE

- 3.1 Gary gave a brief update on operations at both Ribblesdale and Padeswood. The European Trading scheme meant that the rules for allocation had changed substantially which had had an impact on jobs. Each site has to operate and produce a specified amount of clinker and all three sites need to operate to be viable.

- 3.2 Gary now oversees both Ribblesdale and Padeswood. The changes have meant 30 people losing their jobs at Ribblesdale (most by voluntary redundancy but 6 compulsory) and very disappointingly no jobs for the apprentices once they have finished their apprenticeship.

4 BELLMAN AND LANEHEAD QUARRIES

- 4.1 Gary reported that work continues at Bellman although there have been some issues with clay deposits. De-watering was continuing into Worston Brook in compliance with EA permit conditions. Tarmac stone swap development was ongoing as was the building of the causeway down one side. Development was ongoing in the Horrocksford area. The application was still awaited for the deepening of the operation at Lanehead.

- 4.2 Gary presented blasting data for both Bellman and Lanehead along with the outflow data which confirmed excellent compliance with quarry planning conditions.

- 4.3 De-watering undertaken by Ribblesdale to maintain current levels was costing £1/4m.

5 RIBBLE CATCHMENT CONSERVATION TRUST



5.1 Hanson now provide an office base for the Trust that are expanding (12 people on site). The plan is to incorporate facilities with theirs to improve a joint educational facility.

## 6 SUBSTITUTE FUELS

6.1 Gary reported that compared to last year use of substitute fuels was down – 56.3% compared to 70%. Gary showed a bar chart of the substitute fuel replacement rates.

6.2 Application has been made for use of SRF – Solid Recovered Fuel and Waste Oil plus Recovered Fuel Oils. Trials commenced today with SRF to the main burner. Application had been made for capital to also enable burning of SRF to the calciner (approx £3m). They were still looking for a long term contract with companies for provision.

6.3 Transport issues

- Delivery by 'moving floor' trucks.

### 3 Stages of Implementation

- Main burner – Feb/Mar 2012 – 2 tonnes per hour
- Calciner Phase 1 - 7 tonnes per hour
- Calciner Phase 2 end 2012 - 15 tonnes per hour

### Lorry Movements – absolute maximum

- Stage 1 – 32 per week
- Stage 2 - 144 per week
- Stage 3 – 240 per week

But these increases will be balanced off by reduced numbers of tyres, MBM and cement in general due to continued use of rail transport.

## 7 COMMUNITY CONCERNS (COMPLAINTS)

7.1 Hanson had received a total of 5 complaints in 2011 - 2 noise relating to rail loading of cement (for which the system had now been improved) and 3 dust / odour. There had been none received so far this year.

## 8 ENVIRONMENTAL IMPROVEMENTS

8.1 Hanson are having ongoing discussions with the EA regarding improvements to:

- Reduce particulate emissions from Kiln 7 main stack
- Reduce oxides of nitrogen emissions from Kiln 7 main stack
- Reduce particulate emissions from cement mills 7 & 8 stacks.

These reductions would be phased in over next 4 year period. There would be a cost v benefit analysis.

8.2 Gary showed the position of dust gauges on Google Earth that were placed all around the site and had been in operation since 2007 (single kiln operation). The results showed correlation between all the gauges (North, South, East and West) and the general trend of deposits was continuing to decrease.

## 9. PUBLIC HEALTH WALES REPORT

- 9.1 Gary showed the presentation that had been made to Padeswood of the results of the Public Health Wales Inquiry. Following health concerns, an investigation had been undertaken surrounding the problems around Padeswood. The investigation had been in depth and very thorough.
- 9.2 The report conclusion was that “ no convincing evidence that Hanson Cement was harmful to health”. Gary did, however, acknowledge that communication needed to be improved along the lines of what happens at Ribblesdale. The report would be available on the public register in April.
- 10 ANY OTHER BUSINESS
- 10.1 Next meeting  
Gary suggested that at the next meeting in September there would be a tour of the works before the meeting.
- 10.2 Housing development  
Gary mentioned the planning application that had been submitted and subsequently refused by RVBC at Old Road, Chatburn. An appeal had now been lodged. He was due to meet with planners to discuss the issues surrounding potential problems for Hanson should this development go ahead.
- 11 DATE OF NEXT MEETING
- 11.1 The next meeting of the Hanson Cement Liaison Committee will be held on Thursday 20 September 2012.

## RADON IN THE RIBBLE VALLEY

### 1. BACKGROUND

Radon is a naturally occurring radioactive gas which is formed by the decay of small amounts of uranium present in all rocks and soils. It has no taste, smell or colour.

Outdoors, radon becomes diluted to very low levels and is of little concern. However, indoors radon can be drawn in through cracks and gaps in the ground floor of properties and levels of the gas can build up to a higher concentration. In such cases, radon can pose a serious risk to health.

