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3 June 2011

S U M M O N S

MEETING: Community Board
DATE: 13 June 2011
TIME: 6pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Carly Grainger

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Carter CR) (ex-officio)
Chairman of the Policy and Organisation Board (Councillor Hook) (ex – officio)

Councillor Burgess (Chairman)
Councillor Kimber (Vice – Chairman)

Councillor Mrs Bailey	Councillor Henshaw
Councillor Carter C K	Councillor Hylands
Councillor Mrs Cully	Councillor Mrs Hook
Councillor Edgar	Councillor Jessop
Councillor Mrs Forder	Councillor Murphy

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

RECOMMENDED
MINUTE FORMAT

- 1a. APOLOGIES FOR NON-ATTENDANCE
- 1b. MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT, HOUSING AND COMMUNITY BOARDS HELD ON 7TH, 14TH AND 19TH MAY 2011.

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Thursday, 9 June 2011. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

4. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Thursday, 9 June 2011).

5. ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN 2011/2012

PART II

It is a requirement of the Food Standards Agency and the Health & Safety Executive respectively that the work undertaken in the fields of Food Safety and Health and Safety at Work by and on behalf of the Council are adequately resourced and formally endorsed by the Council. This report identifies the work programme of the Environmental Health (Commercial) team for the year 2011 – 2012 in relation to these services, to meet the above requirement and satisfy those Agencies that adequate arrangements are in place at Gosport Borough Council.

Kay Regan
X5518

6. RENTED ACCOMMODATION IN THE PRIVATE SECTOR (RAPS). A PARTNERSHIP APPROACH.

PART II

Community Board
13 June 2011

The purpose of this report is to inform the Community Board about the proposed changes to the RAPS scheme and to seek Member approval for the Pledges provided at Appendix A, B and C.

Steve Newton
x5296

7. PROJECT INTEGRA ANNUAL ACTION PLAN 2011-2016

PART II

To seek approval for the adoption of the Project Integra Annual Action Plan 2011-2016 for the Partnership. Approval is sought in accordance with the Project Integra Constitution.

Steyvn Ricketts
X5282

8. FAREHAM AND GOSPORT CCTV STRATEGY

PART II

To introduce the Fareham and Gosport CCTV Strategy (Appendix A). To enable key decisions to be taken that will deliver significant improvements in both the effectiveness and efficiency of the CCTV system and yield significant budgetary savings, without removing any of the current CCTV cameras in Gosport.

Jamie O'Reilly
X5501

EXCLUSION OF PUBLIC

To consider the following motion:

That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the covering report.

PART B ITEM

FOLLOWING THE EXCLUSION OF THE PRESS AND PUBLIC

Item No.	Item	Paragraph no. of Part I of Schedule 12A of the Act	
APPENDIX A	FAREHAM AND GOSPORT CCTV STRATEGY MAY 2011	Paragraph 4 Reason: The Appendix includes information relating to potential changes in contracted services, with labour related implications.	PART II Contact Officer: Jamie O'Reilly Ext 5501

9. ANY OTHER ITEMS

-which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

AGENDA ITEM NO. 05

Board/Board:	COMMUNITY BOARD
Date of Meeting:	13 TH JUNE 2011
Title:	ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN 2011 / 2012
Author:	HOUSING SERVICES MANAGER
Status:	FOR DECISION

Purpose

It is a requirement of the Food Standards Agency and the Health & Safety Executive respectively that the work undertaken in the fields of Food Safety and Health and Safety at Work by and on behalf of the Council are adequately resourced and formally endorsed by the Council. This report identifies the work programme of the Environmental Health (Commercial) team for the year 2011 – 2012 in relation to these services, to meet the above requirement and satisfy those Agencies that adequate arrangements are in place at Gosport Borough Council.

Recommendation

That the report is adopted by the Board as the work plan for the Environmental Health (Commercial) Team for 2011 – 12, in respect of food Safety and health & Safety at Work enforcement.

1 Background

- 1.1 Gosport Borough Council is a Food Authority under the Food Safety Act 1990. The Council is also an enforcing authority under the Health and Safety at Work etc. Act 1974. Guidance issued by the respective Secretaries of State requires local authorities to formally commit sufficient resources to address these responsibilities. From April 2011 the requirement with reference to Health and Safety provision will be a statutory responsibility.

2 Report

- 2.1 Appendix A of the report outlines the demands on the Food Safety service in 2011-2012. Appendix B outlines the demands on the Health and Safety service in 2011 – 12. Both appendices contain historical data relating to past experience
- 2.2 Responsibility for food safety and health and safety falls to the Commercial Team within the Environmental Health Section. The Commercial Team has two elements, namely –
 - Environmental Health Officers (EHO's) and the Technical Officers, responsible for food, health and safety matters
 - Licensing Officers responsible for licensing issues.
 - Whilst elements of each discipline attempt to support each other where possible, national criteria regarding qualifications of officers in reality restrict food and safety functions to the

EHOs and TOs only. Appendix C details the present staffing levels in the Commercial Team

- 2.3 The information provided in the Appendices indicates that the ability to maintain statutory duties and provide an adequate service to the residential and commercial sectors of the Borough will be challenging. Service provision will have to be kept under review during this period and the Council may have to identify areas within the work plan that can be dispensed with or restricted.
- 2.4 The current budget will permit the engagement of outside contractors to assist with routine inspections. This will greatly assist the inspection programme at the expense of some local contact being lost.

Risk Assessment

The Council must be able to identify that it has provided adequate resources to carry out its statutory functions as a Food Authority (Food Safety Act 1990) and as an Enforcement Authority (Health and Safety at Work etc. Act 1974).

Failure to resource these functions adequately may result in sanction from the Food Standards Agency or the Health and Safety Executive. From April 2011 failure to adequately resource the Health and Safety function will be in breach of statute.

3 Conclusion

- 3.1 This Council is both a Food Authority and an Enforcement Authority under the respective legislation.
- 3.2 The Council has a responsibility to ensure that functions of these Authorities are carried out having regard to national priorities and guidance. The Council is required to adequately resource both functions.

Financial Services comments:	None
Legal Services comments:	None for the purpose of this Report.
Service Improvement Plan implications:	Service Plan should assist in delivering Improvement Plan.
Corporate Plan:	Failure to deliver the service plan may require consideration be given to the provision of additional resources to these areas of responsibility. In addition the Food Standards Agency may carry out any shortfall and recharge the Authority.
Risk Assessment:	
Background papers:	
Appendices/Enclosures:	
Appendix 'A'	Food Safety Service Plan
Appendix 'B'	Health & Safety Intervention Plan
Report author/ Lead Officer:	Kay Regan

Food Safety Service Plan
2011/2012
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 Gosport Borough Council has in place adequate and effective arrangements to meet its statutory obligations in respect of Food Safety.
2. Gosport 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 and, as such, has a statutory duty to enforce the Acts. Environmental Health employees working within the Commercial Team have the delegated authority to enforce the legislation.
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 Corporate Plan identifies the Council's Strategic Priorities which includes under the heading "People" to "Promote Health & Well Being". The Food Safety function is an important contributor to this Strategic Priority.
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 Community Board are responsible for this function.
7. The Spending Plan for delivering the Food Safety Service for 2011/2012 has already been agreed..
8. Reports are considered by the Community Board 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 Gosport

9. The Borough of Gosport covers almost 2750 hectares of land. The Borough of Gosport is on the south coast of England. It is surrounded by water on three sides with the Solent to the west and south, and Portsmouth Harbour to the east. Almost one quarter of the borough is in Ministry of Defence ownership and there is only one principal single carriageway access.
10. Over 79,000 people live in the area and, whilst the population broadly reflects the national age profile, the proportion of older people is expected to increase at a significantly faster rate than average. Residents are mostly white and the proportion of Black and Minority Ethnic people is small compared to the rest of the South East.
11. Gosport has a number of areas ranked in the top 20 per-cent most deprived in England. Income, health and educational inequalities contribute to the social exclusion experienced by many households. It has a lower life expectancy than the rest of the region, and relatively high levels of heart disease, strokes, cancer, alcohol misuse, smoking, obesity and teenage pregnancy rates.
12. Average wages are well below the regional average and approximately 12,000 residents commute out of the area, earning higher wages than can be secured locally. Gosport has the lowest job density and business start-up rate in Hampshire, contributing to out-commuting and traffic congestion.

Organisational Structure

13. The Council is supported by a number of boards and sub-boards, in addition there is an Overview and Scrutiny Board. The Community Board is currently responsible for Food Safety Function.
14. The Environmental Health & licensing function is the subject of a new initiative with Fareham Borough Council establishing a partnership arrangement, initially sharing a Head of Service, as a precursor to developing a shared service for the two Authorities
15. The Food Safety function is undertaken by the Commercial Team within the Environmental Health Section, within the Housing Services Unit, which reports to the Community board. The Head of environmental Health is the officer responsible for the Food Safety Service delivery, with the Housing Services Manager, being the lead Manager, for the Partnership.

16. Recent events have seen the Head of Environmental Health taking on a new role. In an informal arrangement, he is Head of Environmental Health at Fareham and also at Gosport Borough Council. It is hoped that this role will become formal in 2011/2012 and will enable a wider partnership to take place between the two Environmental Health Services. It is hoped this will not only enable significant savings to be made but more importantly will allow for better use of the joint resource to deliver the priorities of both Services.
17. The Gosport Food Safety enforcement team consists of 1 full time Team Leader, 1 Senior Environmental Health Officer (currently training), and 2 Technical Officers. These officers also undertake Health & Safety, Licensing and Infectious Disease control work.
18. The provisions made for specialist services are as follows:-

Food Analyst:

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

Food Examiner:

Wessex Environmental Microbiology Services (Southampton)
Level B
South Block
Southampton General Hospital
Southampton
SO16 6XD
Tel. No. 023 8077 7142.

19. These are used as and when necessary where expert and specialist advice is required.
20. In recent consecutive years (since 2006), consultants have been engaged 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. As a result of the partnership initiative, the Fareham and Gosport food inspection administration has been aligned which will enable this year whilst the student finishes training for Fareham Officers to carry out the top up inspections. There will be a recharge for this work, it is hoped however that the quality of these inspections will be better than those done by a consultant due to the closer working relationships the teams from both Councils now have. It is unlikely that consultants will be required in 2011/2012 or thereafter.

Scope of the Food Service

21. 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;
- 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.

22. 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

23. There are approximately 771 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.

24. As at April 2011, the 771 registered food premises within the Borough were made up of the following food premises types:

Catering	76
Distributors/warehousing	10
Food Broker	3
Hospital/rest home/schools	88
Hotel/pub/guest house	57
Food Manufacturer/processor	14
Market	10
Movable premises	13
Premises used by a number of businesses	7
Others	157
Private house as food business	33
Restaurant/cafe/snack	112
Retailer	116
Staff restaurant/canteen	22
Wholesale cash and carry	1
Importer	2
Packer	5

There are no "Approved Premises" such as a cold store or dairy establishment in Gosport.

25. The Authority has procedures in place that ensure that the Food Standards Agency Code of Practice, which guides food authorities in their enforcement, is followed. In addition, these procedures also refer to the various Guidance Notes from the Local Government Regulation which give 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 across the Country. These procedures are embedded into our electronic business processes.
26. The Commercial Team, in addition to undertaking the food safety function, also has responsibility for Health and Safety, Infectious Disease Control, Health Act and some Licensing functions and Statutory Nuisance in commercial premises.
27. 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 issues relating to any single premises, where appropriate interventions in relation to these activities are combined.
28. The service is provided 9.00am to 5.00pm Monday to Friday by officers based at the Town Hall. There is an emergency telephone line for out of office hours but no formal environmental health emergency arrangements are in place. Officers planned out of hours inspections and visits are made by Officers on the basis of the trading times of food businesses and perceived need.

Licensing

29. 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, although these are done in conjunction with Food inspections where possible, will impact upon the team's normal food duties.
30. 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.

The Health Act 2006

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

Approvals

32. The Authority also approves relevant premises e.g. cold store meat in accordance with relevant EC legislation, Food Law Code of Practice and centrally issued guidance. There are currently no such approved premises within the Borough.

The National Food Hygiene Rating Scheme

33. In 2005 together with the majority of local authorities in Hampshire and the Isle of White, Gosport adopted the “scores on the doors” initiative called Safe2eat, as a means of informing members of the public about hygiene standards in food business establishments, following approval to do so by the Community and environment Board. The Hampshire and Isle of Wight Food Advisory Group has recommended that all the Hampshire Local Authorities will adopt a new National Scheme by October 2011.
34. 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.
35. The purpose of the FHRS is to allow consumers to make informed choices about the places where they eat out 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.
36. 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.
37. Food hygiene ratings are published online at food.gov.uk/ratings, and businesses are encouraged to display certificates and stickers showing their food hygiene ratings at their premises where consumers can easily see them.
38. 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 food.gov.uk/ratings, and a mechanism for requesting a re-inspection/re-visit for the purposes of re-rating when improvements have been made.
39. The Community Board formally adopted the FHRS Scheme on 7 March 2011. The FHRS will be officially launched by the Environmental Health Partnership during National Food Safety Week (6-13 June 2011). It is anticipated that the migration from the safe2eat initiative to the introduction and implementation the

FHRS will have a significant impact on the workload of the Commercial Team during 2011/2012. The Environmental Health Partnership has applied for Food Standards Agency grant funding to cover the cost of introducing the FHRS in Gosport and Fareham.

Enforcement Policy

40. 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.
41. The Council has a General enforcement Policy and a more specific one relating to the work of the Environmental Health Section
42. All food safety enforcement decisions are made following consideration of the Environmental Health Enforcement Policy. Any departure from the Policy will be documented.
43. A copy of the Environmental Health 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.
44. All food law enforcement will be carried out in accordance with the relevant Food Safety Act Codes of Practice and other Official Guidance produced by Local Government Regulation or the Food Standards Agency.
45. 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 Housing Services Manager, who would, in turn, raise those issues at a Chief Executive's Management Team meeting, if necessary after liaison with the relevant unit manager for the premises concerned..

SERVICE DELIVERY

Food Safety Interventions

46. A summary of the estimated number of interventions and resource requirements are detailed in Appendix 1 to this plan.
47. 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, sampling, auditing, verification visits, as well as visits to carry out sampling or to investigate food or food hygiene complaints,
48. In May 2011 the Food Standards Agency issued a revised Food Law Code of Practice. The reason for this was to generally update the existing one.

Lord Young's Report

49. The report of Lord Young's review of health and safety, *Common Sense Common Safety* was published on 15 October 2010, and included a number of recommendations in relation to food safety. These included:-
 - Combine food safety and health and safety inspectors in local authorities.
 - Make mandatory local authority participation in the Food Standards Agency's Food Hygiene Rating Scheme, where businesses serving or selling food to the public will be given a rating of 0 to 5 which will be published in an online database in an open and standardised way.
 - Promote usage of the scheme by consumers by harnessing the power and influence of local and national media.
 - Encourage the voluntary display of ratings, but review this after 12 months and, if necessary, make display compulsory – particularly for those businesses that fail to achieve a 'generally satisfactory' rating.
 - The results of inspections should be published by local authorities in an online database in an open and standardised way.
 - Open the delivery of inspections to accredited certification bodies, reducing the burden on local authorities and allowing them to target resources at high risk businesses.
50. From 1 April 2011 the Commercial Team will combine inspections where ever necessary and are hoping to implement the Food Hygiene Rating Scheme during national Food Safety Week (6- 13 June 2011).

Hampton Report

51. In 2004, the Government engaged Phillip Hampton to consider the scope for reducing administrative burdens by promoting more efficient approaches to regulatory inspection and enforcement, without compromising regulatory standards or outcomes. In March 2005 his report was published.
52. This report found that there were examples of good, excellent and innovative regulatory practice. However, overall the system was found to be uncoordinated and good practice was not uniform and consequently placed unnecessary burdens on business. Risk assessment – though widely recognised as fundamental to effectiveness – was not implemented as thoroughly and comprehensively as it should be. The report found that risk assessment should be comprehensive, and should be the basis for all regulators' enforcement programmes. Proper analysis of risk directs regulators' efforts at areas where it is most needed, and should enable them to reduce the administrative burden of regulation, while maintaining or even improving regulatory outcomes.
53. Following this report a move was made to move towards risk assessment in all areas and bring regulators closer together to work in a more co-ordinated way. In particular the partnership arrangements between the Health and Safety Executive and local authorities were established.

