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12 June 2015

S U M M O N S

MEETING: Community Board
DATE: 22 June 2015
TIME: 6.00 pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Vicki Stone

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

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

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

Councillor Bateman
Councillor Edgar
Councillor Foster-Reed
Councillor Hazel
Councillor Mrs Hook

Councillor Hylands
Councillor Mrs Morgan
Councillor Murphy
Councillor Mrs Searle
Councillor Wright

FIRE PRECAUTIONS

(To be read by the Mayor if members of the public are present)

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

IMPORTANT NOTICE:

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

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

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off or on silent for the duration of the meeting.
- iii. This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.

AGENDA

PART A ITEMS

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 9TH MARCH 2015 AND 21ST MAY 2015

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 18th June 2015. 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 18th June 2015).

6. ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN
2015/ 2016

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 2015/2016 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

Community Board
22 June 2015

7. PROJECT INTEGRA CONSTITUTION AND DRAFT ACTION
PLAN 2015-18

Part II
Contact:
Ian Lycett

The purpose of this report is to seek approval for the adoption of the amended Project Integra Constitution and the Project Integra Draft Action 2015 – 2018.

8. ANY OTHER BUSINESS

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

9. EXCLUSION OF PUBLIC

That in relation to the following items the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the cases, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

| Item No. | Item | Paragraph no. 3 of Part I of Schedule 12A of the Act | |
|----------|--|---|---|
| 10. | TV AERIAL LEASE & MAINTENANCE CONTRACT EXTENSION/RENEWAL | The Report includes commercially sensitive information and therefore the public interest in maintaining the exemption outweighs the public interest in disclosing the information | PART II Contact Officer: Corinne Waterfield |
| 11. | CCTV MONITORING CONTRACT | The report contains details of the financial affairs of the Council and a third party at a time when contract documents are not finally concluded. Completion of the contract could be prejudiced if this information was made public which may have an adverse impact on the contract arrangements to the detriment of the Council tax payers. Therefore the public interest in maintaining the exemption outweighs the public interest in disclosing the information. | PART II Contact Officer: Ian Lycett |

**A MEETING OF THE COMMUNITY BOARD
WAS HELD ON 9 MARCH 2015 AT 6PM**

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

It was reported that in accordance with Standing Order 2.3.6, Councillors Hook, and Mrs Wright had been nominated to replace Councillors Bateman and Mrs Batty for this meeting.

32. APOLOGIES

Apologies for inability to attend the meeting were received from Councillors Bateman and Mrs Batty.

33. MINUTES OF THE MEETING OF THE COMMUNITY BOARD HELD ON 10 FEBRUARY 2015

RESOLVED: That the Minutes of the meeting of the Community Board held on 10 February 2015 be approved and signed by the Chairman as a true and correct record.

34. DECLARATIONS OF INTEREST

There were no declarations of interest.

35. DEPUTATIONS

There were no deputations.

36. PUBLIC QUESTIONS

There were no public questions.

37 RIVER HAMBLE TO PORTCHESTER COASTAL FLOOR AND EROSION RISK AND MANAGEMENT STRATEGY – ADOPTION

Consideration was given to a presentation by Mr Mark Stratton of the Coastal Partnership to seek approval of the final strategic policies proposed to sustainably address coastal flood and coastal erosion risk for a 58km frontage running from Portchester Castle, in Portsmouth Harbour, to Burrridge, on the east bank of the River Hamble.

The presentation summarised projects carried out to date, strategic options, case studies and the future proposals to maintain and protect flood defences.

Members were advised that the Strategy had now finished a 3 month period of public consultation. As part of this, there had been four successful drop-in events across the Fareham and Gosport area.

Mr Stratton further advised that the strategy was being undertaken in 2 stages:

- Stage 1 the Scoping Phase - work had been completed to assess and compile evidence required to develop a comprehensive, sustainable strategy that promoted technically, environmentally and economically sound defence measures for the coast.
- Stage 2 the Development Phase – would look at the outputs from the scoping phase to implement a programme of work that would propose proportionate coastal management options or flood defence schemes along the strategy frontage.

In conclusion, Members were advised that the Strategy provided a long term future plan. The evidence gathered would be used to secure funding for future flood and coastal erosion risk management and provide the framework to deliver the Management Plan.

Following Members concerns in relation to Haslar sea wall, Members were advised that as part of the Haslar re-development, planning applications received from the developers had indicated that they would be seeking to maintain the sea wall for public access.

RESOLVED: That the Community Board approve the strategy and management options for Strategy Management Zone 2 (Gosport and Fareham, Portsmouth Harbour West) and Strategy Management Zone 3 (Lee-on-the-Solent and Stokes Bay) as set out in Appendix A of the report.

38. GOSPORT SCHEME OF ALLOCATIONS

Consideration was given to the report of the Housing Services Manager seeking approval of recommended changes set out in the report.

Members were advised that there were no further updates to the report.

A Member sought clarification as to why in Section 7 paragraph 4a of the appendix that, “at the discretion of the Housing Services Manager” had been omitted, but that it had been included in the report. It was confirmed that this would be included in the appendix.

Following a Members question in respect of providing detailed photographs of properties for people to bid on, it was confirmed that improvements were being progressed to enhance the advertisements and build a housing stock portfolio.

Following discussions in relation to financial qualifications, it was advised that as recommended in the report, discretion would be given to the Housing Services Manager and means tested on an individual basis.

RESOLVED: That the Community Board approve the Scheme of Allocation set out in Appendix A of the report with the provisions relating to Direct Lets and Sanctions for Repeat Refusals introduced from 1 April 2015.

39. THE WASTE (ENGLAND AND WALES) REGULATIONS 2011(AMENDED 2012)

Consideration was given to a report of the Chief Executive seeking Members approval of the assessment of Gosport’s waste and recycling collection arrangements, to comply with the requirements of The Waste (England and

Members were advised that there were no further updates to the report.

In response to a Members question, the Head of Streetscene confirmed that additional locations across the Borough for glass recycling banks were being sought. It was further reported that glass recycling bins were fitted with a rubber interior to reduce the impact of noise.

