

CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS

**Venue: Town Hall,
The Crofts,
Moorgate Street,
Rotherham S60 2TH**

Date: Monday, 21st March, 2011

Time: 10.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972 (as amended March 2006).
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Minutes of meetings held on 24th January and 7th February, 2011
- pages 64J and 70J Minute Book dated 2nd March, 2011
4. No. 20 Pleasley Road, Whiston (Pages 1 - 5)
5. Fees and Charges 2011-12 Housing and Neighbourhood Services (Pages 6 - 15)
6. Food Service Plan 2011/12 (Pages 16 - 43)
7. Food Standards Agency Audit (Pages 44 - 73)
8. Area Assemblies - Devolved Budgets (Pages 74 - 91)
9. Safer Rotherham Partnership Anti-Social Behaviour Strategy (Pages 92 - 106)

(The Chairman authorised consideration of the following item to enable Members to be fully informed.)

10. Exclusion of the Press and Public
Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 2 of Part I of Schedule 12A to the Local Government Act 1972 (information likely to reveal the identify of an individual).

11. Neighbourhood Investment Service - Staffing Structure (Pages 107 - 117)

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
--

2\

1.	Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date:	21st March 2011
3.	Title:	20 Pleasley Road, Whiston
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

20 Pleasley Road, Whiston is a Council owned vacant property in need of substantial investment. The estimated cost of repairs and improvements to bring the properties to a lettable standard is £45,000 which exceeds the investment threshold of £20,000 for individual properties.

In accordance with Minute No 304, Cabinet Member for Neighbourhoods 21.05.07, properties exceeding the investment threshold will be referred to the Cabinet Member for consideration. The investment threshold was re-affirmed by the Cabinet Member on 15th February 2009, Minute J138 refers.

This report presents a number of options with regard to the future of this property and proposes that the property is sold.

5. Recommendations

That the Cabinet Member:

- **Considers the details within the report and approves Option 4, the disposal of 20 Pleasley Road, Whiston.**

7. Proposals and Details

20 Pleasley Road, Whiston is a Council owned property in need of substantial investment. Unfortunately the property is suffering from major structural problems and does not comply with the Decent Homes Standard, as the works were refused by the previous elderly tenant.

The property requires a comprehensive programme of internal and structural repairs and refurbishment. The exterior of the property also requires a programme of works to establish property boundaries, remove redundant coal bunkers and address badly overgrown garden areas.

The estimated cost of works is estimated at £45k (detailed in the table below) which exceeds the investment threshold of £20k.

Decent Homes and Internal works	£15,173
Structural repair costs	£29,500
Other costs	£ 750
Total estimated repair cost	£45,423

A report identifying the Decent Homes and structural repair requirements is held by the Neighbourhood Investment Service.

The total cost of work to bring this property back into use exceeds the investment threshold of £20,000 for individual properties. In accordance with Minute No 304, Cabinet Member for Neighbourhoods 21.05.07, properties exceeding the investment threshold will be referred to the Cabinet Member for consideration. As such, an option appraisal has been undertaken to guide investment decisions.

7.1 Option Appraisal

The following options have been considered. Option 4 is recommended as being the preferred option.

Option 1- Retain and Invest

The Council would retain the property and bring it to an approved standard and re-let. The Council would continue to benefit from the asset value, the annual rental income and making available a home to satisfy affordable housing demand.

The demand for 3 bedroom houses in this locality is high and can be evidenced by the small turnover of properties. A similar property recently let nearby received 48 bids when advertised.

However, there is a significant immediate investment cost in retaining the property. In addition, there is a risk of further structural movement in the future which may necessitate further significant expenditure. By way of a comparison, the average cost of Decent Homes work to a Council house is £11,500, compared to a cost of £45,423 for this property.

For this reason, this option is not being recommended.

Option 2 - Disposal to an RP (Registered Social Landlord)

This option would transfer the property to a Registered Provider (Registered Provider is the new name for Registered Social Landlords) whilst retaining nomination rights. However it is unlikely that this would be a viable proposal for an RP, due to the significant investment required. In all probability an RP would require a discounted value sale to support financial viability.

This option is not recommended.

Option 3 – Demolition

20 Pleasley Road forms part of a pair of semi detached traditionally constructed dwellings. Demolition, whilst technically feasible, would present higher costs than retention costs due to Party Wall Act works including the construction of a gable wall to the retained property, in addition to demolition costs. Based upon recent comparable costs, the costs associated with this approach would far exceed the costs of retention and investment and present far greater risks.

This option is not recommended.

Option 4 - Open Market Sale

Disposal on the open market may generate a capital receipt to the Council which would support the Medium Term Capital Programme. Disposal would also transfer investment liabilities to the new owner. However, specific sale conditions would need to be attached in order to ensure that the property is brought up to a decent standard by the new owner.

A valuation of the property by EDS Land and Property Team has identified that if the property was sold in its present condition, it could achieve a sale value of approximately £50,000. It should be noted that this is an estimation and the final sale value will be dependent upon market conditions at the time of sale.

This option is the recommended option.

7.3 Ward Member Consultation

20 Pleasley Road, Whiston is situated within the Sitwell Ward. Councillors Middleton, Gilding, and Mannion have been consulted and having visited the property they have indicated their preference is to sell the property.

8. Finance

It is anticipated that the capital receipt generated from the disposal will be recycled to support regeneration and affordable housing activity.

With regard to disposal of the property, there are costs associated with valuation and marketing, which will be netted from the gross capital receipt obtained.

9. Risks and Uncertainties

The capital receipt obtained from sale is dependent upon market conditions, which can fluctuate.

Delays in investment decision making will negatively impact upon void performance indicators measuring empty homes relet times and income recovery performance.

At a time of fiscal constraint and growing pressures upon affordable housing supply, the effective management of empty homes is paramount.

Empty homes produce a negative perception of neighbourhoods and a negative reaction from customers, particularly at a time of increasing demand for affordable homes.

10. Policy and Performance Agenda Implications

Timely decision making with regard to investment in empty homes will contribute towards empty homes turn round times, void rent loss performance and support increasing demand.

Individual Well-being and Healthy Communities outcome framework, as follows:

- Improved Quality of Life – by creating opportunities for improved housing standards to meet household aspirations and an improved quality of life, through facilitating empty homes brought back into use to meet identified housing needs.
- Personal Dignity and Respect – through investing in and delivering quality homes and neighbourhoods, ensuring residents can enjoy a comfortable, clean and orderly environment.
- Economic well-being – providing high quality affordable housing and meeting identified needs in order to create sustainable neighbourhoods, offering high quality housing provision, to meet current and future aspirations.

11. Background Papers and Consultation

- Cabinet Member for Neighbourhoods, 20th May 2007, Minute No:304
- Cabinet Member for Housing and Neighbourhoods, 15.2.10, Minute No: J138.
- Structural reports are held by the Neighbourhood Investment Service

- 2010 Rotherham Ltd repair cost estimates are held by the Neighbourhood Investment Service
- Ward Member consultation with Sitwell Ward Members
- 20 Pleasley Road, Whiston is situated within the Sitwell Ward. Councillors Middleton, Gilding, and Mannion have been consulted and having visited the property they have indicated their preference is to sell the property.
- Corporate Finance have been consulted and have agreed the details within the Finance Section above.

Contact Name: Paul Walsh, Neighbourhood Investment Service, 34954
paul.walsh@rotherham.gov.uk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
--

1.	Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date:	21st March, 2011
3.	Title:	Fees and Charges 2011/12 - Housing and Neighbourhood Services
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

This report proposes the 2011/12 fees and charges for Housing and Neighbourhood Services activities including animal health, food, health & safety, houses in multiple occupation, pest control, pollution control, stray dogs and weights and measures.

The level of fee and charges recommended in the report reflect both corporate guidance regarding any required increase and also nationally prescribed fee levels / guidance. The water fees are set in accordance with the charges set by the Health Protection Agency.

6. Recommendations

- **That Cabinet Member agrees the proposed fees and charges for 2011/12, as set out in this report and the attached Appendix A, with effect from 1st April 2011.**

7. Proposals and Details

Legislation provides powers of discretion for local authorities to make charges for specific services. This report proposes the level for the 2011/12 fees for services where charges are currently made across Housing and Neighbourhoods Services. A further report will be submitted to the Licensing Committee on licensing activities falling within that Committee's terms of reference.

Section 93 of the Local Government Act 2003 provides powers for local authorities in England to make charges for discretionary services, providing income from the charges does not exceed the service cost.

Proposals are as follows:

Animal Health

The Council licences riding, animal boarding and breeding establishments, pet shops, dangerous wild animals and performing animals primarily to ensure animal welfare conditions are met. Regulation for some premises incorporates inspection undertaken by a veterinary surgeon, the costs of which are charged in addition to the licence fees. Increases of 3% are recommended for all chargeable services and applications – this is in line with current guidance from LG Regulation.

Bereavement Services

Cabinet Member will be aware that the Bereavement Services Partnership commenced on 1st August 2008. The fees charged by Dignity Funerals Ltd for the bereavement services it provides are reviewed in April each year. This review is currently in progress, this involves the benchmarking of the proposed fees against those charged by comparable authorities within the region, and a comparison against the national average. A further report will follow once this exercise has been completed.

Food, Health & Safety

The Council registers premises for activities such as ear piercing, electrolysis, tattooing and acupuncture primarily to check and maintain appropriate health & safety standards. Increases of 3% are recommended for all chargeable services and applications – again, this is in line with current guidance from LG Regulation.

The fees for the water samples are set to cover the fees charged by the Health Protection Agency.

Weights & Measures and prescribed poisons

Fees are charged for the testing and stamping (verification) of weights and measures used for trade and the sale by retail of certain strong chemicals prescribed by legislation as poisons. Most (about 90%) of local authorities set fees in accordance with annual guidance from LG Regulation (formerly the Local Authorities Co-ordinators of Regulatory Services – LACORS), the remainder tend to have high local demand for verification and offer reduced rates.

LG Regulation recommend that the fee reflects the hourly cost based on the provision of a single weights and measure inspector. LG Regulation have calculated this fee based on

average salary levels, plus all necessary on-cost for the delivery of the service. Guidance is available that sets out the methodology used to calculate the amount to be recovered. An additional fee may be charged to cover the cost of hiring specialist equipment (such as the heavy test unit).

Fees for prescribed poisons are in line with guidance from LG Regulation.

Houses in Multiple Occupation

Fees for the mandatory licensing of Houses in Multiple Occupation (HMO) were established in June 2006. There are over 200 HMOs in the Borough. However, the law does not impose mandatory licensing to all such premises, as there are a number of exceptions.

A fee is payable to the Local Authority in respect of licenses for houses in multiple occupation once every five years. Owing to the limited numbers of mandatory licensable premises in Rotherham, it has not been anticipated that this would amount to a substantial income. The Government have suggested in guidance that the minimum fee is £350. Officers have studied current guidance on the setting of fees and comparative fees in neighbouring Councils. The proposals are to increase the current fee to bring the fee in line with the majority of our sub regional Councils e.g. Doncaster increasing from £715 to £965, and Sheffield £500 to £720. Nevertheless such an increase will have little effect on overall income due to the limited number of premises that this fee is applicable to.

Pest Control

The current level of Pest Control Fees have been compared to those fees set by other Local Authorities and by operators in the private sector during the current value for money exercise. Pest Control fees in Rotherham are in the upper quartile of Local Authority charges, but remain significantly below the charges made by private enterprise.

Private Sector companies and many other Local Authorities, including Sheffield City Council charge the public for rat treatments. Rotherham's Pest Control service offers free treatment for rats to all residents of the borough.

Fees are charged for the domestic treatments of pests ranging from Public Health pests such as mice and cockroaches, through to nuisance pests such as wasps and ants. The Pest Control team also provide service to businesses in the form of contracts or one off service provision. These fees are set in accordance with the hourly rate fee levels.

Pest Control fees and charges are being increased to achieve a 5% increase in income compared to the budgetary income target set for 2010/11. This is in order to close some of the gap between generated income and budget, whilst also maintaining the Council's competitive pricing position.

Pollution control

The Environmental Protection Act 1990 and Pollution Prevention and Control Act 1999 provide for the setting of fees and charges for Local Air Pollution Control (LAPC), Local Air - Integrated Pollution Prevention and Control (LA-IPPC), and Local Air Pollution Prevention and Control (LAPPC) at levels that will recover costs of local authorities of implementing the system.

Fees for EPA Part A2 and Part B processes are set in accordance with statutorily prescribed DEFRA guidance and national fees. This national approach ensures a consistency of fees and charges to business across the country.

In recognition of the economic climate nationally there has been an across the board freeze on these fees and charges. There is a new charge introduced whereby a new late payment fee of £50 is chargeable on invoices that remain unpaid eight weeks after the issue date.

In Rotherham over the past twelve months income generated from such permitted premises has reduced as a consequence of a number of businesses closing. There remains the risk that further businesses will be affected during the coming year and as a result there will be a further reduction in income generated.

It is not expected that the income generated from these statutory fees and charges will achieve the income target set within budgetary expectations.

Stray Dog Fees

The responsibility for stray dogs during office hours and out of hours lies with local authorities. Section 68 of the Clean Neighbourhoods and Environment Act 2005 transferred the out of hours responsibility for stray dogs from the police to local authorities. The service provides more than a statutory function to the public of Rotherham, it offers a valuable safeguard for people who inadvertently loose their dogs and are not necessarily neglecting them or being irresponsible.

Rotherham's current fees have been compared to the fees of other local authorities, there are some significant differences between the charging schemes at the various neighbouring authorities. For the purposes of the comparison the total fee charged was compared with those of other councils to enable a reasonable comparison. Comparatively, Rotherham's fees compare favourably with those charged by other local authorities.

Rotherham's overall cost of seizing and handling stray dogs (which includes staff, transport and kennelling costs) is approximately £167 per dog. In order to reduce the gap between the cost of service delivery and recovered income, fees are proposed to be raised by 7% overall.

Unfortunately less than 40% of the dogs that are seized are ever reclaimed by their owners. This is sometimes due to the cost of recovering the dog, even when they have been found. Therefore although the fees seem low in comparison to the cost of providing the service, fewer dogs would be returned to owners if the Council sought to recover the full initial cost. In addition an increase in fees that would deter owners from reclaiming their dogs would also increase pressure on re-homing charities and further widen who would reluctantly need to turn away dogs we need to re-home and we would therefore be required to destroy more animals, with the potentially negative publicity that move would receive.

The proposed fee increase for a person to recover a stray dog from the Council contracted kennels will raise the first day fee from £49 to £53 made up of the following elements:

Standard Charge	£25.00 (statutorily prescribed)
Handling Charge	£20.00
Dog per day	£8.00

The fee for example a dog collected the same day as seizure would attract a fee of £53.00 then £61.00 and so on for every day up to 7 days. If the person is on benefits a £15.00 reduction is applied. After the 7 day period and a dog has not been claimed by the owner they become the property of the Council and re-homed through the contracted kennels and local animal sanctuaries / charities.

A full schedule of the proposed 2011/12 fees and charges is attached to this report as Appendix A.

8. Finance

Proposed fees and charges for 2011/12 meet established requirements for the setting of revenue budgets and are estimated to reduce the gap that has arisen in former years between actual and budgeted income. Where service take up and income is lower than anticipated compensatory savings will be made.

9. Risks and Uncertainties

The Council may only set fees at levels that enable it to cover the costs incurred in providing the service.

In addition, the level of fees and charges place a burden on local businesses and may, if set at unreasonably high level, impede economic growth and/or become subject to challenge. In the event that income budgets are not achieved, it will be necessary for services to make compensatory savings.

10. Policy and Performance Agenda Implications

The Services provided reflect commitment to local priorities. In particular, the services contribute to the themes and priorities of "Rotherham Safe" and "Rotherham Achieving" and the cross cutting "Sustainable Development" theme.

