


Environmental Protection Services

Service Delivery Plan 2018-19

Towy Valley, Carmarthenshire

Contents

Section	Title	Pg
1	Summary	1
2	Service Aims and Objectives	4
3	Background	7
4	Food Safety and Workplace Health and Safety	9
5	Pollution and Wellbeing	20
6	Public Health	26
7	Resources	34
8	Quality Assessment	35
9	Review	36
Appendix 1	Political Structure	37
Appendix 2	Strategic Management Structure	38
Appendix 3	Budget	39





Cenarth Falls, Newcastle Emlyn

1.0 SUMMARY

- 1.1 The report outlines the roles and responsibilities of the Environmental Protection Section. It illustrates the demands on the service and the challenges that will be addressed for 2018/19. The work is predominantly statutory.
- 1.2 The Division has recently re-aligned. The main areas affected in terms of Environmental include the following but will be discussed in more detail in the relevant sections:
 - The Licensing function transferring to the Businesses and Consumer Affairs Section;
 - The Food section will expand to include standards and feed regulation in order to provide a 'farm to fork' policy; and
 - The Public Health Section will include tenure neutral nuisance and wider anti-social behaviour regulation in addition to the management of and support for the Gypsy and Travellers at the Penybryn site, Llanelli.
- 1.3 Staff within the Environmental Protection Section work flexibly and inspections and visits are undertaken out of core hours on a pre-planned basis, where necessary.
- 1.4 The service is experiencing increased demands. This is set against an increase in demand in some reactive and proactive statutory requirements, such as the implications of the food hygiene rating act, planning applications and introduction of additional legislation (such as dog chipping, anti-social behaviour, sampling for water/food quality, smoking in vehicles with children etc). The main priority for the Service is the protection of public health, consumers, local businesses and animal health. Decisions on priorities of work are based on risks that may affect those groups.
- 1.5 Impacts that may influence the proactive/programmed work such as food hygiene inspection programme are the team's response to major food incidents, food poisoning outbreaks, investigation of the illegal meat trade, food fraud, etc. Additionally, a large proportion of Pollution and Public Health teams' work is reactive, such as noise control and the investigation of statutory nuisance. There are occasions when the demand may exceed the capacity of the teams'. This is continually monitored and addressed where possible, by re-prioritising workloads and utilising qualified officers (Environmental Health Practitioners) to ensure that there is flexibility to meet high pressures/demands.

- 1.6 There is also a considerable amount of collaborative working with partners. Examples of this include:
- Regulation and advice of large events and sports ground safety inspection through a Safety Advisory Group. This is made up of senior representatives of the Police, Fire and Rescue Service, Ambulance Service and Local Health Board;
 - Joint problem solving group for issues relating to anti-social behaviour; and
 - Sharing of procedures/information with neighbouring authorities to deliver consistent services to businesses and consumers. This is demonstrated by active engagement with the Welsh Heads of Environmental Health Expert Panels and regional groups.
- 1.7 One particular issue being considered is the united approach to the current proposals by the Food Standards Agency in relation to the Regulation for Change agenda. This is looking to alter the current (successful) implementation of the food legislation from the responsibility of the Local Authority Environmental Health Officers (EHOs) to consultants (at a cost to the business) with the EHO's having the responsibilities for enforcement. This will have the potential impact on the current team, by altering the demands within the section and may need the officers to 'do things differently'.
- 1.8 Particular impacts for 2018/19 include:
- "Bedding in" the realignment of services within the Division. We now have one team responsible for Food Hygiene, Standards and Food to provide a 'farm to fork' service. This was being delivered between three teams. The services will monitor performance measures to understand demands and ensure that there are adequate resources in each section. The re-alignment has also resulted in further investment in officers to provide them with knowledge and abilities to deliver hygiene and standards services. It is felt that the outcome will result in a better and more efficient service to the customer;
 - Implementing the monitoring of shellfish in accordance with Welsh Government and Food Standards Agency to ensure that the beds satisfy standards for commercial gathering. Sampling of biotoxin and hygiene levels are essential to determine both the health status of commercial shellfish beds and also the continual monitoring of their classified status;
 - Exploring the opportunity for implementing Primary Authority Principal and provision of tailored advisory services at a cost to new and existing food businesses, with the intention of encouraging businesses to 'strive for a rating of 5';
 - Delivering a tenure neutral approach to statutory nuisances and anti-social behaviour. This will include close working partnerships to improve problem solving collaboratively. The service will monitor performance measures to understand demands and ensure that there are adequate resources in each section. It is felt that the outcome will result in a better and more efficient service to the customer;
 - Exploring the possibility of extending the current Pest Control services to commercial contracts and private dwelling treatment;
 - Preparing for the implementation of the relevant section of the Public Health (Wales) Act in relation to the registration and licensing of skin treatments, Health Impact Assessments and extension of smoking restricted areas. There will also be an input into the Local Toilet Strategy in conjunction with the Environment Department. There will be an opportunity to obtain fees for the licensing and registration of the above;
 - Producing information relating to noise control that is readily available for developers to assist in their Planning application process. We will explore the possibility of providing a tailored advisory service where further, in depth information may be requested, the cost of which will be borne by the developer;