Rogers Report

54. In March 2007 another Report, the Rogers Review was published. This report built on the work carried out by Hampton and through further work on reducing burdens on businesses sought to establish a few key government national enforcement priorities.

National Indicators

55. The National Indicators were set up to aid the performance management of local authorities by central government and consisted of processed indicators rather than pure data. Central government wish to reduce the burdens on Local Authorities and are therefore currently reviewing this system. The old National Indicators have been removed and a new system of a single data list is currently out for consultation. This will list all data required of local government by central government and should aid transparency rather than performance manage local councils.

FOOD SAFETY INTERVENTIONS PLAN

Inspections

56. Inspections are carried out in accordance with the revised (June 2008) Food Law Code of Practice. 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 Uniform Computer system and each month a list of premises due for inspection is produced.
57. This requires Category A and B premises to receive an inspection at the appropriate frequency.
58. 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 public enquiry which followed was the second chaired by Professor Hugh Pennington. The inquiry report was published in March 2009 and the Food Standards Agency has since issued a response detailing a number of recommendations.
59. Category C premises are divided into 2 groups as defined by the guidance, those broadly compliant and broadly non-compliant. Broadly compliant premises will receive a full inspection every other time it is due and an alternative intervention such as a sampling visit or visit for another food matter for the other due inspection. There is however clear guidance on what the alternative intervention must be in the Code of Practice. Broadly non-compliant premises will continue to receive an inspection. However regular inspections will need to be made to satisfy the National Food Hygiene rating System,
60. Category D premises will be treated the same as Broadly Compliant C premises.
61. Category E premises may not receive traditional inspection (other than those required for the National food Hygiene Rating Scheme) at all, but may receive one of the other intervention types as appropriate.
62. All new food premises will receive an initial inspection and thereafter treated as above depending on the initial category.
63. The inspection programme for 2010/2011 by risk category is as follows:-

Risk Category	Inspection Interval	Approximate No. of Premises Due for Inspection 2011/12)
Official Control (Full Inspection)		
A, B, C	6, 12 and 18 months	129
D and E	2 years and 3 years	302
Total		431

64. 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.
 - Revisits to check National Food Hygiene rating Scheme scoring as requested or on appeal
65. In 2010/2011, all of the high risk premises that were due for inspection were inspected by the deadline of 31 March 2011. Apart from one where a prosecution is pending.
66. Revisits are made to check on compliance with Notices and where serious defects require follow up. This is at the officers' discretion, but in line with the Environmental Health Enforcement Policy.
67. Currently, the profile of premises in Gosport is detailed in paragraph 24. 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.
68. The Council maintains a Register of all food premises within the Borough in accordance with regulations. The register is held on the Uniform Computer system which is maintained by the system supervisor. In addition, the original registration forms are held in electronic form and copies are sent to Hampshire County Council Trading Standards on receipt.
69. The Commercial Team has received appropriate training to ensure knowledge of food specific legislation which relates to premises within the Borough.
70. All new food premises receive an initial inspection 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.
71. The Commercial 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 month with the Head of environmental Health and the Team Leader for food Safety 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.
72. 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. The Food hygiene Rating information is left at the time of the inspection and confirmed in writing.

Food Complaints

73. 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.

74. 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.
75. All food complaints are investigated in accordance with guidance issued from Local Government Regulation- 'Guidance on Food Complaints' and Codes of Practice.
76. 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.
77. 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 instituted. The decision to prosecute would be taken at the recommendation of the officer concerned, in consultation with the Head of Environmental Health, and the Borough Solicitor, 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.
78. Dealing with food complaints is a relatively small part of the workload; in recent years around 24 per year have been received.

Home Authority Principle

79. A Home Authority arrangement is 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 Home 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.
80. Currently this Council does not act as Home Authority for any local business. If approached by an organisation regarding a Home Authority Arrangement, serious consideration would need to be taken of the organisation's scale of operation and the available resources within the Commercial Team to effectively undertake this function.

Primary Authority Scheme

81. In April 2009 the Regulatory Enforcement and Sanctions Act introduces the Primary Authority Scheme. This is an extension of the above in that 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.

Advice to Business / Food Hygiene Complaints

82. 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.
83. The Commercial Team will not continue to provide formal food hygiene training, as there are many local providers and this will allow focus to be directed to higher priority work. 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.
84. Training is organised however on an ad hoc basis depending on need, e.g. in response to new legislation.
85. 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.
86. Where a business requires consultancy-type advice a small charge is levied.
87. Building Control and Planning applications are inspected by the Commercial Team and advice given to the developers/applicants regarding issues relating to Food Safety and Health and Safety.
88. A magazine called 'Gosport Today' is produced by the Council four times a year. It is sent to all residents and businesses within the Borough. Information on food safety issues is occasionally included in this publication.
89. Information is also available on the Council's website.
90. 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.
91. Generally the team receives around 100 such complaints a year.

Food Sampling

92. 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 2011/2012 can be seen at Appendix 3 to this plan.
93. 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.
94. 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).

95. 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). Now in line with best practice, microbiological samples 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.

Control and Investigation of Outbreaks and Food Related Infectious Disease

96. 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.
97. 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 Commercial Team.
98. 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.
99. 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.
100. 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 visit or a letter.

Liaison with Other Organisations

101. 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).

102. The Council fully supports the work of the Hampshire and Isle of Wight Food Liaison Board. 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

103. 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 Town hall.
- 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 'Coastline, the Council's regular magazine, sent to all homes in the Borough.

Food Alerts

104. Food alerts are notified by EHCNET (national computer link), by a pager from the Food Standards Agency and directly Gosport Environmental Health 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.

RESOURCES

Financial / Staffing Allocation

105. The Commercial Team consists of 1 FT Team Leader, 1 F/T Senior Environmental Health Officer, 2 FT Environmental Health Technical Officers.
106. Officers only carry out work which is permitted by the qualification requirements of the code of practice.
107. There is a list of delegations to officers, within the Council's Constitution. This is constantly reviewed and updated as new regulations are made.

108. 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

109. The training strategy of the Section is based upon a number of basic principles which take into account current and anticipated demands, the funding provision available and the manager's view on the priority of the need and the employees' time.

110. 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 Department.
- The Section as an employer 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.

111. The Council's policy is to ensure that all employees involved in food safety work receive a minimum of ten hours core continuing professional development training annually and ten hours non-core, as required by the Code of Practice. This is determined on the individual and team need.

112. This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.

113. All training received will be documented as part of the Sections training plan.

QUALITY ASSESSMENT

114. Food Safety Act Code of Practice on Food Hygiene Inspections requires Authorities to have internal monitoring systems.

115. The Department has a set of Food Safety Procedures that incorporate all the respective 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.

116. 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.

117. The Hampshire and Isle of Wight Food Advisory Board has an advanced system of Inter Authority Auditing that is regularly carried out. The Council is committed to this initiative and accepts that there is much that can be learned from the process. In addition, the Food Standards Agency is proposing that it will be unlikely to audit Authorities with such a scheme in place.

118. The Council's employee development procedures are documented.

Benchmarking

119. 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.
120. The Food Service in Gosport 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.
121. Benchmarking for Food Safety has not taken place since 2003. A benchmark exercise is due to be undertaken for Food Safety by the Hampshire group in the near future.
122. Further, the results of inter-authority audits are invaluable and the results of audits undertaken by the Hampshire and Isle of Wight Food Advisory Group have been both reassuring in terms of how the service is delivered and constructive in terms of how it can be improved.

REVIEW

Performance against Plan

123. The Food Safety Service Plan is produced and reviewed annually by members.
124. The performance of the food service is reported annually to the Food Standards Agency. The performance will be compared with other Local Authorities nationally and within Hampshire.
125. Once the consultation for the new single data set has been completed, we will ensure that the service is reported the required data.

Areas for improvement

126. The service is performing very well at present. However, in 2011/2012 the following areas will receive further consideration:-
- Development of the Partnership Project with Fareham BC Environmental Health Section.
 - Review of the Food QA Procedures
 - Implementation of the Food Hygiene Rating Scheme
 - Further development of a lower risk premises strategy
 - Identification of areas for efficiency savings

Gosport Borough Council Interventions Plan 2011/2012

Priority	What	How	Where (When)
FSA Requirement	Complete Higher risk inspection program	129 Inspections (approx)	Existing Category A, B and C premises throughout the year (Except those category C broadly compliant premises to be completed by REP partners).
FSA Requirement	Carry out Interventions at Lower risk premises	302 Interventions (approx)	Existing Category D and E premises
FSA Requirement	Re-visits to premises to check compliance	120 revisits (approx)	Throughout the year
FSA Requirement	Investigate complaints about food and food hygiene and food alerts (1 st response within 1 day, same day for food alerts.)	Approx 100 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 + 6 days for re-samples	monthly
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
Total Food Safety			
Health & Safety Enforcement	The detail regarding this area of work is reported to the Licensing And Regulatory Affairs Board 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.		

Food Sampling Policy for Gosport Borough Council

Section 6 of the Food Law Practice Guidance (England) concerns the procedures that should be followed when food samples are procured under Regulation 12 of the Food Hygiene (England) Regulations 2006 or Section 29 of the Food Safety Act 1990, and the associated requirements of the Food Safety (Sampling and Qualifications) Regulations 1990.

Microbiological food sampling is used by Gosport Borough Council as part of a planned approach to gather information about the microbiological quality and possible presence of harmful micro organisms in particular foods that are produced, sold and used locally.

The main aims and objectives of food sampling are to:

- a. Protect the consumer through the enforcement of food legislation and the encouragement of fair trading
- b. Identify foods that pose a hazard to the consumer because they contain significant levels of pathogenic bacteria;
- c. Identify any contraventions of food safety legislation, e.g. Food Hygiene (England) Regulations 2006.
- d. To help evaluate temperature control, food handling and processing practices at food premises in relation to hazard analysis (and where relevant HACCP) requirements;
- e. To help determine whether advice or enforcement action would be appropriate where it is suspected that poor practices and procedures exist;
- f. Give advice and guidance, if appropriate, on food hygiene matters;
- g. Assess the microbiological quality of food manufactured, distributed or retailed in an authority's area.

These aims and objectives are achieved through sampling in the following situations:

- i. Coordinated programmed surveillance sampling with other local authorities
- ii. Participation in the LACORS/PHLS voluntary coordinated sampling programme.
- iii. Coordinated programmed surveillance sampling with other local authorities.
- iv. Sampling related to local products/events/initiatives concerning an issue particularly relevant within the authority.
- v. The use of sampling as part of a food hygiene inspection (to help assess hygiene standards and procedures).
- vi. Sampling at food contamination and food poisoning incidents.
- vii. Sampling in relation to food complaints.
- viii. Sampling of imported food (if any) (particularly third country imports).
- ix. Sampling at premises for which we are the home/originating authority (e.g. final product and critical control point monitoring).
- x. Making sure we avoid unnecessary duplication with Port Health or Home Authorities.
- xi. Food sampling defined by statute (e.g. shellfish).
- xii. Participation in EU coordinated control programmes. Authorities obligations under the framework agreement, and where applicable, integration with the

Hampshire County Councils policy and programme for the taking of samples for food standards purposes.

WEMS (EAST) Sampling Group Program for 2011/12

MONTHS OF SAMPLING		A	M	J	J	A	S	O	N	D	2012 J	F	M
LOCAL GOVERNMENT REGULATIONSAMPLIN G													
Lightly Cooked Foods		Start					Finish						
Reactive Study (details to follow)					Start		Finish						
Pennington Response								Start					Finish
Reactive Study (details to follow)											Start		Finish
WEMS SAMPLING													
Ice		Start					Finish						
Raw Chicken and packaging								Start					Finish
Imported food		All year											
Gosport Local													
Alternative Strategies Ice and cloths used to clean coffee m/cs from Broadly Compliant prems		All year											
Water Sampling			Start		Finish								

Butchers and high risk premises	All year											
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Study Name	Aim of Study	Type of Sample required
Self Service Ice machine	To check the effectiveness of cleaning of self service ice and drinks machine.	Ice, liquid and swabs from ice spout.
Raw chicken and packaging contamination	To look at the potential for external contamination on chicken packaging.	Swab of the outer of packaging and shelves.
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
Alternative Interventions	In line with the current Code of Practice we can use alternative interventions on our food premises. This can include sampling.	Ice and coffee machine cloths
Butchers and High Risk Premises	To identify the suitability of cleaning regimes within butchers and high risk premises.	Environmental Swabs (hand contact surfaces such as door handles, equipment handles, work surfaces)
Water Sampling	To check the quality of waters at pools, spa pools, caravan sites and marinas	Water sample

Appendix B

**Gosport Borough Council
Health & Safety Enforcement
Intervention Plan
2011 / 2012**

Introduction

1. The Council is designated as an Enforcing Authority under the Health and Safety (Enforcing Authority) Regulations 1998 and is responsible for the enforcement of the Health & Safety at Work etc Act 1974 (and relevant statutory provisions) for activities which fall to the local authority for enforcement within the Borough.
2. The Council has a duty to carry out its functions in accordance with guidance issued by the Health & Safety Executive (HSE). The guidance is termed Section 18 guidance, as it is empowered to do under Section 18 of the Health & Safety at Work Act 1974.

Section 18 - Intervention Plan

3. The Council's Corporate Plan identifies the Council's Strategic Priorities which includes under the heading "People" to "Promote Health & Well Being". The Health & Safety function is an important contributor to this Strategic Priority and one where the Council works with its partners to promote good health and reduce ill-health.
4. The elements of Health and Safety Enforcement, are as follows:-
 - Enforce Health & Safety at Work legislation in business premises for which the Council is the enforcing authority to ensure safety, health and welfare of employees and the public by:
 - Ensuring that all relevant businesses are identified and inspected on a risk-assessed basis;
 - Investigating all relevant workplace related accidents;
 - Investigating all complaints relating to workplace health and safety;
 - Providing health & safety at work related advice to business and the public.

Performance and activities during 2010-2011

5. The following details the major work areas for the Health and Safety Team during 2010/2011.
 - i) The team achieved 100% of its inspection programme.
 - ii) The Section took part in the Hampshire wide asbestos campaign. Officers visited targeted businesses with the aim of raising awareness about the Duty to Manage Asbestos Campaign. Officers made a number of visits to businesses giving them advice and guidance.
 - iii) Accident notifications were received during 2010/2011 and these have been investigated in accordance with the Incident Selection Criteria Guidance issued by the Health and Safety Executive.
 - iv) Complaints were received and investigated.

Key Delivery Priorities

6. Over the coming year the key delivery priorities are :-
- i) To inspect all high risk premises that are due for a programmed inspection and risk rate any premises inspected according to the revised risk rating guidance;
 - ii) To identify and bring the remaining premises into the database and inspect them as appropriate, as part of the "Twin Peaks Project";
 - iii) To investigate all accidents and incidents in accordance with HSE Local Authority Circular 22/13 "Incident Selection Criteria Guidance".
 - iv) To investigate complaints made about health and safety practices within workplaces or those open to the public.
 - v) To review and update the Health and Safety Procedures to ensure that they fully reflect the way that the work is undertaken and that officers are carrying out their duties in accordance with the current guidance.
 - vi) To take part in county wide projects to tackle specific health and safety issues, working in partnership with Gosport's Hampshire Local Authorities colleagues and the HSE.

