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4 December 2014

To: Councillor Mick Martin, Portfolio Holder

David Bard
Anna Bradnam
Janet Lockwood

Scrutiny and Overview Committee
Opposition Spokesman
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **ENVIRONMENTAL SERVICES PORTFOLIO HOLDER'S MEETING**, which will be held in **SWANSLEY ROOM B, GROUND FLOOR** at South Cambridgeshire Hall on **FRIDAY, 12 DECEMBER 2014 at 10.00 a.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
PROCEDURAL ITEMS		
1. Declarations of Interest		
2. Minutes of Previous Meeting	The Portfolio Holder is asked to sign the minutes of the meeting held on 14 October 2014 as a correct record.	1 - 4
DECISION ITEMS		
3. Active and Healthy For Life GP Referral Scheme		5 - 12
4. Proposed Fees and Charges for Health & Environmental Services 2015/16		13 - 32
5. Audit of Food Standards Agency of Food Law Service 1-3 July 2014		33 - 48
6. Proposed Charging Policy for Caravan Site Licensing Mobile Homes Act 2013		49 - 52
STANDING ITEMS		
7. Forward Plan	The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by	

the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

8. Date of Next Meeting

Please bring your diaries.

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Environmental Services Portfolio Holder's Meeting held on
Tuesday, 14 October 2014 at 2.00 p.m.

Portfolio Holder: Mick Martin

Councillors in attendance:

Scrutiny and Overview Committee monitors: David Bard

Opposition spokesmen: Anna Bradnam and Janet Lockwood

Also in attendance: Lynda Harford

Officers:

Patrick Adams

Gemma Barron

Iain Green

Mike Hill

Paul Quigley

Helen Taylor

Senior Democratic Services Officer

Sustainable Communities & Partnerships Manager

Environmental Health Officer (Public Health
Specialist)

Health and Environmental Services Director

Head of Environment Commissioning

Waste and Recycling Minimisation Officer

1. DECLARATIONS OF INTEREST

None.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 29 April 2014 were agreed as a correct record.

3. NORTH WEST CAMBRIDGE - WASTE AND RECYCLING SHARED SERVICE AGREEMENT

The Head of Environment Commissioning presented this report, which invited the Environmental Services Portfolio Holder to approve the North West Cambridge Shared Services Agreement between the Council and Cambridge City Council for the collection of waste and recycling from the North West Cambridge development.

Instead of individual wheeled bins for each household there would be 500 underground bins. This was a first for the UK, although such arrangements could be found in Europe. The underground scheme was introduced following representation by Cambridge University. Though this will cost more, the terms of the Section 106 Agreement ensure that the costs to either Council of the scheme will not exceed their current service costs. The Head of Environment Commissioning explained that there were bins inside the concrete bunkers and he saw no reason why this would encourage rats.

The Head of Environment Commissioned explained that whilst the City Council did not collect paper separately, this situation could change depending on the revenue generated. It was also possible that the Council could stop collecting paper separately if the market price for recycled paper dropped significantly.

The Environmental Services Portfolio Holder

AGREED the Shared Services Agreement between South Cambridgeshire District

Council and Cambridge City Council for the collection of waste and recycling from the North West Cambridge development.

DELEGATED authority to sign the Shared Services Agreement on behalf of the Council to the Director of Health and Environmental Services.

4. POLICY AMENDMENT: WASTE AND RECYCLING SERVICE

The Head of Environment Commissioning presented this report which invited the Environmental Services Portfolio Holder to consider amendments to the current waste and recycling service policies arising out of implementation of the Business Improvement Efficiency Programme options agreed on 13 February 2014.

The Head of Environment Commissioning disagreed with the suggestion that the policy should ensure that those with short-term disabilities receive an assisted collection, as it was too inflexible. It was noted that all those who received an assisted collection would continue to do so.

The Head of Environment Commissioning explained that giving residents an extra bin impacted on the time taken to complete the rounds.

The Environmental Services Portfolio Holder

AGREED

- A)** To amend the Council's policy in relation to assisted collections to "Assisted collection arrangements will be made on the grounds of disability, where there is a physical or mental impairment that has a substantial and long term effect on the ability to carry out normal daily activities.
- B)** To suspend the provision of additional green bins until the effects of the revised winter collections have been fully evaluated and a report brought back for consideration.

5. HEALTH AND ENVIRONMENTAL SERVICES DIRECTORATE PRIORITIES 2015/16

The Director of Health and Environmental Services presented this report which sought the approval of the Environmental Services Portfolio Holder for the suggested high-level Portfolio priorities for the financial year 2015/16.

The Environmental Services Portfolio Holder reminded the meeting that the priorities identified for the Directorate meant extra work on top of the officers' day-to-day responsibilities and he welcomed the reduction in priorities from 47 this year to 36 for 2015/16.

The Environmental Services Portfolio Holder stated that the priorities would be reviewed once a month and he

AGREED the emerging priorities for his Portfolio to be developed and delivered in the Health and Environmental Services Directorate Plan for 2015/16.

6. FOOD SERVICE PLAN

The Head of Service, Environmental Health and Licensing presented this report, which sought the approval of the Environmental Health and Licensing Food Safety Plan for

2014/15.

The Environmental Services Portfolio Holder stated that the Council was not obligated to follow the Food Standard Agency's (FSA's) recommended best practice in all areas and that he was satisfied with explanations which detailed why the Council had adopted alternative arrangements. For example it was noted that due to the wider needs of the service Council officers multi-tasked, while the FSA preferred specialist staff. It was agreed that the Council should focus on outcomes instead of process.

With regard to suspected cases of food poisoning, the Director of Health and Environmental Services explained that no conclusive evidence had been found to confirm that either the food or premises was responsible for the illness in any of the 180 notified cases. It was accepted that people were more at risk from food poisoning from their own cooking, especially barbeques, than from commercial food establishments.

The Environmental Services Portfolio Holder

APPROVED the Environmental Health and Licensing Service Food Safety Plan 2014/15.

7. **ANNUAL ENVIRONMENTAL QUALITY SURVEY - VERBAL UPDATE**

The Head of Environment Commissioning explained that 811 surveys had been completed; this was a response rate of approximately 40%, which was comparatively high for a survey of this kind. He agreed to circulate his report to councillors. It was noted that it would be useful to see actual figures as well as just percentages.

Overall respondents had expressed an 87% satisfaction rate with the Council's Health and Environmental Services section, compared to 84% last year.

Waste and recycling

92% of respondents were either satisfied or very satisfied with the waste and recycling service, compared to a rate of 89% last year. Suggestions had included increasing the green bin service in the summer and to decrease the frequency of the black bin collection service. The councillors present recognised that whilst some households could have less frequent black bin collections, this would not be true for everyone.

Dog fouling

54% had identified dog fouling as an issue. It was suggested at the meeting that the Council could liaise with parish councils on this matter.

Air quality and smells

It was noted that complaints regarding smells were not surveyed and that such an issue was subjective. Air quality on the District's major roads was monitored.

The Environmental Services Portfolio Holder **NOTED** the report.

8. **TAXI FEES TO THE PUBLIC - UPDATE**

The Head of Service, Environmental Health and Licensing explained that in 2009/10 the Council agreed to link its fee increases for private hire vehicles with those of Cambridge City Council. It was noted that the sophisticated system used by the City Council had always resulted in an increase that was roughly in line with inflation. Any valid objection to the increase would result in the matter being taken to the Licensing Committee. The Environmental Services Portfolio Holder expressed his approval of these arrangements.

9. **JOINT PROCUREMENT OF A CAMBRIDGESHIRE HANDY PERSON SCHEME - VERBAL UPDATE**

This item was discussed after item 2.

The Environmental Health Officer – Public Health Specialist explained that the Council funded a Handy Person Scheme in partnership with Cambridge City Council and Huntingdon District Council. The work carried out under this scheme, such as installing hand rails, allowed people to remain in their own homes. The aim was now to make the scheme county-wide, funded by all Cambridgeshire local authorities. However, the tender process had been delayed by six months because a number of the local authorities had been unable to commit to funding.

The Environmental Health Officer – Public Health Specialist stated that all being well the new county-wide scheme would take effect from September 2015. He explained that the Council had three options:

- To continue to participate in the county-wide procurement exercise.
- To provide the service outside such a partnership arrangement.
- To cease the provision of the service to residents.

The Director of Health and Environmental Services explained that the Council provided a similar service for its own tenants and it was possible that this could be extended to all residents. It was noted that several of the larger villages already ran their own Mobile Warden Schemes, which carried out some of the same work as the Handy Person Scheme.

The Environmental Services Portfolio Holder asked for an update in early 2015 and he **NOTED** the verbal report.