RESOLVED: That the Board approve the retention of the current Hampshire wide arrangements for the collection of recyclables (co-mingled and not separated) as:

- a) it is not necessary to collect recyclable materials separately in Gosport in order to facilitate or improve recovery; and that
- b) it is not technically, environmentally and economically practicable to do so.

40. EXCLUSION OF THE PUBLIC

RESOLVED: That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemptions outweighs the public interest in disclosing the information, for the reasons set out in the report.

41. ICE CREAM CONCESSIONS – STOKES BAY AND LEE-ON-THE-SOLENT

Consideration was given to an exempt report of the Housing Services Manager advising the Board of the results of an open tender exercise to re-let the Stokes Bay and Lee-on-the-Solent Ice Cream Concessions, offering a 4 year agreement, commencing 1 April 2015, for each of the concessions.

RESOLVED: That the Board approve a proposal to award the Lee-on-the-Solent Ice Cream Concession as set out in the report, and authorise the Housing Services Manager, in conjunction with the Head of Legal Services, to enter into a four year licence agreement.

42. ANY OTHER BUSINESS

There was none

The Meeting concluded at 6.56pm

CHAIRMAN

**A MEETING OF THE COMMUNITY BOARD
WAS HELD ON 21 MAY 2015**

The Mayor (Councillor Farr) (ex-officio) (P), Chairman of the Policy and Organisation Board (Councillor Hook) (ex-officio) (P); Councillors Bateman (P), Burgess (P), Dickson, Edgar (P), Foster-Reed (P), Hazel (P), Mrs Hook (P), Hylands (P), Mrs Morgan (P), Murphy (P), Mrs Searle (P), Wright (P)

1. APOLOGIES

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

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 2015-2016.

6. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Dickson be appointed as Vice-Chairman of the Community Board for the Municipal Year 2015-2016.

The meeting concluded at 5.20pm

CHAIRMAN

AGENDA ITEM NO. 06

| | |
|-------------------------|---|
| Board/Board: | COMMUNITY BOARD |
| Date of Meeting: | 22 JUNE 2015 |
| Title: | ENVIRONMENTAL HEALTH (COMMERCIAL) SERVICE PLAN 2015/ 2016 |
| 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 2015/2016 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 2015/16 as set out at Appendix A and the Health & Safety Service Plan 2015/16 as 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 shows the Food Safety Service Plan for 2015/2016. Appendix B shows the Health and Safety Service Plan for 2015/2016. Both appendices also reflect on performance in the respective areas for 2014/2015
- 2.2 Responsibility for Food Safety and Health and Safety enforcement falls to the Commercial Team within the Fareham and Gosport Environmental Health Partnership.

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 ensure health and well-being in Gosport and visit and ensure 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 2015/16 set out in the Appendices to this report.

| | |
|---|---|
| Financial Services comments: | These Statutory functions can be met within the agreed budgets for 2015/2016 |
| 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 2015/2016 |
| Appendix 'B' | Health and Safety Service Plan 2015/2016 |
| Report author/ Lead Officer: | Ian Rickman |

**Gosport Borough Council
Food Safety Service Plan
2015 / 2016**

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 2015/2016 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 functions provided by in partnership arrangement, with Fareham Borough Council, which provides a 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 Senior Environmental Health Officer, 2 part-time (3 days a week each) Senior Environmental Health Officers, and 1 Senior Technical Officers and 2 Technical Officers. These officers also undertake 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 2015/2016, particularly in light of the resilience offered by the partnership. They were not required in 2014/2015.

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.

Demands on the Food Service

18. There are approximately 668 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.

19. There are 668 registered food premises within the Borough, made up of the following food premises types:

| | |
|----------------------------------|-----|
| Catering | 19 |
| Distributors/warehousing | 3 |
| Farm/smallholding | 1 |
| Hospital/rest home | 128 |
| Hotel/ guest house | 16 |
| Manufacturers/processor | 6 |
| Moveable premises | 23 |
| Multiple businesses | 1 |
| Others | 178 |
| Private house as a food business | 20 |
| Restaurant café/ snacks | 115 |
| Retailer | 125 |
| School | 33 |

| | |
|----------------------------------|------------|
| Total Registered Premises | 668 |
|----------------------------------|------------|

20. 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.
21. The team, in addition to undertaking the Food Safety function, also has responsibility for Health and Safety and Infectious Disease Control.
22. 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 and health and safety issues relating to any single premises, where appropriate interventions in relation to these activities are combined.
23. 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 the full range of Environmental Health issues which includes 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.

Licensing

24. 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,

Gambling Act 2005

25. 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

26. 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

27. 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

28. 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.
29. 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.
30. 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.
31. All Food hygiene ratings are published online at <http://ratings.food.gov.uk/> and businesses are encouraged to display their rating stickers showing their food

hygiene ratings at their premises where consumers can easily see them, though there is no legal requirement currently to display them.

32. 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.
33. 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 | | |
|----------------------------------|-----------------------|------|-----|
| | 2014 | 2015 | |
| 0 – Urgent Improvement Necessary | 0 | 2 | +2 |
| 1 – Major Improvement Necessary | 19 | 12 | -7 |
| 2 – Improvement Necessary | 11 | 11 | - |
| 3 – Generally Satisfactory | 35 | 27 | -8 |
| 4 – Good | 107 | 93 | -14 |
| 5 – Very Good | 312 | 353 | +41 |
| Exempt / excluded / unrated | 189 | 170 | -19 |
| Totals | 673 | 668 | |

34. 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 25 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 lower categories..

Enforcement Policy

35. 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.
36. In December 2012, The Council approved an updated general enforcement policy to cover all the work undertaken by the section.
37. All food safety enforcement decisions are made following consideration of the Enforcement Policy. Any departure from the Policy will be documented.
38. 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
39. 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.

40. Food premises owned by the Council need a separate method for achieving compliance. Usually, an informal approach should be successful. However, if difficulties were to be encountered, these would be reported to the Housing Services Manager, who would, in turn, raise those issues at a Chief Executive's Management Team meeting, if necessary after liaison with the relevant Senior Officer for the premises concerned.

