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20 June 2014

S U M M O N S

MEETING: Community Board
DATE: 30 June 2014
TIME: 6.00 pm
PLACE: Council Chamber, Town Hall, Gosport
Democratic Services contact: Vicki Stone

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE COMMITTEE

The Mayor (Councillor Ronayne) (ex officio)
Chairman of P&O Board (Councillor Hook) (ex officio)

Councillor Burgess (Chairman)
Councillor Dickson (Vice-Chairman)

Councillor Bateman	Councillor Hazel
Councillor Mrs Batty	Councillor Mrs Hook
Councillor Mrs Cully	Councillor Hylands
Councillor Edgar	Councillor Mrs Morgan
Councillor Foster-Reed	Councillor Murphy

FIRE PRECAUTIONS

(To be read by the Chairman 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: Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

RECOMMENDED
MINUTE FORMAT

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE MEETINGS OF THE COMMUNITY BOARD HELD ON 10 MARCH 2014, THE EXTRAORDINARY COMMUNITY BOARD HELD ON 9 APRIL 2014 AND THE COMMUNITY BOARD HELD ON 5 JUNE 2014

4. 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, 26 June 2014. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. 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, 26 June 2014).

6. ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN 2014/ 2015

Part II

It is a requirement of the Food Standards Agency and the Health and 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 2014/2015 in relation to these services, to meet the above requirement and to satisfy those Agencies that adequate arrangements are in place at Gosport Borough Council.

Contact:
Corinne
Waterfield
Ext 5372

Community Board
30 June 2014

7. Project Integra - Draft Action Plan 2014-2017

Part II

The purpose of this report is to seek approval for the adoption of the Project Integra Draft Action 2014 – 2017. Approval is sought in accordance with the Project Integra Constitution.

Contact:
Ian Lycett
Ext 5201

8. ANY OTHER ITEMS

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

A MEETING OF THE COMMUNITY BOARD

WAS HELD 10 March 2014

Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio) (P), Burgess (P), Carter C K (P), Mrs Cully (P), Edgar (P), Foster-Reed (P), Henshaw (P), Mrs Hook (P), Hylands (P), Kimber (P), Mrs Morgan (P), Murphy (P) and Mrs Wright (P).

38. APOLOGIES

Apologies for inability to attend the meeting were received by the Mayor.

39. MINUTES OF THE MEETING OF THE COMMUNITY BOARD HELD ON 10 FEBRUARY 2014

RESOLVED: That the Minutes of the meeting of the Community Board held on 10 February 2014 be approved and signed by the Chairman as a true and correct record.

40. DECLARATIONS OF INTEREST

There were no declarations of interest.

41. DEPUTATIONS

There were no deputations

42. PUBLIC QUESTIONS

There were no public questions.

PART II

43. HAMPSHIRE SOLENT CULTURAL TRUST

Consideration was given to a report from the Chief Executive seeking Members' of the Board approval to enter into new arrangements for the management and funding of Gosport museum services.

RESOLVED: That the Community Board noted and approved

1. the establishment of the Hampshire Solent Cultural Trust agrees to enter a three year Funding Agreement, a ten year Joint Management Agreement, and a twenty-five year Collections Loan Agreement, as was set out in Section 2 of the report of the Chief Executive.
2. authorise the Chief Executive to complete the negotiations in respect of the proposals set out in the report of the Chief Executive.

44. SEAFRONT TRADING CONCESSIONS

Consideration was given to a report from the Chief Executive which advised Members' of the Board of opportunities to establish seafront concessions at Stokes Bay and Lee-on-the-Solent.

RESOLVED: That the Community Board agrees

1. to the advertising of opportunities for seasonal concessions at Sites A and B, shown on the plan attached to the report of the Chief Executive;
2. to delegate to the Chief Executive, in consultation with the Borough Solicitor and Borough Treasurer, the decision as to which tender(s) to accept.

45. ANY OTHER BUSINESS

There was none.

The meeting concluded at: 18:06

CHAIRMAN

AN EXTRAORDINARY MEETING OF THE COMMUNITY BOARD

WAS HELD 9 APRIL 2014

The Mayor (Councillor Beavis) (Ex-Officio) Chairman of the Policy and Organisation Board (Councillor Hook) (P), Burgess (P), Carter C K (P), Mrs Cully (P), Edgar (P), Foster-Reed (P), Henshaw (P), Mrs Hook (P), Hylands (P), Kimber (P), Mrs Morgan (P), Murphy and Mrs Wright (P).

It was reported that in accordance with Standing Orders 2.3.6, Councillor Hook had been nominated to replace Councillor Murphy for this meeting.

46. APOLOGIES

Apologies for inability to attend the meeting were received from the Mayor and Councillor Murphy.

47. DECLARATIONS OF INTEREST

There were no declarations of interest.

48. DEPUTATIONS

A deputation was received from Mrs Greer Jones, Bridle Way and Access Officer for the Hampshire Branch of the British Horse Society, on Agenda Item number 6, Alver Valley Country Park.

Mrs Jones was invited to address the Board whereby she said she was speaking on behalf of the British Horse Society (BHS). She expressed that overall; she was disappointed with the strategy in relation to equestrian access.

Mrs Jones said she had seen previous Gosport strategy documents, the oldest going back 20 years and the most recent from October 2012 which all mentioned a network of paths being provided for walkers, cyclists and horse riders. Mrs Jones reported that she had attended various consultations with Groundwork Solent when they were in responsible for the site, and they had all been very positive about access for riders.

Mrs Jones raised four points:-

1) That within the document it was said that a 'desire had been expressed for a horse route through the country park'. Mrs Jones opinion was that the comment sounded very half-hearted. She continued and advised that there was strong support amongst equestrians for off-road provision of paths in the park and that she felt there was no provision at all for off road riding in Gosport at the moment. Mrs Jones said she that had documents going back to the 1990s relating to negotiations between the BHS and Gosport Borough Council over access to the area and that there had been protests by riders over the

lack of provision in the past. Mrs Jones continued to advise that she had identified approximately 100 horse owners in the area who would support access to the site, this included emails from Gosport residents expressing outrage that the site had been closed to horse riders. Mrs Jones said that surveys in the past had shown that Gosport residents supported equestrian access.

2) That the document referred to the consideration of a single route through the park and that this was felt unlikely to have been of use to riders. Mrs Jones said there was a bridleway established in the Alver Valley in the 90's after negotiations with the BHS but that had been withdrawn, without any consultation, as the park rangers said it was not used. Mrs Jones advised that she felt this could have been true, as most horse-owners in the area had been unable to access the path as getting to the entrance involved a long road ride. She said it was essential that any route offered was negotiated.

Mrs Jones suggested that the routes she had identified would to some extent separate horse riders from other users, and advised however that she understood that financial reasons could prohibit a network of paths and that the request may have been over ambitious, she advised that any path offered should include a loop so that riders would be able to do a circular ride.