10. **FORWARD PLAN**

Community awards categories

The Environmental Services Portfolio Holder announced that he wanted to set up a task and finish group to discuss the community awards categories for March 2015. He asked the Partnership and Sustainable Communities Manager to invite Councillors Anna Bradnam, Kevin Cuffley, Lynda Harford and Janet Lockwood to a meeting to make recommendations on this matter.

The Environmental Services Portfolio Holder noted that the following items would be discussed at his next meeting:

- Fees and Charges.
- Active & Healthy 4 Life GP Referral Scheme.
- Anti-Social Behaviour Legislation changes – Fixed Penalty Notice charges.

11. **DATE OF NEXT MEETING**

The next Environmental Services Portfolio Holder meeting will be held on Friday 12 December 2014 at 2pm.

The Meeting ended at 4.05 p.m.

Agenda Item 3



**South
Cambridgeshire
District Council**

REPORT TO: Environmental Services Portfolio
Holder's Meeting

12 December 2014

LEAD OFFICER: Director, Health and Environmental Services

ACTIVE AND HEALTHY FOR LIFE (GP REFERRAL) SCHEME

Purpose

1. To review the South Cambridgeshire Active and Healthy for Life scheme and seek elected member views on future developments.
2. This is not a key decision, however, has been brought before the Portfolio Holder because previous external funding for the scheme is not currently available and is unlikely to be available in the near future.

Recommendations

3. It is recommended that the Environmental Services Portfolio Holder
 - (a) agrees to continue the scheme at all centres for a further three-years at the reduced cost, providing the coordination within existing resources at the Council.
 - (b) review the scheme every 6-months and make recommendations to the Portfolio Holder.
 - (c) further promote the scheme with GPs to increase take-up and targeting of the right people.

Reasons for Recommendations

4. Continuing the scheme at all nine centres will ensure coverage across the district and enable residents to continue to access a GP referred physical activity scheme in their local area. The cost to the public sector of the district council coordinating this scheme, without public health funding, is significantly lower than if public health funding is received because the scheme would have to be free to clients at the point of delivery under current regulations. The scheme is effective for medium and low risk populations for certain health conditions¹ (see paragraph 6).

Background

5. The Council has supported an Exercise Referral Scheme since 1995, run along the national guidelines laid down in the NHS National Quality Assurance Framework on Exercise Referral.

¹ National Quality Assurance Framework, 2001.

6. The scheme is designed to initiate long-term lifestyle changes by encouraging an increase in patients' physical activity levels. Depending on the reason for referral to the programme, the scheme aims to achieve the following outcomes:
 - (a) Reduce the risk of coronary heart disease, coronary artery disease, and osteoporosis.
 - (b) Increase joint flexibility, muscle strength, and bone density.
 - (c) Help to control Type 2 diabetes through effective weight loss, and certain disabilities.
 - (d) Improve self-esteem.
 - (e) Lower blood pressure, total cholesterol levels, and help control stress.
 - (f) Increase independence.
 - (g) Promote sustained active lifestyles.
 - (h) Reduce the cost of inactivity across South Cambridgeshire.
 - (i) Be value for money for the Council.
7. The scheme currently operates in eight Fitness Centres at Village Colleges and also at the Cambourne Sports Centre (Everyone Active). Registered health professionals (GPs, Practice Nurses etc) make the referrals and the classes are delivered by instructors registered at a minimum Level 3 on the Register of Exercise Professionals (REPS).
8. The scheme offers referred patients a 12-week supervised course of exercise with initial and final assessments. During the final assessment participants are encouraged to join suitable regular activities provided by the village college sports centre.

The Process

9. The scheme tracks the progress of patients on the scheme from start to finish and beyond. The process starts when a patient is referred to the scheme by a registered health professional (RHP) or GP. The referral form is completed and signed by the RHP or GP and patient and the patient takes a copy of the form away with them.
10. Following referral, the patient telephones their nearest sports centre to arrange an appointment for an initial assessment. The Council does not currently know how many patients are lost at this stage i.e. do not ring the sports centre for an appointment. The sports centre/instructor will conduct an initial assessment and develop an exercise plan/programme specific to the patient and their individual requirements. At the initial assessment a participant health questionnaire, a referral report and an initial physical activity questionnaire are completed. For high risk falls and cardiac patients there are additional forms and separate processes.
11. The patient then completes the 12-week programme which is monitored by the instructor at the sports centre and a paper record kept in secure filing at the sports centre to reflect this.
12. At the end of the 12-weeks the patient undergoes and completes a final assessment and final physical activity questionnaire. The final assessment is then posted to the patients GP or RHP for their records. Current data shows that approximately 50% of clients go on to join the sports centre to continue their healthier lifestyle.
13. In 2013 the Council went out to tender for an electronic referral system, which will replace the need for paper based forms and enable the Council to have easy access to performance and satisfaction information. The system is ready to be piloted in four of the sports centres.

Considerations

14. The National Quality Assurance Framework (2001) states that there is strong causal evidence for the impact of physical inactivity on an ever-broadening variety of health problems, including:
- (a) Coronary heart disease.
 - (b) Associated risk factors including obesity, hypertension, diabetes.
 - (c) Cancer of the colon.
 - (d) Falls and accidents, particularly among elderly people.
 - (e) Mental health problems, including depression, anxiety, negative mood, low self-esteem.
 - (f) Musculo-skeletal problems such as chronic low-back pain.
- It goes on to say that exercise referral schemes can provide an excellent opportunity to address inequalities in health care, disease prevention, and enhancement of quality of life.
15. This schemes supports the following health and wellbeing and ageing well outcomes from the joint portfolio holder task and finish group in early 2014:
- (a) Improving quality life expectancy, public health outcomes and getting people fit to work
 - (b) SCDC residents “Live Longer, Live Better”
 - (c) Delivering evidence-based, prevention services
 - (d) Reducing smoking and sedentary lifestyles
 - (e) Focus on vulnerable people to prevent future crises
 - (f) Work with local GPs to join up service planning and improve the local health system
 - (g) Reduce loneliness and isolation
 - (h) Increase participation to build community networks
 - (i) Preventing falls
16. The cost of the scheme has fluctuated over the years. It has historically been supported by the Council plus a grant from the NHS (now Public Health at the County Council).
- (a) In 2011/12 the contract to manage the scheme was put out to tender. Through tendering the scheme, increasing the charge to clients and reducing the fees to the sport centres the Council saved over £8,000.
 - (b) In 2013/14 the scheme cost £30,000 (£10,000 Public Health, £20,000 the Council). This was broken down into £19,500 contractor costs and £10,500 subsidies to the sports centres (passed onto the client by way of reduced fees), promotional material and other costs.
 - (c) In 2014/15 the Council did not receive any financial contribution from Public Health (£10,000 was offered, however, due to new regulations the scheme would need to become free at point of delivery, which would result in the total cost of the scheme increasing from £30,000 to £52,800 based on 260 clients). To balance the budget, the Council has taken on the coordination role within existing resources since the contract ended in August 2014. There will be a projected saving of approximately £11,160 in the current financial year, which mainly covers the £10,000 that was expected from public health.
17. The Council has further reduced its expenditure in 2014/15 by merging the administration of a separate falls prevention scheme with the Active and Healthy for Life scheme. The schemes have always been linked, however, merging the

administration of the schemes will save approximately £6,000 over a full-year, with no detrimental effect to clients.

Performance data

18. The number of people participating in the scheme has been steadily declining. There are many factors contributing towards this, including a reduction in the amount of promotional activity that has taken place in recent years with GPs, and the recent changes to the NHS commissioning arrangements with the abolition of Primary Care Trusts (PCT) and the formation of Clinical Commissioning Groups (CCG). Numbers are shown below.

	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
Bottisham (ended 12/13)			21	21	5	
Cambourne (new 13/14)						12 (not complete)
Comberton	63	49	58	51	51	48
Cottenham	42	36	30	27	23	15
Gamlingay	18	28	10	11	8	19
Impington (New 11/12)				11	32	15 (not complete)
Linton	81	59	42	41	15	28
Melbourn	65	64	40	40	44	50
Sawston	109	85	70	54	50	49
Swavesey	36	58	61	37	33	24
TOTAL	414	379	332	293	261	260

19. Based on complete data from 2012/13 the scheme averaged at a cost of £115 per patient (£30,000 budget).
20. All of the sports centres would like to continue running the scheme, with coordination provided by the Council (contracted or in-house). If the Council decides to withdraw from delivering the scheme it is possible that some centres would continue to run similar programmes in their area, however, it is unlikely that there would be even coverage across the district and no-one would ensure that the programmes are run to follow the national guidelines, including carrying out risk assessments, monitoring insurance details and instructor qualifications, for example.
21. The sports centres have stated that they are happy to take a more active role in promoting their scheme to local GP practices, which was historically carried out by the contracted coordinator. Although a challenge, this is already seeing positive outcomes e.g. Linton now has 14 referred clients on its scheme since June 2014. The new database will reduce the amount of administration for the Council and the centres. Both of these changes would make it easier for the Council to coordinate the scheme within existing resources.
22. Although not all centres support the same number of clients, the current coverage of centres means that residents do not need to travel too far for an assessment and 12-week programme. Reducing the number of centres would likely have an impact on client numbers due to a lack of transport.
23. If it is decided to reduce the number of centres involved in the scheme, the decision regarding which centres should continue should bear in mind historical client numbers

as well as need. It should be borne in mind that the client numbers may be a reflection of local promotion of the scheme with GPs by the previous coordinator, as well as where larger populations exist, rather than need.