SERVICE DELIVERY

Food Safety Interventions

41. 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.
42. In April 2014 the Food Standards Agency issued a revised Food Law Code of Practice.
43. 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.
44. 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

45. 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 evaluates and publishes 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.
46. The Food Standards Agency has a remit to oversee local authority food law enforcement to ensure appropriate local services are in place.

FOOD SAFETY INTERVENTIONS PLAN

Inspections

47. Inspections are carried out in accordance with the Food Law Code of Practice (April 2014).
48. 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.
49. The Code requires Category A and B premises to receive an inspection at the appropriate frequency (6 months & 12 months).
50. 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.
51. Category C (18 months) premises are divided into 2 groups as defined by the guidance, those broadly compliant and broadly non-compliant.
 - i) Broadly compliant premises will receive a full inspection every other time it is due for an inspection. An alternative intervention such as a sampling visit or visit for another food matter will be carried out for the other due inspection. There is however clear guidance on what the alternative intervention must be detailed in the Code of Practice.
 - ii) Broadly non-compliant premises will continue to receive an inspection every time it is due.
52. Category D premises (2 years) will be treated the same as Broadly Compliant C premises.
53. Category E premises may not receive traditional inspection at all, but may receive one of the other intervention types as appropriate.
54. All new food premises will receive an initial inspection and thereafter treated as above depending on the initial category.
55. The inspection programme for 2015/2016 by risk category is as follows:-

| Risk Category | Inspection Interval | 2015/2016 |
|--------------------------|--------------------------------|------------|
| A, B and non-compliant C | 6, 12 and 18 months | 108 |
| Compliant C, D and E | 18 months, 2 years and 3 years | 205 |
| Total | | 313 |

56. 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;
 - Use of questionnaires.
57. For the year 2014/2015, all of the premises that were due for inspection were inspected by the deadline of 31 March 2015.
58. 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 the Enforcement Policy.
59. Currently, the profile of premises in Gosport is detailed in paragraph 19. 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.
60. 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.
61. The Commercial team has received appropriate training to ensure knowledge of food specific legislation which relates to premises within the Borough.
62. 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.
63. 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. These meetings are led by the Head of Environmental Health.
64. At the time of every food premises inspection, a pro-forma is completed which is attached to the electronic premises file. Following each inspection, either a written report is sent to the proprietor of the business or, for minor matters, a carbonated handwritten report is left on site. The report and carbonated handwritten report have a standard format, which includes all of the information contained in Annex 6 of Food Law Code of Practice.
65. Over the last four years, the section has achieved 97-100% completion of the inspection programme and achieved 100% for 2014/2015.

Food Complaints

66. 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.
67. The Council also enforces the provision of the Food Labelling Regulations 1984, which relate to 'Use-by' date labelling and quality issues, in co-operation with the trading standards authority.
68. 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 Fareham's in-house procedure.
69. 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.
70. 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 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.
71. Dealing with food complaints is a relatively small part of the workload.

Primary Authority Principle

72. 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.
73. Currently this Council does not act as Primary Authority for any local business.
74. If a business requests a Local Authority to be its Primary Authority for any regulatory function, the Local Authority must agree to the request, although it may charge for the cost of doing so.

Advice to Business / Food Hygiene Complaints

75. 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.

76. 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.
77. Training is however organised on an ad hoc basis for businesses depending on need, e.g. in response to new legislation.
78. 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.
79. 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.
80. A magazine called 'Coastline' is produced by the Council periodically. It is sent to all residents and businesses within the Borough. Information on food safety issues is occasionally included in this publication.
81. Information is also available on the Council's Website.
82. 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 in response to a prosecution for any offences.
83. In 2014/2015 the team received around 157 requests for food hygiene advice and 29 allegations of food poisoning/infectious disease notifications.

Food Sampling

84. 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 1 to this plan and the Sampling Programme for 2015/2016 can be seen at Appendix 2 to this plan.
85. 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.
86. 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).
87. 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 desktop 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

88. 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.
89. 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.
90. All investigations will follow those procedures laid out in the Hampshire and Isle of Wight 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.
91. 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.
92. There are excellent links with the local Health Protection Unit and the public health laboratory, which come to the fore during outbreaks. All notifications are actioned on the day of receipt, by a telephone call, visit or a letter.

Liaison with Other Organisations

93. 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.
 - Wessex Environmental Microbiology Services User Group East (meetings every four months)
 - Southern Shellfish Liaison Group (annual meeting with interim newsletters as necessary)
 - Portsmouth and South East Hampshire Infectious Disease Forum (Quarterly meetings).
 - Health Protection Agency.

94. 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

95. The Council's education and promotion activities can have a direct impact on food safety standards. The Council is therefore committed to providing advice and information both to business and the public through a number of initiatives:
- Food Safety information leaflets – these are available from the Town Hall.
 - Food Safety Week/Food Link – this is normally held in June every year. The Council supports a number of activities designed to promote food safety during this week, as resources allow.
 - Use of 'Coastline', the Council's periodic magazine, sent to all homes in the Borough.
 - Link to food safety information on the Council's website.

Food Alerts

96. Food alerts are notified by EHCNET (national computer link), by a pager from the Food Standards Agency and directly to the section 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

97. 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.
98. 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.

99. In respect of the Commercial 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

100. The Commercial team consists of 2 P/T Senior Environmental Health Officers (3 days each), 1 FT Senior Environmental Health Officer and 1 FT Senior Environmental Health Technical Officer and 2 Technical Officers.
101. Officers only carry out work in line with the qualification requirements of the code of practice.
102. There is a list of delegations to officers, annexed to the Partnership Agreement and referenced in the Constitution. This is constantly reviewed and updated as new regulations are made.

Staff Development Plan

103. 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.
104. 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 its customer needs.
105. This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.

QUALITY ASSESSMENT

106. The Food Safety Act Code of Practice on Food Hygiene Inspections requires Authorities to have internal monitoring systems.
107. 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.
108. 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.

109. 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.

REVIEW

Performance against Plan

110. The Food Safety Service Plan is produced and reviewed annually by members.
111. 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.
112. The Food Standards Agency then reports this performance data to Government and Europe.

