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**REPORT TO:** Environmental Services Portfolio Holder  
**LEAD OFFICER:** Director Health & Environmental Services

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29 August 2017

## **PROPOSED FEES AND CHARGES FOR FOOD HYGIENE REINSPECTIONS FOR 2017/18**

### **Purpose**

1. The purpose of this report is to propose a new fee for Food Hygiene rating re-inspections for Health & Environmental Services .
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 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 fees or charges 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. A national scheme exists known as the "Food Hygiene Rating System" this system assesses premises against a pre set criteria to grade them from zero to five with five indicating that the authority has trust in their food hygiene processes and procedures.
8. The scheme has been taken up nationally over recent years and is seen as a key indicator for the general public to determine whether premises are responsible with regards to food safety management.

9. All initial inspections and subsequent planned inspections under the scheme must be carried out free of charge and a score issued as part of the visit with an explanation of how the scoring was reached. It is becoming common place where businesses do not score highly that they wish to address the issues raised and require a second inspection prior to a programmed visit ( typically 12 months to 3 years after the initial assessment) to try and increase their rating, which they can then use to help promote their business.
10. There is no legal requirement for SCDC to undertake a second one off visit at the request of the business, but fully understand the “business need” to improve their scoring where appropriate.
11. Advice has been sought from the Food Standards Agency with regard to charging for visits to re-inspect ahead of the normal planned visit which may vary from 12 months to Three years, it has been established that a charge can be levied provided it is aimed at cost recovery only.
12. This charge will not create significant income, but there have been between 10 and 15 such cases since January 2017 where a charge could have been levied and it is expected to grow in the future.

### **Considerations**

13. Appendix 1 shows the recommended charge for 2017/18 and includes references to policies relating to the charge. This charge id approved will then be included in the normal fee setting rounds for future years.

### **Options**

14. 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.

### **Implications**

15. The fees and charges for the remainder of this 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.

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|--------------------------------------|--|
| 16. Financial                        | The recommendation will result in an increase in income on a cost recovery basis |
| 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 | No   |
| Climate Change                       | None identified at this time   |

### **Consultations**

17. Adjoining Local Authorities have been consulted for comparative and consistency purposes.

### **Effect on Strategic Aims**

18. 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**

19. 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. neighbouring authority charges, market conditions and the need to recover costs.

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

None

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