

Public Document Pack

Simon Young, Solicitor
Head of Legal and Democratic Services



ENVIRONMENT COMMITTEE

Monday 12 June 2017 at 7.30 pm

Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Environment Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor John Beckett (Chairman)
Councillor Peter O'Donovan (Vice-Chairman)
Councillor Richard Baker
Councillor Steve Bridger
Councillor Lucie Dallen

Councillor Rob Geleit
Councillor Keith Partridge
Councillor Jane Race
Councillor Mike Teasdale
Councillor Tella Wormington

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Young', written over the printed name.

Head of Legal and Democratic Services

For further information, please contact Fiona Cotter, tel: 01372 732124 or email: fcotter@epsom-ewell.gov.uk

AGENDA

1. QUESTION TIME

To take any questions from members of the Public

Please Note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question at the meeting

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING (Pages 3 - 10)

The Committee is asked to confirm as a true record the Minutes of the meeting of the Environment Committee held on 31 January 2017 (attached) and to authorise the Chairman to sign them.

4. CORPORATE PLAN: YEAR-END PERFORMANCE REPORT 2016 TO 2017 AND PROVISIONAL TARGETS FOR 2017/18 (Pages 11 - 30)

This report provides a year-end update against the Council's Key Priority Performance Targets for 2016-2017 under our new Corporate Plan and provisional targets for 2017 to 2018.

5. CHARGING FOR FOOD HYGIENE RATING SCHEME REVISITS (Pages 31 - 34)

The Committee is asked to consider the introduction of a charge for food hygiene rating scheme (FHRS) re-inspections.

6. FOOD SAFETY / HEALTH AND SAFETY SERVICE PLANS (Pages 35 - 54)

In 2016 the Social Committee adopted the Environmental Health Service Plans for Health and Safety. This report details monitoring information on action taken in 2016-2017 and the Committee is asked to consider new targets for 2017-2018.

7. HIGHWAYS HORTICULTURE (Pages 55 - 64)

This report details the decision by Surrey County Council to review the current agreements for highways horticulture. The Committee is asked to consider proposals for future arrangements and agree to the implementation of one of three options set out in the report.

8. EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to consider whether it wishes to pass a resolution to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involves the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

9. SURREY COUNTY COUNCIL AGENCY ON-STREET PARKING AGREEMENT (Pages 65 - 78)

This report presents the current situation regarding the existing on street enforcement agency agreement with Surrey County Council expiring on 31 March 2018, and options for the future.

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Minutes of the Meeting of the ENVIRONMENT COMMITTEE held on 31 January 2017

PRESENT -

Councillor John Beckett (Chairman); Councillors Richard Baker, Steve Bridger, Liz Frost, Rob Geleit, Keith Partridge, Jane Race, Mike Teasdale and Tella Wormington

Absent: Councillor Lucie Dallen

Officers present: Simon Young (Head of Legal and Democratic Services), Mark Berry (Head of Place Development) (For Items 25 to 28), Ian Dyer (Head of Operational Services), Joy Stevens (Head of Customer Services and Business Support) (For items 25 to 38), Jo-Anne Chang-Rogers (Chief Accountant) (For Items 25 to 35), Richard Chevalier (Parking Manager) (For Items 25 to 38), Grant Miles (Interim Accountant), Mark Rouson (Corporate Communications Officer), Jon Sharpe (Trade & Waste Services Manager), Samantha Whitehead (Streetcare Manager) (For Items 25 to 29) Fiona Cotter (Democratic Services Manager) and Sandra Dessent (Democratic Services Officer)

25 QUESTION TIME

No questions were asked or had been submitted by members of the public.

26 DECLARATIONS OF INTEREST

No declarations of interest were made by councillors in respect of items on this Agenda.

27 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Environment Committee held on 25 October 2017 were agreed as a true record and signed by the Chairman.

28 SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

The Surrey Flood Risk Management Strategy was adopted by Surrey County Council four years ago in consultation with the 11 Districts and Boroughs in the County. It expired in 2016 and the Committee was asked to support a renewed Strategy which would run until 2032.

The updated Strategy set out how the responsible flood management authorities in Surrey were seeking to manage the impact of flooding from rivers, ground and surface water. In recognition of the long term nature of measures to address

flood risks, it was proposed that the Strategy cover a fifteen year period during which rolling action plans would be developed to address the long term needs of the area.

Once agreed by the 11 District and Borough Councils in the County, the County Council proposed to undertake a public consultation prior to its adoption.

The report highlighted that Epsom and Ewell Borough Council Officers had been engaged in the preparation of the Strategy both at technical and policy levels. The Strategy created a positive framework within which to manage and address flood risk across the County and was consistent with the policy objectives of Epsom and Ewell Borough Council.

There were no direct financial implications arising from endorsing the Strategy and it did not commit the Council to specific initiatives. Any action requested of the Borough Council that might be proposed in the future would have to be brought forward to Committee on an individual basis for consideration together with funding proposals.

Accordingly, the Committee:

- (1) Approved the Draft Local Flood Risk Management Strategy 2017-2032; and
- (2) Authorised the Head of Place Development to approve, in consultation with the Chair of the Environment Committee, minor modifications to the draft strategy in light of amendments required to be made by Surrey County Council from its public consultation.

29 CORPORATE PLAN: PERFORMANCE REPORT TWO 2016 TO 2017

The Committee received and considered a report which provided an update against its Key Priority Performance Targets for 2016 to 2017 in accordance with the Corporate Plan.

Having considered the performance reported in Annexe 1 to the report, the Committee did not identify areas of concern.

30 CAR PARKING REVIEW 2016

The Committee received and considered a report which set out the findings of the Car Park Working Group. The Working Group had been established to undertake a parking review as part of the programme of planned service reviews reported to the Financial Policy Panel in July 2015. The Chairman thanked Officers and Members for a thorough review.

The report highlighted proposals in relation to Blue Badge Bays, Richards Field, Annual Permit Schemes, Court Recreation Ground and Hook Road Car Park. It also highlighted a number of other actions flowing from the review.

The cross party Working Group had identified a parking strategy to promote Hook Road as a long stay car park, Upper High Street and Depot Road as long to medium stay car parks, the Ashley Centre as a medium to short stay car park and the Town Hall and Hope Lodge as short stay car parks. Car park tariffs were set with the aim of promoting this strategy so that car parks were used for their designated purpose.

In response to concern regarding usage figures at the Ashley Centre Car Park, Officers stated that there was nothing to indicate that the charges were a significant factor in the parking trends. The proposals of the Working Group in relation to Richards Field were in response to complaints received from local residents and monitoring of its use.

The Committee:

- (1) Received and considered the findings of the Car Parking Working Group;
- (2) Agreed with the Car Parking Working Group's recommendations as below that:
 - a) Officers should conduct a study of blue badge usage within the rear of the Town Hall car park and, subject to the outcome, remove but to three blue badge bays;
 - b) Subject to public consultation, the layout of Richards Field car park should be altered to include a mix of residential permit parking and limited waiting bays for shoppers to visit the retail outlets in the area;
 - c) In principle, if and when any annual permit schemes were introduced in Epsom and Ewell Borough Council owned car parks in future, the charges should be aligned with Hook Road permit prices;
 - d) Officers be authorised to allow the purchase of up to 15 permits in Court Recreation Ground on a Monday to Friday basis for a price in line with the residents rate of £330 per year;
 - e) Hook Road Car Park opening hours should not be extended and the current opening hours maintained;
- (3) Noted the changes to be made to the running of the car park service as outlined in the annexe subject to the Council's Human Resources policies;
- (4) Agreed the following action to be undertaken by officers as a result of the review: namely:
 - a) A review into the existing arrangements within the Kingston Road (Stoneleigh Parade) car park during 2017/18 (to be specifically undertaken by the Head of Property and Head of Legal and Democratic Services); the findings to be reported to a future meeting of the Committee;

- b) The introduction of signage identified during the Working Party tours, funded from current revenue budget allocation in 2016/17 and 2017/18;
- c) A review of the shopmobility service, the findings to be reported to a future meeting of the Community and Wellbeing Committee;
- d) A review of existing leasing arrangements for car washing facilities in car parks by 30 September 2017;
- e) A review of the effectiveness of the moped introduced for on street parking with a business case for an additional moped to be carried forward as part of the budget requirement 2017/18;
- f) To pursue options for advertising in car parks during 2017/18;
- g) The investigation of potential site options for additional parking by the Council's Place Development team and Head of Property.

31 TRAFFIC ORDER 2017 REPRESENTATIONS

The Committee considered the representations made to the making of the Traffic Order to vary parking charges. Twenty representations had been received by the deadline and one following the deadline of 4.00pm on 19 December.

Concern was expressed over the introduction of evening charges in Ewell Village, in particular in relation to Bourne Hall: all the representations received had been in relation to Bourne Hall and the view was expressed that in view of the income it was likely to generate, its introduction could be counter-productive. However, on the Chairman's casting vote, it was decided to continue with the making of the relevant Order, the effect of which would be revoke the previous Off Street Parking Places Order on the date that the New Order came into effect and to update and amend the Council's current Off Street Parking Places Order as detailed in Annexe 1 to the report.

32 FEES AND CHARGES 2017/18

A report was presented to the Committee recommending fees and charges for which it was responsible to take effect from April 2017.

An amended Annexe of fees and charges had been circulated following publication of the Agenda which included the detailed breakdown for 2017/18 for individual services.

The following points were noted:

- Certain waste collection fees and charges would be discontinued as a result of the introduction of the new refuse and recycling collection service in 2017;

- The fee for burial rights for residents of the Borough was being increased by 13.6%. This would bring it up to roughly half the charge to non-residents. The Council's charges for this service still remained competitive;
- Certain services were indicating a negative % change. The charges in relation to the stray dog service had been a market led decision and charges in relation to enforcement action taken in accordance with the Housing Act were either on a cost recovery basis or there was a statutory element to the charge.

Accordingly, subject to the approval of Council, the Committee agreed the fees and charges for 2017/ 18 as set out in Annexe 1 to the report.

Note: Annexe 2 (Trade Waste fees and charges) to the report had not been published on the grounds that the information related to the financial or business affairs of the Council and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

33 CAPITAL PROGRAMME 2017/18

A report was presented to the Committee which set out its proposed Capital Programme for 2017/18 and the provisional programme for 2018-20.

