

AGENDA
PUBLIC PROTECTION POLICY DEVELOPMENT
AND REVIEW PANEL

Date: Tuesday, 11 March 2014

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices, Fareham

Members:

Councillor Mrs K Mandry (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors Mrs S M Bayford
Mrs P M Bryant
Mrs M E Ellerton
J M Englefield
G Fazackarley

Deputies: J S Forrest
Mrs S Pankhurst



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Panel held on 12 November 2013.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

5. Deputations

To receive any deputations of which notice has been lodged.

6. Petition - Parking in Titchfield

To consider a petition with 835 signatures entitled 'SAVE THE PARKING' 'This is to save the 20 minute parking bays in South Street (outside the shop)'. The petition relates to a proposed Experimental TRO (Traffic Regulation Order) for South Street, Titchfield that will be considered by the Executive Member for Public Protection as an Individual Member Decision. The Panel is invited to refer the petition to the Executive Member to take into account.

The Panel is also informed of another petition with 147 signatures entitled "OBJECTION PETITION First Bus Route 4A Southampton/Warsash/Fareham" "We the undersigned Residents of Titchfield do feel that the proposed closure of that part of the route that runs along South Street, in Titchfield Village, will be detrimental to the residents of Coach Hill, Bellfield, South St. and Bridge St. areas, to name just a few. No Bus Service in these areas will mean the Elderly and the Infirm will be trapped in their own homes as no other form of Public Transport is available. We urge all those concerned to retain this valuable service."

This petition was forwarded to the bus operator and to Hampshire County Council. It will also be taken into account by the Executive Member for Public Protection.

A special Titchfield CAT (Community Action Team) meeting was held on Tuesday 25 February 2014 to discuss proposals for an Experimental Traffic Regulation Order for South Street to resolve issues associated with the 4A local bus service.

The feedback from the CAT meeting together with the petition will also be taken into account by the Executive Member when the proposed Experimental Traffic Regulation Order is considered.

7. Public Protection Policy Development and Review Panel Work Programme - Review of 2013/14 and Draft for 2014/15 (Pages 5 - 24)

To consider a report by the Director of Regulatory and Democratic Services, which reviews the Panel's Work Programme for 2013/14 and gives consideration to a draft work programme for 2014/15.

8. Community Safety Strategy and Action Plan (Pages 25 - 62)

To consider a report by the Director of Regulatory and Democratic Services on the Community Safety Strategy and Action Plan.

9. Food Standards Agency Food Safety Service Plan (Pages 63 - 94)

To consider a report by the Director of Regulatory and Democratic Services on the Food Standards Agency Food Safety Service Plan.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
3 March 2014

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
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FAREHAM

BOROUGH COUNCIL

Minutes of the Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 12 November 2013

Venue: Collingwood Room - Civic Offices, Fareham

PRESENT:

Councillor Mrs K Mandry (Chairman)

Councillor D L Steadman (Vice-Chairman)

Councillors: Mrs S M Bayford, Mrs P M Bryant, Mrs M E Ellerton and
G Fazackarley



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

It was AGREED that:-

- (a) it be noted that, following a question from Councillor Fazackarley at the Council meeting on 10 October 2013 regarding minute 8(b) and irresponsible cycling on footpaths, it had been clarified that, in this context, reference to footpaths would also include footpaths in subways; and
- (b) the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 10 September 2013 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME

The Panel considered a report by the Director of Regulatory and Democratic Services, which reviewed the Panel's work programme for 2013/14.

It was AGREED that:-

- (a) it be noted that the Community Safety Update item on 14 January 2014 would include an update on the Strategic Assessment, that is being used to inform the development of the four year Community Safety Plan;
- (b) the programme items as set out in Appendix A to the report be confirmed; and
- (c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

7. TRAFFIC MANAGEMENT PROGRAMME

The Panel considered a report by the Director of Regulatory and Democratic Services on the Traffic Management Programme.

Members received a presentation from the Traffic and Design Manager illustrating various aspects of the report, including the work of the Traffic Management Team, Traffic Investigations, Traffic Regulation Orders (TROs), TROs Externally Funded, Speed Limit Reminder Signs (SLRs) and the TRO Flowchart.

It was AGREED that:-

- (a) the progress on current programmes and the planned work for 2014/15, as shown in Appendices A – E of the report, be noted;
- (b) the Proposed Traffic Regulation Order Programme, as shown in Table 4 of Appendix B to the report, be commended to the Executive for approval;
- (c) the Executive be recommended to note the work undertaken on the deployment of the Speed Limit Reminder signs, as detailed in Appendix D to the report;
- (d) the officers be requested to arrange for a link to the map-based Traffic Regulation Order information on the Council's web site to be included in the next Members' Newsletter;
- (e) the officers be requested to highlight the availability and deployment of SLRs as a regular agenda item for the Community Action Team (CAT) meetings;
- (f) the officers also be requested to arrange for the police to be asked to provide other relevant statistics besides the usual crime statistics reported at the CAT meetings;
- (g) the officers be requested to arrange a presentation for all members of the Council on Traffic Management, specifically relating to dealing with requests for Traffic Regulation Orders and the use of the Speed Limit Reminder Signs; and
- (h) it be noted that the Proposed Traffic Regulation Order Programme would be submitted to the Executive for approval in February 2014 and that members could therefore still advise the officers of any priority areas for consideration.

(The meeting started at 6.00 pm
and ended at 6.55 pm).

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date **11 March 2014**

Report of: **Director of Regulatory and Democratic Services**

Subject: **REVIEW OF ANNUAL WORK PROGRAMME FOR 2013/14 AND
DRAFT WORK PROGRAMME FOR 2014/15**

SUMMARY

Following the cancellation of the meeting scheduled for 14 January 2014, this report reviews the outcome of the Panel's work programme for the current year 2013/14 and suggests a draft work programme for next year, 2014/15.

RECOMMENDATION

The Panel is now requested to:-

- (a) review the outcome of the work programme for 2013/14;
- (b) agree a proposed work programme for 2014/15; and
- (c) submit the proposed work programme for 2014/15 to the Council.

INTRODUCTION

1. This is the last cycle of meetings for this year and the Panel is invited to finalise its review of this year's work and confirm the draft programme for 2014/15.

THE PANEL'S TERMS OF REFERENCE

2. Under its terms of reference, the Public Protection Policy Development and Review Panel is responsible for:-
 - reporting and advising upon policies and proposals relating to the Public Protection portfolio;
 - assisting Full Council and the Executive in the development and formulation of policy; and
 - reviewing the performance of services provided directly or indirectly by the Council.

WORK PROGRAMME - CURRENT YEAR 2013/14

3. Appendix A to this report contains details of the current year's work programme for review by the Panel.

PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2014/15

4. Appendix B sets out details of the proposed items for consideration during 2014/15. As the Panel now focuses on 'policy development', it is suggested that smaller working groups are allocated to work with officers on specific subjects. The Panel is also likely to consider reports on a specific subject on more than one occasion during the course of the year, as the policy is developed and before final recommendations are made to the Executive.
5. It is also for the Panel to consider whether any review of items under the Council's policy framework will be included in the 2014/15 programme.
6. Appendix C contains a list of the plans and strategies currently contained in the Council's policy framework.

RISK ASSESSMENT

7. There are no significant risk considerations in relation to this report.

CONCLUSION

9. To summarise, the Panel is now invited to:-
 - (a) review the outcome of its work programme for the current year 2013/14;
 - (b) agree a draft work programme for 2014/15, having considered the proposed draft set out in Appendix B and, at the same time, add to the Panel's draft programme for 2014/15 any proposed strategy or policy reviews and also any additional items agreed generally by the Panel or put forward by individual members and accepted by the Panel; and

- (c) submit the work programme for 2014/15 to the Council.

Background Papers:

None.

Reference Papers:

- (i) Report to Council – 12 December 2013 – “Schedule of Council and Committee Meetings: 2014-15”.

Enquiries:

For further information on this report please contact Garry White (Ext 4395).

APPENDIX A - Progress on Actions Since Last Meeting of 2012/13

APPENDIX B - Draft Work Programme for 2014/15

APPENDIX C - Policy Framework

**Public Protection Policy Development and Review Panel – 11 March 2014
Progress on Actions Since Last Meeting of 2012/13**

Date of Meeting	12 March 2013
Subject	Review of 2012/13 Work Programme and Draft 2013/14 Work Programme
Type of Item	Monitoring/Programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services reviewing the outcome of the current 2012/13 work programme and seeking to agree a proposed draft work programme for 2013/14 (copy of report ppp-130312-r01-gwh circulated with agenda).</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p> <p>(a) the outcome of the work programme for 2012/13, as shown in Appendix A to the report, be noted;</p> <p>(b) the draft work programme for 2013/14, as shown in Appendix B to the report, be amended as follows:</p> <ul style="list-style-type: none">(i) the meeting on 21 May 2013 as far as possible be allocated for one specific item, a presentation covering the Services Falling Within the Public Protection Remit;(ii) the Annual Health and Safety Performance 2012/13 and Emergency Planning - Annual Report items be moved to 23 July 2013;(iii) the Unauthorised Encampment Policy item be removed from 21 May 2013, as this policy had now been considered and agreed by the Executive;(iv) an item be added to the work programme to enable the Panel to receive an update on the Air Quality Action Plan;(v) the Community Safety Update item on 14 January 2014 include reference to the Police and Crime Commissioner;(vi) with reference to (v) above, the officers prepare a scoping report for the meeting on 10 September 2013 to enable members to agree which points should be covered at the meeting on 14 January;

	<p>(vii) the report of the Food Standards Agency audit be added to the work programme for 23 July 2013;</p> <p>(c) the proposed work programme for 2013/14, as set out in Appendix A to these minutes, be approved; and</p> <p>(d) the proposed work programme for 2013/14 be submitted to the Council for approval.</p>
Outcome	Work programme amended as agreed and confirmed by Council on 25 April 2013.
Link Officer	Garry White
Subject	Food Standards Agency Food Safety Service Plan
Type of Item	Consultation
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Food Standards Agency Food Safety Service Plan (copy of report ppp-1300312-r02-jtr circulated with agenda). The report was the annual review required by the Food Standards Agency (FSA), looking back on what had been achieved in 2012/13 and setting out the aims and objectives for 2013/14.</p> <p>The Team Leader, Food, Health & Safety, and Licensing Team presented the report, drawing the Panel's attention to the changes to the plan and answering members' questions thereon.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that the Food Safety Service Plan, as shown in Appendix A to the report, be commended to the Executive.</p>
Outcome	A report on the matter to be considered by the Executive at its meeting on 13 May 2013.
Link Officer	Juli Treacy
Subject	Contaminated Land Strategy Update
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Council's Contaminated Land Inspection Strategy (copy of report ppp-130312-r03-wsh circulated with agenda). The report gave details of revisions to the Council's inspection strategy in light of recent changes to the Government's Statutory Guidance. It was noted that the Contaminated Land Inspection Strategy would be reported to the Executive.</p>

	<p>The Panel received a presentation from the Contaminated Land Officer illustrating various aspects of the revised strategy.</p> <p>It was AGREED that the revised Contaminated Land Inspection Strategy 2013-2018, as shown in Appendix A to the report, be commended to the Executive.</p>
Outcome	<p>The Executive considered the matter at its meeting on 15 April 2013 and RESOLVED that:</p> <p>(a) the Executive notes the progress that has been made in respect of the identification and data capture of areas of potential contamination, the investigation and remediation of land through the planning regime and via voluntary means and</p> <p>(b) the Executive approves the fifth revision of the Contaminated Land Inspection Strategy, attached at Appendix A to the report (xpp-130415-r11-wsh refers).</p>
Link Officer	Wendy Shakespeare
Date of meeting	21 May 2013
Subject	Presentation on Services Falling Within the Public Protection Remit
Type of Item	presentation
Action by Panel	<p>The Panel received a presentation from the Director of Regulatory and Democratic Services and the Head of Community Safety and Enforcement about the services falling within the Public Protection Remit. The presentation made reference to the functions of the Panel and the areas of work undertaken within the Public Protection Portfolio, including: Environmental Health and the Fareham and Gosport Environmental Health Partnership, incorporating Air Quality, Contaminated Land, Pollution, Out of Hours Service, Dog Control, Pest Control and Food Safety; Community Safety and Enforcement, incorporating Fareham's Community Safety Partnership and CCTV, including the BRT route; Parking and Traffic Management; other Enforcement Functions including Abandoned Vehicles, Fly-Tipping, Litter/Dog Fouling, Travellers; Emergency Planning; and the Fareham and Gosport Building Control Partnership.</p> <p>At the invitation of the Chairman Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p> <p>(a) the officers be thanked for their presentation;</p>

	<p>(b) the Director of Regulatory and Democratic Services be requested to provide members with a list of services and responsible officers for them;</p> <p>(c) members wishing to attend a SNAP event as an observer, or to act as a volunteer helper for the events, be requested to contact the Head of Community Safety and Enforcement; and</p> <p>(d) members wishing to visit the CCTV Control Room be requested to contact the Head of Community Safety and Enforcement</p>
Outcome	Complete.
Lead Officer	Garry White
Subject	Fareham Parking Enforcement Policy
Type of Item	Policy review
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Fareham Parking Enforcement Policy.</p> <p>Appendix B to the report, showing the top five offences for which PCNs (Penalty Charge Notices) were issued, together with the reasons for the cancellation of some PCNs, was circulated at the meeting.</p> <p>It was AGREED that:-</p> <p>(a) the revised Parking Enforcement Policy, as shown in Appendix A to the report, be commended to the Executive for approval; and</p> <p>(b) all members be reminded to inform the officers of any hot spots or other parking problems occurring within their wards.</p>
Outcome	Complete.