Twin Peaks

7. There are two enforcing authorities for health and safety in the UK - the Health and Safety Executive and Local Authorities - and the Enforcing Authority Regulations allocate the responsibility for enforcement of health and safety legislation in the different workplace sectors to each enforcing authority. For example, offices, retail and warehousing sectors fall to the Local Authority for enforcement, whereas potentially higher risk industries such as offshore gas, nuclear, agriculture, construction, factories and train operations are the responsibility of the Health & Safety Executive.
8. A review of the enforcement authority regulations identified that there were a significant number of high risk industries that receive no intervention from the Health and Safety Executive due to lack of resources, as they are involved in significantly higher risk industries. The review also identified that Local Authorities had a large number of very low risk premises at the other end of their inspection programme. The Twin Peaks pilot was therefore an attempt to tackle this significant number of high risk premises that were caught in the middle i.e. not addressed by HSE and not the responsibility of the Local Authority. There is also an opportunity for further partnership working with the Health & Safety Executive, and support to transfer certain premises to Local Authority enforcement.
9. The Twin Peaks Project has been taking place in Hampshire since the end of 2009. The Health & Safety Executive transferred a number of premises to Local Authority Enforcement. These premises groups are higher risk than the Local Authorities' higher risk premises, but lower risk compared to the Health & Safety Executive's other premises and included Motor Vehicle Repair Centres, Nursing Homes, Dry Cleaners and Large distribution/courier type businesses. The

transfer of these premises to Local Authority responsibility meant that they fall into the inspection regime and help further to meet this Council's objective of making Gosport a safe and healthy place to live and work.

10. There were a number of premises that were transferred in 2009 and a number of these were all inspected during 2010/2011. The team has identified a further 20 premises which weren't on the original transfer and these will be added to the inspection programme for 2011/2012.
11. During 2011 a number of significant risks were identified including: - vehicle lifts and air compressors which have not been examined and paint spraying operations which have no health surveillance in place. As a result of the interventions through "Twin Peaks", many Gosport workplaces have been made safer both for those working in them but also members of the Gosport public who may enter them. The impact of this work on other work areas together with the outcomes from it will be kept under review.
12. In addition, it is felt that the project has resulted in the team significantly increasing its knowledge in higher risk activities thus increasing competency.

Local Priorities

13. Over the coming year the key local priorities are:-
 - i) To develop the Fareham and Gosport Environmental Health Partnership.
 - ii) To continue to support the Hampshire Better Regulation Partnership (formerly the Retail Enforcement Pilot) and continue to share intelligence with other regulators;
 - iii) To inspect the 20 premises already identified as Phase 2 of the Twin Peaks Project and to carry out a survey to find any further premises that fall into the "Twin Peaks Project";
 - iv) To actively support the Hampshire Joint Warranting Project;
 - v) To participate in the Hampshire FIT Programmes as appropriate.

1. Gosport and Gosport Environmental Health Partnership Initiative

14. Recent events have seen the Head of Environmental Health taking on a new role. In an informal arrangement, he is Head of Environmental Health at Fareham and also at Gosport Borough Council. It is hoped that this role will become formal in 2011/2012 and will enable a wider partnership to take place between the two Environmental Health Services. It is hoped this will not only enable significant savings to be made but more importantly will allow for better use of the joint resource to deliver the priorities of both Services.
15. The Gosport Health and Safety enforcement team consists of 1 full time Team Leader, 1 full-time Senior Environmental Health Officer, 2 Technical Officers and the Council's own Safety Officer. These officers also undertake Food and Licensing enforcement and Infectious Disease control work.

Hampshire Better Regulation Partnership

16. In 2008/2009 some Hampshire Authorities and Hants Fire and rescue and Trading Standards Officers carried out visits to low risk premises on the participating Council's behalf and the Council's officers did the same for those agencies. The pilot had both positive and negative aspects but the partners involved were committed to taking forward the positive aspects to continue sharing information. The idea of the project was for other regulators when visiting premises to gather specified information for the other regulators to either alert them to problems they wouldn't otherwise of been aware of , or in lower risk premises where standards were satisfactory allow them to be put back in the inspection program. And reduce the regulatory burden on compliant businesses.
17. The Project has just been re-launched under a new name 'The Hampshire Better Regulation Partnership' and in addition to the original partners, a number of other Local Authorities have now joined the new partnership. The project is a lot simpler to operate than the original version although the benefits to both business and enforcement agencies are still the same. The data base for the new system is to be hosted by Hampshire County Council and currently there are no costs other than staff time in operating the scheme. Once the Food Hygiene Rating Scheme has been implemented Gosport will take part in the project.

Working in Partnership

18. This Authority is committed to effective working with partners to deliver positive outcomes for the Health & Safety of the public, employees and others affected by work activities in Gosport. In particular, it will seek to work positively with HSE, other Local Authorities, Regulators and Interested persons and organisations. Examples of such working are detailed below:-
 - i) Fareham and Gosport Environmental Health Partnership.
 - ii) Hampshire Better Regulation Partnership formerly the Retail Enforcement Pilot - this initiative won an award from the Department for Business Innovation and Skills.
 - iii) Hampshire Joint Warranting Project - this has just entered its second phase and now officers are also authorised officers for neighbouring authorities as well as undertaking work on behalf of HSE.
 - iv) Hampshire FIT Programmes - These are co-ordinated by the Hampshire Health & Safety Advisory Group and HSE e.g. include Slips and Trips, Working at Height, Royal Mail initiative, Transport Hub, Violence at work.

Lord Young's Report

19. The report of Lord Young's review of health and safety, *Common Sense Common Safety* was published on 15 October 2010, and included a number of recommendations. These included:-

- Combine food safety and health and safety inspectors in local authorities.
- Open the delivery of inspections to accredited certification bodies, reducing the burden on local authorities and allowing them to target resources at high risk businesses.

20. The Commercial Team already combine inspections where ever necessary.

Enforcement Decisions

21. To ensure that all enforcement decisions are consistent with Gosport's Environmental Health Enforcement Policy, the HSC's Enforcement Policy Statement and the Enforcement Management Model.

Training

22. The HSE and Local Authorities have recently developed the Regulators' Development Needs Analysis Tool. This is an on-line system which is able to identify knowledge gaps and devise action plans to address them. This is a useful tool to help ensure that the inspectorate is trained and competent. This will be fully implemented for the Gosport Health & Safety Enforcement Team.

23. Appendix 1 to this plan details the resource allocation for the above.

APPENDIX 1

Gosport Borough Council Interventions Plan 2010/2011

Priority	What	How	Where (When)
National / Local S18 Enforcement Standard	Complete Higher risk inspection programme)	20 Inspections	Existing Category A, B1 and B2 premises throughout the year
National S18 Enforcement Standard	Investigate accidents (on day of receipt) (2009/2010 currently 73 accidents 91% compliance)	40 accident investigations (estimate) Need to meet revised accident investigation selection criteria	Throughout the year
Local	Investigate complaints about workplaces and give advice (first response within 2 days) (2009/2010 currently 58 requests 89% compliance)	50 service requests (estimate)	Throughout the year
Local	Consult on Building Regulation applications (within 10 days) (2009/2010 currently 48 requests 100% compliance)	30 requests (estimate)	Throughout the year
National S18 Enforcement Standard	Act as Responsible Authority to Licensing Act 2003 application/variations (within 28 days) (2009/2010 currently 28 requests 100% compliance)	8 requests (estimate)	Throughout the year
County Initiative	To inspect premises transferred to Local Authority responsibility from HSE (2010/2011 currently 74 premises inspected)	20 Premises	Throughout the year
Local / Regional	To introduce the REP Project	30 Inspections	Between April 2011 and Mar 2012
County Groups	Attend Hants and IOW Health & Safety group	Attend quarterly meetings	Quarterly/biannual

Local	Manage Safety Advisory Group	Meetings and administration throughout the year	Throughout the year
National S18 Enforcement Standard	Development, training and team meetings	As required	Throughout the year
Legal Requirement	Formal action	As required	Throughout the year
National S18 Enforcement Standard	Inspecting high risk premises not previously inspected	Health and Safety Inspections	Throughout the year
Total Health & Safety			
Food Safety Enforcement	The detail regarding this area of work is reported to the Community Board as Appendix 1 of the report above through the Food Safety Service Plan		
Licensing/smoking enforcement	A separate plan for this work area is not currently required by an outside organisation. These functions where possible are combined with Food and Health & Safety functions		
Projects	To implement changes to guidance in respect of high risk premises and to allow flexibility so as resources can be redirected to areas within Regulatory Services as demand requires.		

AGENDA ITEM NO. 06

Board/Committee:	COMMUNITY BOARD
Date of Meeting:	13 TH JUNE 2011
Title:	RENTED ACCOMMODATION IN THE PRIVATE SECTOR (RAPS). A PARTNERSHIP APPROACH.
Author:	HOUSING SERVICES MANAGER/SN
Status:	FOR DECISION

Purpose

The purpose of this report is to inform the Community Board about the proposed changes to the RAPS scheme and to seek Member approval for the Pledges provided at Appendix A, B and C.

Recommendation

That Members note this report and approve:

- a) The Landlord Agent Pledge (Appendix A) and Landlord Pledge (Appendix B) including the financial provisions therein
- b) The Tenant Pledge (Appendix C)
- c) The Housing Services Manager approve the Landlord Agent Accreditation Scheme under delegated powers in consultation with the Board Chairman and the Council's Borough Solicitor
- d) The RAPS Scheme as the Councils Accreditation Scheme for private lets in the Borough.

1.0 Background

- 1.1 The January 2011 Housing Board (Appendix 1 to the General Fund Report) approved a shift in service delivery for the prevention of homelessness customers seeking to access the private rented sector. Essentially, the service shift is to residualise the Rent in Advance/Damage Bond Scheme by expanding the RAPS scheme (previously only used for homeless customers rather than those threatened with homelessness at some point over the next few weeks).
- 1.2 There were two main outcomes expected with this substantial shift towards the RAPS scheme:
 - a) To reduce the costs to this Council (see January 2011 Housing Board report referenced above)
 - b) To address deterioration in this Council's ability to secure private lets (highlighted from 2009/10 onwards). There has been around a 30% drop in numbers accessing private lets between 2009/10 and 2010/11, through this Council. This has created a negative impact on this Council's ability to discharge its homeless duties while there has been a 30% increase in homeless households over the same period.
- 1.3 Total Officer casework (prevention and homelessness) increased by 20% between 2008/09 and 2010/11. This can be attributed to the general economic climate. In addition, the equity market has been significantly affected. It is believed that the decline in buy to let activity has reduced the number of available lets at any one time. Furthermore, significant numbers of households

(who would have previously secured a property in the equity market) have turned to the private rented market, while private sector rents increased by 3.7% in the year to February 2011.

- 1.4 All of these factors suggest that the Council does need to improve the package offered under its RAPS scheme to attract more landlords particularly with the changes that have occurred or are now expected, which include:
- a) The maximum amount that Housing Benefit can pay has been reduced for all new tenancies commencing April 2011 (excluding homeless and prevention of homelessness cases)
 - b) Within the 2011/12 financial year many existing tenants will see their Housing Benefit award reduced and an unknown number of these may become homeless if no intervention is made
 - c) Future assessments of the maximum amount of Housing Benefit payable will be set in accordance with CPI not RPI (inflation indicators). This is predicted by some to involve an increasing gap between market rents and what Housing Benefit will be permitted to pay for households not falling under homeless/prevention of homelessness special rules
 - d) There appears to be little or no prospect of the equity market returning to pre-financial crisis status in the foreseeable future.
- 1.5 These factors strongly support that the package the Council offers landlords has to be strengthened if the Council is to maintain and indeed improve upon its current position in the market. The Homelessness Strategy has noted that access to the private rented sector is critical if this Council is to maintain its ability to deal with its statutory homeless duties.
- 1.6 The Housing Services Manager approved a pilot scheme (under her delegated powers) to enable the operational parameter to be tested. This report seeks Members approval of the Pledges which underpin this scheme (given the significance of this service delivery change).

2.0 Report

- 2.1 In order to test the market, Officers' have consulted landlords and landlord agents over the past few months. Officers were tasked with finding out what changes to the RAPS scheme would be needed to make the scheme more attractive to landlords. The main change that has been identified as a result of this consultation is that the relationships, which previously reflected a commissioner/contractor, needed to change to a partnership approach in order to increase the type and number of properties needed under this scheme. The symbol of that shift to a Partnership approach has been the production of Landlord Agent Pledge (Appendix A) and Landlord Pledge (Appendix B). These vary slightly to reflect differences. A further commitment is to establish a Landlord Agent Accreditation Scheme. To accompany those Pledges a Customer Pledge has been produced (Appendix C). This report recommends that Members approve the Pledges set out in Appendices A, B and C.
- 2.2 A select group of Landlord Agents have been passported to the Landlord Agent Accreditation Scheme pending the full development of that Scheme. Once the pilot has concluded it is recommended that the Housing Services Manager

approve the Scheme under delegated powers in consultation with the Board Chairman and the Borough Solicitor.

2.3 In return for these Pledges the Council expects:

- a) A minimum of 240 new lets to be achieved per year. This is only sufficient to residualise the Rent in Advance/Damage Bond Scheme. Any additional demands are likely to require more lets to be achieved. Achieving 240 is a very significant target in itself (proportionally this would keep Gosport in the top 10% best performing Authorities nationally)
- b) All participating properties would need to be accredited to Decent Homes Standard (which will contribute towards the need to improve private sector stock condition).

2.4 The accreditation of properties with landlords and agents are key components of the RAPS Scheme and is a good practice example of how the Council can extend landlord responsibilities well beyond their statutory requirements to seek to safeguard tenants. A criticism of the proposed legislation to allow Councils to discharge homeless duties by use of the private rented sector is that a customer's interests cannot be safeguarded due to low statutory requirements in the private rented sector. It is recommended that Members approve the RAPS Scheme as the Councils Accreditation Scheme which will ensure that these tenants are protected.

2.5 Members will note and are recommended to approve the new financial promises in the Landlord/Agent Pledges:

- a) One off licence fee per tenancy for Agents Pledge only. The £150 cost is a significant reduction in standard charges levied by Agents to prospective tenants (including inventory, credit check etc). This sum will be sought from customers on an ability to pay basis
- b) £50 weekly payment where Council delays cause increased void loss (upon duly made application)
- c) £25 per Pledge failure (upon duly made application).

2.6 The Housing Services Manager, in consultation with Financial Services, Housing Benefit and the Borough Solicitor has reviewed management charges for the new RAPS Scheme and proposes to keep the fee as per current charging practice pending formal review in late Autumn 2011. Members are asked to note the shifting/amendment of costs as set out in Table One below which are expected to reduce total expenditure in the region of £71,000 per annum.

	2011/12 costs	Current accounting area	New source of finance
Section/Team managers costs	£55,485	Staffing & Administration budgets	Management fee charges

Temporary additional officer resources	£15,785	Staffing & Administration budgets	Management fee charges
Total	£71,270.00		

Table One

- 2.7 Counsel opinion has supported the legality of the RAPS Scheme's in what is a complex set of legal considerations.

3.0 Risk Assessment

- 3.1 The aim of the new RAPS Scheme is to deliver the increase in private lets needed to avoid this Council incurring the level of costs associated with the historical Rent in Advance/Damage Bond Scheme. In 2010/11 those costs were around £80,000. Additionally, the new RAPS Scheme enables a further £71,000 estimated additional savings for the Council through recoupment of costs from the management fee income (which increases in line with the number of tenancies provided by this scheme). Without an adequate supply of private lets this Council could face a substantial additional expense through having to place households in Bed & Breakfast due to lack of move-on opportunities. The new RAPS scheme is expected to increase the number of move-on opportunities.
- 3.2 While the aim is to reduce overall costs, it should be noted that there will be additional costs incurred via the introduction of Pledges. Licence fees could amount to approximately £20,000 in the first 12 months. All of this outlay may not be recovered from placed tenants. The other Pledge costs are, as yet, unknown but will certainly be far less than the savings identified in 3.1 above. The review, which it is proposed will take place in Autumn 2011, will better inform this financial assessment so that in addition to the operational controls timely review will offer clarity to the expected expenditure. In 2010/11 those liabilities were around £1,000,000. Due to the expected increase in the number of tenancies provided under the RAPS scheme this is expected to increase to around £2,500,000 in 2011/12.
- 3.3 Another area of identified risk is that of reputation management. These risks would be controlled via the accreditation scheme.