- Working with partners that are delivering the Wellness and Life Science village at Delta Lakes to ensure that the risks from potential land contamination are fully addressed and mitigated where necessary;
- Implementing action plans for the Air Quality Management areas in Carmarthen, Llanelli and Llandeilo. The section is enhancing the plans by working in conjunction with Swansea University to observe the health impact of the action plans to improve air quality. Work is also planned to engage with local schools in the areas to raise awareness of poor air quality and to instigate change in school journey behaviours;
- Exploring the possibility of working collaboratively with Swansea University through the Wellness and Life Science Centre to assess radon levels within local housing stock (and remediate as necessary), and to observe the health impact; and
- Improving the support and engagement services for the Gypsy and Travellers community.



2.0 SERVICE AIMS AND OBJECTIVES

2.1 Introduction

The Plan is intended to inform residents and the business community about the arrangements Carmarthenshire County Council has in place with regard to the delivery of Environmental Protection Services.

Environmental Protection Services encompasses food hygiene, standards and feed, communicable disease, health and safety, pollution (including air quality, contaminated land and noise), nuisances (including noise, odour, smoke, waste, drainage etc), anti-social behaviour, drinking water, pest control advice and dog warden services. The Local Authority has a statutory duty to carry out these functions.

The Plan relates to work that will be undertaken by the Environmental Protection Services from the 1st April 2018 until 31st March 2019. It details how the teams are managed, organised, how they operate and includes an analysis of the current costs and challenges facing the service.

2.2 Service Aims and Objectives

The Environmental Protection Service is committed to protecting the health, safety and wellbeing of residents and visitors to the County. It is one of the main regulatory sections of the Council. To achieve this, the service aims to:

- (i) promote, provide advice and information, guidance and education on all matters relevant to Environmental Protection Services;
- (ii) carry out a range of programmed statutory inspections and other visits in accordance with relevant legislation, codes of practice and guidance. This will include re-inspections and re-sampling or other subsequent action as necessary, in accordance with the Council's Enforcement Policies;
- (iii) respond in a timely manner to service requests;
- (iv) liaise with a range of partners. This will include the Food Standards Agency, Welsh Government, Department for Health, Public Health Wales, Public Analysts, Better Regulation

Delivery Office, Natural Resources Wales, the Health and Safety Executive, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service, Hywel Dda Local Health Board, the Communicable Disease Surveillance Centre, Directors of Public Protection Wales, its Expert Panels and other local authority Task Groups, together with other appropriate bodies to achieve consistency in enforcement;

- (v) work collaboratively with other local authorities and agencies where possible, to provide a consistent, effective and efficient service for customers;
- (vi) promote the work being carried out by the section with regards to preventative measures to improve health and wellbeing for future generations in Carmarthenshire;
- (vii) ensure that staff receive regular, appropriate training and are able to access up-to-date reference material at all times; and
- (viii) ensure that food imported/produced/or sold in Carmarthenshire is safe to eat.

2.3 Links to Corporate Objectives and Plans

The Well-being of Future Generations Act

This places a well-being duty on specified public bodies across Carmarthenshire to act jointly and establish a statutory Public Services Board (PSB). The Carmarthenshire PSB was established in May 2016 and is tasked with improving the economic, social, environmental and cultural well-being of Carmarthenshire. It must do so by undertaking an assessment of well-being in the County and then preparing a county Well-being Plan to outline its local objectives.

Carmarthenshire PSB's draft well-being objectives are:-

- **Healthy Habits:** people have a good quality of life, and make healthy choices about their lives and environment;
- **Early Intervention:** to make sure that people have the right help at the right time, as and when they need it;
- **Strong Connections:** strongly connected people, places and organisations that are able to adapt to change; and
- **Prosperous People and Places:** to maximise opportunities for people and places in both urban and rural parts of our county.