3) Mrs Jones had recently been asked as BHS representative, to attend meetings of the South Road Safety Council; she said that the single most important thing that any council could do to improve safety for horse riders was to provide off- road paths so that Horse Riders would not have to take their horses out on the road. Mrs Jones emphasised this by sharing her belief that, currently there were many horse owners in Gosport who were forced to ride on the road as there was no alternative.

She advised that the Alver Valley was one of the few places left after extensive development where provision for horse riders could be made. Mrs Jones requested that the Council provide paths before a rider was seriously injured or killed on the roads in Gosport.

4) That other country parks provide access for horses. Two examples were the Royal Victoria Country Park at Hamble and the Queen Elizabeth Country Park near Petersfield. Mrs Jones said the Royal Victoria Country Park charged riders; Queen Elizabeth Country Park did not. She said she was opposed to charges because they involved administration costs that made returns poor and because the effect of charges rationed access to those that could afford it and that it was particularly important in an area where the horse owners/riders were not the most affluent people. Mrs Jones also advised that other groups such as walkers and cyclists were not charged and had their needs met out of the public purse, so why should it be different for horse riders.

Mrs Jones asked that the arguments put forward in her deputation be taken into consideration. She highlighted that if no commitment was made for horse access in the Alver Valley, then the opportunity would be gone for good. Mrs Jones said that horse owners spent money on their animals within the local

economy and that if no provision was made they would move to other areas and that livery owners, instructors, farriers, farmers would all be worse off as a result.

The Chairman thanked Mrs Jones for her deputation.

49. PUBLIC QUESTIONS

There were no public questions.

PART II

50. ST VINCENT ROAD DEVELOPMENT

Consideration was given to a report of the Housing Services Manager which outlined the progress made in developing plans for the future of the St Vincent Road bungalow site.

Further to a Member's question the Borough Solicitor and Deputy Chief Executive confirmed that the purchase price for properties in the St Vincent Road Development under the Right to Buy Scheme would not be less than the 'cost floor' for the first 15 years of the development.

RESOLVED: That

- a) the proposal to provide up to 16 two bedroom houses on the St Vincent Road Bungalow Site, be approved; and
- b) the Housing Services Manager, in consultation with the Borough Solicitor and Deputy Chief Executive and Borough Treasurer, be authorised to implement this proposal.

51. ALVER VALLEY COUNTRY PARK

Consideration was given to a report of the Chief Executive which proposed and sought approval for an updated strategy for the Alver Valley Country Park and a number of measures which would enhance the attractiveness of the Country Park.

In response to Mrs Jones deputation the Chief Executive confirmed further consultation and discussions would take place that would look at routes and areas best suited to Bridle Ways.

RESOLVED: That

- a) an updated Strategy for the Alver Valley Country Park, Appendix A in the report of the Chief Executive, be approved;
- b) the logos for the Country Park to be offered for public consultation via Coastline, Appendix B in the report of the Chief Executive, be approved;
- c) the proposed marketing of the Grange Farm site for use as a Garden

- Centre including a café and visitor facilities, be noted;
- d) the proposed renewal of the lease to the 17th Century Living History Society as outlined in the report of the Chief Executive, which will be referred to the Economic Development Board, be noted; and
 - e) the proposal to construct a car park off Cherque Way, Appendix D in the report of the Chief Executive, and refer it to Policy and Organisation Board for inclusion within the Council's Capital Programme be noted.

52. REPORT OF THE SCRUTINY WORKING GROUP INTO TEXTILE RECYCLING

Consideration was given to a report of the Textile Recycling Working Group cross referenced from the Overview and Scrutiny Committee.

Councillor Kimber addressed the Board as he had led the Textile Recycling Working Group investigation. He advised that it had been a cross party scrutiny and that it was carried out over a period of four months.

He thanked the Members involved with the working group and advised that they had asked searching questions of those using the facilities as well as seeking the views of both Fareham Borough and Test Valley District Councils. He also thanked the officers involved for their support in bringing the report together.

Councillor Mrs Cully welcomed that charities could use the sites without charge and that the people of the Borough were able to choose which charity to support and also welcomed that the current set up left minimal waste. Councillor Mrs Cully also thanked Councillor Kimber for his leadership.

The Chairman of the Policy and Organisation Board advised that he was pleased with the outcome of the report and the recommendations made by the Overview and Scrutiny Committee. He welcomed the work the Overview and Scrutiny Committee undertook and the cross party working that took place on the Committee.

Members paid tribute to Councillor Kimber's work as a Councillor as he would be stepping down at the next election

The Chairman of the Policy and Organisation Board also thanked the Chairman of the Community Board for his leadership over the past Municipal Year.

RESOLVED: That Gosport Borough Council;

- A) do not enter the Framework set up by Fareham Borough Council at this time and retain the status quo, and
- B) the charities interviewed be advised to engage and discuss mutual benefits in combining textile operations.

53. ANY OTHER BUSINESS

There was none.

The meeting concluded at: 7:25pm

CHAIRMAN

A MEETING OF THE COMMUNITY BOARD

WAS HELD ON 5 JUNE 2014

The Mayor (Councillor Ronayne) (ex-officio) (P), Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio) (P); Batty (P), Burgess (P), Mrs Cully (P), Dickson (P), Edgar, Foster-Reed (P), Hazel (P), Mrs Hook (P), Hylands (P), Mrs Morgan (P), Murphy (P)

1. APOLOGIES

An apology for inability to attend the meeting was submitted on behalf of Councillor Edgar.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DEPUTATIONS

There were no deputations

4. PUBLIC QUESTIONS

There were no public questions.

PART II

5. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Burgess be appointed as Chairman of the Community Board for the Municipal Year 2014-2015.

6. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Dickson be appointed as Vice-Chairman of the Community Board for the Municipal Year 2014-2015.

The meeting concluded at 5.37pm

CHAIRMAN

ITEM NO. 06

Board/Board:	COMMUNITY BOARD
Date of Meeting:	30 TH JUNE 2014
Title:	ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN 2014/ 2015
Author:	HOUSING SERVICES MANAGER
Status:	FOR DECISION

Purpose

It is a requirement of the Food Standards Agency and the Health and 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 2014/2015 in relation to these services, to meet the above requirement and to satisfy those Agencies that adequate arrangements are in place at Gosport Borough Council.

Recommendation

That the Community Board approve the Food Safety Service Plan 2014/15 as set out at Appendix A and the Health & Safety Service Plan 2014/15 set out at Appendix B of this report.

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 the Health and Safety provision became a statutory responsibility.

2 Report

- 2.1 Appendix A of this report outlines the demands on the Food Safety Service Plan in 2014/2015. Appendix B outlines the demands on the Health and Safety Service in 2014/2015. Both appendices also reflect on performance in 2013/2014
- 2.2 Responsibility for Food Safety and Health and Safety enforcement falls to the Commercial Team within the Fareham and Gosport Environmental Health Partnership, which sits within the Housing Unit at Gosport Borough Council.

3 Risk Assessment

- 3.1 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).