The report set out that the Financial Policy Panel had recommended the following schemes for inclusion in the capital programme, £242,000 to be funded from capital reserves and £25,000 to be funded from the Repairs and Renewals Reserve:

- Container Bin Replacement Programme (£68,000 to be funded from capital reserves);
- Improvement Works (Depot Road Car Park) & Pay and Display machines (Depot Road & Upper High Street Car Parks) (£174,000 to be funded from capital reserves)
- Waste Strategy Containers (£25,000 to be funded from the Repairs and Renewals Reserve)

The proposed provisional programme for 2018-20, all currently proposed for inclusion in the 2018/19 capital programme with no proposed schemes in 2019/20, was as follows:

- Upgrade to Levels 4a & 4b of the Ashley Centre Car Park (£184,000 to be funded from capital reserves)
- Hope Lodge Car Park extension (£97,000 to be funded from capital reserves)
- St Mary's Churchyard Wall Repairs (£63,000 to be funded from capital reserves)

The Committee:

- (1) Recommended the Capital Programme for 2017/18 as identified in section 4 & 5 of the report to the Council for approval on 14 February 2017;
- (2) Confirmed its support for all of the schemes proposed for inclusion in the provisional programme for 2018-20 as identified in section 6 of the report;
- (3) Noted that:
 - a) Schemes subject to external funding from section 106 and Government grants only proceed when funding has been received;
 - b) Schemes for 2018-20 were provisional pending an annual review of funds available for capital investment.

34 REVENUE BUDGET 2017/18

The Committee received a report which set out estimates for income and expenditure on its services for 2017/18.

The report highlighted that the probable outturn for this Committee in 2016/17 was an over spend of £119,000. This was the result of some significant adverse variations due to a shortfall in planning fee income, building control fees and cemetery income. This had been addressed in the 2017/18 budget. However, the report also highlighted that planning and building control income was dependent on applications and exposed to the volatility of external market forces.

The report set out a summary of the Committee's revenue estimates for 2017/18, giving an overall base position of £1,877K. This included additional income from discretionary fees and charges of £262K.

Accordingly, the Committee recommended the 2017/18 service estimates for approval at the budget meeting of the Council on 14 February 2017.

35 PUBLIC SPACE PROTECTION ORDERS

A report was presented to Committee which sought authority to the making of Public Space Protection Orders in place of former Designated Public Place Orders.

It was noted that the financial implications set out in the report, for which there was currently no budgetary provision, were worst case scenario and Officers would look to implement the Orders in the most cost effective way.

Officers were seeking broad delegation in the drafting of the Orders but it was proposed that consultation would be undertaken with the Chairman and Vice Chairman of the Committee before the terms of the new Orders were finalised. The Committee requested that consultation be extended to include Ward Councillors.

The Committee:

- (1) Authorised the Head of Legal and Democratic Services, following consultation with the Chairman and Vice Chairman of the Committee and Ward Councillors, to make up to three Public Space Protection Orders;
- (2) Agreed that any Public Space Protection Orders should be made in accordance with the statutory process set out in the Anti-social Behaviour Crime and Policing Act 2014;
- (3) Agreed that any Public Space Protection Orders replicate so far as possible the provisions of the Orders set out in Annexe 1 to the report and cover such other areas and related restrictions as the Head of Legal and Democratic Services considers appropriate following consultation with the local police.

36 A JOINED UP APPROACH TO ENFORCEMENT

A report was presented to the Committee which set out proposals for a more co-ordinated approach to enforcement across the Council.

It was considered that it would be beneficial for the Council to agree a process for ensuring that it could pull all relevant people together with a view to resolving issues where it could, or, to be clear at the earliest opportunity if an activity was not considered amenable to corrective action. This accorded with the Government's aim to put victims at the heart of the Council's response to anti-social behaviour and not to hide behind a silo approach. However, the report highlighted that in doing so, it would be important to manage public expectations as in reality, there was no "magic wand" available to deal with some issues.

Accordingly, the Committee:

- (1) Noted and endorsed the proposals in section 3 of, and Annexe 1 to, the report;
- (2) Did not make any further comment on the proposals;
- (3) Noted that a report on the operation of the process would be taken to the Audit Crime & Disorder and Scrutiny Committee after one full year of operation.

37 CAR PARKING WORKING GROUP

The Committee received a report which proposed arrangements for substitution of members on the Parking Working Group. The Council's normal arrangements in respect of substitutions did not automatically apply to Working Groups.

The Committee agreed that either Councillor Tella Wormington or Councillor Tony Axelrod would be permitted to substitute for Councillor Neil Dallen on the Parking Working Group during his absence for the next few months and that the

Vice Chairman of the Environment Committee would be permitted to attend the Working Group, whether in substitution for the Chairman or otherwise.

38 OUTSTANDING REFERENCES

The Committee noted the references to Officers detailed in Annexe 1 attached to the report.

39 EXCLUSION OF PRESS AND PUBLIC

The Committee resolved to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

40 FEES AND CHARGES 2017/18 - TRADE WASTE

The Committee noted the proposed fees and charges in relation to Trade Waste, noting that all places of worship benefited from a discretionary exemption. Charities benefited from legislative exemption.

The meeting began at 7.30 pm and ended at 8.49 pm

COUNCILLOR JOHN BECKETT (CHAIRMAN)

CORPORATE PLAN: YEAR-END PERFORMANCE REPORT 2016 TO 2017 AND PROVISIONAL TARGETS FOR 2017 TO 2018

<u>Report of the:</u>	Head of Corporate Governance
<u>Contact:</u>	Adama Roberts
<u>Urgent Decision?(yes/no)</u>	No
<u>If yes, reason urgent decision required:</u>	N/A
<u>Annexes/Appendices (attached):</u>	<u>Annexe 1</u> – Year-end Performance Report 2016 to 2017 <u>Annexe 2</u> – Provisional Targets for 2017 to 2018
<u>Other available papers (not attached):</u>	Corporate Plan 2016 to 2020

REPORT SUMMARY

This report provides a year-end update against our Key Priority Performance Targets for 2016 to 2017, under our new Corporate Plan and provisional targets for 2017 to 2018.

RECOMMENDATION (S)

- (1) That the Committee considers the performance reported in Annexe 1 and identifies any areas of concern.**
- (2) Reviews and agrees targets for 2017 to 2018 as detailed in Annexe 2 of this report and outlined in paragraph 4.1.**

1 Background

- 1.1 The Council has a four-year Corporate Plan for the period 2016 to 2020.
- 1.2 The Corporate Plan sets out the Council's vision together with its four Key Priorities. The four Key Priorities are underpinned by 19 Key Priority Objectives and measured against 57 Key Priority Performance Targets.

- 1.3 The delivery of the Corporate Plan will be captured in the performance reports, which are based around Committee cycles and detail what will be done, what the Key Priority Performance Targets are and how these will be measured. The desired key outcomes have also been outlined in the Corporate Plan. An annual year-end report will be produced to highlight delivery against the Corporate Plan.

2 Corporate Plan: Delivery against Key Priority Performance Targets set

- 2.1 This report tracks the progress against the Key Priority Performance Targets previously agreed by the Committee. Consideration should be given to the Key Priority Performance Target that have not been achieved for 2016/17 as shown in 3.1.

Performance status	
Key to reporting status	Number
Achieved	8
Not achieved	0
Total	8

3 Actions identified for the Key Priority Performance Target that have not been achieved for 2016 to 2017

- 3.1 All Key Priority Performance Targets (KPPTs) for 2016 to 2017 have been achieved for this Committee. There are no KPPTs where performance is currently a concern for the purpose of this report.
- 3.2 The results of the Streetcare Quality Survey is available to councillors if requested.

4 Provisional Targets for 2017 to 2018

- 4.1 Our provisional targets have been reviewed, taking into account lessons learnt as part of year one of our Corporate Plan. The targets for 2017/18 have been developed in consultation with the Leadership Team and Committee Chairmen. The provisional targets are focused around our key priorities for 2017 to 2018 and are not reliant upon third parties to deliver. Our performance management arrangements has been implemented and year one of our Corporate Plan has been successfully completed. Feedback received as part of year one has been fed into the target setting process for year two. We will continue to review our performance management processes to ensure performance information submitted facilitates decision making and is fit for purpose. Environment Committee is asked to review and agree its targets for 2017 to 2018 as outlined in Annexe 2.

5 Financial and Manpower Implications

- 5.1 **Chief Finance Officer's comments:** None for the purposes of this report.

6 Legal Implications (including implications for matters relating to equality)

- 6.1 **Monitoring Officer's comments:** *There are no legal implications arising from this report. The implications of each individual action are considered as those actions are being undertaken.*

7 Sustainability Policy and Community Safety Implications

- 7.1 Prompt removal of abandoned vehicles and fly-tips contributes to a feeling of living in a safer community and reducing crime.

8 Risk Assessment

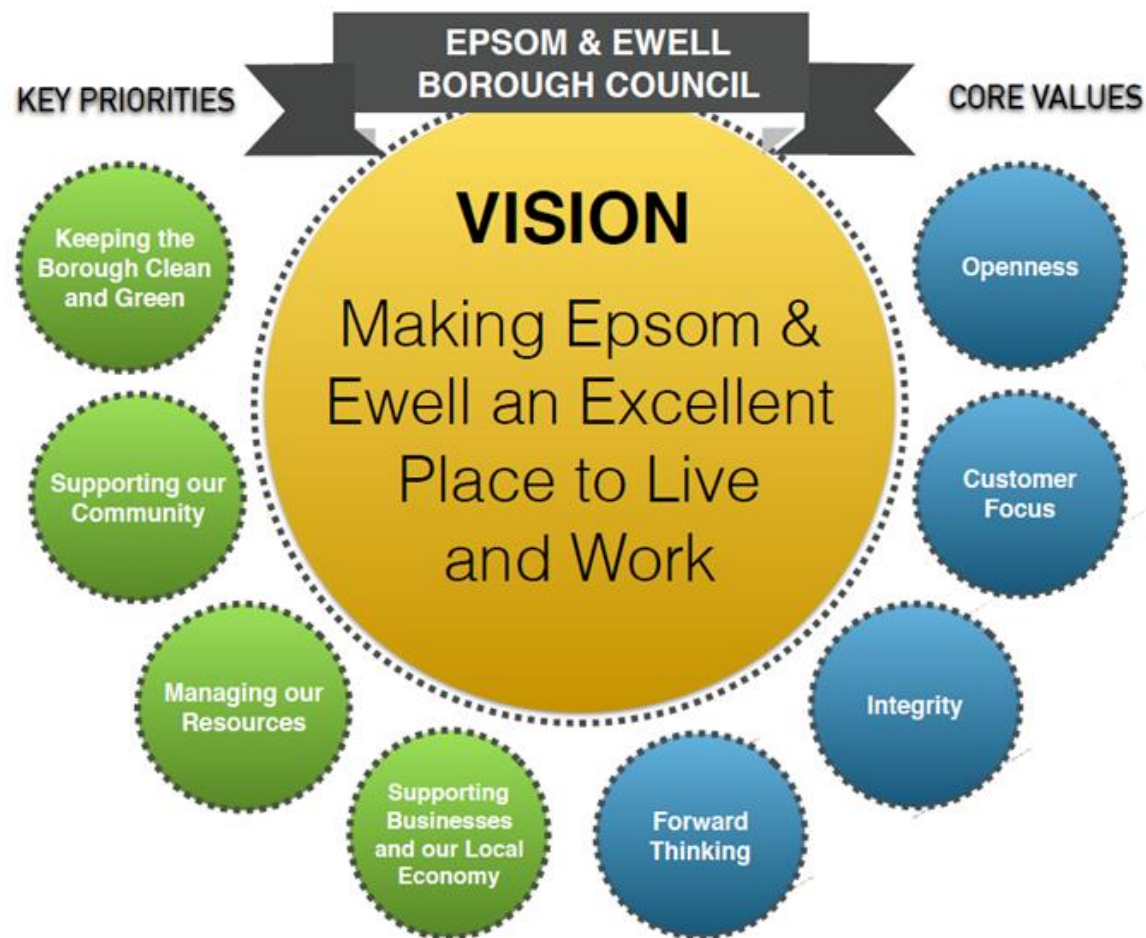
- 8.1 All actions have been achieved for 2016 to 2017.