The Corporate Strategy

Our new Corporate Strategy consolidates the following plans into one document and it:

- supersedes the 2015-20 Corporate Strategy;
- incorporates our improvement objectives as required by the Local Government Measure 2009;
- includes our well-being objectives as required by the Well-being of Future Generations (Wales) Act 2015; and
- includes Carmarthenshire County Council's Executive Board key projects and programmes for the next 5 years as set out in '*Moving Forward in Carmarthenshire: the next 5 years*'.

Welsh National Enforcement Priorities for Wales

Nationally, the service also contributes to the Welsh National Enforcement Priorities for Wales for local regulatory delivery which highlight the positive contribution that regulatory services, together with local and national partners, can make in delivering better outcomes. They are:

- Protecting individuals from harm and promoting health improvement;
- Ensuring the safety and quality of the food chain to minimise risk to human and animal health;
- Promoting a fair and just environment for consumers and business; and
- Improving the local environment to positively influence quality of life and promote sustainability.

Environmental Protection Services links to these objectives are as follows:

- providing the statutory regulatory framework for food, safety and health, public health and pollution control;
- enforcing no smoking in public places and regulating the use of sunbeds, tattooing practices, body piercing and skin treatments;
- investigating notifications of communicable disease, food poisoning and zoonoses (animal health infections);
- promoting the 'preventive' outcome of the work carried out by the service;
- implementing the Food Hygiene Rating legislation;
- sampling food, including shellfish to monitor safety and quality;
- ensuring food sold and produced in Carmarthenshire is safe to eat and as described (including accurate information on allergens);
- investigating allegations of food fraud, such as illegal slaughter and the illegal movement of shellfish; and
- ensuring that officers are equipped with adequate resources and understanding to assess the safety and safeguarding of the community when engaging with customers.



Llandelio

3.0 BACKGROUND

3.1 Profile

Around 185,100 people currently live in Carmarthenshire making it the county with the fourth highest population in Wales. In line with trends across Wales, Carmarthenshire has an ageing population with the over 40's accounting for 56% of the population, and over 65's for 23%. This trend is set to continue with projections suggesting that increases in overall Carmarthenshire population to 2021 will be primarily in the 65+ age group.

The Carmarthenshire population is one of the sparsest in Wales at just 78 people per km², who live across a diverse County of both urban and rural communities. The three major towns are Llanelli, Carmarthen and Ammanford which are home to 25% of the population. 60% of the population live in rural areas which cover 53% of the County geographically. The remaining 40% of the total County population all live within 400m of natural or semi-natural green space.

Carmarthenshire is the third largest County in Wales, covering some 2,365 sq. kilometres, which represents 11.5% of the total landmass of Wales.

Carmarthenshire is a County of contrasts. The agricultural economy and landscape of rural Carmarthenshire contrasts to the urban and industrial south-eastern area. The County has over 6,200 registered agricultural holdings managing, some 210,500 ha of land, with 1400 of these being over 50ha (125 acres) in size.

Carmarthenshire has a rich natural and cultural environment, including sites designated at the international level to protect important biodiversity features, as well as striking landscapes and distinctive historic towns and villages.

The County also has the highest number of Welsh speakers in Wales, with 78,048 speakers according to the Office of National Statistics, with 80% of Welsh speakers speaking Welsh on a daily basis.

3.2 Organisational Structure

Appendix 1 outlines the Political Structure in Carmarthenshire County Council.

Appendix 2 outlines the Corporate Strategic Management Structure.

3.3 External Services

The following support us in providing specialist services:

Food and Agricultural Analysts

Formal and informal feeding stuffs samples are examined by the Public Analyst at Minton Treharne & Davies, Unit 5, Llwyn yr Eos, Parc Menter, Crosshands.

Food Examiners

Informal samples and faecal testing for communicable disease investigation is carried out in the Public Health Wales Laboratory in Carmarthen.

Both of the above are accredited.

3.4 Service Delivery

The service is provided from three centres in the County, at Ammanford, Llanelli and Carmarthen, which are open from 8:50am to 5:10pm Mondays to Thursdays and 8:50am to 4:30pm on Fridays. Staff can work flexible hours between 7:00am and 7:00pm. Officers are moving towards more 'agile' working. As many complaints occur and businesses open only in evenings and weekends, officers work flexibly where necessary. Enforcement visits are carried out outside core hours on a pre-planned basis.