4.0 Conclusion

- 4.1 The shift in service delivery set out in this report has involved considerable work, particularly for the Officers in the Housing Options Team. The pilot scheme has commenced on time but there is further additional work that is needed before the scheme is fully functional.
- 4.2 Not only is an Autumn review by Board proposed but there will be a need to address additional resources should the planned success of the scheme be achieved (as highlighted in January 2011 Housing Board report). However, the pilot scheme is currently delivering the very ambitious acquisition targets set and has established a partnership approach between the Council and landlords/agents giving the Council its best hope of containing what is expected

to become a significant increase in homelessness in the foreseeable future. As a strong subsidiary function, the RAPS scheme delivers accreditation standards in the private sector which is something that other private sector schemes that have been devised cannot aspire to.

Financial Services comments:	Homelessness has been identified as a financial risk area in the Budget Book (Likelihood-High, Revenue Impact-Medium). The proposals are considered to represent an effective strategy for addressing the homelessness issues facing this Council. Although some savings are likely to be achieved by an increase in the use of the RAPS scheme the overall budget position remains uncertain and will be determined by levels of homelessness within the Borough.
Legal Services comments:	None
Service Improvement Plan implications:	None
Corporate Plan:	None
Risk Assessment:	See paragraph 3.0
Background papers:	January 2011 Appendix A to General Fund Report: Review Of The Use Of Private Rented Accommodation For Those Customers Threatened With Homelessness Or Who Are Homeless
Appendices/Enclosures:	
Appendix 'A'	Landlord Agent Pledge
Appendix 'B'	Landlord Pledge
Appendix 'C'	Tenant Pledge
Report author/ Lead Officer:	S Newton 023 9254 5296

APPENDIX A

OUR PLEDGE TO RAPS LETTING AGENTS

We will recognise you as our Partner in delivering the RAPS scheme. In recognition of our Partnership we will pay you an Introduction fee of £150.00 for every property you place with us that remains on our scheme for a period of not less than 12 months

Financial Considerations:

- Guarantee all full monthly payments to you in advance throughout the tenancy;
- Set an amount we will pay you per property generally at Local Housing Allowance rate – 10% (negotiable on 1 and 2 beds)
- Offer you a Council damage bond equivalent to 1.5 months rent
- Guarantee to nominate a tenant for the mutually agreed tenancy start date, or pay you a holding fee of £50 per week
- Guarantee payment to you for unreasonable wear and tear damages as agreed in contract and process any claims for damages promptly, efficiently and within 15 working days of Gosport Council Senior Officer approval.

Information Sharing

- Provide you with information regarding your tenant/s at the point of nomination
- If you wish to gain possession of the property we will do all we reasonably can to move the tenant on by the time their notice expires, provided you guarantee to take a new nominee from us
- Help you achieve the RAPS scheme standard by offering you advice on standards required in the accommodation if you need it
- Send you a reminder every year to advise you when your legally required gas checks are due
- Tell you if your tenant is getting into arrears and provide you with a copy of all warnings and notices, and work with you and the tenant to resolve any issues
- Remain in regular contact with you during the notice period
- Set up RAPS website pages specifically for your use.

Support

- You will have access to a named Officer whose sole role is to support you and give advice should you require it
 - ✓ They will have access to sample tenancy agreements and newsletters to assist you
 - ✓ They will notify you of the validity of any notice you give to your tenant, within 5 working days
 - ✓ Offer you bi-weekly telephone calls during any notice period where you have issued notice due to us terminating our contract with you
 - ✓ Give you specific advice on standards required in the accommodation
- As well as being able to provide support to your tenant if required, if you have other concerns and would like us to become further involved by conducting property inspections alongside yours, we will offer this service
- Provide support to your tenant from our own in-house support team, which you can refer to via your named accommodation Officer
 - ✓ The support needs of your tenant would be assessed on an individual basis and a support package would be implemented as necessary and tailored specifically to your tenants needs.

Consultation

We will consult with you to find out:

- Your views on landlord conferences and/or forums to see which you feel would benefit you the most.
- What you feel are appropriate response times to deal with your queries. We will ask your opinion on timescales for different types of enquiry so that we can set a standard which you are happy with.

If we don't meet any one of our Pledges, we will pay £25 compensation for each failure to deliver with the exception of void periods where we have guaranteed to nominate a tenant and fail to do so. We will pay £50 each week for the duration of the void past the original sign up date.

All requests for compensation must be in writing and be received within 30 days of the Pledge failure, to:

**Kim Carron
Housing Services Manager
Gosport Borough Council
Town Hall
High Street
Gosport
PO12 1EB**

The RAPS Scheme Standard

Gosport Council, in return for the landlord deal, wants landlords to provide accommodation in Gosport that meets Decent Homes Standards. This means the following:

- Valid current landlord Gas safety and service certificate
- Electrical Test – Periodic Inspection Report from a suitably qualified electrician
- Energy Performance Certificate (required to reach a D rating if possible, although some E rating properties may be considered*)
- Heating – Ideally to be programmable heating in each* habitable room
- Glazing – full* double glazing is desirable although not essential
- Safety equipment – Fire blanket, CO2 detector (where there is a gas supply), and smoke detector to each floor level
- Decoration to be of a reasonable* standard
- Flooring to be provided throughout
- General – property to be clean and well presented*
- Landlord to have no history of harassment or illegal eviction.

* means negotiable

The above standards will be determined by taking into account the standard of the property as a whole.

Speak to Alison Simonds (023 9254 5373: email alison.simonds@gosport.gov.uk) for advice on your property, and how the Council can help you to reach the Decent Homes standard.

APPENDIX B

OUR PLEDGE TO RAPS LANDLORDS

**We will recognise you as our Partner in delivering the RAPS scheme
(you receive no less than Local Housing Allowance (LHA) rate minus 10%)**

Financial Considerations:

We will:

- Guarantee all full monthly payments to you in advance throughout the tenancy
- Set an amount we will pay you per property. generally at LHA rate – 10% (negotiable on 1 and 2 beds)
- Offer you a Council damage bond equivalent to 1.5 months rent
- Guarantee to nominate a tenant for the mutually agreed tenancy start date, or pay you a holding fee of £50 per week
- Guarantee payment to you for unreasonable wear and tear damages as agreed in contract and process any claims for damages promptly, efficiently and within 15 working days of Gosport Council Senior Officer approval
- Offer you standard contracts, for your use with your tenant.

Information Sharing

We will:

- Provide you with information regarding your tenant/s at the point of nomination
- If you wish to gain possession of the property do all we reasonably can to move the tenant on by the time their notice expires, provided you guarantee to take a new nominee from us
- Help you achieve the RAPS scheme standard by offering you advice on standards required in the accommodation if you need it
- Send you a reminder every year to advise you when your legally required gas checks are due
- Tell you if your tenant is getting into arrears and provide you with a copy of all warnings and notices, and work with you and the tenant to resolve any issues
- Remain in regular contact with you during the notice period
- Set up RAPS website pages specifically for your use.

Support

- ✓ You will have access to a named accommodation Officer whose sole role is to support you and give advice should you require it sample tenancy agreements and newsletters to assist you
- ✓ They will notify you of the validity of any notice you give to your tenant, within 5 working days
- ✓ Offer you bi-weekly telephone calls during any notice period where you have issued notice due to this Council terminating its contract with you
- ✓ Give you specific advice on standards required in the accommodation
- ✓ In addition to any visits to provide support to your tenant we will carry out regular cyclical visits to check the property is being looked after and share this information with you
- ✓ Provide support to your tenant from our own in-house support team, which you can refer to via your named accommodation Officer
- ✓ The support needs of your tenant would be assessed on an individual basis and a support package would be implemented as necessary and tailored specifically to your tenants needs.

Consultation

We will consult with you to find out:

- Your views on landlord conferences and/or forums to see which you feel would benefit you the most.
- What you feel are appropriate response times to deal with your queries. We will ask your opinion on timescales for different types of enquiry so that we can set a standard which you are happy with.

If we don't meet any one of our Pledges, we will pay £25 compensation for each failure to deliver with exception of void periods where we have guaranteed to nominate a tenant and fail to do so. We will pay £50 each week for the duration of the void past the original sign up date.

All requests for compensation must be in writing and be received within 30 days of the pledge failure, to:

Alison Simonds
Private Sector Accommodation Officer
Gosport Borough Council
Town Hall
High Street
Gosport
PO12 1EB

The RAPS Scheme Standard

Gosport Council, in return for the landlord deal, wants landlords to provide accommodation in Gosport that meets Decent Homes Standards. This means the following:

- Valid landlord Gas safety and service certificate
- Electrical Test – Periodic Inspection Report from suitably qualified electrician
- Energy Performance Certificate (required to reach a D rating if possible, although we will consider some E rating properties*)
- Heating – Ideally to be programmable heating in each* habitable room
- Glazing – full* double glazing is desirable although not necessarily essential
- Safety equipment – Fire blanket, CO2 detector (where there is a gas supply), and smoke detector to each floor level
- Decoration to be of a reasonable* standard
- Flooring to be provided throughout
- General – property to be clean and well presented*
- Landlord to have no history of harassment or illegal eviction

* means negotiable

The above standards will be determined by taking into account the standard of the property as a whole.

Speak to Alison Simonds (023 9254 5373: email alison.simonds@gosport.gov.uk) for advice on your property and how the Council can help you to get to the Decent Homes Standard.

APPENDIX C

TENANT PLEDGE GOSPORTS RENTED ACCOMMODATION in the PRIVATE RENTED SECTOR (RAPS) SCHEME

In view of the financial implications that you could be subject to, as outlined below, it may be in your best interest to secure your own accommodation without the financial assistance of this Authority to do so. You might be able to obtain financial help from a relative or friend. You could seek to borrow money from a bank or building society.

The RAPS Scheme Standards:

The property allocated to you will meet the following accreditation standards:

- Have a valid Landlord Gas safety and service certificate.
- Have a valid Electrical Test certificate.
- Have an Energy Performance Certificate, ideally at minimum D rating. However, in some circumstance we may accept properties with an E rating.
- Have heating – Ideally programmable heating in each room.
- Ideally have full double glazing throughout the property.
- Safety equipment will be fitted such as Fire Blanket in the kitchen, CO2 detector (where gas has been supplied) and smoke detectors at each floor level.
- The property will be decorated to a reasonable standard.
- The property will have flooring throughout provided.
- The property will be generally clean and well presented.
- Your Landlord will have been approved by the Council as a suitable Landlord for the RAPS Scheme. This means that your Landlord will have no known history of harassment or illegal eviction against previous tenants.
- Your Landlord will provide you with an inventory, which will be completed with you at the commencement of the tenancy.

Financial Implications:

- You **must** not be asked for any hidden extra costs by your landlord;
- The rent level in any RAPS tenancy will be set at between 7% and just under 19% above the Local Housing Allowance Rate so it is likely that you could find a cheaper re-housing solution if you can pay for all the up-front costs of securing accommodation yourself. However, the full cost to you of the tenancy is eligible for Housing Benefit due to special rules.
- We will guarantee a full months rent to your Landlord on your behalf.
- We will offer your Landlord a damage bond equivalent of 1.5 months rent.
- We will guarantee to pay your Landlord for any unreasonable wear and tear or for damages you may cause to the property, during the course of the tenancy.
You will be required to pay back to the Council any monies paid to your Landlord in respect of this matter.
- The Council may also pay to your Landlord a licence fee of £150.00 to cover set up costs. **If this fee is charged, you will be responsible for paying this back to the Authority in accordance with your ability to pay.**

Sharing Information with your Landlord:

- We will provide your Landlord details regarding you and/or your household. This may include some sensitive information that we hold on file. However, you will be notified of the information we intend to share with your Landlord, before we divulge such information.
- We will notify your Landlord if you are getting into rent arrears.
- We will inform your Landlord of any matters of Anti-Social Behaviour which you/any member or your family/visitors to the property may be involved in at the property or within the immediate locality.

Support:

- You will receive the support of this Council's Supporting People team; you will have a dedicated Officer assigned to work with you and your family. Support offered to you will be tailored to the individual support needs of you and your family.
- You will be required to engage at all times with this Council's Supporting People Team, during any period of Housing Benefit Claim.

AGENDA ITEM NO. 07

Board/Committee:	COMMUNITY BOARD
Date of Meeting:	13 JUNE 2011
Title:	PROJECT INTEGRA ANNUAL ACTION PLAN 2011-2016
Author:	ENVIRONMENTAL SERVICES MANAGER
Status:	FOR DECISION

Purpose

To seek approval for the adoption of the Project Integra Annual Action Plan 2011-2016 for the Partnership. Approval is sought in accordance with the Project Integra Constitution.

Recommendation

The Draft Annual Action Plan 2010-2016 as endorsed for approval by PI partners by Project Integra Strategic Board on 13 January 2011 be approved.

1 Background

- 1.1 The Annual Action Plan is the mechanism by which the Board receives its mandate to work on behalf of the partnership. It also sets out the costs of running the Board and associated joint activities of the partnership.
- 1.2 Authorities may approve the Draft Action Plan unreservedly or may approve it subject to a reservation in respect of any particular matter that it has concerns with. Where approval is given subject to such reservation, the Partner Authority's voting Member is not entitled to vote on the matter in question when it is subsequently considered by the Board, and any resolution of the Board on the matter in question does not bind that Partner Authority.

2 Report

- 2.1 The Project Integra partnership continues to take a lead within the UK by maintaining a high level of waste diversion from landfill
- 2.2 The Project Integra Action Plan sets out the strategic outcomes which the partnership aims to deliver over the next 5 years in order to meet its long term objectives within this wider context. Each strategic outcome contains a number of specific actions which the partnership will deliver over the next 12 months.
- 2.3 The actions in this plan are largely initiatives carried on from 2010/11 pending the outcomes of the PI Review 2010.

3 Project Integra 'Fit for Purpose' Review 2010

- 3.1 During 2010 Project Integra has undergone a 'fit for purpose' review that looked at the future role of Project Integra, the structure and resourcing. The review was part of the PI Action Plan for 2010/11 and was carried out by a team comprising senior officers. This was overseen by a Review Board comprising elected members and chief executive level officers.
- 3.2 The full report of the review team was presented to the PI Strategic Board during January 2011 and following this, authorities were requested to provide individual responses to recommendations contained within the report. A copy of Gosport's response is attached as Appendix B.
- 3.3 Once all partners have agreed a collective response to the report and the final outcomes reached, any necessary revisions will be incorporated into the Annual Action Plan for 2012 – 2017.

4 Risk Assessment

- 4.1 It is a requirement of the Project Integra constitution that each Local Authority within the partnership adopts the Business Plan. Without Board approval the Council would be at risk of loss of benefits of the wider membership of Project Integra.
- 4.2 Adoption of the plan commits Gosport to striving to obtain higher recycling rates with a national target of 50% by 2020. Sufficient working practices and resources are required to achieve this target.

5 Conclusion

- 5.1 It was agreed by all authorities present at the Project Integra Management Board Annual General Meeting held on 13 January 2011 to adopt the Draft Action Plan 2011 – 2016.

Financial Services comments: Project Integra is funded by contributions from the partner authorities. Contributions are based on population and are divided into amounts for the costs of the Executive functions (which includes Recycle for Hampshire) and a budget for projects. Gosport's contribution for 11/12 is £19,769 which is provided for within the Council's budget. Although RPI (the normal basis for increases in contributions to the partnership's budget) has increased by 4.5% the proposal is for contributions to be maintained at the same level as for 2010/11.