9 Conclusion and Recommendations

- 9.1 The Committee is requested to consider the year-end performance reported for 2016 to 2017 and, review and agree the provisional targets for 2017 to 2018.

WARD(S) AFFECTED: N/A

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Corporate Plan: Key Priority Performance Targets
Environment Committee – Year-end Performance Report 2016/2017



KEY OUTCOMES

- Management plans for all major parks and public spaces
- Premium weekly recycling and waste service as standard for all residents introduced from Spring 2017
- Recycling clubs with local schools

KEY SUCCESS MEASURES

- External accreditation for our major parks and public spaces
- Delivery of the Biodiversity Action Plan
- Increase in recycled household refuse
- Street cleanliness assessment

Performance status	
Key to reporting target status	Number
Achieved	8
Not achieved	0
Total	8

Achieved/on track...

Keeping our borough clean and green:

- ✓ Consult members on the action plan for the introduction of the new weekly premium recycling and waste service as standard for all residents and Implement the Plan enabling weekly collection.
- ✓ Report to be considered by members identifying measures designed to reduce incidents of graffiti, littering, fly-tipping, flyposting, illegal advertising, dog fouling and improve dog control.
- ✓ At least 75% of streets to have met the national standard for street cleanliness based on a sample of five streets per quarter. (Included in the survey will be parks and shopping areas. The survey will grade litter, graffiti, weeds and grass verges during cutting season).
- ✓ Remove each abandoned vehicle on Borough Council land within five working days from being reported.
- ✓ Remove general fly-tips on Borough Council land from when they are reported within five working days.
- ✓ At least 99% of bins to be collected each week.
- ✓ Promote household recycling by holding:
 - Three road shows, and
 - 12 school events.

Supporting our community:

- ✓ Support at least three community/volunteer clean up campaigns.

Not achieved/off track...

Keeping our borough clean and green:

✗ n/a

Supporting our community:

✗ n/a

Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Introducing a premium weekly waste and recycling service as standard for all residents and encouraging more household waste to be recycled	Consult members on the action plan for the introduction of the new weekly premium recycling and waste service as standard for all residents and Implement the Plan enabling weekly collection	Head of Operational Service Ian Dyer	30 April 2016	(see below)	Achieved
	April to Sept: Action plan completed - report reviewed and approved by Environment Committee 7 June 2016.				
	Oct to Dec: Environment Committee received a report in June 2016 to advise them of the new service launch timescale, process and communications plan. The project to introduce Simply Weekly Recycling remains on track. The service will be launched to houses in two phases: the west of the Borough will start using the new service w/c 15 May, and the east of the Borough will start w/c 19 June. Flats will then be converted on a one-by-one basis (reflecting the individual nature of flats facilities) starting mid-July. The transport contract was approved by S&R in November. A collection route-change project was completed in November, where c.8,000 households had their collection day changed in order to smooth the routes in preparation for the launch of the new service. This route-change went very smoothly. Work continues as planned on other project matters e.g. communication pieces, launch management, further pre-launch roadshows, detailed FAQs etc.				
	Jan to March: Project remains on track to launch on schedule (Phase 1 houses May / Phase 2 houses June / Phase 3 flats July onwards). Additional roadshows "The Big Switch is coming to you" February - April plus Borough Insight cover and 2-page article March.				

Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Taking action to reduce graffiti, littering, flyposting, illegal advertising and dog fouling	Report to be considered by members identifying measures designed to reduce incidents of graffiti, littering, fly-tipping, flyposting, illegal advertising, dog fouling and improve dog control	Head of Operational Service Ian Dyer	31 March 2017	April to Sept: Meetings have taken place and investigative work has been carried out by officers, of the Legal, Community Safety and Operational Teams along with Surrey Police, in to the laws and type of enforcement that could be applied if the Council wished to pursue this route to tackle Environmental issues. This information will be provided to the Leadership Team to discuss prior to drawing up a report which will be submitted to the relevant committees in January 2017.	Achieved
		Head of Legal & Democratic Services Simon Young		Oct to Dec: Work continues to develop a corporate approach towards reducing incidences specified within this target. Proposals will be discussed at the next Leadership Team meeting on 16 January before report(s) will be subsequently submitted to Committee for approval.	
		Head of Environmental Health Rod Brown		Jan to March: A report on a joined-up approach to enforcement was discussed at Environment Committee on 31 January. The Committee did not wish to make any further comments on the proposals; however, it noted the report on the operation of the processes would be taken to the Audit Crime & Disorder and Scrutiny Committee after one full year of operation.	

Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Keeping the streets and open spaces clean and tidy	At least 75% of streets to have met the national standard for street cleanliness based on a sample of five streets per quarter. (Included in the survey will be parks and shopping areas. The survey will grade litter, graffiti, weeds and grass verges during cutting season)	Head of Operational Service Ian Dyer	31 March 2017	<p>April to Sept: A spreadsheet has been designed and surveys have been completed in line with the target. Overall, 45 roads and 11 shopping areas have been surveyed. Those areas surveyed in Cuddington were graded A (ie the attribute is above contract spec in all ways) while areas in Cuddington, Ewell Court, Ruxley, West Ewell, Town, Court, Stamford and Woodcote were graded B (ie the attribute is above standard in a number of ways). Please refer to annexe two for the results of the Streecare Quality Survey.</p>	Achieved
				<p>Oct to Dec: Overall, 53 roads have been surveyed and 12 shopping areas (eight roads and one shopping area for this reporting period). Those areas surveyed in Auriol and Nonsuch were graded A whilst Stoneleigh and Court were graded B.</p>	
				<p>Jan to March: 109 areas have been surveyed with the majority of wards graded to a B standard. Stoneleigh received a C grade. Areas highlighted for focus are Detritus and Weeds which both received a C grade. In percentage terms, 90.83% of areas graded were grade B.</p>	

Keeping our borough clean and green – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:																																																		
Keeping the streets and open spaces clean and tidy	Remove each abandoned vehicle on Borough Council land within five working days from being reported	Head of Operational Service Ian Dyer	31 March 2017	(see below)	Achieved																																																		
	April to Sept: In total, 54 vehicles have been removed across the whole Borough; 28 have been removed by EEBC; 25 by DVLA and one by the police.																																																						
	Oct to Dec: As at December all abandoned vehicles have been removed from Council land bar one in November in accordance with the wording of the target and not as previously reported in September which focussed on all cases of abandoned vehicle in the Borough hence the reason it was red (refer to the Committee’s decisions notice dated 25/10/16). It is worth noting that across the Borough, 90 vehicles have been removed; 52 by EEBC; 29 by DVLA; and 9 by the police.																																																						
	Jan to March: Year-end total we have removed 80% of abandoned vehicles on Council owned land within five working days. Across the Borough 114 abandoned vehicles were removed; 76 by EEBC, 29 by DVLA, and 9 by the Police.																																																						
	<div><p>Abandoned vehicles removed from EEBC land within five working days</p><table><thead><tr><th>Month</th><th>Number on EEBC Land</th><th>Removed from EEBC land within 5 working days</th><th>Cumulative Avg % removed</th></tr></thead><tbody><tr><td>April</td><td>1</td><td>1</td><td>100%</td></tr><tr><td>May</td><td>7</td><td>7</td><td>100%</td></tr><tr><td>June</td><td>0</td><td>0</td><td>100%</td></tr><tr><td>July</td><td>0</td><td>0</td><td>100%</td></tr><tr><td>August</td><td>0</td><td>0</td><td>100%</td></tr><tr><td>September</td><td>2</td><td>2</td><td>100%</td></tr><tr><td>October</td><td>0</td><td>0</td><td>100%</td></tr><tr><td>November</td><td>1</td><td>0</td><td>91%</td></tr><tr><td>December</td><td>5</td><td>5</td><td>94%</td></tr><tr><td>January</td><td>3</td><td>2</td><td>89%</td></tr><tr><td>February</td><td>3</td><td>0</td><td>77%</td></tr><tr><td>March</td><td>3</td><td>3</td><td>80%</td></tr></tbody></table><p>■ Number on EEBC Land ■ Removed from EEBC land within 5 working days ▲ Cumulative Avg % removed from EEBC land within 5 working days</p></div>					Month	Number on EEBC Land	Removed from EEBC land within 5 working days	Cumulative Avg % removed	April	1	1	100%	May	7	7	100%	June	0	0	100%	July	0	0	100%	August	0	0	100%	September	2	2	100%	October	0	0	100%	November	1	0	91%	December	5	5	94%	January	3	2	89%	February	3	0	77%	March	3
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March	3	3	80%																																																				