Lead Officer	Kevin Wright
Subject	Public Protection Policy Development and Review Panel Work Programme 2013/14
Type of Item	programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Panel's work programme for 2013/14.</p> <p>It was AGREED that:-</p> <p>(a) the programme items as set out in Appendix A to the report be confirmed; and</p> <p>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>
Outcome	Complete.
Lead Officer	Garry White
Date of meeting	23 July 2013
Subject	Public Protection Policy Development and Review Panel Work Programme 2013/14
Type of Item	programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Panel's work programme for 2013/14.</p> <p>It was AGREED that:-</p> <p>(a) the programme items as set out in Appendix A to the report be confirmed; and</p> <p>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>
Outcome	Complete.
Lead Officer	Garry White

Subject	Annual Health and Safety Performance 2012/13
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Council's health and safety performance in 2012/13.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) the work undertaken by all employees to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2012/13 be noted; (b) it be noted that the Council, as an employer, continues to achieve a standard of health and safety management within its activities that meets statutory requirements and demonstrates competence in health and safety management; (c) the officers be congratulated on the overall performance in relation to health and safety and the Health and Safety Officer be thanked for the report; and (d) subject to the inclusion of a statement concerning health and safety training for members, the report be commended to the Executive.
Outcome	Report to go to the Executive on 2 September 2013.
Lead Officer	Tom Rodgers
Subject	Report on Food Standards Agency Audit
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Food Standards Agency Audit of the Council's Food Law Enforcement arrangements.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> (a) it be noted that the audit had taken place and that the recommendations made, as set out in the Audit Action Plan

	<p>(Appendix A to the report), also be noted;</p> <p>(b) an update report showing progress against the plan be submitted to the Panel when it considers the Food Safety Service Plan, on 11 March 2014; and</p> <p>(c) the officers concerned be commended on the outcome of the Food Standards Agency Audit.</p>
Outcome	Progress report to be submitted on 11 March 2014.
Lead Officer	Ian Rickman
Subject	Annual Report on Fareham Parking Enforcement Service
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the operation of the Fareham Parking Enforcement Service during the last twelve months.</p> <p>Members received a presentation from the Head of Community Safety and Enforcement illustrating various aspects of the report. The presentation included an overview of the service and details of on/off-street enforcement, correspondence dealt with during 2012/13, PCNs issued and performance summary by year and reason for issue and challenges received, enforcement budget details, off-street issues, on-street issues and issues by ward.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that the report be commended to the Executive.</p>
Outcome	Report to go to the Executive on 2 September 2013.
Lead Officer	Kevin Wright
Subject	Emergency Planning - Annual Report
Type of Item	Monitoring

Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on work undertaken by the Council to enable it to effectively respond to emergencies.</p> <p>It was AGREED that the work undertaken to enhance the Council's emergency response capability be noted and commended to the Executive.</p>
Outcome	Report to go to the Executive on 2 September 2013.
Lead Officer	Kevin Wright
Date of meeting	10 September 2013
Subject	Public Protection Policy Development and Review Panel Work Programme 2013/14
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Panel's work programme for 2013/14.</p> <p>It was AGREED that:-</p> <p>(a) the programme items as set out in Appendix A to the report be confirmed; and</p> <p>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>
Outcome	Complete
Lead Officer	Garry White
Subject	Air Quality Action Plan Update
Type of Item	monitoring
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Air Quality Action Plan.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p> <p>(a) the content of the report and the progress that has been made to date in respect of Local Air Quality Management be</p>

	<p>noted;</p> <p>(b) the officers be requested to forward the report to Hampshire County Council’s Director of Economy, Transport and Environment to request that it be taken into account in any review or update of the transport plan;</p> <p>(c) the officers also be requested to forward the report to Public Health England (Wessex) to highlight the work that the Council is undertaking on air quality;</p> <p>(d) a further report be presented to the Panel on the results of the Air Quality Progress Report 2013 that had to be submitted to the Department of Environment, Food and Rural Affairs (Defra); and</p> <p>(e) the feedback received from (b), (c) and (d) above be included in the report that was to be submitted to a future meeting of the Executive.</p>
Outcome	(d) unassigned item added to Panel’s work programme; B and C above are in progress.
Lead Officer	Heather Cusack
Subject	Community Safety Update
Type of Item	monitoring
Action by Panel	<p>The Panel received a presentation from the Community Safety Manager and the Head of Community Safety and Enforcement on the review and development of a new Community Safety Strategy.</p> <p>The presentation included details of the performance of the Community Safety Partnership, the Partnership’s current priorities, public perception based on the 2012 Residents’ Survey and emerging issues. The Panel was invited to comment on issues that should be included in the revised Community Safety Strategy.</p> <p>In addition, the officers provided members with feedback on the success of the Access All Areas initiative.</p> <p>At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.</p> <p>It was AGREED that:-</p>

	<p>(a) an item be included in the members' newsletter inviting members to report any community safety issues occurring in their wards to the officers;</p> <p>(b) it be noted that irresponsible cycling on footpaths in the Borough had led to a number of recent accidents; it was further noted that the police had recently begun a campaign to combat this problem as a result of evidence gathered in the western wards;</p> <p>(c) the problem referred to in (b) above be reported to the Director of Planning and Environment for incorporation in the Council's Cycling Strategy; and to the next meeting of the Community Tasking and Co-ordinating Group;</p> <p>(d) it be noted that the draft revised Community Safety Strategy would be reported to the Panel at its meeting on 14 January 2014 prior to being submitted to the Executive for approval;</p> <p>(e) that the Community Safety Team be congratulated on its efforts in relation to the Access All Areas initiative;</p> <p>(f) it be noted that an evaluation of the Access All Areas initiative would be carried out and a report on the outcome submitted to the Community Safety Partnership and to a future meeting of the Panel; and</p> <p>(g) it be noted that the next SNAP disco event would be held on Friday 27 September 2013.</p>
Outcome	All the above actions that require progressing are being progressed
Lead Officer	Narinder Bains
Date of Meeting	12 November 2013
Subject	Public Protection Policy Development and Review Panel Work Programme
Type of Item	Programming
Action by Panel	The Panel considered a report by the Director of Regulatory and Democratic Services, which reviewed the Panel's work programme for 2013/14. It was AGREED that:-

	<p>(a) it be noted that the Community Safety Update item on 14 January 2014 would include an update on the Strategic Assessment, that is being used to inform the development of the four year Community Safety Plan;</p> <p>(b) the programme items as set out in Appendix A to the report be confirmed; and</p> <p>(c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>
Outcome	Complete.
Lead Officer	Garry White
Subject	Traffic Management Programme
Type of Item	Programming
Action by Panel	<p>The Panel considered a report by the Director of Regulatory and Democratic Services on the Traffic Management Programme.</p> <p>Members received a presentation from the Traffic and Design Manager illustrating various aspects of the report, including the work of the Traffic Management Team, Traffic Investigations, Traffic Regulation Orders (TROs), TROs Externally Funded, Speed Limit Reminder Signs (SLRs) and the TRO Flowchart.</p> <p>It was AGREED that:-</p> <p>(a) the progress on current programmes and the planned work for 2014/15, as shown in Appendices A – E of the report, be noted;</p> <p>(b) the Proposed Traffic Regulation Order Programme, as shown in Table 4 of Appendix B to the report, be commended to the Executive for approval;</p> <p>(c) the Executive be recommended to note the work undertaken on the deployment of the Speed Limit Reminder signs, as detailed in Appendix D to the report;</p>

	<p>(d) the officers be requested to arrange for a link to the map-based Traffic Regulation Order information on the Council's web site to be included in the next Members' Newsletter;</p> <p>(e) the officers be requested to highlight the availability and deployment of SLRs as a regular agenda item for the Community Action Team (CAT) meetings;</p> <p>(f) the officers also be requested to arrange for the police to be asked to provide other relevant statistics besides the usual crime statistics reported at the CAT meetings;</p> <p>(g) the officers be requested to arrange a presentation for all members of the Council on Traffic Management, specifically relating to dealing with requests for Traffic Regulation Orders and the use of the Speed Limit Reminder Signs; and</p> <p>(h) it be noted that the Proposed Traffic Regulation Order Programme would be submitted to the Executive for approval in February 2014 and that members could therefore still advise the officers of any priority areas for consideration.</p>
Outcome	All the above actions that require progressing are being progressed.
Lead Officer	Chris Oldham
Date of Meeting	14 January 2014 - Cancelled
Date of Meeting	11 March 2014
Subject	Review of 2013/14 Work Programme and Draft 2014/15 Work Programme
Type of Item	
Action by Panel	
Outcome	
Link Officer	Garry White
Subject	Food Standards Agency Food Safety Service Plan

Type of Item	
Action by Panel	
Outcome	
Link Officer	Ian Rickman
Subject	Community Safety Strategy and Action Plan
Type of Item	
Action by Panel	
Outcome	
Link Officer	Narinder Bains

APPENDIX B

**PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL – DRAFT
WORK PROGRAMME 2014/15**

Date	Subject	Type of Item	Training Session/Workshop
3 June 2014	Work Programme 2014/15	Information/Consultation	
	Services Falling Within the Public Protection Remit	Presentation	
	Parking Enforcement Policy		
22 July 2014	Work Programme 2014/15	Information/Consultation	
	Annual Report on Fareham Parking Enforcement Service		
	Annual Health and Safety Performance 2013/14		
	Emergency Planning - Annual Report		
9 September 2014	Work Programme 2014/15	Information/Consultation	
	Air Quality Action Plan Update		
11 November 2014	Work Programme 2014/15	Information/Consultation	
	Traffic Management Programme		

Date	Subject	Type of Item	Training Session/Workshop
13 January 2015	Preliminary review of work programme for 2014/15 and preliminary draft work programme for 2015/16	Monitoring/Programming	
10 March 2015	Review of annual work programme for 2014/15 and final consideration of draft work programme for 2015/16	Monitoring/Programming	
	Food Standards Agency Food Safety Service Plan	Consultation	

To be assigned/possible items for 2015/16:

FAREHAM BOROUGH COUNCIL

POLICY FRAMEWORK

Under the Constitution, the plans and strategies to be adopted or approved by the full Council are:-

- (a) Sustainable Community Strategy;
- (b) Housing Strategy;
- (c) Food Safety Service Plan;
- (d) Licensing Policy;
- (e) Development Plan:
 - Fareham Core Strategy
 - Fareham Borough Local Plan Review 2000
- (f) Community Safety Strategy;
- (g) Corporate Vision, Values, Objectives and Priority Actions.

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date **11 March 2014**

Report of: **Director of Regulatory and Democratic Services**

Subject: **COMMUNITY SAFETY STRATEGY AND ACTION PLAN**

SUMMARY

This report provides members with an update in respect of the successes of the completed 3 year Community Safety Strategy which was approved by the Executive at its meeting in May 2011 and seeks the Panel's comments on the draft Community Safety Strategy and Action Plan for the period 2014-17 that sets out how Fareham's Community Safety Partnership will tackle the identified priorities over the coming years.

RECOMMENDATION

The Panel is requested to:

- (a) Note the work undertaken in delivering the current Community Safety Strategy; and,
- (b) The Panel's views and comments are now being sought as part of the consultation on the development of the 2014-17 Community Safety Strategy and Action Plan

INTRODUCTION

1. The Crime and Disorder Act 1998 requires Fareham Borough Council to work together with the statutory and invited partners to develop and implement a strategy to reduce crime and disorder in the Borough of Fareham.
2. The Fareham Community Safety Partnership is a long-established and very successful Crime and Disorder Reduction Partnership. It was set up under section 5 of the Crime and Disorder Act 1998 to reduce crime and disorder in the borough of Fareham. The Partnership is made up of “responsible authorities” together with “co-operating bodies and persons”. The responsible authorities that have statutory duties on the Partnership are:-

Fareham Borough Council;
Hampshire County Council;
Hampshire Constabulary;
Hampshire Fire Authority;
Hampshire Fire and Rescue Service;
The Probation Trust; and
Fareham and Gosport Clinical Commissioning Group.
3. The aim of the partnership is to develop and build upon partnership working between all agencies in order to create a safer Fareham by reducing crime and disorder, including the fear of crime and contribute to making Fareham a safe place to live, work and visit.
4. In addition the organisations and agencies that make up the partnership work together to tackle crime across the Borough of Fareham by undertaking a Strategic Assessment in relation to crime and disorder. This strategic assessment identifies key local priorities and is used to develop the strategy to effectively reduce crime, anti-social behaviour and criminal damage that have been highlighted.

FAREHAM'S COMMUNITY SAFETY STRATEGY 2011-2013

5. Fareham Community Safety Strategy 2011- 2013 is nearing its conclusion and the annual Action Plan set out within this document has been completed successfully. Progress against these actions have been overseen by the Fareham Community Safety Partnership and effective monitoring, tasking and co-ordination has taken place through the Performance Group, the Anti-Social Behaviour Panel and the fortnightly Community Tasking and Co-ordinating Group (CTCG) meetings.
6. In the financial year 2012-13 there has been a reduction of 14.3% (745 incidents) of all reported crime. The positive progress that has been made is reflected in Fareham's Community Safety Partnership being the 3rd best performing Partnership in Hampshire and the 3rd best performing in our most similar family group in terms of crimes per 1000 households.

7. The following priorities were contained in the 2011 - 2013 Community Safety Strategy:

- Public Reassurance and Community Engagement
- Reducing anti-social behaviour
- Reducing crimes associated with drugs and alcohol
- Reduce violent crime including domestic abuse
- Reducing criminal damage including arson
- Preventing and reducing re-offending

8. In the financial year 2012-2013 there has been a reduction of 14.3% (745 incidents) but the key achievements that were delivered could be described as :

- Anti-Social Behaviour - reduction of 24.15% (931 occurrences) (previous year not comparable due to re-categorisation of ASB)
- Violence against the Person – reduction of 10.3% (106 incidents) (previous year reduction of 18.5% (230 incidents))
- Criminal Damage and Arson - reduction of 19.4% (192 incidents) (previous year increase of 1.9% (19 incidents))
- Other Theft and Handling – reduction of 14.1% (175 incidents) (previous year increase of 8.4% (106 incidents))

These reductions were achieved through a number of initiatives and actions that were contained within the Action Plan and which can be summarised under each of the priorities contained within the strategy.

Public Reassurance and Community Engagement

- Community Action Team Meetings
- White Ribbon Day
- Ferneham Hall open day (fire, Police)
- The provision of a communications source via the Safer Fareham Website
- Engagement with Neighbourhood Watch
- Fareham Today
- Council Connect

Reducing anti-social behaviour through the work of:

- The Fareham Anti-Social Behaviour panel (facilitated by the Fareham ASB Officer, focussing on reducing the ASB of the identified perpetrator and reducing victimisation)
- Robust licensing conditions implemented and developed by Police and Fareham Borough Council Licensing officers
- The Fareham Supporting Families Programme
- Community Safety initiatives and diversionary activities such as SNAP Dance Nights (5 per year) and Access All Areas (summer holiday events)
- Fareham Park Steering Group
- Taxi Marshals deployed during peaks in night time economy to minimise unrest, increase public confidence and safety.

Reducing crimes associated with drugs and alcohol through the work of:

- Fareham Drug and Alcohol Action Group (DAAG) – focussing on reducing the harm caused by substance and alcohol misuse - by raising awareness of the impact that substance misuse has and identifying gaps in services.
- Working with Fareham and Gosport Clinical Commissioning Group and the Fareham Borough Council Health and Housing Review Panel.
- Robust licensing enforcement through joint test purchase operations to test sale of alcohol to underage customers

Reduce Violent Crime including Domestic Abuse through the work of:

- The Fareham and Gosport Domestic Abuse Forum
- Multi Agency Risk Assessment Conference (facilitated by Police and focussed on cases recognised as high risk or serious harm)
- The shared resource of an Independent Domestic Violence Advisor (IDVA) and Male Mentor through Southern Domestic Abuse Service
- Taxi Marshals
- Domestic Homicide Review Process

Reducing Criminal Damage including Arson through the work of:

- Robust response and enforcement for the removal of graffiti – joint working between Fareham Borough Council Enforcement Officers, Streetscene and Fountains Cleaners.

Preventing and reducing re-offending through the work of:

- Integrated Offender Management
- Drug and Alcohol Action Group
- Restorative Justice
- Youth Offending Team

9. The achievements that have been made over the last year in delivering the current Community Safety Strategy were reported to the meeting of the Council's Scrutiny Board in July 2013 and to the meeting of the Fareham Community Safety Partnership on 20 February 2014 and that report provides more detailed analysis of the successes that have been delivered.

POLICE AND CRIME COMMISSIONER AND POLICE AND CRIME PANEL

10. The Police and Crime Commissioner has had a significant impact upon the work undertaken by the partnership especially as now all funding that the partnership receive is held by the Commissioner for which the partnership has to bid in competition with other Community Safety Partnerships and agencies. The PCC visited Fareham Community Safety Partnership in April 2013 and said "I've been very impressed with Fareham's Community Safety Partnership; the different agencies are working together with one purpose. The work that's done is innovative and successful to protect the residents from harm. There are social problems that need to be addressed in the community in Fareham and the CSP supports people, addresses those problems and tries to reduce reoffending".

11. The Police and Crime Commissioner gives due regard to the Community Safety Strategy and can request a report on any funded activity. Alongside the relationship that councils have with PCCs through the Community Safety Partnership, they also have a direct role in holding commissioners to account. A Police and Crime Panel (PCP) has been established in Hampshire to scrutinise the PCC and support him in the effective exercise of his functions. Councillor Arthur Mandry is Fareham's representative on the Police and Crime Panel, with Councillor Trevor Cartwright deputising. This provides an effective link between the Police and Crime Panel and the Community Safety Partnership.