People who are exposed to higher (elevated) levels of radon are more likely to get lung cancer (much more if they are smokers as well). This is because radon decays to minute radioactive particles which can be breathed in, thus damaging the lining of the lungs and irradiating the surrounding tissue.

It is estimated that radon causes 1,000-2,000 lung cancer deaths each year in the United Kingdom.

### 2. HOW IS RADON DETECTED AND MEASURED?

Radon is normally measured over a three month period, using two small pots provided by the Health Protection Agency (HPA). Its concentration is measured in becquerels per cubic metre of air ( $\text{Bqm}^{-3}$ ) and the HPA recommends that radon levels should be reduced in homes where the annual average concentration is more than  $200 \text{ Bqm}^{-3}$ . This figure is known as the Action Level and has been endorsed by the government. The average level in the UK is  $20 \text{ Bqm}^{-3}$ .

A radon measurement kit (two detectors) costs £49.80 (including VAT) and can be ordered by telephone from the HPA (01235 822622). Payment can be made by major credit or debit card.

It is extremely difficult for a Local Authority to identify those properties which may have high concentrations of the gas, as levels can fluctuate significantly between adjoining dwellings. This may be due to a number of factors, including the geological characteristics of the ground beneath buildings, details of construction and the habits of the occupants.

Simple measures such as increasing ventilation within a property are often successful in reducing levels of the gas. However, in exceptional cases, a radon sump may be required (details of which can be obtained from the Building Research Establishment website [www.bre.co.uk/rad](http://www.bre.co.uk/rad)).

### 3. RADON AFFECTED AREAS

On 12 November 2007 an updated Radon Atlas was published jointly by The Health Protection Agency (HPA) and The British Geological Survey (BGS). This document is available as a free download from the HPA website [www.hpa.org.uk/radiation](http://www.hpa.org.uk/radiation).

This updated Atlas differs significantly from its predecessors, as Radon Affected Areas are now grouped into 1km grid squares (the atlas shows the highest probability banding found in each 1km grid square). It combines the results of an

extensive national sampling programme with detailed geological maps, which has resulted in a large increase in the number of designated Radon Affected Areas (both locally and nationally). More significantly, over 90% of the Ribble Valley is now designated as a Radon Affected Area.

The main advantage of this advanced data set is that it provides a radon probability banding for each individual property in England and Wales, with a valid postcode.

**Therefore, for a fee of £3.60 (inc VAT) any individual can carry out a search for a particular property on the UK radon website [www.ukradon.org](http://www.ukradon.org). The results of this search would reveal:**

- 1. Whether a property is located in a Radon Affected Area.**
- 2. The estimated probability of the property being above the Action Level.**
- 3. Whether radon protection is required for new buildings and extensions at the property location.**

**4. ACTION TAKEN BY RIBBLE VALLEY BOROUGH COUNCIL (EVBC)**

Since 1999, RVBC have surveyed a total of 198 properties for radon gas. The majority of these properties were selected either because of their location within a Radon Affected Area or due to the underlying geology.

The results are summarised below:

	Radon Concentration (Bqm <sup>3</sup> )			Total number of dwellings
	0-99	100-199	>200	
Barrow	1	-	-	1
Billington	2	-	-	2
Bolton-by-Bowland	8	-	-	8
Chatburn	16	7	-	23
Chipping	1	-	-	1
Clitheroe	19	2	1	22
Downham	3	1	-	4
Grindleton	55	23	11	89
Holden	4	4	2	10
Horton	1	-	-	1
Langho	2	-	-	2
Longridge	2	-	-	2
Mellor	2	-	-	2
Mitton	3	-	-	3
Newton	2	2	2	6
Ramsgreave	1	-	-	1
Ribchester	1	-	-	1
Simonstone	1	-	-	1
Sawley	5	2	2	9
Slaidburn	1	-	-	1
Stonyhurst	1	-	-	1
Waddington	4	-	-	4
Whalley	2	-	-	2
Wilpshire	2	-	-	2
<b>TOTAL</b>	<b>139</b>	<b>41</b>	<b>18</b>	<b>198</b>

The significant findings of these results reveals that out of 89 dwellings surveyed within the Grindleton area, 11 exceeded the Action Level, whilst a further 23 had an elevated radon concentration of between 100 and 200Bqm<sup>3</sup>.

The remaining 7 failures were observed in the villages of Holden (2); Newton (2); Sawley (2) and one in Clitheroe itself.

It may therefore be advisable, should you wish to consider purchasing a property in any of the above areas, for you to ask the vendor whether they have already had a radon gas test undertaken and ask them for a copy of the results. For any further information, please contact Matthew Riding, Environmental Health Officer (Housing) on 01200 414470.