

ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 9th June, 2015 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members:

Cr. D.E. Clifford (Chairman)
Cr. Sophia Choudhary (Vice Chairman)

Cr. D.E. Clifford
Cr. Sue Dibble
Cr. D.S. Gladstone

Cr. G.B. Lyon

Cr. J.J. Preece
Cr. L.A. Taylor
Cr. D.M. Welch

89. **APPOINTMENT OF CHAIRMAN –**

RESOLVED: That Cr. D.E. Clifford be appointed Chairman for the
2015/16 Municipal Year.

90. **APPOINTMENT OF VICE CHAIRMAN –**

RESOLVED: That Cr. Sophia Choudhary be appointed Vice-Chairman
for the 2015/16 Municipal Year.

91. **MINUTES –**

The Minutes of the Meeting held on 24th March, 2015 were approved
and signed by the Chairman.

92. **AREAS OF RESPONSIBILITY OF THE PANEL AND THE WORK PROGRAMME –**

The Panel received a presentation from Mr. Ian Harrison, Corporate
Director on the Panel's areas of responsibility.

The Panel was informed that the Environment Panel's portfolio included
Planning and Building Control, the promotion of the economy and
regeneration within the Borough, Street Scene Services, Environmental
Health and other matters relating to the letting and monitoring of major
contracts and Council by-laws.

The presentation also outlined those areas recently scrutinised by the
Panel with a view to potential items for future scrutiny during the 2015/16
Municipal Year. On considering the areas suggested, the Panel agreed that
the following items should be a priority for the current year:

- Parking strategy, including parking policy for new developments
and town centre parking

- Waste recycling and grounds maintenance contract arrangements
- Markets
- Bus services
- Review of the Borough's cycling infrastructure
- Pest control, weeding and litter in Aldershot Town Centre.

The Panel requested budget information in relation to the Panel's specific portfolio to help decide which items should be prioritised and **AGREED** that:

Action to be taken	By whom	When
<ul style="list-style-type: none"> • All Panel Members would be invited to the next Mid-Cycle Meeting to finalise the work programme for the 2015/16 municipal year. 	Panel Administrator	June, 2015
<ul style="list-style-type: none"> • Two of the 2015/16 Panel meetings would be earmarked for Princes Hall, Aldershot. 	Panel Administrator/ David Phillips	June, 2015
<ul style="list-style-type: none"> • The Chairman would write to Stagecoach to request their attendance at a future meeting to discuss local bus services. 	Chairman	June, 2015
<ul style="list-style-type: none"> • The Chairman would write to Hampshire County Council to express the Panel's concerns relating to the reduction in operating hours during weekday evenings for the Farnborough Waste Recycling Centre at Eelmoor Road, Farnborough. 	Chairman	June, 2015

93. **APPOINTMENTS FOR 2015/16 –**

(1) **Mid-Cycle Meetings –**

It was agreed that Cr. L.A. Taylor would attend the mid-cycle meetings in 2015/16 as the representative of the Labour Group, along with the Chairman and Vice-Chairman.

(2) **Parking Task and Finish Group –**

It was agreed that Crs. Liz Corps, R.L.G. Dibbs, D.M. Welch and Sue Dibble would comprise the Parking Task and Finish Group during 2015/16.

(2) **Farnborough Town Centre Task and Finish Group –**

It was agreed that Crs. Liz Corps, P.G. Taylor, M.D. Smith and L.A. Taylor would comprise the Farnborough Town Centre Task and Finish Group during 2015/16 (with Crs. J.H. Marsh, G.B. Lyon and C.P. Grattan as deputies).

(3) **Aldershot Town Centre Task and Finish Group –**

It was agreed that Crs. Sophia Choudhary, P.I.C. Crerar, B.A. Thomas, D.M. Welch, R. Hughes, A.H. Crawford, Sue Dibble, Jennifer Evans and J.J. Preece would comprise the Aldershot Town Centre Task and Finish Group in 2015/16 (Cr. M.S. Choudhary would act as deputy). Cr. R. Hughes would be invited as required as a Cabinet Member.