FAREHAM BOROUGH COUNCIL 2013 RESIDENTS' SURVEY

12. The aim of the partnership is to develop and build upon partnership working between all agencies in order to create a safer Fareham by reducing crime and disorder, including the fear of crime and contribute to making Fareham a safe place to live, work and visit. This complements Fareham Borough Councils Corporate Priority of ensuring Fareham remains a **safe and healthy place to live and work** and this is achieved through one of the corporate priority actions of working with our community safety partnership to continue to reduce anti-social behaviour and crime in Fareham.
13. In order to gauge the views of residents the Council undertake regular residents' surveys. Fareham Borough Council conducted a residents' survey in 2013 where respondents ranked "Working with the Police to reduce crime" as a high priority Council service, second only to collecting household waste and recycling.
14. The results from the residents' survey were very positive and reflected the achievements that have been made by the Fareham Community Safety Partnership to date:
 - 90% thought that the police and Fareham Borough Council were successfully dealing with crime, antisocial behaviour and neighbour nuisance, compared to 88% in 2011 and 67% in 2009.
 - 84% thought that teenagers hanging around in public places was not a problem, 10% more than in 2011
 - 92% did not think there was a problem with people using or dealing drugs, 9% more than in 2011.
 - 89% thought that people being drunk or rowdy in public places was not a problem, 9% more than in 2011.
 - 86% of people did not think that feeling unsafe on a night out was a problem in Fareham.
 - 99% of people thought there was no problem with abandoned or burnt out cars, compared to 95% in 2011.
 - 91% did not think there was a problem with vandalism, graffiti and other deliberate damage to property or vehicles, 11% more than in 2011.
15. Although 90% of Fareham's residents thought that the police and Fareham Borough Council were successfully dealing with crime, antisocial behaviour and neighbour nuisance, there are still 10% of residents that have never heard of the good work the

Partnership are undertaking. Therefore there is a need to further highlight and promote the successes and positive work that is being undertaken in making Fareham a safe and healthy place to live, work and visit.

Collaborative Working

16. In March 2012 it was reported that Fareham and Gosport Community Safety Partnerships regularly met to discuss areas of work that could be delivered collaboratively. Investigations looked into merging the ASB Panel, working together with the summer diversionary activities, SNAP, Taxi Marshals and Youth Council, also to look at joint analysis and replicating Community Action Teams in Gosport.
17. The outcome of these meetings was that, the ASB Panel was combined; this has proved an efficient meeting which is hosted each month by each individual Council. The Fareham and Gosport Domestic Abuse Forum is a combined forum which has an annual action plan and is chaired by Councillor Mrs Kay Mandry. The Multi Agency Risk Assessment Conference (MARAC) is also a joint meeting. Other partnerships shared with Gosport that impact on community safety are the Fareham and Gosport CCTV Partnership and the Fareham and Gosport Environmental Health Partnership. The Integrated Offender Management Programme is delivered jointly and includes Havant as is the work that is being undertaken in relation to the Supporting Troubled Families Programme.

POLICE AND CRIME PLAN

18. The PCC's Police and Crime Plan focuses on four key priority areas that are designed to cut crime, protect the public and make communities safer. The PCC's four priorities are:-
 - Improving frontline policing to deter criminals and keep communities safe;
 - Place victims and witnesses at the heart of policing and wider criminal justice system;
 - Work together to reduce crime and anti-social behaviour;
 - Reduce re-offending.
19. It is important that Fareham's Community Safety Strategy takes account of the above priorities and ensures that the partnership delivers outcomes that also contribute to the delivery of the Police and Crime Plan.

COMMUNITY SAFETY STRATEGY 2014-2017

20. The Community Safety Strategy is informed by the findings of the Strategic Assessment 2013 which identified five main priority areas which are:-

1. Providing Public Re-assurance
2. Reducing Anti-social Behaviour
3. Reducing Crimes Associated with Drugs and Alcohol
4. Reducing Violent Crime including Domestic Violence
5. Reducing Re-Offending

21. Fareham's draft Community Safety Strategy and Action Plan can be found at Appendix A and Members are asked for their comments on this document which will be taken into account as part of the consultation process. The Strategy cross references the Police and Crime Commissioner's priorities and is transparent in identifying the budget allocation and the monitoring of each action by a nominated member of the community safety team who has responsibility for the delivery of that particular action. Innovative initiatives such as mediation and caution clinics show we are working at early intervention to prevent behaviour escalating.

FINANCIAL IMPLICATIONS

22. In March 2012 we reported the significant change in funding streams. As highlighted earlier, the Community Safety fund is now held by the Police and Crime Commissioner for Hampshire and Community Safety Partnerships along with community groups and voluntary sector organisations can bid for this money. The Police and Crime Commissioner has set in place a strategy which stipulate that any successful bid will have an effective project plan in place, along with an evaluation and a link to one of the PCC's priorities identified within the Police and Crime Plan.
23. Fareham's Community Safety Partnership were successful in obtaining funding to the sum of £13,100 to deliver Access All Areas in 2013 and initiatives to reduce anti-social behaviour and to reduce violence associated with the night time economy.
24. Fareham's Community Safety Partnership has applied for funding in relation to Access All Areas and Taxi Marshals for 2014 and has received a provisional offer to carry out both of these activities to the sum of £43,000. An additional £1,750 has also been awarded for the trial of a mediation service to tackle low level anti-social behaviour, particularly neighbour disputes and finally an allocation of funding in the region of £9,000 will be passported to Fareham Community Safety Partnership to deliver initiatives around victims of anti-social behaviour.
25. It is important to sustain funding and ensuring that it is being used effectively by monitoring the annual action plan's progress and being able to evaluate the successes of the initiatives being implemented.
26. Fareham Borough Council has already mainstreamed the community safety team's posts which reflects the Council's commitment in delivering the corporate priority of Fareham being a safe and healthy place to live and work. The core team consists of one manager, two part time community safety officers, a part time analyst and an anti-

social behaviour officer who all work with our community safety partners in delivering the actions contained within the Community Safety Strategy and Action Plan.

27. Fareham Community Safety Partnership also hold £10,000 to discharge our statutory function imposed by the Domestic Violence, Crime and Victims Act (2004) to establish a Domestic Homicide Review should one need to be undertaken in Fareham.

RISK ASSESSMENT

28. There are financial risks which relate to the success of the funding bids that are made to the Police and Crime Commissioner and the ability of the partners to provide the necessary commitment and resources in order to deliver the actions contained within the Strategy. Partner organisations, including the Council are facing financial pressures, the Police are streamlining Safer Neighbourhood Policing Teams and Hampshire County Council has also recently announced the proposed loss of Accredited Community Safety Officers as of December 2014. Privatisation of the Probation Trust (Transforming Rehabilitation of Offenders) also needs to be closely monitored to ensure that this does not adversely impact upon the work of the partnership.

OPPORTUNITIES

29. Community Safety within the Council is moving to the Department of Community Services and this will provide opportunities for even closer working with the Housing and Community Development teams that will enable more synergy in dealing with community safety related matters.
30. There are also further opportunities for collaborative and co-located working, especially with the Police, Clinical Commissioning Groups and Probation. The Police analysts have submitted a bid to the PCC to enable them to provide information and data in a more consistent and co-ordinated way to inform our Community Tasking and Co-Ordinating Group as well as provide a Strategic Assessment and this will supplement the work that is already undertaken by the Council's Community Safety Analyst.

CONCLUSION

31. Fareham's Community Safety Strategy and Action Plan attached as Appendix A, has been developed using the comprehensive Strategic Assessment undertaken in 2013. This provides the evidence base that highlights the priority issues and concerns that need to be addressed through the Community Safety Strategy and Action Plan which in turn provides the opportunity to co-ordinate community safety partnership work in Fareham.

32. The Strategy and Action Plan is currently in draft form and is being consulted upon and the Panels views and comments are sought as part of this consultation process.

Background Papers:

2013 Strategic Assessment

Reference Papers:

Annual Report on the Performance of Fareham Community Safety Partnership; Report to Scrutiny Board 4 July 2013

Enquiries:

For further information on this report please contact Narinder Bains (Ext 4496).

APPENDIX A – [Fareham's Community Safety Strategy and Action Plan](#)



Fareham's Community
Safety Partnership

STRATEGY 2014-2017



Fareham Community Safety Strategy 2014-17

Fareham is a safe place, however Fareham's Community Safety Partnership want to ensure that it is made even safer by all the partner agencies continuing to working together.

The Partnership's challenge is that the good performance and progress that was achieved through the delivery of the 2011-13 Strategy and Action Plan is maintained and delivered through the new strategy and associated action plan. The 2013 Strategic Assessment that was undertaken to identify the patterns of crime and disorder in the area has identified five priority areas. Through the new strategy and action plan and by effective partnership working we are committed to and focussed on achieving reductions in incidents of anti-social behaviour, violent crime and crime related to alcohol or drugs.

Whilst the Partnership operates in a climate of tighter financial pressures and reduction in funding and resources it is continuously looking to identify better and more efficient ways of working. One area of good practice is having some of our partnership colleagues such as the Youth Offending Team, Integrated Offender Management, Transform and Department of Work and Pensions co-located in Fareham Borough Council's Civic Offices making working on community safety initiatives much easier. By listening to our communities and through a focussed approach to tackling priorities, closer partnership working and more effective use of resources we will strive to deliver the actions contained in the plan. After Simon Hayes, Hampshire's first Police and Crime Commissioner visited the Partnership he said "I've been very impressed with Fareham's Community Safety Partnership; the different agencies are working together with one purpose. The work that's done is innovative and successful to protect the residents from harm. There are social problems that need to be addressed in the community in Fareham and the CSP supports people, addresses those problems and tries to reduce reoffending."

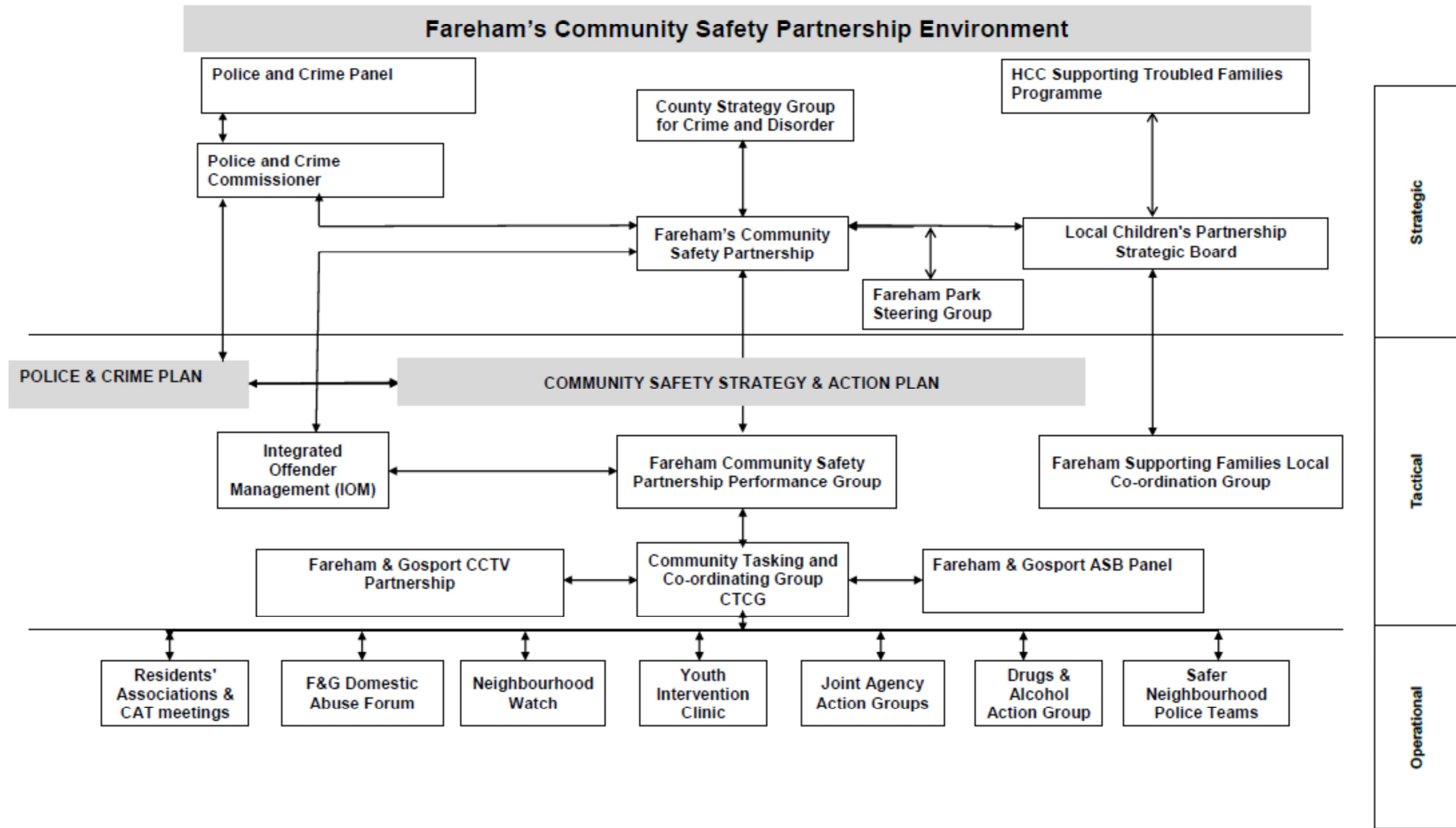
There are risks faced by the Partnership, especially diminishing resources, the uncertainty behind changing legislation such as the introduction of the current Anti-Social Behaviour Bill and the tools and powers it will bring with it. The Transforming Rehabilitation of Offenders agenda also changes the landscape of community safety and we have to be optimistic that the change to privatisation will provide opportunities to the Partnership and aid the reintegration of offenders.

However, despite being one of the safest areas in Hampshire, we cannot be complacent and we will continue to find better, more efficient ways of working, with the objective of achieving year on year reductions in crime to ensure that Fareham remains a safe place to live, work and visit.



Councillor Trevor Cartwright, Deputy Leader and Executive Member for Public Protection and deputy member of Hampshire's Police and Crime Panel

Councillor Arthur Mandry, Chairman of Fareham's Community Safety Partnership and Fareham's representative on the Hampshire's Police & Crime Panel



The various organisations and relationships that Fareham Community Safety Partnership has are highlighted in the above diagram. The diagram highlights the links with the Partnership and the importance of the Community Safety Strategy and Action Plan.

Partners' role in Fareham's Community Safety Partnership

The following organisations work together to tackle crime, disorder and antisocial behaviour in Fareham. Collectively these organisations are known as Fareham's Community Safety Partnership. The Partnership is made up of the following statutory and invited partners.