- 3.2 Failure to resource these functions adequately may result in sanction from the Food Standards Agency or the Health and Safety Executive. Failure to adequately resource the Health and Safety function may result in action being taken against the Council. This may also result in bad publicity. Having detailed Food Safety and Health and Safety Intervention Plans in place provides a platform to help make Gosport a safe and healthy place to live, work and visit and demonstrates that adequate resources are provided to these important statutory areas of work.

4 Conclusion

- 4.2 The Community Board is recommended to approve the Service Plans for 2014/15 set out in the Appendices to this report.

Financial Services comments:	These Statutory functions can be met within the agreed budgets for 2014/2015
Legal Services comments:	Contained in the report
Crime and Disorder:	None
Equality and Disorder:	None
Service Improvement Plan implications:	None
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:	As above.
Background papers:	None
Appendices/Enclosures:	
Appendix 'A'	Food Safety Service Plan 2014/2015
Appendix 'B'	Health and Safety Service Plan 2014/2015
Report author/ Lead Officer:	Ian Rickman

**Gosport Borough Council
Food Safety Service Plan
2014 / 2015**

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 2013 and the Food Safety Act 1990. This places a statutory duty on the Authority to enforce the Acts. The delegated Authority to do this lies with the Head of Environmental Health, who has further delegated relevant Authority to staff within the Commercial team within Fareham and Gosport Environmental Health Partnership.
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 is responsible for this function.
7. The Spending Plan for delivering the Food Safety Service for 2014/2015 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 is on the south coast of England and covers almost 2750 hectares of land. 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 to the adjoining Borough of Fareham.
10. Over 79,000 people live in the Borough 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. During difficult economic times it can become difficult for businesses to maintain standards, so it is more important for the food safety service to ensure that standards in food businesses do not drop.

Organisational Structure

10. The Council is supported by a number of Boards and Committees including Overview and Scrutiny. The Community Board is currently responsible for Food Safety function.
11. The Environmental Health and licensing function are progressing within the new partnership arrangement, sharing a Head of Service with Fareham Borough Council, and developing the shared service for the two Authorities
12. The Food Safety function at Gosport Borough Council is undertaken by the Fareham and Gosport Environmental Health Partnership Commercial team, , which reports to the Community Board.

Fareham and Gosport Environmental Health Partnership Initiative

13. Since January 2011, the Fareham Environmental Health Section has been working in partnership with Gosport Borough Council Environmental Health Section. The Head of Environmental Health was initially shared, however since 1st April 2014, the Service has been delivered to both Council's by a single structure. This allows for better use of the joint resource to deliver the priorities of both Council's. The Fareham and Gosport Environmental Health Partnership Commercial team delivers the Food Safety enforcement function.

It consists of 1 full time Principal Environmental Health Officer, 2 part-time (3 days a week each) Senior Environmental Health Officers, and 2 Senior Technical Officers and 2 Technical Officers. These officers also undertake Health & Safety and Licensing enforcement and Infectious Disease control work.

14. The provisions made for specialist services are as follows:-

Food Examiner:

Hampshire Scientific Service
Hyde Park Road,
Southsea
Hants
PO5 4LL

Food Analyst:

HPA Microbiological Services
FW&E Microbiology Laboratory - Porton
Salisbury
Wiltshire
SP4 0JG

15. These are used as and when necessary where expert and specialist advice is required.
16. From time to time, consultants may be required to undertake food hygiene inspections. This may be because of staffing sickness or vacancies, special projects, prosecutions or food poisoning investigations; all of which impact directly upon the employee resource available. It is unlikely that consultants will be required in 2014/2015, particularly in light of the resilience offered by the partnership.

Scope of the Food Service

17. The food service consists of the following elements:-

- Ensuring that all food premises within the Borough are identified and inspected on a risk-assessed basis;
- Implementing and maintaining the National Food Hygiene Rating Scheme.
- Reviewing planning and building control applications to ensure that food hygiene requirements are considered at the design and build stages of development;
- Providing advice to food businesses and members of the public on issues relating to food safety;
- Investigating all complaints relating to food and food safety and taking appropriate enforcement action to prevent potential outbreaks of food poisoning;
- Undertaking sampling in order to determine the quality and fitness of food that is available for purchase throughout the Borough;
- Minimising the spread of incidents of infectious diseases, including incidents of food poisoning by investigating relevant cases and taking action to control the spread of disease.

18. 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

19. There are approximately 673 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.

20. There are 673 registered food premises within the Borough, made up of the following food premises types:

Catering	19
Distributors/warehousing	2
Farm/smallholding	2
Hospital/rest home/schools	154
Hotel/pub/guest house	81
Manufacturers/processor	6
Moveable premises	29
Multiple businesses	1
Others	133
Private house as a food business	6
Restaurant café/ snacks	115
Retailer	125
Total Registered Premises	673

21. The Authority has Procedures in place that ensure that the Food Standards Agency's Code of Practice and Practice Guidance document is followed. In addition, these Procedures also refer to the various Guidance Notes from the Local Government Regulation which gives guidance on Food Safety issues. Officers of the Council must and do have regard to these Codes and Guidance in undertaking the food safety function as they ensure consistent enforcement. These Procedures are embedded into our electronic business processes.
22. The Team, in addition to undertaking the Food Safety function, also has responsibility for Health and Safety, Infectious Disease Control, Health Act and Licensing enforcement.
23. These functions are covered by a separate service plan. In order to maximise the use of limited resources and to ensure a more coherent service to business, the same officer deals with all food safety, health and safety and licensing issues relating to any single premises, where appropriate interventions in relation to these activities are combined.
24. The service is provided 9.00am to 5.00pm Monday to Friday by officers based at the Town Hall. An Environmental Health Out of Hours service also operates (between 5.15pm to 9.00am Monday to Friday and 24-hours a day at weekends and Bank/Public Holidays) to deal with requests relating to food safety which requires an emergency response as detailed in the Out of Hours Service Procedures. Planned out of hours inspections and visits are also

made by Officers on the basis of the trading times of food businesses and perceived need.

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

Licensing

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

Gambling Act 2005

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

The Health Act 2006

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

Approvals

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

The Food Hygiene Rating Scheme

31. 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.
32. The purpose of the FHRS is to allow consumers to make informed choices about the places where they eat or shop for food and, through these choices, encourage businesses to improve their hygiene standards. The overarching

aim is to reduce the incidence of food-borne illness and the associated costs to the economy.

33. 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.
34. Food hygiene ratings are published online at <http://ratings.food.gov.uk/> and businesses are encouraged to display certificates and stickers showing their food hygiene ratings at their premises where consumers can easily see them. Although there is no legal requirement currently to display either.
35. The FHRS incorporates safeguards to ensure fairness to businesses. This includes an appeal procedure, a 'right to reply' for publication (together with the food hygiene rating) at <http://ratings.food.gov.uk/> and a mechanism for requesting a re-inspection/re-visit for the purposes of re-rating when improvements have been made.
36. Fareham and Gosport joined the scheme in June 2011. The following Table shows the current list of Ratings for Gosport:

Rating	No of Food Businesses		
	2012-2013	2013-2014	
0 – Urgent Improvement Necessary	1	0	-1
1 – Major Improvement Necessary	35	19	-16
2 – Improvement Necessary	17	11	-6
3 – Generally Satisfactory	70	35	-35
4 – Good	115	107	-8
5 – Very Good	260	312	+52
Exempt / excluded / unrated	185	189	+4
Totals	683	673	-10

37. It can be seen from the figures that the scheme has had some success in improving hygiene standards as a lot of businesses have moved out of the lower categories and into the 5 category. It is disappointing however that 30 businesses remain in the 0-2 category. It is worth noting that businesses that have acceptable hygiene practices but have no written procedures will fall into this category.

