

Functions within Scope	EH Functions outside Scope	Definition	Issues
Food Inspections		Programmed food inspections and enforcement required by the FSA Codes of <ul style="list-style-type: none"> <li>• Category A – E visits and revisits</li> <li>• Inspection of New Premises within 28 days</li> <li>• Inclusion in FSA’s FHRS</li> <li>• Prosecution, hygiene improvement/prohibition notices, seizure and detention</li> <li>• Alternative Enforcement for cat E</li> <li>• Approved Premise – approved processes</li> </ul>	Swale currently out sources <ul style="list-style-type: none"> <li>• Inspections B-D category.</li> <li>• New premises</li> </ul> In house inspections for <ul style="list-style-type: none"> <li>• A rated</li> <li>• Prosecutions within team</li> <li>• Approved Premises within team</li> </ul>
Food Hygiene and Food Complaints	Voluntary surrender (Insurance Certificates), visit, certificate, admin fee Healthy Choices Award Scheme	<ul style="list-style-type: none"> <li>• Investigation of complaints about food</li> <li>• Investigation of premises hygiene complaints</li> <li>• Export certificates</li> </ul>	Swale do not do Voluntary Surrender  Only TW have a Healthy Choice Award scheme (public health-obesity)
Planning and Licensing Consultees		<ul style="list-style-type: none"> <li>• Responsible authority for licensing, comments on H&amp;S</li> <li>• Comments on planning applications in relation to food</li> </ul>	
Health and Safety Programmed Inspections		<ul style="list-style-type: none"> <li>• In line with HSE guidelines (currently inspecting cat A premises)</li> <li>• Use of statutory powers including prohibition notices/improvement notices/powers of entry/etc</li> <li>• Participation in HSE/Kent H&amp;S projects</li> </ul>	
Health and Safety Reactive Work		<ul style="list-style-type: none"> <li>• Accident investigations</li> <li>• Dangerous Occurrences</li> <li>• Complaints relating to H&amp;S in workplace from employees and public</li> <li>• Use of statutory powers</li> <li>• H &amp; S project work both HSE and LA</li> </ul>	

Functions within Scope	EH Functions outside Scope	Definition	Issues
Infectious Disease Investigations and work with Health Protection Agency		<ul style="list-style-type: none"> <li>• Investigation of cases in line with HPA guidance, letters, advice and questionnaires</li> <li>• Investigation of outbreaks of food borne infections and food poisoning with HPA including e.coli cases, legionella (link with HSE)</li> <li>• Local Government Miscellaneous Provisions requirements including registration /inspection of skin piercers, tattooing and beauty treatments.</li> </ul>	
	Food Hygiene Training	<ul style="list-style-type: none"> <li>• Provision of food hygiene courses for businesses</li> <li>• Officers act as trainers in their own time and are paid from income or paid through LA time</li> </ul>	<p>TW have current partnership with K College, Sevenoaks, Dartford, T&amp;M</p> <p>Potential expansion of partnership?</p>
	Shellfish Beds	<ul style="list-style-type: none"> <li>• Sampling and monitoring</li> </ul>	Swale only (Port of London contracted to do the sampling)
	Animal Welfare	<ul style="list-style-type: none"> <li>• Inspection of animal boarding, breeding premises, pet shops, zoo, riding establishments, pet shops, keepers of dangerous wild animals</li> </ul>	<p>Swale have zoo (Environ Response deal with inspections and issue licence)</p> <p>TW inspect all and issue licence</p> <p>Maidstone inspect and Licensing team issue licence</p>
Private Water Supplies		<ul style="list-style-type: none"> <li>• Policy and procedure development and reviews</li> <li>• Maintenance of public register</li> <li>• Processing of applications</li> <li>• Identification, Investigation and survey of potential private water supplies and private distribution systems</li> <li>• Risk assessment</li> <li>• Sampling</li> <li>• Monitoring</li> </ul>	Acting in an advisory capacity e.g. TW to economic development on issues associated with Chalybeate spring in the Pantiles at TW
Contaminated Land		<ul style="list-style-type: none"> <li>• Strategy, Policy and procedure development and reviews</li> <li>• Review of reports submitted through development control</li> <li>• Production and tendering of specifications for site</li> </ul>	<ul style="list-style-type: none"> <li>• Charge consistency across 3 LA areas</li> </ul>

