



13 September 2017

Dear Sir/Madam

A meeting of the Community Safety Committee will be held on Thursday 21 September 2017 in the New Council Chamber, Town Hall, Beeston commencing at 7.00pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	D Bagshaw	J Goold (Chair)
	M Brown (Vice Chair)	G Harvey
	B C Carr	S Kerry
	E Cubley	J M Owen
	T A Cullen	J C Patrick

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 3

The Committee is asked to confirm as a correct record the minutes of the meeting held on 29 June 2017.

4. PRESENTATION FROM ADULT DRUG AND ALCOHOL RECOVERY SERVICES

The Committee will hear a presentation from Grow, Change, Live, on the recovery services it provides in Broxtowe and across the country.

5. PRESENTATION ON COUNTER TERRORISM

The Committee will receive a presentation from Nottinghamshire Police on the prevention of terrorism.

6. TECHNOLOGY DRIVE, BEESTON OFF-STREET CAR PARKING ORDER, 2018 PAGES 4 - 9

To recommend that statutory advertising be undertaken for an off-street car parking order for the new public car park at Technology Drive, Beeston.

7. FOOD SERVICE PLAN 2017/18 PAGE 10

To advise the Committee of, and seek approval for, a revised Food Service Plan a copy of which is circulated separately with this agenda.

8. PUBLIC SPACES PROTECTION ORDER – CHILWELL RETAIL PARK PAGES 11 - 14

To seek approval to undertake consultation with a view to replacing an existing Injunction with a Public Spaces Protection Order, to help control issues around car cruising at Chilwell Retail Park.

9. PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – COMMUNITY SAFETY AND HEALTH PAGES 15 - 20

To report progress against outcome targets identified in the Community Safety Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators in the Community Safety and Health Business Plan.

10. WORK PROGRAMME PAGE 21

To consider items for inclusion in the Work Programme for future meetings.

COMMUNITY SAFETY COMMITTEE

29 JUNE 2017

Present: Councillor J Goold, Chair

Councillors: M Brown
T A Cullen
G Harvey
S Kerry
J Longdon
J M Owen
J C Patrick

Apologies for absence were received from Councillors D A Elliott and E Cubley.

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES

The minutes of the meeting held on 20 April 2017 were confirmed and signed subject to the amendment of the minute and subsequent resolution to item 60 to read:

“The Committee considered the results of the consultations on the making of a Public Spaces Protection Order in Stapleford Town Centre.

RESOLVED that in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014 a Public Spaces Protection Order be created in Stapleford as detailed in appendix 2.”

3. PRESENTATION FROM WOMEN'S AID INTEGRATED SERVICES

The Committee received a presentation by the Chief Executive Officer of Women's Aid Integrated Services.

It was stated that demand for assistance from Women's Aid Integrated Services (WAIS) was so high that victims who would have previously received assistance for two years were only being helped for 12 – 18 weeks.

It was asked whether the rise in domestic violence represented an increase in violence or an increase in reporting. It was noted that there was now a

culture of encouraging reporting to the police and this was reflected in the figures for instances of domestic violence.

Discussion progressed on to whether there were some women who was more susceptible to becoming a victim of domestic violence than others. It was considered that women from all backgrounds accessed assistance from WAIS. Although it was agreed that reports of domestic violence in affluent areas were lower, it was made clear that this did not necessarily mean that there were lower levels of abuse.

It was stated that men who abuse seek out vulnerable women and in instances where teenagers reported domestic violence there was often a significant age gap between the perpetrator and the victim. It was noted that Equation, a Nottingham based charity, provided a programme of events to raise awareness of domestic abuse in schools. The group work was aimed at ensuring children experiencing domestic violence would know they were not alone. There was concern that this would miss the most chaotic and vulnerable young people who were least likely to attend school.

4. PRESENTATION FROM THE NEIGHBOURHOOD POLICING INSPECTOR

The Committee received a presentation by the Neighbourhood Policing Inspector for south Nottinghamshire.

It was noted that police force in south Nottinghamshire had suffered cuts of around 50%. In spite of this, in Eastwood crime had not risen to the same extent as it had across the rest of the force. The priorities for the Eastwood South Focus Group were tackling dwelling burglary, violence against the person and drugs misuse.

Discussion progressed on to the difficulties for the police in gathering accurate intelligence in Eastwood. There was anecdotal evidence of drugs been sold in view of the public, but precise information that the police could work with was lacking.

There followed a discussion about quad bikes and nuisance motorcyclists. The strategies being implemented to tackle these problems were noted.

It was stated that even if the police do not attend the reporting of a crime, such as a bicycle theft, the report was still important because it might be indicative of a pattern of crime which could be investigated.

5. FOOD SAFETY AUDIT REPORT AND ACTION PLAN

The Committee received a report on the outcome of a food safety audit and the action plan prepared in response to the audit. There were concerns that the policies and procedures for enforcement action had not been updated for a number of years and that the internal monitoring procedure was also out-dated. It was noted that with the additional member of staff the Council hoped

to have completed the outstanding 480 late interventions within six months. However, if further resources were required a report would be brought before the Committee.

RESOLVED that the FSA report be noted and the action plan set out in appendix 1 be approved.

6. ANIMAL BOARDING ESTABLISHMENTS ACT 1963 – PROPOSED DAY CARE (DAY CRECHE) LICENCE CONDITIONS

The Committee considered the licensing of animal boarding establishments where there was a single room and the dogs were mixed. The standards were aimed at addressing the risks of mixing dogs and the three businesses who had shown an interest in introducing this business model had been consulted.

There followed a discussion about whether this constituted a community safety matter and fire risk.

RESOLVED that the adoption of specific license conditions for Dog Day Care at commercial premises and the future revision of the conditions (pending review after implementation or if future national conditions are published with additional requirements) within Broxtowe and the fees for this activity be approved.

7. WORK PROGRAMME

RESOLVED that the Work Programme be approved.

Report of the Interim Deputy Chief Executive

TECHNOLOGY DRIVE, BEESTON OFF-STREET CAR PARKING ORDER 20181. Purpose of report

To recommend that statutory advertising be undertaken for an off-street car parking order for the new public car park at Technology Drive, Beeston.