Legal Services comments:

Service Improvement Plan implications:

Corporate Plan:

Risk Assessment:

Background papers:

Appendices/Enclosures:

Appendix 'A'

Appendix 'B'

Report author/ Lead Officer:

Existing activities identified within the Service Improvement Plan support the desired outcomes of the Draft Action Plan. To provide sustainable, efficient, effective, quality services whilst making best use of limited resources and maximising income streams. To ensure data quality, to underpin performance management, priority setting, and risk management. To work with other service providers and our community. To share expertise to deliver an efficient co-ordinated approach. To increase access to funding opportunities. To respond to the challenges of Climate Change. The Council is at risk of non compliance with the Project Integra Constitution should it not adopt the Business plan.

None

Project Integra Draft Action Plan 2011 – 2016.

Response to recommendations from Project Integra Fit for Purpose Review
Angela Benneworth/Stevyn Ricketts

Project Integra

Action Plan

2011 - 2016

DRAFT VERSION

***Endorsed for approval by PI partners by
Project Integra Strategic Board 13 January 2011***



Appendix A

Abbreviation	Definition or Explanation
BVPIs	Best Value Performance Indicators
CAA	Comprehensive Area Assessment
CASH	Common Approach to Safety & Health (PI meeting)
CPA	Comprehensive Performance Assessment
CSR10	The Government's Comprehensive Spending Review 2010
EfW	Energy from Waste
HIOW	Hampshire and Isle of Wight Local Government Association
HWRC	Household Waste Recycling Centre
JMWMS	Hampshire Joint Municipal Waste Management Strategy http://www.integra.org.uk/board/index.html
LAA	Local Area Agreement
MAF	Materials Analysis Facility
MWDF	Hampshire Minerals & Waste Development Framework
MFP	Material Flow Planning
MRF	Materials Recycling Facility
NIs	National Indicators
PUSH	Partnership for Urban South Hampshire
RPI	Retail Price Index
VfM	Value for Money
WCAs	Waste Collection Authorities
WDAs	Waste Disposal Authorities
WEEE	Waste Electrical and Electronic Equipment
WRAP	Waste and Resources Action Programme

Project Integra Partner Authorities:-

BDBC	Basingstoke & Deane Borough Council
EHDC	East Hampshire District Council
EBC	Eastleigh Borough Council
FBC	Fareham Borough Council
GBC	Gosport Borough Council
HCC	Hampshire County Council
HWS (VES)	Hampshire Waste Services (Veolia Environmental Services)
HDC	Hart District Council
HBC	Havant Borough Council
NFDC	New Forest District Council
PCC	Portsmouth City Council
RBC	Rushmoor Borough Council
SCC	Southampton City Council
TVBC	Test Valley Borough Council
WCC	Winchester City Council

Executive Summary

Project Integra has delivered a world-class waste management infrastructure allied to effective collection services to 730,000 households – resulting in the highest landfill diversion rate for any county in the UK.

The partnership has to continue to adapt and move forward in order to deliver services to the public more sustainably as well as improving performance, efficiency and effectiveness under increasing financial pressures.

There are a large number of external factors and strategic drivers that impact on and affect the work of the partnership. A comprehensive list of these and the implications they may have for Project Integra are appended to the Action Plan.

The Project Integra Action Plan sets out the strategic outcomes which the partnership aims to deliver over the next 5 years in order to meet its long term objectives within this wider context. Each strategic outcome contains a number of specific actions which the partnership will deliver over the next 12 months.

It should be noted that these are largely initiatives carried on from 2010/11. This is in anticipation of revisions to the Action Plan as a result of the current (2010) 'fit for purpose' review of Project Integra's future role, structure and resourcing. Necessary revisions will be incorporated into the Action Plan once partners have agreed their collective response to the report of the Review Team.

Although RPI (the normal basis for increases in contributions to the partnership's budget) has increased by 4.5% the proposal is for contributions to be maintained at the same level as for 2010/11.

Strategic Outcome	Key Actions
Sustainable & Ethical Recycling Project Integra aims to deliver high level performance at an acceptable level of cost and environmental impact whilst maintaining public support and participation	<ul style="list-style-type: none">• Measuring and addressing Performance• Review market opportunities• Recycling in Flats, HMOs & student properties• Assessment of Incentives
Eliminating Landfill Project Integra is committed to the eventual elimination of landfill in the context of the sustainable resource management agenda, scarce local capacity and steeply rising costs	<ul style="list-style-type: none">• Reuse & recycling from Bulky Waste collections• Waste prevention strategy• Healthcare waste

Appendix A

Strategic Outcome	Key Actions
<p>Commercial Materials Management</p> <p>Project Integra is seeking to provide or facilitate capacity to capture commercial recyclables in line with the national waste strategy and resource management agenda.</p>	<ul style="list-style-type: none"> • Addressing proposed changes to the Controlled Waste Regulations (CWR) (e.g. 'Schedule 2') • Working group of authorities with trade waste collections
<p>Efficiencies/Value for Money</p> <p>There is scope for joint working particularly in waste collection to achieve economies of scale such as optimising rounds and pooling resources</p>	<ul style="list-style-type: none"> • PI officer training scheme • Opportunities for joint working
<p>Leadership and Influence</p> <p>Project Integra has been successful in influencing the national agenda, securing external funding and delivering behavioural change locally. The partnership must continue to invest time and resources in this key strategic outcome in support of the other elements of the Action Plan</p>	<ul style="list-style-type: none"> • Targeted communications on themes chosen by groups of authorities • Recycle week • Joint lobbying & responses to consultations • Maintaining Project Integra's profile

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3	The Role of Project Integra.....	11
4	Strategic Outcomes	12
5	Resources.....	15
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7	Conclusion.....	24

1 Introduction

Over the last 15 years, the Project Integra partnership has delivered an internationally recognised waste collection and processing infrastructure to ensure a more sustainable approach to the management of waste in Hampshire could be achieved. The 2009/10 Annual Report for the partnership demonstrates the success of this – diverting 89% of waste from landfill (38% to reuse recycling and composting and 51% to energy recovery facilities).

A 'fit for purpose' review of Project Integra's future role, structure and resourcing was carried out in 2010. The review report reaffirms the value of the partnership and suggests that it should make some significant amendments to its priorities and ways of working in order to reflect key priorities for the partners over the next five to ten years. The report of the Review Team will be considered by partners over the same period as this Action Plan before partners come together to agree any resulting changes (anticipated to take place through an EGM in early June 2011). It is expected that this will result in additional actions or more comprehensive changes for the partnership and that these will be incorporated into the Action Plan. This Draft Action Plan anticipates this and focuses mainly on continuation of existing activities – anticipating a revision by PISB during the year.

This Action Plan sits alongside the Project Integra Constitution and the Hampshire Joint Municipal Waste Management Strategy (JMWMS), which are the three core documents that underpin the Project Integra partnership.

The purpose of this Action Plan is to:

- Set out the strategic context in which Project Integra is working, at local, regional, national and international levels – and identify the links to the partnership's own strategic objectives;
- Provide a framework to assist in the delivery of Project Integra's key strategic objectives over the next 5 years, to March 2016; and
- Set out the key work streams to be delivered by the partnership over the 12 months to March 2012.

2 Strategic Overview

The Project Integra partnership operates within a complex political, economic, social and environmental context. The objectives of the partnership are governed both by a multitude of external factors and local priorities. These strategic drivers are summarised below and described in more detail in Appendix 2, together with a summary of their implications for Project Integra.

The **Comprehensive Spending Review 2010** sets out significant reductions in public expenditure in order to address the UK's fiscal deficit, including expectations of reductions in the order of 25% in the Government's support for local authorities over the period. CSR 10 puts a strong focus on achieving cost reductions through efficiencies, economies of scale and joint working in the local government sector. A key recommendation of the Project In Integra Review is to focus activities on the achievement of efficiencies within waste management in the Project Integra Partnership.

The Government is currently reviewing waste policies for England; the results are expected in June 2011. The European **Waste Framework Directive** provides the overall strategic context with increased emphasis on waste prevention and reuse and targets for member states to recycle 50% of municipal waste by 2020. The Directive's wider definition of municipal waste is being adopted in the UK and strengthens the expectation that management of waste in accordance with the waste hierarchy should extend across businesses as well as households.

Project Integra's **Joint Municipal Waste Management Strategy** is underpinned by a Materials Resource approach for Hampshire. The strategy set ambitious targets and are helping to inform the revised Hampshire **Minerals and Waste Plan** which will set the planning context for the delivery of new infrastructure across waste sectors in the county.

The need for urgent action to mitigate the effects of **climate change** and to increase resource efficiency is an increasingly important context for our work - requiring reductions in the carbon footprint of waste management.

These drivers establish the following strategic issues for Project Integra:

- To reduce the overall costs of waste management in Hampshire;
- To meet recycling & waste prevention goals, public expectations and future demand through optimising performance of existing services and infrastructure as well as further development;
- To establish the extent to which commercial waste management can be supported by the partnership; and
- To take into account impacts on climate change and resource efficiency when making decisions.

3 The Role of Project Integra

The role of Project Integra is to provide a formal partnership approach and framework to deliver sustainable waste management in the context of a Material Resources approach in Hampshire.

In 2001 the partner authorities set up a Joint Committee (the Project Integra Management Board) in order to increase clarity, accountability and respond in a more effective and co-ordinated way to new challenges. In 2005/6, in parallel with the development of the Joint Municipal Waste Management Strategy (JMWMS), the Board became the Project Integra Strategic Board (PISB) to underline its strategic, rather than operational, role.

The objective of the Board mirrors that in the JMWMS:

“to provide a long-term solution for dealing with Hampshire's household waste in an environmentally sound, cost effective and reliable way. Success in achieving this depends on joint working between all the parties in the best interests of the community at large”.

The key to Project Integra and its successes to date is the mutual support and co-operation that exists between all the partners - the delivery of sustainable management of municipal waste in Hampshire is dependent on the continuation of this close working.

The Review of Project Integra acknowledges the achievements of the partnership in the first part of the objective but highlights the relative lack of success with the ‘cost effective’ and ‘joint working’ aspects. It is expected that these will form a more significant focus of actions when this Action Plan is reviewed in light of Partners’ responses to the Review Report.

3.1 Core Values

Project Integra has agreed the following core values:

- We are a partnership founded on the principle of collaboration. This approach has served Hampshire residents well for over 10 years and continues to be essential in a complex and fast-changing environment.
- We are a partnership that encourages two-way communication and where everyone has a say in what we do and how we do it.
- We explain to people why we do things, particularly when difficult or counter-intuitive decisions are made.
- We strive to be consistent in the messages we give to each other and to the wider community.
- We want to be seen as a leading example and therefore actively seek out and promote best practice.
- We aim to make objective decisions based on high quality, up to date data and we support our own research programme to assist with this.
- We see, and encourage everyone else to see, the matter we deal with as material and energy resources, not rubbish, refuse or waste.
- We encourage the view that dealing with these resources effectively is an issue for the whole community not just for particular organisations or individuals.

- We recognise the waste hierarchy and the proximity principle. Above all, however, we seek to achieve the *optimal* use of material and energy resources through a balance of the appropriate environmental, social and economic factors.
- To this end, we strive to produce and supply high quality materials for ethical and sustainable markets, where possible, in the UK.
- As a partnership, we accept that these core values can be challenged and changed, but only after significant and inclusive debate. They should be seen as a framework for moving forward in a consensual manner, not a barrier to progress.

4 Strategic Outcomes

Project Integra has identified five strategic outcomes which guide and focus the partnership's activities. These are:

- Sustainable and Ethical Recycling
- Eliminating Landfill
- Commercial Materials Management
- Efficiencies/Value for Money
- Leadership and Influence.

These strategic outcomes have been developed to take into account the strategic context in which Project Integra is working and specifically to:

- Ensure progress towards increased recycling in a sustainable and ethical way;
- Eliminate the landfilling of waste. This reflects the scarcity of municipal landfill sites in Hampshire and the need to control steeply rising costs resulting from the Landfill Tax escalator;
- Focus more on dealing with commercial material alongside existing household waste;
- Deliver better value for money through greater efficiencies and partnership working in the context of the challenging 2010 Comprehensive Spending Review;
- Focus effort on influencing behaviour in Hampshire through communication and education and at a national level through engagement with Government and industry.

Achievement of these outcomes will also contribute to the broader strategic goals of waste prevention and the mitigation of greenhouse gas emissions from waste management activities in Hampshire.

Key Actions

Table 1 summarises the main actions proposed for 2011/12, the resources required for implementing them and the anticipated timetable. Actions are grouped under the appropriate strategic outcome. Significant actions for future years are also identified.

As highlighted in the introduction, once agreed by all partners, additional actions to implement the outcome of the Review of Project Integra will be added.

Table 1: Main Actions for Project Integra 2011/12 – 2015/16

		Resources		Timetable								
		PI Resources	Additional Resources	2010/11	2011/12				2012/13	2013/14	2014/15	2015/16
Theme	Action			Q4	Q1	Q2	Q3	Q4				
Fit for Purpose Review												
	Review	Chief Executive Link, Executive Director	External rep	Report to PISB & HIOW Consideration by partners	EGM - agree actions							
	Actions following Review	TBC	TBC		TBC	TBC	TBC	TBC				
Sustainable & Ethical Recycling												
	PI Glass Processing Contract (extg)	PI Glass Contract Monitoring Officer, MMG		Monitor & contract end	Final payments							
	PI Glass Processing Contract (New)	PI Glass Contract Managing Authority, MMG	TBC	Mobilisation & Contract start	Monitoring & payments	Monitoring & payments	Monitoring & payments	Monitoring & payments	Monitoring & payments	Monitoring & payments	Monitoring & payments	Monitoring & payments
	Contamination monitoring	MAF, MMG		Agree programme for 2011/12	Final figures 2010/11	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
	Materials markets	MMG			DMR income payments 2010/11	DMR update	DMR update	DMR update		End of news & pams contract		
	Flats & HMOs	Flats Working Group, Recycling Officers		Landlords' event								
	Performance	Strategy Officers			Consider new measures							
	Incentives	Incentives Task & Finish group				Feedback						
Eliminating Landfill												
	Waste prevention	Waste prevention project board & Advisory Group		Waste prevention workshop			Add into Action Plan		Implement ation			
	Bulky Collections		Task & Finish group	Results from Task & Finish group	TBC	TBC	TBC	TBC				
	Healthcare waste	ED, task & finish group		Review impact of protocol								

Appendix A

		Resources		Timetable								
		PI Resources	Additional Resources	2010/11	2011/12				2012/13	2013/14	2014/15	2015/16
Theme	Action			Q4	Q1	Q2	Q3	Q4				
Commercial Materials Management												
	Trade waste authorities work together	Working group		Response to CWR consultation								
Efficiencies & Value for Money												
	PI Projects Fund	ED, SO Core Group			PISB considers applicat'ns							
	Officer Training Scheme	Training Working Group		Ongoing	Ongoing	Ongoing	Ongoing & evaluation	Ongoing	Ongoing			
	Health & Safety	CASH										
	Abandoned Vehicles County Contract	AVCC steering group		Ongoing	Ongoing	Ongoing	Ongoing	Contract extn / tender				
	Joint working					Feedback from joint contract authorities						
Leadership & Influence												
	Themed projects	RfH, Communications Group, Authorities		Development of detailed plans	TBC	TBC	TBC	TBC				
	Mosaic communications	RfH, Customer Insight group	DCLG funds (secured)	Target initiatives	Review results	TBC	TBC	TBC				
	Recycle Week Event	RfH, Communications Group, Authorities		Agree outline	Event (June)							
	Schools Recycling Programme	RfH Education Outreach Workers		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing				
	Consultation responses & Lobbying	ED, Strategy Officers		DEFRA - Sch2	As required	As required	As required	As required				
	PI profile raising	ED, Communications Group		Ongoing	Ongoing	Ongoing	Ongoing	Ongoing				

5 Resources

Figure 1 shows the membership of Project Integra and the resources available to the partnership. Figure 2 indicates the different groups that meet as part of Project Integra and Figure 3 demonstrates the way that these combine in the delivery of this Action Plan.

Project Integra is funded by contributions from the partner authorities. Contributions are based on population and are divided into amounts for:

- the costs of the Executive function;
- Recycle for Hampshire; and
- the PI Projects Fund.