Enforcement Policy

38. 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.
39. In December 2012, The Council approved an updated general enforcement policy to cover all the work undertaken by the section.

40. All food safety enforcement decisions are made following consideration of the Enforcement Policy. Any departure from the Policy will be documented.
41. A copy of the Enforcement Policy and/or a summary leaflet explaining the key elements is available on request. In addition, where formal action is being considered, a copy of the summary leaflet is provided to the business concerned. The policy is also available on the Council's website
42. All food law enforcement will be carried out in accordance with the relevant Food Standards Agency Code of Practice and Practice Guidance and other Official Guidance produced by Local Government Regulation or the Food Standards Agency.
43. 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 Unit Manager, who would, in turn, raise those issues at a Chief Executive's Management Team meeting, if necessary after liaison with the relevant Senior Officer for the premises concerned.

SERVICE DELIVERY

Food Safety Interventions

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

Performance Management Monitoring

49. The Food Standards Agency monitors the performance of the Council with respect to food hygiene management and gathers the performance data using the Local Authority Enforcement Monitoring System (LAEMS). LAEMS is a

web-based system used to report local authority food law enforcement activities direct to the FSA. Local authorities upload data that has been generated from the local system (Ocella) to LAEMS. The FSA then evaluate and publish the performance of each Local Authority. The FSA also use the Food Hygiene Rating Scheme data as a means of monitoring performance and the Local Authority is required to return data annually regarding its Approved Premises.

FOOD SAFETY INTERVENTIONS PLAN

Inspections

50. Inspections are carried out in accordance with the Food Law Code of Practice (April 2014).
51. Following each inspection, the premises are attributed a Risk Rating Score in accordance with Food Law Code of Practice, which determines the minimum inspection period before the next inspection. The risk score is entered on the Ocella Computer system and each month a list of premises due for inspection is produced.
52. The Code requires Category A and B premises to receive an inspection at the appropriate frequency (6 months & 12 months)..
53. In September 2005 the largest ever outbreak of E. coli O157 in Wales occurred; it was the second largest ever in the United Kingdom (UK). Thirty-one people were admitted to hospital and a five year old boy tragically died. The Food Standards Agency has published Guidance to be followed by Food Enforcement Officers over the last several years which has been incorporated into the procedures.
54. Category C (18 months) premises are divided into 2 groups as defined by the guidance, those broadly compliant and broadly non-compliant.
 - i) Broadly complaint premises will receive a full inspection every other time it is due for an inspection. An alternative intervention such as a sampling visit or visit for another food matter will be carried out for the other due inspection. There is however clear guidance on what the alternative intervention must be detailed in the Code of Practice.
 - ii) Broadly non-compliant premises will continue to receive an inspection every time it is due.
55. Category D premises (2 years) will be treated the same as Broadly Compliant C premises.
56. Category E premises may not receive traditional inspection at all, but may receive one of the other intervention types as appropriate.
57. All new food premises will receive an initial inspection and thereafter treated as above depending on the initial category.
58. The inspection programme for 2014/2015 by risk category is as follows:-

Risk Category	Inspection Interval	No. of Premises due for Inspection	
		2013/14	2014/15
A, B and non-compliant C	6, 12 and 18 months	209	66

Compliant C, D and E	18 months, 2 years and 3 years	165	221
Total		374	287

59. 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.
60. For the year 2013/2014 all of the premises that were due for inspection were inspected by the deadline of 31 March 2014.
61. Revisits are made in order to check on compliance with Enforcement Notices and to ensure poor standards and serious defects are addressed by the food business operator. This is at the officers' discretion, but in line with Departmental Enforcement Policy.
62. Currently, the profile of premises in Gosport is detailed in paragraph 20. 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.
63. The Council maintains a Register of all food premises within the Borough in accordance with regulations. The register is held on the Ocella Computer system which is maintained by the Head of Environmental Health. In addition, the original registration forms are held in electronic form and copies are sent to Hampshire County Council Trading Standards on receipt.
64. The Commercial Team has received appropriate training to ensure knowledge of food specific legislation which relates to premises within the Borough.
65. All new food premises receive an initial inspection generally within one month of opening. Full inspections are carried out, occasionally following food and food hygiene complaints. The decision to make such inspections depends upon the nature and circumstances of any complaint.
66. There is a time recording system in place and this system indicates that about 65% of the team's time is spent on food safety. This equates to three Full-Time Equivalent (FTE) members of the team. Food safety, however, includes dealing with food hygiene complaints as well as food complaints and food premises inspections.
67. 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 two months with the Head of Environmental Health to address any issues that may have arisen, that cannot be resolved amongst the team e.g. changes to operating procedures as a result of changes to legislation/guidance.
68. 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.

69. Over the last three years, the section has achieved 100% completion of the inspection programme.

Food Complaints

70. 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.
71. 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.
72. All food complaints are investigated in accordance with guidance issued from Local Government Regulation- 'Guidance on Food Complaints' and Codes of Practice, which forms the basis of our in house procedure.
73. 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.
74. Where companies involved are unable to provide a satisfactory defence that they take all reasonable precautions and exercise all due diligence to prevent such a complaint, legal proceedings may be instigated. The decision to prosecute would be taken at the recommendation of the officer concerned, in consultation with the Head of Environmental Health, the Director of Community and the Council's legal representative, in accordance with the Food Safety Enforcement Policy. In each case the company/business and complainant will be kept informed as to the progress of the complaint.
75. Dealing with food complaints is a relatively small part of the workload; in 2013/2014 we received 19 complaints.

Primary Authority Principle

76. In April 2009 the Regulatory Enforcement and Sanctions Act introduced the Primary Authority Scheme. This is an arrangement where a Local Authority agrees to provide specialist advice to a company regarding its Food Safety arrangements and acts as a point of contact for other local authorities where its food may be sold. The Primary Authority is usually where the head office for a company is situated. The Originating Authority is the Authority where the unit which manufactured a product is situated. In principle any Authority shall observe the following:-
- An Authority shall have regard to any information or advice it has received from any liaison with home and/or originating authorities.
 - An Authority, having initiated liaison with any home and/or Originating

Authority, shall notify that Authority of the outcome.

- 77. Currently this Council does not act as Primary Authority for any local business.
- 78. 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. Gosport isn't currently a Primary Authority.