Keeping our borough clean and green – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:																																																			
Keeping the streets and open spaces clean and tidy	Remove general fly-tips on Borough Council land from when they are reported within five working days	Head of Operational Service Ian Dyer	31 March 2017	April to Sept: There were 354 cases of fly-tipping reported during this period (April to August). In total, 328 fly-tips were removed within 5 working days (93%).	Achieved																																																			
				Oct to Dec: Overall, 597 fly-tips have been reported and 566 on EEBC land were removed within five working days as at December.																																																				
				Jan to March: Year-end total 778 fly-tips have been reported and 747 on EEBC land were removed within five working days (96%).																																																				
	<div><p>Fly-tips on EEBC land removed within 5 working days</p><p>■ Total number of flytips on EBBC land ■ FlyTips on EEBC land removed within 5 working days —♦— Average number of days taken to remove flytips on EEBC land</p><table><thead><tr><th>Month</th><th>Total number of flytips on EBBC land</th><th>FlyTips on EEBC land removed within 5 working days</th><th>Average number of days taken to remove flytips on EEBC land</th></tr></thead><tbody><tr><td>April</td><td>58</td><td>55</td><td>3</td></tr><tr><td>May</td><td>73</td><td>64</td><td>3</td></tr><tr><td>June</td><td>62</td><td>58</td><td>3</td></tr><tr><td>July</td><td>82</td><td>78</td><td>3</td></tr><tr><td>August</td><td>79</td><td>73</td><td>3</td></tr><tr><td>September</td><td>85</td><td>81</td><td>1</td></tr><tr><td>October</td><td>61</td><td>61</td><td>1</td></tr><tr><td>November</td><td>44</td><td>44</td><td>1</td></tr><tr><td>December</td><td>53</td><td>52</td><td>1</td></tr><tr><td>January</td><td>34</td><td>34</td><td>1</td></tr><tr><td>February</td><td>67</td><td>67</td><td>1</td></tr><tr><td>March</td><td>80</td><td>80</td><td>1</td></tr></tbody></table></div>					Month	Total number of flytips on EBBC land	FlyTips on EEBC land removed within 5 working days	Average number of days taken to remove flytips on EEBC land	April	58	55	3	May	73	64	3	June	62	58	3	July	82	78	3	August	79	73	3	September	85	81	1	October	61	61	1	November	44	44	1	December	53	52	1	January	34	34	1	February	67	67	1	March	80	80
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Introducing a premium weekly waste and recycling service as standard for all residents and encouraging more household waste to be recycled	At least 99% of bins to be collected each week	Head of Operational Service Ian Dyer	31 March 2017	April to Sept: On average, 99.88% of bins were collected for the period April to August.	Achieved																																			
				Oct to Dec: On average, 99.87% of bins were collected for the period October and November.																																				
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Keeping our borough clean and green – Key priority						
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:	
Introducing a premium weekly waste and recycling service as standard for all residents and encouraging more household waste to be recycled	Promote household recycling by holding: <ul style="list-style-type: none">• Three road shows, and• 12 school events	Head of Operational Service Ian Dyer	31 March 2017	(see below)	Achieved	
	April to Sept: Overall, 21 roadshow events have been completed. A further 2 roadshows will take place on 22 and 23 October respectively, which will complete our planned programme of 23 events. Schools activities will be ongoing throughout the year and over 12 events have been completed so far. In addition, we have now decided to do: <ul style="list-style-type: none">○ Some more Simply Weekly Recycling-focusing on specific schools events closer to Christmas○ Simply Weekly Recycling roadshows in the spring, just before the launch. For these, we'll focus on the key message of "how will you know when The Big Switch is happening for you?", which will synchronise with a similarly-themed Borough Insight article that will go in the March edition of Insight. This target is ongoing but those set for 2016/17 as detailed in this report have been achieved.					
	Oct to Dec: All aspects to date of the communications plan reviewed in June 2016 by Environment Committee have been carried out. Key features have been a Big Switch 'taster' bin hooky, a Borough Insight centre-spread and 23 roadshows which were carried out during September and October 2016. A further centre-spread, and also cover, will feature in the spring 2017 Borough Insight. Additionally, the popularity of the roadshows has convinced officers to carry out further roadshows in the spring – this time focusing on 'when and how the Big Switch will happen at your house'. Details of the roadshows will appear in the spring Borough Insight and on the website www.epsom-ewell.gov.uk/thebigswitch . On-going work with schools (carried out throughout the year by our dedicated Waste Services Assistant) has moved to a Big Switch theme in support of pre-launch communications.					
	Jan to March: All scheduled roadshows have been finished. Target achieved.					

Supporting our Community

We will do this by:

Supporting and enabling the delivery of affordable homes

Helping those at risk of homelessness

Promoting healthy and active lifestyles, especially for the young and elderly

Encouraging and supporting volunteering initiatives

KEY OUTCOMES

Increase supply of homes to meet local needs

Residents supported from becoming homeless

Implement the Leisure Development Strategy

KEY SUCCESS MEASURES

Delivery of affordable homes

Long term empty properties brought back into use

Reduction in homelessness
Increase our supply of temporary accommodation

Deliver the targets within the Leisure Development Strategy

Supporting our community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Encouraging and supporting volunteering initiatives	Support at least three community/volunteer clean up campaigns	Head of Operational Service Ian Dyer	31 March 2017	(see below)	Achieved
	April to September: There have been a number of new volunteer initiatives and a booklet has been produced in liaison with our Legal Team to enable volunteer groups to participate in clean up campaigns for the Council whilst being covered by our insurance. We have achieved our target of three volunteer campaigns. The volunteer litter picking groups that we have supported this year include Kingston Road Residents, Ewell Village RA, Stoneleigh RA, Epsom Town RA and Noble Park Residents. We are also in discussion with running groups at Nonsuch Park and volunteers from County Care Independent Living who are interested in litter picking in the parks. Target achieved.				
	Oct to Dec: Further to our previous report, volunteers from County Care Independent Living are now actively assisting with litter picking in Ewell Court Park and surrounding areas on a fortnightly basis (or as volunteer resources allow). In addition another litter picking campaign has been carried out during this period in West Ewell Ward led by the Resident's Association. Our Rangers are in conversation with Councillor Clive Woodbridge about arranging further volunteer litter picks in the Ewell Village Area. The Nonsuch Volunteer Group (Nonsuch Voles) has recently hosted students from Ewell Castle School to carry out woodland works in Nonsuch Park.				
	Jan to March: Although this target is already achieved we hosted another Volunteer day on 20 February at the Hogsmill. Over 60 people attended to help litter pick the area and this volunteering event was definitely the highlight of the year!				

KEY PRIORITIES

EPSOM & EWELL
BOROUGH COUNCIL

CORE VALUES



Corporate Plan 2016 to 2020
Environment Committee's Provisional
Key Priority Performance Targets for 2017 to 2018

Key Priority	We will do this by...	Targets for 2017/18	Targets to be achieved by
Keeping our Borough Clean and Green	Introducing a premium weekly waste and recycling service as standard for all residents and encouraging more household waste to be recycled	<ul style="list-style-type: none"> • Implement the new simply weekly recycling service to all residents • Recycle 53% domestic waste • Promote household recycling by holding 20 road shows and 3 school events • Over the year at least 99% of bins to be collected on average each week 	30 July 2017 31 March 2018 31 March 2018 31 March 2018
	Keeping the streets and open spaces clean and tidy	<ul style="list-style-type: none"> • Twice yearly street cleansing survey based on a random selection of 113 areas achieving a cleanliness rating of Grade B or above in 65% of all selected streets: <ul style="list-style-type: none"> ○ Phase 1 (April to August) to be reported in September ○ Phase 2 (September to March) to be reported at year-end • Fly tips: Investigate all fly-tips within five working days of being reported to Operational Services • Remove 95% of all fly-tips on Council owned land (with the exception of hazardous waste) within five working days of being reported to Operational Services 	30 September 2017 31 March 2018 31 March 2018 31 March 2018

Key Priority	We will do this by...	Targets for 2017/18	Targets to be achieved by
Keeping our Borough Clean and Green	Taking action to reduce graffiti, littering, flyposting, illegal advertising and dog fouling	<ul style="list-style-type: none"> To identify options for future enforcement action and report to Committee 	31 March 2018
Supporting our community	Encouraging and supporting volunteering initiatives	<ul style="list-style-type: none"> Support at least three community/volunteer clean up campaigns Introduce a programme for raising awareness of volunteering initiatives in Epsom & Ewell 	31 March 2018 31 March 2018
Managing our resources	Providing services digitally	<ul style="list-style-type: none"> Introduce new pay machines with contactless payment facilities as part of a refurbishment programme in Depot Road car park and Upper High Street car park 	31 March 2018
Supporting businesses and our local economy	Supporting a comprehensive retail, commercial and social offer	<ul style="list-style-type: none"> Ten percent reduction of 0-2 food hygiene rated food businesses 	31 March 2018

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CHARGING FOR FOOD HYGIENE RATING SCHEME REVISITS

<u>Report of the:</u>	Head of Housing & Community
<u>Contact:</u>	Oliver Nelson
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
<u>Annexes/Appendices (attached):</u>	None
<u>Other available papers (not attached):</u>	None

REPORT SUMMARY

The Committee is asked to consider the introduction of a charge for food hygiene rating scheme (FHRS) re-inspections.

RECOMMENDATION (S)

- (1) The Committee agree to introduce a charge for requested food hygiene rating scheme re-inspections on a cost recovery basis.**
- (2) The Committee authorise the Head of Housing & Community to set the fee at such level, or on such scale, as he thinks fit.**

Notes

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Council's Key Priority of Supporting Business and the Local Economy applies. Fair, justifiable and proportionate intervention to address poor standards in business helps to ensure a level playing field for law abiding operators whilst protecting and promoting public health.
- 1.2 The Council's Key Priority of Supporting our Community applies owing to the beneficial effects to public health of an effective food safety service. The service exists to protect and enhance public health, particularly in cases where the most vulnerable are involved.

2 Background

- 2.1 The Council is responsible for operating official controls on food businesses within the Epsom & Ewell borough area. Such controls comprise of unannounced inspections, partial inspections, audits, revisits and food sampling. Additionally the service offers advice and recommendations as well as awarding ratings as part Food Standard Agency's (FSA), national scheme for rating the hygiene of premises, the Food Hygiene Rating System (FHRS).
- 2.2 In 2011 the Council adopted the FHRS scheme and premises are rated during a routine inspection in accordance with the Brand Standard and given a rating between 0 (urgent improvement necessary) and 5 (very good). The scheme is characterised by distinctive green and black window stickers supplied to food businesses combined with a national consumer website and associated mobile device apps.
- 2.3 Where a business is awarded a rating of less than 5, after undertaking the necessary improvements, they are entitled to request a re-rating inspection. The purpose of the re-rating is to establish if a higher rating can be obtained and hence displayed to the public. Without this, there would be no opportunity for another rating to be given to an improved business until the next planned full inspection.
- 2.4 Currently the arrangements are that only one re-rating inspection can be requested between programmed inspections, and that this visit should not in general take place until three months have elapsed (the 'standstill' period), since the inspection at which the original food hygiene rating was given. The re-rating visit must then take place within a further three months of the end of the initial three month 'standstill' period. This means that six months is the maximum amount of time a business should have to wait for a re-visit after making a request.
- 2.5 Charging for requested FHRS re-rating inspections was previously specifically excluded by the FSA's contract with local authorities to deliver the FHRS. However the FSA have recently reconsidered this position and have advised that it is now possible to charge for this service. The FSA have changed the FHRS Brand Standard to allow all local authorities to recover the costs of re-inspections if they wish to do so.

3 Proposals

- 3.1 To seek approval to introduce a fee for re-rating inspections requested by food business operators on a full cost recovery basis.
- 3.2 To change the policy, in line with the national Brand Standard, to permit more than one revisit following initial inspection and for that visit to take place within three months from the re-rating application (eliminating the initial three month 'stand still' period).

