



ADUR & WORTHING
C O U N C I L S

Adur & Worthing Councils

Food Service Delivery Plan

1 April 2018 - 31 March 2019

Contents

Section 1	Service Aims and Objectives
1.1	Service Plan
Section 2	Background Information
2.1	Profile of the Local Authority
2.2	Organisational Structure
2.3	Scope of Food Service
2.4	Demands of the Food Service
2.5	Enforcement Policy
Section 3	Service Delivery Plan for 1 April 2018 to 31 March 2019
3.1	Programmed Food Hygiene Inspections
3.2	Control of outbreaks and Infectious Disease
3.3	Food complaints
3.4	Food Sampling
3.5	Ship Sanitation Inspections
3.6	Food Safety Incidents
3.7	Shellfish Picking - River Adur
3.8	Advice to businesses
3.9	Primary and home authority principle
Section 4	Projects/ Schemes
4.1	Food Hygiene Rating Scheme
4.2	Eat Out Eat Well Award Scheme
4.3	Eat Well Project
Section 5	Resources
5.1	Staffing Allocation
5.2	Staff Development/ Competency
Section 6	Internal Monitoring
Section 7	Service Plan Review

1 Service Aims and Objectives

1.1 Service Plan

The service plan sets out how Adur & Worthing Councils intend to provide an effective food safety service that meets the requirements of the Food Standards Agency (FSA) Framework Agreement on Local Authority Enforcement. It covers the functions carried out by the Food Safety Team under the provisions of the Food Safety Act 1990, the Food Safety and Hygiene (England) Regulations 2013 and relevant regulations made under the European Communities Act 1992.

The plan seeks to ensure that all national priorities and standards are delivered locally and provides a balanced approach to local food safety enforcement. This is achieved by not merely directing resources towards a programme of interventions but also by ensuring that adequate provision is made to address food complaints, food poisoning notifications and other reactive work, advice to businesses and also the ability to follow up on intelligence driven areas of work such as sampling and targeted visits.

2 Background Information

2.1 Profile of the Local Authority

The Adur District has a population of approximately 59,000 and occupies a coastal strip of 4181 hectares of mainly light industrial and residential development between the South Downs and the sea. The area includes a small, mainly leisure, airport and a seaport, part of which lies in the City of Brighton & Hove.

Worthing is a compact urban seaside borough. It is the largest town in West Sussex with a population of around 100,000, covering an area of 3300 hectares.

2.2 Organisational Structure

The Food Safety Team sits within the Public Health & Regulation Section, which falls under the Head of Wellbeing within the Communities Directorate.

2.3 Scope of Food Service

The service covers food hygiene inspections of premises, inspections of food, foodstuff and food premises complaint investigations, food poisoning investigations (sporadic cases and outbreaks), food safety promotional activities, food safety seminars and provision of advice and guidance on legal requirements and good practice to new and existing businesses.

Officers providing the food service also carry out focused health and safety interventions in a range of food premises when matters of evident concern are identified in the course of conducting food hygiene interventions.

Cases of genuine emergency, such as food poisoning outbreaks reported outside normal hours are referred via the Council's emergency contact arrangements to the Team Leader (Specialist Food & Health & Safety).

2.4 Demands of the Food Service

Adur & Worthing Councils food safety service is delivered from Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1HS.

Telephone number: 01903 221064

Email: publichealth.regulation@adur-worthing.gov.uk

Opening hours: Monday to Friday 9am - 5pm.

As of 1 April 2018 a total of **1410** food premises are subject to programmed interventions as per the following table.

Type of Premises	Number
Producer/Manufacturer/Packer	18
Distributor/ Importer	30
Retailer	288
Restaurant/ Caterer	1074
Total	1410

2.5 Enforcement Policy

The Councils have a documented Public Health & Regulation Enforcement Policy <https://www.adur-worthing.gov.uk/media/media.97402.en.pdf> which details the enforcement approach for the whole service, including food safety, based on good practice guidance from Local Government Regulation and the Regulators' Code from the Better Regulation Delivery Office.

Section 3 Service Delivery Plan for 1 April 2018 to 31 March 2019

3.1 Programmed Food Hygiene Inspections

Programmed Food Hygiene Interventions are carried out in accordance with the arrangements set out in the Food Law Code of Practice. The programmes are logged on Northgate Environmental Health software and standard reports enable progress, and future demand, to be constantly monitored. There are **563**

programmed food hygiene inspections due in the period 1 April 2018 to 31 March 2019 and a breakdown of intervention types are shown in the following table.

Risk Category/Frequency of Intervention	Intervention Type	Number of Interventions
A / every 6 months	Official Control Intervention	0
B / every 12 months	Official Control Intervention	28
C / every 18 months	Official Control Intervention	122
D / every 24 months	Businesses selected for 'not an official control' (seminar) or an Official Control Intervention	225
E / every 36 months	Businesses selected for 'not an official control' (seminar) or an alternative enforcement strategy (questionnaire)	188
	Total	563
Estimated number of new food businesses	New Business Inspection	250

Risk category A, B and C premises shall be subject to Official Control Interventions (food hygiene inspections).