3.5 Enforcement Policy

The Authority adopted a Corporate Enforcement Policy in April 2018 which follows the Regulators Compliance Code.

3.6 Cultural and Ethnic Diversity

Translated versions of several business leaflets are available and the Council has sourced translators which have been used to translate Notices and or letters when required.

The Sections' also implement the Council's Welsh Language Policy and provide Welsh speaking officers when dealing with service requests.

3.7 Education and Partnership Working

The Teams work closely with Public Health Wales, Local Authorities, Hywel Dda Local Health Board, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service etc. This has been illustrated in many of the actions identified from the Integrated Community Strategy.



4.0 FOOD, SAFETY AND HEALTH

4.1 Scope of the Service

During this year the feeding-stuffs and standards work will be carried out by officers within the Food, Safety and Hygiene section. The responsibility for enforcing food standards and feeding-stuffs legislation previously lay with the Business and Consumer Affairs Section. The vision of the realignment includes officers (Environmental Health Practitioners) being able to deliver both hygiene (cleanliness, prevention of food poisoning) and standards (labelling, allergens, use-by-dates etc) responsibilities. This way of working will deliver not only more efficiencies, but also a better experience for the businesses and customers. As a result, many of the Environmental Health Officers have attended a comprehensive Food Standards training. This will ensure more collaborative working and consistency of approach.

The feeding stuffs responsibility are included in an all Wales service delivery plan. However, in order to achieve the targets, two Animal Health Officers have joined the team from Business and Consumer Affairs as part of the realignment. The team is working collaboratively with other Authorities within the region (Dyfed Powys).

The Environmental Protection Section is based at Carmarthen, Llanelli and Ammanford as and when required and in line with the agile working policy. The table below indicates the breakdown of employee numbers (FTEs) for food hygiene, food standards and health and safety.

	Food safety* 2017/18 FTE (EHP)	Food safety 2018/19FTE	Food stand^ 2017/18 FTE (TSO)	Food stand 2018/19 FTE	Health and Safety** 2017/18 FTE (EHP)	Health and Safety 2018/19
Environmental Protection Manager	0.2	0.2			0.05	0.2
Principal Officer	0.7	0.3	0.6	0.3	0.3	0.2
Senior officer *	0.8	0.3	2.9		0.2	0.3
EHP'S	6.95	7		0.9	1.2	0.3
Technical Assistant - sampling	0.8					
Animal Health Officers	0.05				0	
Food Officers **		1.5				
Total	9.5	9.3	3.5	1.2	1.75	1

* 0.4 FTE additional involved in Feed responsibilities

**0.5 FTE additional involved in Feed responsibilities

The figures above illustrate the current proportion of officer resources. The re-alignment has resulted in some efficiencies. For example, officers will carry out a standards inspection at the same time as a hygiene inspection which will save duplication. It may be necessary, however, to regularly review the workloads and demands on the service.

4.2 Demands on the Service and Food Premises Profile

Table 1 shows the number and type of premises in the County. There are 1,986 registered food businesses.

Table 1

Type of business	Apr-16	Apr-17	Apr-18
Primary Producer (registered)	8	7	6
Manufacturer/Packer	88	84	81
Importer/Exporter	1	0	0
Distributor/Transporter	6	8	8
Supermarket/Hypermarket	31	32	34
Small Retailer	303	301	298
Retailer/Other	129	117	113
Restaurants and other caterers	355	359	362
Hotel/Guest House	87	81	77
Pub/Club	303	293	288
Take Away	142	146	146
Caring Premises	152	154	158
School/College	136	140	142
Mobile Food Unit	80	82	84
Restaurant and Caterers – Other	173	182	168
TOTAL	1,994	1,986	1,965

Food businesses in Carmarthenshire are very diverse and further detail is provided below:

- 30 EU approved businesses in Carmarthenshire which produce a variety of meat, dairy, fish and egg products. Some of these businesses only manufacture on a small scale, but the majority prepare high risk foods with complex and specialised procedures. They supply food to businesses outside the County on a considerable scale;
- Shellfish gathering continues to be a large industry in Carmarthenshire, which requires regular sampling, monitoring and enforcement. A sampling regime is essential to maintain / review bed classification and biotoxin monitoring in order to permit commercial gathering. This can be a very lucrative business and multi-agency monitoring is carried out regularly to prevent, where possible, incidents of food fraud;
- Two water bottling plants (spring water and natural mineral water) plus an additional Natural Mineral Water plant, currently being established;
- Two large ice cream manufacturers;
- Approximately 5,000 primary producers of food, predominantly falling under the category of dairy, beef or sheep farms. Of these, approximately 1,000 are considered to be high risk as they operate multi-species businesses;
- Officers also look for ethnic products of animal origin and products not of ethnic origin during their enforcement duties, particularly in wholesale premises and pound shops; and
- Various organisations and businesses use the County for large out-door events and thematic street markets. These need to be regulated and checked for hygiene, water supply, refrigeration and basic public health standards.



Carmarthenshire Fishmonger



Carmarthenshire Cheese Producer



Carmarthenshire Butcher

4.3 Service Delivery

4.3.1 Food Safety Inspections and Education

Premises liable for food safety inspections are risk assessed and the risk assessment category dictates the frequency and level of inspection they receive.

The inspection programmes for 2017/18 are found in the following table:

Category	Planned Inspections 2018/19
A	1
B	43
C	440
D	186
E	255
Unrated	25
Total Inspections	950
FHRS Revisits (estimated)	28
Estimated revisits	50
FSM projected visits	0
Total visits	78

Inspections are grouped geographically where possible for reasons of economy and efficiency.

All food safety high risk premises receive a full inspection/audit in order to attain the targets set locally and to issue a food hygiene rating to the business (following an unannounced inspection). Low risk premises could be subject to an inspection or alternative intervention depending on:

- 1) Whether they are excluded from FHRS or
- 2) It is the first official control visit following a full programmed inspection which resulted in the premises being deemed broadly compliant.

There is only one National PI for food safety for 2018/19 - the percentage of food establishments which are 'broadly compliant' with food law.

Deviation from the programmes outlined above may occur in response to major food incidents e.g. food poisoning outbreaks, investigation of illegal meat trade, special projects referred from the Food Standards Agency, new legislation etc.

In order to determine whether a revisit is necessary, consideration will be afforded to:

- The number and seriousness of the offences;
- The willingness of the proprietor to comply;
- Issues related to public health protection; and
- Premises awarded a FHR score of 2 or less

The actual resource available to deliver this service is 5.0FTE

4.3.2 Food Standards

The rating for food standards has recently been altered from the previous LACORS system to the Food Law Code of Practice. As a result, there is an alteration to previous years risk ratings and inspection programme as detailed below:

Category	Total numbers	Planned inspections 2018/9
A	43	26 (+17)
B	979	77
C	598	6
UNRATE	211	156
TOTAL	1,831	265 +17 = 282

We will inspect all high risk (A) businesses and the inspections that are aligned with the hygiene inspections.

The actual resource available to cover this service is 1.0FTE

4.3.3 Primary Producers

The role of the Food Officers will include inspection of Primary Producers.

The estimated resource required to deliver this service is 0.1FTE

4.3.4 Safety

The section will continue to inspect and review all the Sports Grounds certificates within the County. In addition to this, there will be representation to the Safety Advisory Group which will advise organisers in the planning of larger events.

The national guidance relating to enforcement and inspection of workplaces suggests that only high risk, i.e. 'A' category premises, should be prioritised in the planned programme of inspections regime. In addition, local authorities are encouraged to participate in national and regional health and safety initiatives. The initiatives are set 'thematically' as a result of intelligence led data.

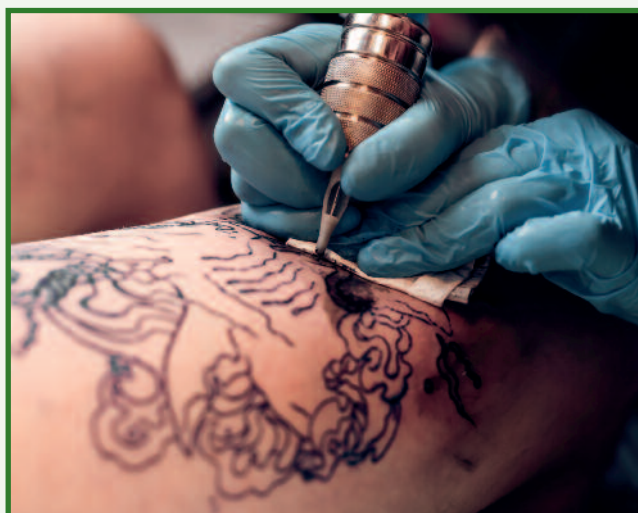
This year, the number of 'A' risk premises included in the programme of inspections is 3.