4 Financial and Manpower Implications

- 4.1 Typically the service receives in the region of 10-12 requests for revisit per year which are carried out in addition to the due inspection programme. In the long term, more compliant food businesses can lead to a reduction in regulatory effort required to continually inspect and take enforcement action.
- 4.2 It would seem logical that the Council would seek to cover its costs of a service which is at the request of the food business in question, given that it now has powers to do so.
- 4.3 **Chief Finance Officer's comments:** *There is no estimate within the current approved 2017/18 Budget for any income from this proposed service. Therefore any income derived from the charge would benefit the Council's finances. It is not anticipated that the income derived from the proposed service would be significant, being unlikely to exceed £1,000.*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 Section 93 of the Local Government Act 2003 and Part 1 of Chapter 1 of the Localism Act 2011 provide the powers necessary to permit the Council to charge for a non-statutory service on a cost recovery basis. Since FHRS re-inspections are not required by law, and are at the request and agreement of the food business operator, the provision enables the Council to make a charge for FHRS re-inspections.
- 5.2 **Monitoring Officer's comments:** *It will be important to ensure that we can demonstrate that the level of the charge does no more than cover the cost of the service provided (including overheads). Given the small number of likely applications it seems appropriate to delegate to officers authority to set the scale of fees.*

6 Sustainability Policy and Community Safety Implications

- 6.1 There are no implications for sustainability or community safety.

7 Partnerships

- 7.1 There are no implications for any partnerships. The Council has entered into agreement with the Food Standards Agency in respect of the operation of the FHRS scheme and branding.

8 Risk Assessment

- 8.1 There are no financial or other risks associated with these proposals.

9 Conclusion and Recommendations

- 9.1 That the Council agree to implement a charge for FHRS re-inspections and delegate the calculation and setting of that charge to Officers.

WARD(S) AFFECTED: (All Wards);

FOOD SAFETY / HEALTH AND SAFETY SERVICE PLANS

Report of the: Head of Housing & Community Services
Contact: Oliver Nelson
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Annexes/Appendices (attached): Annex 1 - Food Service Plan
Annex 2 - Health and Safety Intervention Plan
Other available papers (not attached):

REPORT SUMMARY

In 2016 the Social Committee adopted the Environmental Health Service Plans for Health & Safety and for Food Safety. This report contains monitoring information on action taken in 2016-2017 and proposes new targets for 2017-2018.

RECOMMENDATION (S)

Notes

- (1) The Committee adopt the service plan for food safety**
- (2) The Committee adopt the intervention plan for health and safety**
- (3) The Committee agree to receive revised food and health and safety plans for 2018-2019 at the Environment Committee meeting in June 2018.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Council's Key Priority of Supporting Business and the Local Economy applies. Fair, justifiable and proportionate intervention to address poor standards in business helps to ensure a level playing field for law abiding operators whilst protecting and promoting public health.
- 1.2 The Council's Key Priority of Supporting our Community applies owing to the beneficial effects to public health of an effective food and health & safety service. The service exists to protect and enhance public health, particularly in cases where the most vulnerable are involved.

- 1.3 The Council's Key Priority of Managing our Resources applies as the proper planning of services allows for efficient delivery using the available resources in the most effective manner.

2 Background

- 2.1 In 2016 the Social Committee adopted two separate service plans relating to Health and Safety and Food Safety. Those plans have been updated with information on progress and achievements in 2016-2017. In addition the planned actions for 2017-2018 have been included as targets.
- 2.2 The section 18 standard under the Health and Safety at Work etc Act 1974 requires local authorities to make adequate arrangements for the enforcement of health and safety law in their area and draw up effective intervention plans setting out how they plan to carry out their enforcement and advisory function for the year.
- 2.3 The Council is charged with enforcement of UK and European food hygiene controls within its area. The expectation from the Food Standards Agency under the food framework agreement and food law code of practice is that local authorities will draw up a service plan illustrating how they intend to fulfil out their food safety duties and for that plan to be adopted by the relevant policy deciding body of the Council.
- 2.4 Best practice in the area of regulatory services is to establish transparent plans for the deployment of public resources and to publicise those plans.

3 Proposals

- 3.1 It is proposed that the Committee adopt both the food safety service plan and the health and safety intervention plan for 2016-2017.

4 Financial and Manpower Implications

- 4.1 None for the purposes of this report
- 4.2 **Chief Finance Officer's comments:** This report does not propose any expenditure initiatives. The costs of activities to deliver the 2017/18 targets will be funded from within the 2017/18 revenue budgets.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 **Monitoring Officer's comments:** No Comments.

6 Sustainability Policy and Community Safety Implications

- 6.1 No additional arising from this report

7 Partnerships

- 7.1 The Service is working in partnership with other Surrey Boroughs in both the health and safety and food safety areas. Further partnership arrangements exist with other bodies such as the Health and Safety Executive, OFSTED, Care Quality Commission, Buckinghamshire and Surrey Trading Standards and Public Health England.

8 Risk Assessment

- 8.1 The Food Standards Agency and the Health & Safety Executive monitor the effectiveness of the Authority's action taken in these service areas. The risk of under resourcing these areas is a decrease in public protection and public health, adverse publicity arising from annual reports on local authority performance and dereliction of statutory obligations.

9 Conclusion and Recommendations

- 9.1 It is recommended the Committee adopt the service plan for food safety and the intervention plan for health and safety.
- 9.2 The Committee agree to receive revised food and health and safety plans for 2018-2019 at the Committee meeting in June/July 2018.

WARD(S) AFFECTED: All Wards

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Food Safety Service Plan 2017-2018 Review of Plan 2016-2017

Contents

1.0	Service Aim, Objectives, Key Tasks and Targets	2
2.0	Background	2
3.0	Service Delivery	4
4.0	Resources	6
5.0	Quality Assessment	7
6.0	Review of 2016-2017 service plan	7
7.0	Plan for 2017-2018	9

1.0 Service Aim, Objectives, Key Tasks and Targets

1.1 Objective, Aims and Key Tasks

- To meet statutory responsibilities in respect of national and European requirements concerning official controls of food in a cost effective and responsible manner in accordance with statutory guidance.
- To encourage best practice and publish advice on Food Safety to businesses and voluntary groups.
- To discharge food safety inspection and enforcement responsibilities in accordance with the Regulators Code and the enforcement policy for Environmental Health and Licensing.
- To implement national and local food sampling programmes and to promote Food Safety.

1.2 Links to Corporate Objectives and Targets

The food inspection service is relevant to several of the current key priorities and core values.

Supporting Business and the Local Economy

By ensuring a level playing field through appropriate and proportional regulatory interventions and providing a degree of trusted technical advice in the fields of food safety, health and safety and pollution control.

Supporting our Community

By ensuring a minimum standard of hygiene in business to reduce the occurrence of ill health through food borne disease and by promoting good hygiene practice in the home.

2.0 Background

2.1 Profile of the Local Authority

The Borough of Epsom & Ewell is situated in the North East of Surrey, with an area of 3,411 hectares, of which over half is open space, particularly to the South and West. The Borough has a population of approximately 75,100 predominantly in suburban areas. There are in the region of 30,250 households in the Borough and the average household size is 2.41 people.

2.2 Organisational Structure

A chart is attached showing the structure of Housing and Community and with the elements involved in food hygiene delivery highlighted.

Specialist services, when required, are provided as follows

- (i) Public Analyst: Public Analysis Scientific Services, 28-32 Brunel Road, Westway Estate, Acton, W3 7XR
- (ii) Microbiological testing: Public Health England, Food, Water and Environmental Laboratory, Manor Farm Road, Porton Down Salisbury Wiltshire SP4 0JG

2.3 Scope of the Food Service

The Food Safety Service exists to ensure that all food produced, purchased, stored or distributed in the Borough is fit for human consumption. Delivery of the service is principally centred on the delivery of Official Controls such as inspections and audits in compliance with UK and European Union requirements followed by appropriate enforcement action as necessary. By providing this service, the Council actively contributes to the maintenance of high standards of hygiene in processes of production, preparation and sale of food throughout the Borough. Advice is given to food businesses and handlers to ensure they meet legal requirements and observe best practice designed to protect public health.

The Service also undertakes routine food sampling, a service which complements and reinforces the overall objective of protecting public health.

The Environmental Health Service, in certain circumstances, works in association with Public Health England in relation to the investigation of notifications of infectious disease and food poisoning.

In addition to programmed food hygiene inspections, and the investigation of complaints related to food and food premises other services are delivered in commercial business premises. These include health and safety interventions, infectious disease investigations and pollution emanating from premises where food is prepared, processed or sold. The full range of the environmental health service includes the varied elements of pollution control, conditions in private sector housing and other public health and public protection obligations.

2.4 Demands on the Food Service

As at April 2017 there were 503 food premises in the Borough. Of these 391 were restaurants, cafes, canteens or other caterers, and 98 were retailers. The remainder are made up of small scale producers and distributors. 157 premises fall into the high risk categories of A to C. Category A requires inspection at 6 month intervals, category B at 12 month intervals and category C at 18 month intervals in accordance with Food Safety Code of Practice issued by the Food Standards Agency. Included in the total number of businesses are 18 premises which are yet to receive an inspection as they are recently opened. Presently there are no approved establishments operating within the Borough. The service advises and inspects the in-house and external catering provision at the Derby Race meetings including the mobile traders.

Environmental Health Services is based at the Town Hall, and the service is available from 9am to 5pm Monday to Friday although a substantial proportion of premises now only open in the evening necessitating out of hours visits. In the event of a major incident or an outbreak of food poisoning, there are arrangements for contacting senior officers outside of normal office hours.

A significant proportion of catering establishments are operated by people whose first language is not English. In rare circumstances arrangements are in place for professional translation of necessary documentation and use of interpreters.

2.5 Enforcement Policy

The Environmental Health Enforcement Policy was revised in 2014 to reflect the national Regulators Code.

3.0 Service Delivery

3.1 Food Premises Inspections

Food premises are inspected in accordance with the Food Law Code of Practice (England) as published by the Food Standards Agency.

Other premises e.g. childminders are not routinely inspected other than at their request or by referral from OFSTED. The Council, in line with other Surrey local authorities have reached an agreement with OFSTED whereby any food hygiene concerns from OFSTED inspectors will be referred to the local authority for follow up.

Additional to programmed inspections, the service also carries out a proportion of revisits during the same period. These are necessary to check whether informal action has been successful, where compliance with notices needs to be assessed and where a formal request has been made by a food business operator as part of the Food Hygiene Rating Scheme.

Any significant increase in the numbers of food related complaints or incidents would place additional demands on the service. Without additional resources this demand could only be met at the expense of the premises inspection programme and/or other areas of environmental health.

3.2 Food Complaints and requests for service

Procedures exist to deal with food complaints which allows for working with Buckinghamshire and Surrey Trading Standards when necessary.

Enforcement of food safety is undertaken in accordance with the Food Safety Act 1990, EU Regulations 852/2004, the Food Safety and Hygiene (England) Regulations 2013 and associated legislation. Enforcement decisions and decisions to bring legal proceedings in appropriate cases are made in accordance with the Service's Enforcement Policy and the Scheme of Delegated Authority to Officers.