(4) **Secondary Town Centre Task and Finish Group -**

The Panel also agreed that a secondary Town Centre Task and Finish Group should be set up to evaluate what could be done to improve the Borough's secondary towns. The Task and Finish Group would run for a fixed period of one year only and would report back to the Panel with its findings at the end of the Municipal Year when it would be decided if the Group should continue. It was agreed that Crs. D.S. Gladstone, Sue Dibble, L.A. Taylor, G.B. Lyon and S.J. Masterson would be appointed for the current 2015/16 year.

94. **THE ENVIRONMENT IMPROVEMENT STRATEGY -**

The Panel received the revised and updated Environment Improvement strategy, together with a presentation from Ms. Helen Lolley, Environmental Health Manager Pollution/Environmental Control. Ms. Lolley explained that the Environment Improvement Strategy had been introduced in 2008 in response to new powers to deal with environmental problems. The Panel was reminded that, in response to a notice of motion to Council, they had made seven recommendations to Cabinet in November, 2013. Six of these had been addressed and implemented and the seventh recommendation - to update the existing three core strands of the strategy (education, cleansing and enforcement) was still outstanding.

The Panel was updated on the progress with the six recommendations:

- (1) To make spitting an offence using Fixed Penalty Notices (FPNs). The Panel was informed that no FPNs had been served to date as it had been difficult to catch people committing such offences.
- (2) Financial rewards for reporting fly tipping – one case was to be heard in Court on 2nd July, 2015.
- (3) Officers to be encouraged to serve FPNs – figures had shown that this had been happening to a greater degree than before.

- (4) Numbers of residents using the discounted bulky waste service to be recorded – figures had shown that 30% had been using the service.
- (5) Free bulky waste collections on certain days in the year – it was reported that an increase in incidents of fly tipping had been recorded.
- (6) Restaurants to record vehicle registration numbers on packaging – this was being used in McDonalds. Following legal advice McDonalds had now stopped this practice so this had not been taken up by Rushmoor.

With regard to the seventh recommendation, Members had requested added emphasis to education, communication and engagement initiatives, maintaining and improving the environment and enforcement and publicity of offenders.

The Strategy had been updated to reflect the Panel's recommendations and changes to legislation. The revised Strategy had also been rebranded to help people identify more with where they lived. The need to build on current partnerships had also been recognised and a communications plan was being developed alongside the Strategy. Pre-campaign work included the development of branding, involvement with local businesses, the police and other stakeholders, as well as school and community initiatives.

The Panel was updated on current issues and these included fly-tipping, particularly in Cherrywood, on both public and private land. It was reported that the problem had initially been reduced but incidents were now recurring so enforcement and prevention activity was being resumed in that area. Littering, dog fouling and abandoned vehicles were also issues. Ms. Lolley assured the Panel that new legislative powers would enable the Council to deal with issues using an alternative approach. New legislation included Public Space Protection Orders and Community Protection Notices which had already been considered in a number of areas within the Borough.

With regard to enforcement and publicity of offenders, it was reported that 70 Fixed Penalty Notices had been served during 2014/15 for littering and dog fouling. To date 48 had been paid at the lower rate of £50 and four successful prosecutions had taken place for failing to pay. The revenue from the fines had been used to fund further environmental improvements, for example the purchase of a device to remove chewing gum. The Panel was also advised that Rushmoor had been publicising prosecutions of offenders.

In the future it was envisaged that further improvements would be made through:

- (1) Channel Shift which would enable improved reporting and feedback and 'Confirm Connect' - which would allow for mobile working and the mapping of hotspots.

- (2) A caged vehicle had been ordered which would allow small fly tips to be collected immediately. This was a new vehicle which replaced one of the existing vans which had come to the end of its lease.
- (3) Improvements would be sought through the new contract for waste/grounds cleansing:
- to direct resources where they were needed, not where scheduled;
 - to add provisional items within the contract for street washing and gum removal in the town centre areas; and
 - the Social Value Act; the Council would be exploring how the contractor could add value socially, environmentally and economically, with school talks, organising and supporting community litter picks and working with local companies to co-ordinate volunteer days for bulb planting for example.