Areas for improvement

113. The service is performing very well at present. However, in 2015/2016 the following areas will receive further consideration:-
- Introduce the Hampshire Healthy Eating “Eat out Eat well” award to Gosport food businesses.
 - Continue to try improve the service to our customers
 - Review of the Food Procedures
 - Identification of areas for efficiency savings
 - Train all of the qualified Environmental Health Officers to be Lead Officers.

Food Sampling Policy for Gosport Borough Council

1. The Sampling Policy document is written for Gosport Borough Council's Commercial Team.
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 sampling programme is produced for each financial year. The plan is produced in conjunction with the Hampshire and IOW sampling group. The sampling Group decides on the years sampling plan in accordance with the National (LGR), European plans and any local studies that the group wishes to undertake.
5. The purpose of sampling and associated actions:-
 - i. The Food, Health and Safety and Licensing Team, within Regulatory Services, will identify any foods that pose a hazard or risk to health of the consumer; this may be due to contamination of significant pathogenic bacteria and/or associated toxins.
 - ii. To identify any contraventions of Food Safety legislations.
 - iii. To use results to educate and inform the local businesses and, in addition, to inform the public regarding food safety issues.
 - iv. Sampling is used to evaluate effectiveness of food handling and associated processes at food premises in relation to their food safety management system requirements.
 - v. Investigate food complaints and food poisoning incidents.
 - vi. To assist in any potential formal action case.
6. Routine sampling is an important part of the work of 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

APPENDIX 2

FWE Sampling Group Program for 2015/16

| MONTHS OF SAMPLING | | A | M | J | J | A | S | O | N | D | 2016 J | F | M |
|--------------------------------|--|---|---|---|---|---|---|--------|---|---|--------|---|---|
| LACORS SAMPLING | | | | | | | | | | | | | |
| National Study TBD | | | | | | | | Summer | | | | | |
| National Study TBD | | | | | | | | | | | | | |
| National Reactive Study | | | | | | | | | | | | | |
| Regional Study | | | | | | | | | | | | | |
| FWE SAMPLING | | | | | | | | | | | | | |
| Partnership Sampling | | | | | | | | | | | | | |
| Water Sampling | | | | | | | | | | | | | |
| Butchers and Approved Premises | | | | | | | | | | | | | |

No Sampling planned for August and December

**Gosport Borough Council
Health & Safety Enforcement
Intervention Plan
2015 / 2016**

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 2014/2015

5. The performance in each of the above areas for 2014/2015 is summarised below:-
 - i) 21 accident notifications were received in the financial year 2014/2015 and these have been investigated in accordance with the Incident Selection Criteria Guidance issued by the Health and Safety Executive.
 - ii) 50 complaints/requests for Service were received and investigated.
 - iii) 2 Enforcement Notices were served in total.
 - iv) 100% of the programmed inspections completed.

Key Delivery Priorities

6. 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;

Local Priorities

7. Over the coming year the key local priorities are:-
- a) Develop the Fareham and Gosport Environmental Health partnership
 - b) To participate in a relevant activity as agreed by the Hampshire Health & Safety group, that is listed in LAC 67/2 as relevant activities/sectors for pro-active inspection.

Fareham and Gosport Environmental Health Partnership Initiative

8. The partnership arrangement with Fareham and Gosport's Environmental Health sections became more formalised on 1st April 2014. Officers are now working as a single team. This continues to provide resilience, efficiency and cost saving benefits.

The Health & Safety Resource

9. The Environmental Health Partnership Commercial Team carry out the Health and Safety enforcement function, this team consists of 1 full time Senior Environmental Health Officer, 2 part-time (3 days a week each) Senior Environmental Health Officers, and 1 Senior Technical Officer and 2 Technical Officers. These officers also undertake Food Safety and Licensing enforcement and Infectious Disease control work.

Enforcement Decisions

10. To ensure that all enforcement decisions are consistent, the Council has an Enforcement Policy, and the Enforcement Management Model (which is a tool for determining the most appropriate course of action in more serious cases).

AGENDA ITEM NO.07

| | |
|-------------------------|--|
| Board/Committee: | COMMUNITY BOARD |
| Date of meeting: | 22 JUNE 2015 |
| Title: | PROJECT INTEGRA CONSTITUTION AND DRAFT ACTION PLAN 2015-18 |
| Author: | THE CHIEF EXECUTIVE |
| Status: | FOR DECISION |

Purpose

The purpose of this report is to seek approval for the adoption of the amended Project Integra Constitution and the Project Integra Draft Action 2015 – 2018.

Recommendation

The Board approves the amendment to the Project Integra Constitution and the adoption of the Project Integra Draft Action Plan 2015 – 2018.

1. Background

- 1.1 To implement the requirements of Hampshire's Joint Municipal Waste Management Strategy (JMWMS) a Draft Action Plan is currently prepared annually by Project Integra (PI) 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. Project Integra Constitution

- 2.1 The PI Constitution is proposed to be amended to allow for a draft Action Plan to be approved by the PISB and individual partner authorities only once in three years. Progress reports are still to be delivered annually, with amendments permitted to the Plan during the three year period. A copy of the proposed Constitution has been placed in the Members Library.

Draft Action Plan 2015

- 2.2 The PI Draft Action Plan 2015 – 2018 is attached as Appendix A, and comments are made below in respect of each action contained in the plan.

- 2.3 Action 1 – Activity to increase quality and quantity of recyclable materials.

Following the withdrawal of a number of partner authorities from the Recycle for Hampshire promotional activities, the PISB agreed county wide promotions would not operate effectively in future, and agreement was reached to disband the team. The Recycle for Hampshire website and social media activities remain and are administered via a Service Level Agreement with HCC. Funding for any future singular county wide campaigns will be included in the project budget and it is hoped this can be sourced externally.

- 2.4 Officers continue to work in Partnership with the waste & recycling collection contractor, Urbaser, and address the issue of contamination in recycling bins. Other promotional activities take place via GBC notice boards, information leaflets, website, Coastline magazine and refuse/recycling vehicle side panels.