3.3 Primary Authority / Home Authority Principle

The Council is committed to the Home Authority Principle and Primary Authority principal whereby, in order to ensure consistency of enforcement, a business can form a partnership with a local authority, normally the authority where its head office exists and enforcement issues can be moderated by that authority.

Epsom & Ewell have no formal partnerships with any food business at this time.

3.4 Advice to Business

Businesses are encouraged to consult the Council's website in the first instance or else the advice displayed on the website of the Food Standards Agency. Enquiries of a specific and/or technically complex nature will normally be dealt with by telephone. However officers frequently advise business during programmed inspections.

3.5 Food Sampling

The authority undertakes planned food sampling in coordination with the Public Health England (PHE) and local initiatives.

Samples may also be submitted to the PHE laboratory or to the Public Analyst in support of food complaint investigations.

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

In respect of an outbreak of food poisoning or infectious disease, procedures are set out in the Surrey Outbreak Control Plan and the Environmental Health Service will act in conjunction with PHE under the guidance of the Consultant in Communicable Disease Control (CCDC).

In 2016-2017 the Environmental Health Service received 140 notifications of infectious disease including food poisoning, actual or suspected. A small number, typically less than 5%, require investigation under the direction of the CCDC. The remainder are investigated by means of a standard letter and questionnaire sent to the patient.

One outbreak involving over 30 affected persons was eventually traced to a norovirus incident and poor cleaning standards exposing a large number of people to potential infection. This one incident involved over 60 hours of officer time.

3.7 Food Safety Incidents

Food Alerts are part of a national system of letting local authorities and consumers know about problems associated with food and, in some cases, provide details of specific action to be taken.

Where necessary a media release or high priority visits to premises are arranged.

Out of hours contact arrangements are in place whereby the Environmental Health Team Leader can be contacted by national authorities via the Mole Valley out of hours call centre.

The resource implications are very much dependent on the category of any given alert 'For Action' alerts can potentially involve a considerable amount of work contacting and inspecting food outlets, whilst 'For information' may involve less response. To date, all work relating to food alerts has been undertaken by Environmental Health Officers and resources are considered adequate. In the event of a large-scale warning, support staff will be drawn from other areas of the Council as required.

3.8 Liaison with Other Organisations

The authority has in place various arrangements to ensure that enforcement action taken in its area is consistent with that in neighbouring local authorities.

Epsom & Ewell is represented on the Surrey Food Liaison and Study Group that includes the other Surrey local authorities, Buckinghamshire and Surrey Trading Standards, Public Health England and the Food Standards Agency.

Joint working with, in particular, Trading Standards will continue and where possible, inspections will be coordinated as will action on food alerts.

Epsom & Ewell is also represented on the Surrey Infection and Environmental Control Group, which is chaired by Public Health England.

The service responds to planning consultations involving new food premises or alterations to existing premises.

Any application received by the Borough's Licensing Service that includes food preparation or sales are individually reviewed for compliance with regulations.

The Service routinely works with organisations such as OFSTED, the Care Quality Commission, the Inland Revenue and the Health and Safety Executive.

3.9 Food Safety Promotion

Resource constraints are such that food safety promotion is largely confined to the point of service delivery and mostly at the time of food premises inspection.

The service will seek to publicise any enforcement action which results in a fine or other sanction issued by the courts.

4.0 Resources

4.1 Staffing Allocation

The number of staff working on food law enforcement and related matters (including infectious diseases) is 1.25 officer full time equivalent. There are no dedicated administrative support staff.

All Environmental Health Officers are authorised in all aspects of Food Safety Enforcement with appropriate supervision as necessary. The service operates a competency checking procedure utilising document review and occasional shadowed visits.

4.2 Staff Development Plan

The Council operates a staff appraisal scheme that includes an agreed Personal Development Programme for the forthcoming twelve months following any appraisal. Each year learning needs are identified and may be provided in house or externally depending on the requirement. The Food Law Code of Practice requires at least 20 hours of continuing professional development per authorised officer.

5.0 Quality Assessment

In line with the Food Law Code of Practice, monitoring measures are in place to assess performance of EHOs and adherence to standard working methodology.

Any newly recruited officer will be assessed in accordance with the team monitoring procedure involving shadowed visits and follow up. This also applies periodically for EHOs already in post. Team meetings address consistency issues within the team and food service matters are discussed.

6.0 Review of 2016-2017 service plan

6.1 Interventions

- There were 502 registered food premises by the end of the year.
- 265 interventions were due (interventions typically meaning an inspection)
- 270 interventions were carried out. It is common to visit more premises than were due owing to the number of new ownerships and new businesses which start during the year and businesses requests for re-inspection as part of the Food Hygiene Rating Scheme.
- 46 visits were made for the purposes of verification and surveillance.
- 31 self assessment questionnaires were issued and reviewed in support of the low risk business alternative enforcement policy.

Performance of the service was directly monitored by the Environmental Health Team Leader.

Additional Epsom Derby full food hygiene inspections were carried out plus detailed negotiations with catering contractors and subcontractors.

The service monitored the number of businesses that are “broadly complaint”. Overall 84% percent of food businesses met this criterion, down by three percent from the previous year.

The service continued to monitor a higher number of people wishing to start their own catering business either conventionally in commercial premises or from home. The service supports these businesses by offering advice through the Council’s website. These businesses are additionally subject to inspection.

6.2 Food Hygiene Rating Scheme

2016-2017 was the seventh year the service operated the national Food Hygiene Rating Scheme (FHRS), having been an early adopter. Official food hygiene ratings appear on a national website available for public information at www.food.gov.uk/ratings. All food businesses were given window stickers and certificates to record their achievement and continue to have their rating revised upon inspection. Ratings run from zero to five with five being the highest score.

Following a series of negative media stories, the service launched a new scheme to utilise social media to publicise five rated premises. Additionally a revised report template was adopted utilising elements of nudge theory with the aim of achieving improved compliance.

6.3 Complaints

In total 46 complaints were received and investigated concerning both complaints about food and of food businesses. These ranged from allegations of food poisoning, complaints about foreign bodies in food, unfitness of food and hygiene of premises. Complaint numbers were the highest in recent years due, in part, to the Food Standards Agency implementing an improved system of emailing complaints received centrally to individual Local Authorities.

6.4 Sampling

In 2016-2017 the service did not take any samples of food owing to a staff shortfall which persisted for much of the year. The focus was on completion of the inspection programme which was achieved with the assistance of outside contractors.

The financial allocation set aside for Epsom & Ewell in 2016-2017 was at £2800 and this was found to be adequate. This allocation facilitates bacteriological and qualitative sampling and analysis of food, water and environmental monitoring.

6.5 Education and information

The service does provide a degree of free advice to business who either make contact independently or request advice during inspections. Environmental Health Officers are also in the position to be able to refer potential new businesses to the Economic Development Support Officer, the local Growth Hub and in the possible sources of funding.

6.6 Partnership working

Representation was made on the Surrey Food Liaison Group which includes trading standards officers to develop joint working relationships such as sampling initiatives and procedural guidance.

6.7 Document review

The majority of documentation now exists on the internet and the service no longer carries hard copies of leaflets. The Council's website contains information for businesses and the consumer whilst the Food Standards Agency website contains more technical information for those involved in food production and catering.

6.8 Enforcement

134 Written warnings were issued, four improvement notices were served and three premises were closed down on an emergency basis due to there being an imminent risk to health. Typically this involves deployment of council resources in both assessment of the conditions and the legal processes involved with court hearings to ratify the decisions made at the time of the closure.

6.9 Alternative Enforcement Strategy (AES)

The service continued to operate an alternative enforcement policy for low risk food premises involving a self assessment process. The aim of this strategy is to enable the Council to focus attention on those businesses which present the greatest risk to

consumer safety and/or who are failing to meet their statutory obligations whilst relieving low risk businesses from a proportion of formal inspection.

7.0 Plan for 2017-2018

7.1 Programmed inspections 2017-2018

In 2017-2018 185 premises inspections are due broken down as follows.

Category	Number
A	4
B	33
C	56
D	50
E	42 (AES)

It is planned to undertake all high risk (category A-C) premises inspections within +/- 28 days of their due date. This will include evening and weekend visits. It is anticipated that the service will also be able to carry out category D interventions within +/- 28 days of their due date. Category E interventions will be achieved in batches as per the Alternative Enforcement Strategy.

It should be noted that within the due inspection programme additional inspections are also required for new food premises and business premises that close and re-opened as a different category operation and those that change management. This number is largely unpredictable as is the number of business who request a re-inspection as part of the safe guards employed under the Food Hygiene Rating Scheme.

The inspection of food businesses at the Derby is priority based on the large number of visitors to the event and the hugely diverse food offering from a large number of caterers. Prior to the event discussions will be held with the racecourse management and the contractors for food supply to ensure best practice in food and health & safety.

Following a period of negative publicity regarding the number of food premises rated zero, one and two, the service intends to launch a project aimed at achieving sustained compliance amongst chronically non-compliant premises with a target of reducing the number of such businesses by ten percent.

7.2 Accuracy of database

The accuracy of the commercial premises database will be ensured by the following means:

- Liaison with OFSTED regarding childminders in the borough
- Liaison with the Care Quality Commission regarding care homes in the Borough
- A periodic cross check against web based directories for changes to businesses in the Borough
- Updating of details via intelligence gathered during other Council visits and reported to the Environmental Health team.
- Use of local knowledge

7.3 Sampling

A budget of £300 has been allocated for chemical sampling of food and water. Where this is insufficient, underspends will be looked for to supplement the budget. An allocation of around £2,500 is expected from Public Health England for the routine microbiological sampling of food and water.

7.4 Complaints

Complaints and enquiries from members of the public will be assessed and priority given to situations representing immediate or urgent public health risks. In some circumstances it will be appropriate to follow the matter up at the next routine inspection.