11. Background Papers and Consultation

Background Papers

- LACORS Guidance Fee on verification costs 2011/12

Contact Name: Alan Pogorzelec, Business Regulation Manager, ext 54955,
alan.pogorzelec@rotherham.gov.uk

APPENDIX A

Proposed Fees and Charges 2011/12 (excluding VAT)

<u>Service</u>	<u>2010/11 (£)</u>	<u>2011/12 (£)</u>
HOUSES IN MULTIPLE OCCUPATION		
First Application	500	750
Subsequent Applications	400	500
PEST CONTROL		
Domestic Treatments (all prices are subject to VAT)		
Rats	Free	Free
Mice (up to 3 visits)	58	61
(any subsequent requested mouse visit)	14	16
Insects excluding cockroaches	58	61
All other treatments including cockroaches (per hour)	58	61
Call out fee paid for visit where treatment cancelled by customer	42	45
Out of hours fixed fee:		
Evenings and Saturday	63	66
Sunday & Bank Holiday	73	77
Commercial premises (all prices are per hour and subject to VAT and materials costs)		
All treatments and proofing	58	61
Out of hours:		
Evenings and Saturday	88	92
Sundays and Bank Holiday	113	119
Other charges (Single fees)		
Call out fee paid for visit where treatment cancelled by customer	42	45
Surveyors charge	58	61
Other Service Provision:		

Service	2010/11 (£)	2011/12 (£)
Self-Help Ant Spray	10	15
Client Missed Appointment	50	55
Treatment Penalty (For further treatments where repairs have been reported and repairs not done – in lieu of legal proceedings)	150	155
STRAY DOGS		
Standard Charge	25	25
Handling Charge	17	20
Kennelling Dog per day	7	8
POLLUTION CONTROL		
Standard process	1579	1579
Additional fee for operating without a permit	1137	1137
Reduced fee activities (Except VRs)	148	148
PVR I & II Combined	246	246
Vehicle Refinishers (VRs)	346	346
Reduced fee activities additional fee for operating without a permit	68	68
Mobile screening and crushing plant	1579	1579
for the third to seventh applications	943	943
for the eighth and subsequent applications	477	477
<p>Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts</p> <p>Reduced fee activities are: service stations, vehicle refinishers, Dry Cleaners and small Waste Oil Burners under 0.4MW</p>		
Standard process LOW	739 (+99)*	739 (+99)*
Standard process MEDIUM	1111(+149)*	1111(+149)*
Standard process HIGH	1672 (+198)*	1672 (+198)*

Service	2010/11 (£)	2011/12 (£)
Reduced fee activities Low/Medium/High	76 151 227	76 151 227
PVR I & II Combined Medium Component	108 216 326	108 216 326
Vehicle Refinishers Low/Medium/High	218 349 524	218 349 524
Odorising of natural gas Low/Medium/High	76 151 227	76 151 227
Mobile screening and crushing plant Low/Medium/High	618 989 1485	618 989 1485
for the third to seventh authorisations Low/Medium/High	368 590 884	368 590 884
for the eighth and subsequent authorisations Low/Medium/High	189 302 453	189 302 453
Late Payment Fee		50
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts		
Transfer and Surrender		
Standard process transfer	162	162
Standard process partial transfer	476	476
New operator at low risk reduced fee activity	75	75
Surrender: all Part B activities	0	0
Reduced fee activities*: transfer	0	0
Reduced fee activities*: partial transfer	45	45
Temporary Transfer for Mobiles		
First Transfer	51	51
Repeat Transfer	10	10
Repeat Following enforcement or warning	51	51
Substantial change s10 and s11		
Standard process	1005	1005

Service	2010/11 (£)	2011/12 (£)
Standard process where the substantial change results in a new PPC activity	1579	1579
Reduced fee activities*	98	98
* Reduced fee activities are:- Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW		
Part A2		
Application	3218	3218
Additional fee for operating without a permit	1137	1137
Annual Subsistence LOW	1384	1384
Annual Subsistence MEDIUM	1541	1541
Annual Subsistence HIGH	2233	2233
Substantial Variation	1309	1309
Transfer	225	225
Partial Transfer	668	668
Surrender	668	668
ANIMAL HEALTH		
Animal Boarding Establishments	216	222
Animal Boarding Establishments (Home Boarding)	150	155
Riding Establishments	216	222
Performing Animals	132	136
Dog Breeding Establishments	132	136
Dangerous Wild Animals	132	136
Pet Shops	132	136
Zoos (First licence 4 years)	945	973

<u>Service</u>	<u>2010/11 (£)</u>	<u>2011/12 (£)</u>
Zoos (Renewal licence 6 years)	1398	1440
FOOD, HEALTH AND SAFETY		
Ear-piercing – PREMISES	111	114
Ear piercing - person carrying on the business	23	24
Tattooing – PREMISES	163	168
Tattooing - person carrying on the business	23	24
Acupuncture – PREMISES	137	141
Acupuncture – person carrying on the practice	22	23
Electrolysis – PREMISES	137	141
Electrolysis – person carrying on the business	22	23
Water Standard	30	31
Water Additional	34	35
TRADING STANDARDS		
Weights and Measures Inspector (hourly rate)	51.13	54.45
Weights and Measures Technical Assistant (hourly rate)	30.66	32.65
Prescribed Poisons – Initial Registration	31.72	32.67
Prescribed Poisons – Re-registrations	16.72	17.22
Prescribed Poisons – change of details	8.54	8.80

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date:	21st March, 2011
3.	Title:	Food Service Plan 2010 / 11 and Performance Update
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

This report details the Authority's Food Service Plan for 2010/11 and updates Cabinet Member with regard to the performance of the Food, Health & Safety team.

6. Recommendations

- That Cabinet Member receives the Food Service Plan for 2010/11. This is a statutory requirement of the Framework Agreement.
- That Cabinet Member notes the performance of the Food, Health & Safety team, as outlined in the report.

7. Proposals and Details

The Food Service Plan sets out the work programme and priorities for the Food, Health & Safety Team, taking into account local objectives and Statutory Codes of Practice. This year's plan has undergone considerable revision following a Food Standards Agency audit in mid-2010, and the introduction of more efficient working methods in late 2010.

The Food Service Plan 2010/11 is attached to this report as Appendix A.

The table below details the performance of the Food, Health & Safety Team throughout 2009 / 10, and also gives an update on the current performance of the team (as at the end of January 2011).

	2009 / 10 Outturn	2010 / 11 to end Jan 2011
Number of high risk food hygiene inspections carried out (% of those due for inspection)	260 (97%)	168 (82%)
Number of high risk food standards inspections carried out (% of those due for inspection)	2 (29%)	8 (50%)
Number of low risk food hygiene inspections carried out (% of those due for inspection)	693 (50%)	592 (43%)
Number of low risk food standards inspections carried out (% of those due for inspection)	366 (18%)	501 (31%)
Number of food hygiene revisits	344	449
Number of Hygiene Improvement Notices served	185	65
Number of Hygiene Prohibition Notices served	2	5
Number of premises voluntarily closed	4	0
Number of food complaints received	486	372
Number of samples taken	329	167
Number of infectious disease notifications received	922	746
Number of food alerts received	35	35
NI 184 Broadly compliant	81%	82%

The outcome for last year was 97% for high risk food hygiene inspections carried out; this exceeded the projected out turn. We are currently on target to achieve 100% this year. Performance for high risk food standards inspections has increased.

The number of categories C-E food hygiene inspections is predicted to be higher than last year. Categories A-D premises are being prioritised. Officers are committed to undertaking 100% of categories A-C premises. They are also undertaking food standards inspections in these premises and hence the level of low risk food standards inspections has already exceeded last year's total. The number of food hygiene revisits carried out so far this year is higher than last year's total.

Last year more Hygiene Improvement Notices were served because we undertook a number of additional visits after Safer Food Better Business coaching visits, which resulted in Notices being served.

There have been more closures this year for rodent infestations. A contributory factor may be that these premises did not have a pest control contract in place.

The level of service requests has remained constant. We are trying to learn from customer feedback and have made some improvements to the service as a result of this.

We continued to participate in national and local sampling initiatives. These include HPA/LACORS surveys into pathogens in takeaway burgers, ice cream and pre-packed sandwiches. We undertook some survey work on imported foods on behalf of the Food Standards Agency. We have also participated in a number of local surveys such as fish speciation and histamines in fish. However, sampling activity has reduced to enable staff to focus on inspection.

Infectious disease figures are similar to previous years.

There were 35 Food Alerts last year which were assessed and those requiring a response were actioned. The system for notifying food alerts has changed to focus on those requiring immediate action. This financial year 6 Food Alerts and 29 Product Recalls/Withdrawals were received up to the end of January.

In addition to this work, the Food, Health and Safety team participated in Rotherham Show focusing on themes highlighting the importance of food hygiene and standards, as well as animal health. The team distributed Safer Food Better Business (SFBB) packs to all the caterers providing food at the show to help them meet the requirements of food hygiene legislation.

We were awarded a grant from the FSA to deliver SFBB coaching for food business operators across South Yorkshire to help them put in place food safety management systems. This project was delivered in conjunction with the other 3 South Yorkshire Authorities and a private sector consultancy, and was heralded as a success by the Food Standards Agency and local businesses.

A considerable amount of work was carried out on the AUTHORITY database to produce the LAEMS return for 2009/10.

The performance against the National Indicator 184 for 2009/10 was 81% for broadly compliant premises. This indicator has been removed from the National indicator set but it will be kept as a Local indicator in Rotherham for 2010/2011. Currently, 82% of premises were broadly compliant as of 31st January 2011.

8. Finance

In the current financial year, the Food, Health and Safety team have delivered efficiencies in excess of 14% of the team's annual revenue budget. Further work is ongoing to identify further efficiencies, whilst retaining the capacity to deliver the council's statutory obligations and local objectives.

9. Risks and Uncertainties

Poorly performing or failing food authorities may be subjected to action from the Food Standards Agency.

10. Policy and Performance Agenda Implications

The work undertaken by the Food, Health and Safety Service increases public protection by providing greater business understanding and compliance. We contribute to customers consistent with the **ALIVE** priority theme.

Businesses are supported and encouraged through the business partnership to develop and implement their own management systems and are encouraged to communicate with regulators and intermediaries. This supports the viability of commercial concerns which aids economic regeneration and the sustainability of communities. This is consistent with the **ACHIEVING** priority theme.

11. Background Papers and Consultation

Food Law Code of Practice
Food Standards Agency Framework
Food Service Plan 2009/10
Food Service Plan 2010/11 (attached as Appendix A)

Contact Name : *Jan Manning, Food, Health and Safety Manager, Ext. 23126. E.mail – janice.manning@rotherham.gov.uk*

**NEIGHBOURHOODS & ADULT
SERVICES**

**HOUSING & NEIGHBOURHOOD
SERVICES**

**Food Service Plan
2010/2011**

Contents

		Page
	<u>Introduction</u>	2
1	<u>Priorities</u>	4
2	<u>Profile</u>	7
	<u>Organisational</u>	8
	<u>Scope of the Service</u>	9
	<u>Demands of the Service</u>	10
3	<u>Plans</u>	14
	<u>Resources</u>	17
	<u>Quality Assessment</u>	18
	<u>Performance for 2009/2010</u>	19
	<u>Areas of Improvement</u>	20
	<u>Action Plan for 2010/2011</u>	21

Introduction

Housing and Neighbourhood Services is part of the Neighbourhoods and Adult Services Directorate and is an extremely diverse service that touches every household and business in the Borough. Our aim is to set high standards to promote, regulate and protect the quality of life in Rotherham. However, in addition we realise that our work can also affect people and businesses outside the Borough. In doing so the service plays an enforcing and educating role, whilst also providing services directly.

- The Food Hygiene and Standards Service is part of the Business Regulation Service Unit. The Food Service Plan is closely linked to the Neighbourhoods and Adult Services Service Plan, which links to the Borough's Community Strategy and the Council's Corporate Plan.
- The Neighbourhoods and Adult Services Service Plan 2009/12 provides an overarching plan for our service which has been reshaped to take on board our corporate objectives and the priority and cross-cutting themes.

The Strategic Objectives we contribute to are:

- Objective 6
Reduce the impact of the credit crunch and economic downturn on individuals, communities and the local economy by 2010
- Objective 9
Strengthening our approach to learning from customers across the service to ensure we retain customer Service Excellence and to improve customer experience and satisfaction by the year 2010.
- Contributing to National Indicator NI182 and a Local Indicator based on NI184

The Neighbourhood and Adult Services Service Plan is currently being reviewed and the following Priorities are being formulated around these suggested areas:

- Safeguarding adults
- ASB / Safer Neighbourhoods
- Devolution / Place Survey
- Future Housing Provision
- Personalisation / support for carers
- Commissioning / use of resources

The Food Service Plan provides a framework for the staff within Food, Health and Safety to work and a framework against which our customers and other stakeholders can assess our performance.

Our Team Objectives are:

- To provide safe food
- To safeguard public health

Links to the Neighbourhoods and Adult Services Service Plan Objective

We will contribute to Strategic Objective 6, which is:

- Contributing to Improved health and economic well-being and Improved Quality of Life and ROTHERHAM ALIVE.
- Work in partnership with the business sector to improve the advice and guidance offered to new and existing small and medium sized businesses on their regulatory obligations

We will contribute to Strategic Objective 9, which is:

- Contributing to increased choice and control and ROTHERHAM ACHIEVING.
- Improving customer satisfaction

We contribute to National Indicator NI182.

- NI182 is to improve customer satisfaction

The Food Service Plan will provide the focus for improvements within Food, Health & Safety for 2010/2011. It also seeks to ensure that the aims and methods of service delivery are consistent with, and significantly contribute to the Council's corporate priorities.

The Plan will:

- explain the purpose of the Food Hygiene and Standards Service
- link to the Food Standards Agency Framework Agreement
- match current resources against existing service levels
- set targets against which the performance of the Unit can be measured
- provide a performance management framework to ensure continuous improvement

1 Priorities – Aims and Objectives

Our Mission for Neighbourhoods and Adult Services is:

“Services are available in a way that enables people to exercise power and control over their own life.”

In delivering our Food Hygiene and Standards Service we will work towards this shared mission statement. Rotherham has risen to its challenges through partnership working. Rotherham Partnership (the LSP) and the people of Rotherham have contributed towards the development of a new long-term vision for the Borough through our Community Strategy. This will steer our progress across the Borough over the next 5 years.

Our Vision

To provide integrated local services so that:

- People can exercise choice, retain their independence, be offered protection and have equality of access
- Communities are active and shape local services to meet their characteristics and needs
- Neighbourhoods are safe, free from crime and places to be proud of.

The Rotherham Vision will encompass a focus on:

PRIORITY THEMES

- 1 Rotherham ACHIEVING**
- 2 Rotherham SAFE**
- 3 Rotherham LEARNING**
- 4 Rotherham ALIVE**
- 5 Rotherham PROUD**

CROSS CUTTING THEMES

- 6 Commissioning and Use of Resources**
- 7 Leadership**

We contribute to all of the above themes.

Rotherham Alive encompasses the work carried out in this Plan.

Rotherham Alive

Improved health – enjoying good physical and mental health (including protection from abuse and exploitation). Access to appropriate treatment and support in managing long term conditions independently. There are opportunities for physical activity.

Our main objectives are:

- **To reduce the impact of the credit crunch and economic downturn on individuals, communities and the local economy by 2011.**
- **Contributing to improved health and economic well-being and improved quality of life.**

The Service is organised to focus on business regulation. The food hygiene, food standards and animal health work is integrated to provide a “farm to fork” approach. This focus ensures effective enforcement and advice in line with the Better Regulation/Hampton agenda. It will deliver excellent standards and improve quality of life for our customers. Service provision includes:

- programmed food hygiene and food standards inspections in accordance with the frequency determined under the inspection rating system set out in the relevant legislation, Food Safety Act Code of Practice and guidance, targeting high risk inspections;
- inspection, approval, registration and licensing of relevant premises in accordance with the relevant legislation, Code of Practice, guidance, etc;
- production of food sampling programmes and annual report on sampling activities;
- investigation of food complaints and infectious disease referrals within service request initial response times and initiating appropriate actions in accordance with Code of Practice and guidance;
- having regard to the Primary Authority Scheme with respect to certain premises in Rotherham and carrying out enquiries referred from other agencies;
- supporting the annual inspection programme with targeted advice, press releases and proactive investigations and surveys;
- produce and implement a programme of education, advice and information on food safety to food businesses and consumers;
- maintenance and implementation of a database of food premises which is accurate and up to date. All reasonable security measures are in place to prevent access and amendment by unauthorised persons;
- responding to Food Alerts and having procedures in place to notify the Food Standards Agency of any serious localised incident or a wider food safety problem.