4.3.5 Health

The introduction of the Public Health (Wales) Act will look to regulate and extend current responsibilities of the section. The first of these is to require persons and premises to be registered/licensed in order to carry out tattooing and/or body modifications. This section is aware of its businesses through ongoing proactive work and, therefore, the implementation of the legislation next year should be reasonably straight forward. It will, however, provide additional, more effective tools which may be used where there is found to be non-compliance.

In addition, the Public Health (Wales) Act proposes Regulations to extend the Smoke Free Premises legislation. This will require officers to enforce no smoking in a wider public attendance remit. It is the intention that initially the section will support the introduction by means of general publicity and working with educational services to focus on concerns with parents in vehicles outside schools etc. Officers will also work with the Leisure section (and schools) to support smoke free playgrounds.



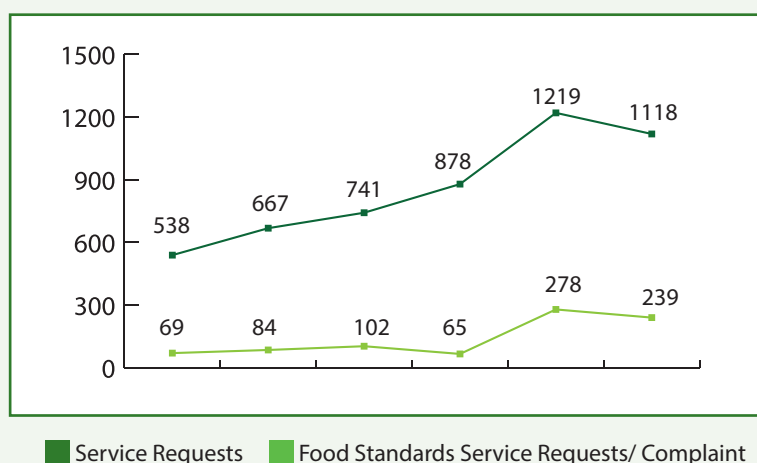
The estimated resources required to deliver this service is 0.8FTE

4.3.6 Food Hygiene, Safety and Standards Service Requests

Service requests that are recorded on the data base systems include food and premises advice, complaints and legislation queries, etc. Officers no longer visit businesses pre-opening to offer setting up advice. Individuals are signposted to advice and information on the website, however, the section is considering offering onsite, tailored advisory visits at a cost later in the year.

A further example of service requests include notification from Dwr Cymru/Welsh Water of potential water disconnections that have an impact on food safety and standards, together with workplace health and safety. Where businesses providing high risk foods are threatened by disconnection, the businesses are contacted or visited to ensure that the water supply remains constant during operation or if the disconnection proceeds, that the businesses do not trade until such time as the supply is reconnected.

Food Standards complaints and requests for service are handled in accordance with the Quality Manual and Food Law Code of Practice. The manner of recording such requests have improved over the past year thereby providing a more accurate picture of the demand. There is a steady increase in the number of service requests year on year. The nature of this work varies greatly from simple advice to complex manufacturing/labelling enquiries to criminal investigations.



The estimated resources required to deliver this service is 1.5FTE

The estimated resources is based on previous years. However, with the introduction of tailored, chargeable advice, as well as a better resourced website, it is anticipated that this will reduce the service request demand.

4.3.7 Home Authority Principle and Primary Authority

The Council does not act as a Primary Authority nor is it a Home Authority for any food business in the area. Carmarthenshire is, however, classified as an originating authority for approximately 77 manufacturers, thus being the initial point of contact for any food complaints arising outside the authority in relation to such products. The section is currently exploring the possibility of becoming a Primary Authority for businesses within Carmarthen. It is anticipated that this will be progressed significantly this year.

4.3.8 Advice to Businesses

Officers provide information during the inspection process. Information packs are available for new businesses and the website is currently under review. It is anticipated that information for consumers and traders will be available, with links to other sources of information from which advice can be obtained free of charge.