The Panel **NOTED** the presentation and **AGREED** that:

Action to be taken	By whom	When
<ul style="list-style-type: none"> • The Environmental Health Manager would report back on the following issues: <ul style="list-style-type: none"> - the possibility of initiating a ‘Clean Street Award’ which could be presented to residents by the Mayor, in conjunction with the Farnborough Civic Society; and - the possibility of extending bulky waste collection discounts for benefit claimants. 	Environmental Health Manager/ Contracts Manager	August, 2015

95. **THE RUSHMOOR LOCAL PLAN –**

The Panel received a presentation from Louise Piper and Katie Bailey, Planning Policy and Conservation Managers on the Council’s draft Local Plan which was out for consultation from 8th June, 2015 until 20th July, 2015. The draft Local Plan had been developed in discussion with the cross-party Local Plan Member Steering Group for Rushmoor and would contain strategic policies, detailed development management polices and site allocations for

the period up to 2032. The Plan would also incorporate a refresh of the policies in the Council's Core Strategy.

The Panel was informed that the Plan set out Rushmoor's housing targets for the period 2011 and 2032. Whilst the Panel was informed that evidence suggested that 470 houses per annum would be required, initial capacity work had suggested that 390 homes per annum would be deliverable within the Borough. In the first instance, endeavours would be made to address the resulting shortfall of 1,600 homes in discussions with other housing market area partners (Hart and Surrey Heath). Evidence also identified a need for 197 affordable rental properties per year and recommended that between 35 – 40% of new homes delivered should be affordable homes.

In relation to the town centres, the key strategic policy framework for development in Aldershot and Farnborough was set out in the Core Strategy and this had been updated in the Local Plan. Key changes included more emphasis on family focussed leisure and entertainment uses and the evening economy and the promotion of linked trips. The policy for the North Camp District Centre sought to maintain the role and vibrancy of the area, to support local and specialist retail functions and promote the vibrant evening economy whilst protecting local community uses, improving accessibility through traffic management and improved cycle and pedestrian linkages and to support the retention of car parking facilities.

With regard to employment, the Council's Core Strategy allocated 21 key employment sites within the Borough. Following a number of changes in national planning policy and local priorities, the draft Local Plan set out the Council's revised approach.

The Panel was advised that during the consultation period documentation was available on line at www.rushmoor.gov.uk/newlocalplan. Town centre exhibitions would be taking place as well as drop in sessions arranged at the Council Offices. There would also be further opportunity for comment in early 2016 on the draft submission version of the Local Plan, followed by an examination in the Summer of 2016, and adoption of the Plan by the Council in late 2016.

The Panel **NOTED** the presentation.

The Meeting closed at 9.10 p.m.

D.E. CLIFFORD
CHAIRMAN

COMMUNITY POLICY AND REVIEW PANEL

Minutes of the meeting held on Thursday, 11th June, 2015, at Council Offices, Farnborough at 7.00 pm.

Voting Members

Cr. M.D. Smith (Chairman)
Cr. M.S. Choudhary (Vice-Chairman)

Cr. Sophia Choudhary
Cr. R. Cooper
Cr. Liz Corps

Cr. Jennifer Evans

Cr. S.J. Masterson
Cr. M.J. Roberts
Cr. P.F. Rust

96. **APPOINTMENT OF CHAIRMAN –**

RESOLVED: That Cr. M.D. Smith be appointed Chairman for the 2015/16 Municipal Year.

97. **APPOINTMENT OF VICE-CHAIRMAN –**

RESOLVED: That Cr. M.S. Choudhary be appointed Vice-Chairman for the 2015/16 Municipal Year.

98. **MINUTES –**

The Minutes of the Meeting held on 26th March, 2015 were approved and signed by the Chairman.