<u>Statutory Partners</u>	<u>Role and contribution to community safety</u>
Fareham Borough Council	Plays a part in making Fareham a safe and healthy place to live and work. Fareham Borough Council's New Corporate Strategy reflects the important role of community safety, by confirming one of its priorities as ensuring Fareham is 'A Safe and Healthy Place to Work' - a firm commitment to work with Community Safety Partners, in order to continue to the reduce anti-social behaviour and crime conducted in Fareham
Hampshire Constabulary	Plays a part in making Fareham a safe place to work and live as reflected in the main priorities of the Constabulary's Policing Plan 2010-2013. Providing an excellent service - An active presence in every neighbourhood- Catching criminals and managing offenders - Protecting our communities from crime and harm - Making the most of our resources - Equipping our team to deliver
Hampshire County Council	Hampshire County Council's overarching priority in relation to community safety is about developing and supporting stronger, safer communities for all by protecting vulnerable people, maximizing safety in Hampshire and helping you people to live positive lives and help diverse communities to feel secure.
Fareham and Gosport Clinical	F & G Clinical Commissioning Group is responsible for making sure that local people

Commissioning Group	get the health service they need and ultimately improve health, wellbeing and healthcare in Fareham and Gosport. The CCG will work with patients and the public to transform the way healthcare is delivered so that it continues to be affordable and accessible to everyone.
Hampshire Fire and Rescue	Plays its part in making Fareham a safe place to work and live by targeting it's activities in the areas of prevention protection and response. In line with our corporate priorities and through partnership working and community engagement we will work to; improve fire safety in the home; reduce arson; reduce preventable accidents; support road safety; support youth engagement; focus resources on those most vulnerable; reduce the risk in the built environment and; reduce the impacts of fire and our activities on the environment.
Probation Trust	Probation plays a part in reducing reoffending by supervising offenders in the community ,working with offenders in custody and helping their resettlement when they are released. Offenders on Community Payback contribute towards community projects suggested by the local community within the Fareham area Working within IOM based at the council's offices it is envisaged an even closer working relationship with the local Community Safety Partnership
<u>Invited Partners</u>	
Neighbourhood Watch	Assists residents in enhancing good citizenship and community spirit by taking responsibility for their own safety and that of their family, friends and neighbours. Continuing to work closely with the Police and reporting anything suspicious and encouraging a two way flow of information, passing on relevant crime prevention and crime trends to residents and to reduce fear of crime
Her Majesty's Court Service	Fundamental part of the criminal justice system. The Magistrates Court hears fact

	and trials relating to minor offences and undertakes the committal process to transfer more serious cases to Crown Court. The Magistrates Court ensures that offenders are dealt with in a timely manner and work with other community safety partners to deliver appropriate sentences
Fareham Youth Council	Ensuring that young people in Fareham are represented on Fareham's Community Safety Partnership and can contribute to making decisions to guarantee Fareham is a safe place for young people to live
Hampshire Youth Offending Team	Hampshire Youth Offending Team is a multi-disciplinary body that works within Children's Services and the Criminal Justice System and aims to prevent offending behaviour by children and young people aged 10-17 years old. Hampshire YOT works to prevent crime and anti-social behaviour, community supervision of offenders and resettlement of young people from custody
Fareham & Gosport Drugs and Alcohol Action Group	To provide stakeholders a forum to help support raise awareness of local issues, identify gaps, share good practice in the substance misuse field and link with the Health and Wellbeing agenda

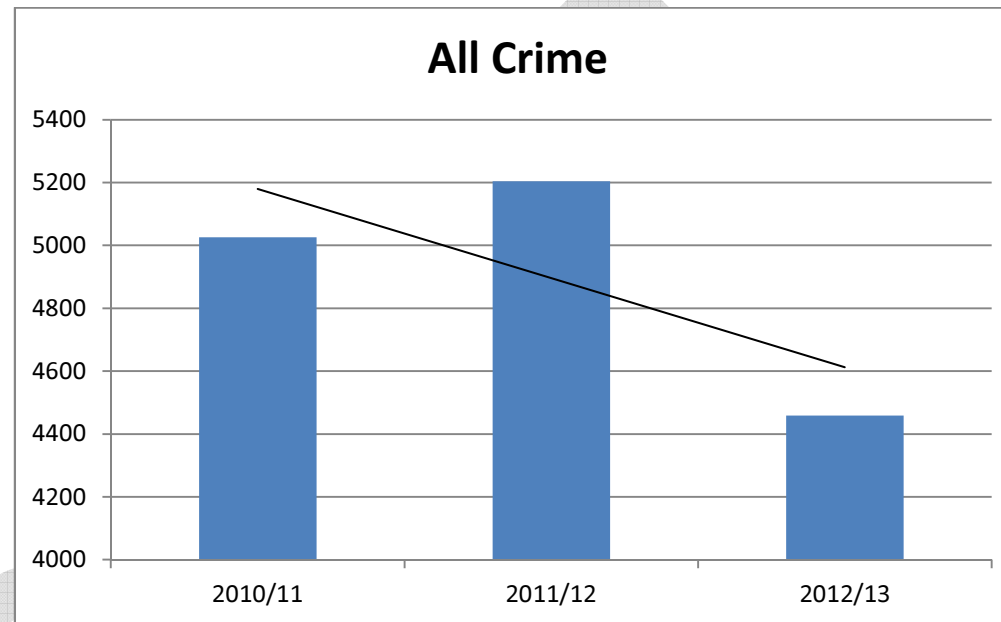
Executive Summary

The Crime and Disorder Act 1998 requires Fareham Borough Council to work together with the statutory and invited partners to develop and implement a Strategy to reduce crime and disorder in the Borough of Fareham.

A Strategic Assessment was undertaken in 2013 and this identified the priority areas of work and enabled the development of a strategy and Action Plan to reduce crime, disorder and anti-social behaviour in the Borough over the next three years. This will be refreshed each year to ensure the plan is up to date, relevant, fit for purpose and focuses on the current issues. This analytical document informs the new Community Safety Strategy. The following priorities were contained in the 2011 - 2013 Community Safety Strategy:

- Public Reassurance and Community Engagement
- Reducing anti-social behaviour
- Reducing crimes associated with drugs and alcohol
- Reduce violent crime including domestic abuse
- Reducing criminal damage including arson
- Preventing and reducing re-offending

The table below depicts the downward trend in overarching crime recorded for the period from 1 April to 31 March for 2011, 2012 and 2013 in Fareham. In Fareham there has been an 11.3% (567 incidents) reduction when comparing the period from 1 April 2012 to 31 March 2013 to the period from 1 April 2010 to 31 March 2011.



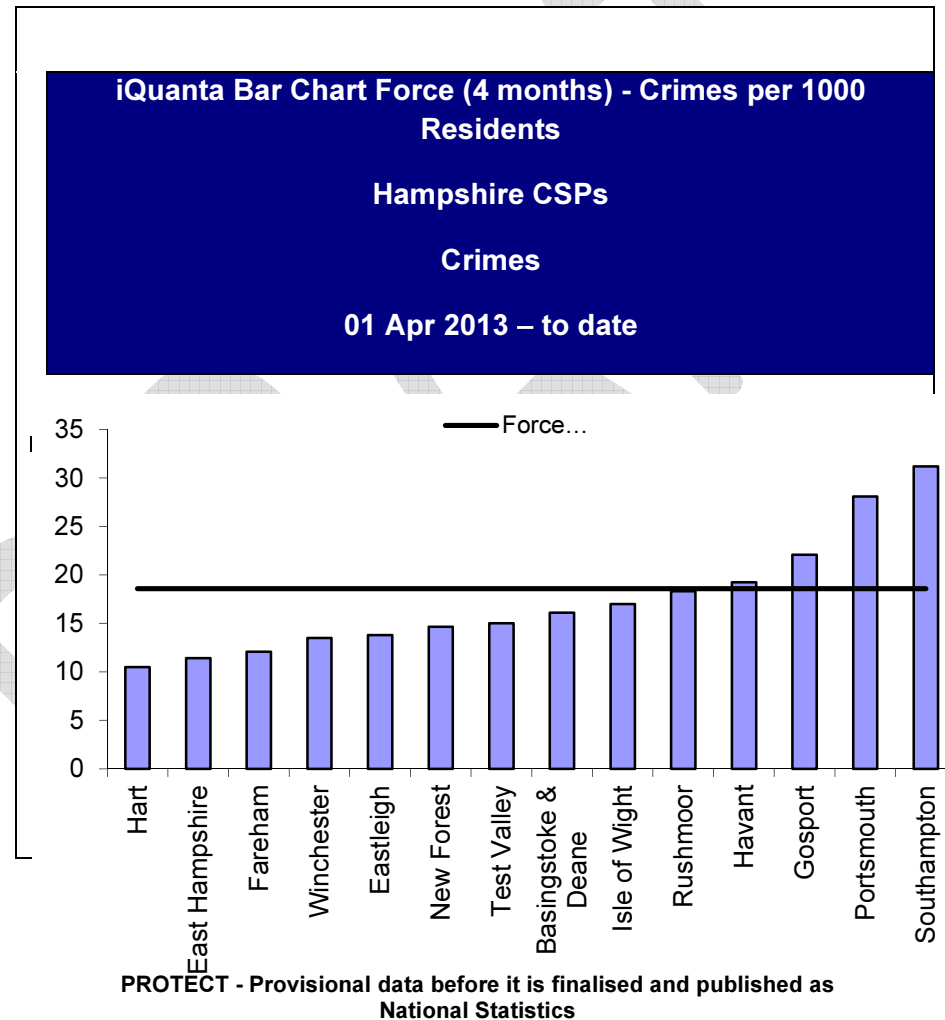
The key achievements that were delivered could be described as:

- Anti-Social Behaviour - reduction of 24.15% (931 occurrences) (previous year not comparable due to re-categorisation of ASB)
- Violence against the Person – reduction of 10.3% (106 incidents) (previous year reduction of 18.5% (230 incidents))
- Criminal Damage and Arson - reduction of 19.4% (192 incidents) (previous year increase of 1.9% (19 incidents))
- Other Theft and Handling – reduction of 14.1% (175 incidents) (previous year increase of 8.4% (106 incidents))

These reductions were achieved through a number of initiatives and actions that were contained within the Action Plan and these are summarised under each of the priorities that were contained within the strategy.

How do we compare to other Community Safety Partnership's?

The following chart shows that Fareham is the 3rd best performing CSP within Hampshire Force average is 18.597, Fareham average 12.079 crimes per 1000 residents. Fareham is also the 3rd best performing CSP within our Most Similar Family Group (MSG) in England and Wales.



Residents Survey

The most recent Fareham Residents Survey was conducted in 2013. The Residents survey was designed to provide a definitive picture of the views, perceptions and experiences of those who responded - the results are used by local public services to make sure their policies provide what residents want. It was established that:

- 90% thought that the police and Fareham Borough Council were successfully dealing with crime, antisocial behaviour and neighbour nuisance, compared to 88% in 2011 and 67% in 2009.
- 84% thought that teenagers hanging around in public places was not a problem, 10% more than in 2011
- 92% did not think there was a problem with people using or dealing drugs, 9% more than in 2011.
- 89% thought that people being drunk or rowdy in public places was not a problem, 9% more than in 2011.
- 86% of people did not think that feeling unsafe on a night out was a problem in Fareham.
- 99% of people thought there was no problem with abandoned or burnt out cars, compared to 95% in 2011.
- 91% did not think there was a problem with vandalism, graffiti and other deliberate damage to property or vehicles, 11% more than in 2011.

Although 90% of Fareham's residents thought that the police and Fareham Borough Council were successfully dealing with crime, antisocial behaviour and neighbour nuisance, there are still 10% of residents that have never heard of the good work the Partnership are undertaking. Therefore there is a need to further highlight and promote the successes and positive work that is being undertaken in making Fareham a safe and healthy place to live, work and visit.

Fareham Community Safety Partnership's Priorities 2014-2017

The Strategic Assessment 2013 identified that the priority areas that the Partnership should focus on are ;-

- 1. to provide public reassurance and community engagement**
- 2. to reduce anti-social behaviour**
- 3. to reduce crimes related to drugs and alcohol**
- 4. to reduce violent crime, including domestic abuse**
- 5. to prevent and reduce re-offending**

Between April 2014 and March 2017 Fareham's Community Safety Partnership will work to achieve the delivery of these priorities. The priorities will have a certain amount of overlap as the priorities cross crime boundaries. The actions contained within the Action Plan will be kept under review as this is a living and continually evolving document that will reflect the work required being undertaken in order to deliver the partnership's objective of making Fareham a safe place to live, work and visit.

Each of the Priority areas has a clear action plan which identifies how the initiatives will be delivered, who the lead agency is, how much funding is allocated to the initiative and finally who within the Community Safety Partnership will be responsible for ensuring performance is monitored and on track.

Looking ahead

Fareham will have to look to delivering the same, if not better results using less money. Resources are set to diminish and we will have to find better and more efficient and innovative ways of working. There will be occasions when joint initiatives and cross boundary working will have to be the way forward. Fareham's Community Safety Partnership will have to continually self-assess and look at the possibility of collaborative working with neighbouring CSPs. This is demonstrated by joint working with Gosport CSP with the ASB Panel, Environmental Health Partnership and Domestic Abuse Forum and delivering the Access All Areas initiative with Winchester CSP.

The Partnership needs to ensure that it considers best value and delivers value for money in a coordinated way, clearly identifying priorities to determine and deliver resources. The Partnership will have to identify final objectives and outcomes it wants to achieve and acknowledge that there will be cross cutting financial, social, departmental and strategic issues like health, housing, education and employment that will inevitably contribute toward reducing crime. The Partnership needs to be innovative in its approach and where appropriate pursue opportunities to co-locate and work closely with partners and agencies. Currently the Youth Offending Team, Department for Work and Pensions and the Integrated Offender Management Team are located in the same building as Fareham's Community Safety Team and other Council services, giving all partners a chance to achieve enhanced, co-ordinated partnership working and this is to be encouraged.

Fareham's Supporting Families Programme is the local programme that delivers Hampshire County Council's Supporting Troubled Families Agenda. Multi-agency working to deliver sustainable outcomes for families to improve anti-social behaviour and address criminal activity, improve attendance at school and get people back to work is the way forward. Community Safety Partners, County and District Council departments are working together with registered social landlords, the Department for Work and Pensions and educational establishments to provide a holistic approach to improve the lives of whole families. There are links between this Programme and one of Fareham Borough Council's corporate priorities, The Fareham Park Project.

Fareham's Community Safety Partnership has established good working practices with the Police and Crime Commissioner and the Clinical Commissioning Groups and these are excellent opportunities to develop further synergy and added value in the work that is being undertaken.

At present the Crime and Disorder Scrutiny function into the work of the Fareham Community Safety Partnership is carried out by the Council's Scrutiny Board and a report is made on an annual basis to the Board.

The delivery of this Strategy and Action Plan is not without its risks. Indeed these are financial risks which relate to the success of the funding bids that are made to the Police and Crime Commissioner and the ability of the partners to provide the necessary commitment and resources in order to deliver the actions contained within the Strategy. Partner organisations, including the Council are facing financial pressures, the Police are streamlining Safer Neighbourhood Policing Teams and Hampshire County Council has also recently announced the proposed loss of Accredited Community Safety Officers as of December 2014. Privatisation of the Probation Trust (Transforming Re-habilitation of Offenders) also needs to be closely monitored to ensure that this does not adversely impact upon the work of the partnership.

However there is no reason why the excellent work that has been undertaken to date cannot be maintained through this Strategy and Action Plan and make Fareham an even safer place in which to live, work and visit.

ACTION PLAN 2014-17

Priority 1 Public Reassurance & Community Engagement

What we did/achieved during the last Strategy;-

Attend all Community Action Team meetings, run a successful White Ribbon Campaign, deliver Ferneham Hall Community Safety Open Day, set up the Safer Fareham website, started engagement with Neighbourhood Watch, provided 3 articles for Fareham Today, utilise Council Connect to raise awareness of current community safety initiatives.