As an additional resource, the service now offers a food hygiene advice service which can be tailored to business specific needs at cost. The onsite visit will provide advice on:

- Food Hygiene specifics e.g. cross contamination, 2-stage cleaning, temperature control etc;
- Structure - layout, facilities, equipment, work flow etc;
- Training and Food Hygiene Management Systems e.g. completion and use of Safer Food Better Business; and
- Food Hygiene Rating Scheme advice to help business reach your full potential.

This service is offered to current businesses who are striving to improve standards but the aim is to target 10% of new businesses to achieve a higher score on the first inspection.

The estimated resources required to deliver this service is 0.3FTE

4.3.9 Food Sampling

Food sampling programmes are developed annually in response to perceived local needs and problems. The hygiene sampling follows the Welsh Food Microbiological Forum Sampling Programme and this year it will focus on sampling local producers, manufacturers and retailers as part of these surveys. It is anticipated that the section will procure 120 samples during the year.

Shellfish sampling is carried out on a rolling programme, to ensure the continual classification of beds for commercial gathering. In light of the fact that Welsh Government is intending to open the Three Rivers for Commercial Gathering, there may be a requirement for the section to carry out more sampling on a monthly basis. The section must have the capacity to retrieve 96 toxin and bacterial flesh samples and 36 water samples throughout the year. It is anticipated, however, that the number may fluctuate pending quality results and incident occurrence. This may result in approximately 120 flesh samples and 48 water samples. Additionally, Welsh Government has confirmed that there is an intention to open additional beds which may increase the sample demand. The resources required to deal with an increase in number is also affected by the geography, access and the tidal periods. The team are working on the premise that there will be additional resources sought should this request to increase the sampling programme be extended.



Cockle Pickers, Bury Inlet

The estimated resources required to deliver this service is 0.5FTE

4.3.10 Control and Investigation of Outbreaks and Food Related Infectious Disease

This year, the section have been utilising a multi-agency electronic web portal for recording and notification of cases. The system is called TARIAN. The system also sets response times thereby making the approach to investigation of notifiable diseases consistent throughout Wales. There have been teething problems, including double handling of information and difficulty in cross referencing information. It is anticipated, however, that these issues will be resolved in time. All cases of food poisoning or suspected food poisoning are investigated and contact is made in person, by telephone or by letter. The Council also participates in the all Wales Enhanced Surveillance Projects for individual cases of Lymes Disease.

All outbreaks are investigated on the same day as the notification is received. All outbreaks to date have a viral origin.

The County also has a high prevalence of zoonotic disease, primarily TB in food animals. The section has a duty to ensure that any milk produced from affected dairy farms is pasteurised.

Notification Type	2012	2013	2014	2015	2016	2017
Campylobacter	182	193	319	233	240	240
Salmonella	7	18	18	22	15	14
E Coli	5	9	3	5	3	4
Cryptosporidium	24	18	29	32	25	23
Giardiasis	5	12	9	14	7	13
Other Food Poisoning	0		13	15	30	8
Clostridium	0	4	3	5	11	14
Listeria	0	0	1	0	1	0
Shigella	0		3	0	0	1
Legionnaire's Disease	8	4	0	1	3	0
Typhoid Fever	1	0	0	0	0	1
TOTAL	232	258	398	324	335	318

The estimated resources required to deliver this service is 1.4FTE

4.3.11 Food Incidents

All officers are notified of food incidents electronically. Action is taken in accordance with the hazard warning category and on the basis of additional advice given in the warning.

Allegations of food fraud will instigate investigations as necessary. Any intelligence received is reported to the Food Fraud Co-ordination Unit.

The estimated resources required to deliver this service is 0.3FTE

4.3.12 Accident Investigations

Notifiable accidents which occur in workplaces regulated by the Council must be reported to the local authority or the Health and Safety Executive by the responsible person in charge of the premises. The section has developed a procedure for dealing with those notifications and they are investigated in accordance with the revised LAC 22/13 circular.

	Nos of accidents reported
2012/13	75
2013/14	61
2014/15	86
2015/16	78
2016/17	89
2017/18	83

The Estimated resources required to deliver this service is 0.2FTE

4.3.13 Liaison

We have arrangements to ensure that enforcement action is consistent with those of neighbouring local authorities and we are represented on the following groups:

- Directors of Public Protection Wales Expert Panels and Task Groups dealing with Food Safety, Communicable Disease and Health and Safety;
- South Wales Shellfish Liaison Group;
- Mid and West Wales regional Food/Feed Panel; and
- All Wales Welsh Heads of Trading Standards Food/Feed Panel.