Options

24. The following options have been considered:
- (a) To continue the scheme at all centres for a further three-years (or an alternative number of years), providing the coordination within existing resources at the Council. Assuming no external funding, the cost of the scheme to the Council would be approximately £10,100 (£16,800 including staff costs).
 - (b) To continue the scheme at all centres for a further three-years (or an alternative number of years), working in partnership with a neighbouring local authority to coordinate the scheme. Assuming no external funding, this cost of the scheme to the Council would be approximately £21,100.
 - (c) To reduce the number of sports centres delivering the scheme from nine to four for the next three-years (or an alternative number of years), providing the coordination within existing resources at the Council. Assuming no external funding, the cost of the scheme to the Council would be approximately £7,600 (£14,300 including staff costs).
 - (d) To withdraw from delivering the scheme, following a period of notice to the sports centres.

Implications

25. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

26. To continue the scheme at all centres, providing the coordination within existing resources at the Council, the cost of the scheme would be approximately £10,100:

£4,500	9 x £500 admin fee to each centre
£3,600	£12 assessment fee per client to centres (average 300 per annum)
<u>£2,000</u>	publicity, annual software licence and miscellaneous
£10,100	

A cost of approximately £6,700 per annum staff time would be covered within existing staff time through re-prioritisation of work.

Reducing the number of schemes from nine to four would reduce this cost by £2,500 in admin fees and there would also be a possible reduction in assessment fees.

All options can currently be resourced within the draft budget for 2015/16.

27. The client currently contributes £88 to the cost of assessments and classes. This is broken down as £8 x 2 assessments and £3 x 24 classes. The Council pays £12 towards the initial assessment and the centre covers £12 for the final assessment.

Legal

28. The scheme is run in compliance with the National Quality Assurance Framework (2001) and current best practice.

Staffing

29. Providing the coordination of the scheme in-house will mean re-prioritising the workload of existing staff.

Risk Management

30. Each centre is required to sign a Service Level Agreement with the Council. The agreement clearly sets out the responsibilities of each partner.

Equality and Diversity

31. Reducing the number of centres would likely have an impact on some residents due to a lack of transport. This would likely impact those who are most rurally isolated and/or those who are dependant on others for transportation. There is no system in place to support residents without the means to pay for their contribution towards the assessments or the twice-weekly classes.

Climate Change

32. Fewer centres would likely increase the number and length of car journeys taken to participate in the scheme, increasing CO² emissions.

Consultation responses (including from the Youth Council)

33. A recent audit of the sports centres included meeting with some clients. Feedback has been positive and many stated that they appreciate coming to a specific class with like-minded people. At Impington, for example, the clients are also now meeting monthly for coffee.
34. The CATCH and Cam Health Local Commissioning Groups are unable to put funding into the scheme at present due to the scale of their current financial challenge. They are supportive of the scheme and are working with the Council to further promote the scheme with GPs.
35. A meeting was held on 23 October with the participating sports centres. The meeting was very positive and all centres stated that they would like the scheme to continue, and that they would be willing to carry out more local promotion and liaison with GPs.
36. There are two other local exercise referral schemes in Cambridgeshire: Cambridge and Huntingdonshire. All of the schemes are district council led, however, they are run in a slightly different way and the funding situation is different with each. We have regular meetings with each to discuss finances and working together where appropriate. As part of this review we have considered the option of Huntingdonshire District Council providing the coordination of the South Cambs scheme.

Effect on Strategic Aims

Aim 1 - Wellbeing

37. The Active and Healthy for Life scheme contributes to the Council's objective of working with GPs and partners to link health services and improve the health of our communities. The scheme is effective for medium and low risk populations for specific health conditions plus develops social networks of like-minded people.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

Report Author: Gemma Barron – Sustainable Communities and Partnerships Manager
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Agenda Item 4

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Environmental Services Portfolio Holder
AUTHOR/S: Director Health & Environmental Services

12 December 2014

PROPOSED FEES AND CHARGES FOR HEALTH & ENVIRONMENTAL SERVICES 2015/16

Purpose

1. The purpose of this report is to propose fees and charges for Health & Environmental Services for the 2015/16 financial year.
2. This not a key decision. Under the terms of the Council's Constitution it is a decision for the portfolio holder. It was first published in the July 2014 Forward Plan.

Recommendations

3. That the Environmental Services Portfolio Holder confirms the proposed fees and charges set out in Appendix 1.

Reasons for Recommendations

4. Confirming the proposed fees and charges will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

Background

5. Fees and charges for functions and services undertaken by Health & Environmental Services are reviewed at least annually and recommendations made for the next financial year. These are both statutory and therefore fixed, or discretionary, where there is an opportunity for variation.
6. In deciding on any variation the portfolio holder has previously had regard to a number of factors including council policy, council Aims and Objectives, economic factors e.g. inflation, neighbouring authority charges, market conditions and the need to recover costs.
7. For the purposes of cost recovery, actual costs incurred have been used wherever possible. Elsewhere, estimates have been used based on a combination of hourly rates, time spent etc. Although it has not been possible at this time to identify actual unit costs across all relevant service areas, a programme of cost recovery identification is underway, which will be used in future wherever possible.

Considerations

8. Appendix 1 shows the recommended charges for 2015/16 and includes references to policies relating to the charges. The council's current Medium Term Financial Strategy has assumed an inflationary increase of 2.0%. All discretionary fees have therefore been increased by this amount, rounded up to the nearest whole pound, where appropriate, except in the following areas:

Street and Layby Traders (Section 2)

9. Layby trader fees have been frozen at 2014/15 levels as the current fees continue to recover the council's costs

Licensing (Section 3)

10. Under the Local Government (Miscellaneous Provisions) Act 1976 the fees charged should be set so as to be sufficient to cover in whole or part, the reasonable cost of administration or other costs in connection with the service.
11. The actual full year costs and income from fees are being monitored over a rolling two-year cycle, as previously agreed, in order to ensure they accurately reflect the cost of administering the service. The fees have been adjusted accordingly.
12. During 2014 new legislation was introduced in the form of Mobile Homes Act 2013 permitting fees to be set. These fees have now been assessed to reflect the cost of administering the service and will be reviewed annually using the same format as Taxi Licensing
13. A higher percentage increase has been applied to Animal licenses as they have shown a small deficit over recent years and the aim is to cover the cost of the service by the fees charged.

Bulky Household Collection Charges (Section 4)

14. The charge for bulky household collections has been frozen at 2014/15 levels. The current level of fees has successfully reduced demand for this service thereby encouraging re-use and recycling, but still provides access to disposal services for those residents who are unable to access the household waste and recycling centres at Milton and Thriplow e.g. those without access to suitable transport.

Trade Refuse Charges (Sections 8 & 9)

15. 2014/15 saw a small net increase in the number of customers on the previous year allowing for a number of customers closing due to the current economic environment. The landfill tax has reached the top of the automatic escalator, currently £80/per tonne, and at the time of writing this report it is expected that the tax will simply be indexed to an estimated £82.50 per tonne. The County Council has maintained the MTB processing cost resulting in an overall disposal charge for 2015/16 of £95 per tonne. The trade service continues to be offered at zero V.A.T. which provides an advantage against our private sector competitors.

16. The cost per lift of 240 litre Eurocontainers has been increased from £4.15 to £6.00 to better reflect the current market rate and cost recovery.

Options

17. The Portfolio Holder has the option to:
- (a) Accept the charges detailed in Appendix 1
 - (b) Reject the charges detailed in Appendix 1
 - (c) Amend the discretionary fees and charges detailed in Appendix 1. There is no ability to amend statutory fees

Implications

18. The fees and charges for the next financial year set out in Appendix 1 will produce an income to the council that will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

19. Financial	The recommendation will result in a like for like increase in income
Legal	None identified at this time
Staffing	None identified at this time
Risk Management	Regular performance and financial monitoring of services
Equality and Diversity	None identified at this time
Equality Impact Assessment completed	Yes Partial EQIA completed. No adverse impacts identified
Climate Change	None identified at this time

Consultations

20. A number of adjoining Local Authorities have been consulted for comparative and consistency purposes.

Effect on Strategic Aims

21. Confirming the proposed fees and charges will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health, so contributing to the achievement of the council's Strategic Aims.