- 2.5 Action 2 - Schools Education. A number of partner authorities have withdrawn from this joint service in favour of resourcing their local schools with their own staff. Six authorities, including Gosport, remain in the joint Schools Education programme that is delivered by an Outreach Education Officer.

- 2.6 Action 3 – Waste Prevention Plan (WPP). A PI WPP 2014 – 2017 was approved by the PISB in June 2014. Gosport is an active member of the Bulky Waste group which is investigating ways of working more closely with the 3rd sector to divert reusable items rather than taking them for direct disposal.

- 2.7 Action 4 - Resource Capture and Treatment Review, Implementation. The review has been completed in the past twelve months. PI is currently costing a proposal to increase the capture of plastic materials which will be of benefit to all residents if a viable option.

- 2.8 Actions 5 - Joint Working Outside of PI. This relies 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.

- 2.9 Action 6 – Health & Safety. The PI group Common Approach to Safety & Health (CASH) meets to share best practice and monitor incident and trends across Hampshire. Officers currently attend a meeting twice a year along with a representative from the Contractor. Minimal additional resource input is required to this action, as Health and Safety is a priority standing agenda item at monthly contract

meetings.

- 2.10 Action 7 - Glass Recycling Contract. The current contract ends in 2016, however there is an option to extend this for a further two years which is to be addressed by the PISB. A review and replacement contract will be required beyond this and resources have yet to be determined but may require additional funding in 2016/2017 to complete the tender process of the partnership contract.
- 2.11 Action 8 – Joint Procurement. Where feasible authorities may wish to make use of joint procurement processes. This is to be led by the Head of PI and additional resources will only be required should GBC consider this option advantageous.
- 2.12 Action 9 – Joint Municipal Waste Management Strategy (JMWMS). The current strategy is due for review in 2017. It is not clear however if this document will be legally required moving forward. The Head of PI will lead on this Action and advise in due course.
- 2.13 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 a contribution for the operation of the Materials Analysis Facility. Funding for the education programme is based on the number of schools in each participating authority. Gosport's contribution for 2015/16 is £12,782 which is provided for within the Council's budget.

3 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 GBC would be at risk of loss of benefits of the wider membership of PI, such as the Schools Education Programme.
- 3.2 In 2017/2018 Gosport's contribution is expected to rise to £13,130, however continued membership of the partnership can be reviewed on an annual basis.

4. Conclusion

- 4.1 The amended PI Constitution and the PI Draft Action Plan 2015 – 2018, was presented to the PISB on 5 February 2015. The PISB agreed and approved the documents for adoption by individual authorities

| | |
|---|---|
| Financial Services comments: | Refer to paragraph 2.13 |
| Legal Services comments: | None for the purposes of this report |
| Crime and Disorder: | No comments. |
| 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 4.1 |
| Background papers: | Proposed Constitution and Draft Project Integra Action Plan 2015-2018 |
| Appendices/Enclosures: Appendix 'A' | Appendix A- Project Integra Draft Action Plan 2015 – 2018 |
| Report author/Lead Officer: | Angela Benneworth (5548)/Stevyn Ricketts (5282) |

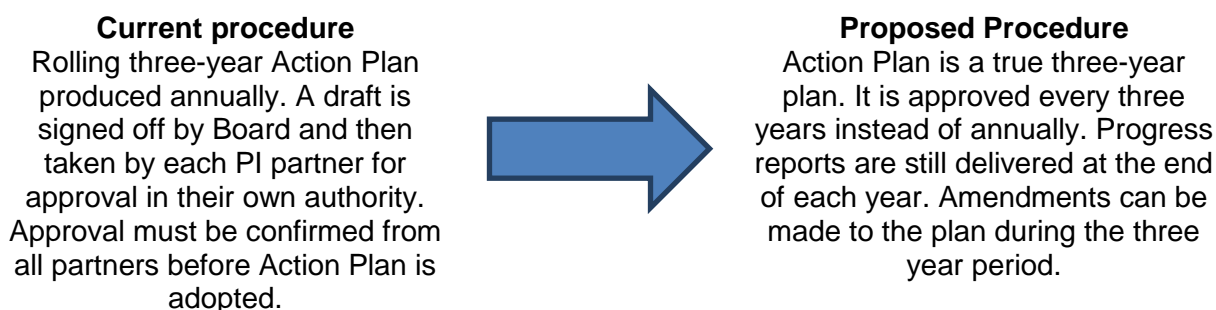


Draft Project Integra Action Plan

2015-2018

1 Introduction

- 1.1 Project Integra is partnership of 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.
- 1.2 The Project Integra Strategic Board is constituted as a Joint Committee of the 14 local authorities, and is the decision making body for the partnership.
- 1.3 The Project Integra Review and the refresh of the Joint Municipal Waste Management Strategy led to development of focused action plans covering the periods 2013-2016 and 2014-17. Both these plans have been rolling three year plans, refreshed every year, in accordance with the PI Strategic Board Constitution. 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.
- 1.4 This Draft Action Plan has been developed in parallel with a proposed change to the PI Strategic Board Constitution. The proposal changes the planning process as follows:



- 1.5 This Draft Action Plan therefore covers the period 2015-18. Amendments to this plan can be made during this period, and progress will be regularly reported. The next full Action Plan to follow this one will cover the period 2019-22.
- 1.6 An outline proposal for the Action Plan was presented at PISB in October 2014, and this has been used to develop this Draft Action Plan.

2 PI aims and objectives

- 2.1 The refreshed (2012) Joint Municipal Waste Management Strategy (JMWMS) had the following overarching vision:

"In period to 2023 Hampshire will manage the effectiveness of its sustainable material resources system to maximise efficient re-use and recycling of material resources and minimise the need for disposal in accordance with the national waste hierarchy."

- 2.2 The PISB also agreed, in 2012, 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.”