Functions within Scope	EH Functions outside Scope	Definition	Issues
		investigation/risk assessment by consultants <ul style="list-style-type: none"> <li>• Production and tendering of specifications for remediation projects.</li> <li>• Risk assessing</li> <li>• Sampling</li> <li>• Treatment &amp; remediation</li> <li>• Site specific searches relating to contaminated land by solicitors/home owners</li> <li>• Response to complaints of contaminated land eg heating oil spill or other.</li> </ul>	
General Environmental Health Requests		<ul style="list-style-type: none"> <li>• Land Charge notices</li> <li>• Environmental Enquires (contaminated land)</li> </ul>	
	Environmental Protection service requests	<ul style="list-style-type: none"> <li>• Prevention of damage by pests</li> <li>• Filthy &amp; verminous premises</li> <li>• Drainage (where only one property or septic tank etc)</li> <li>• Construction sites (COPA 1974)</li> <li>• General Advice particularly on pest control</li> <li>• Pest identification</li> </ul>	For TW <b>Swale &amp; Maidstone Environmental Response deal with</b> <ul style="list-style-type: none"> <li>• Prevention of Damage by Pests Act</li> <li>• Accumulations</li> </ul> <b>Swale &amp; Maidstone Housing deal with</b> <ul style="list-style-type: none"> <li>• Filthy &amp; verminous premises</li> </ul>
	Statutory nuisance in <b>Commercial</b> premises	<ul style="list-style-type: none"> <li>• Odour</li> <li>• Noise</li> <li>• Accumulations of waste</li> <li>• Dust</li> <li>• Smoke</li> <li>• Fumes and Effluvia</li> <li>• Insects</li> <li>• Light</li> </ul>	<b>Swale Environmental Regulation deal with</b> <ul style="list-style-type: none"> <li>• Farms for Poultry manure and bonfires dealt with by <b>Maidstone Environment Enforcement</b> deal with all premises</li> </ul>
	Statutory nuisance in <b>Domestic</b> premises	<ul style="list-style-type: none"> <li>• Noise</li> <li>• Odour</li> <li>• Accumulations of waste</li> <li>• Dust</li> <li>• Smoke</li> <li>• Fumes and Effluvia</li> <li>• Insects</li> <li>• Light</li> </ul>	TW only This includes the investigation, assessment, determination of nuisance, preparation and service of notice, preparation of cases for prosecution, application for and execution of warrants for seizures and other works in default.

Functions within Scope	EH Functions outside Scope	Definition	Issues
			<p>Swale EP do undertake calibration of equipment</p> <p>Swale EP do undertake calibration of equipment</p>
	Clean Air Act 1993	<ul style="list-style-type: none"> <li>• Investigation of black smoke bonfires/burning of waste. Action as necessary.</li> </ul>	Undertaken by ER & EE at Swale and Maidstone
Licensing Reviews		<ul style="list-style-type: none"> <li>• Responsible authority consultations</li> <li>• Investigations relating to licensed premises</li> <li>• Attendance at hearings</li> <li>• Preparation and calling of reviews</li> </ul>	
Planning Application		<ul style="list-style-type: none"> <li>• Comments on relevant applications</li> <li>• Attendance at planning hearings and enquiries</li> <li>• Review of details submitted to discharge conditions in specialist areas e.g. cont land /noise.</li> <li>• Preparation and review of standard conditions</li> </ul>	
IPPC (integrated Pollution Prevention and Control)		<ul style="list-style-type: none"> <li>• Integrated pollution prevention control</li> <li>• Inspection and permitting of prescribed processes</li> <li>• Collection of fees, invoicing, payment of contractor, licence/registration</li> <li>• Investigation of complaints about Permitted premises, enforcement action as necessary.</li> </ul>	<p>Swale and TW use contractor Maidstone in house.</p> <p>TW deal with enquiry's about processes or from processes.</p>
Air Quality Management		<ul style="list-style-type: none"> <li>• Air Quality Monitoring Stations, calibration</li> <li>• Monitoring AEA contract</li> <li>• Collating data and submitting to DEFRA</li> <li>• Reporting on air quality</li> <li>• Strategic influencing - liaising with planning, transport, KCC</li> </ul>	<p>Swale use consultant to collate submit data to DEFRA</p> <p>TWBC this is a function done by Sustainability section support is given by E.P on occasion.</p>
	Carbon Management		

Functions within Scope	EH Functions outside Scope	Definition	Issues
	L A Safety Advisory Group	<ul style="list-style-type: none"> <li>Participate in SAG as specialist advisors for H&amp;S, Food Hygiene. Monitor noise at events.</li> </ul>	<b>Maidstone</b> SAG Coordination and administration by Manager. TW and Swale consulted on events as required.
	Public Health Funerals	<ul style="list-style-type: none"> <li>Visiting deceased's home, identifying valuable documents and personal possessions, tracing family, arranging funeral</li> </ul>	<b>Swale only</b> Exceptional situation were deceased out of area – assisting other LA with home in district (may be a coroner matter?)
Student Training		<ul style="list-style-type: none"> <li>Assist the training of student EHOs across the whole range of environmental functions</li> </ul>	
	Corporate Emergency Planning	The organisation of Emergency Planning within local authority. Co-ordination between KCC on training, situations, functional plans, rest centres. Assisting the Borough Emergency Co-ordinator,	