Conclusions / Summary

22. In setting the proposed level of discretionary fees and charges a number of factors have been taken into account, including council policy, council Aims and Objectives, economic factors e.g. inflation, neighbouring authority charges, market conditions and the need to recover costs.

23. In recognition of these factors the many of the discretionary fees and charges have been subject to a below inflation increase. A small number of charges have however been either frozen or increased by a greater amount in response to market conditions and additional cost pressures.

Background Papers: the following background papers were used in the preparation of this report:

None

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Appendix 1: H&ES Fees and Charges 2015/16

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
1. ENVIRONMENTAL PROTECTION ACT 1990 / POLLUTION PREVENTION CONTROL ACT 1999 / PPC REGULATIONS 2000				
Application Fee	Statutory: Department for Environment, Food & Rural Affairs (DEFRA)	£1,579.00	£1,579.00	Not applicable Statutory Fee. Where an application for any of these charges is for a combined Part B and waste application, add an extra £297 to the charge
i. Standard Process				
ii. Additional fee for operating without a permit		£1,137.00	£1,137.00	
iii. Reduced fee activities				
• PVR I & II		£148.00	£148.00	
• Vehicle refinishers	£246.00	£246.00		
• Reduced fee activity	£346.00	£346.00		
• Additional fee for operating without a permit	£68.00	£68.00		
iv. Mobile screening and crushing plant		£1,579.00	£1,579.00	
• for the third to seventh applications		£943.00	£943.00	
• for the eighth and subsequent applications		£477.00	£477.00	
Annual Subsistence Charge	Statutory: DEFRA	£739.00 (+£99)*	£739.00 (+£99)*	* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation. Where a Part B installation is subject to reporting under the E- PRTR Regulation, add an extra £99 to the above amounts
i. Standard process Low		£1111.00 (+£149)*	£1111.00 (+£149)*	
ii. Standard process Medium		£1672.00 (+£198)*	£1672.00 (+£198)*	
iii. Standard process High				
iv. Reduced fee activities:				
• Reduced Fee Activities L/M/H		£76/£151/£227	£76/£151/£227	
• PVR I & II Combined LMH		£108/£216/£326	£108/£216/£326	
• Vehicle refinishers L/M/H		£218/£349/£524	£218/£349/£524	
v. Mobile screening and crushing plant L/M/H		£618/£989/£1484	£618/£989/£1484	
• for the third to seventh applications L/M/H		£368/£590/£884	£368/£590/£884	
• for the eighth and subsequent applications L/M/H	£189/£302/£453	£189/£302/£453		
• Simplified Permit i.e Mieral drying/Roadstone Coating plant/Concrete batching/Mobile Crushers	N/A	£218/£349/£524		
Transfer and Surrender	Statutory: DEFRA	£162.00	£162.00	Not applicable Statutory Fee
i. Standard process transfer				
ii. Partial transfer		£476.00	£476.00	
iii. New Operator at Low Risk				
Reduced Fee Activity		£75.00	£75.00	
iv. Surrender: all Part B activities		£0.00	£0.00	
v. Reduced fee activities:				
• Transfers – Service Stations, Waste Oil Burners <0.4MW and Dry Cleaners	£0.00	£0.00		
• Partial transfer		£45.00		

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
Temporary Transfer for Mobiles i. First Transfer ii. Repeat Following Enforcement or Warning	Statutory: DEFRA	£51.00 £51.00	£51.00 £51.00	Not applicable Statutory Fee
Substantial Change s10 & s11 i. Standard process ii. Standard process where the substantial change results in a new PPC activity iii. Reduced fee activities	Statutory: DEFRA	£1005.00 £1579.00 £98.00	£1005.00 £1579.00 £98.00	Not applicable Statutory Fee
LAPPC Mobile Plant Charges (if not subject to simplified Permits) i. Application Fee – No. of Permits 1 2 3 4 5 6 7 8 and over ii. Subsistence Fee – No. of Permits 1 2 3 4 5 6 7 8 and over	Statutory: DEFRA	£1579.00 £1579.00 £943.00 £943.00 £943.00 £943.00 £943.00 £477.00 (Low/Med/High)	£1579.00 £1579.00 £943.00 £943.00 £943.00 £943.00 £943.00 £477.00 (Low/Med/High)	Not applicable Statutory Fee Possible change during 2015 fee set by DEFRA

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
<p>LA-IPPC Charges</p> <ul style="list-style-type: none"> i. Application ii. Additional Fee for Operating without a Permit iii. Annual Subsistence – Low iv. Annual Subsistence – Med v. Annual Subsistence – High vi. Substantial Variation vii. Transfer viii. Partial Transfer ix. Surrender <p>Late Payment fee (new)</p> <p>Key Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the LA will be increased by £36.</p> <p>Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW</p> <p>Newspaper Advertisements Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs</p>	<p>Statutory: DEFRA</p>	<p>£3218.00</p> <p>£1137.00</p> <p>£1384.00</p> <p>£1541.00</p> <p>£2233.00</p> <p>£1309.00</p> <p>£225.00</p> <p>£668.00</p> <p>£668.00</p>	<p>£3218.00</p> <p>£1137.00</p> <p>£1384.00</p> <p>£1541.00</p> <p>£2233.00</p> <p>£1309.00</p> <p>£225.00</p> <p>£668.00</p> <p>£668.00</p> <p>£50</p>	<p>Fee set by DEFRA</p> <p>Every subsistence charge includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation</p>

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
2. LICENCES				
Game Dealer	Statutory: Game Act 1831 & Game Licensing Act 1860	Nil	Nil	
Scrap Metal dealers licence Mobile licence Site licence	Discretionary H&ESPFH	£175.00 £207.00	£180.00 £220.00	Legislation governed by Scrap Metal Dealers Act 2013
Sex Shop Establishment	Discretionary H&ESPFH			Fees to be consistent with neighbouring authorities and ensure recovery of costs.
i. Initial application		£3,675	£3,675	
ii. Renewal		£630	£630	
Acupuncture, Ear Piercing, Tattooing & Electrolysis	Discretionary H&ESPFH	£107.00 one off registration fee	£110.00 one off registration fee	To facilitate the identification of bona fide skin piercing businesses registration fees to be kept at cost or just below and comparable with those of neighbouring Authorities
Houses in Multiple Occupation meeting the legal definitions	Legal formula	£615.00 per 5 year period Renewal: £330 per 5 year period	New application: £6305.00 per 5 year period Renewal: £338 per 5 year period	Appropriate fee commensurate with costs of admin and inspections
Caravan Sites = Mobile Homes Act 2013 Licence fee application 0-2 Units Licence fee application 3 – 9 units Licence fee – application 10 units or more Annual fee 0- 2 units Annual fee 3 to 9 units Annual fee 10 units or more Licence variation fee Transfer application fee Miscellaneous changes to existing licence details	Discretionary	£250.00 flat rate £20.00	£125.00 £175.00 £250.00 £100.00 £150.00 £200.00 £20.00 £90 £30	New legislation implemented from 01.04.13

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
Animal Boarding Establishments	Discretionary : H&ESPFH	£84	£95	To encourage the start-up of small businesses and ensure that health & safety and animal welfare visits are made and appropriate advice given to proprietors. Charges are to cover the cost of inspections, Officers' time, administration on-costs all new Dog breeding establishment are subject to inspection, all others are risk based
Dog Breeding Establishments	Discretionary : H&ESPFH	£75	£90	
Riding Establishments:	Discretionary : H&ESPFH	£63.00 Licence fee plus approved vet costs	£80.00 plus approved vet costs	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
Dangerous Wild Animals	Discretionary : H&ESPFH	£75.00 plus relevant vet fees	£80.00 plus relevant vet fees	To recover costs of inspection Officer's time with administrative on-costs veterinary costs borne by applicant where required
Pet Shops i. Basic	Discretionary : H&ESPFH	£81.00 plus relevant vet fees	£90.00 plus relevant vet fees	To cover administration & veterinary costs. Fees reflect the cost of administering the service with inspection being based on intel/complaints
ii. With exotic or dangerous wild animals		£136.00 plus relevant vet fees	£145.00 plus relevant vet fees	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
Zoos (6 year licence)	Discretionary : H&ESPFH	Actual costs involved	Actual costs involved	To cover the cost of providing the service with acknowledgment of the demands of animal welfare and public safety. Actual Officer costs (including vet & other officials' fees) for year together with any other charges incurred in the admin of zoo licensing
Street Trading i. Mobile Traders in villages up to 2 nights a week ii. Over 2 nights a week	Discretionary : H&ESPFH	£210.00 £420.00	£215.00 £430.00	Simplified fee structure to recover costs of administering, monitoring & inspecting street trading provisions
Layby traders	Discretionary : H&ESPFH	£787.00 (including rates)	£787.00 (including rates)	Simplified fee structure to recover costs of administering, monitoring & inspecting provisions