99. **STEP BY STEP –**

The Panel welcomed Ms. Amanda Dubarry, Chief Executive of Step by Step, and Ms. Samantha Owen, Senior Housing Officer. Ms. Dubarry began the presentation by providing Members with a brief history of how Step by Step was founded and how it had developed over the years. It was explained that a number of youth development projects had been set up in order to help the charity achieve its mission; 'to empower homeless people and those facing adversity to achieve their full potential'.

Members noted that the Step by Step projects and programmes available were designed to use each young person's individual talents and interests as motivation for them to achieve something positive. Step by Step aimed to help the clients gain life and social skills, improve their physical and mental wellbeing, become part of their local community and financially independent and employable. In the last year, Step by Step had helped 239 young people into employment.

The Panel then heard about the range of services provided, for example, the different types of accommodation, training, counselling and family mediation. While Step by Step had grown significantly over the years, it was noted that there was an intention to grow further. The 2011-2016 Growth Strategy had set out plans to triple the bed capacity and double the number of clients. Members heard that the charity was on track to achieve its targets and hoped to have supported 1,500 young people by March 2016. Step by Step had also opened branches across the County, although Rushmoor continued to have the highest number of young people using youth services in the County. Ms. Dubarry informed the Panel that the following five-year strategy would focus on financial sustainability; however, there would also be an intention to continue to work on the growth of the charity.

The Panel was advised that Step by Step had placed 106 young people in supported lodgings and discussed the process for identifying and checking the families providing the supported lodgings. It was confirmed that the charity often advertised around Hampshire, Surrey and West Berkshire with the use of posters and radio advertisements. It was noted that many people who offered supported lodgings had heard about the opportunity through word of mouth.

Step by Step had faced a number of challenges and lost a small number of services that it had previously offered, including, Steps Three and Four accommodation and Tenancy Support. This had resulted in a rise in the number of rough sleepers amongst young people in the Borough. There was also an expected loss of other services in the near future.

Members were informed of the achievements of Step by Step over the previous year and heard that the charity had visited a number of local schools where it had made homelessness, drug and alcohol presentations to 2,670 children. The Panel was then shown a video of a previous Step by Step client telling his story.

Ms. Owen informed the Panel that Rushmoor had been looking into proposals to support Step by Step and was in the process of preparing a report examining the potential for increasing the amount of funding provided to the charity by the Council. This would aim to help Step by Step achieve at least a 'silver' service.

The Panel **NOTED** the presentation and **AGREED** to support the principle of Rushmoor providing financial help to the charity.

100. **APPOINTMENTS TO GROUPS –**

The Panel agreed the following appointments for the 2015/16 Municipal Year:

(1) **Mid-Cycle Meetings –**

RESOLVED: It was agreed that Cr. P.F. Rust would attend the mid-cycle meetings in 2015/16 as a representative of the Labour group,

along with the Chairman (Cr. M.D. Smith) and Vice-Chairman (Cr. M.S. Choudhary).

(2) **Health Issues Standing Group –**

RESOLVED: That the Chairman (Cr. M.D. Smith) and Vice-Chairman (Cr M.S. Choudhary) and Cr. M.J. Roberts be appointed to the Health Issues Standing Group for the 2015/16 Municipal Year.

(3) **Housing Strategy Standing Group –**

RESOLVED: That the Chairman (Cr. M.D. Smith) and Crs. D.E. Clifford, Liz Corps, Jennifer Evans and M.J. Roberts be appointed to the Housing Strategy Group for the 2015/16 Municipal Year.

(4) **Welfare Reform Task and Finish Group –**

RESOLVED: That the Chairman (Cr. M.D. Smith), Crs. Jennifer Evans, A.M. Ferrier and M.J. Roberts, be appointed to the Welfare Reform Task and Finish Group for the 2015/16 Municipal Year, with attendance by the Cabinet Member for Concessions and Community Support (Cr. A. Jackman) as required.