The 2011/12 budget for these is shown in Table 2. The budget increase from 2010/11 is normally based on the Retail Prices Index (RPI) for October; this was 4.5%. In view of the budget reductions being faced by all partners it has been agreed that budget contributions should be kept at the same level as the previous year (which in turn was a small reduction from 2009/10).

The budget for the year shows an anticipated deficit which will be met from balances carried forward from previous years.

The contributions for 2010/11 are shown in Table 3. For convenience the table also identifies partners' contributions to the operational costs of the Materials Analysis Facility (MAF). Operation of the MAF is carried out by VES under contract to the WDAs, this element is also tied to RPI but have been kept at the same level as last year in the same way as the PI contributions.

The income received by partners from the sale of dry mixed recyclables in 2009/10 is shown in Table 4. Figures for 2010/11 are expected in May 2011.

Figure 1: Project Integra - Partners & Partnership Resources

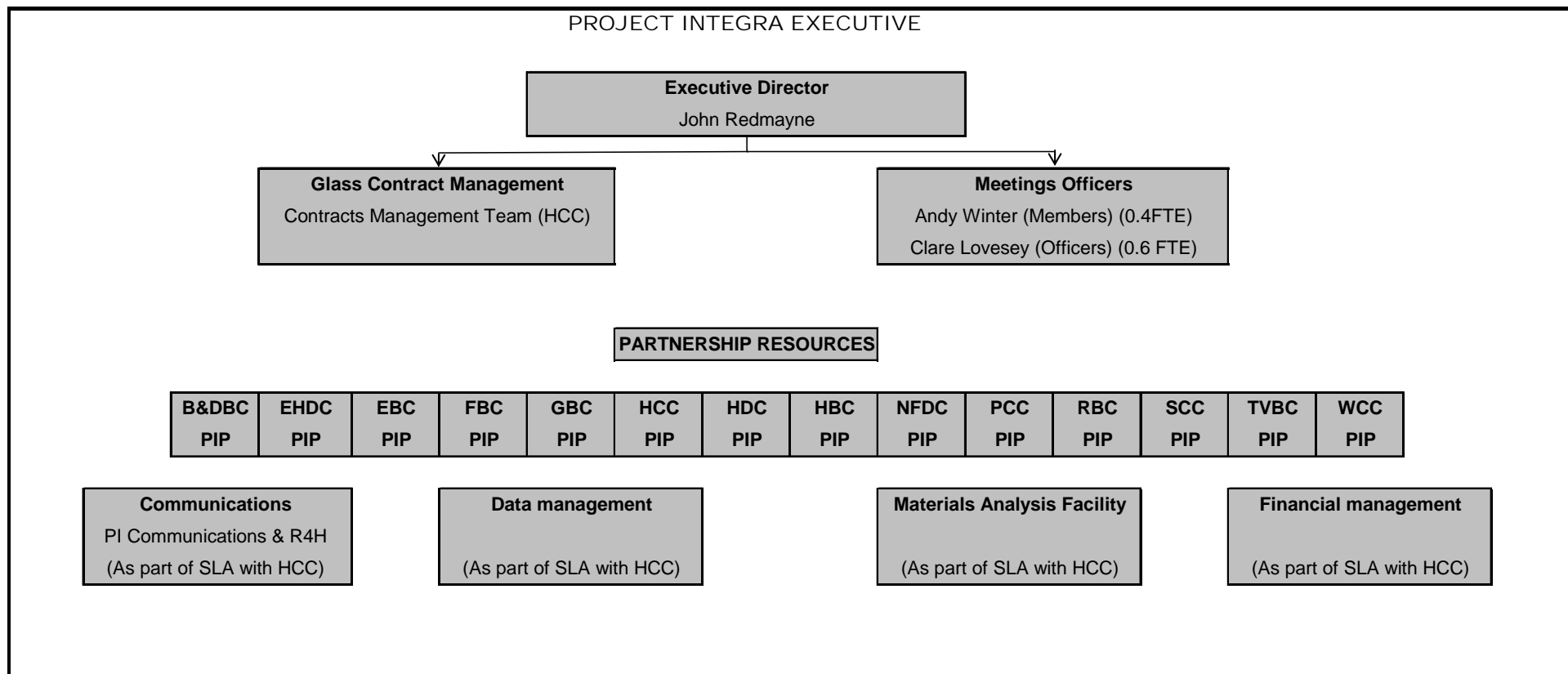
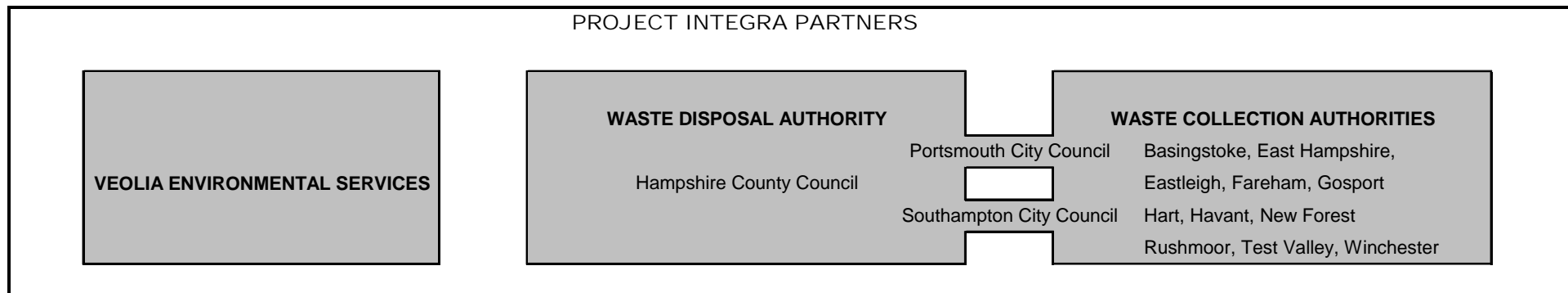


Figure 2: Project Integra - Meetings

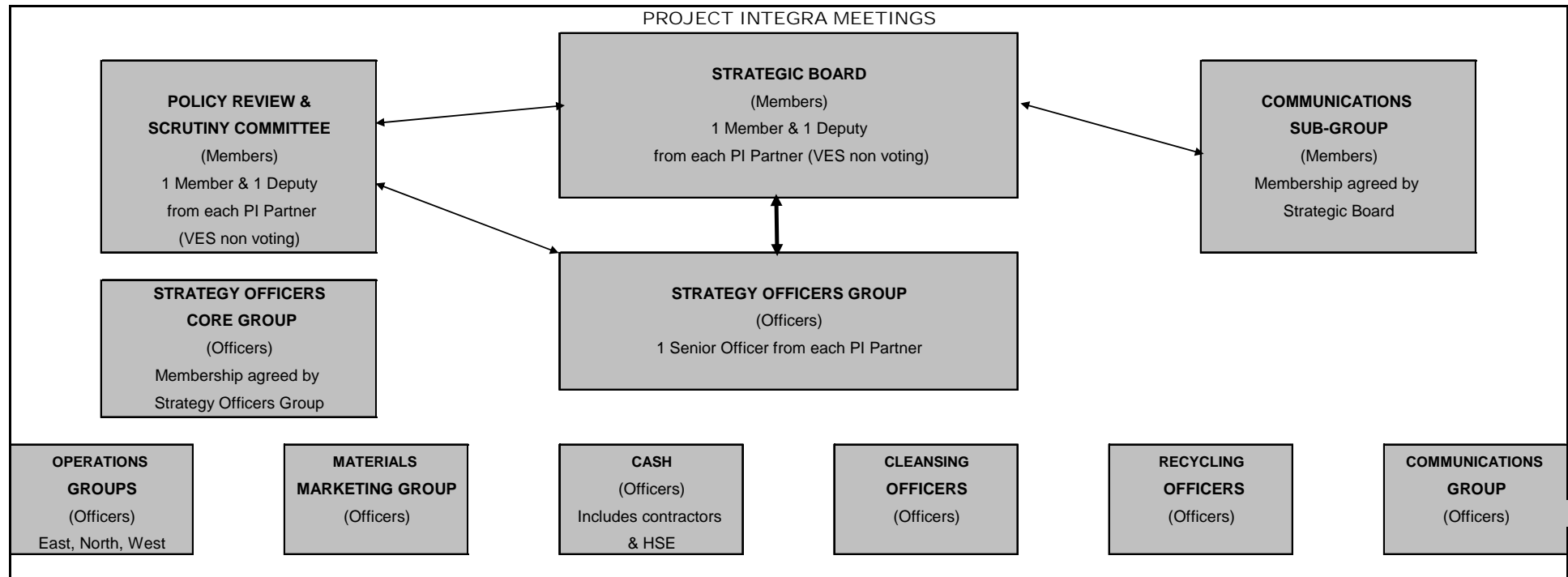


Figure 3: Project Integra – Delivery of Action Plan

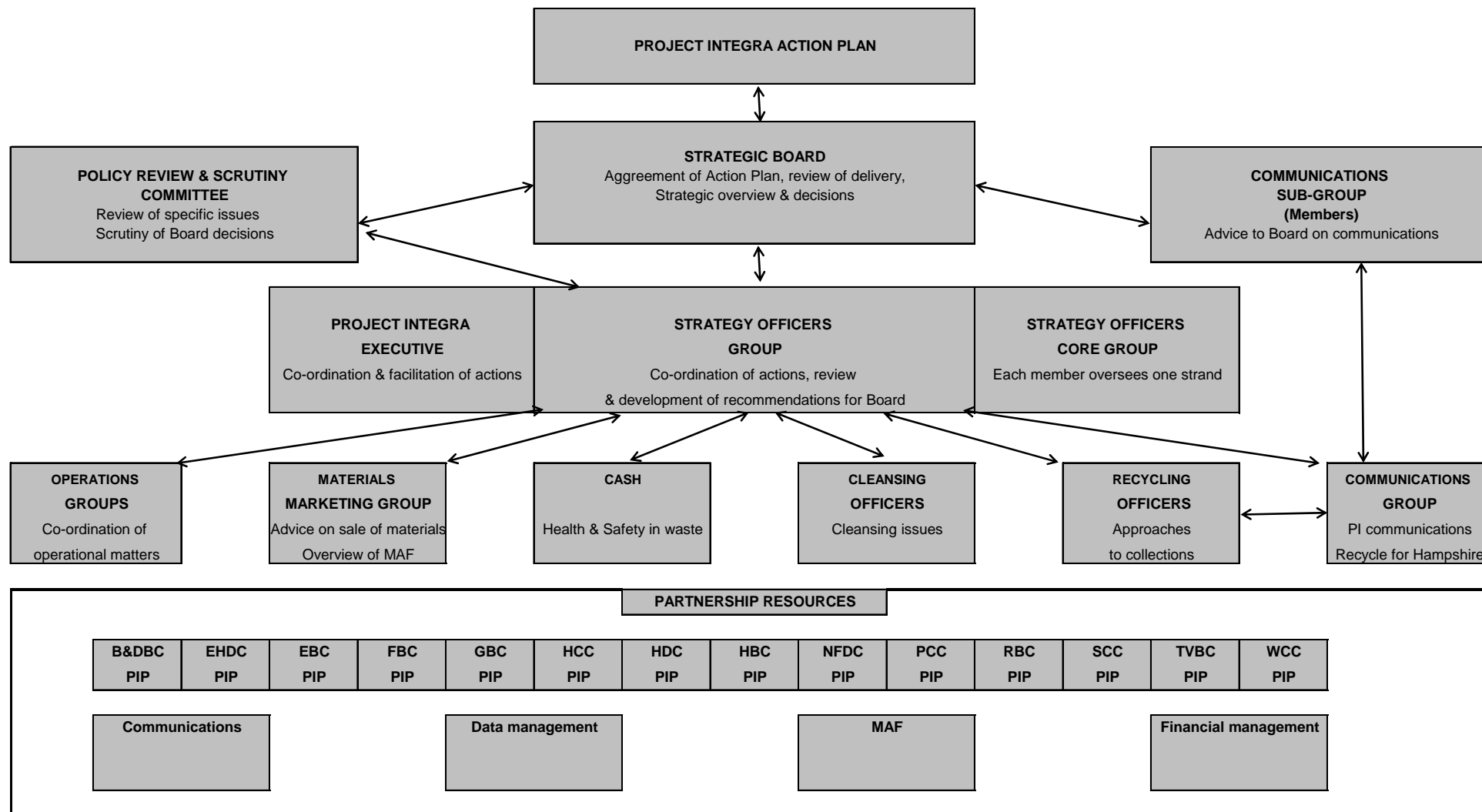


Table 2: PI Budgets 2010/11 and 2011/12

	Original Budget 2010/11	Estimated Outturn 2010/11	Budget 2011/12
PI Executive			
Staff Costs	125,600	127,200	130,100
Events & Activities	6,000	5,800	5,900
Communications & Research SLA	60,000	54,400	55,500
Other	11,800	8,800	9,000
Gross Expenditure	203,400	196,200	200,500
Total Income	185,100	186,100	185,600
Net Expenditure	-18,300	-10,100	- 14,900
Recycle for Hampshire			
Staff costs	105,500	97,298	110,000
Communications resources	84,000	90,000	88,600
Website	7,500	12,650	0
Other	3,000	8,750	1,400
Gross Expenditure	200,000	208,698	200,000
Total Income	200,000	200,000	200,000
Net Expenditure	0	-8,698	0
PI Projects Fund			
PI Projects 2009/10	15,600	15,600	15,600
Gross Expenditure	15,600	10,600	15,600
Total Income	15,600	15,600	15,600
Net Expenditure	0	5,000	0

Table 3: Contributions from Project Integra Partners 2011/12

		Project Integra						MAF	Combined
		Project Integra Executive			Project Fund	Recycle For Hampshire	PI Funding	Material Analysis Facility	Project Integra & MAF
Population		Collection	Disposal	Total			Total	Total	Total
Contribution per 1,000 population		£ 89.49	£ 20.54						
Basingstoke	152,600	13,656.00	0.00	13,656.00	1,447.00	13,912.00	29,015.00	5,242.90	34,257.90
East Hampshire	109,400	9,790.00	0.00	9,790.00	1,037.00	9,973.00	20,800.00	5,242.90	26,042.90
Eastleigh	116,300	10,408.00	0.00	10,408.00	1,103.00	10,602.00	22,113.00	5,242.90	27,355.90
Fareham	108,100	9,674.00	0.00	9,674.00	1,025.00	9,855.00	20,554.00	5,242.90	25,796.90
Gosport	76,400	6,837.00	0.00	6,837.00	724.00	6,965.00	14,526.00	5,242.90	19,768.90
Hart	83,600	7,481.00	0.00	7,481.00	793.00	7,621.00	15,895.00	5,242.90	21,137.90
Havant	116,900	10,461.00	0.00	10,461.00	1,108.00	10,657.00	22,226.00	5,242.90	27,468.90
New Forest	169,500	15,169.00	0.00	15,169.00	1,607.00	15,452.00	32,228.00	5,242.90	37,470.90
Portsmouth	186,900	16,726.00	3,839.00	20,565.00	1,772.00	17,038.00	39,375.00	12,986.97	52,361.97
Rushmoor	90,900	8,135.00	0.00	8,135.00	862.00	8,287.00	17,284.00	5,242.90	22,526.90
Southampton	217,600	19,473.00	4,470.00	23,943.00	2,063.00	19,837.00	45,843.00	14,316.64	60,159.64
Test Valley	109,900	9,835.00	0.00	9,835.00	1,042.00	10,019.00	20,896.00	5,242.90	26,138.90
Winchester	107,300	9,602.00	0.00	9,602.00	1,017.00	9,782.00	20,401.00	5,242.90	25,643.90
Hampshire	1,240,800	0.00	25,486.00	25,486.00	-	50,000.00	75,486.00	51,339.88	126,825.88
Veolia				4,036.00	-	-	4,036.00	68,157.69	72,193.69
		147,247.00	33,795.00	185,078.00	15,600.00	200,000.00	400,678.00	204,473.08	605,151.08

Table 4: Income from Sale of Dry Mixed Recyclables 2009/10¹

	<u>Total Tonnes</u>	<u>Residue Rate</u>	<u>Residue Tonnes</u>	<u>Recycled Tonnes</u>	<u>Final Income</u>
Basingstoke	10,017	12.31%	1,233	8,784	£254,380
East Hants	8,595	9.04%	777	7,818	£226,423
Eastleigh	8,649	14.87%	1,286	7,363	£213,232
Fareham	8,267	11.64%	962	7,305	£211,539
Gosport	5,178	17.33%	897	4,281	£123,977
Hart	6,645	14.93%	992	5,653	£163,705
Havant	9,079	17.53%	1,592	7,488	£216,843
New Forest	11,929	14.28%	1,703	10,225	£296,125
Rushmoor	5,410	13.35%	722	4,688	£135,756
Test Valley	8,660	13.12%	1,136	7,524	£217,898
Winchester	8,472	10.91%	924	7,548	£218,582
Portsmouth	10,424	8.28%	863	9,561	£276,880
Southampton	12,939	19.54%	2,528	10,411	£301,490
Total Tonnes	114,264		15,617	98,648	£ 2,856,830

¹ Total income for 2010/11 will not be known until after the end of the financial year.