2 Profile

Rotherham has a population of around 254,000 and covers an area of 28,277 hectares.

It was traditionally an area of heavy industry including coal mining and steel manufacturing. Rotherham now supports a wide range of businesses and has several industrial developments.

The majority of businesses are small/medium although there are several large manufacturers.

It is a mixed area of urban and rural landscapes.

The Council employs approximately 13,750 people.

In July 2008 - June 2009 the model based figures for unemployment stood at 9.1% in Rotherham compared with 6.9% in the UK as a whole.

As a Metropolitan Borough Council the Authority is responsible for the full range of food service delivery.

Food Hygiene and Food Standards are dealt with by staff in Business Regulation in the Food, Health and Safety team. This is part of Housing and Neighbourhood Services which was created to support businesses, consumers, workers and the environment.

The offices are currently located at:

Housing and Neighbourhood Services
Reresby House
Bow Bridge Close
Rotherham
S60 1BY

Tel: (01709) 823161

Fax: (01709) 823154

Website: www.rotherham.gov.uk

E.mail: env.health@rotherham.gov.uk

E.mail: food.health&safety@rotherham.gov.uk

Reception Opening Hours: 08.30-17.30 Monday to Friday

Out of hours messages can be left on an answer machine (01709 823114) which is checked daily.

Organisational Structure

Rotherham has a Leader with a Cabinet Style Model to enable the decision making process to be more open and efficient. This is underpinned by scrutiny panels and area assemblies.

Neighbourhoods and Adult Services is represented by Cllr Jahangir Akhtar for Housing and Neighbourhoods and Cllr John Doyle for Health and Social Care.

- Housing and Neighbourhood Services is part of the Strategic Directorate of Neighbourhoods and Adult Services which is reportable to the Chief Executive.
- The staff who perform the food hygiene and food standards service are part of Food, Health and Safety which is in Business Regulation.
- Feedingstuffs are dealt with by Trading Standards who are also part of Business Regulation.
- The Manager of this section reports to the Director of Housing and Neighbourhood Services.
- Provisions for specialist services:
- The Authority has appointed West Yorkshire Analytical Services, PO Box 11 Nephshaw Lane, South Morley, Leeds LS27 0UQ as its Public Analyst and Agricultural Analyst and a Service Level Agreement is in place between the two parties.
- Microbiology Department, Northern General Hospital, Herries Road, Sheffield S5 7AU examines environmental samples and Health Protection Agency (HPA), Food, Water and Environmental Microbiology Network (Leeds Laboratory), Bridle Path, York Road, Leeds, LS15 7TR acts as the food examiner.
- These are included in the official list of Food Control Laboratories as notified to the European Commission under Council Directive 93/99/EEC
- Other specialist service providers are used as necessary.
- The Local Authority has appointed Suzanna Mathew from the HPA in Sheffield as the Proper Officer who is the Consultant in Communicable Disease Control.

Scope of the Food Service

As a Metropolitan Borough Council the Authority is responsible for the full range of food service delivery.

The Business Regulation Manager has overall managerial responsibility.

Food Hygiene and Food Standards are delivered by the Food, Health and Safety Section. The following services are also delivered:

- health and safety
- water quality
- infectious diseases
- animal health
- advisory services
- registration
- health promotion
- registration and licensing functions (this is not an exclusive list)

Occasionally the Council uses external contractors to carry out food hygiene inspections to support the service. It is not envisaged that this will occur during this financial year. If contractors are employed measures are taken to monitor the quality of their work.

Animal Feedingstuffs are the responsibility of the Trading Standards Section.

Demands on the Food Service

External Factors

A minority of food handlers within the district speak languages other than English; these include Arabic, Bengali, Cantonese, Greek, Gujerati, Hindi, Mirapuri, Kurdish, Surami, Turkish, Persian, Punjabi, Urdu, etc. The Authority endeavours to provide advisory leaflets in their language.

The Directorate has the use of translators in many languages.

Other external factors which are expected to impact on service delivery include:

- Outbreaks
- Unplanned events, eg large concerts, etc
- Corporate Planning
- New legislation, guidance, etc

The area contains a mix of manufacturing, retail and catering premises. Catering and retail are the dominant sectors within the mix. Businesses are predominantly small to medium.

The premises profile as at 16 April 2010

Primary Producers - 12
Manufacturer & Packers – 17
Importers/Exporters – 2
Distributors/Transporters - 36
Retailers - 519
Restaurants and other Caterers - 1552

There are 2 approved premises.

There are 49 businesses registered with the Authority as manufacturers of feedstuffs for use on their own premises and 3 businesses registered as manufacturers putting feedstuffs into circulation.

The number of inspections in the food hygiene programme and the projected outcome for 2010/2011 is detailed below.

	High Risk (A – C)
Total Number of Premises to Inspect (A – B)	202
Total Number of Premises to Inspect (C)	628
Number of inspections to achieve target	192 (95%)
Number of Officers available to carry out inspections (FTE)	9.8

The target for 2009/10 was 95%; there were 268 category A-B premises in the programme. The National Indicator requires 75% of food establishments in the area to be broadly compliant with food hygiene law. The NAS target for 2010/11 is 83%.

Staff are working towards increasing their knowledge in food standards and health and safety and have changed the inspection regime to cover a much wider remit. Work is undertaken to look at the impact of allergens, waste, etc. The inspection also includes looking for compliance with smoke-free legislation.

Enforcement Policy

The Local Authority is working towards compliance with the Regulators' Compliance Code.

Housing and Neighbourhood Services has a General Enforcement Policy to which Service Specific Policies/Procedures will refer, as appropriate.

There is a South Yorkshire Food Enforcement Protocol which has been agreed between Barnsley, Doncaster, Sheffield and Rotherham. This outlines the approach to local enforcement which is graduated and proportionate. In Rotherham, the high risk premises are prioritised to improve compliance.

Premises Profile by Risk Category

Officers from Food, Health and Safety use the Code of Practice issued under Section 40 of the Food Safety Act 1990 to determine the risk rating of food premises. The Authority inspects, approves and registers premises in accordance with the relevant legislation and Code of Practice made thereunder.

The risk assessment profile on 16th April 2010 was:

Category A	26
Category B:	176
Category C:	908
Category D:	347
Category E:	634
Category U:	47

Plan to maximise food hygiene premises inspections carried out

- Prioritisation of non-compliant premises and following an intervention procedure
- Review of procedures and training for staff
- Combined food hygiene/health and safety/food standards inspections, where appropriate
- Fill vacant posts
- To release staff to focus on inspections, one officer will deal with reactive work such as food complaints, infectious disease enquiries, water complaints, etc
- Continue training staff to improve their competency in line with the FSA work on Scores on the Doors, and to give them experience of different premises
- Improve customer satisfaction
- Implement changes from Pennington Inquiry report
- New technology to improve efficiency

Other factors which will continue to affect food hygiene performance

- New food hygiene legislation
- Fortnightly office meetings are programmed as part of the communication strategy and to enable quality procedures and policies to be discussed, this equates to approximately 50 days.
- Staff training
- Holiday/flexi-time/sickness leave

Food Standards

The Food Standards inspection programme is determined by the Food Standards Agency scoring system.

Category A premises: at least every 12 months

Category B premises: at least every 24 months

Category C premises: alternate enforcement strategy

This year there are 16 Category A premises due for inspection

Premises rated as low risk need not be included in the planned inspection programme but they must be subject to an alternative enforcement strategy at least once in every 5 years. These premises are the category C premises.

Resources will be focused on achieving targets of 100% of high risk premises (category A) due.

Total number of interventions 2009/10: 565 (2 high risk)

Estimated number of Category A primary inspections 2010/11: 16

Total number of revisits 2009/10: 0

The Service will monitor and evaluate any new legislation and trade trends and prioritise or target inspections appropriately.

The number of inspections in the food standards programme and the projected outcome for 2010/2011 is detailed below.

	High Risk
Total Number of Premises to Inspect	16
Number of inspections to achieve target	16 (100%)
Number of Officers available to carry out inspections	8.5

3 Plans

The following plan is designed to adhere to our strategic objectives and step change improvements that are specific, measurable, achievable and realistic and are linked to the Government and Corporate agendas. They are outcome based and have a lead officer who is responsible for delivery.

Food Complaints

It is the Authority's policy to respond to all food complaints within 5 working days of receipt. Demand upon the service is not quantifiable and dependent on many factors not least of which is the introduction of new legislation and media driven issues. Each complaint is assessed and appropriate action is taken in accordance with the relevant Code of Practice and using LACORS guidance.

The Food Enforcement Policy is being reviewed to take into account food complaints. The Authority will review its procedure for dealing with complaints in accordance with the new Code of Practice. In 2009/2010 486 service requests were received for food complaints and regarding premises. Trading Standards received 0 food and feedstuffs complaints in 2009/2010.

Estimated number of complaints: 500 Estimated number of working hours: 2000

Primary Authority Scheme

Rotherham Metropolitan Borough Council will have regard to the Primary Authority Scheme.

We acknowledge the importance of the Primary Authority Scheme in enforcement and advisory work. The Food, Health and Safety Section does not have formal written agreements for Primary Authorities, however, we do provide information regarding several large businesses such as KP Foods, Hazlewood Foods, AMB Products, Staniforths, etc.

Advice to Business

It is our policy to respond to service requests for advice in 5 working days. A significant proportion of officer time is spent giving advice to potential and existing businesses.

It is our policy to provide advice during the course of inspections and other interventions to assist businesses. Follow up letters and reports contain recommendations and advisory leaflets where necessary. We maintain a range of food safety publications in a number of different languages which are available to businesses and the public. We advise local businesses on food hygiene training courses available locally and consider requests for talks/seminars, etc. We respond to requests from trade organisations, Chamber of Commerce, etc and we will be looking for ways of developing partnerships.

Sampling

Food samples are submitted to the HPA in Leeds and the Analyst in Morley. The Authority attends liaison meetings to target the resources for sampling. The Authority includes LACORS and HPA surveys in the sampling undertaken.

The Food, Health and Safety sampling budget for 2010/2011 is £11,791 and this is allocated for samples submitted to the public analyst and food examiner.

In 2009/2010 329 samples were submitted to the food examiner/analyst. We participated in a number of surveys such as microbiological examination of pre-packed sandwiches, ice, ice cream, hand blenders in care homes, swabbing in takeaway premises, and the large scale events survey we included vendors at Rotherham Show. We also participated in the imported foods survey.

In 2010/2011 it is estimated that Food, Health and Safety will submit 250 food samples to the food examiner/food analyst. Estimated number of hours to be devoted to sampling is 500.

In certain circumstances the Authority may use other specialists/experts such as Campden and Chorleywood Food Research Association.

Promotional Activity

Throughout the year the Food, Health and Safety team will participate in various promotional activities. This year the following areas will be targeted:

- Consider requests from businesses, schools, etc and provide talks – estimate 3 talks
- Attend Rotherham Show
- Promote food hygiene courses provided by other agencies via leaflets sent to food businesses
- Provide press releases on relevant food issues
- Provide targeted HACCP advice and packs to caterers
- Provide advice on food safety, as appropriate

Control and Investigation of Outbreaks and Food Related Infectious Diseases

Food, Health and Safety work closely with the HPA, in particular the CCDC and other agencies to investigate cases of food poisoning and other notifiable and communicable diseases. Rotherham has developed a range of standard forms, letters and advice sheets to assist in the investigation of food poisoning notifications and outbreaks.

There were 922 people notified as cases/contacts between April 2009 and March 2010. In April 2010/March 2011 the number of cases investigated is estimated at 750. Estimated number of officer hours to be devoted to infectious disease investigation and control is 900 hours.

Food Safety Incidents

It is the policy of Rotherham Borough Council to have regard to the Food Safety Act 1990, Code of Practice in relation to the handling of Food Alerts and Food Safety Incidents.

In 2009/2010 Food and Infectious Diseases Section received 35 Food Alerts. Food, Health and Safety staff ensure that the Food Alerts are actioned and the information is disseminated, where appropriate, for example, checking for premises selling chickpeas with specific date codes.

Estimated number of Food Alerts for 2010/2011 is 40.

Liaison with Other Organisations

The Authority participates in the following liaison groups related to food safety issues in order to ensure that enforcement action taken within Rotherham Metropolitan Borough Council is consistent with that of the neighbouring South Yorkshire local authorities:

- South Yorkshire Food Liaison Groups
- Food, Water and Environmental Microbiology Regional Network
- HPA Liaison meetings
- Rotherham Hospital Control of Infection Committee
- Rotherham PCT Control of Infection Committee
- Yorkshire Water

Resources

Financial Allocation

The Food Safety Service financial costs are contained within the Housing and Neighbourhood Services, Food, Health and Safety cost centre.

Staff Budget for Food and Infectious Diseases 2010/2011

Employee Expenses: £508,378

Transport Related Expenses: £7,590

Supplies and Services: £43,214

Income: -£54

Net Food Hygiene/Infectious Disease Budget: £559,128

Staffing Allocation

This budget also covers activities such as health and safety, licensing, water quality, infectious diseases and health promotion.

There is a Manager, 1 Principal Officer (Health and Safety) and 1 vacant Principal Officer post (Food Safety). Staff are in 2 teams, totalling 9.8 FTE, plus 2.6 vacant posts. Within the team there are also 1.4 staff dedicated to undertaking the higher risk health and safety inspections and service requests, as well as a full-time Animal Health Inspector and part-time Assistant Animal Health Inspector. There are 2.5 clerical support staff of which approximately 80% is allocated to support food safety/infectious diseases. There is 1 vacant clerical post.

Staff Development Plan

Performance and Development reviews are being carried out to enable performance standards to be set and to contribute to the Training Programme and Plan.

It is the policy of Rotherham Borough Council to comply fully with the requirements of Food Safety Code of Practice in relation to staff training and the qualification of Authorised Officers. Each officer is required to have at least 10 hours Continuous Professional Development (CPD).

Ad hoc training will also be carried out throughout the year to inform officers of new legislation and current issues. Training is also undertaken with the other South Yorkshire authorities to address consistency issues and provide updates.

Quality Assessment

Quality Assessment

The performance of the Food Safety Service is monitored by interrogation of the AUTHORITY computer database. A monitoring procedure will be introduced to undertake internal checks to improve compliance with the Code.

Customer satisfaction forms are used to monitor satisfaction.

Performance for 2009/10

The Food Service Plan projected that 95% of high risk food hygiene premises and 100% of high risk food standards premises would be inspected during 2009/2010. The outcome for the year end was 99% for food hygiene, which exceeded the projected out turn, and 29% for food standards.

The target for “other” food hygiene premises was set at 0%; however, the out turn for the year was 89% of category C premises, 47% of the lower risk category D and E premises and 82% of unranked premises. We carried out 344 food hygiene revisits.

There were 185 Improvement Notices served and several Notices were re-served where extensions were granted. Two Hygiene Emergency Prohibition Notices were granted which resulted in closure of the premises due to rodent infestation. There were four Voluntary Closures.

We continued to participate in national and local sampling initiatives. These include HPA/LACORS surveys into pathogens in takeaway burgers, ice cream and pre-packed sandwiches. We undertook some survey work on imported foods on behalf of the Food Standards Agency. We have also participated in a number of local surveys such as fish speciation and histamines in fish. The Authority submitted 329 samples.

It was estimated that between April 2009/March 2010 the number of suspected and actual cases of infectious diseases/notifiable diseases would be 700, however, the number of notifications was 922. A large number of these notifications were cases of Norovirus.

There were 35 Food Alerts which were assessed and those requiring a response were actioned.

We participated in Rotherham Show, highlighting the importance of food hygiene and standards, as well as animal health. We stressed the importance of checking labels on food for salt, sugar and fat content. We distributed Safer Food Better Business (SFBB) packs to all the caterers at the show to help them meet the requirements of hazard analysis.

We were awarded a grant from the FSA to deliver SFBB coaching for food business operators across South Yorkshire to help them put in place food safety management systems. This project was in conjunction with NSF-CMi Ltd.