3 Future challenges and opportunities

3.1 Existing and future targets

- 3.1.1 National targets for household waste were set for England by the Waste Strategy 2007. The targets are to recycle or compost at least 45% of household waste by 2015 and 50% by 2020. The latter is a requirement of the EU Waste Framework Directive (the EU target applies to Member States as a whole i.e. the UK. rather than individual local authorities).
- 3.1.2 The rate at which recycling is currently increasing will not enable the UK to meet this target. This could lead to fines for the UK Government for infraction. The UK government has not set targets for individual local authorities, but under the terms of Section 48 of the Localism Act, these fines *could* be passed to the local authorities which are deemed to be responsible for the UK Government’s non-compliance. Defra have not confirmed that this will be the case and there is no mechanism for how this would work in practice.
- 3.1.3 In July 2014, the European Commission published a proposal to amend six waste-related Directives. The proposal included setting more challenging waste-related targets for the period 2020-2030. However the new EU Commissioner withdrew this proposal, in favour of developing something “more ambitious” in 2015. Given the lead times for developing new waste legislation, the impact of this work is unlikely to be fully understood until 2018 onwards.

3.2 Waste trends

- 3.2.1 At the time of writing, the latest statistical update from Defra covers the calendar year 2013. It notes that, for England:
- The annual rate of recycling of ‘waste from households’ was 44.2 per cent in 2013 and continues to be stable with just a slight increase from 44.1 per cent in 2012.
 - Total ‘waste from households’ dropped 1.8 per cent to 21.6 million tonnes.
 - Local authority managed waste to landfill and incineration fell by 5.2 per cent
- 3.2.2 In the PI area, residual waste tonnages increased significantly (4.67%) in 2013-14. It could be expected that increasing residual waste tonnages will be a key pressure on collection and disposal infrastructure if the economic recovery continues. This means the PI Waste Prevention Plan acquires an even higher level of significance in reducing whole system costs.
- 3.2.3 Recycling rates in PI authorities have plateaued or even reduced in recent years. Previous PI reports have looked further into this, but in summary there is a decreasing quantity of recyclate available (especially paper) but residual waste tonnages have increased.

3.3 Other future areas of policy and legislation

- 3.3.1 Defra’s role in waste policy development - A letter sent by Defra to stakeholders in November 2013 revealed the future direction of Defra in the waste/resources sector - “From April 2014 we will be stepping back in areas where businesses are better placed to act and there is no clear market failure.”
- 3.3.2 Quality of materials - As of 1st October 2014, new legislation require all MRFs to sample inputs and outputs according to a common methodology, which will allow more accurate comparisons between facilities. This sampling data is submitted to the EA on a quarterly basis and once verified will be available in the public domain. These Regulations, along with the requirements for separate collection of paper, glass, metal and plastic, as per the Waste (England and wales) Regulations 2011 (as amended 2012), means there is a need to have a strong focus on material quality in the future.

3.3.3 Plastic Bag Levy - The Government announced in 2014 that they will introduce a 5p charge on all single-use plastic carrier bags in England in October 2015. This may reduce the quantity of plastic bags in DMR bins and in the waste stream overall. There could be opportunities for PI partners to communicate with residents in the run-up to October 2015, to advise of both the charge itself and the requirement for loose recycle.

3.3.4 Landfill Tax - Landfill tax has been increasing by £8 per year, currently standing at £80 per tonne. From 1st April 2015, it shall increase annually in line with the RPI.

3.3.5 National agreements with industry on Packaging and food waste - WRAP have been working with retailers and manufacturers since 2005 via a series of "Courtauld Commitments," aiming to reduce the weight and carbon impact of household food waste, grocery product and packaging waste, both in the home and the UK grocery sector. WRAP has been having discussions with governments and industry stakeholders about a new framework for collaborative action in the UK to follow Courtauld 3. This is proposed to be a new ten-year framework (2016-2025). Courtauld 2025 is still being developed and currently no targets have been identified. WRAP will announce a formal proposition in 2015.

3.4 *WDA Developments*

3.4.1 The existing HWRC contract has been extended to the end of March 2016, but some policy changes will be trialled during this period. Procurement of a new contract, from 2016, is underway. The waste disposal contract with VES has been extended to 2030.

3.4.2 WDAs and VES have been exploring a number of options to increase landfill diversion – for example diverting HWRC Amenity Wastes to Veolia's Solid Recovered Fuel (SRF) and Refuse Derived Fuel (RDF) facility and recycling street sweepings – these trials may be extended and expanded if successful.

3.5 *Housing trends*

3.5.1 HCC provides forecasts of population and no. of dwellings. Between 2015 and 2018, a 2.75% increase in house numbers is expected across Hampshire, equating to 21,000 new homes. WCC, TVBC and HDC will see the most significant increases. Increases of this order will have significant impact of quantities of waste for collection and disposal.

4 **PI Action Plan 2015-18**

4.1 In order to meet the aims of the JMWMS and the challenges described, the action plan will consist of the following actions.

| Action 1 | Activity to increase quality and quantity of recyclable material | Workstream Contribution |
|-----------------------------------|---|--|
| Detail | <p>Increasing capture of and reducing contamination of materials collected for recycling by PI will have a significant impact upon whole system costs. It is also increasingly important in order to comply with recent legislation. In the absence of an ongoing county-wide communications campaign, the following is required:</p> <ul style="list-style-type: none"> • A focus on local communications by each partner authority. • When appropriate work together on communications where an approach will have a known impact or clear business case, and pursue external funding to this end, including partnerships with other sectors. • Sharing of best practice in communications among PI partners e.g. via Recycling officer group. • Development of an agreed set of communications principles for use across the partnership, to ensure that messages across Hampshire are consistent. • Further development of the PI Contamination Compact • Monitoring of MRF sampling data and benchmarking with other MRFs • Identify methods of reducing MRF residue, developing business cases where appropriate | <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 |
| Targets | <ul style="list-style-type: none"> • Increase material capture from 78.3% (13-14) • All partners reduce own input contamination rates • Reduce MRF residue rate from 15.73% (13-14) • Agree set of principles (see above) by October 2015. | |
| How will this be measured? | <ul style="list-style-type: none"> • Monitoring capture, contamination and residue rates via the Materials Analysis Facility • Benchmarking of data with other LAs and MRFs | |
| Responsibility | <ul style="list-style-type: none"> • All PI partners • Led by Head of Project Integra | |
| Resources | <ul style="list-style-type: none"> • At partner level • External funding where available • Business cases presented where appropriate | |
| Timescale | 2015-18 – progress reported annually | |