How we can build upon, enhance and improve these actions during this strategy's lifetime

	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan
1.1	Promote effective use of 101, Crime Reports, Safetynet and Crimestoppers and ensure public awareness is raised	Community Safety Team/Police/NHW	Attendance at CAT meetings and Council Connect at least once per year and include an area on website	Community Safety Officer		2015	
1.2	Community Safety Leaflet	Community Safety Team	Draft and distribute and place on website	Community Safety Officer (C)	£2000	Sep 2014	
1.3	Website made user friendly and kept up-to-date	Community Safety Team	Weekly and monthly update of website	Community Safety Officer (C)		2014-17	

1.4	Undertake 2 residents consultations each year	Community Safety Team	Adults survey and young people's survey	Community Safety Officer (J)	£500	2014-17	
1.5	Deliver Safe Places Scheme	Community Safety Team	Launch Safe Places in Fareham	Community Safety Officer (C)	£500	July 2014	
1.6	Input into CAT meetings	Community Safety Partners	Ensure CSP is represented at each CAT meeting and template presentation applied to all meetings	Community Safety Manager		2014-17	
1.7	Provide information to Ward Councillors relating to Community Safety	Community Safety Team	Raise awareness of current community safety issues through member's newsletter	Community Safety Manager		2014-17	
1.8	Undertake 2 Council Connect Campaigns each year	Community Safety Team & Partners	ASB reporting campaign and Access All Areas awareness raising campaign at Council connect	Community Safety Manager and Team	£200	2014-17	
1.9	Undertake one joint initiative with Winchester CSP each year	Community Safety Team & Partners	Undertake ASB reduction initiative in Whiteley	Community Safety Officer (J) and Community Safety Manager	£200	2014-17	
1.10	Deliver a multi-agency Community Safety Day	Community Safety Team & Partners	Deliver multi-agency Community Safety Day	Community Safety Officer (C)	£1000	May 2014	
1.11	Joint working with FBC	Community Safety	Provide training to	Community	£1000		

	and Fire Service to raise awareness of EVAs	team & Fire	community safety partners	Safety Officer (J)			
1.12	Work collaboratively with communities and NHW to promote Eyes and Ears	Community Safety Team	Effective reporting in relation to community trigger, 101 and EVAs	Community Safety officer (C.)	£1000	Nov 2015	
1.13	Neighbourhood Watch	Community Safety Team	Support NHW co-ordinators to form lines of communication and work effectively within their communities	Narinder/Claire	£3000	Nov 2015	
1.14	Support Home Fire Visits	Fire Service/Community Safety Team	Increase in number of home fire safety visits from 2013 baseline	Claire		2014-17	

Priority 2 Reducing Anti-Social Behaviour

What we did/achieved during the last Strategy;-

Merged Fareham and Gosport ASB Panels, developed and implemented robust licensing conditions together with Fareham and Police licensing officers, facilitated the Fareham Supporting Families programme within the community safety team, ran 5 successful SNAPs each year, undertook summer diversionary activities each year collaboratively with neighbouring CSPs, representing Community Safety and Troubled Families on Fareham Park Steering Group, delivered a fortnightly Community Tasking and Coordinating Group. Environmental Health Partnership Out of Hours Services tackled low level ASB in relation to noise nuisance

How we can build upon, enhance and improve these actions during this strategy's lifetime

Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan
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2.1	Ensure new Government Criminal Behaviour Orders are implemented and a package cascaded to all partnership members	Community Safety Team	Number of Criminal Orders processed in relation to ASBOs and ABCs issued in previous year	Anti-social behaviour officer	£1000 allocated for training courses. Funded as part of the Council's training budget not CSP fund	2014-15	Priority 2, 3 & 4
2.2	Community Trigger	Community Safety Team	Set a trigger and implement corporate procedure	Community Safety Manager	Home Office Policy officer to provide seminar	Nov 2014	Priority 2, 3 & 4
2.3	Anti-Social Behaviour Risk Assessment Conferences	Community Safety Team & Partners	All victims referred to ASB Panel have ASBRAC completed	Anti-social behaviour officer		2014-17	Priority 2, 3 & 4
2.4	Hold 5 Say No and Phone discos	Community Safety Team & partners	Hold at least 5 discos per year	Community Safety Officer (J)	Self-financing	2014	Priority 3
2.5	Deliver Summer Events Scheme during summer months	Fareham & Winchester Community Safety teams & partners	Deliver 3 days over 3 weeks and analyse hotspot ASB figures compared to last year	Community Safety Team	Subject to success of PCC bid	Sep 2014	Priority 3 & 4
2.6	Ensure annual cohorts are delivered and monitor performance of Fareham Supporting Families	Community Safety Manager (SRO)	Ensure year two cohort of Troubled Families is identified, reward payments applied for and interventions actioned	Community Safety Manager		May 2014	Priority 3 & 4
2.7	Ensure Local Children's Partnership engages as Fareham	Community Safety Manager (SRO)	Report to all LCP meetings throughout the year	Community Safety Manager		2014-15	Priority 3

	Supporting Families Strategic group						
2.8	Sporting Fareham Scheme	Community Safety Manager (SRO)	Co-ordinate Sporting Clubs to deliver initiative which provides access to local sports clubs	Community Safety Manager & Head of Leisure & Community		2014-15	Priority 3 & 4
2.9	Local Commissioning for Fareham Supporting Families Programme	Community Safety Manager (SRO)	Work with Lot B colleagues to identify a commissioned provider for less intensive resource families	Community Safety Manager	Supporting Troubled Families	2015	Priority 3 & 4
2.10	Work with CCGs to set priority work areas	Community Safety Manager (SRO)	Carry out Mental Health Thematic review	Community Safety Manager		2014	Priority 3
2.11	Increase Fareham referrals to F&G Young Fire fighters Association	Anti-social behaviour officer	Increased Referrals from Fareham CSP compared to 2013	Anti-social Behaviour Officer		February 2014	Priority 3 & 4
2.12	Pursue set up of Fareham Young Fire Fighters Association	Community Safety Team and Fire Service	Identification of site and funding	Community Safety Manager	Fareham Supporting Families	2014-17	Priority 3
2.13	Increase referrals to ASB panel	Community Safety Team	Increase Fareham referrals on 2013 baseline	Anti-Social Behaviour Officer		2014-17	Priority 2, 3 & 4
2.14	Deliver a Neighbour Nuisance Problem Profile	Community Safety Team and Police	Decrease in incidents of neighbour nuisance	Community Safety Manager		Nov 2014	Priority 2, 3
2.15	Develop Mediation service to Partner	Community Safety Manager and Anti-	Increase number of cases dealt with by	Anti-social behaviour		2014	Priority 2 & 3

	organisation and internal departments	social behaviour officer	mediation	officer			
2.16	Support YOT to deliver YRD, YC and YCC	Youth Offending Team	Enhance restorative programme	Community Safety Manager		2014	Priority 2, 3 & 4
2.17	Lord Wilson School early intervention restorative Programme	Youth Offending Team, Police and School Governors	Produce protocol and procedure for Pupil Panel, written warning and earlier intervention	Community Safety Manager		Sep 2014	Priority 3 & 4
2.18	Youth Crime Prevention input into curriculum	Youth Offending Team	Youth Crime Prevention Officers to input into school curriculum	Community Safety Manager		Sep 2015	Priority 3
2.19	As per action 1.9	As per action 1.9	As per action 1.9	As per action 1.9		May 2014	Priority 3
2.20	Priority Young Person Programme	Youth Offending Team and Community Safety Team	Trial ASB Panel as forum to nominate PYPs	Community Safety Manager		Sep 2014	Priority 3
2.21	Investigate shared ASB post with Police	Community Safety Team	Investigate shared ASB post with Police	Community Safety Manager		Nov 2015	Priority 3 & Priority 1

Priority 3 Reducing Crimes Associated with Drugs & Alcohol

What we did/achieved during the last Strategy:-

Applied for DAAT funding to reinstated Fareham Drugs and Alcohol Action Group which will identify gaps and raise awareness of emerging issues, started to work with the newly formed Fareham & Gosport Clinical Commissioning Group, forged good working links with 101 Gosport Road, delivered multi-agency test purchase operations, Council as the Licensing Authority has robust licensing arrangements in place.

How we can build upon, enhance and improve these actions during this strategy's lifetime							
	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan
3.1	Fareham Drugs & Alcohol Action Group	Community Safety Team	1. Hold at least 4 DAAG meetings a year 2. Annual work programme in place to deliver CSP priority and FBC health priority 3. Raise awareness of up and coming trends	Community Safety Manager	£5000 (DAAT funding)	2014-17	Priority 3
3.2	Drugs & Alcohol Action Group website	Community Action Team – DAAG administrator	New Website to be up and running and kept up to date	Community Safety Manager	DAAT funding	May 2014	Priority 3
3.3	Ensure A&E data is available to CSP	Community Safety Team and CCG	Liaise with NHS and CCGs to ensure system set up to share information	Community Safety Officer (J) and Community Safety Manager		Nov 2014	Priority 1 & 4
3.4	Support Hampshire's Alcohol Strategy	All Partners	Year 1 progress on Action Plan and promotion of local initiatives	Community Safety Manager	£200	2014	Priority 3 & 4
3.5	Continue to Promote, review and enforce	Community Safety Team & Police	Reduce numbers of confiscations from	Community Safety	£500	2014	Priority 3 & 4

	DPPO		under 18s on 2013 baseline	Manager			
3.6	Deliver Alcohol Brief Intervention Training to Partner Agencies	Public Health	Raise awareness of alcohol to front line services	Community Safety Manager		Sep 2014	Priority 3 & 4
3.7	Develop Pubwatch links	Community Safety Team	Reduction in number of pub related incidents of ASB and violence	Community Safety Manager	£500	Sep 2015	Priority 3
3.8	Test Purchase and Serving Drunks Ops	Police/Licensing	Decrease numbers of premises failing the test on 2012 baseline	Community Safety Manager	£500	2014	Priority 3

Priority 4 Reducing Violent Crime

What we did/achieved during the last Strategy;-

Introduced Fareham & Gosport Domestic Abuse Forum to deliver an action plan around the CSP's priority related to crimes associated with drugs and alcohol. Conducted a review of the MARAC process and represent Fareham CSP at meetings, share resources of an Independent Domestic Violence Advisor and successfully bid for a Male mentor through Southern Domestic Abuse Service as part of Fareham's Supporting Families Programme. Deliver Taxi Marshals during peak periods as identified by Council and Police licensing officers. Ensure that a robust process was drafted in case of a Domestic Homicide Review in Fareham.

How we can build upon, enhance and improve these actions during this strategy's lifetime

	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan
4.1	Work plan for F&G Domestic Abuse Forum	Community Safety Team	Draft and deliver work plan for F&G Domestic Abuse Forum	Community Safety Officer (C)	500	June 2014	Priority 3 & 4
4.2	Hold one high profile	Community Safety	Hold at least one DA	Community	500	Dec 2014	Priority 3

	Domestic Abuse awareness raising event in conjunction with FGFA and service providers	Team	awareness raising activity per year	Safety Officer (C)			& 4
4.3	DHR procedure	Community Safety Team	Maintain current contacts list for DHR procedure	Community Safety Manager		April 2014	Priority 3 & 4
4.4	Taxi Marshals	Community Safety Team, Council licensing officer & Police Licensing Officer	Reduction of violent incidents in the Town Centre.	Community Safety Manager	£5000	2014	Priority 3 & 4
4.5	Support MARAC	Community Safety Team	Review MARAC agenda and send report to all MARAC meetings	Community Safety Officer (C)		2014-17	Priority 3 & 4
4.6	Target Hotspot domestic violence geographical Areas	Community Safety Manager & Project Officer	Ensure that service providers and resource are allocated to the most prevalent hotspot in Fareham for incidents of domestic violence	Community Safety Manager		2014-17	Priority 3 & 4
4.7	Domestic Violence Perpetrator Programme	Community Safety Team	Investigate necessity of perpetrator programme and then pursue with neighbouring CSPs to jointly commission	Community Safety Manager	PCC funding	2014-17	Priority 3 & 4
Priority 5							

Preventing & Reducing Re-Offending							
What we did/achieved during the last Strategy;- Implemented the Integrated Offender Management programme and co-located the service in the Civic Offices,							
How we can build upon, enhance and improve these actions during this strategy's lifetime							
	Action	Lead Agency	Measure	CST Delivery Lead	Funding Allocation	Target Date	Link To PCC Plan
6.1	Improve information sharing between IOM team and community safety partners	Community Safety Team	Ensuring PPO and IOM current lists are shared with CSP partners	Community Safety Manager		2014	Priority 3 & 4
6.2	Develop a reducing re-offending strategy	Community Safety Team	Draft Strategy for CSP (work cross county) – reduction in repeat crimes	Community Safety Manager		Sep 2014	Priority 3 & 4
6.3	Review success of Pilot of IOM voluntary tagging scheme	Community Safety Team/Police/Probation	Probation/Police to provide update	Community Safety Manager		2014	Priority 3 & 4
6.4	Integrated Offender Management	Probation/Police/Community Safety Team	Attend all scoring meetings per year	Community Safety Manager		2014	Priority 3 & 4
6.5	Transforming Re-offending Agenda	Probation and Community Safety Team	Form good working relationships and communication streams with new Community Rehabilitation Company	Community Safety Manager		2014-17	Priority 3 & 4

6.6	Emerging Threat Offenders	IOM team and Community Safety Team	Ensure new cohort has nominations from ASB Panel and Local Co-ordination Group form Fareham Supporting Families	Community Safety Manager/Anti-social behaviour officer		2014-2017	Priority 3 & 4
6.7	Safetynet development for IOM	Probation & Community Rehabilitation Company	Support development of IOM Safetynet capability to share information bwteen agencies	Community Safety Manager		2014-2017	Priority 3 & 4

Add description of Police and Crime Plan Priorities so that these can be referenced in the plan

Glossary

ABC	-	Acceptable behaviour contract
ACSO	-	Accredited Community Safety Officer
ALES	-	Alcohol Licensing Evaluation Scheme
ASB	-	Anti-social behaviour
ASBO	-	Anti-social behaviour order
CAT	-	Community Action Teams
CCGs	-	Clinical Commissioning Groups
CCTV	-	Closed Circuit Television
CRC	-	Community Rehabilitation Company
CREW	-	Crime Reduction Environment Week
CRI	-	Crime Reduction Initiatives
CSP	-	Community Safety Partnership
CTCG	-	Community Tasking and Co-ordination Group
DA	-	Domestic Abuse

DAAG	-	Drugs and Alcohol Action Group
F & G	-	Fareham and Gosport
FBC	-	Fareham Borough Council
HCC	-	Hampshire County Council
HDAAT	-	Hampshire Drugs and Alcohol Action Team
HOMER	-	Hampshire Operational Model for Effective Recovery
IDVA	-	Independent Domestic Abuse Advisor
IOM	-	Integrated Offender Management
KPTs	-	Key Performance Targets
Lot B Hampshire)	-	Cluster for commissioning Supporting Families Services (Fareham, Gosport, Havant and East Hampshire)
NCCZs	-	No Cold Calling Zones
NHW	-	Neighbourhood Watch
NHS	-	National Health Service
NTE	-	Night Time Economy
MSFG	-	Most similar family group
PCC	-	Police and Crime Commissioner
PPA	-	Priority Policing Areas

- SNAP - Say No and Phone (Discos)
- SNT - Safer Neighbourhood Team
- SRO - Senior Responsible Officer
- TRAPT - Teenage Road Accident Prevention Training
- TS - Town Sergeant
- VAP - Violence against the Person
- YISP - Youth Inclusion Support Panel
- YOT - Youth Offending Team

DRAFT

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date **11 March 2014**

Report of: **Director of Regulatory and Democratic Services**

Subject: **FOOD STANDARDS AGENCY FOOD SAFETY SERVICE PLAN**

SUMMARY

The Food Standards Agency is responsible for directing, monitoring and auditing of local authorities' work in respect of food law enforcement. The Agency requires that local authorities produce an annual Food Safety Service Plan in line with guidance issued by the Agency in delivering its Food Safety Service. The plan should be reviewed on an annual basis.

This is the Annual Review, looking back on what has been achieved in 2013-2014 and the aims and objectives for 2014 - 2015.

RECOMMENDATION

Members are requested to consider the Food Safety Service Plan and make any comments that they feel should be taken into account when the Executive considers the plan on 7 April 2014.

INTRODUCTION

1. The Food Standards Agency is responsible for directing, setting and monitoring standards and auditing local authorities' enforcement activities in order to ensure that these activities are effective and undertaken on a consistent basis and in line with current guidance. Powers enabling the Agency to monitor local authorities are contained in the Food Standards Act 1999.
2. As part of its role the Agency issued a Framework Agreement on Local Authority Food Law Enforcement which provides guidance on how local authorities are expected to undertake their duties in respect of Food Law enforcement.
3. Fareham's current Food Service Plan is based upon this guidance and was reported to the Public Protection Policy Development and Review Panel on 12 March 2013, to the Executive on 13 May 2013 and approved by Council on 20 June 2013.