A considerable amount of work was carried out on the AUTHORITY database to produce the LAEMS return for 2009/10.

Review against the Service Plan

The Food Service Plan will continue to be reviewed annually and the Plan reported to Members. Performance against Indicator 182 is reported to Performance and Quality.

Areas for Improvement

During this financial year the Service will be examined in accordance with the Food Standards Agency Framework Agreement. Any gaps in the Service will be identified and measures introduced to improve the Service.

- Continued production of policies and procedures with regard to current legislation and guidance from agencies such as the FSA
- Training on each policy/procedure
- CPD training and internal training where necessary in order to maintain officer competence
- Development of AUTHORITY software to generate more documentation automatically
- Explore new ways of mobile working
- Development of links for the UK Food Surveillance System (UKFSS)

Action Plan for 2010/2011

To provide safe food

- To undertake 95% of the category A – B food hygiene inspections.
- To achieve broad compliance with food hygiene law of 83% of the food establishments in the area and improve business satisfaction with the local authority.
- To produce a food sampling programme in accordance with the policy of 250 samples.
- To respond to Food Alerts issued by the Food Standards Agency within 4 working days and to take any necessary actions.
- To undertake training to ensure staff complete their 10 hours Continual Professional Development and comply with the Framework Agreement set by the Food Standards Agency.

To safeguard public health

- To respond to service requests regarding food premises and food.
- To take appropriate enforcement action.
- To investigate food poisoning outbreaks and incidents.

SMART Objective	Actions	PIs and Measures	Responsibility	Resources	Risks
1. To deliver 95% of category A-B food hygiene inspections in the programme for 2010/11 to ensure the priority of providing safe food to consumers is met.	To devise a food hygiene programme for 2010/11 in accordance with the Code of Practice. Carry out monthly monitoring of the programmes	Food Standards Agency (FSA) Return	Janice Manning	Food, Health and Safety team	Failure to meet the FSA targets set in the Framework Agreement could result in loss of the food hygiene service by the Local Authority. The Authority would be required to meet the cost of an external agency performing this function.
2. To meet the local target of 83% of the food establishments in the area which are broadly compliant with food hygiene law.	To inspect food establishments in the area, and take appropriate action to encourage them to become broadly compliant with food hygiene law.	Food Standards Agency (FSA) Return and Local Indicator	Janice Manning	Food, Health and Safety team	The Authority submits a return to the FSA on risk rating of premises.

Housing & Neighbourhood Services
Food Service Plan 2010/2011

3.	To achieve 80% satisfaction of food businesses with local authority regulation services.	To monitor satisfaction of businesses with local authority regulation services.	NI182	Janice Manning	Food, Health and Safety team	The Authority is required to send returns to show compliance with the Local Government National Indicator Set. Failure to meet the 80% level will affect the performance of the Council.
4.	To deliver 100% of high risk food standards inspections in the programme for 2010/11 to ensure the priority of providing safe food to consumers is met.	To devise a food standards programme for 2010/11 in accordance with the Code of Practice. Carry out monthly monitoring of the programmes	FSA Return	Janice Manning	Food, Health and Safety team	Failure to meet the FSA targets set in the Framework Agreement could result in loss of the food standards service by the Local Authority. The Authority would be required to meet the cost of an external agency performing this function.
5.	To deliver the food sampling programmes by 2010/11 to ensure the priority of providing safe food to consumers is met.	To devise food sampling programmes for 2010/11 in accordance with the Code of Practice.	FSA Return	Janice Manning	Food, Health and Safety team	Failure to meet the FSA targets set in the Framework Agreement could result in loss of the food hygiene/standards services by the Local Authority. The Authority would be required to meet the cost of an external agency performing this function.
6.	To assess all food alerts issued by the FSA during 2010/11 for relevance to safeguard public health and provide safe food within 4 working days.	To assess and implement any necessary actions to protect public health or safeguard the food chain.	FSA Framework Agreement and NAS Service Standard	Janice Manning	Food, Health and Safety team	Failure to respond to food alerts could have serious consequences on the health of the public and may result in death or serious illness of a number of people. It could also compromise food safety.

Housing & Neighbourhood Services
Food Service Plan 2010/2011

7.	To respond to all requests for service regarding food safety within 5 working days in 2010/11.	To assess and implement any necessary actions to protect public health or safeguard the food chain.	NAS Service Standard	Janice Manning	Food, Health and Safety team	Failure to respond to certain service requests could jeopardise the health of the public or may result in unsafe food.
8.	To deliver a regime to ensure all food poisoning outbreaks and incidents are investigated in 2010/11. An initial response will be made within 4 working days.	Ensure that 100% food poisoning outbreaks and incidents are investigated.	NAS Service Standard	Janice Manning	Food, Health and Safety team	Failure to respond to food poisoning outbreaks could have serious consequences on the health of the public and may result in death or serious illness of a number of people. It could also compromise food safety.
9.	To ensure all staff are competent in the delivery of their food safety / enforcement duties in 2010/11.	Deliver a programme of education and a training plan for all EHOs/food enforcement officers carrying out the food safety function.	FSA Framework Agreement	Janice Manning	Food, Health and Safety team	Failure to have trained staff could have substantial and significant effects, both financially and on public health in the event of an officer closing premises or making an inappropriate judgement regarding fitness or recalling a product.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
--

1.	Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date:	21st March 2011
3.	Title:	Food Standards Agency Audit – update on actions taken
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

On the 18th and 19th May 2010, the Authority was subjected to a focussed audit by the Food Standards Agency. This report details the findings of the audit and provides an update on the progress made with regard to the implementation of the audit recommendations.

6. Recommendations

- **That Cabinet Member has regard to the findings of the Food Standards Agency audit as detailed in the Final Audit Report attached as Appendix A and acknowledges the actions undertaken since the publication of the audit report and action plan.**
- **That Cabinet Member accepts the action plan produced in response to the recommendations with respect to meeting the Standard in the Framework Agreement.**

7. Proposals and Details

A focused audit of the Authority's food law enforcement services was undertaken by The Food Standards Agency (FSA) on 18th and 19th May 2010. The Agency carries out these audits to improve consumer protection and confidence in relation to food. The food hygiene and food standards services are both delivered by the Food, Health and Safety team in Rotherham.

The audit assessed the local arrangements that were in place for officer authorisation and training, inspection of food businesses and internal monitoring. Following the audit, the Agency produced a final report that made a number of recommendations. The final report is attached as Appendix A.

Since the publication of the report, the Food, Health and Safety team have undertaken a programme of work in order to implement the recommendations made by the Food Standards Agency.

The Programme Area has recently undertaken an organisational review of the service and the staff are committed to delivering the recommendations outlined in the FSA Audit Report; details on the progress made are given below:

Recommendation 1

The Authority should ensure that future Food Service Plans are fully in line with the Service Planning Guidance in the Framework Agreement, including a reasoned estimation of the staffing resources required to deliver all aspects of its food law enforcement service compared with the staffing resources available to the Authority.

The auditors found that the Authority had developed a Food Safety Service plan for 2010/2011 which was broadly in line with the Service Planning Guidance in the Framework Agreement. Information in line with this recommendation will be included in the 2011/2012 plan. However, staff have given assurances that priority will be given to deliver the requirements of the Food Service Plan.

Recommendation 2

The Authority should liaise with its legal department to ensure that all its officers are suitably authorised under all relevant food safety legislation. Officers' levels of authorisation should be consistent with their qualifications, training and experience, in accordance with the Food Law Code of Practice and centrally issued guidance.

The audit acknowledged the Authority had developed a system of identifying officer competency requirements and issuing legal authorisations. The Authority liaised with its legal department to ensure all its officers were suitably authorised under all relevant legislation. This was undertaken to ensure officers' levels of authorisation were consistent with their qualifications, training and experience in accordance with the Food Law Code of Practice.

A report updating the recent legislation has been written and authorisations will be amended in accordance with this.

Recommendation 3

The Authority should ensure that food hygiene inspections of establishments in their area are undertaken at a frequency which is not less than that determined under the inspection risk rating system set out in the Food Law Code of Practice or other centrally issued guidance.

Resources will be directed towards those premises that present the highest level of risk. Through directing resources in this way, staff have committed to delivering 100% of category A, B and C premises inspections in accordance with the Food Law Code of Practice.

The inspections in Rotherham are prioritised in accordance with their risk rating and are undertaken in accordance with this. At the time of the audit there were a significant number of unrated premises which have now all been inspected.

Any new premises are included in the inspection programme in accordance with the time they are due to open. However, some premises do not start trading when they indicate on their registration form. Officers are now given inspection lists which state the risk category and last inspection date to assist officers meet the standard.

Recommendation 4

The Authority should further review and develop its inspection aides-memoire for all types of food establishments in its area, to prompt and require officers to record all relevant inspection findings including detailed assessments of establishments' compliance with legislation related to HACCP and FSMS.

Exemplar aides-memoires from other authorities were reviewed. A new aide-memoire has been introduced for butchers' premises using these exemplar models. We are currently developing specific sector questionnaires incorporating the information from the aides-memoire for the lower rated category E premises such as childminders; we will continue to develop these in accordance with service needs. The requirement to fully complete the inspection aide memoire has been reinforced with all relevant staff. The information recorded on the aides-memoire which officers complete is being monitored.

Recommendation 5

The Authority should ensure that observations made and/or data obtained in the course of an inspection/intervention is recorded in such a way the records are retrievable. Determination of legal compliance or any non-compliance should be recorded.

Currently officers record the risk rating electronically; the information observed during inspections is kept on hard copy files. This will be reviewed when the

Council installs the new Electronic Document Records Management System. Officers' files are periodically monitored to check the records are retrievable.

Recommendation 6

The Authority should take appropriate action on any non-compliance found during interventions, in accordance with the Authority's Enforcement Policy, the Food Law Code of Practice and any centrally issued guidance. All decisions on enforcement should be made following consideration of the Authority's Enforcement Policy. The reasons for any departure from the criteria set out in the policy should be documented.

The Council's General Enforcement Policy and the South Yorkshire Food Authorities Enforcement Protocol were reinforced with all staff. Actions have been also taken to reduce the delay in relation to the issuing of letters following inspection visits. Internal processes, where appropriate, will be streamlined to further reduce unnecessary delay with regard to enforcement action.

Recommendation 7

The Authority should implement its new internal monitoring procedures to include qualitative monitoring of all areas of food law enforcement activity and ensure that appropriate records are retained to verify conformance with the Standard and relevant Codes of Practice and centrally issued guidance.

Internal monitoring is being undertaken of letters, notices, etc. The monitoring procedure also includes verification that appropriate action is taken following an inspection/intervention, and that this action is taken in a timely manner and in accordance with the Authority's Enforcement Policy, the Food Law Code of Practice and any centrally issued guidance.

The Food Standards Agency are expected to return to the Authority in May 2011 in order to assess progress against the action plan, however a date is yet to be confirmed.

8. Finance

The audit report and recommendations made therein have not resulted in any additional resource implications for the authority. Implementation of the recommendations has been achieved within existing budgets.

9. Risks and Uncertainties

Failure of the authority to implement the recommendations may result in the Authority failing in its statutory duties in relation to the official control of food safety. In addition, the Food Standards Agency may consider it necessary to take further action against the Authority should it be considered to be failing to deliver its obligations.

10. Policy and Performance Agenda Implications

The work undertaken by the Food, Health and Safety Service increases public protection by providing greater business understanding and compliance. We contribute to customers consistent with the **ALIVE** priority theme.

11. Background Papers and Consultation

Audit report (attached as Appendix A)

Food Law Code of Practice

The Food Law Enforcement Standard contained within the Food Standards Agency Framework (www.food.gov.uk/enforcement/auditand monitoring.)

Contact Name : *Jan Manning, Food, Health and Safety Manager, Ext. 23126.*
E.mail – janice.manning@rotherham.gov.uk

**Report on the Audit of Local Authority Food Law
Service Assessment of Food Businesses'
Food Safety Management System (FSMS)**

Rotherham Metropolitan Borough Council
18-19 May 2010



Foreword

Audits of local authorities' food law enforcement services are part of the Food Standards Agency's arrangements to improve consumer protection and confidence in relation to food. These arrangements recognise that the enforcement of UK food law relating to food safety, hygiene, composition, labelling, imported food and feeding stuffs is largely the responsibility of local authorities. These local authority regulatory functions are principally delivered through Environmental Health and Trading Standards Services. The Agency's website contains enforcement activity data for all UK local authorities and can be found at: www.food.gov.uk/enforcement/auditandmonitoring.

The attached audit report examines the Local Authority's Food Law Enforcement Service. The assessment includes the local arrangements in place for officer authorisation and training, inspections of food businesses and internal monitoring. The audit scope was developed specifically to address Recommendations 9 and 15 of the Public Inquiry Report¹ into the 2005 E. coli outbreak at Bridgend, Wales. The programme focused on the local authority's training provision to ensure that all officers who check Hazard Analysis and Critical Control Point (HACCP) and HACCP based plans, including those responsible for overseeing the work of those officers, have the necessary knowledge and skills. Also, that focused on existing inspection arrangements and processes to assess and enforce HACCP related food safety requirements in food businesses are adequate, risk based, and able to effect any changes necessary to secure improvements.

Agency audits assess local authorities' conformance against the Food Law Enforcement Standard ("The Standard"), which was published by the Agency as part of the Framework Agreement on Local Authority Food Law Enforcement and is available on the Agency's website at:

www.food.gov.uk/enforcement/auditandmonitoring. It should be acknowledged that there will be considerable diversity in the way and manner in which local authorities may provide their food enforcement services reflecting local needs and priorities.

The main aim of the audit scheme is to maintain and improve consumer protection and confidence by ensuring that local authorities are providing an effective food law enforcement service. The scheme also provides the opportunity to identify and disseminate good practice and provide information to inform Agency policy on food safety, standards and feeding stuffs. Parallel local authority audit schemes are implemented by the Agency's offices in all the devolved countries comprising the UK.

For assistance, a glossary of technical terms used within this audit report can be found at Annexe C.

¹ <http://wales.gov.uk/ecolidocs/3008707/reporten.pdf?skip=1&lang=en>

CONTENTS

	Page
1.0 Introduction	4
<i>Reason for the Audit</i>	4
<i>Scope of the Audit</i>	4
<i>Background</i>	5
2.0 Executive Summary	6
3.0 Audit Findings	
3.1 Organisation and Management	9
- <i>Strategic Framework, Policy and Service Planning</i>	9
- <i>Documented Policies and Procedures</i>	10
- <i>Officer Authorisations</i>	10
3.2 Food Premises Inspections	12
- <i>Verification Visit to a Food Premises</i>	14
3.3 Enforcement	15
3.4 Internal Monitoring and Third Party or Peer Review	17
- <i>Internal Monitoring</i>	17
- <i>Food and Food Premises Complaints</i>	17
- <i>Food Sampling</i>	17
- <i>Third Party or Peer Review</i>	18
Annexe A - Action Plan for Rotherham Metropolitan Borough Council	19
Annexe B - Audit Approach/Methodology	23
Annexe C - Glossary	24

1. Introduction

- 1.1 This report records the results of an audit at Rotherham Metropolitan Borough Council (MBC) with regard to food hygiene enforcement, under relevant headings of the Food Standards Agency Food Law Enforcement Standard. The audit focused on the Authority's arrangements for the management of food premises inspections, enforcement activities and internal monitoring. The report has been made available on the Agency's website at: www.food.gov.uk/enforcement/auditandmonitoring/auditreports. Hard copies are available from the Food Standards Agency's Local Authority Audit and Liaison Division at Aviation House, 125 Kingsway, London WC2B 6NH, Tel: 020 7276 8428.

Reason for the Audit

- 1.2 The power to set standards, monitor and audit local authority food law enforcement services was conferred on the Food Standards Agency by the Food Standards Act 1999 and the Official Feed and Food Controls (England) Regulations 2009. This audit of Rotherham MBC was undertaken under section 12(4) of the Act as part of the Food Standards Agency's annual audit programme.
- 1.3 The Authority was included in the Food Standards Agency's programme of audits of local authority food law enforcement services, because it had not been audited in the past by the Agency and was representative of a geographical mix of 25 Councils selected across England.

