

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

## **Maidstone Food Service Plan 2015 -2016**

<b>Final Decision-Maker</b>	Communities, Housing and Environment Committee
<b>Lead Director or Head of Service</b>	John Littlemore, Head of Housing and Community Services
<b>Lead Officer and Report Author</b>	Tracey Beattie, Environmental Health Manager
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**

To note the contents of the Food Service Plan 2015/16, the outline of the food service demands and output for Maidstone Borough Council and the approval of the plan.

**This report relates to the following corporate priorities:**

- Great People
- Great Place
- Great Opportunity

**Timetable**

<b>Meeting</b>	<b>Date</b>
Communities, Housing and Environment Committee	8 December 2015

# Maidstone Food Service Plan 2015/16

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Each local authority should write and develop a Food Service Plan that outlines the demands of the service and identifies the resource needed to deliver this. The Food Standards Agency (FSA) requires such plans have senior management or member approval. As the food and safety function for Maidstone is delivered through a shared service the plan has been developed to reflect the total resource available to Maidstone to deliver the service demands and review the outcomes of the service in the previous year.
  - 1.2 This is the first year a combined Food Service Plan has been produced and provides an overview and comparison of the food service for Maidstone, Swale and Tunbridge Wells. The plan provides an insight and comparison into the demands and performance of the three authorities.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 Since 2001 the Food Standards Agency Framework Agreement sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on feed and food law. The plan covers the scope of the service, the type of interventions carried out and the range of food businesses in the districts. It also outlines the guidance (in terms of policies and procedures), the commitment to staff development and training provided and the management monitoring of the food service function.
  - 2.2 For Maidstone the past year has seen a number of demands placed on the service, with the implementation of the new shared service and the move of officers from Maidstone House to Sittingbourne. There has also been a change in personnel with less reliance on contractors' and appointments to vacant posts being made during 2014 which will provide stability to the service and improve accountability and quality.
  - 2.3 The Food Service Plan sets out the source the shared service has to deliver a high quality, effect and professional food service to the borough over the year. Planning for the longer term the team leaders and Environmental Health Manager are looking to produce a Food Service Plan which covers a two- three year period for in 2016.
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## 3. AVAILABLE OPTIONS

- 3.1 To note the information contained within the Food Service Plan 2015/16.
- 3.2 Within the Food Standard Agency Framework Agreement there is recognition that councillors may choose to delegate the approval of the Food Safety Plan to a senior manager.

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#### 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 To note the information contained within the Food Service Plan 2015/16.

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#### 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 The Food Service Plan does not require consultation. The information it contains is factual and provides an understanding of the demands facing the service and how it is managed.

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#### 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 The service plan is part of a cyclic process of managing the food service. The current plan will form the basis of the future plan. Officers will be using the data from this year to inform the work plan for 2016 – 18.

6.2 The Food Service Plan will be available to members of the public, businesses and the Food Standards Agency on the website.

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#### 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities		Tracey Beattie
Risk Management	Reduced risk demonstrated through planning and focusing resources where needed.	Tracey Beattie
Financial	Within current budget	[Section 151 Officer & Finance Team]
Staffing	None identified	John Littlemore
Legal	None identified	[Legal Team]
Equality Impact Needs Assessment	No implications identified at this stage	Clare Wood, Policy & Information Officer
Environmental/Sustainable Development	None identified at this stage	Tracey Beattie
Community Safety	None identified	Tracey Beattie
Human Rights Act	None identified	Tracey Beattie
Procurement		[Head of Service &

		Section 151 Officer]
<b>Asset Management</b>	Information Assets identified	Tracey Beattie

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## **8. REPORT APPENDICES**

The following documents are to be published with this report and form part of the report:

- Appendix I: Food Service Plan 2015 - 16
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## **9. BACKGROUND PAPERS**

FSA Framework Agreement

<http://www.food.gov.uk/enforcement/enforcework/frameagree>

LAEMS Returns

<http://www.food.gov.uk/enforcement/monitoring/laems/mondatabyyear>