2. Background

Members will recall that a new 60 space public car park is being provided at Technology Drive, Beeston by the developers of the Beeston Business Park. The car park will be leased to the Borough Council and is conveniently located adjacent to Beeston train station platform 2 (see plan in appendix 1). An off-street car parking order is required to allow the proposed charges and restrictions to be effectively enforced.

3. Detail

A summary of the necessary legal processes and timescales is given in appendix 1. The proposed schedule, which will form part of the statutory advertising, is given in appendix 2.

Written permission to advertise and implement an off-street car parking order has been granted by the landowners as part of the overall Business Park proposals.

4. Financial considerations

All capital costs are being borne by the developers of the Beeston Business Park. There is a small cost to the Borough Council of less than £1000 taken from existing budgets. This is associated with the various stages of public advertising of the off-street car parking order, but this will be more than recouped through the proposed car park charges.

The annual income for the Borough Council arising from the new car park is expected to be in the range £10,000 to £30,000, depending on its success.

Recommendation

Committee is asked to RESOLVE that delegated authority be given to the Chief Solicitors and Interim Monitoring Officers and the Interim Deputy Chief Executive to finalise and undertake the required statutory consultation.

Background papers

Nil

APPENDIX 1

Technology Drive, Beeston Off-street Car Parking Order 2018Implementation Timescale

Friday 22 September 2017	Statutory Consultation letters out
Friday 20 October 2017	Consultation deadline (28 days) Start preparing legal notices and adverts
Thursday 02 November 2017	Allow 2 weeks to modify documents following consultation and prepare Notice of Proposal documentation
Thursday 9 November 2017	Committee consider the consultation responses and agree to publish Notice of Proposals
Thursday 16 November 2017	Publish Notice of Proposals – site notices – mail shot letters and council website publication, send letters to coincide with advert - 14 November 2017
Thursday 14 December 2017	Objection deadline (28 days) Start preparing legal notices and adverts
Thursday 18 January 2018	Committee consider any objections and agree to making of the order – deadline for committee 20 December 2018 – leave 5 working days before acting on the committees decisions (i.e. before making the Order) to allow for possible call-ins of the decisions.
Friday 26 January 2018	Sealing of the order
Monday 29 January 2018	Publication of Notice of Making – site notices – mail shot letters and council website publication.
Monday 12 March 2018	Order comes into force (6 weeks), car park signs erected or amended accordingly

The following provisos apply:

1. The above is an estimated timetable and is based upon the assumption that the implementation procedure runs smoothly with no unexpected delays.
2. Any substantial change made to an Order after the Notice of Proposals has been published may require the publication process to be repeated, adding a substantial number of weeks to the above process. This could occur, for instance, following the consideration of objections to the proposed Order by Committee.
3. Committee would be required to consider any objections raised against the proposed Order and respond to them. Time must be factored-in for this process. A delay in

putting the report to Committee and acting on Committee's response could extend the timescale.

4. Any new Order is potentially subject to a challenge by application to the High Court during the 6 weeks following the making of the Order (this is reflected in the final stage above).
5. Under certain circumstances, which are unlikely to affect this Authority, a Public Inquiry is mandatory; otherwise, a Public Inquiry is at the discretion of the Local Authority. Were such an Inquiry deemed necessary, it would add substantially to the above estimate.

Variation of charges after they have been introduced

Once car parking charges have been introduced, the procedure for amending the charges is streamlined and does not require the detailed consultation and objection procedure set out above.

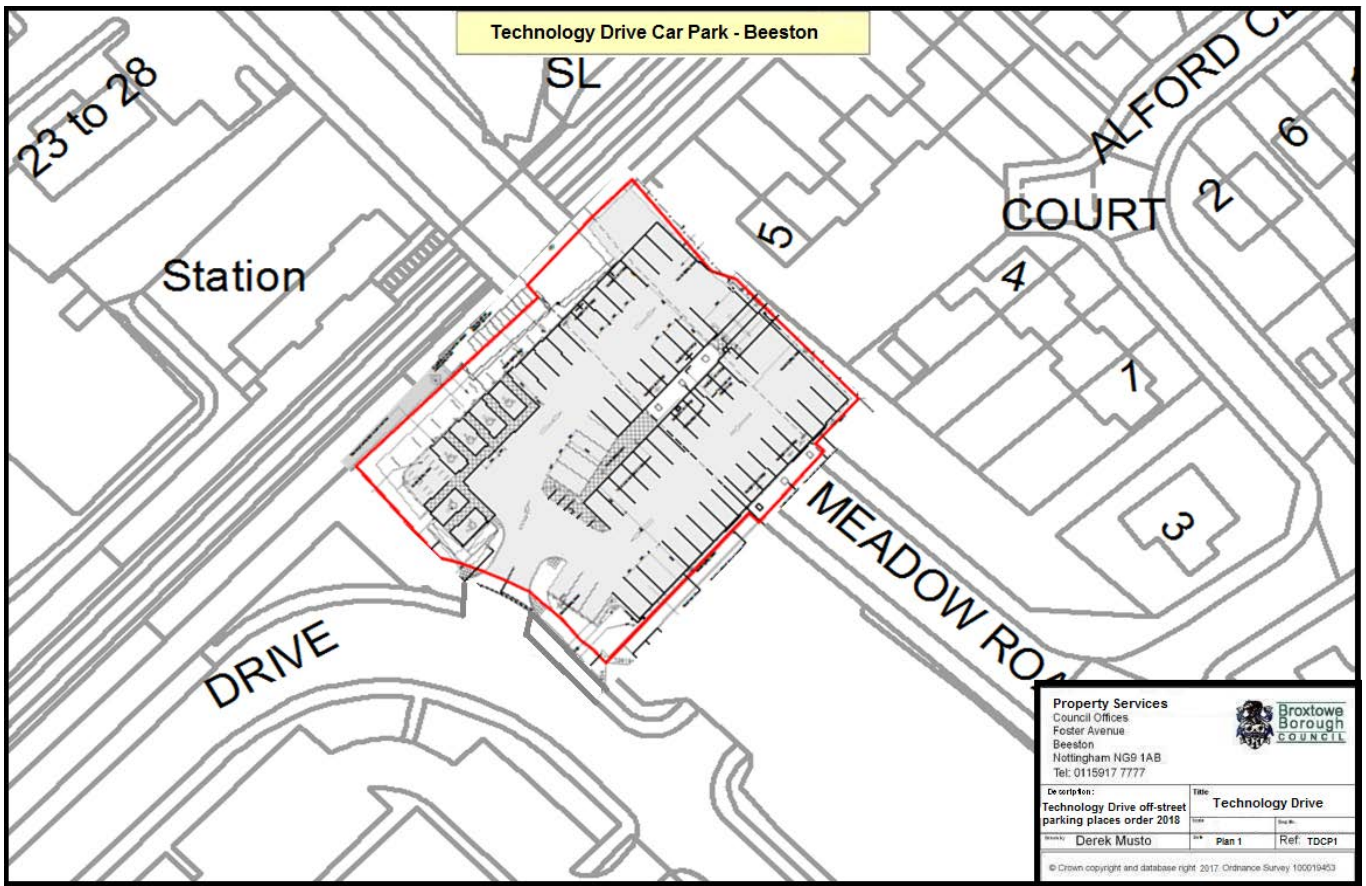
Amendments to car parking charges may be implemented by the publication of a 'Notice of Variation' in a local newspaper giving full details of the changes and when they will be brought into force. This must be accompanied by notices displayed in and around the relevant off-street parking places, which must be legibly displayed throughout the notice period.