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
3. HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENSING				
Driver's Licence i. Grant ii. Renewal iii. Fee for knowledge base test for drivers – new applicants only iv. Replacement badge	Discretionary : H&ESPFH	£195.00 £95.00 £50.00 £10.00	£199.00 £105.00 £50.00 £10.00	Recovery of the whole costs of the Hackney Carriage and Private Hire vehicle licensing system so that the costs of the service are borne by the user.
Operator's Licence i. Single vehicle ii. Two vehicles iii. Three to five vehicles iv. Six to ten vehicles v. Eleven to Twenty vehicles vi. Twenty one vehicles and above vii. Name/address change to existing licence		£80.00 £150.00 £30.00	£85.00 £155.00 £210.00 £270.00 £320.00 £450.00 £10.00	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
Vehicle Licensing (including inspection)				
i. Grant		£110.00	£120.00	
ii. Renewal		£90.00	£95.00	
iii. Replacement plate		£24.00	£20.00	
Small Lottery Licence	Statutory: Gambling Act 2005			Not applicable Statutory Fee
i. Grant		£40.00	£40.00	
ii. Renewal		£20.00	£20.00	
Licence to Kill Game	Statutory			Not applicable Paid to post office and then income transferred to SCDC half yearly Statutory Fee
i. Full year		£6.00	£6.00	
ii. Part year		£4.00	£4.00	
iii. Occasional		£2.00	£2.00	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
Stray Dogs Seizure fee	Statutory: The Environmental Protection (Stray Dogs) Regulations 1992	Prescribed seizure fee £25.00	Prescribed seizure fee £25.00	Charge structure to reflect SCDC administration, transportation and kennelling costs
Seizure with transport and/or kennelling	Other charges Discretionary ESPFH	£55.00 Transportation/ Admin Fee Kennelling Fee £17.00 per day + VAT Veterinary Fees if applicable	£56.00 Transportation/ Admin Fee Kennelling Fee £18.00 per day + VAT Veterinary Fees if applicable	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
<p>Water Sampling (Private Water Supplies Regulations 2009)</p> <p>Analysis, Sampling and Risk Assessment cost/year:</p> <ul style="list-style-type: none"> i. Risk assessment (each assessment) ii. Sampling (each visit)¹ iii. Investigation (each investigation) iv. Granting an authorisation (each authorisation) v. Analysis <ul style="list-style-type: none"> - Reg 10 analysis (small domestic) - Check monitoring (basic analysis) - Audit monitoring (chemicals etc.) <p>¹ No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of analysis of a previous sample</p>	Discretionary: H&ESPFH (up to maximum prescribed in Regulations)	Recovery of costs - max annual total cost:	Recovery of costs - max annual total cost:	<p>In order to promote public health and ensure safe potable water but not at the general expense of the Council Tax payer, to recover costs of sampling, analysis and risk assessment</p> <p>Cost recovery based on £40 hourly rate to cover Officer time, administration and on-cost in addition to actual cost of analysis up to maximum amounts set in legislation</p>
Food Health Certificate	Discretionary: ESPFH	£106.00 plus VAT	£110.00 plus VAT	Fees set at a level which recovers Council costs at a commercial rate without costs being set so high that it inhibits local businesses from exporting food

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
Refuse & Recycling Service	Discretionary: H &ES PFH			
i. Domestic Clinical Waste		No charge	No charge	Fees set to promoting more sustainable methods of disposal such as re-use or recycling and to manage demand, placing costs on those that use services without unduly disadvantaging those without access to alternatives e.g. bulky item disposal
ii. Commercial premises per 10 sacks		£18.25	£19.00	
iii. Sharps Boxes		£13.80	£14.00	
iv. Bulky Household Waste Up to three items		£30.00	£30.00	
Per item (after three)		£5.00	£5.00	
i. Sack Service		£4.90 /roll (30) delivered	£5.00 /roll (30) delivered	
ii. New Provision, Black, Green or Blue Additional Black, or Blue bin and replacement bin- resident damage Black, Blue or Green		£71.00 Admin charge	£72.50 Admin charge	
iii. Replacement bin –Stolen with incident number		Nil	Nil	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
5. TRAINING COURSES				
Food Hygiene Level 2	Discretionary: ESPFH	£65.00 (general public)	£70.00 (general public)	Set at costs competitive with external organisations to encourage attendance at Environmental Health courses
Food Hygiene Level 3		£293.00	£299.00	
Health & Safety Level 2		£64.00	£65.00	
Health & Safety Level 3		£293.00	£299.00	

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
6. OTHER FEES AND CHARGES				
Staff involved in civil litigation	Discretionary: ESPFH	Varies due to specific Officer & time involved	Varies due to specific Officer & time involved	To cover staff costs
Provision of information – Local Land charge searches	Discretionary: ESPFH	£139 – Maximum fee	£143 Maximum fee	To recover costs of administration and officer time in researching and reporting on environmental information.
Supply of specific information from records	Statutory: The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	As listed in SCDC FOI Policy & Procedure April 2009	As listed in SCDC FOI Policy & Procedure April 2009	Fees vary due to nature of request (see SCDC web site FOI Fee Structure)

Type of fee/ Charge	Fee/charge set by	Fee/Charge 2014/15	Proposed Fee/Charge 2015/16	Council policy when setting the fee/charge
Removal & Disposal of Abandoned Vehicles	Statutory: Refuse Disposal (Amenity) Act 1978	Removal £105.00	i. £105.00	Not applicable Statutory fee
i. Removal	Removal, Storage & Disposal of Vehicle (Prescribed Sums & Charges) Regulations 1989 as amended	Storage £12.00 per day	ii. £12.00 per day	
ii. Storage (per day)		Disposal £85.00	iii. £85.00	
iii. Disposal				

7. FIXED PENALTY PROVISIONS						
Offence	Fee/charge set by Legislation	Fee/Charge 2014/15		Proposed Fee/Charge 2015/16		Council policy when setting the fee/charge
		Full amount of penalty	FP reduced if paid within 10 days	Full amount of penalty	FP reduced if paid within 10 days	
Depositing Litter	Environmental Protection Act 1990	£75.00	£50.00	£75.00	£50.00	Not applicable Statutory fee
Section 55 offences – dog related offences	Clean Neighbourhood & Env Act 2005	£75.00	£50	£50.00	£50	
Dog Fouling	Dog (Fouling of Land) Act 1996	£50	No reduction	£50	No reduction	
Failure to Produce Waste Transfer Note	Control of Pollution (Amendment) Act 1989	£300.00	£180.00	£300.00	£180.00	
Failure to Produce Waste Carriers Licence	Environmental Protection Act 1990	£300.00	£180.00	£300.00	£180.00	
Abandoning a Motor Vehicle	Refuse Disposal (Amenity) Act 1978	£200.00	£120.00	£200.00	£120.00	
Exposing 2 or more vehicles for sale on a road	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	
Repairing vehicle on the road	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	
Failure to comply with Litter Clearing Notice	Environmental Protection Act 1990	£100.00	£60.00	£100.00	£60.00	

Offence	Fee/charge set by Legislation	Fee/Charge 2014/15		Proposed Fee/Charge 2015/16		Council policy when setting the fee/charge
		Full amount of penalty	FP reduced if paid within 10 days	Full amount of penalty	FP reduced if paid within 10 days	
Breach of a Community Protection Notice	Sec 48 Anti Social Behaviour, Crime and Policing Act 2014	N/A	N/A	£100	£65	New legislation introduced Oct 2014
Breach of a Public Spaces protection Order	s.63 and/or s.67, Anti social Behaviour, Crime and Policing Act 2014	N/A	N/A	£100	£65	New legislation introduced Oct 2014

Offence	Fee/charge set by Legislation	Fee/Charge 2014/15		Proposed Fee/Charge 2015/16		Council policy when setting the fee/charge
Deface any Property by painting, writing, etc. (Graffiti & fly posting)	Anti-Social Behaviour Act 2003	£75.00	£50.00	£75.00	£50.00	Not applicable Statutory fee
Painting or affixing things to a structure on the Highway	Highways Act 1980	£75.00	£50.00	£75.00	£50.00	
Failure to place waste in prescribed container (Household)	Environmental Protection Act 1990	£100.00	£60.00	£100.00	£60.00	
Failure to place waste in prescribed container (Commercial)	Environmental Protection Act 1990	£100.00	£60.00	£100.00	£60.00	
Unauthorised distribution of literature on designated land	Environmental Protection Act 1990	£75.00	£50.00	£75.00	£50.00	
Noise from dwellings	Noise Act 1996	£100.00	No reduction	£100.00	No reduction	
Noise from licensed premises	Noise Act 1996	£100.00	No reduction	£100.00	No reduction	