Scope of the Audit

- 1.4 The audit examined Rotherham MBC's arrangements for food premises inspections and internal monitoring with regard to food hygiene law enforcement, with particular emphasis on officer competencies in assessing food safety management systems based on HACCP principles. This included a "reality check" at a food business to assess the effectiveness of official controls implemented by the Authority at the food business premises and more specifically, the checks carried out by the Authority's officers to verify food business operator (FBO) compliance with legislative requirements. The scope of the audit also included an assessment of the Authority's overall organisation and management and the internal monitoring of other related food hygiene law enforcement activities.
- 1.5 Assurance was sought that key food hygiene law enforcement systems and arrangements were effective in supporting business compliance and that local enforcement was managed and delivered effectively. The on-site element of the audit took place at the Authority's office at Reresby House, Bow Bridge Close, Rotherham on 18 – 19 May 2010.

Background

- 1.6 Rotherham is a Metropolitan Borough Council with a population of approximately 254,000 and covering an area of 28,277 hectares. It is a mixed urban and rural area, traditionally comprising of heavy industry including coal mining and steel manufacturing. In July 2008-2009 unemployment stood at approximately 9.1% compared to 6.9% nationally.
- 1.7 On 16 April 2010 there were approximately 2,138 registered food premises situated within the district. The majority of food businesses comprised of small to medium catering and retail enterprises, which accounted for approximately 97% of the food businesses operating within the area. There were two food establishments in the Authority's area which required approval under Regulation (EC) No. 853/2004.
- 1.8 Food Hygiene and Food Standards were delivered by the Food, Health and Safety Section, part of the business Regulation Service Unit, in the Neighbourhoods and Adult Services Directorate. Other services also delivered by the Team included occupational health and safety enforcement, water quality, infectious disease control, animal health, advisory services, health promotion and licensing functions.
- 1.9 The profile of Rotherham MBC's food businesses as of 16 April 2010 was as follows:

Type of food premises	Number
Primary Producers	12
Distributors/Transporters	36
Importers/Exporters	2
Manufacturers/Packers	17
Retailers	519
Restaurant/Caterers	1552
Total number of food premises	2138

2. Executive Summary

- 2.1 The Authority had developed a Food Safety Service Plan for 2010/2011 that was broadly in line with the Service Planning Guidance in the Framework Agreement. Future Service Plans however would benefit from the inclusion of a comparison of the staff resources required to deliver all the food law enforcement service against the resources available to the Authority.
- 2.2 The Authority had recently contributed to a range of comprehensive policies and procedures developed by the regional food liaison group covering most aspects of the Food Safety Service. This included a system of document review and control. However auditors were unable to confirm that these procedures had been fully implemented at the time of the audit.
- 2.3 The Authority had developed a system of identifying officer competency requirements and issuing legal authorisations. This system required further review to ensure that officers were only authorised in accordance with their individual qualifications, experience and competency and to ensure that officers were authorised under all relevant food safety legislation. The Authority took immediate steps to review and update officers schedules of legal authorisation.
- 2.4 Training needs were identified during yearly appraisals, and in general, the Authority was able to demonstrate that authorised officers had undertaken the recommended minimum 10 hours relevant training, based on the principles of continuing professional development, including recent HACCP training.
- 2.5 At the time of the audit the Authority had identified a significant number of food business establishments which either did not have a risk rating or were overdue an intervention. Although some overdue inspections involved higher risk establishments, the majority related to medium and lower risk establishments. The Service was targeting the most high risk premises with the resource available.
- 2.6 Inspection aides-memoire in use at the time of the audit were insufficient to prompt officers to record detailed findings during food safety inspections. In particular they failed to capture the level of assessment of Food Safety Management Systems (FSMS) completed by the officer. Aides-memoire were often only partially completed, or in some cases were missing from files, making it difficult for officers to justify risk scores or their choice of follow-up actions.
- 2.7 Letters to businesses following inspections were generally comprehensive, clearly outlining inspection findings, differentiating between legal contraventions and recommendations and providing suitable timescales for completion. However a large proportion of

inspection letters reviewed were sent many weeks or months after the date of the inspection. Although FBOs were also sometimes informed informally about inspection findings, the lack of timely formal notification could affect any future enforcement actions by the Authority, and possibly hinder timely business compliance.

- 2.8 An officer interview and a “reality check” visit at a food business were undertaken during the audit. The main objectives were to assess the officer’s knowledge of HACCP and FSMS, the Authority’s own systems and procedures and to evaluate the effectiveness of the Authority’s assessment of food business compliance with food law requirements. Although some issues were identified during the visit, the checks completed by the officer were appropriate, with officers demonstrating an understanding of HACCP and FSMS.
- 2.9 The Authority was unable to provide documentation relating to the approval and assessment of the approved establishment in the area. Auditors were informed that the relevant premises file had been lost. Due to the lack of documentary records it was not possible for auditors to determine if the establishment complied with legislative requirements or whether officers had undertaken suitable assessments of the business as required by the Food Law Code of Practice. The Authority assured auditors that immediate steps would be taken to retrieve the information, or to take urgent action to re-assess the business.
- 2.10 Record checks confirmed that officers were willing and able to undertake a range of formal enforcement actions to help secure business compliance. However auditors noted that the Authority had not always adopted a graduated approach to enforcement at some higher risk establishments where repeated serious breaches of food hygiene legislation had been recorded.
- 2.11 A range of enforcement actions were reviewed, including hygiene improvement notices. In most cases the actions taken were appropriate to the circumstances and had generally been undertaken in accordance with the Food Law Code of Practice, including regular contact and follow-up with the FBO.
- 2.12 The Authority maintained comprehensive food and food premises complaint investigation details and had undertaken appropriate investigations in relation to the complaint in each of the cases reviewed during the audit.
- 2.13 The Service had undertaken sampling in accordance with their sampling programme and had taken appropriate actions where unsatisfactory results had been obtained.
- 2.14 The Service was able to provide detailed evidence of quantitative monitoring relating to inspection numbers and targets. However there

was little documentary evidence of any risk based internal monitoring relating to the quality of officers work across the full range of food law enforcement activities performed by the Service. The Service had adopted a new regional internal monitoring procedure however, which if regularly reviewed and rigorously implemented, should address many of the issues identified during the audit.

3. Audit Findings

3.1 Organisation and Management

Strategic Framework, Policy and Service Planning

- 3.1.1 The Authority had developed a Food Service Plan for 2010/2011, which was broadly in line with the Service Planning Guidance in the Framework Agreement and approved by relevant Members annually. The Plan outlined its links to the wider Neighbourhoods and Adult Services Service Plan 2009-2012, identifying two main objectives for the Service, based upon reducing the impact of the economic downturn on businesses, communities and individuals and “contributing to improved health and economic well-being and improved quality of life.”
- 3.1.2 Whilst the Plan did provide some information on the demands placed on the Service based on estimates from previous years and its food premises database, the Plan would benefit from the inclusion of a clear comparison of the staff resources required to deliver all food law enforcement service activities against the staff resources presently available to the Authority.

Recommendation

3.1.3 The Authority should:

Ensure that future Food Service Plans are fully in line with the Service Planning Guidance in the Framework Agreement, including a reasoned estimation of the staffing resources required to deliver all aspects of its food law enforcement service compared with the staffing resources available to the Authority. [The Standard – 3.1]

- 3.1.4 The Food Service Plan for 2010/2011 set out key objectives for the forthcoming year, including an aim to undertake food hygiene inspections in accordance with the frequency determined in the Food Law Code of Practice, targeting high risk inspections.
- 3.1.5 The Authority had reviewed the findings of the Pennington Inquiry Report into the 2005 E. coli outbreak in Wales and had introduced a range of measures, including targeted safer food, better business (SFBB) coaching for businesses in the area.
- 3.1.6 Auditors were informed about the recent complex and time consuming process of updating the Authority’s food premises database, and the significant resources that had been involved in the data transfer process. The Authority was able to produce a range of

reports during the audit to verify the database and provide auditors with necessary information related to food establishments in the area.

- 3.1.7 Monitoring returns made to the Food Standards Agency under the Local Authority Enforcement Monitoring System (LAEMS) for 2008/2009, confirmed that there were 12 full time equivalent posts (FTE) allocated to the Service excluding administration, of which 10 posts were presently occupied.
- 3.1.8 The Authority had completed a review of inspections against the previous year's target, "95% of high risk food premises", establishing an actual performance figure of 97%. The target used however did not provide any indication as to whether inspections had been carried out at the frequency prescribed in the Food Law Code of Practice.

Documented Policies and Procedures

- 3.1.9 The Service had recently collaborated with neighbouring Authorities in the South Yorkshire Food Liaison Group (SYFLG) to develop a comprehensive set of regional policies and procedures covering most aspects of the Food Safety Service. At the time of the audit however, auditors were unable to confirm that the procedures had been fully implemented by the Service.
- 3.1.10 A document control and review system had also been developed as an integral part of these new procedures which, if adhered to, should help ensure that documents reflect relevant legislation and any changes to centrally issued guidance.

Officer Authorisations

- 3.1.11 Individual officer authorisation was granted following consideration of the qualifications and details of experience provided to support the authorisation request. At the time of the audit auditors noted that several officers were not fully authorised under food hygiene legislation relevant to the range of their food hygiene enforcement responsibilities, including specific authorisation under the Food Hygiene (England) Regulations 2006 and the Official Feed and Food Controls (England) Regulations 2009.
- 3.1.12 Conversely, some officers had been granted authorisation seemingly in excess of their documented level of experience and competence, contrary to guidance in the Food Law Code of Practice and the Authority's new authorisation procedure. The Authority agreed to review and update officer authorisation documentation to address these issues as a matter of urgency.
- 3.1.13 Auditors were advised that an annual performance review system for officers was in place where training needs were discussed and any

training requirements would be identified, forming part of a wider Group Development Plan.

Recommendation

3.1.14 The Authority should:

Liaise with its legal department to ensure that all its officers are suitably authorised under all relevant food safety legislation. Officers' levels of authorisation should be consistent with their qualifications, training and experience, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 5.3]

3.1.15 Audit checks and an officer interview confirmed that in general all authorised officers had achieved the required minimum 10 hours relevant training, based on the principles of continuing professional development, and had generally received suitable training related to the assessment of HACCP based food safety management systems (FSMS).

3.2 Food Premises Inspections

- 3.2.1 The Authority maintained a food business interventions programme based on establishment's risk category ratings. At the time of the audit, checks confirmed there were approximately 678 food establishments within risk categories A to E which were overdue an intervention, although the majority consisted of medium to low risk inspections. A number of past interventions, including some at higher risk establishments, had not been completed at a frequency determined within the inspection risk rating system.

Recommendation

- 3.2.2 The Authority should:

Ensure that food hygiene inspections of establishments in their area are undertaken at a frequency which is not less than that determined under the inspection risk rating system set out in the Food Law Code of Practice or other centrally issued guidance. [The Standard – 7.1]

- 3.2.3 The Authority used an inspection aide-memoire to prompt officers during interventions and to record their assessment of business compliance with relevant legislation, to inform future interventions. The aide-memoire was frequently only partially completed or sometimes missing from files entirely. Officers were unable to demonstrate that on every occasion establishments had been assessed against all relevant food hygiene legislation, including detailed assessments related to HACCP and FSMS. In addition, auditors were not always able to determine from the information retained in files, the basis for officers' assessments and enforcement decisions. This was particularly evident in the relation to officers' assessments of FSMS.

Recommendation

- 3.2.4 The Authority should:

Further review and develop its inspection aides-memoire for all types of food establishments in its area, to prompt and require officers to record all relevant inspection findings including detailed assessments of establishments' compliance with legislation related to HACCP and FSMS. [The Standard – 7.3]

- 3.2.5 Letters sent to food business operators (FBOs) were generally detailed and comprehensive, containing all the information required by the Food Law Code of Practice. Letters were clearly worded with the measures to be taken to secure compliance with appropriate timescales identified. Letters also consistently differentiated between legal requirements and recommendations of good practice.
- 3.2.6 Auditors noted however that in many cases letters, including those that required immediate actions to be taken by FBOs, were dated and sent several weeks or months after the date of the inspection. Although FBOs were generally informed of the results of inspections verbally and through a basic handwritten inspection report left following the inspection, the lack of a timely formal notification could hinder the FBO's efforts to fully comply with hygiene legislation in a timely manner and undermine any future enforcement actions taken by the Authority.
- 3.2.7 The Authority maintained files for one approved establishment and one establishment that had been formerly approved by the Authority, but which had been routinely transferred to the Food Standards Agency, as per centrally issued guidance. The Authority maintained only limited information relating to the one establishment currently approved by the Authority, a national manufacturer of prepared meals. Auditors were informed that the main file containing the approval assessment documentation and most past inspection findings had been lost. The Authority was therefore unable to demonstrate that the establishment had been appropriately approved or assessed against all relevant legislation, including the requirements of Regulation (EC) No. 853/2004, and auditors were unable to verify that the establishment met all the hygiene requirements, including those related to HACCP and FSMS at the time of the audit.
- 3.2.8 The Authority assured auditors that attempts would be made to retrieve the file containing all the relevant information relating to the establishment, or appropriate actions would be taken to urgently re-assess and review the establishment.

Recommendation

3.2.9 The Authority should:

Ensure that observations made and/or data obtained in the course of an inspection/intervention is recorded in such a way the records are retrievable. Determination of legal compliance or any non-compliance should be recorded.

[The Standard – 7.5 and 16.1]

Verification Visit to a Food Premises

- 3.2.10 During the audit, a verification visit was undertaken to a local butcher with the officer that had carried out the last food hygiene inspection of the premises. The main objective of the visit was to evaluate the effectiveness of the Authority's assessment of food business compliance with food law requirements. The specific assessments included the conduct of the preliminary interview of the FBO by the Officer, the general hygiene checks to verify compliance with the structure and hygiene practice requirements and checks carried out by the Officer to verify compliance with HACCP based procedures.
- 3.2.11 During the visit the officer was able to demonstrate an appropriate understanding of the food safety risks associated with the activities at the premises and assessing the businesses compliance to HACCP requirements. The visit identified that the FBO needed to complete some further works on some structural and FSM issues to fully comply with food safety requirements. These were discussed with the food business operator and appropriate follow-up actions agreed with the officer.

3.3 Enforcement

- 3.3.1 The Authority had adopted the South Yorkshire Food Authorities Enforcement Protocol, designed to facilitate consistency in enforcement action between neighbouring Authorities, which was generally in accordance with centrally issued guidance. Additionally the Authority had developed a Council General Enforcement Policy, approved by relevant Members, which had recently been subject to review to include reference to the Regulators Compliance Code.
- 3.3.2 There was evidence that the Authority were using a variety of enforcement options in order to achieve compliance at certain premises which were known to be problematic. However auditors noted a number of examples where files contained insufficient evidence to support the choice of enforcement actions taken, where serious and sometimes repeated breaches of food hygiene legislation had been recorded, contrary to the Authority's Enforcement Policy and protocol.

Recommendation

3.3.3 The Authority should;

Take appropriate action on any non-compliance found during interventions, in accordance with the Authority's Enforcement Policy, the Food Law Code of Practice and any centrally issued guidance. All decisions on enforcement should be made following consideration of the Authority's Enforcement Policy. The reasons for any departure from the criteria set out in the policy should be documented.
[The Standard – 7.3, 15.3 and 15.4]

- 3.3.4 A sample of three hygiene improvement notices (HINs), which had been served on businesses for failing to comply with Regulation (EC) No. 852/2004, including Article 5 relating to HACCP requirements, were reviewed during the audit. In each case, the notice had been the appropriate course of action. All notices reviewed were appropriately detailed with the measures and time limits to achieve compliance clearly specified. Timely checks were made on the businesses to determine compliance on the expiry of the notices and letters were routinely issued to the FBOs to confirm compliance with the notices.
- 3.3.5 Details relating to three hygiene emergency prohibition notices (HEPN) and one voluntary closure served on businesses where there was deemed to be an imminent risk to health were assessed by auditors. Whilst the choice of action taken in each case seemed appropriate and consistent with the Authority's Enforcement Policy, files often contained incomplete legal administrative records relating

to actions taken during the HEPN process. Some legal administration was held by the Authority's legal department and auditors discussed the benefits of keeping copies of such records together within premises files. Evidence related to the cases reviewed also contained occasional errors involving inspection dates and details that could have undermined the Authority's actions.