SERVICE PLANS

4. The Food Standards Agency requires a detailed service plan for Food Safety Enforcement and this is produced and updated annually. The Agency has provided detailed guidance as to how these should be set out and the information they should contain. This plan provides the detail in which to satisfy the information requirements of the Agency. It also provides the evidence to satisfy the Agency that the Council has adequate arrangements in place to meet its statutory obligations in respect of Food Safety Enforcement.
5. It is important that the Food Safety Service Plan is submitted to and is approved by the Executive and the Council as it details the work and demands on the service and ensures transparency and accountability.
6. The Service Plan contains:
 - Information about the services provided;
 - The means by which the service will be provided; and
 - A review of performance in order to address any variances from meeting the requirements of the Service Plan.
7. The Spending Plan for delivering the food safety service for 2014/2015 was reported to the Executive on 2 December 2013.
8. The Food Standards Agency requires each Authority to submit the Service Plan for approval by Members and to review it annually. Appendix A contains the Council's proposed Food Safety Service Plan for 2014/2015.

OVERALL PERFORMANCE SUMMARY 2013/2014

9. The Food and Health & Safety team have performed exceptionally well this year. It is anticipated that by the 31st March 2014 the Food Inspection Programme will be 100% completed. This is the key performance measure as far as the Food Standards Agency are concerned. In addition the Fareham team have provided support to the Gosport team to assist in the completion of their inspection programme.
10. There have been 2 successful food hygiene prosecutions during the year. Although it is disappointing when such action becomes necessary, it is a

reflection of the team that the evidence gathered and files put together on each occasion resulted in a successful outcome. The associated publicity with these provides the residents of Fareham with reassurance that the Council has effective measures in place to ensure Public Protection in respect of Food Safety.

11. In March 2013 the Food Standards Agency carried a full audit of the Food safety Service and found it to not only be in compliance with the Agency framework Agreement but also highlighted in their report areas of best practice. Full details of the Audit were reported to the Panel's meeting of 23rd July 2013
12. There were a small number of recommendations (3), these have all been actioned as required by the action plan previously submitted to the Food standards Agency.
13. The Agency Audit report has now been published on the Agency's website <http://food.gov.uk/enforcement/auditandmonitoring/auditreports/audengreport/audits2013/fareham/fareham-delivery-compliance#.Uw4VE8ZFBv8>

SUMMARY OF CHANGES TO PLAN FROM 2013/2014

14. The format for this plan, as prescribed by the Food Standards Agency, has remained the same since its inception in 2001. Each year the previous year's plan is updated and presented to the Panel for the following year.
15. The plan itself is largely the same as last year, but the data has been updated to reflect the actual work activity undertaken last year and the work anticipated for 2014/2015.

DOCUMENTED FOOD POLICIES AND PROCEDURES

16. The Food Safety Service Plan requires a number of policies and procedures which local authorities should have in place to ensure compliance with the Agency's Standards. The Council's Food Safety policies and procedures are all kept under review and are in the process of being updated to ensure that they comply with national guidance issued by the Food Standards Agency and also to align the services between Fareham and Gosport as the partnership continues to move to a single computer system.

PERSONNEL IMPLICATIONS

17. The service detailed within the Plan can be delivered in accordance with the budget that was reported to and approved by the Executive at its meeting on 2 December 2013.

LEGAL IMPLICATIONS

18. The adoption of a Food Safety Service Plan demonstrates that the Authority is meeting its statutory responsibilities in relation to food law enforcement.

CORPORATE STRATEGY

19. The Food Safety Service Plan will promote measures that contribute to achieving the Council's Priority of ensuring that Fareham remains a safe and healthy place to live and work with respect to food that is produced and sold within the Borough.

RISK ASSESSMENT

20. The Council has a statutory duty to provide a food safety service. If it fails in its duty, the Food Standards Agency has the power to take over the service and charge accordingly. This may also result in bad publicity for the Council.

CONCLUSION

21. The Food Safety Service Plan attached to this report has been produced in accordance with the requirements of guidance issued to local authorities by the Food Standards Agency. The plan details how Fareham undertakes its food safety enforcement responsibilities.

Background Papers:

Report to Health and Environment Committee 6 March 2001, Framework Agreement on Local Authority Food Law Enforcement.
Framework Agreement on Local Authority Food Law Enforcement

APPENDIX A – Proposed Food Safety Plan 2014/2015

Enquiries: For further information on this report please contact Juli Treacy (Ext 2403).



FAREHAM BOROUGH
COUNCIL

www.fareham.gov.uk

Food Safety Service Plan

2014/2015

as required by

The Food Standards Agency

INTRODUCTION

1. This Food Safety Service plan has been produced as required by and in accordance with the Food Standards Agency Framework Agreement on Local Authority Food Law enforcement. It is written in the format prescribed by the Agency, its purpose being to demonstrate that Fareham Borough Council has in place adequate and effective arrangements to meet its statutory obligations in respect of Food Safety.
2. Fareham Borough Council is designated as a Food Authority under the European Communities Act 1972, the Food Hygiene (England) Regulations 2006 and the Food Safety Act 1990. This places a statutory duty on the Authority to enforce the Acts. The delegated Authority to do this lies with the Director of Regulatory and Democratic Services, who has further delegated relevant Authority to staff within the Food, Health and Safety team within Environmental Health in that Department.
3. This plan covers the following:
 - i) The Food Safety Service Aims and Objectives
 - ii) Background Information
 - iii) Service Delivery
 - ii) Resources
 - iii) Quality Assessment
 - iv) Service Review.

SERVICE AIMS AND OBJECTIVES

4. The Council's vision is to ensure that people who live in, work in or visit the Borough of Fareham are confident that sound measures are in place to protect their health and safety. Protecting people's health and safety is an important contributor to the Council's key priority to ensure that the Borough of Fareham is a **safe and healthy place to live and work**. The Food Safety Service is an important contributor to helping to secure the above.
5. The Service objectives are as follows:-
 - i. Ensure that all businesses involved in the preparation, sale, distribution or handling of food comply with food safety legislation and the requirements of codes of practice issued by the Food Standards Agency.
 - ii. To minimise the spread of incidents of infectious diseases including incidents of food poisoning by investigating relevant cases and taking action to control the spread of disease.

Links to corporate objectives and plans

6. In respect of Food Safety, the Council's Public Protection Policy Development and Review Panel, Scrutiny Board and the Executive are responsible for this function.
7. Reports are considered by the Public Protection Policy Development and

Review Panel throughout the year as required in order to ensure the service is able to adapt to changing demands e.g. changes to legislation/guidance.

BACKGROUND

Profile of Fareham

9. The Borough of Fareham has a population of approximately 112,000 people. It covers almost thirty square miles of southern Hampshire between Portsmouth and Southampton on the south coast. With the town of Fareham at its centre, the Borough extends from Portchester in the east, which borders the northern side of Portsmouth harbour, to the River Hamble in the west. From south to north, it reaches from the Solent coastline at Hill Head and extends northwards into rural Hampshire towards Wickham.
10. The Borough has grown rapidly in recent years, with the development of extensive areas of housing, shops and commerce. The town centre consists of shops including a large Superstore, leisure facilities and a cinema complex, bars and restaurants.
11. In addition to the town centre, there are several other important local centres based on former villages. Portchester lies to the east of Fareham town with Stubbington and Hill Head to the south. To the west are Titchfield, Warsash, Park Gate, Locks Heath, and Whiteley.
12. With the New Community, Welborne due to commence in the next few years to the north of Fareham, this will result in not only additional properties, residents but also more commercial food business.
13. The economic downturn has affected Fareham Borough Council and the Council is taking steps in particular to manage the shortfall in income. The Food Safety Service has sufficient resource to meet the Council's statutory responsibilities. It is important to note however that during difficult economic times it can become difficult for businesses to maintain standards, so the service becomes even more important to ensure that standards are maintained.

Organisational Structure

14. The Council is run by an Executive, supported by a Scrutiny Board and review panels. The Executive operates like the Government's cabinet. It is made up of six councillors, including one who is appointed as the Executive Leader. It is responsible for almost all the functions and services of the Council, but is not allowed to deal with certain matters like planning and licensing applications. These are dealt with by Committees. The Council also has Audit and Standards Committees.
15. Each member of the Executive has responsibility for a specific range of Council activities (sometimes called portfolios) and acts as the Council's spokesman for those functions. The portfolio which currently incorporates the Food Safety function is Public Protection.
16. The Council has a Scrutiny Board and several review panels, which broadly mirror the portfolio areas of the Executive members. The job of the review panels is to take a leading role in the development and review of policies,

related to particular services. All of the review panels report to the Council's Executive Committee. The review panel currently responsible for Food Safety is the Public Protection Policy Development and Review Panel.

17. The Food Safety function is undertaken by the Food, Health and Safety and Licensing Enforcement team of the Environmental Health Section, within the Regulatory and Democratic Services Department, which reports to the Public Protection Policy Development and Review Panel. The Director of Regulatory and Democratic Services is the officer responsible for the Food Safety Service delivery, with the Head of Environmental Health being responsible for the day to day management of the team and the service, supported by a Team Leader. The Director of Regulatory and Democratic Services reports directly to the Chief Executive Officer.

Fareham and Gosport Environmental Health Partnership Initiative

18. Since January 2011, the Fareham Environmental Health Section has been working in partnership with Gosport Borough Council Environmental Health Section. The Head of Environmental Health is now Head of both Fareham Borough Council's and Gosport Borough Council's Environmental Health Services. The Partnership is developing and the Food Safety Teams from both Councils continue to work closely together to develop joint working practices and deliver projects across both Boroughs. This ensures consistency across the Boroughs which is a particular benefit for those businesses that have premises in both Boroughs. It also allows for better use of the joint resource to deliver the priorities of both Services. It is hoped that very shortly that the Partnership can develop further into a single service providing the Environmental Health Services to both Council's.
19. The Fareham Food Safety enforcement team consists of 1 full time Team Leader, 2 part-time (3 days a week each) Senior Environmental Health Officers, and 1 Technical Officer. These officers also undertake Health & Safety and Licensing enforcement and Infectious Disease control work. The Environmental Health Partnership now provides greater flexibility and resilience as the team has access to a larger food safety team based in Gosport.
20. The provisions made for specialist services are as follows:-

Food Examiner:

Hampshire Scientific Service
Hyde Park Road,
Southsea
Hants
PO5 4LL Tel No. 023 9282 9501

Food Analyst:

HPA Microbiological Services
FW&E Microbiology Laboratory - Porton
Salisbury
Wiltshire
SP4 0JG Tel No: 01980 616766/ 6161776

21. These are used as and when necessary where expert and specialist advice is required.
22. From time to time, consultants may be required to undertake food hygiene inspections. This may be because of staffing shortages, special projects, prosecutions or food poisoning investigations; all of which impact directly upon the employee resource available. It is unlikely that consultants will be required in 2014/2015, particularly in light of the partnership with Gosport Borough Council Environmental Health Team, which can provide any additional resource to deal with peaks in workload and vice versa.

Scope of the Food Service

23. The food service consists of the following elements:-
 - Ensuring that all food premises within the Borough are identified and inspected on a risk-assessed basis;
 - Implementing and maintaining the National Food Hygiene Rating Scheme.
 - Reviewing planning and building control applications to ensure that food hygiene requirements are considered at the design and build stages of development;
 - Providing advice to food businesses and members of the public on issues relating to food safety;
 - Investigating all complaints relating to food and food safety and taking appropriate enforcement action to prevent potential outbreaks of food poisoning;
 - Undertaking sampling in order to determine the quality and fitness of food that is available for purchase throughout the Borough;
 - Minimising the spread of incidents of infectious diseases, including incidents of food poisoning by investigating relevant cases and taking action to control the spread of disease.
24. In order to provide an efficient and cost effective service, officers who undertake food safety duties also undertake other duties such as Health & Safety at Work, Licensing, Infectious Disease and Health Act enforcement. Whenever possible visits to premises for different purposes are combined to ensure that officer time is used efficiently and that the time spent with proprietors and managers of businesses is kept to a minimum.

Demands on the Food Service

25. There are approximately 759 registered food premises within the Borough, mainly composed of restaurants, takeaways and retailers. There are no specific unusual or seasonable demands on the food safety service, such as tourism or large numbers of food premises run by proprietors whose first language is not English.

26. As at January 2014, the 759 registered food premises within the Borough were made up of the following food premises types:

Catering	145
Distributors/warehousing	10
Farm/smallholding	3
Hospital/rest home/schools	123
Hotel/pub/guest house	60
Manufacturers/processor	4
Moveable premises	13
Multiple businesses	1
Others	12
Private house as a food business	146
Restaurant café/ snacks	104
Retailer	127
Staff restaurant/canteen	6
Wholesale cash and carry	5
Total Registered Premises	759

Incorporated in the above are the 5 'Approved Premises' which are all cold stores. These require additional control due to the increased regulation of these businesses.

27. The Authority has Procedures in place that ensure that the Food Standards Agency's Code of Practice and Practice Guidance document is followed. In addition, these Procedures also refer to the various Guidance Notes from the Local Government Regulation which gives guidance on Food Safety issues. Officers of the Council must and do have regard to these Codes and Guidance in undertaking the food safety function as they ensure consistent enforcement. These Procedures are embedded into our electronic business processes.
28. The Team, in addition to undertaking the Food Safety function, also has responsibility for Health and Safety, Infectious Disease Control, Health Act and Licensing enforcement.
29. These functions are covered by a separate service plan. In order to maximise the use of limited resources and to ensure a more coherent service to business, the same officer deals with all food safety, health and safety and licensing issues relating to any single premises, where appropriate interventions in relation to these activities are combined.
30. The service is provided 9.00am to 5.15pm Monday to Friday by officers based at the Civic Offices. An Environmental Health Out of Hours service also operates (between 5.15pm to 9.00am Monday to Friday and 24-hours a day at weekends and Bank/Public Holidays) to deal with requests relating to food safety which requires an emergency response as detailed in the Out of Hours Service Procedures. Planned out of hours inspections and visits are also made by Officers on the basis of the trading times of food businesses and perceived need.

31. The majority of the Food Safety officers take part in the Out of Hours Service. At times the administration associated with this service impacts on the food safety service provision.

Licensing

32. This team is a designated Responsible Authority for the purposes of the Licensing Act 2003, which came into effect on 7 February 2005. The team are required to make relevant representations regarding licence applications and this additional work, together with licensing inspections to check compliance with conditions will impact upon the team's normal food duties. It should be noted however that these inspections are done in conjunction with food inspections where possible,
33. In addition to the above, the team is responsible for licensing all of the following:
 - riding establishments, pet shops, Licensing Act 2003 premises, dangerous wild animals and the licensing of people and premises where skin piercing is carried out.

Gambling Act 2005

34. The above Act came into force on 31 August 2007. Whilst there are only a small number of licensed gambling premises in the Borough, e.g. betting shops, entertainment centres etc., the Act encompasses the provision of gaming machines in licensed premises. There is some limited enforcement by members of the Team necessary, in relation to such machines.

The Health Act 2006

35. The above Act came into force on 1 July 2007 and there is on-going enforcement in relation to this and the Smoke free provisions of the Act, which is also carried out by members of the Food Team.

Shellfish

36. The Authority is responsible for the shellfish beds located between the mean high water mark and the Southampton Port Health Boundary to the west and south and Gosport Borough Council boundary in the east. Whilst there are no sampling points within the Authority's responsibility, demands are placed on the service to provide information to local fishermen and failed sampling results occasionally means the temporary closure of the shellfish beds.

Approvals

37. The Authority approves premises which are required to be formally Approved under specific EU Legislation due to the increased risk posed by their particular food activities e.g. cold store or food premises producing meat products for other food businesses.