8. TRADE REFUSE CHARGES					
ALL PRICES ARE A MAXIMUM PER BIN LIFT CHARGE AND ARE NOT SUBJECT TO VAT					
Sacks			Charge 2013/14	Charge 2014/15	
Packs of 25		Discretionary: ESPFH	£1.55 per sack delivered in packs of 25	£1.75 per sack delivered in packs of 25	
Eurocontainer (1100 Litre)					*New service – catering waste is heavy hence higher cost.
Residual			£14.95	£15.50	
Recycling			£12.26	£12.50	
Eurocontainer (660 Litre)					
Residual			£10.85	£11.20	
Recycling			£8.20	£8.50	
Eurocontainer (360 Litre)		Discretionary: ESPFH			
Residual			£6.30	£6.50	
Recycling			£5.17	£5.50	
Eurocontainer (240 Litre)					
Residual			£4.15	£6.00	
Recycling			£4.15	£6.00	
Catering Waste			£10.00	£11.00	

Type of fee/ Charge	Fee/charge set by	Proposed Charge 2013/14	Proposed Charge 2014/15	Council policy when setting the fee/charge
9. EXISTING SCHOOL / COLLEGE CUSTOMER				
ALL PRICES ARE A MAXIMUM PER BIN LIFT CHARGE AND ARE NOT SUBJECT TO VAT				
Sacks –				
Delivered in packs of 25	Discretionary: ESPFH	£0.90 per sack delivered in packs of 25	£1.00 per sack delivered in packs of 25	

Type of fee/ Charge	Fee/charge set by	Proposed Charge 2013/14	Proposed Charge 2014/15	Council policy when setting the fee/charge
1100 Litre Eurobin, per lift Residual – no disposal cost Recycling		£8.80 £12.26*	£9.50 £12.50*	*schools paying for a residual waste service do not pay for the recycling service
660 Litre Eurobin, per lift Residual – no disposal cost Recycling		£6.40 £8.90*	£6.50 £9.00*	
360 Litre Eurobin, per lift Residual – no disposal cost Recycling		£3.85 £5.17*	£4.00 £5.30*	
240 Litre Eurobin, per lift Residual – no disposal cost Recycling		£2.50 £4.15*	£3.00 £4.50*	

Licensing Act 2003 – Fees (Statutory)

	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	
Premises/Club Licence			
Band A	£100.00	£100.00	Fee set by Central Government
Band B	£190.00	£190.00	
Band C	£315.00	£315.00	
Band D	£450.00	£450.00	
D and Primary Business Alcohol Sales x 2	£900.00	£900.00	
Band E	£635.00	£635.00	
E and Primary Business Alcohol Sales x 3	£1, 905.00	£1, 905.00	

	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	
Annual Fee			
Band A	£70.00	£70.00	Fee set by Central Government
Band B	£180.00	£180.00	
Band C	£295.00	£295.00	
Band D	£320.00	£320.00	
Band E	£350.00	£350.00	

Additional fees for large venues and events

	Fee/Charge 2013/14	Proposed Fee/Charge 2014/15	
Number in Attendance at any one time			
5,000 to 9,999	£1, 000	£1, 000	Fee set by Central Government
10,000 to 14,999	£2, 000	£2, 000	
15,000 to 19,999	£4,000	£4,000	
20,000 to 29,999	£8, 000	£8, 000	
30, 000 to 39,999	£16,000	£16,000	
40, 000 to 49, 999	£24, 000	£24, 000	
50, 000 to 59, 999	£32, 000	£32, 000	
60, 000 to 69, 000	£40, 000	£40, 000	
70, 000 to 79,999	£48, 000	£48, 000	
80, 000 to 89, 999	£56, 000	£56, 000	
90, 000 and over	£64, 000	£64, 000	
Temporary Events	£21 per event	£21 per event	

**Schedule of Maximum Fees – Gambling Act 2005
(Council has set maximum fee permitted)**

Classes of premises licence	Maximum non-conversion application fee in respect of provisional statement premises	Maximum non-conversion application fee in respect of other premises	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application to transfer a licence	Maximum fee for application for reinstatement of a licence	Maximum fee for application for provisional statement
Regional casino premises licence	£8,000	£15,000	£15,000	£7,500	£6,500	£6,500	£15,000
Large casino premises licence	£5,000	£10,000	£10,000	£5,000	£2,150	£2,150	£10,000
Small casino premises licence	£3,000	£8,000	£5,000	£4,000	£1,800	£1,800	£8,000
Converted casino premises licence			£3,000	£2,000	£1,350	£1,350	
Bingo premises licence	£1,200	£3,500	£1,000	£1,750	£1,200	£1,200	£3,500
Adult gaming centre premises licence	£1,200	£2,000	£1,000	£1,000	£1,200	£1,200	£2,000
Betting premises (track) licence	£950	£2,500	£1,000	£1,250	£950	£950	£2,500
Family entertainment centre premises licence	£950	£2,000	£750	£1,000	£950	£950	£2,000
Betting premises (other) licence	£1,200	£3,000	£600	£1,500	£1,200	£1,200	£3,000

These fees are currently set at the maximum amount

Schedule of Abandoned Vehicles Fees – Road Traffic Act 1988 (Retention and Disposal of Seized Motor Vehicles) (Amendment) Regulations 2008

Table 1 – Regulation 6(2)

	1	2	3	4	5
1	Vehicle position and condition	Vehicle equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM	Vehicle exceeding 18 tonnes MAM
2	Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off road	£150	£200	£350	£350
3	Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both.	£250	£650	Unladen—£2000	Unladen—£3000
				Laden—£3000	Laden—£4500
4	Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	£400	Unladen—£1000	Unladen—£1500
				Laden—£1500	Laden—£2000
5	Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	£850	Unladen—£3000	Unladen—£4500
				Laden—£4500	Laden—£6000

Table 2 – Regulation 6(3)

	1	2	3	4	5
1	Two wheeled vehicle	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM	Vehicle exceeding 18 tonnes MAM
2	£10	£20	£25	£30	£35

Agenda Item 5



South
Cambridgeshire
District Council

Report To: Environmental Services Portfolio Holder Meeting 12 December 2014
Lead Officer: Mike Hill Director Health & Environmental Services

Report on the Audit by the Food Standards Agency of the Local Authority Food Law Service 1-3 July 2014

Purpose

1. To inform the Portfolio Holder of the outcome of the Food Standards Agency audit and the measures that are proposed to address the issues raised.
2. This is not a key decision.

Recommendations

3. It is recommended that the Environmental Services Portfolio Holder approves the action plan at Appendix 1 to address the Food Standards Agency priorities.

Reasons for Recommendations

4. The team strive to provide the best service possible for customers and to support sustainable business compliance. Over the last three years the service has undergone a positive move towards an intelligence-led, risk-based intervention programme in line with the Corporate Enforcement & Inspection Policy and this timely audit has given the impetus to ensure a thorough review of systems results in a management framework which supports a quality, consistent, transparent and graduated approach towards enforcement.

Background

5. The Food Standards Agency (FSA) is the central competent authority in overseeing official food controls undertaken by local authorities and has been granted powers to monitor standards and audit local authorities delivery of official controls. The Council's Food Safety Service Plan sets out the interventions programme which is central to our regulatory and enforcement regime ensuring that a risk based, intelligence led approach is taken to enforcement balanced with business support and that sufficient resource is allocated to this important area of public safety.
6. The FSA undertook this audit as part of their annual programme in accordance with the Food Standards Act 1999 and the Official Feed and Food Controls (England) Regulations 2009. It identified South Cambridgeshire for audit because
 - it has not been previously audited
 - there are generally low levels of enforcement in local food premises
 - statistical returns indicated overdue high risk inspections

Considerations

7. Over the last three years the team has evolved and incorporated a number of changes which have contributed towards a backlog of programmed inspections. These include
 - restructuring into an Environmental Health & Licensing Business Team with a new head of service and broader perspective
 - turn over in key staff within the team
 - difficulties recruiting to vacant posts and also in finding suitably qualified consultants to backfill posts
 - migration from the local Scores on the Doors programme to the national Food Hygiene Rating Scheme with it's own Brand Standard and appeals procedures requiring implementation
 - new and updated legislation and codes of practice
 - a new alternative inspection strategy for low risk premises
 - a consolidated corporate enforcement policy
 - an ever changing enforcement scene with many new food businesses registering and a challenging economy forcing others to cut costs and potentially risk consumer's health

8. As previously reported to the Portfolio Holder, no major issues were identified by the audit and this supports continuing confidence of residents and Members in the continued high performance of local businesses. However, the audit did identify a number of improvements for SCDC to consider as set out in the Action Plan at Appendix 1.