The notice of variation must:

- Identify the date when it is to come into force;
- Identify every parking place to which the notice relates;
- Specify in each such parking place:
 - the charges payable for the use of the parking place at the date the notice is given'
 - the charges that will be payable when the notice comes into force.

A minimum notice period of 21 days is required.

APPENDIX 2



APPENDIX 3

Category	NAME OF PARKING PLACE	POSITION IN WHICH VEHICLE MAY WAIT	CLASSES OF VEHICLE	DAYS OF OPERATION OF PARKING PLACE	CHARGING HOURS	MAXIMUM PERIOD FOR WHICH VEHICLE MAY WAIT	SCALE OF CHARGING																		
H	Technology Drive, Beeston (Long Stay) Plan Ref: TDCP1	Wholly within a parking bay	Motor vehicles licensed as private or private/light goods, vehicles not exceeding 2500 KG unladen weight and 2 metres in height, solo motor cycles with sidecars and disabled persons vehicles	All days and hours	0000-2359 Monday to Sunday. (excluding Christmas Day and Boxing Day)	Maximum Stay 7 days	<table> <thead> <tr> <th>Waiting Period</th> <th>Charge</th> </tr> </thead> <tbody> <tr> <td>Up to 24 hours (arrival between Midnight and 10.00am Monday to Friday)</td> <td>£4.50p</td> </tr> <tr> <td>Up to 24 hours (arrival between 10.00am and Midnight Monday to Friday, arrival anytime Saturday or Sunday)</td> <td>£2.30p</td> </tr> <tr> <td>Up to 2 days</td> <td>£6.00p</td> </tr> <tr> <td>Up to 3 days</td> <td>£8.00p</td> </tr> <tr> <td>Up to 4 days</td> <td>£10.00p</td> </tr> <tr> <td>Up to 5 days</td> <td>£12.00p</td> </tr> <tr> <td>Up to 6 days</td> <td>£14.00p</td> </tr> <tr> <td>Up to 7 days</td> <td>£16.00p</td> </tr> </tbody> </table>	Waiting Period	Charge	Up to 24 hours (arrival between Midnight and 10.00am Monday to Friday)	£4.50p	Up to 24 hours (arrival between 10.00am and Midnight Monday to Friday, arrival anytime Saturday or Sunday)	£2.30p	Up to 2 days	£6.00p	Up to 3 days	£8.00p	Up to 4 days	£10.00p	Up to 5 days	£12.00p	Up to 6 days	£14.00p	Up to 7 days	£16.00p
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Schedule of Parking Places

PARKING PLACES AND TIMES OF USE UNDER THE ORDER

Pay and Display Car Parks, Category H: Long Stay

Technology Drive, Beeston.

Permitted Times of Use: Public parking Monday to Sunday between 0000 and 2359 with no time limit and a continuous period not exceeding 7 days.

Waiting Period	Charge
Up to 24 hours (arrival between Midnight and 10.00am Monday to Friday)	£4.50p
Up to 24 hours (arrival between 10.00am and Midnight Monday to Friday, arrival anytime Saturday or Sunday)	£2.30p
Up to 2 days	£6.00p
Up to 3 days	£8.00p
Up to 4 days	£10.00p
Up to 5 days	£12.00p
Up to 6 days	£14.00p
Up to 7 days	£16.00p

Report of the Chief Executive

FOOD SERVICE PLAN 2017/18

1. Purpose of report

To advise the Committee of, and seek approval for, a revised Food Service Plan.

2. Background

The Food Standards Agency Framework Agreement sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on food law. It includes the requirement to prepare a Statutory Food Service Plan and prescribes in detail which areas of the service should be covered by the plan.

The plan describes how the service is discharged and details the numbers, types and priority ratings of the Borough's food premises, the frequencies of planned interventions, sampling programmes, health promotion activities, reactive work, including responding to food complaints, food hazard warnings and investigating cases of infectious disease. As well as containing data from the last financial year, the plan contains information on proposals for undertaking duties in 2017/18.

A full copy of the proposed Broxtowe Borough Council Statutory Food Service Plan 2017/18 is circulated separately with this agenda.

Recommendation

The Committee is asked to RESOLVE that the Food Service Plan 2017-18 be approved.

Background papers

Nil

Report of the Chief Executive

PUBLIC SPACES PROTECTION ORDER – CHILWELL RETAIL PARK1. Purpose of report

To seek approval to undertake consultation with a view to replacing an existing Injunction with a Public Spaces Protection Order, to help control issues around car cruising at Chilwell Retail Park.

2. Background

Public Spaces Protection Orders (PSPOs) were introduced as a provision of the Anti-social Behaviour Crime and Policing Act 2014. Their purpose is to help curb various aspects of anti-social behaviour in public spaces in designated areas (known as restricted areas).