7.6 Publicity

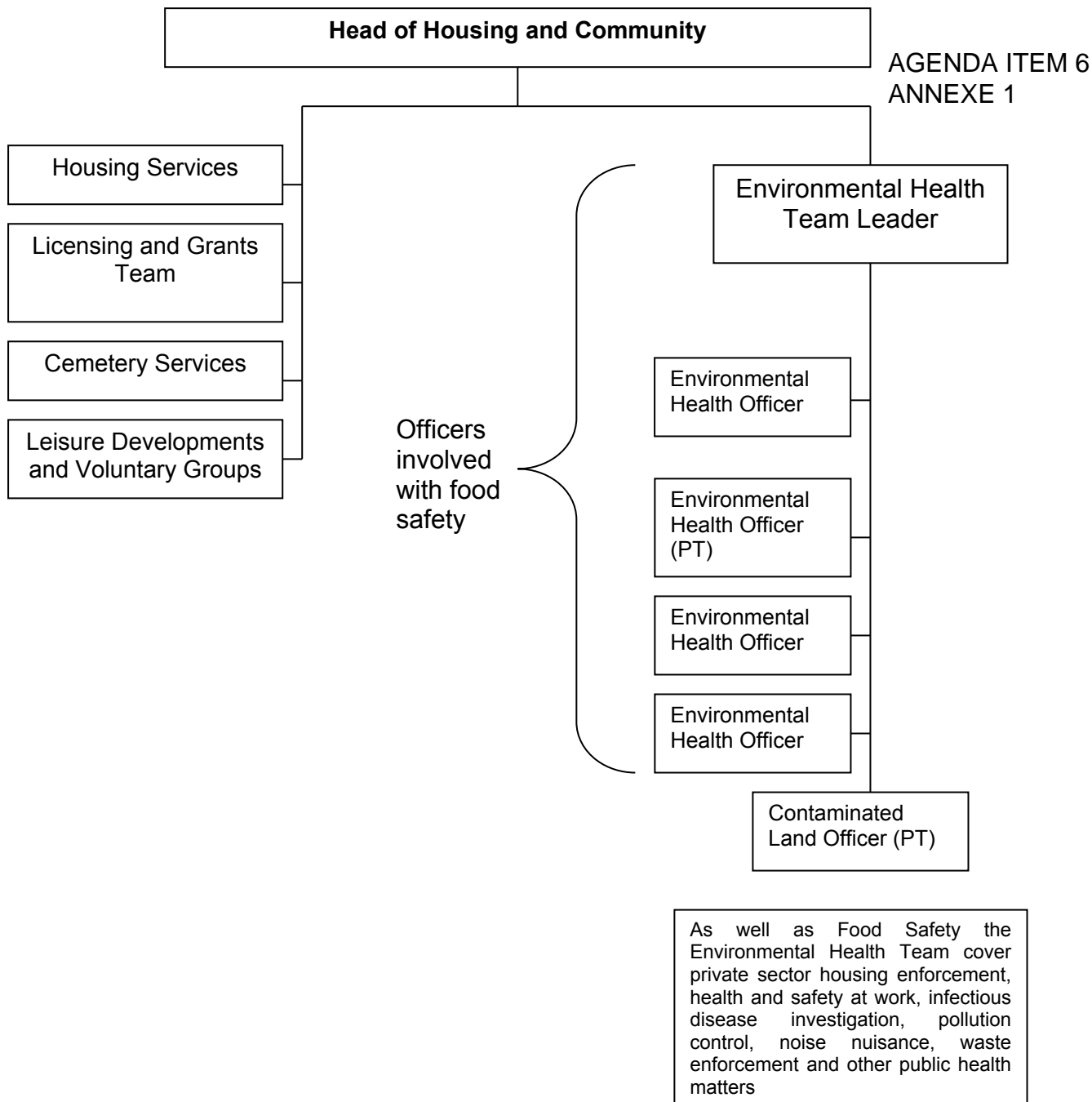
The Service will seek to publicise successful initiatives which are of benefit and interest to the public. In particular the service will utilise the Council's social media channels to inform, advise and alert the public to issues pertaining to food safety and food businesses which score the maximum five out of five. Additionally the service will explore the options of proactively publicising highly rated businesses as a way of aiding consumer choice and rewarding those better performing businesses.

7.7 Young Report

Lord Young published his report "Common Sense, Common Safety" on 15 October 2010 and called for, amongst other things, food hygiene interventions to be coordinated with health and safety inspections. At Epsom & Ewell since the same team deal in both it is intended that the existing system be continued and food interventions as far as possible be combined with health and safety interventions.

7.8 Charging for Food Hygiene Rating (FHRS) Scheme Re-Visits

Subject to Committee decision, the service will implement a charge for non statutory re-visits undertaken as part of the Food Hygiene Rating Scheme. Along with the "right to reply" and appeals process, the re-visit procedure is a safeguard built in to the FHRS standard to mitigate against businesses having to wait for their next programmed inspection in order that their score can be revised. Typically 10-12 such requests are received per year and a suitable fee will be charged to cover the Council's costs on these inspections which are not part of the annual programmed inspection plan.



Structure of Housing and Community Services

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Epsom & Ewell Borough Council Health and Safety Intervention Plan 2017-2018

Epsom & Ewell Borough Council has a duty to enforce the Health and Safety at Work etc Act 1974 and associated regulations within its district. The Council has enforcement responsibilities in many areas including retail units, offices, warehousing, catering premises, leisure and entertainment premises, consumer services such as beauty parlours and tattooists and tyre and exhaust fitters - the vast majority of areas the public has access to.

The primary objective of the health and safety service placed within the Environmental Health Service at Epsom & Ewell Borough Council is to protect employees and the public from hazards arising from work activities and to seek improvement in working conditions in terms of health, safety and welfare.

This intervention plan sets out the overall aim of the service and identifies specific areas where we will prioritise our efforts in line with the better regulation concepts of modern regulatory enforcement.

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Service aim and objectives

The primary objective of the health and safety service placed within the Environmental Health Team at Epsom & Ewell Borough Council is to promote health and protect employees and the public from hazards arising from work activities and to seek improvement in working conditions in terms of health, safety and welfare through advisory and enforcement activities.

We will do this by both proactive and reactive means.

Key Delivery Priorities

In 2013 changes in government guidance and direction caused the service to review its method of operation. For example, The Löfstedt review¹, the Department for Work and Pensions Ministerial Statement on Good Health and Safety² the Young Report³ and the Health and Safety Executive/Local Government Association guidance on reduced proactive inspections⁴ is directing enforcement authorities to carry out fewer overall inspections and utilise greater targeting of proactive interventions. The result of these changes meant that very few routine inspections are carried out in Epsom & Ewell, and instead the Council concentrates on a project based approach taking into account national priorities and local initiatives where there is evidence that intervention is warranted.

The key delivery priorities are as follows

- Execution of proactive inspections of businesses and undertakings representing particularly high risk or poor standards.
- Investigating accidents and incidents in line with the Health and Safety Executive's (HSE) incident selection criteria which has been adopted for use locally
- Responding to service requests in line with the Council's customer charter

¹ Reclaiming health and safety for all: An independent review of health and safety legislation
Professor Ragnar E Löfstedt November 2011 www.dwp.gov.uk/docs/lofstedt-tor.pdf

² Good Health and Safety, Good for Everyone The next steps in the Government's plans for reform of the health and safety system in Britain 21 March 2011 www.dwp.gov.uk/docs/good-health-and-safety.pdf

³ Common Sense Common Safety www.hse.gov.uk/aboutus/commonsense/index.htm

⁴ Joint guidance for reduced proactive inspections www.hse.gov.uk/lau/pdfs/reduced-proactive-inspections.pdf

Proposed 2017-2018 interventions

In 2017-2018 the service plans to deliver the following programme of interventions.

- Identification and resolution of matters of evident concern identified during interventions for other regulatory reasons.
- Reactive responses to complaints, accidents and requests for assistance from business.

Measurable Targets

- We will deliver the identified priorities as planned during the year.
- We will not investigate all accidents reported to us. Instead we aim to investigate 100% of those accidents which meet the accident investigation criteria.
- We will respond to matters of evident concern highlighted during our work with business and in the community at the time they are identified or as soon as possible afterwards.

Review of 2016-2017 Service Plan

Proactive

In line with the national local authority enforcement code, the service carried out just the one proactive inspection.

Reactive

The service responded to 18 complaints or matters of evident concern round during visits to premises for other reasons. These ranged from concerns over asbestos, use of chemicals and dangerous lifting gear. The service also responded to 42 formally notified accidents.

Formal action

It was not necessary to take formal action in the year.

HIGHWAYS HORTICULTURE

Report of the: Head of Operational Services

Contact: Samantha Whitehead

Urgent Decision?(yes/no)

If yes, reason urgent decision
required:

Annexes/Appendices (attached):

Other available papers (not
attached):

REPORT SUMMARY

This report details the decision by Surrey County Council to review the current agreements for highways horticulture and proposals for 2018/19.

RECOMMENDATION (S)

That the Committee:

- (1) Considers the following options for 2018/19 and determines the most appropriate service arrangement for the Council:**

EITHER

OPTION 1:

- (a) Surrey County Council's reduced offer of £63,602 for the provision of 4 urban verge cuts, 2 rural verge cuts, highway hedge maintenance and 1 weed spraying treatment, and**
- (b) to carry on with the current provision of 12 urban verge cuts, 2 rural verge cuts, hedge maintenance and 3 weed spraying treatments, and**
- (c) to request that provision be made in the budget for 2018/2019 to fund the £35,776 shortfall,**

OR

Notes

OPTION 2:

- a) Surrey County Council's reduced offer of £63,602 for the provision of 4 urban verge cuts, 2 rural verge cuts, hedge maintenance and 1 weed spraying treatment, and
- b) to revise operations to reduce to two verge teams (consisting of two full time operatives and one seasonal operative per team) and reduce to 8 urban verge cuts (there will be no change to the 2 rural verge cuts, hedge maintenance or 3 weed spraying treatments), and
- c) to note that this option will deliver a small saving to Epsom & Ewell Borough Council of £8,932 against the proposed 2018/19 budget;

OR

OPTION 3:

- a) to allow the current agency agreement to end with effect from 31 March 2018, and hand back the highways horticulture responsibilities to Surrey County Council, and
 - b) to retain one verge team for land owned by Epsom & Ewell Borough Council, and
 - c) to note that this option will deliver a saving to Epsom & Ewell Borough Council of £40,776, but that this will not be realised in 2018/19 as there will be penalties payable to the Council's transport contractor.
- (2) Agrees one of the three options above for the delivery of these services subject to noting that approval of Option 1 would require provision to be made in the 2018/19 budget.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 This report supports three of the Council's key priorities: sustainability, managing resources and visual appearance.

2 Background

- 2.1 At the meeting of the Environment Committee in February 2016, it was agreed that Epsom & Ewell Borough Council (EEBC) would continue to provide grass cutting, hedge maintenance and weed spraying on behalf of Surrey County Council (SCC), under a new agreement as set out as follows:

Description	Cost £
Verge cutting (seven urban cuts, two rural cuts per annum).	66,000
Weed spraying (three weed spraying treatments).	21,378
Other horticultural works such as hedges, central reservation and roundabouts.	12,000
Package price agreed with S.C.C for 2016/17	99,378

- 2.2 In addition, the Committee agreed to 'top-up' the seven urban verge cuts to twelve on all land belonging to both the County and the Borough at an additional cost of £36,500 to be funded by EEBC.
- 2.3 In order to reduce the costs of the three verge teams the Committee agreed to adjust the workforce to one full time operative and two seasonal operatives per team to mitigate the cost to EEBC.