Advice to Business / Food Hygiene Complaints

- 79. 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.
- 80. The Commercial Team does not provide formal food hygiene training, as there are many local providers. Advice is also provided on training courses offered throughout Hampshire and the Isle of Wight, by other authorities and training centres and particularly for courses offered in ethnic languages.
- 81. Training is however organised on an ad hoc basis for businesses depending on need, e.g. in response to new legislation.
- 82. 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.
- 83. Where a business requires consultancy-type advice a small charge is levied.
- 84. 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.
- 85. Information is also available on the Council's website.
- 86. 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.
- 87. In 2013/2014 the team received around 210 food hygiene and food complaints and allegations of food poisoning.

Food Sampling

- 88. The Authority believes that a proactive, point of sale, food sampling programme can provide useful information about the microbiological fitness of food for sale within the Borough. The Sampling Policy can be seen at Appendix 2 to this plan and the Sampling Programme for 2014/2015 can be seen at Appendix 3 to this plan.
- 89. 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.
- 90. 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).
91. Following the E.Coli outbreak in Wales in 2005 and the subsequent recommendations by Professor Pennington and the Food Standards Agency, the team adopted an amended approach to inspecting high risk food premises (butchers shops and those handling high risk and raw products). Now, microbiological samples (swab of a food contact surface, a cleaning cloth and a food sample) are obtained from the premises and a desk top review of their HACCP system undertaken. Once the sample results are known these are used to inform the subsequent full inspection. the highest risk food premises now receive a sampling visit and a desk top study of their HACCP (Hazard Analysis and Critical Control Point) system, prior to receiving their full physical inspection.

Control and Investigation of Outbreaks and Food Related Infectious Disease

92. 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.
93. 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.
94. 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.
95. 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.

Liaison with Other Organisations

96. 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)
 - Portsmouth and South East Hampshire Infectious Disease Forum (Quarterly meetings).
 - Health Protection Agency
97. The Council fully supports the work of the Hampshire and Isle of Wight Food Liaison Committee. This body, which has representatives from all Hampshire and Isle of Wight Food Authorities, Hampshire Scientific Services and the Wessex Public Health Laboratory Service, has amongst its objectives, 'ensuring that any enforcement action taken is consistent with other neighbouring local authorities'.

Food Safety and Standards Promotion

98. 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.
 - Link to food safety information on the council's website

Food Alerts

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

Equality and Diversity

100. The Equality Act 2010 replaced many separate anti-discrimination laws with a single Act. It also strengthened the law in important ways and extends protection against discrimination on the basis of: race, disability, sex gender

re-assignment, marriage and civil partnership, sexual orientation, age religion or belief, and pregnancy and maternity.

101. There is a general duty under the act and some specific duties which include the need for public bodies to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations. In addition there is a duty to publish certain information to demonstrate compliance with the Act.
102. In respect of the Food and Health & Safety team there is an Equality Impact Assessment in place which details the various measures employed by the team to meet the requirements of the Act and ensure the Service does not discriminate and is equally accessible to all.

RESOURCES

Financial / Staffing Allocation

103. The Commercial Team consists of 1 FT Principal Officer, 2 P/T Senior Environmental Health Officers (3 days each), 2 FT Environmental Health Technical Officers and 2 FT Senior Technical Officers.
104. All employees (except The Licensing officer) involved in food safety work are fully competent to inspect all risk categories of premises as required by the Code of Practice. Officers only carry out work which is permitted by the qualification requirements of the code of practice.
105. There is a list of delegations to officers, annexed to the Council's Constitution. This is constantly reviewed and updated as new regulations are made.
106. 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

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

110. All training received will be documented as part of the Council's central training plan.
111. Core regulator skills will be achieved by the use of the "Regulators Development Needs Analysis tool".

QUALITY ASSESSMENT

112. Food Safety Act Code of Practice on Food Hygiene Inspections requires Authorities to have internal monitoring systems.
113. The Section has a set of Food Safety Procedures aimed at meeting the requirements of the Food Safety Code of Practice and Official Guidance. This is regularly kept under review and is used to ensure consistency and improvements in service delivery. The document management system ensures consistency and performs management review.
114. 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.
115. The Hampshire and Isle of Wight Food Advisory Committee has historically had a system of Inter Authority Auditing that is carried out although due to a loss of continuity following significant changes to key personnel within the County Authorities, audits have not taken place for some time. The Hants and Isle of Wight EH Manager group have tasked the Food Advisory Committee with producing a revised audit system based on the Food Standards Agency Inter Authority Audit documents.

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

Benchmarking

116. 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.

REVIEW

Performance against Plan

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

Reflection on 2013/2014

120. During 2013 / 2014 the Team have:

- i) Carried out 338 food hygiene inspections (100% of the programmed inspections completed)
- ii) Served 14 Improvement Notices
- iii) Received 210 food hygiene requests for service. This includes new food businesses that require inspection as well as food hygiene complaints and allegations of food poisoning.
- iv) Investigated 19 food complaints.
- v) Officers now have joint warrants to enable Fareham and Gosport Staff to assist each other where there are peaks in workload

Areas for improvement

121. The service is performing very well at present. However, in 2014/2015 the following areas will receive further consideration:-

- Further development of the Environmental Health Partnership with Gosport BC Environmental Health Section.
- Completion of the review of the Food Procedures
- Further development of a lower risk premises strategy
- Identification of areas for efficiency savings
- Provide support to businesses and removal of unnecessary bureaucracy in enforcement.

Food Sampling Policy for Gosport Borough Council

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

- i. Food Safety Act and associated codes of practice.
- ii. Local Government Regulation Guidance Notes on microbiological food sampling, first issued in January 2002, but revised and re issues in January 2006.
- iii. Health Protection Agency Guidance
- iv. Food Safety (Sampling and Qualification) Regulations 1990

WEMS (EAST) Sampling Group Program for 2014/15

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

	Study Name	Aim of Study	Type of Sample required	Total Number of samples per authority	Individual Amount
1.	Effectiveness of cleaning in High Risk Premises (those in the 0-3 FHRS Categories or Category A&B)	To check the effectiveness of cleaning techniques and chemicals used having regard to the Ecoli 0157 guidance	Environmental swabs and cloths	As many as possible	1 cloth Max 3 swabs

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

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

**Gosport Borough Council
Health & Safety Enforcement
Intervention Plan
2014 / 2015**

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) 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.
4. The delivery strategy for Health & Safety Enforcement includes the following:-
 - i) 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:
 - a) Investigating all relevant workplace related accidents;
 - b) Investigating all complaints relating to workplace health and safety;
 - c) Providing health & safety at work related advice to business and the public.
 - d) Ensuring that all relevant businesses are identified and inspected on a risk-assessed basis;

Performance and activities during 2013/2014

5. The performance in each of the above areas for 2013/2014 is summarised below:-
 - i) 14 accident notifications were received in the financial year 2013/2014 and these have been investigated in accordance with the Incident Selection Criteria Guidance issued by the Health and Safety Executive.
 - ii) 67 complaints/requests for Service were received and investigated.
 - iii) 16 Enforcement Notices were served in total.
 - iv) 100% of the programmed inspections completed.