In January 2015, Nottinghamshire County Council obtained an injunction prohibiting persons from participating in car cruise activities (as defined) in three prescribed areas – Victoria Retail Park, Netherfield; Junction 27 of the M1; and Chilwell Retail Park. Nottinghamshire County Council has indicated that it will not be renewing the Injunction. However, it is considered that the presence of potential sanctions to deal with car cruising at Chilwell Retail Park has been a useful deterrent in preventing this particular type of anti-social behaviour. As such, it is considered that the making of a PSPO under the provisions of the Anti-social Behaviour Crime and Policing Act 2014 would be appropriate.

The making of a PSPO can only occur after consultation with the community and interested parties. The police have advised that they feel the making of a PSPO would be of value to them in controlling car cruise issues at Chilwell Retail Park. The suggested wording of the Order, along with a map showing the proposed area, are shown at the appendix.

In view of the above, it is proposed to consult on the proposal to create a PSPO to control car cruising on the Chilwell Retail Park to take effect after the existing Injunction expires on 16 January 2018. The results of the consultation will be brought to a future meeting of this Committee for a decision to be made on the making of the PSPO.

3. Financial implications

It is anticipated that the costs of consultation and signage can be contained within existing budgets.

Recommendation

The Committee is asked to RESOLVE that appropriate consultation be carried out in respect of the making of a Public Spaces Protection Order at Chilwell Retail Park as detailed in the appendix.

Background papers

Nil

PUBLIC SPACES PROTECTION ORDER

THE ANTI SOCIAL BEHAVIOUR. CRIME AND POLICING ACT 2014

PUBLIC SPACES PROTECTION ORDER CHILWELL RETAIL PARK 2017

The order takes effect on 17th January 2018 and has a duration of 36 months.

WHEREAS Broxtowe Borough Council ('the Authority') is satisfied that activities relating to motor vehicle nuisance have been carried out in the area shown outlined on the map shown in the schedule (this will be known as "The "Restricted Area"), and these activities have had a detrimental effect on the quality of life of those in the locality. It is also likely that such activities will be carried on in a public place within that area and that they will have such an effect. Further it is satisfied that the effect of these activities is or is likely to be of a persistent or continuing nature and is or is likely to be such as to make the activities unreasonable and the effect justifies the restrictions imposed. It is in all circumstances expedient to make an Order under Section 59 of the Anti-social Behaviour Crime and Policing Act 2014 ('the Act'), for the purposes of reducing crime and anti-social behaviour.

NOW THEREFORE the Authority in exercise of the powers under Section 59 of the Act, having consulted as required by section 72 of the Act, and all other enabling powers, hereby make the following Order:-

The Order seeks to prohibit car cruise events where motor vehicles congregate and any of the following activities occur:-

1. Motor vehicles driven at excessive speed or accelerated aggressively
2. Driving in convoy – whether side by side or in single file
3. Motor vehicles are raced against one another
4. Stunts are performed in motor vehicles
5. Sounding horns (as to cause public nuisance)
6. Revving engines
7. Wheel spins
8. Playing music (as to cause public nuisance), whether from inside or adjacent to a motor vehicle
9. Recording any of the listed activities on any device
10. Advertising or promoting car cruising activity and such events on notice boards buildings, structures, vehicles/trailers or other movable objects on the public highway within the restricted area
11. Using foul or abusive language
12. Using threatening, intimidating behaviour towards another person
13. Causing obstruction on a public highway or in a publicly accessible place, or private land, whether moving or stationary
14. Creating excessive noise
15. Creating a danger or risk of injury to road users including pedestrians
16. Causing damage or risk of damage to property
17. Creating significant risk of harm
18. Creating significant public nuisance
19. Creating significant annoyance to the public
20. Engaging in anti-social behaviour covered by any existing legislation

21. Committing any traffic offence covered by existing legislation
22. Congregating to spectate the above activities
23. Engaging in any other activity that a reasonable person would consider it to be 'car cruising'.

A person participates in a car cruise if:-

- He or she is the driver of a motor vehicle engaged in the activities described above.
- He or she is a passenger in a motor vehicle engaged in the activities described above
- He or she is a spectator of a motor vehicle engaged in the activities described above

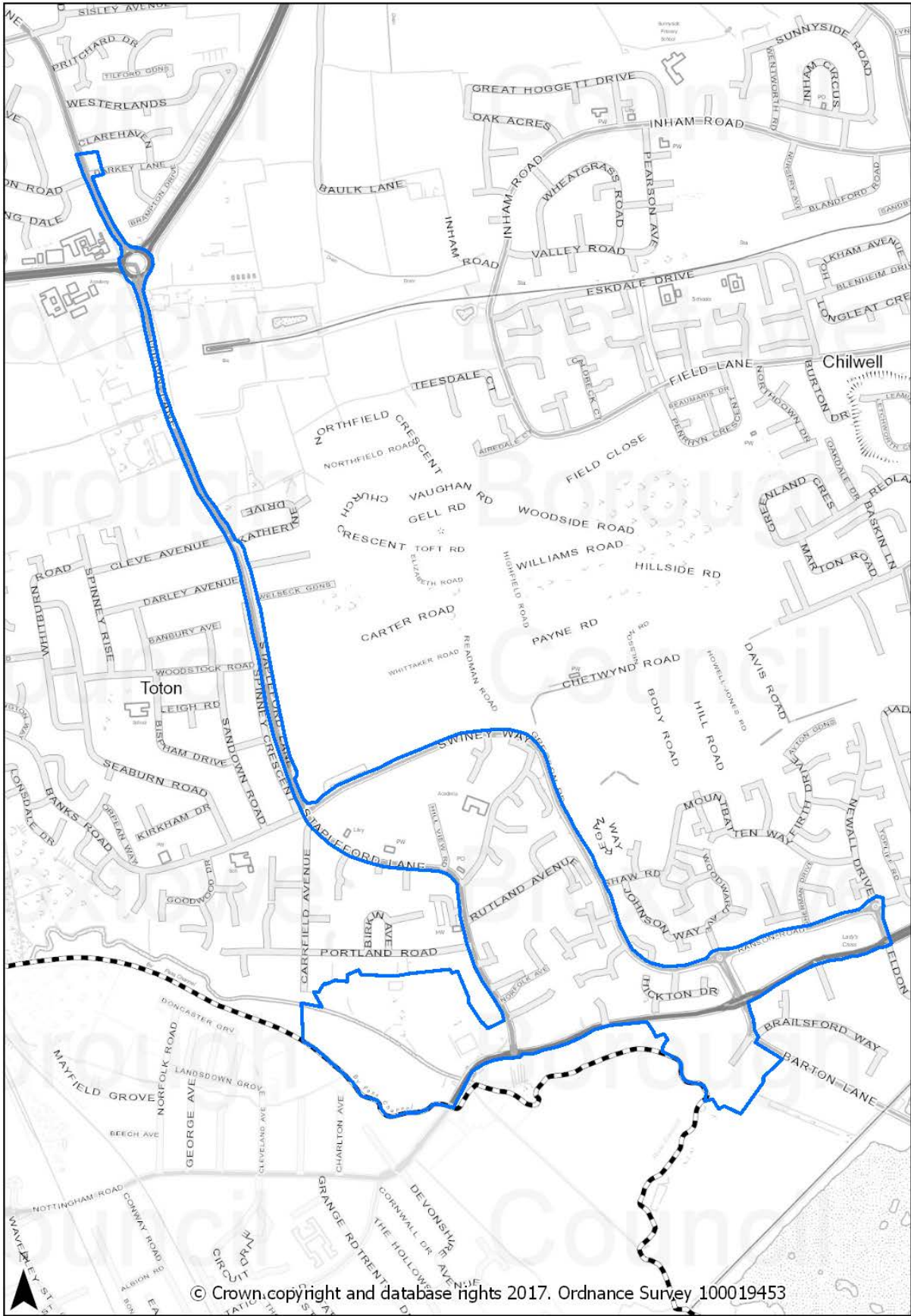
The Council therefore under Section 59 (4) of the Act prohibits:-