The Food Hygiene Rating Scheme

38. The Food Hygiene Rating Scheme (FHRS) is a Food Standards Agency/Local Authority partnership initiative. It is a national scheme which provides consumers with information about hygiene standards in food business establishments using information gathered by officers at the time they are inspected to check compliance with legal requirements on food hygiene. The food hygiene rating given reflects the inspection findings.
39. The purpose of the FHRS is to allow consumers to make informed choices about the places where they eat or shop for food and, through these choices, encourage businesses to improve their hygiene standards. The overarching aim is to reduce the incidence of food-borne illness and the associated costs to the economy.
40. There are six different food hygiene ratings ('0' up to '5') - the top rating represents a 'very good' level of compliance with legal requirements and all businesses irrespective of the nature or size of their operation should be able to achieve this.
41. Food hygiene ratings are published online at <http://ratings.food.gov.uk/> and businesses are encouraged to display certificates and stickers showing their food hygiene ratings at their premises where consumers can easily see them. Although there is no legal requirement currently to display either.
42. The FHRS incorporates safeguards to ensure fairness to businesses. This includes an appeal procedure, a 'right to reply' for publication (together with the food hygiene rating) at <http://ratings.food.gov.uk/> and a mechanism for requesting a re-inspection/re-visit for the purposes of re-rating when improvements have been made.
43. Fareham and Gosport joined the scheme in June 2011. The following Table shows the current list of Ratings for Fareham:

Rating	No of Food Businesses		
	2012-2013	2013-2014	
0 – Urgent Improvement Necessary	5	1	-4
1 – Major Improvement Necessary	29	26	-3
2 – Improvement Necessary	15	20	+5
3 – Generally Satisfactory	68	60	-8
4 – Good	126	136	+10
5 – Very Good	287	424	+137

Exempt / excluded / unrated	50	92	
Totals	580	759	

44. The Council have received 5 requests for a re-inspection after the food business operator had addressed the issues raised during a 2013/14 inspection.

You can see from the figures that the scheme has had some success in improving hygiene standards as a lot of businesses have moved from the 3 and 4 categories into the 5. It is disappointing however that 47 businesses remain in the 0-2 category. It is worth noting that businesses that have acceptable hygiene practices but have no written procedures will fall into this category.

Food officers are working on formal action cases for 1 of the premises in the 0 to 1 Category, and enforcement notices have been served on others.

The Hampshire Better Regulation Partnership

45. The Hampshire Better Regulation Partnership has been running throughout 2012/13, although due to a policy decision to change the IT platform that is used for it, it has not been in operation in 2013/2014, it is hoped that this project can be revitalised in 2014/2015. When Fire Officers and Trading Standards Officers carry out visits to low risk premises in the Borough they gather information on the Council's behalf regarding health and safety, food hygiene standards and licensing conditions. Council officers do the same for them. There have been a number of problems with the IT systems in the last half of the year which should be rectified shortly however it has resulted in less data sharing by the enforcement agencies. There are however clear lines of communication established between the Agencies and issues of serious concern are passed on by email or phone calls. It is pleasing to note that in addition to the original partners, a number of other Local Authorities including Gosport and the New Forest have now joined the partnership.

Enforcement Policy

46. The Council has signed up to the Central and Local Government Enforcement Concordat. One of the requirements of this concordat is that the Council has an enforcement policy.
47. In December 2012, The Executive approved an updated general enforcement policy to cover all the work undertaken by the Department.
48. All food safety enforcement decisions are made following consideration of the Enforcement Policy. Any departure from the Policy will be documented.
49. A copy of the Enforcement Policy and/or a summary leaflet explaining the key elements is available on request. In addition, where formal action is being considered, a copy of the summary leaflet is provided to the business concerned. The policy is also available on the Council's [website](#).

50. All food law enforcement will be carried out in accordance with the relevant Food Standards Agency Code of Practice and Practice Guidance and other Official Guidance produced by Local Government Regulation or the Food Standards Agency.
51. Food premises owned by the Council need a separate method for achieving compliance. Usually, an informal approach should be successful. However, if difficulties were to be encountered, these would be reported to the Director of Democratic and Regulatory Services, who would, in turn, raise those issues at a Chief Executive's Management Team meeting, if necessary after liaison with the relevant Chief Officer/Director for the premises concerned.

SERVICE DELIVERY

Food Safety Interventions

52. A summary of the estimated number of interventions and resource requirements are detailed in Appendix 1 to this plan.
53. The enforcement of Food Safety legislation is governed by a Statutory Food Law Code of Practice and Practice Guidance. This specifies procedures and forms to be used by employees when enforcing the legislation. In particular, there is a risk rating scheme which is used to assess the risk associated with each food business and thereby its priority for inspection. Traditionally all categories of premises were included in the formal inspection regime. As well as inspection, there are a range of other interventions which may take place, auditing, verification visits, as well as visits to carry out sampling or to investigate food or food hygiene complaints,
54. In April 2012 the Food Standards Agency issued a revised Food Law Code of Practice.
55. This Code of Practice gives very specific advice regarding Interventions and has considerably revised the requirement to include all of the premises in the traditional inspection regime. Broadly Compliant Category C premises can be inspected alternately. So every other intervention is a traditional inspection, all of Category D premises can receive alternate inspections and Category E need not be inspected at all, but can be the subject of an alternative intervention strategy.
56. The purpose of this revision is to ensure that interventions are risk based and acknowledges that a range of other interventions can be employed to achieve the same result, e.g. surveys, formal training and interventions including sampling, auditing, verification visits, as well as visits to investigate food or food hygiene complaints.

Performance Management Monitoring

57. The Food Standards Agency monitors the performance of the Council with respect to food hygiene management and gathers the performance data using the Local Authority Enforcement Monitoring System (LAEMS). LAEMS is a web-based system used to report local authority food law enforcement activities direct to the FSA. Local authorities upload data that has been generated from the local system (Ocella) to LAEMS. The FSA then evaluate and publish the

performance of each Local Authority. The FSA also use the Food Hygiene Rating Scheme data as a means of monitoring performance and the Local Authority is required to return data annually regarding its Approved Premises.

58. The Food Standards Agency has a remit to oversee local authority food law enforcement to ensure appropriate local services are in place. Fareham Borough Council's food law enforcement service was selected for a focused audit covering food hygiene database management, food premises interventions and internal monitoring arrangements by the Agency last year, the onsite audit took place on 12-13 March 2013.
59. The outcome of the Audit was reported fully to the panel at its meeting of 23rd July 2013. The Audit from the Food Standards Agency was extremely thorough and the outcome very positive. Although the audit was scheduled for 3 days it concluded on the second day. A number of areas of good practice were identified by the Agency. There were four recommendations which were relatively minor in nature and these have all been addressed as required by the action plan required by the Agency.

FOOD SAFETY INTERVENTIONS PLAN

Inspections

60. Inspections are carried out in accordance with the Food Law Code of Practice (April 2012).
61. Following each inspection, the premises are attributed a Risk Rating Score in accordance with Food Law Code of Practice, which determines the minimum inspection period before the next inspection. The risk score is entered on the Ocella Computer system and each month a list of premises due for inspection is produced.
62. The Code requires Category A and B premises to receive an inspection at the appropriate frequency (6 months & 12 months)..
63. In September 2005 the largest ever outbreak of E. coli O157 in Wales occurred; it was the second largest ever in the United Kingdom (UK). Thirty-one people were admitted to hospital and a five year old boy tragically died. The Food Standards Agency has published Guidance to be followed by Food Enforcement Officers over the last several years which has been incorporated into the procedures.
64. Category C (18 months) premises are divided into 2 groups as defined by the guidance, those broadly compliant and broadly non-compliant.
 - i) Broadly compliant premises will receive a full inspection every other time it is due for an inspection. An alternative intervention such as a sampling visit or visit for another food matter will be carried out for the other due inspection. There is however clear guidance on what the alternative intervention must be detailed in the Code of Practice.
 - ii) Broadly non-compliant premises will continue to receive an inspection every time it is due.

65. Category D premises (2 years) will be treated the same as Broadly Compliant C premises.
66. Category E premises may not receive traditional inspection at all, but may receive one of the other intervention types as appropriate.
67. All new food premises will receive an initial inspection and thereafter treated as above depending on the initial category.

68. The inspection programme for 2014/2015 by risk category is as follows:-

Risk Category	Inspection Interval	No. of Premises due for Inspection	
		2013/14	2014/15
A, B and non-compliant C	6, 12 and 18 months	70	87
Compliant C, D and E	18 months, 2 years and 3 years	311	337
Total		381	424

69. It is intended over time to develop an alternative intervention plan for those premises not requiring a full inspection. For the coming year it is intended to tackle these as follows:-

- Combined visits by multi-skilled officers who may be visiting for other reasons;
- Use complaint interventions to defer inspections;
- Use sampling interventions to defer inspections.

70. For the year 2013/2014, it is anticipated that all of the high risk premises that were due for inspection will have been inspected by the deadline of 31 March 2013.

71. The Team have had a very busy year in terms of investigating circumstances around poor conditions found during inspections, investigating serious accidents and complaints and serving formal Enforcement Notices for poor performance. This has impacted on the routine inspection programme and may result in not all of the lower risk inspections being completed by 31st March 2013. Any outstanding inspections will however be done by the end of April 2013.

72. Revisits are made in order to check on compliance with Enforcement Notices and to ensure poor standards and serious defects are addressed by the food business operator. This is at the officers' discretion, but in line with Departmental Enforcement Policy.

73. Currently, the profile of premises in Fareham is detailed in paragraph 26. The use of the risk assessment scheme ensures that the highest priority is given to food manufacturers and caterers where conditions are below standard and premises that cater for vulnerable groups.
74. The Council maintains a Register of all food premises within the Borough in accordance with regulations. The register is held on the Ocella Computer system which is maintained by the Head of Environmental Health. In addition, the original registration forms are held in electronic form and copies are sent to Hampshire County Council Trading Standards on receipt.
75. The Food, Health & Safety and Licensing Team has received appropriate training to ensure knowledge of food specific legislation which relates to premises within the Borough.
76. All new food premises receive an initial inspection generally within one month of opening. Full inspections are carried out, occasionally following food and food hygiene complaints. The decision to make such inspections depends upon the nature and circumstances of any complaint.
77. There is a time recording system in place and this system indicates that about 65% of the team's time is spent on food safety. This equates to three Full-Time Equivalent (FTE) members of the team. Food safety, however, includes dealing with food hygiene complaints as well as food complaints and food premises inspections.
78. The Food, Health and Safety and Licensing Team holds regular team meetings to help ensure that inspection targets are being met and also to enable the team to respond quickly to changes in legislation/guidance and develop and improve the methods of operation within the team. In addition a meeting is held every two months with the Head of Environmental Health to address any issues that may have arisen, that cannot be resolved amongst the team e.g. changes to operating procedures as a result of changes to legislation/guidance.
79. At the time of every food premises inspection, a pro-forma is completed which is attached to the electronic premises file. Following each inspection, a written report is sent to the proprietor of the business. The report has a standard format, which includes all of the information contained in Annex 6 of Food Law Code of Practice.
80. Over the last five years, the section has achieved 97-100% completion of the inspection programme and is on course to achieve 95-100% for 2013/2014.

Food Complaints

81. It is the responsibility of the Council to enforce the provisions of the Food Safety Act 1990 as far as food complaints concerning the following are concerned:
 - Food which does not comply with the food safety requirements i.e. food which is unfit; food which has been rendered injurious to health; or food which is so contaminated.
 - Food which is not of the nature or substance demanded by the purchaser.

82. The Council also enforces the provision of the Food Labelling Regulations 1984, which relates to 'Use-by' date labelling and quality issues, in co-operation with the trading standards authority.
83. All food complaints are investigated in accordance with guidance issued from Local Government Regulation- 'Guidance on Food Complaints' and Codes of Practice, which forms the basis of our in house procedure.
84. Initial investigations into food complaints are given high priority, since these can give an indication of where the food supply chain has broken down. Such breakdowns may be one-offs or can indicate a problem that, if left unattended, could have serious consequences. Arrangements are in place to contact the Food Standards Agency where food complaints may have wider implications.
85. Where companies involved are unable to provide a satisfactory defence that they take all reasonable precautions and exercise all due diligence to prevent such a complaint, legal proceedings may be instigated. The decision to prosecute would be taken at the recommendation of the officer concerned, in consultation with the Head of Environmental Health, the Director of Regulatory and Democratic Services and the Council's legal representative, in accordance with the Food Safety Enforcement Policy. In each case the company/business and complainant will be kept informed as to the progress of the complaint.
86. Dealing with food complaints is a relatively small part of the workload; to date (January 2013) we have received 11 complaints.

Primary Authority Principle

87. In April 2009 the Regulatory Enforcement and Sanctions Act introduced the Primary Authority Scheme. This is an arrangement where a Local Authority agrees to provide specialist advice to a company regarding its Food Safety arrangements and acts as a point of contact for other local authorities where its food may be sold. The Primary Authority is usually where the head office for a company is situated. The Originating Authority is the Authority where the unit which manufactured a product is situated. In principle any Authority shall observe the following:-
 - An Authority shall have regard to any information or advice it has received from any liaison with home and/or originating authorities.
 - An Authority, having initiated liaison with any home and/or Originating Authority, shall notify that Authority of the outcome.
88. Currently this Council does not act as Primary Authority for any local business.
89. If a business requests a Local Authority to be its Primary Authority for any regulatory function, the Local Authority must agree to the request, although it may charge for the cost of doing so. Fareham isn't currently a Primary Authority.

Advice to Business / Food Hygiene Complaints

90. Whilst the Council will utilise its powers to enforce the food legislation, it is realised that, where food businesses break the law, it is often due to ignorance

rather than design. As a consequence, it is the Council's policy to provide advice to business in a number of different ways.

91. The Food, Health and Safety and Licensing team does not provide formal food hygiene training, as there are many local providers. Advice is also provided on training courses offered throughout Hampshire and the Isle of Wight, by other authorities and training centres and particularly for courses offered in ethnic languages.
92. Training is however organised on an ad hoc basis for businesses depending on need, e.g. in response to new legislation.
93. Advice is also given during routine inspections and visits and followed up in writing. Advice is provided to direct queries received either by telephone or letter. Where necessary, it is followed up with a visit and or a letter. Provisional advice is given prior to the setting up of a food business. Free advisory leaflets are provided, where appropriate.
94. Where a business requires consultancy-type advice a small charge is levied.
95. Building Control and Planning applications are inspected by the Food, Health and Safety and Licensing Team and advice given to the developers/applicants regarding issues relating to Food Safety and Health and Safety.
96. A magazine called 'Fareham Today' is produced by the Council periodically. It is sent to all residents and businesses within the Borough. Information on food safety issues is occasionally included in this publication.
97. Information is also available on the [Council's website](#).
98. In addition, the Team responds to complaints from members of the public regarding the hygiene of premises/food handling practices. This may result in anything from a telephone call to prosecution for any offences.
99. In 2013/2014 the team received around 178 food hygiene and food complaints and allegations of food poisoning.

Food Sampling

100. The Authority believes that a proactive, point of sale, food sampling programme can provide useful information about the microbiological fitness of food for sale within the Borough. The Sampling Policy can be seen at Appendix 2 to this plan and the Sampling Programme for 2014/2015 can be seen at Appendix 3 to this plan.
101. The Council participates in the Portsmouth and South East Hampshire sampling group which has a co-ordinated food-sampling programme based on Food Standards Agency, Local Government Regulation and agreed local priorities.
102. The sampling programme consists of the following:-
 - i) Participation in Local Government Regulation/Public Health Laboratory Service sampling initiatives.
 - (ii) Participation in the European Union initiatives, when they occur.
 - (iii) Participation in the Wessex Shopping Basket programme, when funds permit.

- (iv) Participation in local initiatives devised by the local sampling group (Wessex Environmental Monitoring Service (WEMS) User Group (East) or by problems highlighted within the Borough).