- 3.3.6 Records were also reviewed in relation to a sample of other enforcement actions which had been taken in order to achieve business compliance at food premises. In each case, the actions taken by the Authority were appropriate for the contraventions that had been identified, and followed due legal process.

3.4 Internal Monitoring and Third Party or Peer Review

Internal Monitoring

- 3.4.1 The Service was able to provide evidence of routine quantitative monitoring of inspections against targets set out in its Service Plan. In addition auditors were informed of a robust corporate mechanism in place to report, identify and address any shortfalls in inspection targets.
- 3.4.2 In practice there was little documentary evidence of any risk based qualitative internal monitoring across the range of food enforcement activities performed by the Service, including inspections and follow-up actions. However the Authority had recently adopted a regionally developed internal monitoring procedure which, if rigorously implemented and regularly reviewed should help to identify many of the performance quality issues noted on files and records.

Recommendation

3.4.3 The Authority should:

Implement its new internal monitoring procedures to include qualitative monitoring of all areas of food law enforcement activity and ensure that appropriate records are retained to verify conformance with the Standard and relevant Codes of Practice and centrally issued guidance.
[The Standard – 19.1 and 19.2]

Food and Food Premises Complaints

- 3.4.4 Audit checks were completed in relation to five separate food and food hygiene complaint records. In all cases examined, complaints had been thoroughly investigated, including examination of the businesses food safety management system records where appropriate. Records maintained were generally comprehensive and complainants had been notified of the investigation findings.

Food Sampling

- 3.4.5 The Authority was actively participating in local, regional and national food sampling programmes and a brief reference to the Authority's policy on sampling was made within its Food Service Plan.
- 3.4.6 Audit checks of unsatisfactory sampling test results were carried out. In all cases FBOs had been informed of the analysis results and appropriate actions taken in accordance with the official guidance. Where unsatisfactory sampling results had been identified,

appropriate follow-up actions had been taken and FBOs notified of the findings.

Third Party or Peer Review

- 3.4.7 The Authority had not participated in any recent inter-authority or external audits, although auditors were informed that the Authority had recently participated in a peer challenge review process in February 2010.

Auditors: **Andrew Gangakhedkar**

Mike Bassett

Food Standards Agency

Local Authority Audit and Liaison Division

Action Plan for Rotherham Metropolitan Borough Council

Audit date: 11-12 May 2010

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.1.3 Ensure that future Food Service Plans are fully in line with the Service Planning Guidance in the Framework Agreement, including a reasoned estimation of the staffing resources required to deliver all aspects of its food law enforcement service compared with the staffing resources available to the Authority. [The Standard – 3.1]	31/10/10	The Food Service Plan for 2010/2011 will be revised to include a comparison between the resources required to deliver the food law enforcement service, and the staffing resources available to the authority.	We have initiated discussions across South and West Yorkshire to benchmark resource allocation decisions. We are also reviewing all options for the future delivery of our food law enforcement duties.
3.1.14 Liaise with its legal department to ensure that all its officers are suitably authorised under all relevant food safety legislation. Officers' levels of authorisation should be consistent with their qualifications, training and experience, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 5.3]	31/10/10	<p>A review of the current scheme of delegation was undertaken with the legal department, and officers were issued with revised authorisations in accordance with this scheme of delegation.</p> <p>A report will be submitted to the Cabinet Member for Housing & Neighbourhood Services that will specify the delegated powers that need to be added to the scheme.</p> <p>Individual officer authorisations will then be further amended as required.</p>	<p>A current scheme of delegation was ratified by full Council on 21/05/10. This document has been further reviewed, with input from the Council's legal department, and it is apparent that there are items which require adding to the scheme.</p> <p>The Council's legal team have confirmed that the Director of Housing and Neighbourhood Services has the appropriately delegated power to authorise officers under Food Safety Legislation. Officers have therefore been issued with revised authorisations in accordance with the new scheme of delegation.</p> <p>The authorisation process has taken into account the individual officer's qualifications, training and experience.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.2.2 Ensure that food hygiene inspections of establishments in their area are undertaken at a frequency which is not less than that determined under the inspection risk rating system set out in the Food Law Code of Practice or other centrally issued guidance. [The Standard – 7.1]</p>	<p>31/10/10</p>	<p>Resources will be directed towards those premises that present the highest level of risk. Through directing resources in this way, it is intended that 100% of category A, B and C premises will be inspected in accordance with the Food Law Code of Practice.</p> <p>Category D and E premises will also be included in individual officer work programmes, as will all unrated food premises (such as new businesses). Where possible, alternative enforcement strategies will be used to deliver interventions at appropriate premises.</p> <p>A performance monitoring framework will be developed and implemented in relation to individual officer workloads and work programmes.</p>	<p>Inspections continue to be allocated according to risk and available resources; we have improved our processes for monitoring performance.</p>
<p>3.2.4 Further review and develop its inspection aides memoire for all types of food establishments in its area, to prompt and require officers to record all relevant inspection findings including detailed assessments of establishments' compliance with legislation related to HACCP and FSMS. [The Standard – 7.3]</p>	<p>30/09/10</p>	<p>Copies of exemplar aides memoire will be requested from the Agency and reviewed.</p> <p>Where appropriate, the aide-memoire will be revised to incorporate any elements of good practice identified in the reviews of exemplar and neighbouring authority aides-memoire. If necessary, sector specific aides-memoire will be introduced.</p> <p>The internal monitoring procedure will be implemented, and will include a check that the aide memoire has been completed appropriately.</p>	<p>The requirement to fully complete the inspection aide memoire has been reinforced with all relevant staff.</p> <p>Examples of aides-memoire used by colleagues in neighbouring authorities are being reviewed, and amendments will be made as required.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.2.9 Ensure that observations made and/or data obtained in the course of an inspection/intervention is recorded in such a way the records are retrievable. Determination of legal compliance or any non-compliance should be recorded. [The Standard – 7.5 and 16.1]</p>	30/11/10	<p>The reassessment of the approved establishments will continue, and all necessary documentation to support the approval will be obtained and stored in an appropriate manner.</p> <p>Where necessary, inspection paperwork will be amended to allow the recording of decisions regarding enforcement actions and legal compliance.</p> <p>The internal monitoring procedure will be implemented, and will include verification that all relevant documentation is stored appropriately and securely.</p>	<p>Steps have been taken to obtain information to replace the missing documentation in relation to the approved establishments.</p> <p>All staff have been informed of the requirement to maintain adequate records, and of the need to store them in a secure and easily retrievable manner.</p> <p>Dates have been identified in Aug/Sept to assess the premises that is subject to approval.</p>
<p>3.3.3 Take appropriate action on any non-compliance found during interventions, in accordance with the Authority's Enforcement Policy, the Food Law Code of Practice and any centrally issued guidance. All decisions on enforcement should be made following consideration of the Authority's Enforcement Policy. The reasons for any departure from the criteria set out in the policy should be documented. [The Standard – 7.3, 15.3 and 15.4]</p>	31/08/10	<p>The Council's General Enforcement Policy and the South Yorkshire Food Authorities Enforcement Protocol will be reinforced with all staff.</p> <p>Where appropriate, internal processes will be streamlined to further reduce unnecessary delay with regard to enforcement action.</p> <p>The internal monitoring procedure will be implemented. The procedure will include verification that appropriate action is taken following an inspection / intervention, and that this action is taken in a timely manner and in accordance with the Authority's Enforcement policy, the Food Law Code of Practice and any centrally issued guidance.</p>	<p>All staff have been informed of the requirement to maintain adequate records, and of the need to store them in a secure and easily retrievable manner.</p> <p>Actions have been taken to reduce the delay in relation to the issuing of letters following inspection visits.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.4.3 Implement its new internal monitoring procedures to include qualitative monitoring of all areas of food law enforcement activity and ensure that appropriate records are retained to verify conformance with the Standard and relevant Codes of Practice and centrally issued guidance. [The Standard – 19.1 and 19.2]	31/08/10	The internal monitoring procedure will be fully implemented.	Elements of the internal monitoring procedure have been introduced. All elements will be implemented by 31/08/10.

Audit Approach/Methodology

The audit was conducted using a variety of approaches and methodologies as follows:

(1) Examination of LA policies and procedures.

The following LA policies, procedures and linked documents were examined before and during the audit:

- Food Service Plan 2010/2011
- Group Development Plan
- Range of regionally developed procedures
- South Yorkshire Food Authorities Enforcement Protocol
- Food Premises Inspection aide(s)-memoire

(2) File reviews – the following LA file records were reviewed during the audit:

- General food premises inspection records
- Approved establishment files
- Food complaint records
- Food sampling records
- Formal enforcement records

(3) Officer interviews – the following officers were interviewed:

- Audit Liaison Officer
- Environmental Health Officer

Opinions and views raised during officer interviews remain confidential and are not referred to directly within the report.

(4) On-site verification check:

A verification visit was made with the Authority's officers to a local food business. The purpose of the visit was to verify the outcome of the last inspection carried out by the Local Authority and to assess the extent to which enforcement activities and decisions met the requirements of relevant legislation, the Food Law Code of Practice and official guidance, having particular specific regard to LA checks on FBO compliance with HACCP based food management systems.

ANNEXE C

Glossary

Authorised officer	A suitably qualified officer who is authorised by the local authority to act on its behalf in, for example, the enforcement of legislation.
Codes of Practice	Government Codes of Practice issued under Section 40 of the Food Safety Act 1990 as guidance to local authorities on the enforcement of food legislation.
County Council	A local authority whose geographical area corresponds to the county and whose responsibilities include food standards and feeding stuffs enforcement.
District Council	A local authority of a smaller geographic area and situated within a County Council whose responsibilities include food hygiene enforcement.
E. coli	<i>Escherichia coli</i> microorganism, the presence of which is used as an indicator of faecal contamination of food or water. <i>E. coli</i> 0157:H7 is a serious food borne pathogen.
Environmental Health Officer (EHO)	Officer employed by the local authority to enforce food safety legislation.
Feeding stuffs	Term used in legislation on feed mixes for farm animals and pet food.
Food hygiene	The legal requirements covering the safety and wholesomeness of food.
Food standards	The legal requirements covering the quality, composition, labelling, presentation and advertising of food, and materials in contact with food.
Framework Agreement	<p>The Framework Agreement consists of:</p> <ul style="list-style-type: none"> • Food Law Enforcement Standard • Service Planning Guidance • Monitoring Scheme • Audit Scheme <p>The Standard and the Service Planning Guidance set out the Agency's expectations on the planning and delivery of food law enforcement.</p> <p>The Monitoring Scheme requires local authorities to submit quarterly returns to the Agency on their food enforcement activities i.e. numbers of inspections, samples and prosecutions.</p> <p>Under the Audit Scheme the Food Standards Agency will be conducting audits of the food law enforcement services of local authorities against the criteria set out in the Standard.</p>
Full Time Equivalents (FTE)	A figure which represents that part of an individual officer's time available to a particular role or set of duties. It reflects the fact that individuals may work part-time, or may have other responsibilities within the organisation not related to

food enforcement.

HACCP	Hazard Analysis Critical Control Point – a food safety management system used within food businesses to identify points in the production process where it is critical for food safety that the control measure is carried out correctly, thereby eliminating or reducing the hazard to a safe level.
LAEMS	Local Authority Enforcement Monitoring System is an electronic system used by local authorities to report their food law enforcement activities to the Food Standards Agency.
Member forum	A local authority forum at which Council Members discuss and make decisions on food law enforcement services.
Metropolitan Authority	A local authority normally associated with a large urban conurbation in which the County and District Council functions are combined.
OCD returns	Returns on local food law enforcement activities required to be made to the European Union under the Official Control of Foodstuffs Directive.
Regulators' Compliance Code	Statutory Code to promote efficient and effective approaches to regulatory inspection and enforcement which improve regulatory outcomes without imposing unnecessary burdens on businesses.
Risk rating	A system that rates food premises according to risk and determines how frequently those premises should be inspected. For example, high risk premises should be inspected at least every 6 months.
Service Plan	A document produced by a local authority setting out their plans on providing and delivering a food service to the local community.
Trading Standards	The Department within a local authority which carries out, amongst other responsibilities, the enforcement of food standards and feeding stuffs legislation.
Trading Standards Officer (TSO)	Officer employed by the local authority who, amongst other responsibilities, may enforce food standards and feeding stuffs legislation.
Unitary Authority	A local authority in which the County and District Council functions are combined, examples being Metropolitan District/Borough Councils, and London Boroughs. A Unitary Authority's responsibilities will include food hygiene, food standards and feeding stuffs enforcement.

ROTHERHAM BOROUGH COUNCIL –REPORT TO MEMBERS

1.	Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date:	21st March 2011
3.	Title:	Area Assemblies – Devolved Budget Projects
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

This report is to seek approval for project proposals from the Area Assembly Devolved Budget for 2010/ 2011. Funding for projects out of this budget was agreed by Cabinet Member dated 29th November. This report is to agree the allocation of some unallocated funds and under spend from projects for Wentworth Valley, Wentworth South and Wentworth North

These projects will enable the delivery of local initiatives which meet community priorities as identified in the Community Strategy and the Area Assembly Area Plans.

6. Recommendations

That the Cabinet Member

- 1) Approves the projects to be funded from identified NAS budgets**

7. Proposals and Details

The 2010/11 devolved budget for Area Assemblies is funded through NAS mainstream funding of £30k per Area Assembly. This is allocated in 2 separate pots of £10 k and £20k with slightly different criteria for spend.

The £20k can be spent on either goods, or services. However where possible it is preferable that the money is spent on services – It must be spent within RMBC (but does not include 2010). It can be spent on capital or revenue projects.

The £10k can be spent on any Area Plan and Community Strategy priorities as last year also taking into account:

- Areas of public concern
- Corporate Themes
- NAG priorities
- LAP (Local Ambition Programme) priorities
- How fits with existing HMR programme(s)

The 10k can be spent in house/with partners or the Vol/Com sector. The Area Assembly Devolved Budgets for 2010/11 does not need to have a participatory element (e.g. public vote). All project proposals for 2010/11 are submitted to the Area Assembly by Elected Members, or through statutory and vol/com sector partners or either the NAG or Coordinating Group. The Co-ordinating Group agrees which projects they wish to see delivered in their area and make recommendations It is the decision of each Area Assembly Co-ordinating Group as to how they split or allocate the monies across Wards.

Attached is a list of projects which have been approved at Area Assembly Coordinating Groups and which are now seeking the approval of the Cabinet Member.

A further report will be provided on all Devolved Budget projects from 2010/ 2011 upon their completion after March 2011 when all monitoring arrangements have been complete and outcomes and impacts can be assessed fully.

8. Finance

Proposed funding sources for the period 2010/11 include Neighbourhoods and Adult Services (NAS) funding of £30k.

9. Risks and Uncertainties

There is a risk that a reduction in funding to the Area Assemblies' devolved budgets after previous LAGBI and HMR funding ceased in 2010 will result in reduced impact on the local community. This may result in a lack of confidence from the community and partners. There are additional risks around the delivery of projects which will need to be managed. Improved systems for monitoring finance and progress are in place as part of the governance arrangements to mitigate risks of non delivery.