Key Delivery Priorities

7. Over the coming year the key delivery priorities are :-
- i) To investigate all accidents and incidents in accordance with HSE Local Authority Circular 22/13 "Incident Selection Criteria Guidance".
 - ii) To investigate complaints made about health and safety practices within workplaces or those open to the public.
 - iii) To respond to requests for health and safety advice or guidance, in particular for new businesses.
 - iv) To investigate health and safety matters of evident concern noted during visits to businesses for other issues.
 - v) 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;
 - vi) To further align the systems and ways of working with Gosport to further develop the partnership and realise the benefits in terms of resilience and efficiency the partnership can deliver.

Local Priorities

8. Over the coming year the key local priorities are:-
- a) Develop the Fareham and Gosport Environmental Health partnership
 - b) To participate in the Hampshire FIT Programmes as appropriate e.g.
 - Health and Safety in the Beauty Sector in particular – Tattooing and skin piercing, Lasers and Intense Pulse Light hair removal systems and sunbeds
 - Pressure systems
 - Gas Safety in food premises

Fareham and Gosport Environmental Health Partnership Initiative

9. The partnership arrangement with Fareham and Gosport's Environmental Health sections became more formalised on 1st April 2014. Officers are joint warranted. This continues to provide resilience, efficiency and cost saving benefits.

The National Local Authority Enforcement Code

10. Professor Löfstedt's Review, published in November 2011 recommended that the HSE be given a stronger role in directing Local Authority health & safety inspection and enforcement activity. A National Code has been developed in response to this recommendation and also as an outcome of the Red Tape Challenge on Health and Safety. It is designed to

ensure that LA health and safety regulators take a more consistent and proportionate approach to enforcement.

11. The code sets out what is meant by 'adequate arrangements for enforcement and concentrates on the following four objectives:
 - a. Clarifying the roles and responsibilities of business, regulators and professional bodies to ensure a shared understanding on the management of risk;
 - b. Outlining the risk-based regulatory approach that LAs should adopt with reference to the Regulator's Compliance Code, HSE's Enforcement Policy Statement and the need to target relevant and effective interventions that focus on influencing behaviours and improving the management of risk;
 - c. Setting out the need for the training and competence of LA H&S regulators linked to the authorisation and use of HSWA powers; and
 - d. Explaining the arrangements for collection and publication of LA data and peer review to give an assurance on meeting the requirements of this Code.
12. The Service will be delivered in accordance with the national code: <http://www.hse.gov.uk/lau/la-enforcement-code.htm>

The Independent Regulatory Challenge Panel

13. The Independent Regulatory Challenge Panel has been set up by the Government to look into complaints regarding advice given by HSE or LA inspectors. If a business thinks that health and safety requirements are incorrect or goes beyond what is required to control the risk adequately they have the option to go to the Panel. The panel will consist of independent members who will have the competence and experience to assess advice that has been given on regulatory matters. Before the business raises an issue with the panel, they should have first tried to resolve the matter with the relevant HSE or LA inspector and their manager.

The Health & Safety Resource

14. The Environmental Health Partnership Commercial Team carry out the Health and Safety enforcement function, this team consists of 1 full time Principal Environmental Health Officer, 2 part-time (3 days a week each) Senior Environmental Health Officers, and 2 Senior Technical Officers and 2 Technical Officers. These officers also undertake Food Safety and Licensing enforcement and Infectious Disease control work.
15. The resource is now supported by the Fareham and Gosport Environmental Health Partnership, as each Authority can be supported by the other during peaks in workload, with staff able to carry out Health & Safety functions in each Authority. A lot of work has already taken place to align work practices, procedures, forms and letters etc to facilitate this.

Enforcement Decisions

16. To ensure that all enforcement decisions are consistent, the Council has an [Enforcement Policy](#), which has just been updated and the HSE's Enforcement Policy Statement which takes account of the Enforcement Management Model (which is a tool for determining the most appropriate course of action in more serious cases).

Training

17. 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 is being implemented for the EH Partnership Enforcement Team.

AGENDA ITEM. 07

Board/Committee:	Community Board
Date of Meeting:	30 June 2014
Title:	Project Integra - Draft Action Plan 2014-2017
Author:	Chief Executive
Status:	FOR DECISION

Purpose

The purpose of this report is to seek approval for the adoption of the Project Integra Draft Action 2014 – 2017. Approval is sought in accordance with the Project Integra Constitution.

Recommendation

The Board approves the adoption of the Project Integra Draft Action Plan 2014 - 2017

1.0 Background

- 1.1 To implement the requirements of Hampshire's Joint Municipal Waste Management Strategy (JMWMS) a Draft Action Plan is prepared annually by Project Integra Strategy Officers and presented for agreement to the Project Integra Strategic Board (PISB). Once approved by the PISB the Action Plan is then presented for approval by each authority.
- 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.

2.0 Report

- 2.1 The Project Integra Draft Action Plan 2014 – 2017 is attached as Appendix A, and comments are made below in respect of each action contained in the plan.
- 2.2 Action 1 - Recycle for Hampshire (R4H) Programme requires minimal input from GBC Officers as this is delivered using existing advertising and communication routes in the Borough, e.g. Coastline, Bus Shelters, which are secured directly by Project Integra.
- 2.3 Action 2 - Schools Recycling Programme is delivered entirely by an Outreach Education Officer; who in addition to working with local schools, attends evening children and youth community groups. Should the Council wish to withdraw funding from this element of the Action Plan, 6 months

notice is required to Project Integra due to employment of dedicated officers.

- 2.4 Action 3 - Waste Prevent Plan is being drafted by a working group with individual authority requirements to be identified at a later stage.
- 2.5 Action 4 - Resource Capture and Treatment Review will require input from GBC Officers and may offer the opportunity for increased levels of recycling/reuse of waste materials.
- 2.6 Actions 5 to 7 - Rely on the Head of Project Integra and the budget provided annually via contributions made by each partner. Therefore these actions are not labour intensive for Officers or dependent on further financial support.
- 2.7 Action 8 - Glass Recycling Contract currently ends in 2016. A review and replacement contract is required. Resources have yet to be determined but may require additional funding in 2015/2016 to complete the tender process of the partnership contract.
- 2.8 Whilst the majority of actions are listed for 2014/2015 some may take longer to achieve, hence the rolling 3 year programme.
- 2.9 Project Integra is funded by contributions from the partner authorities. These are based on population and are divided into amounts for the costs of the Executive functions and Recycle for Hampshire promotional and educational activities, along with a contribution for the operation of the Materials Analysis Facility. Gosport's contribution for 2014/15 is £17,738 which is provided for within the Council's budget.

3.0 Risk Assessment

- 3.1 It is a requirement of the Project Integra Constitution that each Local Authority within the partnership adopts the Action Plan. Without Board approval the Council would be at risk of loss of benefits of the wider membership of PI.

4.0 Conclusion

- 4.1 The PI Draft Action Plan 2014 – 2017, was presented to the PI Strategic Board on 27 February 2014, which included Member representation from the Council. The PISB agreed and approved the Draft Action Plan for adoption by individual authorities.