Risk category D premises shall be subject to either an Official Control Intervention (food hygiene inspection) or carefully selected to attend an event with is 'not an official control' such as a seminar. As per the Food Law Code of Practice interventions for category D premises can alternate between the two types of intervention. The provision of arranging and delivering group seminars is much less resource intensive than individual food hygiene inspections; however these premises shall require inspections in two years time (2020-21) and regard for adequate resource at this time should be considered.

Risk category E premises are subject to an alternative enforcement approach (AES) due to the low risk nature of these businesses. These businesses shall be requested

to either complete and return a questionnaire which informs us on the activities within their business or invited to a seminar or receive a visit. These different intervention types demonstrate the range of interventions available to us and the flexibility within the service.

3.2 Control of outbreaks and Infectious Disease

The Food Team will investigate food-related infectious disease notifications in accordance with procedures agreed with the Consultant in Communicable Disease Control (CCDC).

Investigation of outbreaks will be in accordance with the Outbreak Control Plan agreed with Public Health England.

In the order of 230 notifications of sporadic cases are likely to require investigation (based on 2017-18 data), and at least two outbreaks of food poisoning or viral illness requiring investigation, are to be expected. Officers within the team will be first responders in line with the Emergency Plan, in the event of a serious outbreak.

3.3 Food complaints/ Premises Complaints

The Food Team will continue to investigate all complaints received regarding the safety of food. Any investigation will incorporate consideration of the risk to public health, compliance with statutory requirements, measures required to prevent recurrence and customer expectations. The documented food complaint procedure is in accordance with Local Government Regulation Guidance (Guidance for local authorities dealing with food complaints). Action taken on conclusion of the investigation will be in accordance with the Public Health &

Regulation Enforcement Policy. It is estimated that 180 complaints are likely to require investigation (based on 2017-18 data).

3.4 Food Sampling

A food sampling programme is in place and outlines the local authority's sampling strategy and approach to specific local and national demands. Public Health England (PHE) implements a national programme of coordinated food studies in partnership with local authorities and local authority food liaison groups. Microbiological examinations are undertaken by the Public Health England's Food, Water and Environmental Laboratory at Porton Down.

3.5 Ship Sanitation Inspections

Under the International Health Regulations 2005 local authorities that have ports within their district are obliged to inspect sea going vessels that land in their waters if their Ship Sanitation Control Exemption Certificates have expired. These are renewable every 6 months. It is expected that around 20 inspections will be done in 2018-19, at Shoreham Harbour.

3.6 Food Safety Incidents

The Food Team will continue to respond to food safety incidents in accordance

with the provisions of The Food Law Code of Practice, and all food alerts issued by the FSA will continue to be dealt with in accordance with this Code. It is difficult to predict the service demand likely to be created by food hazard alerts but it is estimated that 10 Food Alerts For Action (FAFA) will be received.

3.7 Shellfish Picking - River Adur

The Food Team receive sporadic reports of individuals collecting shellfish from the River Adur in the Norfolk Bridge area. This area is not classified for shellfish harvesting and consumption of these shellfish has the potential to lead to serious illness. The area is also a Site of Special Scientific Interest. The team will continue to investigate these claims and work with other stakeholders to deter this practice. It is of prime importance that this food source does not enter the food chain and any intelligence shall be shared with the FSA Food Crime Unit.

3.8 Advice to businesses

The Food Team has a strong commitment to providing an advisory role on legislative requirements and good practice for both new and existing businesses. New and prospective businesses are identified from informal contacts, area surveillance, applications for planning consent and building regulation approval and food premises registration. New businesses and existing businesses can access information relating to food matters on the Councils website. During programmed inspections officers also advise businesses accordingly in all aspect of food control. Such approaches are considered an investment to reduce the likely need for enforcement activities at a later stage.

3.9 Primary and home authority principle

The Home Authority Principle was developed by food and trading standards authorities to aid consistent enforcement. The scheme provides businesses with a home authority source of guidance and advice and provides a system for the resolution of disputes. Alternatively, businesses can form a 'Primary Authority' statutory partnership with a local authority to assist with consistent enforcement. The guidance and advice the local authority provides must be taken into consideration by officers carrying out inspections and dealing with instances of noncompliance. Adur & Worthing Councils endorse the home authority principle and currently has yet not received any requests for support in this area.

Section 4 Projects/ Schemes

4.1 Food Hygiene Rating Scheme (FHRS)

The food hygiene rating or inspection result given to a business reflects the standards of food hygiene found on the date of inspection or visit by the local authority. The food hygiene rating is not a guide to food quality.