Options

9. The options considered are to
 - implement the action plan in its entirety and thereby comply fully with the food law code of practice
 - prioritise the action plan so that it is implemented in stages over a longer period than suggested, this could invoke sanctions from the Food Standards Agency
 - disregarding the proposed action plan act may put South Cambridgeshire DC in contravention of statutory duties and present a risk to health to consumers. This is not recommended.

10. With respect to recruiting the food lead role the options are to
 - re-advertise the post
 - explore alternative ways of delivering this key role including potentially a shared post between authorities

Implications

11. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

12. None identified at present, it is anticipated that improvements in the quality of the service delivered should not impact adversely on the current budget.

Legal

13. The food law enforcement is a statutory function and failure to deliver it to the standards required would have adverse legal implications for the council.

Staffing

14. The Lead Food Officer post has remained vacant following an unsuccessful recruitment round. Options are currently being considered in order to identify ways in which to fulfil the requirements of this role.

Risk Management

15. The FSA will be monitoring the service's progress in implementing the agreed action plan. If they are not satisfied that sufficient progress is being made and there are concerns that the food law enforcement service is failing the FSA may deliver the service on behalf of the authority and recharge its expenses. This could cause adverse media comment and have significant financial implications to the council.

Equality and Diversity

16. Consistent and transparent enforcement activities are essential to maintain consumer safety and confidence and to supporting businesses to thrive equally.

Effect on Strategic Aims

17. Addressing the FSA's recommendations through implementation of the Action Plan at appendix 1 will contribute to achieving our strategic aims to provide first class services and an outstanding quality of life to residents. Specifically, it will help us to ensure that, through our Food Safety Plan, we deliver a proportionate approach to enforcement which supports local business success whilst protecting health and consumer confidence.

Background Papers

Framework Agreement on Local Authority Food Law Enforcement
Food Standards Agency (FSA) Food Law Code of Practice and Practice
(England) and Practice Guidance
Report on Audit of Local Authority Food Law Service Delivery and Food Business
Compliance South Cambridgeshire District Council Food Standards Agency 1-3 July 2014.

Report Author: Susan Walford – Operational Manager EH&L
Telephone: (01954) 713124

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APPENDIX 1 Action Plan for South Cambridgeshire District Council
Audit date: 1 - 3 July 2014

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.1.6 Further develop the Food Service Plan in accordance with the Service Planning Guidance in the Framework Agreement, to include details of the proposed food premises interventions and sampling programme for the year and a clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against the resources available to the Service. [The Standard – 3.1]</p>	<p>31/10/14 31/03/15</p>	<p>Service Plan reviewed in light of comments made. Comments incorporated into plan that will be put to Portfolio Holder by end of October 2014.</p>	<p>Service Plan amended. Officer tasked to identify sampling programme and decide most appropriate action for the Authority.</p>
<p>3.1.9 Set up, maintain and implement a control system for all documentation relating to its enforcement activities. [The Standard - 4.2]</p>	<p>31/03/15</p>	<p>A management document will be developed that will hold all relevant information as to current authorised officers and levels of authorisations, latest FLCoP, procedures for relevant inspections, enforcement, complaints etc. This will be in the form of an electronic folder stored in a central drive for all officers and managers to refer to and update and be kept up to date by the lead food officer.</p>	<p>Matter raised at team meeting.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.1.16(i) Set up, maintain and implement a documented procedure for the authorisation of officers based on their competence and in accordance with the Food Law Code of Practice and any centrally issued guidance. [The Standard - 5.1]</p>	<p>31/11/14</p>	<p>To develop a matrix identifying officers and competencies over a rolling year and to ensure competencies maintained through regular supervision meetings and recording of CPD. The process will be incorporated into the annual and half yearly appraisal and reviewed via 1:2:1 as part of a qualification and development plan. Work will be allocated according to authorisations. All authorisations to be kept up to date by lead food officer as part of management document see 3.19.</p> <p>Review current settings on software system to reduce risk of jobs being issued to officers incorrectly (linked to 3.1.9 above).</p> <p>Lead food officer/manager to implement a six monthly review and record as part of staff appraisal and management control document to record level of authorisations.</p>	<p>Officers asked for current certificates and details of relevant training over last 12 months and individual training matrix to be discussed as part of interim appraisals in October.</p> <p>Qualification and development plan produced.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.1.16(ii) Ensure that the officer appointed to have lead responsibility for the enforcement of food hygiene legislation has the relevant qualifications and specialist knowledge. [The Standard - 5.2]	30/03/15	Recruit an experienced officer to undertake the role of lead food officer.	Role advertised and recruitment selection taking place. No suitable candidates applied – due to re advertise in November 2014.
3.1.16(iii) Ensure that the level of authorisation and duties of officers is consistent with their qualifications, training, and experience in accordance with the Food Law Code of Practice. [The Standard - 5.3]	31/11/14	Regular use of qualifications and development plan via 1:2:1 and appraisal system. Current authorisations to be reviewed and updated/amended as appropriate.	Next appraisals due in October 2014, collation of current qualifications and authorisations taking place. Managers regularly (weekly) review of jobs to act as safety check to reduce risk until such time as system can be looked at in full.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.1.16(iv) Ensure that all officers involved in food hygiene law enforcement activities receive sufficient relevant training in accordance with the Food Law Code of Practice. [The Standard - 5.4]	Completed	All staff currently undertaking activities will record CPD and training as part of the 1:2:1 and appraisals with line manager via use of the qualifications and development plan.	<p>Review of all jobs allocated to officers has taken place to ensure compliance with the FLCoP.</p> <p>Managers review workloads and allocate jobs for accuracy and compliance.</p>
<p>3.1.16(v) Maintain records of relevant qualifications, training and experience of each authorised officer in accordance with the Food Law Code of Practice. [The Standard – 5.5]</p>	01/11/14	<p>Qualifications and CPD matrix to be developed and maintained by resources team with input after approval by line manager (ie manager to approve training as relevant before resources team complete the matrix).</p> <p>Officer competencies to be cross referenced to FLCoP restrictions (ie ensure officers only inspect premises they are competent to do).</p> <p>Records to be kept centrally and reviewed via 1:2:1/half yearly appraisals.</p>	Good practice sought from other authorities and areas of other professional expertise within the authority.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.2.6 Develop, maintain and implement a documented procedure to ensure that the food premises database is accurate, reliable and up to date. [The Standard – 11.2]</p>	<p>31/03/15</p>	<p>Further review software system and process for inputting data - possible new coding to identify vacant business premises.</p> <p>Clear written process for officers to follow when inputting data. Via the management control document to be developed as part of recommendation 3.19.</p> <p>Aim to undertake coding review on database system to ensure accurate recording of enforcement activities. Possible corporate wide review of software systems may take place which could affect this – current contract expires March 2016. Re training of resource team/officers to ensure correct coding.</p> <p>Liaise with Business rates, to provide a regular (monthly if possible) list of new businesses to be cross referred with food registrations recorded on the database.</p> <p>Further develop existing protocols with Trading Standards to assist in business identifications/new businesses etc.</p>	<p>Approach made to Business rates – awaiting response.</p> <p>Discussions taking place with Trading Standards regarding development of an intel role across the two services.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.3.14(i) Carry out interventions/inspections at all food hygiene establishments at a frequency specified by the Food Law Code of Practice, and continue to prioritise the highest risk premises for interventions. [The Standard - 7.1]</p>	<p>31/03/15</p>	<p>Provisions to be put in place with external agency if extra staff required.</p> <p>Review of software system to assist in clearly highlighting interventions approaching the required inspection date or any that have become overdue.</p> <p>Ensure that new businesses are inspected/contacted and initial risk assessment within 28 days, monitored via monthly 1:2:1's.</p> <p>Review software system to help officers clearly identify premises that may be close to the time limits for inspection/intervention.</p>	<p>Officers now instructed to carry out interventions as per FLCoP.</p> <p>Work being monitored via monthly 1:2:1.</p> <p>Provisions put in place to source inspections to external officers if concerns are raised over slippage.</p> <p>Overall review of software system to assist in monitoring and management.</p> <p>Investigation taking place to see if the software system can be amended to flag up premises that are close to target deadline ie 7 days before the 28 day period expires.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.3.14(ii) Carry out interventions and inspections and approve relevant establishments in accordance with relevant legislation, the Food Law Code of Practice and Practice Guidance, and centrally issued guidance. [The Standard - 7.2]</p>	<p>31/12/15</p>	<p>Review the inspection sheets and re-educate officers to ensure all relevant sections are completed. Monitor via 1:2:1's and peer review to ensure consistency.</p> <p>Move to electronic based inspections that would be able to prevent officers from completing work until all identified information is entered.</p> <p>Qualitative reviews will take place via team meetings to ensure consistency of approach to inspections. Where issues are raised accompanied inspections or shadowing will take place and be documented.</p> <p>Approved premises will be overseen by the lead food officer or in their absence the Operational Manager to ensure correct process followed as identified in the management control document to be developed.</p>	<p>Qualitative monitoring of inspections via both 1:2:1's and team meetings to ensure consistent and correct information and approvals are recorded.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.3.14(iii) Ensure that inspections of food establishments adequately assess the compliance of establishments and systems to legally prescribed standards. [The Standard – 7.3]	31/12/14	Qualitative monitoring by manager of inspection sheets via 1:2:1 and team meetings/workshops where they will collectively benchmark each other's work. We will seek to engage other authorities or the food liaison group meetings to see if a benchmarking exercise has merit.	1:2:1 format changed to incorporate a qualitative and scrutiny aspect to work.
3.3.14(iv) Set up, maintain and implement documented procedures for the range of intervention and inspections carried out. [The Standard - 7.4]	31/01/14	Processes to be drawn up and made available through a central folder or cloud based host to ensure that officers are accessing current procedures and have a consistency of approach.	Preferred method is to use an existing (external information management system and update all procedures. In process of ensuring officers are able to access and are trained in the use of the existing information management system.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.3.14(v) Ensure that observations made and data obtained during interventions are recorded in a timely manner and maintain up to date and accurate records in retrievable form on all food law enforcement activity in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard - 7.5 and 16.1]</p>	31/03/15	<p>Officers have been instructed in the importance of ensuring information and data is recorded in a timely manner.</p> <p>Failure to input date within a reasonable time may be subject to disciplinary process subject to the Authority guidelines and procedures.</p> <p>Future monitoring will take place via:- 1:2:1's, peer review meetings (part of team meetings) sample shadowing by lead food officer (when in post).</p>	<p>All outstanding work is now monitored via the manager/officer 1:2:1 system.</p> <p>Officers unable to comply without reasonable explanation may be subject to disciplinary process.</p>
<p>3.4.7 (i) Set up, maintain and implement documented procedures for the full range of follow up and enforcement actions in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard - 15.2]</p>	31/01/14	<p>Processes to be drawn up and made available through a central folder or cloud based host to ensure that officers are accessing current procedures and have a consistency of approach.</p>	<p>Preferred method is to use an existing host and update all procedures.</p> <p>In process of ensuring officers are able to access and are trained in the use of the existing information management system.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.4.7(ii) Ensure that food law enforcement is carried out in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 15.3]	31/01/14	<p>Managers to monitor through 1:2:1 meetings as part of qualitative approach.</p> <p>Lead food officer to become central point of contact for enforcement notices issued by FSA.</p> <p>Lead food officer to ensure monitoring of FSA website on a regular basis.</p> <p>Training issues are to be addressed with individual officers.</p>	<p>Duty resources team currently to act as point of contact to ensure that notices/urgent information sent by FSA is received and disseminated to appropriate officer/s promptly.</p> <p>Improvements in accordance with the FLCoP are being considered by team in respect of HINs/Voluntary Closures.</p>
3.5.3(i) Set up, maintain and implement documented internal monitoring procedures in accordance with Article 8 of Regulation (EC) No. 882/2004, the Food Law Code of Practice and centrally issued guidance. [The Standard -19.1]	31/12/14	<p>Use of 1:2:1</p> <p>Authorisation matrix.</p> <p>Qualification and development plan.</p> <p>Continued CPD.</p>	<p>Currently underway.</p> <p>Management control document being developed see recommendation 3.19.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.5.3(ii) Verify the conformance of the Service with the Standard in the Framework Agreement, the Food Law Code of Practice, relevant centrally issued guidance and the Authority's own documented policies and procedures. [The Standard -19.2]	01/11/14	Seek authorities within food liaison group to benchmark with. Key role to audit and ensure conformity via lead food officer.	Interviews to appoint lead food officer underway.
3.5.3(iii) Ensure records of internal monitoring activities are maintained. [The Standard -19.3]	31/03/15	Create method of recording to ensure that conformity checks have been carried out and discussed at managerial level	1:2:1 and team meetings are currently documented and any issues identified will be recorded for future reference/auditing.