Financial Services comments:	Refer to paragraph 2.9
Legal Services comments:	
Crime and Disorder:	N/A
Equality and Diversity:	All waste services are universally provided to all residents of Gosport.
Service Improvement Plan implications:	Outcomes of the Key Actions which require significant input to and/or implementation of activities in Gosport will be included in the Service Improvement Plan as required.
Corporate Plan:	Contributes to Places, Responding to the challenges of Climate Change
Risk Assessment:	Refer to paragraph 3.1
Background papers:	None
Appendices/Enclosures:	Appendix A - Project Integra Draft Action Plan 2014 – 2017
Report author/ Lead Officer:	Angela Benneworth (5548)



Project Integra Action Plan 2014 – 2017

1 Introduction

1.1 The Project Integra Review and the refresh of the Joint Municipal Waste Management Strategy led to development of a focused action plan covering the period 2013-2016. Some of these actions have now been completed, and some will remain on the next action plan. In addition there are some new actions added. This Action Plan sets out the:

- Proposed key actions for the Project Integra Partnership in 2014/15 with longer term actions through to 2016/17;
- Budget for the proposed activities and the contributions of each partner.

2 Purpose

2.1 To set out a Draft Action Plan for the Project Integra Partnership for 2014 – 2017 for consideration and approval by the Partner Authorities.

3 Approach

3.1 This Action Plan covers the collective actions of Project Integra partners to deliver the Joint Municipal Waste Management Strategy (JMWMS). Actions involving two or more Partner Authorities are included – actions by individual authorities are not.

3.2 The Action Plan is a 3 year rolling plan in recognition of the fact that some actions will take longer than a year to complete. However, most detail is for 2014/15.

3.3 The Action Plan is prepared annually by Strategy Officers and presented for agreement by the Project Integra Strategic Board (PISB) and then for approval by each authority.

3.4 In the case of the Recycle for Hampshire education campaign, it is proposed that a notice period of at least 6 months is required should any of the 10 funding authorities not wish to partake in this action. This is to reflect the fact that there are three Education Officers whom may be affected by such a withdrawal.

3.5 An outline proposal for the action plan was presented at PISB in November 2013, and this has been used to develop this Draft Action Plan.

4 Partnership Objectives

4.1 The Project Integra Strategic Board is constituted as a Joint Committee of the 14 local authorities with responsibility for waste management in Hampshire, Portsmouth and Southampton. The long term waste disposal contractor Veolia Environmental Services (VES) is a non-voting member of the Partnership.

4.2 As part of the review the PISB reaffirmed Project Integra's overall objective as follows:
To provide a sustainable solution for dealing with Hampshire's municipal waste¹ 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 our communities.

4.3 The PISB also agreed the operational focus for its activities through a number of work streams as follows.

Working to reduce costs across the whole system through:

1. Communication and behaviour change.
2. Waste prevention including reuse.
3. Recycling and performance improvements - for instance through reducing contamination, increasing capture of materials, improving income for materials, changing management arrangements.
4. Reducing landfill.
5. Joint working arrangements and activities.
6. Improve efficiency and effectiveness of services through collaboration with neighbouring authorities including SE7.

4.4 Identified below is a table of key actions for the Partnership together with timescales and those responsible for delivery.

¹ This refers to the waste streams local authorities have responsibility for (mainly waste from households with small amounts of waste from businesses). Government now refers this as 'Local Authority Collected Municipal Waste'.

Table 1: Key Actions for Project Integra 2014 – 2017

Action 1	Recycle for Hampshire (R4H) Programme	Workstream Contribution
Detail	<p>Deliver the approved R4H programme in accordance with the agreed timescale. Programme delivered on budget to time with all actions complete.</p> <p>To include:</p> <ul style="list-style-type: none"> • Campaigns to: <ul style="list-style-type: none"> • increase capture of specific materials for recycling • Reduce contamination (including implementing contamination compact) • Recycle Week events • Promotion of reduced price compost bins and accessories 	<ul style="list-style-type: none"> • Communication and behaviour change • Waste prevention including reuse • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities • Whole system costs
Targets	<ul style="list-style-type: none"> • Demonstrable increase in material capture and reduction in contamination in areas engaged • Recycle Week events delivered • Continued sales of compost bins and accessories across Hampshire 	
How will this be measured?	<ul style="list-style-type: none"> • Monitoring capture rate and contamination rates via the Materials Analysis Facility • Monitoring of marketing metrics 	
Responsibility	<ul style="list-style-type: none"> • Lead Head of Project Integra • Recycle for Hampshire team (delivery) • PI Communications Sub Committee oversees this work 	
Resources	R4H budget – significantly reduced in 14-15 compared with previous years. Detail in section 5 of this action plan.	
Timescale	Annual Programme with specific objectives	

Action 2	Schools Recycling Programme	Workstream Contribution
Detail	To deliver the Schools Recycling Programme to 60 schools per annum across 9 district areas. To maximise the benefit of the Schools Recycling Programme and with R4H ensure that resources, (including web based), are used as widely and effectively as possible. (Secondary schools/ Brownies/charities etc)	<ul style="list-style-type: none"> • Communication and behaviour change • Waste prevention including reuse • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities • Whole system costs
Targets	Improved awareness of waste & resource management among the population as a result of the education programme.	
How will this be measured?	<ul style="list-style-type: none"> • Parent surveys • Monitoring of recycling rates school catchment areas 	
Responsibility	<ul style="list-style-type: none"> • Lead Head of Project Integra • Recycle for Hampshire team (delivery) • PI Communications Sub Committee oversees this work 	
Resources	R4H budget	
Timescale	Annual Programme with specific objectives, to tie in with R4H campaigns.	

Action 3	Waste Prevention Plan	Workstream Contribution
Detail	Implementation of PI Waste Prevention Plan, focusing on a reduction in residual waste collected and disposed of in PI.	<ul style="list-style-type: none"> • Communication and behaviour change • Waste prevention including reuse • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities • Whole system costs
Targets	<ul style="list-style-type: none"> • Finalise plan for implementation by June 14 • To perform better than national household waste arisings trends • Other metrics to be included in implementation plan 	
Responsibility	Lead Head of Project Integra All Project Integra authorities (WDA lead)	
Resources	To be determined in implementation plan	
Timescale	Implementation programme to be finalised by June 2014 and implemented up to March 2017.	

Action 4	Resource Capture and Treatment Review	Workstream Contribution
Detail	Carry out a review of existing and potential new capture methods and treatment options for waste collected in PI. Demonstrate PI compliance with the requirement for "Separate Collection" under the Waste Regulations 2011.	<ul style="list-style-type: none"> Recycling and performance improvements Reducing landfill Joint working arrangements and activities Whole system costs
Targets	<ul style="list-style-type: none"> Present detailed report and a range of options for change to PISB for consideration. Options to be presented on a cost-benefit basis. Where approved by PISB, devise implementation plan for changes to capture and /or treatment methods. 	
How will this be measured?	<ul style="list-style-type: none"> Regular updates on review to PISB and individual partners Delivery of final report and recommendations 	
Responsibility	<ul style="list-style-type: none"> Lead Head of Project Integra Project scope will set out governance arrangements, but a project team and review steering group will be required All partners will be required to engage in the review in order to complete project 	
Resources	Project Integra budgets – exact staff resourcing TBC.	
Timescale	Initial report on plastic composition by April 2014. Interim review report with initial findings at Oct 2014 PISB, final report with recommendations and draft implementation plan for January 2015 PISB.	