The FSA hold information provided on businesses on behalf of local authorities participating in the national Food Hygiene Rating Scheme in England. Adur & Worthing Councils shall continue to participate in the national Food Hygiene Rating Scheme, however, on 1 July 2018 it was agreed to utilise a cost recovery function in regard to requested re-inspections/ re-visits under the terms of the FHRS.

It is the ambition of the team and of the Councils that we have a thriving hospitality sector in our places, whilst supporting the health and wellbeing of our communities and visitors. At the same time, limited resources need to be directed to where they are most needed and this will be one way of supporting those resources.

4.2 Eat Out Eat Well Award Scheme

The Eat Out Eat Well scheme is promoted to eligible caterers whilst carrying out food hygiene or standards inspections or as a result of targeting promotion campaigns. All eligible caterers are welcome to contact their participating Local Authority to request to join the scheme at any time.

Caterers must be broadly compliant in relation to food hygiene and food standards matters. In relation to food hygiene this equates to a 3 on the Food Standards Agency Food Hygiene Rating Scheme.

The Eat Out Eat Well Award has been developed to reward caterers who make it easier for their customers to make healthy choices when eating out. It has three levels – Bronze, Silver, and Gold, and is symbolised by an apple logo in the shape of a heart.

The level of award is based on a scoring system that takes into account the type of food on offer, cooking methods and how you promote healthy choices to your customers. The higher the score the higher the level of award.

The award scheme aims to encourage food businesses to provide healthier options to customers, through the use of healthier catering practices, increasing fruit, vegetables and starchy carbohydrates and decreasing fat, sugar and salt levels. There are currently **36** food businesses who participate in the scheme and the Food Team shall continue to promote the Eat Out Eat Well Scheme to eligible food businesses.

4.3 Eat Well Project

A food based project inspired by the Eat Out Eat Well Award Scheme was launched in December 2017 via the Council's facebook page. The purpose of the project is to nurture good food habits for life. Recipes donated by award winners will be featured on an initial monthly basis and there will be a focus on the nutritional benefits of some of the ingredients to help encourage people to try them out at home.

Section 5 Resources

5.1 Staffing Allocation

There are 4.1 full time equivalent (FTE) officers allocated to the Food Safety Team including the Team Leader- Specialist Food & H&S. A Regulatory Support Officer, (0.5 FTE) deals with first stage Infectious Disease cases under the direction of the Team Leader, a Technical Support Team leader (0.3 FTE) and a Technical Support Assistant (0.8 FTE) who provide support to the Food Function.

The following table illustrates the allocation of staff:

Position	Full Time Equivalent	Competency
Team Leader	0.5	Lead Food Officer
Environmental Health Practitioner	0.9	Authorised Officer
Environmental Health Practitioner	0.9	Authorised Officer
Environmental Health Practitioner	0.5	Authorised Officer
Environmental Health Technician	0.9	Authorised Officer, not to determine food fitness or seize & detain food.
Environmental Health Technician	0.4	Authorised Officer
Regulatory Support Officer	0.5	---
Technical Support Team Leader	0.3	---
Technical Support Assistant	0.8	---

As mentioned at point 3.1 and in order to achieve the Service Delivery Plan with the current levels of staff, a selection of Risk category D and E premises shall be subject to either an Official Control Intervention (food hygiene inspection) or carefully selected to attend an event which is 'not an official control' such as a seminar or requested to complete and return a questionnaire detailing their food activities. The provision of arranging and delivering group seminars is much less resource intensive than individual food hygiene inspections; however these premises shall require inspections in two years time (2020-21) and regard for adequate resource at this time should be considered.

Based on limited resources and the need to deliver the plan this section shall continue to identify new and innovative ways of achieving service delivery and continue to safeguard food safety in our Council areas.

5.2 Staff Development/ Competency

The Team Leader shall monitor staff development and identify any additional training needs. Training requirements are also identified via the Adur & Worthing Councils staff appraisal process.

The Code of Practice requires those who carry out official controls on food to have undertake a minimum of 20 hours Continuing Professional Development (CPD) per year and at least 10 hours of CPD must be spent on 'core' food areas.

Section 6 Internal Monitoring

Adur & Worthing Councils recognises the need for competent officers to undertake uniform and quality Food Hygiene Inspections in accordance with The Food Standards Agency code of practice and practice guidance and food laws.

The Internal Monitoring Procedure sets out measures to ensure compliance with the Food Standards Agency code of practice guidance and food laws and any relevant associated legislation/guidance. This procedure shall also apply to any contractors employed to undertake food safety inspections if the need arises.

It shall be the responsibility of the Team Leader - Specialist Food & Health & Safety to ensure that measures in this procedure are implemented.

Section 7 Service Plan Review

A review of this plan will be undertaken in November 2018 to determine if the inspection programme is being adhered to. A review of performance against the 2018/19 Plan shall be reported to Executive Members after April 2019.

David Currie

Team Leader - Specialist Food & Health & Safety

18 September 2018