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Agenda Item 6

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Environmental Services Portfolio Holder
AUTHOR/S: Director Health & Environmental Services

12 December 2014

PROPOSED CHARGING POLICY FOR CARAVAN SITE LICENSING MOBILE HOMES ACT 2013

Purpose

1. The purpose of this report is to propose a charging policy in respect of caravan site licence fees as required by the mobile homes act 2013.
2. This not a key decision. Under the terms of the Council's Constitution it is a decision for the portfolio holder.

Recommendations

3. That the Environmental Services Portfolio Holder confirms the proposed policy attached as Appendix 1

Reasons for Recommendations

4. Confirming the proposed policy will prevent legal challenge to any fees and contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

Background

5. The provision for charging discretionary fees was introduced by the Mobile Homes Act 2013. This Act came into force on 1st April 2014 with respects to amendments to the Caravan Sites and Control of Development Act 1960, which is the principal legislation covering the licensing and control of caravan sites. The Act came into effect on the 26th May 2013 with respect to amendments to the Mobile Homes Act 1983, which regulates the agreements between site owners and occupiers

Considerations

6. As this is a new provision, the policy for fee calculation will be reviewed 2 years after the implementation to assess any changes that need to be made. However, the fee levels will be reviewed each year to take into account the cost of running the service. Licensing (Section 3)
7. The actual full year costs and income from fees are being monitored over a rolling two-year cycle, as previously agreed, in order to ensure they accurately reflect the cost of administering the service. The fees will be adjusted accordingly and set via the annual fees and charges process.

Options

8. The Portfolio Holder has the option to:
- (a) Accept the policy detailed in Appendix 1
 - (b) Reject the policy detailed in Appendix 1
 - (c) Amend the policy detailed in Appendix 1.

Implications

9. The policy will contribute to the efficient and cost effective delivery of a range of council services that impact directly on people's safety and health.

10. Financial	None identified at this time
Legal	None identified at this time
Staffing	None identified at this time
Risk Management	Regular performance monitoring of policy
Equality and Diversity	None identified at this time
Equality Impact Assessment completed	No No adverse impacts identified
Climate Change	None identified at this time

Consultations

11. The Policy has been benchmarked with similar authorities for consistency.

Effect on Strategic Aims

12. Confirming the proposed policy contribute to the efficient delivery of council services that impact directly on people's safety and health, so contributing to the achievement of the council's Strategic Aims.

Conclusions / Summary

13. In proposing the policy a number of factors have been taken into account, including council policy, council Aims and Objectives and legislative requirements

Background Papers: the following background papers were used in the preparation of this report:

Mobile Homes Act 2013

Contact Officer: Myles Bebbington – Head of Service Env Health & Licensing
Telephone: (01954) 712922

APPENDIX 1

South Cambridgeshire Caravan site Licensing fee Policy

Scope/Purpose

This policy sets out the fee structure for the processing of applications for the issue, variation and transfer of caravan site licenses and annual fees for administration and monitoring of site licences, together with any fee associated with the holding of a register of site rules.

Legislation

The provision for charging fees was introduced by the Mobile Homes Act 2013. This Act came into force on 1st April 2014 with respects to amendments to the Caravan Sites and Control of Development Act 1960, which is the principal legislation covering the licensing and control of caravan sites. The Act came into effect on the 26th May 2013 with respect to amendments to the Mobile Homes Act 1983, which regulates the agreements between site owners and occupiers.

Review

As this is a new provision, the policy for fee calculation will be reviewed 2 years after the implementation to assess any changes that need to be made. However, the fee levels will be reviewed each year to take into account the cost of running the service.

Components of the annual fee

The annual fee will include all administrative costs in ensuring that each site complies with the licence conditions, including inspections and travel costs. It does not at present include any costs associated with enforcement action as these will be recovered separately under a demand for recovery notice.

Exemptions

The licence fee requirement does not apply to the following sites:-

- Sites exclusively for holiday use
- Sites where conditions require that there are times of the year when no caravan may be stationed on the land for human habitation.
- Sites that are occupied only by the site owner and his/her immediate family or by a person employed by the site owner except where under an agreement to which the Mobile Homes Act 1983 applies.

Payment

The annual fee shall be payable 12 months after the issue of the licence. Failure to pay the fee may result in the local authority applying to the Residential Property Tribunal (RPT) for an order requiring payment by a specified date. If payment is not received within 3 months of that date the local authority may take action to revoke the site licence.

Calculation of licence fees

A combination of officer time and known fixed costs will be used to calculate the fees with a view to cost recovery of the service. These fees are reported in the annual fees and charges reports