6 Reporting

The Board is kept updated on progress with the activities outlined in the Action Plan through updates on ongoing projects and final reports presented for information or decision as appropriate.

Financial reports are presented to the Board on a quarterly basis and at the end of the year. An Annual Return is made to the Audit Commission.

Waste management performance data and performance measures are reported to the Board on a quarterly basis and at the end of the year. Performance is measured mainly in terms of National Indicators – these are also reported to Government through Waste DataFlow.

An Annual Report for the Partnership for 2009/10 was presented to the Board in October 2010 and summarised in a presentation at the Annual Conference. A similar report will be produced for 2010/11.

7 Conclusions

Project Integra has been recognised as a model for partnership working to deliver more sustainable waste management. However, the partnership is working in an increasingly complex strategic context and must continue to adapt and move forward in order to deliver sustainable resource management and improve its performance, efficiency and effectiveness at a time when financial pressures are significant.

The key drivers include financial pressures from CSR 2010, the revised Waste Framework Directive, Waste Strategy 2007 and the Hampshire Materials Resources Strategy, the last three of which all set out ambitions for enhanced waste reduction, recycling and landfill avoidance and a broadening of action beyond Project Integra's initial focus on household waste.

By setting out the strategic context in which Project Integra is working and outlining five resultant strategic outcomes:

- Sustainable and ethical recycling;
- Eliminating landfill;
- Commercial materials management;
- Efficiencies/value for money; and
- Leadership and influence,

this Action Plan helps focus and direct the work of the Partnership over the next five years.

Each strategic outcome forms a work stream comprising a series of activities which the partnership will deliver during 2011-2012.

Delivery of these work streams will enable the partnership to further improve performance and efficiency; plan and develop services and infrastructure to meet the long-term objective of eliminating landfill and delivering sustainable resource management; and providing an effective approach to communications to deliver further behavioural change in Hampshire and influence wider policy making.

The report from the 'fit for purpose' review of Project Integra contains a number of recommendations that will have implications for the Project Integra Action Plan. This could result in the commissioning of additional actions for the partnership or a comprehensive review of the Action Plan during the year.

Further information is available from:

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Appendix A

Summary of Waste Collection Arrangements 2009/10

	Residual waste	Dry mixed recyclables	Glass	Garden waste	Food waste	Trade waste	Trade recycling	Contractual arrangements	Demographics
Basingstoke & Deane	W	F		F		D		Veolia 2011	
East Hampshire	F	F	M	F				Veolia 2011	
Eastleigh	F	F	M	W	W			In-house	
Fareham	F	F		F*				In-house	
Gosport	F	F		F				Verdant 2011	
Hart	F	F	M	F				In-house	
Havant	F	F		F				In-house	
New Forest	W	W		F		D	D	In-house	
Portsmouth	W	F		W**				Veolia 2011	
Rushmoor	W	F	F	F				Veolia 2016	
Southampton	W	F		F				In-house	
Test Valley	F	F		F				In-house	
Winchester	F	F		F*				Serco 2011	

	Included in council tax – bins or boxes	W – weekly
	Included in council tax – sacks	F - fortnightly
	Chargeable service - sacks	M - monthly
	Chargeable commercial service	T – on trial
	Bring banks only	D – with domestic

* One sack is free – additional sacks charged

** Collected with residual waste

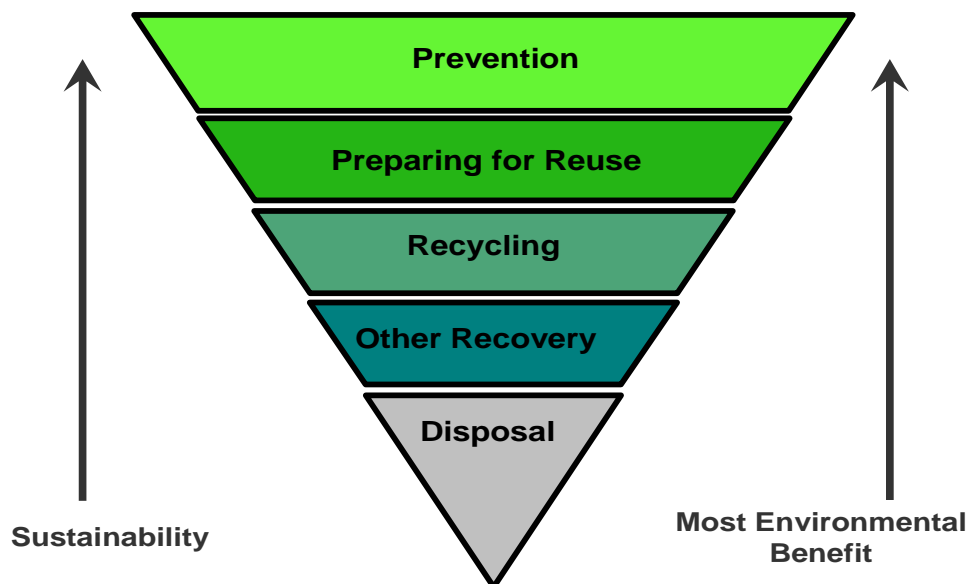
Mixed	
Majority rural	
Majority urban	

Strategic Context

The Waste Hierarchy

The waste hierarchy is a well established approach which sets out a hierarchy of preference for approaches to the management of waste. The hierarchy is illustrated in Figure 4.

Figure 4: The Waste Hierarchy



The Waste Framework Directive

The European Council of Ministers adopted a revised version of the 1975 Waste Framework Directive in October 2008. The aim is to encourage the prevention, reuse and recycling of waste as well as simplifying existing legislation.

Key points include:

- A slightly revised five-step hierarchy of waste management options, (see Figure 4). Energy recovery facilities may be either 'other recovery' or 'disposal' depending on the efficiency of the plants;
- 50% target for recycling waste from households by 2020;
- A requirement for the separate collection of at least paper, metal, plastic and glass;
- A 70% target for recycling and reuse of non-hazardous construction and demolition (C&D) waste by 2020;
- Member States must design and implement waste prevention programmes, and the Commission is set to report periodically on progress concerning waste prevention.

The new Directive must be implemented through UK law; following consultations in 2009 and 2010, the Department for Environment, Food and Rural Affairs (DEFRA) will introduce legislation to implement the Directive 2011.

Implications for Project Integra

- *The transposition of the Waste Framework Directive into UK law sets a 50% recycling rate for the country as a whole. Apart from the overall 50% target the Government's philosophy is to move away from setting specific targets for waste and recycling. The detailed implications of this for local authorities and the wider waste sector are yet to be determined;*
- *The separate collection requirement is already met through the recycling services provided in Hampshire;*
- *The waste hierarchy is the same as that used in England's Waste Strategy; however, the Directive includes a definition of recovery such that only energy recovery facilities operating above a defined threshold can be classed as recovery facilities. Analysis by Veolia indicates that all three ERF plants in Hampshire normally operate above the threshold;*
- *There is likely to be an increased focus on waste prevention nationally. This is an identified priority in the JMWMS and a waste prevention plan for the partnership is under development.*

Waste Strategy for England 2007

The Government's strategic approach to waste management continues to be driven by European policy and directives. The new Government is undertaking a review of waste policies; an evidence gathering process took place in 2010 and announcements are expected in June 2011.

Household Waste Recycling Act

This Act requires English waste collection authorities to provide a collection service for at least two types of recyclable waste to all households by 31 December 2010 unless the cost of doing this would be unreasonably high or comparable alternative arrangements are available.

Implications for Project Integra

- *The BVPI results for 2007/08 include performance against BV 91b (% of households with doorstep collections of two or more materials). All but one of the Project Integra authorities report performance of 95% or more and four report 100%;*
- *Although the gap from these to 100% may be small, achieving this requires concentrated work to provide services – or alternatives to 'difficult' properties such as flats and households in multiple occupation.*

Landfill

Landfill Tax

The landfill tax is charged on each tonne of material sent to landfill, a lower rate applies to inert material (e.g. rubble). The current (2010/11) rate of tax is £48 per tonne and is set to rise to £56 per tonne in April 2011. These increases will continue until the tax reaches a rate of £80 per tonne (2014 if the current escalator continues) and will continue at this level until at least 2020.

Landfill Allowances Trading Scheme

The Landfill Allowance Trading Scheme (LATS) is intended as a tool to enable the UK to meet targets set by the **EU Landfill Directive** for the amounts of biodegradable waste sent to landfill. Each local Waste Disposal Authority (WDA) in England has been given an allowance which allows an authority to landfill one tonne of biodegradable waste. Under the **Waste and Emissions Trading (WET) Act**, each WDA can trade allowances (by buying, selling or, in certain years, banking them or borrowing from future years) in order to stay within their allocation. Those failing to stay within their allocation face the possibility of incurring large fines.

Implications for Project Integra

- *The WDAs in Project Integra have one of the lowest rates of landfill for municipal waste in the UK as a result of the investments made in recycling and energy recovery facilities and services*
- *HCC, PCC and SCC, as WDAs, have a surplus of landfill allowances and expect this position to continue;*
- *The continued tax increases reinforce Project Integra's strategic priority of further reducing landfill;*
- *The landfill tax increases make waste disposal increasingly expensive for businesses – making implementation of waste reductions and recycling schemes more financially attractive.*

Climate Change

A requirement to deliver significant reductions in carbon emissions is at the heart of the Government's Waste Strategy for England 2007. Reductions in the use of resource use through better management of waste can also have significant cost benefits.

The Intergovernmental Panel on Climate Change identified a number of key mitigation practices and technologies currently commercially available, including:

- Landfill methane recovery;
- Incineration with energy recovery;
- Composting/digestion of organic waste; and
- Recycling and waste minimisation.

The Climate Change Act 2008, sets UK targets to reduce greenhouse gas emissions through domestic and international action by at least 80 percent by 2050 and reduce carbon dioxide emissions 26 percent by 2020 (both against a 1990 baseline).

The public sector organisations in Hampshire have developed a partnership to tackle climate change in Hampshire with overarching collaborative actions which would enable Hampshire to achieve a step change in its efforts to reduce its Carbon footprint and to become more resilient to climate change.

Implications for Project Integra

- *We increasingly need to consider our activities and future options in waste management with reference to their impact on climate change and resource efficiency.*
- *There is a clear relationship between reducing the Hampshire's Carbon footprint and seeking further efficiencies in the delivery of waste and resource management in Hampshire.*
- *Reducing carbon emissions will result on significant financial savings to counteract rises in fuel and other commodity prices and the impacts of energy security.*

Economic Development

There is a recognition that strategies for economic growth need to be environmentally sustainable and ensure that the principles of sustainability inform and determine the nature of key development proposals. These principles include, amongst others:

- stabilisation and reduction in the use of resources
- net self-sufficiency in resource recycling and waste handling
- joint decision making on targets for resource usage and planning for resource management infrastructure
- planning that takes into account necessary mitigation and adaptation measures with regard to climate change and the continues security of resources.

Implications for Project Integra

- *The work of the Project Integra partnership supports the objectives of sustainable economic growth by ensuring the effective management of waste.*

A Materials Resources Approach

At the beginning of 2005 Hampshire County Council, Portsmouth City Council, Southampton City Council and Project Integra jointly facilitated the development of a Hampshire Materials Resources approach, which through seventeen months of stakeholder dialogue resulted in the publication of 'More from Less', which articulates aspirations on issues related to natural resources, minerals and wastes. This material resources approach has influenced a number of strategic outcomes which stakeholders wished to see delivered and has an agreed set of strategic principles to guide and integrate key work areas:

- Production of the statutory Joint Minerals and Waste Development Framework (revised Minerals and Waste Plan);
- Development of plans for managing municipal waste under Project Integra.

The principles of More from Less represent an additional element to the Community Strategies in Hampshire with a focus on natural resources which complement other relevant key themes

Dealing with construction waste more effectively and ensuring much higher levels of recycling and minimisation of waste in the commercial sector is also a key priority.

Implications for Project Integra

- *More from Less identifies that a key issue for Project Integra is to optimise recycling performance across the Project Integra partnership, and maximising cost efficiencies through economies of scale and joint working across waste sectors.*

Hampshire Joint Municipal Waste Management Strategy (JMWMS)

The JMWMS has been produced by Project Integra with the vision that, by 2020, Hampshire will have a world class and sustainable material resources system that maximises efficient re-use and recycling and minimises the need for disposal. It has been developed in the context of the 'More from Less'. It is also closely linked to the Minerals and Waste Plan (see below), as both have been developed in parallel, using 'More from Less' as a reference point and using similar sustainability objectives and appraisal techniques.

The aims of the JMWMS include:

- To deliver municipal waste management using a Material Resources approach;
- Win the support and understanding of the wider public;
- Make access to recycling and related facilities a positive experience for residents and businesses;
- Improve the understanding of, and contain the year on year growth in material resources generated by household consumption;
- Maximise value for money by considering the system as a whole;
- To provide suitable and sufficient processing facilities for existing and new material streams;
- Secure stable, sustainable and ethical markets for recovered materials and products;
- Ensure each partner clearly understands its roles and responsibility for delivery; and
- Meet statutory obligations and maintain Hampshire at the forefront of the waste to resources agenda.

JMWMS will deliver these aims using the following preferred approach:

Collection – Kerbside collection of dry mixed recyclables, glass and textiles; promote home composting and the use of food digesters; introduce chargeable kerbside green waste collections and facilitate the provision of enhanced waste electrical and electronic equipment (WEEE) 'bring' facilities at household waste recycling centres (HWRCs).

Commercial Recycling – Provide / facilitate collection and processing capacity to optimise the capture of recyclables from the commercial sector (recyclables that are similar in nature to those arising from the municipal waste stream).

Appendix A

Waste Growth – MRS and Regional Waste Strategy targets – reduce growth to 1% per annum by 2010 and 0.5% pa by 2020.

Treatment of Residual – Thermal treatment (EfW) of at least 420,000 tonnes per annum with excess residual waste being sent to landfill in the short term and further treatment in the long term.

Landfill – Pre-process all household waste with residues only to landfill (and minimum organics to landfill).

Implications for Project Integra

- *The JMWMS states that the Project Integra partners will seek to positively contribute to the achievement of the following recycling and composting targets for all waste as set out in 'More from Less':*
 - *50% by 2010*
 - *55% by 2015*
 - *60% by 2020.*
- *The JMWMS was adopted in April 2006 with an original commitment for a review after five years;*
- *The Project Integra review of Collection and Processing has provided a clear steer for partner authorities on potential levels of recycling achievable over the next 5 years and the actions required to achieve further increases over that time.*

Minerals and Waste Plan

The revised Hampshire Minerals and Waste Plan sets out a long-term spatial vision for minerals and waste planning in Hampshire and will contain the primary policies and proposals to deliver that vision:

"By 2020, Hampshire will have a world class and sustainable material resources system that maximizes both the efficient use of primary materials and the reuse and recycling of wastes, and minimises the need for disposal."