| Action 2 | Schools Education | Workstream Contribution |
|-----------------------------------|---|--|
| Detail | <ul style="list-style-type: none"> To deliver the Schools Education Programme to participating partners. Partners to be engaged in design of the education programme within their own authority areas to ensure all needs are met. Educational resources available to schools across Hampshire to be revised to enable and encourage self-service in schools and other groups. Individual partners to support schools where possible. Opportunities for partnerships with other sectors will continue to be explored. | <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 |
| Targets | <ul style="list-style-type: none"> Deliver revised educational resources for all partners (Oct 2015) Improve awareness of waste & resource management among the population as a result of the education programme. Targets for no. of school visits and level of engagement to be agreed with individual partners. | |
| How will this be measured? | <ul style="list-style-type: none"> Parent and school surveys Monitoring capture, contamination and residue rates via the Materials Analysis Facility Note that attributing specific changes in performance to a schools education programme is not straightforward | |
| Responsibility | <ul style="list-style-type: none"> All PI partners Led by Head of Project Integra | |
| Resources | <ul style="list-style-type: none"> Schools Education programme cost TBC once participating partners are confirmed At partner level External funding where available | |
| Timescale | Annual Programme to be agreed with individual partners, progress reported termly to partners and annually to PISB. | |

| Action 3 | Waste Prevention Plan (WPP) | Workstream Contribution |
|-----------------------------------|--|--|
| Detail | <p>Implementation of PI WPP 2014-17, approved by PISB in June 2014 (further detail available within that plan). Key activity to include:</p> <ul style="list-style-type: none"> • Annual report on progress (June) • Bulky waste – improving communications, liaising with 3rd sector, identifying new ways of working. • Organics – programme of activity around home composting and Love Food Hate Waste. • HWRCs – maximising reuse opportunities within new contract • Waste collection policies – reviewing and developing new waste collection policies that may reduce waste – collection frequencies, size and number of waste container 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 |
| Targets | <ul style="list-style-type: none"> • Limit annual increases in residual waste to 0.5% per annum. • Reduce organic and bulky waste | |
| How will this be measured? | <ul style="list-style-type: none"> • Waste tonnage data • MAF analysis | |
| Responsibility | <ul style="list-style-type: none"> • Head of PI – monitoring of progress against WPP • Responsibilities around specific actions detailed in the approved WPP - all Project Integra authorities have a role | |
| Resources | <ul style="list-style-type: none"> • PI working groups where appropriate • Resources allocated via HCC WP workstream | |
| Timescale | Approved plan of activity up to June 2017. | |

| Action 4 | Resource Capture and Treatment Review - Implementation | Workstream Contribution |
|-----------------------------------|--|--|
| Detail | <p>Implementation of recommendations from RCTR. These will include:</p> <ul style="list-style-type: none"> • Development of business cases where appropriate • Actions for the partnership and for individual partners to consider improvements in current collection/disposal systems | <ul style="list-style-type: none"> • Recycling and performance improvements • Reducing landfill • Joint working arrangements and activities |
| Targets | <ul style="list-style-type: none"> • Increased recycling rates • Reduced whole system costs • Present costed proposal to increase capture of plastic (June 2015) • Exact targets TBC following completion of RCTR | |
| How will this be measured? | <ul style="list-style-type: none"> • Waste data and MAF analysis • Monitoring of cost benefits | |
| Responsibility | <ul style="list-style-type: none"> • Led by Head of Project Integra • Actions for individual partners TBC | |
| Resources | <ul style="list-style-type: none"> • At individual partner level • Business case development where appropriate | |
| Timescale | <ul style="list-style-type: none"> • Costed proposal on plastic at June 2015 PISB • Exact targets TBC following completion of RCTR | |

| Action 5 | Joint Working outside of PI | Workstream Contribution |
|-----------------------------------|---|---|
| Detail | Ensure engagement with: <ul style="list-style-type: none"> • Further developments of the SE7 waste workstream • Waste partnerships in the south east region • iESE Waste and Resources Innovation Club • Other networks including National Association of Waste Disposal Officers • Central Govt, to influence future policy development | <ul style="list-style-type: none"> • All |
| Target | Increased opportunities for performance improvement and reduced costs, and influence of future waste policy | |
| How will this be measured? | Annual report from Head of PI | |
| Responsibility | Led by Head of Project Integra | |
| Resources | Project Integra Executive Budget. Membership of iESE Waste & Resources Innovation Club is £2,750 pa which will in 15-16 would be funded from underspend held on PI account rather than increased partner contributions, and then reviewed for 16-17. | |
| Timescale | 2015-18 | |

| Action 6 | 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 • Induction training review Review current group set up and reporting lines to ensure effectiveness. | <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 | |
| How will this be measured? | <ul style="list-style-type: none"> • Monitoring of H&S statistics • 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, Chair of CASH, Joint Client team Manager WCC/EHDC | |
| Resources | Individual partner officer time. | |
| Timescale | Annual Report at June PISB. Review completed by June 2015. | |

| Action 7 | Glass Processing Contract | Workstream Contribution |
|-----------------------------------|---|---|
| Detail | PI authorities have a joint contract for processing of glass collected at kerbside or via bringsites. Current contract ends in 2016, but there is a 2-year extension option. Depending on decision of PISB, either: (a) Extend for 2 years and re-procure contract ahead of 2018 (b) Do not extend, re-procure contract during 2015 | <ul style="list-style-type: none"> All |
| Target | To secure a value for money outlet for PI glass from 2016 and beyond. Achieve income levels at or above the national average. | |
| How will this be measured? | Monitoring of average values of collected glass. | |
| Responsibility | Lead Head of Project Integra in partnership with a lead authority for procurement - TBC | |
| Resources | To be determined | |
| Timescale | As described above, depending on option chosen. | |

| Action 8 | Joint Procurement | Workstream Contribution |
|-----------------------|--|--|
| Detail | Carry out joint procurement exercises where feasible, including for example: <ul style="list-style-type: none"> Vehicles 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 | 2015-18 | |

| Action 9 | Joint Municipal Waste Management Strategy (JMWMS) | Workstream Contribution |
|-----------------------|---|--|
| Detail | The existing strategy stated that it would be reviewed in 2017. The legal status of JMWMSs in the future is not clear, but PI will benefit from an overarching strategy to guide the partnership. | <ul style="list-style-type: none"> Joint working arrangements and activities Whole system costs Recycling and performance improvements Reducing landfill |
| Targets | Review or replace the existing JMWMS. | |
| Responsibility | Lead Head of Project Integra | |
| Resources | TBC | |
| Timescale | 2017 | |