(5) **Registered Providers of Social Housing Review Group –**

RESOLVED: That the Chairman (Cr. M.D. Smith) and Vice-Chairman (Cr. M.S. Choudhary) and Crs. M.J. Roberts and Jennifer Evans be appointed to the Registered Providers of Social Housing Review Group for the 2015/16 Municipal Year.

(6) **First Wessex Housing Group/Rushmoor Borough Council Joint Business Meeting –**

RESOLVED: That the Chairman (Cr. M.D. Smith), Vice-Chairman (Cr. M.S. Choudhary) and Cr. M.J. Roberts and the Cabinet Member for Health and Housing (Cr. Ron Hughes) be appointed to the First Wessex Housing Group/Rushmoor Borough Council Joint Business Meeting for the 2015/16 Municipal Year.

101. **WORK PROGRAMME –**

The Panel noted the revised work programme and work schedule.

The Meeting closed at 8.14 p.m.

M.D. SMITH
CHAIRMAN

BOROUGH SERVICES POLICY AND REVIEW PANEL

Meeting held on Monday, 15th June, 2015 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. Barbara Hurst (Chairman)
Cr. A.R. Newell (Vice-Chairman)

Cr. T.D. Bridgeman
Cr. D.E. Clifford
Cr. A.M. Ferrier

Cr. C.P. Grattan

Cr. S.J. Masterson
Cr. M.J. Roberts
Cr. D.M. Welch

102. **APPOINTMENT OF CHAIRMAN –**

RESOLVED: That Cr. Barbara Hurst be appointed Chairman for the 2015/16 Municipal Year.

103. **APPOINTMENT OF VICE CHAIRMAN –**

RESOLVED: That Cr. A.R. Newell be appointed Vice-Chairman for the 2015/16 Municipal Year.

104. **MINUTES –**

The Minutes of the Meeting held on 23rd March, 2015 were approved and signed by the Chairman.

105. **APPOINTMENTS FOR 2015/16 –**

(1) **Mid Cycle Meeting –**

RESOLVED: That the Chairman (Cr. Barbara Hurst), the Vice-Chairman (Cr. A.R. Newell) and Crs. M.J. Roberts be appointed to attend the mid-cycle meetings for the 2015/16 Municipal Year.

(2) **Elections Group –**

RESOLVED: That membership of the Elections Group for the 2015/16 Municipal Year, as appointed by the Licensing and General Purposes Committee, being the Cabinet Member for Concessions and Community Support (Cr. A. Jackman), the Chairman of the Licensing and General Purposes Committee (Cr. A.M. Ferrier) and Crs. D.M.T. Bell, K. Dibble, Barbara Hurst, B. Jones and S.J. Masterson be endorsed.

(3) **Community Involvement Task and Finish Group –**

RESOLVED: That the Chairman (Cr. Barbara Hurst) and Crs. D.E. Clifford, A.H. Crawford, C.P. Grattan and J.J. Preece be appointed to the Community Involvement Task and Finish Group for the 2015/16 Municipal Year.

106. **RUSHMOOR VOLUNTARY SERVICES –**

The Panel welcomed Mr. Greg Alexander, Chief Executive Officer of Rushmoor Voluntary Services, who attended the meeting to give an update on the activities and working arrangements of Rushmoor Voluntary Services (RVS).

It was advised that RVS was a charity that provided help and support to other charities and voluntary organisations, championed volunteering and ran the Rushmoor Volunteer Centre. RVS had 410 member organisations, an increase of 21% in the previous five years. It was felt that the growing membership was very positive and endorsed the key role of RVS in the Borough. RVS was currently funded through grants from Rushmoor Borough Council and Hampshire County Council; which enabled it to manage projects funded separately from grants and contracts that delivered community benefits.