1. Participating in car cruising activity as a passenger or driver of a vehicle within the area designated in the Public Spaces Protection Order
2. Congregating in the area to spectate cruising activity undertaken by vehicles in the area designated in the Public Spaces Protection Order.

Offence:-

- Failure without reasonable excuse, to comply with the prohibitions or requirements imposed by this Order is a summary offence under section 67 of the 2014 Act. A person guilty of an offence under section 67 is liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- A constable or an authorised person may under section 68 of the 2014 Act issue a fixed penalty notice to anyone he or she has reason to believe has committed an offence under section 67 in relation to this Order.

SCHEDULE



Report of the Chief Executive

**PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN
PROGRESS – COMMUNITY SAFETY AND HEALTH**1. Purpose of report

To report progress against outcome targets identified in the Community Safety Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators in the Community Safety and Health Business Plan.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are reviewed and refreshed annually. This Committee approved the latest Community Safety and Health Business Plan on 19 January 2017.

3. Performance management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end.

This quarterly report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Community Safety and Health Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2017/18 and the latest data relating to Key Performance Indicators. This summary is detailed in the appendix.

Recommendation

The Committee is asked to NOTE the progress made in achieving the Business Plan for Community Safety and Health and to NOTE the current Key Performance Indicators for 2017/18.

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT1. Background - Corporate Plan

A new Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

The Business Plans are linked to the five corporate priority areas, including Community Safety and Health, and were approved by the respective Committees in January/February 2017.

The Council's priority for Community Safety is that 'Broxtowe will be a place where people feel safe and secure in their communities'. Its objectives are to:

- Reduce the amount of anti-social behaviour in Broxtowe (CS1)
- Reduce domestic violence in Broxtowe (CS2)

The Council's priorities and objectives for Health is that 'People in Broxtowe enjoy longer, active and healthy lives'. Its objectives are to:

- Increase the number of people who have active lifestyles (He1)
- Work with partners to improve the health of the local population (He2)
- Reduce alcohol related harm in Broxtowe (He3)






The Business Plans detail the projects and activities undertaken in support of the Corporate Plan for each priority area. These cover a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.









3. Performance Management

As part of the Council's performance management framework, the Community Safety Committee receives regular reports of progress against the Community Safety and Health Business Plan. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2017/18 (as extracted from the Covalent performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).


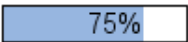












The Council monitors its performance using the Covalent performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.








The key to the symbols used in the Covalent performance reports is as follows:

Action Status Key		
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed

























Key Performance Indicator and Trends Key			
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		Data Only

Community Safety Key Tasks and Priorities for Improvement 2017/18

Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	COMS1620_05	Develop and deliver a domestic violence and abuse action plan (align with the 2016-18 Nottinghamshire Domestic and Sexual Abuse Strategic Framework)	Develop and deliver a domestic violence and abuse action plan (align with the 2016-18 Nottinghamshire Domestic and Sexual Abuse Strategic Framework)		31-Jul-2017	Completion date revised from September 2016. An Action Plan in respect of White Ribbon accreditation has been prepared.
	COMS1620_09	Write and produce a Members guide on domestic violence and abuse	Increased understanding and knowledge, including appropriate signposting and referral pathways to assist Members if approached for help and support by a Member of their constituency.		30-June-2017	Due date revised from 30 April 2017. Draft prepared to be discussed with Community Safety Committee Chair before finalising.
	COMS1620_11_a	Develop and deliver 2016 Neighbourhood Action Plan for Eastwood South	Develop and deliver a Neighbourhood Action Plan for Eastwood South		30-Apr-2017	Dependent on resources being allocated by the Police and Crime Commissioner. Due date revised from March 2017 as per 2017/20 Business Plan
	COMS1620_12	Develop Information@work for safe storage of Communities information and data	Develop Information @work for safe storage of Communities information and data		30-Apr-2017	Completed.
	COMS1620_13	Review control provisions for control of dogs, drinking in public, etc.	Review control provisions for control of dogs, drinking in public, etc.		31-May-2017	The review identified sites that would benefit from a Public Spaces Protection Orders. These were approved on 20 April 2017.
	COMS1620_16	Develop and deliver 2016 Action Plans for Broxtowe Strategic Partnership	Develop and deliver Action Plans for Broxtowe Strategic Partnership		31-Mar-2017	The 2016 Action Plans for the Broxtowe Strategic Partnership was completed by 31 March 2017. The 2017 Action Plans have been prepared and work is ongoing.
	COMS1620_22	Review Food and Occupational Health and Safety Enforcement Procedure	Review Food and Occupational Health and Safety Enforcement Procedure		30-Jun-2017	Revised National Code and Procedures was introduced May 2017. Due date revised from March 2017 to include any new procedures and guidance.

Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	COMS1620_23	Review Contaminated Land Strategy	Review Contaminated Land Strategy	<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 25%	31-Dec-2017	Preliminary review completed. Technical data currently not available to complete the review and solution being sought.
	COMS1620_25	Create a new Corporate Enforcement Protocol	Create a new Corporate Enforcement Protocol covering Environmental health, food safety and health and safety, taxi licensing, licensed premises, private sector housing, car parking and planning enforcement	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	31-May-2017	Approved by Community Safety Committee on 20 April 2017.
	COMS1720_01	ECINs case management for ASB cases	Implement the ECINs case management and data sharing system for all anti-social behaviour cases referred to Council departments.	<div style="width: 33%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 33%	30-Sep-2017	Awaiting county wide e-learning course to be made available to complete this.
	COMS1720_02	Review Taxi Licensing Policy	Review Taxi Licensing Policy	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	30-Sep-2017	The Taxi Policy was adopted by on 13 June 2017.
	COMS1720_04	ASB Action Plan	Create and deliver the cross Departmental ASB Action Plan	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 0%	31-Mar-2018	Progress will be reported on delivery of this action plan as appropriate.
	COMS1720_05	Health Action Plan to incorporate Dementia and Alcohol Action Plans	Embed Dementia Action Plan and Alcohol Action Plan within the Health Action Plan	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 0%	31-Mar-2018	Progress will be reported on delivery of this action plan as appropriate.
	COMS1720_ENV01	Deliver on relevant aspects of litter/Fly Tipping/Graffiti/Dog Fouling Action Plan	Improvement in Environmental standards across the Borough	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 0%	31-Mar-2018	Community Safety Officers are working closely with the Environment Service on this action plan. Progress reports will be presented to the Leisure and Environment Committee.

Community Safety Key Performance Indicators 2017/18

Traffic Light Icon	PI Code & Short Name	2015/16	2016/17	Q1 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
		Value	Value	Value				
	ComS_012 - ASB cases Environmental Health closed in 3 months	-	70.8%	54.4%	60%			2016/17 represented Baseline Year
	ComS_013 - ASB cases Housing closed in 3 months	-	67.1%	57.4%	60%			2016/17 represented Baseline Year
	Coms_014 - ASB Cases Community Services closed in 3 months	-	53.6%	32.0%	60%			2016/17 represented Baseline Year
	ComS_032 - Residents Surveyed who feel safe outside in the local area during the day (%)	97% [*]	97.5%	-	97%			[*] Result of 2015 Nottinghamshire Residents Survey. 2017/18 Survey yet to be conducted.
	ComS_033 - Residents Surveyed who feel safe outside in the local area after dark (%)	77.4% [*]	72%	-	77%			[*] Result of 2015 Nottinghamshire Residents Survey. 2017/18 Survey yet to be conducted.
	ComS_034 - Individuals/Families surveyed who feel safer as a result of sanctuary adaptations to their properties (%)	-	-	-	-			2016/17 represented Baseline Year – awaiting data
	Coms_048 - Food Inspections: High Risk	82%	88%	7%	100%			The number of new businesses requiring interventions is currently high, and there was a considerable period in Quarter 1 where a post was vacant. This has now been filled.
	ComS_053 - HEALTH & SAFETY: Respond to specific complaints/accident notifications/requests	83%	97%	85%	100%			

Report of the Chief Executive

WORK PROGRAMME1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

3. Work Programme

9 November 2017	<ul style="list-style-type: none"> • White Ribbon Workplace Accreditation. • Outcomes from the Child Poverty Action Plan 2016/17. • Consideration of responses to consultation on Technology Drive Beeston Off-Street Car Parking Order.
18 January 2018	<ul style="list-style-type: none"> • Consideration of objections to Technology Drive Beeston Off-Street Car Parking Order.

4. Dates of future meetings

The following additional dates for future meetings have been agreed:

- 22 March 2018

(All meetings to start at 7.00pm)

Recommendation

The Committee is asked to consider the Work Programme and RESOLVE accordingly.

Background papers

Nil



Broxtowe
Borough
COUNCIL

Food Service Plan 2017-18

Community Safety Committee
21st September 2017

1.0 Introduction

Broxtowe Borough Council (the Council) is committed to ensuring that food produced, sold or consumed in the district is safe to eat and does not pose a risk to public health.

This Food Service Plan sets out how the Council will deliver the elements of food safety and hygiene for which the Council has enforcement responsibility.

The requirement to have a Food Service Plan is laid down by the Food Standards Agency (FSA) in its Framework Agreement on Local Authority Food Law Enforcement. The FSA was established in April 2000 as an independent monitoring and advisory body and is the central competent authority responsible for food safety in the UK.

2.0 Food Service Aims and Objectives

2.1 Aim

To maintain, and where possible improve, the health and wellbeing of residents and visitors to the borough of Broxtowe and the success of local food businesses by ensuring the safe production, processing, handling, storage, distribution and sale of food in the district.

2.2 Objectives

- To meet the standard set out in the Framework Agreement issued by the Food Standards Agency
- To ensure that food is safe to eat and free from extraneous matter
- To keep accurate records of all food enforcement activities and maintain an accurate register of food businesses in the district
- To carry out food hygiene interventions in accordance with the minimum inspection frequencies and to standards determined by the Food Standards Agency
- To encourage standards of hygiene higher than the minimum acceptable in law
- To increase the knowledge of food handlers and the general public about the principles and practice of food hygiene
- To deal with food alerts in accordance with Food Standards Agency guidance
- To investigate complaints relating to food premises or food sold in the borough of Broxtowe
- To investigate notified cases of food and water borne illness and take effective action to control the spread of infection
- To sample and risk-assess private water supplies
- To effectively and efficiently meet the needs of the public and businesses using our service and to respond positively to challenges

- To respond to planning and licensing consultations as a statutory consultee.
- To support and promote schemes and initiatives which improve the health of customers of food businesses (e.g. Healthy Options Takeaway (HOT))
- To undertake surveillance, inspection and sampling of foods and food contact materials including imported food

3.0 Links to Broxtowe Borough Council's Corporate Plan

The Council's priorities are detailed in the Corporate Plan 2016-20.