5 Resources

5.1 The forecast for the PI Executive and Materials Analysis Facility for the next three years is given in Table 1. Note that these are estimates only, and that more accurate forecasts will be given annually in the annual report on Action Plan progress. Authority contributions are based on:

- Executive - total number of households with elements for collection (80%) and disposal (20%);
- 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 Table 2.

5.2 Proposals to utilise the current underspend held on the PI account will be agreed by the PI Strategic Board as and when required.

5.3 Individual partner authorities will need to give consideration to how they will support the actions in this plan, through staff or other resources, to ensure the partnership achieves its objectives.

Table 1**Budgets**

| | 2015/16 Forecast | 2016/17 Forecast | 2017/18 Forecast |
|----------------------------------|---------------------|---------------------|---------------------|
| <u>Expenditure</u> | | | |
| Salaries and On-Costs | 72,600 | 73,300 | 74,000 |
| Staff Training and subscriptions | 700 | 700 | 700 |
| Staff Travel Expenses | 2,000 | 2,000 | 2,000 |
| Staff Costs | 75,300 | 76,000 | 76,700 |
| Conference Expenses | 1,000 | 1,000 | 1,000 |
| Events & Activities | 1,000 | 1,000 | 1,000 |
| Printing & Stationery | 500 | 500 | 500 |
| Legal Costs / Audit | 1,200 | 1,200 | 1,200 |
| Communications & Research SLA | 41,000 | 41,000 | 41,000 |
| Other | 42,700 | 42,700 | 42,700 |
| Gross Expenditure | 119,000 | 119,700 | 120,400 |
| <u>Income</u> | | | |
| Annual Membership Fees | -119,000 | -119,700 | -120,400 |
| Annual Interest | 0 | 0 | 0 |
| Total Income | -119,000 | -119,700 | -120,400 |

Table 2

| |
|--------------------------------|
| Authority Contributions |
|--------------------------------|

| | Partner Contributions 2015/16 | | | | Partner Contributions 2016/17 | | | | Partner Contributions 2017/18 | | | |
|-----------------------|-------------------------------|----------------|------------------|----------------|-------------------------------|----------------|------------------|----------------|-------------------------------|----------------|------------------|----------------|
| | PI Executive | MAF | Sch Education | Total | PI Executive | MAF | Sch Education | Total | PI Executive | MAF | Sch Education | Total |
| Basingstoke | 8,716 | 6,267 | 0 | 14,983 | 8,759 | 6,423 | 0 | 15,182 | 8,802 | 6,584 | 0 | 15,386 |
| East Hampshire | 6,010 | 6,267 | 1,189 | 13,466 | 6,039 | 6,423 | 0 | 12,462 | 6,069 | 6,584 | 0 | 12,653 |
| Eastleigh | 6,437 | 6,267 | 2,649 | 15,353 | 6,469 | 6,423 | 2,582 | 15,474 | 6,501 | 6,584 | 2,634 | 15,719 |
| Fareham | 5,810 | 6,267 | 2,714 | 14,791 | 5,839 | 6,423 | 2,645 | 14,907 | 5,868 | 6,584 | 2,698 | 15,150 |
| Gosport | 4,396 | 6,267 | 2,119 | 12,782 | 4,418 | 6,423 | 2,066 | 12,907 | 4,439 | 6,584 | 2,107 | 13,130 |
| Hart | 4,486 | 6,267 | 2,252 | 13,005 | 4,508 | 6,423 | 2,195 | 13,126 | 4,530 | 6,584 | 2,239 | 13,353 |
| Havant | 6,386 | 6,267 | 0 | 12,653 | 6,417 | 6,423 | 0 | 12,840 | 6,449 | 6,584 | 0 | 13,033 |
| New Forest | 9,670 | 6,267 | 4,436 | 20,373 | 9,718 | 6,423 | 4,324 | 20,465 | 9,766 | 6,584 | 4,410 | 20,760 |
| Portsmouth | 13,385 | 15,781 | 0 | 29,166 | 13,451 | 16,175 | 0 | 29,626 | 13,518 | 16,579 | 0 | 30,097 |
| Rushmoor | 4,657 | 6,267 | 2,449 | 13,373 | 4,680 | 6,423 | 2,388 | 13,491 | 4,703 | 6,584 | 2,436 | 13,723 |
| Southampton | 15,374 | 17,194 | 0 | 32,568 | 15,450 | 17,624 | 0 | 33,074 | 15,526 | 18,065 | 0 | 33,591 |
| Test Valley | 6,073 | 6,267 | 0 | 12,340 | 6,103 | 6,423 | 0 | 12,526 | 6,133 | 6,584 | 0 | 12,717 |
| Winchester | 6,047 | 6,267 | 1,094 | 13,408 | 6,077 | 6,423 | 0 | 12,500 | 6,107 | 6,584 | 0 | 12,691 |
| Hampshire | 17,172 | 61,026 | 6,300 | 84,498 | 17,257 | 62,552 | 5,400 | 85,209 | 17,341 | 64,116 | 5,508 | 86,965 |
| Veolia | 4,382 | 81,467 | 0 | 85,849 | 4,513 | 83,504 | 0 | 88,017 | 4,648 | 85,592 | 0 | 90,240 |
| Total | 119,001 | 244,402 | 25,202 | 388,605 | 119,698 | 250,512 | 21,600 | 391,810 | 120,400 | 256,775 | 22,032 | 399,208 |