Action 5	Joint Working outside of PI	Workstream Contribution
Detail	Ensure engagement with further developments of the SE7 waste workstream and the waste partnerships in the south east region, to increase lobbying power and identify opportunities for closer working together.	<ul style="list-style-type: none"> All
Target	Increased opportunities for performance improvement and reduced costs.	
Responsibility	Lead Head of Project Integra in conjunction with HCC SE7 lead	
Resources	Project Integra Budget	
Timescale	2014-2017	

Action 6	Joint Procurement	Workstream Contribution
Detail	Carry out joint procurement exercises where feasible, including: <ul style="list-style-type: none"> • Waste containers (bins, boxes, bags) • Vehicles • Small WEEE recycling banks • Training and work placements 	<ul style="list-style-type: none"> • Joint working arrangements and activities • Whole system costs • Recycling and performance improvements • Reducing landfill
Targets	<ul style="list-style-type: none"> • Achieve better value for money and significant savings for Project Integra partners. • Produce annual report on progress. 	
Responsibility	Lead Head of Project Integra With procurement advice from a lead individual authority when required	
Resources	Project Integra Budget	
Timescale	2014/15 and onwards if appropriate	

Action 7	Health and Safety	Workstream Contribution
Detail	Through the PI group Common Approach to Safety and Health (CASH) ensure best practice shared and projects delivered by task and finish groups, including: <ul style="list-style-type: none"> • Noise impact of glass collections • Organising a CASH conference 	<ul style="list-style-type: none"> • Joint working arrangements and activities
Target	<ul style="list-style-type: none"> • Reduction in lost-time incidents in Hampshire • Produce annual report for PISB on the progress made by the group • Influence national H&S debate through multi-agency H&S forums 	
Responsibility	Head of Project Integra and chair of CASH	
Resources	Project Integra Budget	
Timescale	Annual Report June 2014 and June 2015.	

Action 8	Glass Recycling Contract	Workstream Contribution
Detail	Current PI glass contract ends in 2016. Review of existing contract and options for future glass processing to be developed.	<ul style="list-style-type: none"> All
Target	To secure a value for money outlet for PI glass from 2016 onwards, either buy extending or re-procuring.	
Responsibility	Lead Head of Project Integra in partnership with a lead authority for procurement - TBC	
Resources	To be determined	
Timescale	Review existing arrangements during 2015, current contract ends 2016	

5 Resources

- 5.1 The forecast for each main element of the Partnership are set out in Appendix 1:
- Executive £117,200 (-40% change from 2012/13 budget). This is an estimate – in Jan 2015, the final cost of the executive will be split between partners as described in 5.3 below. This forecast assumes that all 15 current partners remain in PI.
 - Recycle for Hampshire £138,200;
 - Materials Analysis Facility £239,845 (+2.9% change from 2012/13).
- 5.2 In addition there is £90,000 in the PI holding account, to be used for projects benefitting all partners. £7,000 has been allocated to a research project for plastic waste. It is anticipated that further funding will be required for the Resource Capture and Treatment Review. The review will require full engagement from all partners to ensure its aims and objectives are achieved.
- 5.3 Authority contributions are based on:
- Executive - total number of households with elements for collection (80%) and disposal (20%);
 - Recycle for Hampshire – total number of households (9 WCAs) plus HCC £50,000;
 - Materials Analysis Facility – one third WCAs (evenly split), one third WDAs (split by tonnage), one third VES.
- The contributions for each authority are set out in Appendix 2
- 5.4 During 14-15, work will begin on designing a model for PI that will enable it to become self funding in the future.

APPENDIX 1
Budgets
Executive

Activities	Costs
Staff Costs	72,500
Events & Activities	1,000
HCC SLA	42,000
Printing, Stationery, Legal costs	1,700
Gross Expenditure	£117,200
Total Income	£117,200

Recycle for Hampshire (exact split of budget TBC)

Activities	Costs
Staffing Costs	60,000
Schools Recycling Programme Education Officers x 3	45,000
Schools Recycling Programme Resources	4,000
Home Composting (leaflets to promote bins)	1,000
Campaign activity	28,200
Total Expenditure	£138,200

Materials Analysis Facility

	Costs
Total Expenditure	£239,845

Authority Contributions

Partner Contributions 2014/15												
			Project Integra					MAF	Combined			
			Project Integra Executive				Project Fund	Recycle For Hampshire		PI Funding	Material Analysis Facility	Project Integra & MAF
	Dwellings		Collection 80%	Disposal 20%	Total					Total	Total	Total
Basingstoke	72,080		8,564.00	0.00	8,564.00		-	-		8,564.00	6,149.87	14,713.87
East Hampshire	49,590		5,892.00	0.00	5,892.00		-	9,804.00		15,696.00	6,149.87	21,845.87
Eastleigh	53,160		6,316.00	0.00	6,316.00		-	10,510.00		16,826.00	6,149.87	22,975.87
Fareham	48,160		5,722.00	0.00	5,722.00		-	9,521.00		15,243.00	6,149.87	21,392.87
Gosport	36,610		4,350.00	0.00	4,350.00		-	7,238.00		11,588.00	6,149.87	17,737.87
Hart	37,060		4,403.00	0.00	4,403.00		-	7,327.00		11,730.00	6,149.87	17,879.87
Havant	52,920		6,287.00	0.00	6,287.00		-	10,462.00		16,749.00	6,149.87	22,898.87
New Forest	80,260		9,536.00	0.00	9,536.00		-	15,867.00		25,403.00	6,149.87	31,552.87
Portsmouth	88,810		10,552.00	2,638.00	13,190.00		-	-		13,190.00	15,233.60	28,423.60
Rushmoor	38,590		4,585.00	0.00	4,585.00		-	7,629.00		12,214.00	6,149.87	18,363.87
Southampton	101,720		12,085.00	3,021.00	15,106.00		-	-		15,106.00	16,793.29	31,899.29
Test Valley	50,000		5,941.00	0.00	5,941.00		-	-		5,941.00	6,149.87	12,090.87
Winchester	49,780		5,914.00	0.00	5,914.00		-	9,841.00		15,755.00	6,149.87	21,904.87
Hampshire	568,210		0.00	16,877.60	16,878.00		-	50,000.00		66,878.00	60,221.21	127,099.21
Veolia					4,517.00		-	-		4,517.00	79,948.36	84,465.36
			90,147.00	22,536.60	117,201.00		0.00	138,199.00		255,400.00	239,845.07	495,245.07

Notes - Differences from budget figures are due to rounding and interest on balances held during the year. Dwelling Figures are taken from Waste Data Flow.