The Food Service Plan accords with the Council's Vision which is:
"Broxtowe...a great place where people enjoy living, working and spending leisure time"

The Food Service Plan contributes directly to the Business Growth and Health priorities in the Corporate Plan which are:

New and growing businesses providing more jobs for people in Broxtowe and improved town centres

People in Broxtowe enjoy longer, active and healthy lives

4.0 Organisation structure and staffing

The food safety service is currently contained in the Environmental Health section within the Public Protection Division. All officers and the service are directly managed by the Chief Environmental Health Officer resulting in a flat management structure. The Chief Environmental Health Officer reports to the Head of Public Protection.

The establishment provides for six suitably qualified officers who are able to undertake food safety, occupational health and safety, licensing, registrations, private water supply and infectious disease investigation duties. This comprises of the Chief Environmental Health Officer, four Environmental Health Officers (including one part time officer) and one part time Environmental Health Technical Officers (both who is qualified to the Higher Certificate in Food Premises Inspection standard). Administration support is provided by another department which also supports other teams. In 2016/7 the staffing allocation equated to 1.7 Full Time Equivalent (FTE) for food safety duties.

5.0 Staff Development and Competency

The Council are accredited by the Investors in People programme. All officers are subject to regular appraisal and participation in competency assessments

and authorisation frameworks for the relevant service areas. Specific Continuing Professional Development (CPD) requirements as required by the Food Law Code of Practice, membership of the Chartered Institute of Environmental Health or equivalent professional bodies are also adhered to. It is essential that Officers are up to date in legislation and enforcement issues and the service utilises free and low cost training courses available in addition to completing specific job training as required and utilising tools such as the Regulators Development Needs Assessment (RDNA) and cascade training through the team as appropriate.

The Environmental Health section is responsible for all aspects of food hygiene and safety, private water supplies and infectious disease control, as well as a range of other duties.

In terms of food safety services, responsibilities include:

- Inspection of food premises in accordance with the Food Law Code of Practice
- Registration of food businesses
- Approval and inspection of businesses producing foods of animal origin
- Investigation of complaints about food and hygiene at food premises
- Promotion of documented food safety systems
- Promotion of the National Food Hygiene Rating scheme
- Sampling of food for microbiological examination
- Investigation of food borne infection
- Investigation of food poisoning outbreaks
- Imported food control
- Sampling
- Food alerts (food hazard warnings)
- Provision of advice and guidance including participation in events that promote food safety and supporting new and proposed food businesses
- Food hygiene training courses

As part of the provision of a complete service, the section works in conjunction with the following partner organisations:

- The Food Standards Agency
- Department for Environment Food and Rural Affairs (DEFRA)
- The Health and Safety Executive
- Public Health England
- Other local authorities including Trading Standards as appropriate
- Public Analyst

The Council is also represented on the following working groups:

- Nottinghamshire Food Liaison Group
- Nottinghamshire Food Sampling group
- Nottinghamshire Licensing and Registration Sub Group
- Infection Liaison Committee
- Nottinghamshire Regulatory Managers Group

6.0 Enforcement Protocol

The enforcement protocol has been approved by the Council and reflects the intention of the service to meet the requirements of criminal investigation laws and the Regulators Compliance Code.

7.0 Demands on the Food Service

The following paragraphs outline the various demands on the service.

7.1 Number of Premises

As at 1st April 2017, there were 1017 food premises on the Broxtowe food data base. The table below shows the number of each type of food business in each category.

Premises category	Total number of premises in category
Producers	3
Manufacturers/Packers	22
Importers	2
Distributors	6
Retailers	224
Restaurants	760
	1017

7.2 Interventions at Food Establishments

The Council uses the Food Hygiene Intervention Rating Scheme as detailed in the Brand Standard for the National Food Hygiene Rating Scheme and the Food Law Code of Practice to determine the frequency that food premises should be inspected. This ensures that all premises are inspected at an appropriate minimum interval determined by their individual risk rating. The risk rating is based on the nature of food handling undertaken, the level of compliance with legal requirements and confidence in food safety management systems. The minimum frequency varies from six monthly to three years depending on the assessed risk category.

Additional interventions and officer time are directed at those businesses which fail to meet basic compliance with food safety. Ratings of businesses meeting the criteria contained in the Brand Standard are published on the Broxtowe and Food Standards Agency websites as part of the National Food Hygiene Rating scheme.

As at 1st April 2017, the breakdown of food businesses by category in the district was as follows:

Priority	Premises category	Frequency of Inspection	Total number of premises in category
A	High	6 months	5
B	High	12 months	42
C	High	18 months	186
D	Low	24 months	297
E	Other	Alternative Interventions (36 months)	377
Unrated	Other	New premises within 28 days of registration	110
Total			1017

A specific database is used to generate and record interventions. This database is also used to extract data to upload to the national Food Hygiene Rating Scheme website, the Local Authority Enforcement Monitoring System (LAEMS) annual data return to the FSA, the Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) return to the Health and Safety Executive (HSE) and other statutory returns (e.g. Drinking Water returns to DEFRA)

Inspections with a Hygiene Rating of 0, 1 and 2 (on a scale of 0 to 5) and businesses in categories A and B usually generate a revisit. Additional revisits are generated at the request of the food business operator to review their food hygiene rating, where there are customer complaints, for new business start-ups and where major alterations or refurbishments are planned.

7.3 Food and Water Sampling

Sampling of food, including imported food, water, and materials in contact with food is carried out as part of a county, regional and national sampling programme. Food samples for microbiological examination are sent to the Public Health Laboratory at York. Other food samples and private water supplies are sent to the Public Analyst in Staffordshire.

7.4 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities.

The service has a policy to investigate any suspected cases of infectious disease to minimise spread of infection. A matrix exists regarding the cases to be investigated and liaison takes place with Public Health England. The greatest number of notifications are currently for campylobacter but unless these are in a high-risk group (under one year old / food handler or carer / associated with a known outbreak), these cases are not logged or investigated. Samples are currently sent to the laboratory at Birmingham for analysis.