Mr. Alexander reported on the work and projects of RVS, these included:

- Group Support, Training and Development – Group support through the provision of information and support to groups, that related to new projects, identification of funding streams and the creation of partnership opportunities. Training had been provided to 361 individuals from 94 organisations through the delivery of courses such as first aid, food hygiene, lone working and adult safeguarding. RVS also had a Development Officer who provided support to members and worked in the community with partners on a range of things, in particular key neighbourhood projects, community cohesion and links between groups and partner organisations.
- Volunteer Centre – The priority of the centre had been to place members of the public into volunteering and, through work with RVS members, to develop future volunteering opportunities. The outreach service based at Aldershot Library and Techstart had continued to identify new volunteers in the Aldershot area. Annually RVS hosted a recognition event at the Council Offices to celebrate different aspects of volunteering, in 2014 young volunteers had been recognised and for 2015 it would be the hard work of Board members and Trustees of local organisations.

- Blooming Marvellous – this project provided a valuable service to people with or recovering from mental illness. The group worked on a community garden based at the Aldershot allotments and carried out a range of gardening services for elderly and disabled residents. The Panel noted that funding for this project had been secured for a further three years through Broadhurst Welcome Home Ltd.
- Broadhurst Community Access Project – this initiative supported local people and provided essential support of life skills and other relevant issues. Funding had also been secured for this project for a further three years through Broadhurst Welcome Home Ltd.
- RVS Home Help – This service provided home cleaning and shopping services to elderly and frail people in the Borough. Clients were referred through health care professionals and adult services and users were charged for the service. The current client base was 358 individuals. Partial funding for users on benefits had in the past been provided by Hampshire County Council’s “Supporting People” initiative but this had stopped in March 2015. As a consequence, communication had been taking place with those affected to try and ensure that they could continue to receive the service.
- Transport – RVS were responsible for the provision of Rushmoor Dial-a-Ride and Fleet Link. The service, which operated under contract with Hampshire County Council, provided transport for residents unable to use or without access to public transport. It was noted that trips to places of interest were arranged as an extra service for users. The Community Transport Scheme also allowed member voluntary organisations and groups to hire minibuses at low cost. The scheme had been supported by volunteer drivers who were all fully Minibus Driver Awareness (MiDAS) trained. Over 1170 trips were made under the scheme per year.

Mr. Alexander gave an overview of the RVS Annual Review for 2014/15. Highlights of the report included:

- £357,785 in external funding received by RVS members for projects
- 410 member organisations
- 228 volunteers placed by the Volunteer Centre
- 279 individuals trained on accredited courses
- 82 volunteer MiDAS trained minibus drivers
- 69 clients of the Blooming Marvellous group of which there were 36 volunteers positively engaged in the project

- Six days per week of transportation provided by Dial-a-Ride, Fleet Link and Hart Shopper

It was also noted that during the autumn/winter of 2014/15 RVS had worked in partnership with Hampshire County Council (HCC), Basingstoke Voluntary Action and Hart Voluntary Action to develop a cluster of "Councils for Voluntary Service" (CVS') in North Hampshire. The plan would be to work together on initiatives, to strengthen partnership working and address priorities, as set out by HCC to tackle issues related to older people, children and families. It was hoped that these developments would improve efficiencies and create a more targeted approach to the work carried out by RVS.

In summary, Mr. Alexander advised that RVS was providing infrastructure support to voluntary and community groups in the Borough. It helped to build capacity to allow groups to help more residents when statutory services were implementing continued budgetary cuts. RVS was aware of the pressures on local authority funding and grants and had a three year plan that covered its financial and operational areas to allow it to continue working to make a difference in Rushmoor.

In response to a query regarding cuts in grants from the County Council, it was advised that RVS was aware that there would be a 3% reduction in the grant from HCC in 2015 and a further 3% in 2016. These reductions would be followed by a strategic review in 2018.

The Panel discussed supporting young people's organisations and the five organisations in the Borough that would be most affected by proposed cuts by Hampshire County Council. It was advised that RVS was working with the charities/organisations to bring them together to avoid duplication and to identify joint priorities when applying for grants in the future. It was suggested that "Crowdfunding" could be considered going forward; this was a new initiative which involved funding a project or venture by raising monetary contributions from a large number of people, typically via the internet. It was also noted that other cluster groups of interest could be identified for similar initiatives.