3 2016 Grass Cutting Season Results

- 3.1 Further to these agreements, the new arrangements for Highways Horticulture came in to effect from 1 April 2016.
- 3.2 The change from full-time to seasonal workers had a bigger impact than predicted, as finding reliable staff who were willing to work for just the season turned out to be problematic. A number of temporary staff came and went throughout the season, which resulted in a lack of continuity. As a result, we achieved 11 cuts rather than 12 and a reduction in spend in the overall staffing budget.

4 New Proposals from Surrey County Council

- 4.1 On 31 March 2017, Kathryn Beldon, Chief Executive of Epsom & Ewell Borough Council, received a letter from Jason Russell, Assistant Director – Highways and Transport, to notify the Borough of SCC's intention to reduce their 2018/19 environmental maintenance budget by £700,000 (36%) across Surrey.

- 4.2 This decision by Surrey County Council is ahead of the wider piece of work the County are currently undertaking on joint working. This work has been approved by the Surrey Chief Executives' sub group and is focused on greenscene activities and parking enforcement. In terms of the greenscene, the County is considering how the districts and boroughs could align their grounds maintenance operations with County's highway horticulture work under a joint working arrangement.
- 4.3 The initial impact on EEBC will be in 2018/19 with an overall reduction of £35,776 (36%) to the current contract payment of £99,378, giving a revised payment of £63,602.
- 4.4 SCC have advised that where they manage the service directly, this will result in the service level reducing to 4 urban verge cuts, 2 rural verge cuts and 1 weed spraying treatment.
- 4.5 SCC have asked EEBC to confirm their position on the above reduction by 1 July 2017 in preparation for the 2018 season.

5 Options for EEBC

Option 1 – Continue with current level of service provision:

- 5.1 If we continue with the same provision as in 2017/18 (12 urban verge cuts, 2 rural verge cuts, highways hedge maintenance and 3 weed spraying treatments), EEBC will need to accommodate the reduction in funding received from Surrey (£35,776) from within the EEBC budget. The table below looks at advantages, disadvantages and risks of this option. The level of funding required would need to be factored into budget assumptions around the preparation of the budget for 2018/2019.

Advantages	Disadvantages	Risks
<ul style="list-style-type: none">Continue to maintain Borough to existing standard	<ul style="list-style-type: none">EEBC seeking reductions in cost of services	<ul style="list-style-type: none">Difficulties in employing seasonal staff may result in a reduction of grass cuts
<ul style="list-style-type: none">No impact to the new 10 year transport contract	<ul style="list-style-type: none">To cover shortfall will mean reductions elsewhere	

Option 2 – Revise operations:

- 5.2 If we revise our method of operations, there is potential to provide 8 urban grass cuts, 2 rural grass cuts, hedge maintenance and 3 weed spraying treatments which would result in a small saving of £8,932 to EEBC.

- 5.3 This revised model would require two verge teams, with four full time operatives and two seasonal operatives. The move towards employing more full time operatives, whilst more costly, reduces the risks associated with employing mainly seasonal staff.
- 5.4 There would be no change to the weed spraying operation and we would continue to deliver three sprays of the Borough, which in officers' opinion is the minimum standard that we would want to consider to control weed growth.
- 5.5 We would continue to maintain the highway hedges and other highways horticulture elements such as roundabouts and shrub beds.
- 5.6 There would be little impact on our new 10 year transport contract as we only leased three ride-on mowers rather four so we could retain flexibility and reduce to two verge teams if necessary. With the cemetery grounds maintenance contract potentially returning to an in-house operation the vehicle and trailer associated with grass cutting could be re-deployed to this contract, otherwise there would be a penalty to pay on handing these back.
- 5.7 The table below summarises the cost of this option:

Revised Model-Two Teams	
8 urban verge cuts, 2 rural verge cuts, hedge maintenance and 3 weed spraying treatments	
	Cost £
Two teams with 4 full time and 2 seasonal operatives	153,292
Funding from Surrey Council for verges, hedges and weeds	(63,602)
Estimated net cost to EEBC in 2018/19	89,690
Less: Net cost to EEBC in 2017/18	98,622
Estimated net saving to EEBC in 2018/19	8,932

- 5.8 The table below sets out the advantages, disadvantages and risk of this option:

Advantages	Disadvantages	Risks
<ul style="list-style-type: none"> No change to service provision for rural verges and weed spraying 		
<ul style="list-style-type: none"> Little impact to the 10 year transport contract, if the vehicle and trailer can be redeployed to 		

another area of the contract.		
<ul style="list-style-type: none"> Less risk to grass cutting operations by employing more full time staff 	<ul style="list-style-type: none"> Reduction of 4 urban verge cuts. 	<ul style="list-style-type: none"> May lead to a rise in complaints from reduction in urban verge cuts
<ul style="list-style-type: none"> More grounds maintenance provision over the winter period due to two additional members of staff 		
<ul style="list-style-type: none"> Small saving of £8,932 to EBBC 		

Option 3 – Hand back all highways horticulture activities to Surrey County Council (Reduction to One Team):

5.9 Whilst handing the highways horticulture back to Surrey may appear to be the most cost effective option, it comes with a number of drawbacks. Firstly, the provision Surrey has made for urban grass cutting and weed spraying will see the number of cuts reduce from 12 to 4 per annum and the weed spraying treatments reduce from 3 to 1, both which will result in a perception of untidiness and complaints to both the Borough and County.

5.10 As the Borough has recently entered into a 10 year transport contract there will be penalties to pay if we wish to return vehicles early. Even if we can redeploy some of the vehicles to other areas of the Grounds Maintenance operation, there will still be vehicles that will need to be returned and the penalty costs may be significant. As mentioned in the February 2016 report, certain areas and verges in the Borough belong to EEBC and these will still need to be maintained, which will require the retention of 1 verge team.

5.11 The cost of handing back the highway horticulture to Surrey County Council is set out below:

Reduction to One Team	
Retain one verge team for EEBC land and verges	
	Cost £
One team with 2 full time operatives and one seasonal	£76,645
Funding from Surrey County Council for verges, hedges and weeds	£0
Tractor Saving	(£10,800)
Staff saving (one post reduced to three days per week)	(£8,000)

Estimated net cost to EEBC in 2018/19	£57,845
Less: Net cost to EEBC in 2017/18	£98,622
Estimated net saving to EEBC in 2018/19	£40,776

5.12 The advantages, disadvantages and risks to this option are set out below:

Advantages	Disadvantages	Risks
<ul style="list-style-type: none"> • Saving to the Borough of £40,776 	<ul style="list-style-type: none"> • Dramatic change in service provision. • Reduction of 8 urban verge cuts and 2 weed spraying treatments 	<ul style="list-style-type: none"> • Will lead to a rise in complaints from reduction in urban verge cuts and weed spraying treatments
	<ul style="list-style-type: none"> • Loss of one tractor and two days of a full time post 	<ul style="list-style-type: none"> • Impact on savings in the first year as penalties are likely to be incurred
	<ul style="list-style-type: none"> • Impact on the 10 year transport contract with penalties to pay on all vehicles that are returned early 	<ul style="list-style-type: none"> • No savings in the first year as penalties will be incurred
	<ul style="list-style-type: none"> • Less staff over the winter period compared to Option 2 	

5.13 Please note that there are some variations in the cost of staff and labour from when we originally priced up the cost of a team in 2015/16. This is due to pay increases to keep operatives in line with the living wage recommendations and an increase vehicle and equipment costs.

5.14 The cost of a team of one full time and two seasonal (8 months) operatives plus associated equipment and vehicles was £66,450 in 2015/16, rising to £69,140 in 2017/18. All figures quoted in the above options are calculated from the 2015/16 baseline.

5.15 The estimated costs of penalties for the early termination of vehicles, plant and equipment under contract hire agreements which are likely to be significant are currently being investigated with the supplier.

6 Financial and Manpower Implications

6.1 Please see section 5 of this report.

6.2 *Chief Finance Officer's comments: The report sets out 3 options for consideration and decision.*

Option 1: Continue with current level of service provision (12 urban cuts, 2 rural cuts, highway hedge maintenance and 3 weed spraying treatments). This would result in an estimated additional cost to EEBC of £35,776.

Option 2: Reduce the level of service provision to (8 urban cuts, 2 rural cuts, highway hedge maintenance and 3 weed spraying treatments). This would result in an estimated saving of £8,932 to EEBC.

Option 3: Hand back the Highway Verge responsibilities to Surrey this will reduce the level of service on many highways to the level of service (4 urban cuts, 2 rural cuts, highway hedge maintenance and 1 weed spraying treatment). This would result in an estimated saving of £40,776, before any penalty costs arising from handing back vehicles and plant.

There is no provision within the 2017/18 Budget for the additional costs arising from Option 1 and therefore funding would need to be identified for the additional expenditure in 2018/19, if Members are minded to progress this option.

7 Legal Implications (including implications for matters relating to equality)

- 7.1 If the committee decide to hand back the highway horticulture to Surrey County Council, the need for Transfer of Undertakings (Protection of Employment) Regulations (TUPE) is likely to be avoided as there is only one full time member of staff employed in grass cutting operations and this position will still be required.
- 7.2 All staff reductions connected to highways verge cutting will be achieved through the loss of agency workers.
- 7.3 ***Monitoring Officer's comments:*** *The main issues are the choices to be made about the nature and level of work to be undertaken in the Borough. There are no significant legal implications arising from this report.*

8 Sustainability Policy and Community Safety Implications

- 8.1 There are no direct community safety implications for the purposes of this report.

9 Partnerships

- 9.1 Epsom & Ewell Borough Council and Surrey County Council have enjoyed a long and successful partnership, which both parties are keen to continue.

10 Risk Assessment

- 10.1 The risks associated with each option are identified in section 5 of this report.

11 Conclusion and Recommendations

- 11.1 That the Committee choose their preferences from the following options for 2018/19:
- 11.2 Option 1 - That the Committee agrees to the County's reduced offer of £63,602 for the provision of 4 urban verge cuts, 2 rural verge cuts, highway hedge maintenance and 1 weed spraying treatment. In addition, the Committee agrees to carry on with the current provision of 12 urban verge cuts, 2 rural verge cuts, hedge maintenance and 3 weed spraying treatments and fund the £35,776 shortfall.
- 11.3 Option 2 - That the Committee agree's to the County's reduced offer of £63,602 for the provision of 4 urban verge cuts, 2 rural verge cuts, hedge maintenance and 1 weed spraying treatment. In addition, the Committee agrees to revise it's current operation and reduce to two verge teams (consisting of two full time operatives and one seasonal operative per team) and reduce to 8 urban verge cuts. There will be no change to the 2 rural verge cuts, hedge maintenance or 3 weed spraying treatments. This option will deliver a small saving to Epsom & Ewell Borough Council of £8,932.
- 11.4 Option 3 - That the Committee agree's to hand back the highways horticulture to Surrey County Council and retain one verge team for it's own land. This will deliver a saving to Epsom & Ewell Borough Council of £40,776, although this will not be realised in 2018/19 budget as there will be penalties payable to the Council's transport contractor.

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