7.5 Food Safety Alerts, Product Recall Information and Allergy Alerts.

The policy of this service is to respond appropriately to food alerts and intelligence, to investigate food safety incidents and generate food alerts as necessary in accordance with the requirements of the Food Safety Code of Practice and associated Practice Guidance.

7.6 Health and Food Safety Education and Promotion

The service participates, where resources permit, in targeted local and national activities and interventions.

8.0 Service Data for 2016/17

8.1 Food Hygiene Interventions in 2016/17

Inspections undertaken (by category of premises)

A	B	C	D	E	Unrated	TOTAL
12	56	150	110	25	135	488

8.2 Number of revisits in 2016/17

95

8.3 Requests for Service in 2016/17

Requests for service include concerns regarding the condition of the premises, or food with microbiological or physical contamination.

Hygiene of Premises	Food Complaints
16	76

8.4 Enforcement Actions (Premises) in 2016/17

Informal Warnings	282
Improvement Notices	4
Hygiene Emergency Prohibition Notices	2
Hygiene Emergency Prohibition Orders	2
Voluntary Closure	2
Seizure, Detention, Voluntary surrender of food	1
Simple Cautions	4
Prosecutions	1

Hygiene Emergency Prohibition Notices are served where an imminent risk of injury to health has been identified and action is required to stop a food business or process from operating. Any notices served must be followed by an application to the Magistrates' Court within three working days for an Order confirming such action.

8.5 Food and Water Sampling in 2016/17

99 food and water samples were taken in 2016/17.

Type of sample	Number taken
Prepared dishes	31
Other swabs/surfaces	68
Total	99

8.6 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities in 2016/17

82 reports of suspected or confirmed cases of infectious disease were notified to the service in 2016/17. This included cases of legionella resulting in water sampling at domestic properties.

One case of legionella was investigated in 2016/17 with the remaining cases investigated comprising of salmonella, giardia, cryptosporidium, norovirus, listeriosis, bacillus cereus, entomoeaba, hepatitis and suspected illness following consumption of food and water.

8.7 Food Safety Education and Promotion in 2016/17

The service participated in targeted local and national activities and interventions including Food Safety Week and the development of the Healthy Options Takeaway (HOT) initiative.

9.0 Performance Monitoring

9.1 The Food Service aspect of Environmental Health has a number of performance indicators which are monitored as part of the Community Safety Business Plan.

These are:

- Food Inspections – High Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%
- Food Inspections – Low Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 75%
- Food - Respond to specific complaints about practices procedures and conditions which may prejudice health in the short term within one working day of receipt, and non-urgent complaints / general requests for advice within five working days of receipt. Target 100%
- Infectious Disease - Respond to notifications within one working day and requests for advice and information as soon as practicable within five working days of receipt. Target 100%
- Satisfaction of businesses with local authority regulation service. Target 100%

Performance information in respect of these indicators for the last three years is given below.

9.2 Food Inspections

Number of Food Inspections due 2016/17

Category	Number of inspections due 2015/16	No of inspections undertaken	Percentage completion
A	12	12	100%
B	56	56	100%
C	179	150	84%
Total High Risk	247	218	88%
D	163	110	67%
E	58	25	43%
Total Low Risk	221	135	61%

115 interventions due in 2016-17 were outstanding at the end of March 2017 adding to approximately 350 carried forward as overdue from previous years. (See Paragraph 12)

In addition 135 inspections of previously unrated premises were undertaken.

2013/14, 2014/15 and 2015/16

Year	Percentage of High Risk Inspections Completed	Percentage of Low Risk Inspections Completed
2013/14	91%	46%
2014/15	89%	34%
2015/16	82%	34%

9.3 Response to Service Requests within target times

Service Type	2013/14	2014/15	2015/16	2016/17
Food Safety	98%	96%	98%	99%
Infectious Disease Notifications	87%	100%	100%	84%
Consultations	93%	95%	95%	98%

9.4 Satisfaction of Businesses with Local Authority Regulation Service*

2013/14	2014/15	2015/16	2016/17
95%	95%	92%	90%

*This includes licensing responses.

10.0 Proposed Inspection Programme for 2017 -18

Priority	Premises category	Total number of Premises in Category	Inspections due 2017/18
A	High	5	10
B	High	42	42
C	High	186	140
D	Low	297	95
E	Low	377	45
Unrated	Other	110	44
Total		1017	372

There is also a backlog of approximately 470 inspections carried forward from before April 2016 which in addition to those carried forward from 2016-17 that will need addressing in 2017/18. Additional resource was sought and approved in 2017 to deal with the backlog of lower risk inspections. A programme of data base cleansing has been implemented to ensure the premises database is up to date following changes to businesses that are overdue for intervention.

11.0 Issues for 2017/18

- To address and complete the action plan as a result of the external audit of the food safety service by the Food Standards Agency and particularly eliminate the overdue inspections and review the resource required to maintain an appropriate level of food hygiene interventions in accordance with the Food Law Code of Practice and practice guidance.
- To continue to provide effective food and registration interventions prioritising high-risk and non-compliant premises
- To continue to provide a competent team to deal with these areas of service delivery
- To continue to use the full range of enforcement tools available to protect the safety, health and welfare of visitors, residents and workers within the borough and to support compliant businesses
- To sign up at least 12 businesses to the HOT (Healthy Options Takeaway) Award

- To continue to participate in the National Food Hygiene Rating Scheme
- To review the existing Enforcement Protocol

12.0 Identification of variation from the Service Plan

Targets include 100% of food hygiene interventions due to be completed and this has not been achieved for the past 8 years. Measures to reduce the backlog of overdue inspections will be implemented and completed by the end of March 2018.

A review of the staff resource required to maintain the intervention programme will be made to ensure adequate resources are available to prevent a future backlog of inspections being created and to ensure appropriate timely responses to requests for services and inspections of new food businesses.

13.0 Further Information

Local authority food enforcement statistics are published at

<https://www.food.gov.uk/enforcement/monitoring/laems/mondatabyyear/enforcement-data-2014-2015>