10. Policy and Performance Agenda Implications

11. Background Papers and Consultation

The Community Empowerment White Paper: Communities in Control: Real People, Real Power: July 08

Local Government White Paper: Strong and Prosperous Communities 2006

Local Government and Public Involvement in Health Act 2007

Contact Name: Sarah Curren

Interim Neighbourhood Partnership Manager. Ext 34743

Wentworth Valley Updates February 2011							
NAS Projects - 20k NAS INTERNAL FUND £4,774.00 Unallocated £2,000.00 Reallocated from Personal Safety Project (project funded through the Police instead of Wardens) TOTAL AMOUNT £6,774.00 available							
Project and Project	Ward	Cost	Code	Strategic Link	Link to Area Plan	Timescale	Impact
Youth Services- Positive after school and term time activities for young people	All	3,574.0	P22164 7932	Proud, Safe, Alive, sustainability, Achieving	Increase activities and facilities for young people. Reduce crime and ASB and the fear of Crime.	February 2011- March 2011	To fund evening activities for young people - afterschool and during half term. Hours for overtime for youth workers and resources to provide the equivalent of 9 days of activity. Impact - young people have an activity on an evening and during half term when ASB from young people in at its highest. SNT can direct young people to the activities.
Youth Services - Community Café Intergenerational Pilot	All	1,500.0	P22164 7932	Proud, Safe, Alive, sustainability, Achieving, Learning	Increase activities and facilities for young people and older people. Reduce crime and ASB and the fear of Crime.	February 2011- March 2011	To develop intergenerational activities based around a tea dance for young and older generations to learn dancing together. Funding to provide resources and youth officers and a cooks overtime. To provide a minimum of 10 sessions. Impact - young and old learning and developing together - tackling perception based issues. To run at times when ASB is a problem with young people.
Youth Services - Community Allotment Project	All	1,700.0	P22164 7932	Proud, Safe, Alive, sustainability, Achieving, Learning	Increase activities and facilities for young people. Reduce crime and ASB and the fear of Crime. Improving local environments	February 2011- March 2011	To develop a weekend/ half term project for the allotment which is based at the youth centre to open up to the wider community. Young people who have worked on the allotment to work with community members together. Funding for resources and overtime for youth services to open and work in the allotment on weekends when it is not normally open. Impact young people proud in showing their good work, reduction in ASB and improved perception of young people.
Total allocated		6,774.0					
Unallocated		0.0					

NAS Projects - 10k. NAS INT/EXT PROJECTS
£578.00 Unallocated
£1,591.53 Under spend from Luncheon Club (project extremely successful. Community payback contributed so less funding required to run)

TOTAL AMOUNT available £2,169.53

Project and Project Sponsor	Ward	Cost	Code	Strategic Link	Link to Area Plan	Timescale	Impact
South Yorkshire Police - Bike Ability Scheme	All	967.8	P22173 - 7911 for vol/com 7819 in house	Safe, Proud, Alive, learning Sustainability	Activities and facilities for young people. Reduce ASB and the fear of.	February 2011- March 2011	To provide a bike course- learning how to ride and maintain a bike in a way which does not course ASB. There has been an increase in ASB related cycle complaints. Course to target 36 young people to be identified by the SNT. To run on Sundays when complaints are highest. Impact to reduce ASB through diversionary activity and to educate young people to prevent ASB in the future.
SNT/ South Yorkshire Police - Safety First Scheme	All	744.8	P22173 - 7911 for vol/com 7819 in house	Safe, sustainability, fairness	Reducing crime and ASB and the fear of crime	February 2011- March 2011	Project to provide home security items for vulnerable locations/ residents. Those who have been or are in areas of higher crime and ASB or who have been victims of. Impact to improve and educate on security measures to reduce crime and ASB and to improve feelings of safety.

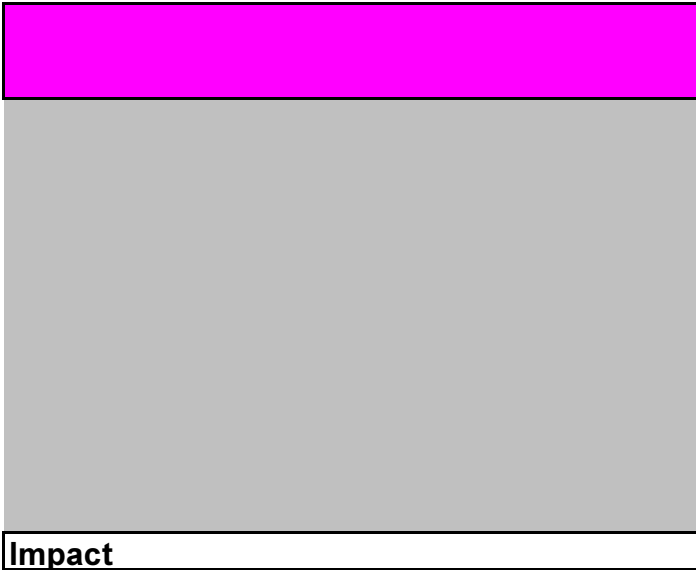
South Yorkshire Police - Immobilise Project	All	457.0	P22173 - 7911 for vol/com 7819 in house	Safe, sustainability, fairness	Reducing crime and ASB and the fear of crime	February 2011- March 2011	Funding to work with a social enterprise (Neighbours can help) who are signed up to the Model Village Neighbourhood Agreement- to improve IT skills and computer use in the area by working with young and older people together. This funding to provide the SNT with a Mac book, scanner, wifi, digital camera and a dongle to integrate the Police immobilise project with the Neighbours can help project. The immobilise project is to register residents property in the area - the equipment will assist the SNT to do this in vulnerable areas where people do not have access to the internet. Impact to reduce crime and improve the recovery of stolen items as well as to deter crime through promotion of the scheme.
Total allocated		2,169.5					
Unallocated		0.0					
Wentworth North							
February update £6,000 reallocated from WN2010 - 8 Quarry Hill BMX (project part ran through LAA £ 500)							
NAS Projects - 20k Internal							
Project and Project Sponsor	Ward	Cost	Code	Strategic Link	Link to Area Plan	Timescale	Impact
WN 2010 - 11 Community Allotments	Wath / Swinton	£ 6,000.00	P22162 7932	Safe, Proud, Alive	Community priority 1	to march 2011	To address asb / nuisance perceptions arising on two allotment sites within the area and increase active engagement from community in management and create increased provision to address need.
Total allocated		6,000.00					
Unallocated		-					
Wentworth South							
February update £9,000.00 to be reallocated from WSAA - WS069RMBC Rugby Club Fencing Project (Project did not run due to cost estimate exceeding available amount)							
NAS Projects - 20k							
Project and Project Sponsor	Ward	Cost	Code	Strategic Link	Link to Area Plan	Timescale	Impact

Park Grove Fencing - WSAA - WS082RMBC	Rawmarsh	3,332.00	P22163 7932	Safe, Proud	1. Reduce the level and fear of crime and increase community safety	completion 31/3/2011	Fence an area of land adjacent to residential properties with materials to match other adjacent works. Reduce asb and nuisance and improve appearance
Rosehill Park Footpath Improvements WSAA - WS081RMBC	Rawmarsh	5,600.00	P22163 7932	Proud, alive	5. Increase community facilities and activities	completion 31/3/2011	Refurbish and upgrade two footpaths in Rosehill park, improving appearance, safety and allowing increased use
Total allocated		8,932.00					
Unallocated		-					

Rotherham North March 2011			
NAS Projects - 20k NAS INTERNAL FUND, £2,665 Unallocated, £8,000 Reallocated from Chislett MUGA, TOTAL AMOUNT £10,665 Available			
Project and Project	Ward	Cost	Code
Community clean ups - 1 per ward on the following 3 saturdays; 19th Mar, 26th Mar & 2nd Apr	All	7,689.0	
			P22165-7932
Park Rangers - directed, evening weekend patrols	All	TBC	P22165-7932
Upgrading white lighting - at vulnerable locations	All	TBC	P22165-7932

Total allocated		7,689.0	
Unallocated		TBC	

Strategic Link	Link to Area Plan	Timescale
Safe	Ensure that every ward receives a community clean up	March 2011
Safe	Increase ranger patrols over coming period in response to problems on Green Spaces land e.g. Barkers Park	March 2011
Safe	Upgrade white lighting in locations identified by members, partners and residents CIO consults with	March 2011



Impact

Each clean up would comprise:

500 leaflets, hand delivered to local residents, advertising the event and providing information relating to Fly Tipping, Dog Fouling, Litter and Streetpride Services

Streetpride member of staff to be supervise event

1no. refuse vehicle (including staff and fuel) which will take away non recyclable waste

1no. box van (including staff and fuel) to remove green garden waste

1no. box van (including staff and fuel) to remove white products i.e. fridges, freezers cookers etc

the coming period. Following consultation with the SNT, we have met with and asked Green Spaces to provide costings for additional directed, evening weekend patrols in the following locations every Fri/Sat up to 8pm for the next 3 weeks:

Barkers Park (Keppel)

Bradgate Park (Rotherham West)

Greasbrough Park & Rec (Wingfield)

Following a meeting with Streetpride's Network Manager and Lighting Engineer, Streetpride have agreed as far as possible to match in terms of purchasing lighting for installation next year. The locations will be determined by members and feedback from Pat as the Area Assembly's CIO.

500 leaflets, hand delivered to local residents, advertising the event and providing information relating to

› Fly Tipping, Dog Fouling, Litter and Streetpride Services

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
--

1.	Meeting:	Cabinet Member for Safe and Attractive Neighbourhoods
2.	Date:	21st March, 2011
3.	Title:	The Safer Rotherham Partnership ASB Strategy (Service Plan Priority 2.1 – Deliver an ASB Strategy)
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

The above service plan priority action to ensure a partnership plan is in place to tackle Anti Social Behaviour (ASB) is a key element in the Council's and Safer Rotherham Partnership's drive towards tackling anti-social behaviour, supporting victims and witnesses and delivering safer and attractive neighbourhoods.

Since the decision was taken to include this priority in the service plan there has been significant movement, as a result of the coalition government coming into power, in policy and approach in a number of crime and disorder areas. These have had a bearing on the outputs and outcomes of this priority action.

The development of the strategy has taken into account the recommendations within the Safer Rotherham Partnership (SRP) Joint Strategic Intelligence Assessment (JSIA).

6. Recommendations

That the refreshed Safer Rotherham Partnership Anti Social Behaviour Strategy be approved as an interim operating document pending further direction from central government.

7. Proposals and Details

It is recognised that anti-social behaviour damages individuals and communities, and that tackling anti-social behaviour is one of the key activities in regenerating and sustaining safe and attractive communities.

Since the election of the coalition government there have been a number of key drivers introduced that will have a bearing on how crime and disorder in general and anti-social behaviour in particular is addressed by the Police, Local Authorities and the wider Community Safety Partnership. Key drivers include:

The new Home Secretary's direction for anti-social behaviour reform, includes:

- The Home Office Structural Reform Plan enabling the police and local communities to tackle crime and ASB, including a full review of existing ASB tools and powers and an overhaul of alcohol licensing to give more power to the police and local authorities to meet the concerns of local communities.
- Communities blighted by anti-social behavior will be able to force the police and local authorities to take action. Under the proposal, victims who had been repeatedly ignored by police could compel officers to take action in their area.

Complementary to this locally South Yorkshire Police have initiated review and implementation of an enhanced ASB case management with the result of a joint piece of work with Community Protection, Community Safety and other partners. This work is progressing and will influence how ASB services, particularly the most vulnerable and repeat victim will be responded to and supported.

- The announcement by the Home Secretary that Baroness Newlove, the widow of murdered father-of-three Garry Newlove will travel the country as the Government's "champion for active, safer communities" and make recommendations early in the New Year on how anti-social behavior should be tackled and victims and witnesses supported.
- Home Office consultation document (Feb 2011) *More effective responses to anti-social behaviour*. This paper contains proposals to repeal the ASBO and other court orders and to replace them with a criminal behaviour order and a crime prevention order. It also brings together many of the existing tools for dealing with place specific anti-social behaviour and creates a new community protection order. The drive is to simplify and improve the process to make it easier for the Police and Local Authorities to protect victims and communities. It includes a community trigger that gives victims and communities the right to require agencies to take action. Consultation locally is currently taking place to provide a response to the Home Office.
- Her Majesty's Inspector of Constabulary (HMIC) publication, 'Stop the Rot' (Sept 2010) is the result of nationwide research into how ASB is tackled and makes recommendations about 'what works', 'what does not work' and 'what needs to be done' to improve response, case management and service

delivery. This has already been 'picked up' by the Safer Rotherham Partnership.

- Home Office consultation document, Policing in the 21st Century: *Reconnecting the police and the people*, that includes increasing democratic accountability and the governments aspiration for the reforms to enable and encourage greater public co-operation with the police and partners and increased involvement in tackling neighbourhood crime. A key theme is the drive to strengthen partnership working through 'stripping away' unnecessary prescription and bureaucracy in the partnership landscape. Again, this has already been 'picked up' by the Safer Rotherham Partnership.

A draft Anti-Social Behaviour Strategy has been completed and has been subject of early consultation. (Appendix 1)

Implementation and delivery of the strategy through a robust ASB Action Plan will make a significant contribution in sustaining communities where people feel safe, anti social behaviour and crime is reduced and their local environment is safe and well maintained. The strategy being a core tool on which the SRP and its ASB Priority Group will seek both reduced levels and improved public perception.

In light of the issues highlighted above and the changing landscape it is recommended that document does not go to the final adoption stage until the findings and forthcoming recommendations of the current review of ASB are known and we are in a better position to integrate them into our ways of working in respect of tackling ASB and delivering a quality service to victims, witnesses and communities. It can however be utilised in the current form as an interim operating guidance document.

8. Finance

Delivery of the interim strategy will be supported from the Council's General Fund, the Housing Revenue Account, other partners revenue budgets and an element of the Area Based Grant allocation to the Safer Rotherham Partnership.

9. Risks and Uncertainties

Tackling anti-social behaviour is a key priority nationally and for the Safer Rotherham Partnership. Not having in a place an up to date and well focussed strategy would result in an uncoordinated and disjointed partnership approach.

10. Policy and Performance Agenda Implications

The ASB Strategy impacts on all agendas around the Community Strategy's SAFE theme and is both a national and Safer Rotherham Partnership priority. There is clear linkage with the objectives of the Corporate Plan:-

- ***helping to create safe and healthy communities, and***
- ***ensuring people feel safe where they live, particularly that Anti-Social behaviour and crime is reduced and people from different backgrounds get on well together.***

The Policy has clear linkages to the seven outcomes of the Outcomes Framework for Social Care, and importantly includes:

- ***Improved Quality of Life***, by supporting independence of people to live a fulfilled life.
 - ***Freedom from Discrimination or Harassment***, by supporting those who need social care having equal access to services without hindrance from discrimination or prejudice; people feel safe and are safeguarded from harm
- ***Improved Health and Emotional Well-being***, by promoting and facilitating the health and emotional well-being of people who use the services.
- ***Personal Dignity and Respect***, by providing confidential and secure services, which respects the individual and preserves people's dignity.

The strategy takes close account of the developing Government policy drivers regarding crime, disorder, antisocial behaviour and localism, but locally is built from the statutory analysis undertaken by the partnership Community Information Unit and reported in the latest Joint Strategic Intelligence Assessment.

11. Background Papers and Consultation

- The Anti-Social Behaviour Strategy was prepared in consultation with the wider Community Safety Partnership.
- SRP – Joint Strategic Intelligence Assessment 2010

Contact Name: Steve Lavin, RMBC Community Safety Officer

01709 55009

steve.lavin@rotherham.gov.uk



The Safer Rotherham
PARTNERSHIP

**Strategy to Reduce
Anti-Social Behaviour
in Rotherham**

2011 to 2015

DRAFT

INTERIM STRATEGY

The strategy will be a working document on which the SRP and its JAG ASB Priority Group will seek both reduced levels and improved public perception.

It has been agreed that this strategy will be an interim one dependant upon the findings and any new initiatives from the Government following the announcement by the Home Secretary as detailed below:

On Tuesday 5th October 2010 the Home Secretary announced that the term 'Crime and disorder' should be used rather than 'anti-social behaviour'.

Baroness Newlove – whose husband Garry was murdered after standing up to drunken vandals – has been appointed government champion for active, safer communities.

Baroness Newlove will spend six months travelling the country to find out what challenges communities face before making recommendations to government.

On Monday 7th February 2011 the Home Office published a consultation document *More effective responses to anti-social behaviour*. This paper contains proposals to repeal the ASBO and other court orders and to replace them with a criminal behaviour order and a crime prevention order. It also brings together many of the existing tools for dealing with place specific anti-social behaviour and creates a new community protection order. The drive is to simplify and improve the process to make it easier for the Police and Local Authorities to protect victims and communities. It includes a community trigger that gives victims and communities the right to require agencies to take action. Consultation locally is currently taking place to provide a response to the Home Office.