The overall approach is based on the 'More from Less' principles of improving resource efficiency by improving the sustainable design of new building, progressively slowing the pace of waste growth and maximising the recovery of value from wastes prior to landfill.

As far as possible, waste will be managed near to where it is produced and in accordance with the waste hierarchy. Value will be recovered through technically advanced re-use, recycling and composting processes, or failing that, through the recovery of energy and / or materials from the waste. The amount of waste going to landfill will be very limited in quantity and biodegradable content.

Implications for Project Integra

- *Both the MWDF (see above) and the JMWMS are significantly based on data and principles established in More from Less (see above), this ensures consistency between these two strategic approaches.*

Recycling Markets

There remains continued pressure from the public in Hampshire to increase the range of materials that can be recovered for recycling. Tetrapak recycling is a good example of the difficulties that this presents in terms of ensuring that both the financial and sustainability issues are well understood by the public.

Project Integra partners benefit financially from the sale of recyclables, the value of which is dependent on changing market conditions both nationally and internationally. Although markets have recovered since the 'crash' in prices seen in 2008 it is prudent to expect further future fluctuations in materials prices..

Implications for Project Integra

- *The partnership is committed to supplying high quality secondary materials to sustainable markets. This strategy has ensured both environmental outcomes and reasonably reliable income – but partners should ensure that they are not overly reliant on income from material sales to deliver services;*
- *The partnership will continue to monitor market activity and seek opportunities for recycling additional materials that meet its commitment to high quality recycling .*

Project Integra Household Waste Recycling, Recovery and Disposal Infrastructure

Household Waste Recycling Centres (HWRCs)

1. Aldershot
2. Alresford
3. Alton
4. Andover
5. Basingstoke
6. Bishops Waltham
7. Bordon
8. Casbrook
9. Eastleigh
10. Efford
11. Fair Oak
12. Farnborough
13. Gosport
14. Hartley Wintney
15. Havant
16. Hayling Island
17. Hedge End
18. Marchwood
19. Netley
20. Paulsgrove
21. Petersfield
22. Segensworth
23. Somerley
24. Southampton
25. Waterlooville
26. Winchester

Composting Sites

27. Chilbolton
28. Down End
29. Little Bushy Warren

Materials Recovery Facilities (MRFs)

30. Portsmouth
31. Alton

Energy Recovery Facilities (ERFs)

32. Chineham
33. Marchwood
34. Portsmouth

Transfer Stations

35. Andover
36. Basingstoke
37. Farnborough
38. Lymington
39. Marchwood
40. Netley
41. Otterbourne
42. Portsmouth

Landfill Site

43. Blue Haze

Incinerator Bottom Ash (IBA) Processing*

44. Blue Haze

Abandoned Vehicle Recycling Facility*

45. Silverlake Garages Ltd

Glass Recycling Facility*

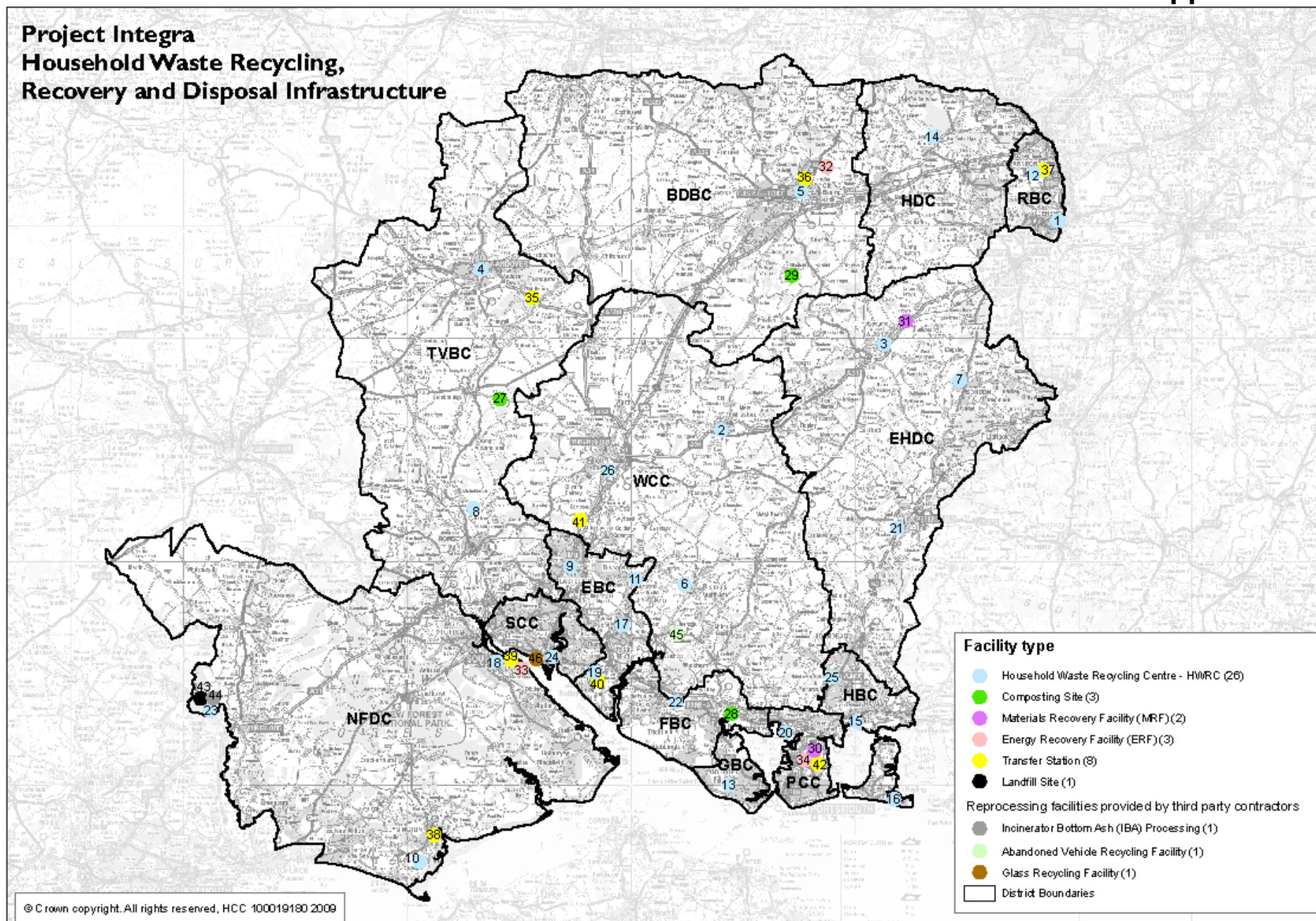
46. Recresco Ltd

Numbers refer to map of facilities

* Reprocessing facilities provided by third party contractors

December 2009

Project Integra
Household Waste Recycling,
Recovery and Disposal Infrastructure



Gosport Borough Council

Response to recommendations from Project Integra Fit for Purpose Review

1	<p>Do you agree with the Review Team's view that the JMWMS should be revised to set new ambitions for waste management in Hampshire and provide the environmental and infrastructure delivery 'baseline' through to 2020?</p>
	<p>Yes</p> <p>Gosport agrees that the JMWMS should be revised to set new ambitions. This could include a national standard for plastic packaging. PI should use their influence to lead on and develop a national standard for plastic packaging and the infrastructure to process the material, identifying and securing market outlets.</p> <p>Financial constraints for all partners and the subsequent need to reduce whole system costs should be considered when setting new ambitions to ensure they are realistically achievable.</p>
2	<p>Will your authority undertake to work energetically together with other Partners to reduce the annual whole system costs to the council tax payer of reaching the targets set in the new JMWMS?</p> <ul style="list-style-type: none"> Are there any 'red line' areas for your authority in this – and if so what are they.
	<p>Yes.</p> <p>Gosport is keen to work on more partnership projects and see improvements come from within the existing structures, negating the requirements for whole system changes.</p> <p>Gosport has appointed Urbaser Uk to undertake its waste and recycling collection service, from 1 April 2011. This is a 10 year contract with the option to extend for a further 5 years. The contract is an open book arrangement and has its own requirement for a year on year cost reduction.</p> <p>'Red line' areas are the limited financial and physical resources Gosport has available to work within the partnership. We do not have a dedicated staff resource with Officers undertaking multi-discipline functions which include waste and recycling.</p>

3	<p>Do you agree with the structural and cultural changes proposed to enable Project Integra to achieve its objectives:</p> <ul style="list-style-type: none"> a) That transparency and openness in sharing information and responsibility for problem solving at the strategic level are essentials to achieve Project Integra's objectives – that these should be the norm in the partnership and that Members should expect officers to work together on this basis? b) That Veolia should remain a key partner but no longer sit on the Project Integra Strategic Board? c) That the role of the Policy Review and Scrutiny Committee be limited to the statutory minimum function? d) That the Strategic Board should be supported by corporate directors or equivalent officers with strategy officers continuing with their current role but also taking on project implementation and cost reduction monitoring work?
	<ul style="list-style-type: none"> a) Yes - Transparency and openness in sharing information is essential to the partnership. Decision notes and/or summary notes from all meetings should be available to the partnership, including contractual meetings. b) No – As the disposal contractor Veolia should remain on the PI Strategic Board in an advisory, non-voting, capacity only. c) No – In addition to the minimum statutory scrutiny functions the Policy Review and Scrutiny Committee should be monitoring the progress of actions within annual business plan. d) No – Gosport cannot support this. All authorities have differing reporting structures and this imposes upon Gosport's 'red line' areas. Corporate Directors and equivalent do not have delegated powers in Gosport and therefore items need to be reported back to the Council for the decision making processes to take place.

General Comments:

Gosport supports Project Integra and we feel the work undertaken by the partnership and the achievements made since conception must be built upon. We are particularly keen for PI to develop and expand the collection of recyclable materials.

Our financial contribution will be maintained at its present level

For Gosport Borough Council

Councillor Derek Kimber
Project Integra Strategic Board Member

Stevyn Ricketts
Head of Streetscene

21 April 2011

AGENDA ITEM NO. 08

Board/Committee:	COMMUNITY BOARD
Date of Meeting:	13 TH JUNE 2011
Title:	FAREHAM AND GOSPORT CCTV STRATEGY
Author:	JAMIE O'REILLY, HEAD OF COMMUNITY SAFETY
Status:	FOR DECISION

Purpose

To introduce the Fareham and Gosport CCTV Strategy (Appendix A). To enable key decisions to be taken that will deliver significant improvements in both the effectiveness and efficiency of the CCTV system and yield significant budgetary savings, without removing any of the current CCTV cameras in Gosport.

Recommendations

1. Endorse the direction of travel set out in the Strategy and to support its implementation through the Fareham and Gosport CCTV Partnership panel.
2. To agree changes to monitoring arrangements in line with Option 1c of the Options Appraisal and in agreement with Fareham Borough Council.
3. To approve, in line with 2c of the Options Appraisal, a reduction of 25% of fibre connections to the CCTV Control Centre in favour of other methods of recording and/or monitoring.

1 Background

- 1.1 The Council together with Fareham Borough Council, owns and manages a public space CCTV system that extends across both Boroughs. The system consists of eighty cameras, forty in each Borough together with a CCTV Control centre based in Gosport.
- 1.2 The system is governed by way of a CCTV Partnership panel, at which the Council is represented by Councillor Tony Jessop and duly supported by Council officers.
- 1.3 In recent years both Councils have invested in the CCTV system in order to bring it up to date from a technical perspective. This has delivered significant improvements in terms of the quality of the images provided to the Police and used in evidence but it has also delivered significant savings in terms of police and CCTV operative time, for the reviewing and copying of footage.
- 1.4 Over the course of the last year, the CCTV Partnership panel

determined that it would be helpful if a review were carried out of the effectiveness of the CCTV system in order that it was making best use of this valuable asset. Since then the national economic climate has changed providing a much tighter fiscal environment, with local government under pressure to reduce public spending. These circumstances have therefore helped to further focus and refine the terms of this project.

- 1.5 In terms of CCTV funding in Gosport, the Council's 2011/12 budget included a £17,000 reduction for CCTV and therefore this has now made the delivery of savings in the area of CCTV imperative.

2 Report

- 2.1 Part 1 of the Strategy begins with an appraisal of the current infrastructure. It then moves on to a consideration of the environment in which CCTV now operates and then to an appraisal of the effectiveness of the system followed by an appraisal of the efficiency of the system.
- 2.2 The Effectiveness Appraisal relies on surveys conducted with the key users of the system, namely the Police, 'Shop watch' members and 'Pubwatch' members. The Shop Watch scheme is a project initiated here by the Police (and found in most parts of the UK) some years ago, which enables closer contact and better information sharing between participating shop owners/managers and the Police in order to help protect them against crime. This improved contact is delivered through the use of a two way radio, by the shop owner/manager which connects to other participating members and also the CCTV Control centre – which turn connects to the Police as necessary.
- 2.3 The Pub Watch scheme operates on a very similar basis to the Shop Watch scheme, in terms of the use of radios and a connection with the CCTV Control centre. However, naturally enough this scheme operates primarily in the evening and its focus is protecting participating members and their venues from problems of violent crime and anti social behaviour and alerting the Police to such issues as necessary (and vice-versa).
- 2.4 Part 2 of the Strategy begins with an exploration of the opportunities for improving the effectiveness of the system and then moves to an exploration of the opportunities for improving the efficiency of the system.
- 2.5 In order to facilitate the decision making in relation to potential efficiencies and associated savings, a full options appraisal is included.
- 2.6 The most important area for agreement in terms of efficiencies at

this stage lies in the decision in relation to staffing levels at the Control Centre. This accounts for a large part of the CCTV budget and is the area where the delivery of sufficient savings within this financial year is feasible, if agreement is reached very soon. However, it is complicated by the fact that both Councils in the Partnership would need to agree on the same option as it relates to an entirely shared resource.

- 2.7 In terms of individual camera usage, the evidence clearly shows that there are cameras that monitor minimal activity but have high annual transmission costs. These costs are especially high for Gosport owing to the layout of the network and its connection into the control centre. Technological options including *in situ* recording and remote access via the 3G network provide a more suitable, cost effective method of gathering evidence for these cameras.
- 2.8 The strategy sets out a longer term direction which includes the migration away from a fibre mode of signal transmission to a wireless mode in order to further save on transmission costs – as soon as the technology allows.
- 2.9 The strategy also sets out the longer term objective of moving towards a Control centre which is shared amongst a larger number of local authorities, yielding further savings.

3 Risk Assessment

- 3.1 There is a risk that if the Council fails to endorse the findings of the review part of the strategy and the action plan at Part 3 of the strategy then it will fail to ensure that the CCTV system is operating at its best and delivering significant savings.
- 3.2 There is also a risk that if the Council a) fails to reach agreement with Fareham Borough Council on the preferred option for staffing changes to the CCTV Control Centre and/or b) fails to reach its own decision on the reduction of a number of fibre connections, then it will fail to operate within the 2011/12 budget for CCTV.
- 3.3 Risks associated with specific options are identified within the options appraisal part of the document.

4 Conclusion

- 4.1 Through the consideration of this strategy, the Council is in a position to take decisions that could see significant overall improvements in both the effectiveness and efficiency of the Fareham and Gosport CCTV system – in the short, medium and longer term. This should lead to an improved capacity to deliver on community safety objectives, whilst reflecting the new climate for CCTV and meeting the need to make savings.

Financial Services comments:	To be provided
Legal Services comments:	To be provided
Service Improvement Plan implications:	To be provided
Corporate Plan:	To be provided
Background papers:	N/A
Appendices/Enclosures:	
Appendix A	Fareham and Gosport CCTV Strategy (not for publication by virtue of paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972 as the document includes information relating to potential changes in contracted services, with labour related implications).
Report author/Lead author:	Jamie O'Reilly, Head of Community Safety