In response to a question on the home help service and volunteers' ability to identify clients that could be suffering from mental health issues, it was advised that volunteers didn't have any formal training in this area and the centre relied on common sense. However, all clients were asked to sign a declaration stating that they gave their permission, for any concerns identified by the volunteer to be passed on to their next of kin or a medical professional.

ACTION	BY WHOM	WHEN
<ul style="list-style-type: none"> An update on funding streams for Rushmoor Voluntary Services be given at a future meeting. 	Panel Administrator/Chief Executive Officer Rushmoor Voluntary Services	June 2016

The Chairman thanked Mr. Alexander for his presentation.

107. FOOD SAFETY –

The Panel welcomed Mr. Colin Alborough, Environmental Health Manager, and Mr. Oliver Robinson, Principal Food Safety Officer, who attended the meeting to give the Panel an update on the Council’s Food Safety Policy including emerging issues and demand.

The Panel were made aware of a number of new issues and initiatives, including new legislation around food allergies and intolerances, food labels would highlight in “bold”, food types that could cause allergic reactions and intolerances, such as nuts, wheat, milk etc. The Government had also produced “eatwell – your guide to healthy eating”, the guide included eight top tips covering all aspects of eating a healthy balanced diet. It was advised that there had also been a new two stage cleaning process introduced to help combat germs such as e-coli.

Mr. Alborough advised of the purposes of the Food and Health and Safety Team, which were linked to the Council’s purpose and themes and were developed through systems thinking principles. The purposes were:

- To ensure that food and drink on sale for human consumption, which had been produced, stored, handled or consumed in the Borough was without risk to the health and safety of the consumer.
- To enable good business.

The Panel noted that the service worked to the Food Standards Agency Framework Agreement and the Food Law Code of Practice, each of which described the role of an enforcing authority and provided risk based proactive and reactive intervention and business support.

Mr. Alborough reported on the demand on the service, especially:

- Inspecting and rating businesses – during 2014/15, 372 existing businesses were formally inspected and rated. Businesses were

scored on a 0-5 Food Hygiene Rating, those with the lower score received support and intervention from the authority to bring their rating higher. It was noted that five businesses in the Borough rated one or below at the end of 2014/15.

- Supporting new business – during 2014/15, 135 new businesses were supported prior to opening and inspected and rated after opening.
- Responding to statutory notifications and having a reactive role with service requests – the service received around 550 service requests per year. These requests included complaints about food and food premises, food alerts/recalls and notifications of infectious disease.
- The role of Primary Authority to the British Army – wherever the British Army consumed food it did so in accordance with guidance agreed with Rushmoor Environmental Health Services. A Primary Authority (PA) was a partnership between businesses and a single local authority for environmental health with the following characteristics:
 - The PA provided robust and reliable advice which had to be respected by all local regulators.
 - A national inspection plan could be produced to improve the effectiveness of inspections to avoid repeat checks
 - The PA enabled better information sharing
 - The PA had the authority to co-ordinate enforcement to ensure a consistent and proportionate response to issues
 - Businesses had the right to decide on the level of support it received from its local PA
 - A PA could recover costs

Moving forward, it was advised that the Food Safety Team would continue to support their customers by further embedding systems thinking principles into their work, by responding appropriately to emerging issues, by increasing regulatory review and by keeping relevant to the changing times. It was also noted that the teams would endeavour to recover more costs and increase income where possible.

In response to a query, Mr. Robinson advised that every primary food business in the Borough would be subject to a Food Hygiene Rating. Inspections took place on a rolling basis of 1-3 years depending on the risk level of the individual business; most businesses were well into their second or third inspection visit. It was noted that, if a business changed hands, an inspection would be carried out after a suitable period of time to ensure standards had been maintained; new businesses were contacted prior to opening with the offer of advice and support.

The Chairman thanked Mr. Alborough and Mr. Robinson for their presentation.

108. **WORK PROGRAMME –**

The Panel noted the current work programme.

The Meeting closed at 8.37 p.m.

BARBARA HURST
CHAIRMAN