Crime and disorder

The Home Secretary said that the term 'antisocial behaviour' doesn't adequately describe these sorts of offences and should instead be called 'crime and disorder'.

'Crime is crime, however it's categorised in the figures – and the public expect us to fight it,' she said.

Title:	Anti-social behaviour Strategy for Rotherham
Synopsis:	This document is a strategy common to organisations delivering crime and disorder; prevention, support and rehabilitation; youth justice; and anti-social behaviour services in Rotherham. The document focuses on the specific purposes underlying the preventing and reducing of anti-social behaviour within the safer and stronger community.
Owned by:	Safer Rotherham Partnership
Originator:	Mark Ford, Safer Neighbourhoods Manager and Steve Parry – Safer Rotherham Partnership Manager / Rotherham Anti Social Behaviour Co-ordinator

© SAFER ROTHERHAM
PARTNERSHIP

Published by
RMBC Community Safety Unit.
Contact details:

By Telephone :
01709 334562

By Fax :
01709 823180

By e mail:
Community.safety@rotherham.gov.uk

The Safer Rotherham Partnership is made up of the following partners:

- Rotherham Metropolitan Borough Council
- South Yorkshire Police
- South Yorkshire Fire & Rescue
- South Yorkshire Probation Trust
- South Yorkshire Police Authority
- NHS Rotherham

DRAFT

Aim of the strategy

This strategy sets out the shared vision, priorities and activities of all the key agencies working in Rotherham who have a responsibility to tackle anti-social behaviour and its root causes. The aim of this strategy is:

To reduce the impact of anti social behaviour and its root causes through close partnership working by identifying, promoting and implementing sustainable solutions in prevention, rehabilitation and enforcement.

Introduction

This strategy has been produced by Rotherham Community Safety Partnership and the family of wider partner organisations that have shared responsibilities at a local level for preventing and reducing anti-social behaviour - either directly or indirectly.

It is informed by the Joint Strategic Intelligence Assessment produced by the Community Information Unit and will set the direction in how the SRP addresses one of its key priority areas.

All organisations within this strategy are committed to building on existing successful work on anti-social behaviour and to developing new actions where necessary.

At the heart of this strategy is a multi-agency problem-solving approach to tackling all forms of anti-social behaviour as partners in Rotherham are committed to preventing and reducing anti-social behaviour in a balanced, co-ordinated and effective way.

The development of this strategy is evidence that partners share a concern to ensure that efforts to reduce anti-social behaviour are properly tailored to the unique needs of individual communities throughout Rotherham.

This strategy provides a Rotherham wide framework for anti-social behaviour work. As such, it will bridge the gap between the Government's National Strategy on anti-social behaviour and the local programmes of action being developed and implemented by all organisations and local partnerships that exist across Rotherham.

Each partner has helped develop this anti-social behaviour strategy to ensure it forms part of its general crime and disorder strategy.

Why have a strategy for anti-social behaviour?

The strategy aims to clarify how anti-social behaviour will be prevented and reduced in Rotherham. In so doing, it will also help to ensure that gaps in provision are filled, available resources are maximised and that duplication of effort in anti-social behaviour work is avoided. It will ensure that effective practice is passed on and replicated. Perhaps most importantly, the strategy will facilitate a co-ordinated approach to anti-social behaviour both within and between all Rotherham organizations and partners.

The goal of maintaining standards of civil behaviour runs like a thread through the work of all Rotherham public services and partners. Education, social services, leisure services, youth services, transport, housing, the police, probation, fire services and voluntary sector all play a part in minimising anti-social behaviour. The range of programmes in Rotherham

that impact on anti-social behaviour in some way – or promote socially acceptable behaviour – is vast.

The Rotherham Anti-Social Behaviour Strategy is not intended to review or even chart the action that has a bearing on Anti-Social Behaviour. Nor does it intend to 'performance manage' work being carried out by Rotherham's crime and disorder partners that specifically focuses on anti-social behaviour. The strategy recognises that these local partnerships are best placed to identify local problems and concerns, and to design and implement responses.

The Rotherham Anti-Social Behaviour Strategy is intended to promote effective, co-ordinated action against anti-social behaviour across the borough. This entails providing various forms of practical assistance and support to local partnerships, and building capacity for communication and co-operation within and between agencies. The strategy will help to identify gaps in existing provision, and help to ensure the filling of these gaps in a way that brings benefits in terms of efficiency or general effectiveness.

A co-ordinated strategy will assist in the pursuing of Rotherham's overarching aim of promoting effective, co-ordinated action against anti-social behaviour. It will also support the work of the Home Office within Public Service and Local Area Agreement targets for the reassurance of the public, reducing the fear of crime and anti-social behaviour, and building confidence in the criminal justice system without compromising fairness.

What is anti-social behaviour?

The statutory definition of anti-social behaviour, as set out in the Crime and Disorder Act 1998 is, **'Any behaviour that has caused or is likely to cause, harassment, alarm or distress to one or more persons not of the same household (as the perpetrator).**

Individual acts that are not necessarily criminal; or, if they are criminal, they may in isolation constitute relatively minor offences. Very often the harm caused by anti-social behaviour is a consequence of the cumulative impact of repeated incidents.

Many people living in Rotherham encounter anti-social behaviour from time to time. It can take many forms – boisterous behaviour on public transport, rowdy drunks on the streets, litter and graffiti, abandoned cars, noisy neighbours and speeding vehicles.

For some of us, it is an occasional irritant. For others it is more intrusive, and relentless, as anti-social behaviour can blight some people's lives. In some cases individuals are singled out as targets, and this is particularly unsettling. The corrosive and debilitating effect of persistent exposure to anti-social behaviour – including the potential effect on the mental and physical health of victims – cannot be underestimated.

Anti-social behaviour can affect whole communities, not just individuals. Where it is frequent, it can amplify people's worries about crime, and lead to a sense that crime and disorder are spiralling out of control. If this sense becomes widespread in a neighbourhood, it has tangible consequences.

The main forms of Anti-Social Behaviour

Interpersonal/malicious Anti-Social Behaviour is behaviour directed against specific individuals or groups that causes harassment, alarm or distress.

Examples include:

- Intimidation / threats by neighbours
- Minor violence
- Hoax calls
- Vandalism directed at individuals or groups
- Verbal abuse

Environmental Anti-Social Behaviour is behaviour that – deliberately or through carelessness – degrades the local environment, such as:

- Dog-fouling
- Allowing animals to roam
- Noise nuisance
- Setting fire to rubbish
- Graffiti
- Abandoned vehicles
- Littering
- Fly-tipping

Anti-Social Behaviour restricting access to public space refers to threatening or physically obstructive behaviours that stop people using public spaces, such as:

- Speeding vehicles
- Intimidating behaviour by groups of individuals
- Drug abuse in public places
- Under-age drinking and rowdy behaviour
- Street drinking/drunkenness
- Night time alcohol-related disorder
- Aggressive begging
- Soliciting and kerb-crawling
- Obstructive use of vehicles
- Use of motorbikes on pavements/in parks

The list is by no means exhaustive but is indicative of the types of behaviour involved in Anti Social Behaviour.

How anti-social behaviour affects local communities

Anti-social behaviour often involves clashes of values and standards. Young people look for excitement and action; the elder community may prefer peace and quiet. People have different levels of tolerance for noise, for untidiness, for rowdiness.

Some anti-social behaviour is so grossly thoughtless, or so obviously malicious, that most people would want and expect the authorities to take firm action against it. But sometimes matters are less clear-cut. How intimidating do groups of young people have to be before action is needed? How loud can a neighbour play music before it becomes an unacceptable intrusion? What level of rowdiness at pub-closing time can just be put down to harmless high spirits?

Work to prevent and reduce anti-social behaviour should involve partnership working to consider what is order; and what levels of tolerance could be expected of those exposed to disorder.

Definitions of order, and levels of tolerance, differ widely within and between the various communities that make up Rotherham's population. Negotiating levels of acceptable behaviour has to be done in an even-handed and open way whilst dealing firmly with those whose behaviour is unacceptable.

The strategy will help to enable local communities take local action to strengthen community safety within their local area thus improving the quality of life for people living in those communities.

The Local Picture

Rotherham has seen year on year decreasing rates of recorded crime – even so, concerns about crime and anti-social behaviour are widespread across Rotherham as in other parts of the country. Public surveys show that residents consistently rate 'a low level of crime' in first or second position when asked what makes somewhere a good place to live. The misuse of alcohol and drugs is also a cause of disquiet – local people recognise the harm that this can cause to individuals, families and communities.

The work of the Neighbourhood Action Groups and Safer Neighbourhood Teams has a focus on addressing Anti Social Behaviour in their identified Safer Neighbourhood Areas.

The schedule of detailed activity in the form of an action plan for Rotherham will be drawn up by the Anti Social Behaviour priority Group which will work to the commitments set out in this strategy, setting targets and objectives, and identifying key actions to address Anti Social Behaviour across Rotherham.

The recorded incidents from South Yorkshire Police database show a decrease for the years 2009 and 2010.

Anti-Social Behaviour in Rotherham

	From	To	From	To
	Apr-08	Mar-09	Apr-09	Mar-10
	BCU:	Rotherham		
	SNA:	All		
	SNT:	All		
		Earlier	Later	% change
Abandoned Vehicles		714	604	-15.4%
Animal Problems		660	665	0.8%
Begging / Vagrancy		34	24	-29.4%
Hate Incident		0	0	No Calc
Fireworks		89	101	13.5%
Noise		506	810	60.1%

Prostitution Related Activity		8	49	512.5%
Littering/Drugs paraphernalia		117	137	17.1%
Nuisance Neighbours		1,245	1,410	13.3%
Rowdy Inconsiderate Behaviour		17,041	15,405	-9.6%
Total Rowdy / Nuisance Behaviour		18,403	16,952	-7.9%
Street Drinking		412	200	-51.5%
Vehicle Nuisance		3,107	2,835	-8.8%
Other Anti Social Behaviours		1,746	1,655	-5.2%
Total Anti Social Behaviour		25,718	23,895	-7.1%

Priorities of the Strategy

This strategy for preventing and reducing anti-social behaviour needs to be clear about what it is trying to do. Whilst accepting that whether or not behaviours are anti-social depends to some extent on the vulnerability of the victim and the degree of upset they experience.

As the definition of anti-social behaviour is broad we need to set partnership priorities so that all organisations are clear and the different agencies involved know that they are using the same language and have the same objectives.

The strategy will broadly focus all Rotherham organisations and local partners to coordinate service delivery around the following priorities and give the following commitments:

1. We will energise and support local action by the Community Safety Partnership.

Objective 1 - Anti-social behaviour must be prevented and reduced effectively.

Most work to prevent and reduce anti-social behaviour is carried out at a local level, as it should be through the work of the Neighbourhood Action Groups and Safer Neighbourhood Teams which have a focus on addressing Anti Social Behaviour in their identified Safer Neighbourhood Areas.

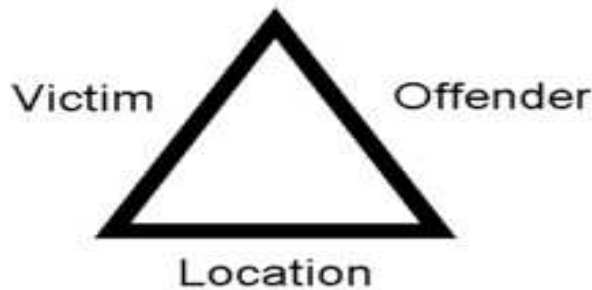
The strategy supports this work in a wide variety of ways: through the provision of funding, training and the use of tools and powers at the disposal of a range of organisations and agencies.

2. We will improve co-ordination and co-operation between local agencies within the partnership. Effective action against anti-social behaviour depends on co-operation between local agencies and between partnerships. The strategy focuses on the encouragement of partnership working at a local level and promotes and facilitates co-ordination across all boundaries.

Objective 2 - Effective action on anti-social behaviour demands a balance between rigorous enforcement, prevention, support and rehabilitation.

It is essential that all partner agencies give their support to the various partnership activity at all levels. Particularly to ensure that relevant members of staff provide attendance and commitment to the partnership process.

The full range of problem solving solutions should be utilised based around the problem-solving approach. Use of the problem-solving triangle may be a useful tool in ensuring all options are considered.



It should be remembered that swift legal action in serious cases could provide an effective respite for victims whilst other preventative and intervention action is put in place.

3. It is important for partners to combine local community area action with Rotherham wide activity, where needed.

Objective 3 - Remedies for anti-social behaviour must promote long-term social inclusion.

The strategy supports, encourages and initiates a range of initiatives that will directly address anti-social behaviour by using the problem-solving approach. The delivery of some programmes on a Rotherham wide rather than a local basis can bring benefits in terms of efficiency or effectiveness.

Initiatives are being undertaken in the areas of:

Neighbourhood Policing	Children & Young People Services
Community & Voluntary Organisations	Community Involvement
Fire & Public Safety	Prolific & Priority Offenders
Housing and Planning	Alcohol & Drug Services
Environment & Transport	Education & Support Services

Building Community Involvement, Challenge and Delivery

The Government has come together with a driving ambition: to put more power and opportunity into people's hands.

The intention is to give citizens, communities and local government the power and information they need to come together, solve the problems they face and build the Britain they want. They want society – the families, networks, neighbourhoods and communities that form the fabric of so much of our everyday lives – to be bigger and stronger than ever

before. Only when people and communities are given more power and take more responsibility can we achieve fairness and opportunity for all.

Building this Big Society isn't just the responsibility of just one or two departments. It is the responsibility of every department of Government, and the responsibility of every citizen too. Government on its own cannot fix every problem. We are all in this together. We need to draw on the skills and expertise of people across the country as we respond to the social, political and economic challenges Britain faces.

In line with this policy we will encourage the involvement of our Communities across Rotherham through the Neighbourhood Action Group Structure in tackling Anti Social Behaviour.

4. We will ensure that local solutions to local problems are at the heart of our policies on tackling anti-social behaviour. We will also ensure we build in flexibility, consistency and sustainability in policy responses to Anti-Social Behaviour across Rotherham.

Objective 4 - Measures to prevent and reduce anti-social behaviour must be consistent with human rights and Crime and disorder legislation.

Different strands of social policy can pull against each other, as can different approaches to preventing and reducing anti-social behaviour.

We aim to ensure that:

- a) The Rotherham Anti-Social behaviour Strategy is internally consistent;
- b) Other work and strategic initiatives undertaken by the cross-Rotherham agencies are in harmony with this strategy and
- c) All actions are communicated to local people to increase public confidence and reduce concerns about anti-social behaviour.

The Partnership recognises the need to develop further and strengthen the way it tackles anti-social behaviour within Rotherham.

Many of the strategies around prevention, intervention and enforcement have evolved over time and are based on either a perceived need or in direct response to new legislation. Whilst these have proved effective in the past, improvements in partnership working and co-operation, together with the need to work more efficiently and effectively, has identified a need to be more focused in where we place our limited resources.

Many partnerships and in particular the Safer Rotherham Partnership have, and continue to move towards a victim focused and preventative agenda. It acknowledges that the steps forward it has made in recent years have been focused on putting the building blocks in place to tackle existing issues in a reactive way.

This, along with improvements in performance management, has focused the Partnership and contributed to achieving real successes in reducing crime and anti-social behaviour.

In the past year or so we have seen this focus move towards centring the approach on the victim, especially in the area of hidden and hate crime. There is also a reinforced focus is to look towards longer-term prevention in terms of both re-offending and preventing people from offending in the first place and the development of a 'Integrated Offender Management' process will be an important part of this. This approach is set out by the Home Secretary in the publication 'Policing in the 21st Century: Reconnecting Police and the People.'

PERFORMANCE MEASUREMENT

There will be one overarching measure of performance and this will be in the form of using the South Yorkshire Police statistics as shown in this document and will provide a consistent and accurate picture.

The target is to reduce incidents of Anti Social Behaviour year on year throughout the life of this strategy.

The Joint Strategic Intelligence Assessment for Rotherham (JSIA) will provide the performance information and highlight areas for attention across Rotherham.

DRAFT

Document is Restricted

Document is Restricted

Document is Restricted