103. Following the E.coli outbreak in Wales in 2005 and the subsequent recommendations by Professor Pennington and the Food Standards Agency, the team adopted an amended approach to inspecting high risk food premises (butchers shops and those handling high risk and raw products). Now, microbiological samples (swab of a food contact surface, a cleaning cloth and a food sample) are obtained from the premises and a desk top review of their HACCP system undertaken. Once the sample results are known these are used to inform the subsequent full inspection. the highest risk food premises now receive a sampling visit and a desk top study of their HACCP (Hazard Analysis and Critical Control Point) system, prior to receiving their full physical inspection

104. Up to January 2013 Fareham Borough Council sampled at 22 premises, collecting samples of ready to eat foods, cloths and taking Environmental swabs as follows:-

9	Cloths	6 Failed
4	Chicken Sandwiches	
5	Other Sandwiches	
3	Egg sandwiches	
6	Ice	
156	Surface swabs	13 Failed
49	Drinking water samples	7 Failed

Control and Investigation of Outbreaks and Food Related Infectious Disease

105. The measures to be taken to control the spread of infectious diseases are contained in various Acts of Parliament and their associated Regulations. This legislation includes the control of food poisoning and food and water borne diseases. Although the number of cases reported locally is comparatively low, it is widely acknowledged that the vast majority of cases go unreported. Moreover, a single case may lead to the discovery of an outbreak and could lead to a further outbreak if the person concerned is a food handler.

106. The investigation of food poisoning cases is therefore given a high priority and in an outbreak situation can necessitate utilising qualified employees from the Pollution/Housing Team, in addition to those in the Food, Health and Safety and Licensing Team.

107. All investigations will follow those procedures laid out in the Hampshire and Isle of White Health Protection Unit Joint Outbreak Control Plan and associated procedures and guidance issued by the Health Protection Unit and the Communicable Disease Surveillance Centre. Such investigations will be overseen by the Head of Environmental Health and liaison will take place with the Health Protection Unit.

108. The Council supports the Portsmouth and South East Hampshire Infectious Disease Forum and the Portsmouth Water Company Liaison Groups, which

exist to promote best practice and consistency of approach in this area of work, between the neighbouring local authorities.

109. There are excellent links with the local Health Protection Unit and the public health laboratory, which come to the fore during outbreaks. All notifications are actioned on the day of receipt, by a telephone call, visit or a letter. Up to January 2013 we had dealt with 32 allegations of food poisoning and infectious disease notifications that were received either from the HPU or as a complaint directly from the person who is ill. (see the following table). It should be noted that these are only the tip of the iceberg. The Council is not notified of cases of Campylobacter generally as there is no follow up action required.

Liaison with Other Organisations

110. To ensure that enforcement action taken in the area of this Council is consistent with national guidance and neighbouring local authorities, liaison arrangements are in place with the following organisations:

- The Food Standards Agency
- Local Government Regulation
- Chartered Institute of Environmental Health, Hampshire and Isle of Wight Branch Food Advisory Group (bimonthly meetings)
- Wessex Environmental Microbiology Services User Group East (meetings every four months)
- Southern Shellfish Liaison Group (annual meeting with interim newsletters as necessary)
- Portsmouth and South East Hampshire Infectious Disease Forum (Quarterly meetings).
- Health Protection Agency

111. The Council fully supports the work of the Hampshire and Isle of Wight Food Liaison Committee. This body, which has representatives from all Hampshire and Isle of Wight Food Authorities, Hampshire Scientific Services and the Wessex Public Health Laboratory Service, has amongst its objectives, 'ensuring that any enforcement action taken is consistent with other neighbouring local authorities'.

Food Safety and Standards Promotion

112. The Council education and promotion activities can have a direct impact on food safety standards. The Council is therefore committed to providing advice and information both to business and the public through a number of initiatives:

- Food Safety information leaflets – these are available from the Civic

Offices.

- Food Safety Week/Food Link – this is normally held in June every year. The Council supports a number of activities designed to promote food safety during this week, as resources allow.
- Use of 'Fareham Today', the Council's periodic magazine, sent to all homes in the Borough.
- Link to food safety information on the [Council's website](#).

Food Alerts

113. Food alerts are notified by EHCNET (national computer link), by a pager from the Food Standards Agency and directly to health@fareham.gov.uk by email. There is a duty officer system and the duty officer decides upon the appropriate action in each case, which may include mailshots, visits, local press releases, etc. The resource implication is unknown, as it depends upon the nature and type of alerts, but existing resources usually perform this work as and when required.

Equality and Diversity

114. The Equality Act 2010 replaced many separate anti-discrimination laws with a single Act. It also strengthened the law in important ways and extends protection against discrimination on the basis of: race, disability, sex gender re-assignment, marriage and civil partnership, sexual orientation, age religion or belief, and pregnancy and maternity.
115. There is a general duty under the act and some specific duties which include the need for public bodies to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster goods relations. In addition there is a duty to publish certain information to demonstrate compliance with the Act.
116. In respect of the Food and Health & Safety team there is an Equality Impact Assessment in place which details the various measures employed by the team to meet the requirements of the Act and ensure the Service does not discriminate and is equally accessible to all.

RESOURCES

Financial / Staffing Allocation

117. The Food, Health and Safety and Licensing Team consists of 1 FT Team Leader, 2 P/T Senior Environmental Health Officers (3 days each), 1 FT Environmental Health Technical Officer. The team also has access to the wider Gosport food safety resource through the partnership.
118. All employees (except The Licensing officer) involved in food safety work are fully competent to inspect all risk categories of premises as required by the

Code of Practice. Officers only carry out work which is permitted by the qualification requirements of the code of practice.

119. There is a list of delegations to officers, annexed to the Council's Constitution. This is constantly reviewed and updated as new regulations are made.
120. A summary of the estimated number of interventions and resource requirements is shown in Appendix 1 to this plan. The current resource allocation is sufficient to provide the service as detailed in this plan

Staff Development Plan

121. Training has recently been centralised and a training plan for all employees is being developed by the Personnel Section in consultation with each section. This plan recognises the need for Professional Officers to meet Continuing Professional Development (CPD) requirements.
122. The basic principles and ideals are:
 - The Section has a duty to the Council to ensure that it is able to meet all the demands that are placed upon the Section.
 - The Section has an obligation to develop the potential of all its employees.
 - Regular and continual training and updating of skills in order to undertake "the job" are necessary.
 - The Council is committed to continuous development of employees and services to ensure it is properly equipped to deal with future challenges.
 - To ensure workforce and succession planning.
 - To ensure all staff receive appropriate Customer Service training, to enable the Services to be designed and delivered to meet our customer needs.
123. This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.
124. All training received will be documented as part of the Council's central training plan.
125. Core regulator skills will be achieved by the use of the "Regulators Development Needs Analysis tool".

QUALITY ASSESSMENT

126. Food Safety Act Code of Practice on Food Hygiene Inspections requires Authorities to have internal monitoring systems.
127. The Section has a set of Food Safety Procedures aimed at meeting the requirements of the Food Safety Code of Practice and Official Guidance. This is regularly kept under review and is used to ensure consistency and improvements in service delivery. The document management system ensures consistency and performs management review.
128. The Council has in place procedures for achieving and monitoring the consistency and quality to ensure that its food safety service is provided in a way that is consistent with the Food Standards Agency Standard, Statutory Codes of Practice and nationally issued guidance.

129. The Hampshire and Isle of Wight Food Advisory Committee has historically had a system of Inter Authority Auditing that is carried out although due to a loss of continuity following significant changes to key personnel within the County Authorities, audits have not taken place for some time. The Hants and Isle of Wight EH Manager group have tasked the Food Advisory Committee with producing a revised audit system based on the Food Standards Agency Inter Authority Audit documents.

The Food Standards Agency undertakes Audits of Local Authorities and Fareham is to be audited on 12th-14th March 2013. This will be an in depth audit of the Food Safety Enforcement procedures and work undertaken over the last 2 years.

130. In addition, the team operates a system of peer review and quality checks where officers carry out joint inspections to ensure a consistent interpretation of legislation, codes of practice and national guidance.

Benchmarking

131. The team is committed to supporting the Hampshire and Isle of Wight Environmental Health Benchmarking Club. The aim of this group is to provide a simple and effective means of comparing services provided by different Authorities. The results of this will be used as part of the Best Value review and continuous improvement of this service.
132. The Food Service in Fareham has been benchmarked against all the other local authorities' Food Services in Hampshire. The results of this have been used in developing the service. Further, the results of time recording, process maps and the use of the Quality Matrix have all been useful in identifying processes and practices that can lead to an improvement in service delivery.

REVIEW

Performance against Plan

133. The Food Safety Service Plan is produced and reviewed annually by members.
134. The performance of the food service is reported annually to the Food Standards Agency, via the Local Authority Monitoring System (LAEMS). The performance will be compared with other Local Authorities nationally and within Hampshire.
135. The Food Standards Agency then reports this performance data to Government and Europe.

Reflection on 2013/2014

136. Between April 2013 and January 2014 the Team have:
- i) Carried out 267 food hygiene inspections (we are on target to complete 100% of the high risk inspection programme and between 95 – 100% of the low risk programme)
 - ii) Served 18 Improvement Notices for food hygiene failures – lack of food safety management procedures, lack of food hygiene training and poor

practices demonstrated during inspection, poor facilities in the kitchen such as lack of hot water.

- iii) Received 178 food hygiene requests for service. This includes new food businesses that require inspection as well as food hygiene complaints and allegations of food poisoning.
- iv) Received requests for and issued 121 Export certificates which resulted in additional income of £8,954.
- v) Investigated 11 food complaints.
- vi) Successfully prosecuted a public House for Food Hygiene Offences
- vii) Currently investigating 1 case of extremely poor hygiene practices and standards of cleanliness to decide whether to recommend prosecution.
- viii) Officers now have joint warrants to enable Fareham and Gosport Staff to assist each other where there are peaks in workload

Areas for improvement

137. The service is performing very well at present. However, in 2014/2015 the following areas will receive further consideration:-
- Further development of the Environmental Health Partnership with Gosport BC Environmental Health Section.
 - Completion of the review of the Food Procedures
 - Continuation and development of the Hampshire Better Regulation Partnership.
 - Working from Home project.
 - Further development of a lower risk premises strategy
 - Identification of areas for efficiency savings
 - Provide support to businesses and removal of unnecessary bureaucracy in enforcement.

Fareham Borough Council Interventions Plan 2014/2015

Priority	What	How	Where (When)
FSA Requirement	Complete Higher risk inspection program	87 Inspections	Existing Category A, B and C premises throughout the year
FSA Requirement	Carry out Interventions at Lower risk premises	337 Interventions	Existing Broadly compliant Category C, D and E premises
FSA Requirement	Re-visits to premises to check compliance	120 revisits	Throughout the year
FSA Requirement	Investigate complaints about food and food hygiene and food alerts (1 st response within 2 days, same day for food alerts.)	Approx 200 Service Requests (estimate)	Throughout the year
FSA Requirement	Consult on Building Regulation applications (within 10 days)	30 requests (estimate)	Throughout the year
FSA Requirement	Undertake Sampling Program	1 day per month + 12 days for re-samples	monthly
Local / County Initiative	To continue with Hampshire Better Regulation Partnership project	30 Inspections	Between April 2014 and March 2015
County Groups	Attend Hants and IOW Food Safety, sampling, Infectious disease and shellfish Advisory Groups	Attend quarterly meetings	Quarterly/biannual
FSA Requirement	Development, training and team meetings	As required	Throughout the year

FSA Requirement	Investigate food poisoning notifications (On day of receipt)	As required	Throughout the year
Legal Requirement	Formal action	As required	throughout the year
FSA Requirement	General advice and enquiries (Response within 2 days)	As required	throughout the year
Local Requirement	To manage and co-ordinate work of the team	Day to management duties	daily
Health & Safety Enforcement	The detail regarding this area of work is reported to the Licensing And Regulatory Affairs Committee through the Health & Safety Service Plan		
Licensing / smoking	A separate plan for this work area is not currently required by an outside organisation.		
Projects	To implement changes to guidance in respect of high risk premise and to allow flexibility so as resources can be redirected to areas within Regulatory Services as demand requires.		



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Food Sampling Policy for Fareham Borough Council

1. The Sampling Policy document is written for Fareham Borough Council's Food, Health and Safety and Licensing Team, within Regulatory Services.
2. Food samples will be taken throughout the year both on a programmed and random basis. The department will participate in National, European and local studies, where appropriate and as resources allow.
3. Samples can be taken during routine food inspections by authorised officers or as part of a compliant based inspection. In addition, samples can be taken from random premises that fulfil the sampling programme criteria. Samples can be taken on a formal and informal basis. Formal samples can be taken following a complaint, during an inspection and as part of any Home Authority agreement within Fareham Borough Council. Informal samples are normally taken as part of on-going national, European and local sampling initiatives and for monitoring purposes.
4. This policy refers to the Sampling Programme that is held within the Regulatory Services Department. This sampling programme is produced for each financial year. The plan is produced in conjunction with the Hampshire and IOW sampling group. The sampling Group decides on the years sampling plan in accordance with the National (LGR), European plans and any local studies that the group wishes to undertake.
5. The purpose of sampling and associated actions:-
 - i. The Food, Health and Safety and Licensing Team, within Regulatory Services, will identify any foods that pose a hazard or risk to health of the consumer; this may be due to contamination of significant pathogenic bacteria and/or associated toxins.
 - ii. To identify any contraventions of Food Safety legislations.
 - iii. To use results to educate and inform the local businesses and, in addition, to inform the public regarding food safety issues.
 - iv. Sampling is used to evaluate effectiveness of food handling and associated processes at food premises in relation to their food safety management system requirements.
 - v. Investigate food complaints and food poisoning incidents.
 - vi. To assist in any potential formal action case.

6. Routine sampling is an important part of the work of Fareham Borough Council's Food, Health and Safety and Licensing Team, within Regulatory Services.
7. All samples are taken in accordance with the following legislation and guidance documents:-
 - i. Food Safety Act and associated codes of practice.
 - ii. Local Government Regulation Guidance Notes on microbiological food sampling, first issued in January 2002, but revised and re issues in January 2006.
 - iii. Health Protection Agency Guidance
 - iv. Food Safety (Sampling and Qualification) Regulations 1990

WEMS (EAST) Sampling Group Program for 2014/15

MONTHS OF SAMPLING	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
LGR sampling study	To be confirmed in April 2014											
Imported foods	All year - Sampling Period											
Alternative strategies from Broadly Compliant premises or from local intelligence	All year - Sampling Period											
Water sampling	Sampling Period											
Butchers and high risk premises	All year - Sampling Period											

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	Study Name	Aim of Study	Type of Sample required	Total Number of samples per authority	Individual Amount
1.	Effectiveness of cleaning in High Risk Premises (those in the 0-3 FHRS Categories or Category A&B)	To check the effectiveness of cleaning techniques and chemicals used having regard to the	Environmental swabs and cloths	As many as possible	1 cloth Max 3 swabs

		Ecoli 0157 guidance			
2.	Imported Foods	The FSA set a guide that 10% of our samples should be imported foods. This study will focus on imported food from Non EU countries	Any imported Food from Non EU Country Food of animal origin from catering premises	As many as possible	100g per product, Note only 1 can at a time to lab due to sampling issues
3.	Water Sampling	To check the quality of drinking water caravan sites and marinas	Water sample	Minimum of 1 per site (up to 3 taken from larger sites)	1 water container
4.	Water Sampling	To check the quality of swimming pool water at pools and spa pools.	Water sample	Minimum of 1 per site (up to 3 taken from larger sites)	1 water container

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- ❖ The Sampling Programme has fewer studies than in previous years however the studies are more focused and targeted on actual food safety issues in Fareham. Programme 1 has been taking place since 2012/2013 and has identified a lot of poor practices in food premises. The results have been extremely useful to demonstrate to Food Business Proprietors how important it is to use suitable cleaning chemicals and disposable cleaning cloths and the level of detailed cleaning that is required to ensure food safety.
- ❖ LGR European and National Studies for 2014/2015 haven't been published at time of writing report however it is anticipated that we will participate where relevant to local businesses.

DRAFT