The service has good working relationships with the Centre for Environment, Fisheries and Aquaculture Science (CEFAS) and Welsh Government's Fisheries Unit, together with Public Health Wales.

There is also a good working relationship with the Health and Safety Executive and other local authorities. It also works closely with Dyfed Powys Police, the Mid and West Wales Fire and Rescue Service and the Welsh Ambulance Service particularly with regards to the Safety Advisory Groups for events and Sports Grounds.

The estimated resources required to deliver this service is 0.5FTE



5.0 POLLUTION AND WELLBEING

5.1 Scope of the Service

The Pollution Team responsibilities include monitoring and enforcing a wide range of regulatory controls dealing with noise, air quality and contaminated land issues.

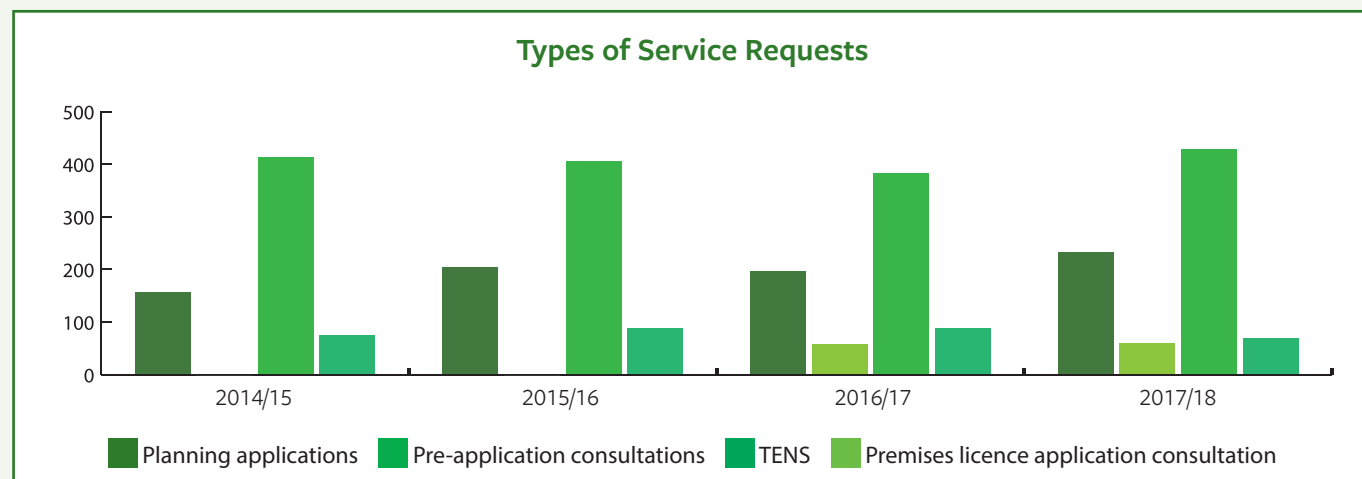
The table below indicates the breakdown of FTEs involved in Pollution work:

Officers by title	Noise	Air quality	Permit	Land	Other
Environmental Protection Manager	0.1	0.1			
Lead Officer	0.3	0.2	0.1	0.2	0.2
Environmental Health Practitioners*	3.4	0.7	0.3	0.5	0.1
Scientific Officers	1				
Total (7.2)	4.8	1	0.4	0.7	0.3

5.2 Service Delivery

5.2.1 Noise (prevention)

Responding to planning consultations forms a considerable proportion of the work of the team. The noise assessment process is complex and extremely time consuming, involving work at the pre-application stage as well as during the formal planning consultation.



The service responded to 233 planning consultations during 2017/18 (compared to 198 the previous year and 204 the year before that), 59 pre-planning consultations and 10 scoping opinions. Some applications are complex and very detailed.

In order to improve the efficiency of the consultation process, particularly in regards to noise specific issues, the section has developed a comprehensive guide for applicants outlining the requirements to reduce noise impacts from developments. The section will also be exploring the possibility of charging developers for more detailed, tailored advice.

Environmental Health Practitioners have a role as a Responsible Authority in respect of Temporary Event Notices (TEN), by providing responses and assessments in relation to noise, public safety and nuisance. The team received 428 TEN consultations in 2017/18, and 69 consultations relating to Premise Licenses, 36 of which related to new applications. In addition to this, officers are consulted on events that are held on Council owned land, even if the event does not fall within the remit of the Licensing Act 2003.

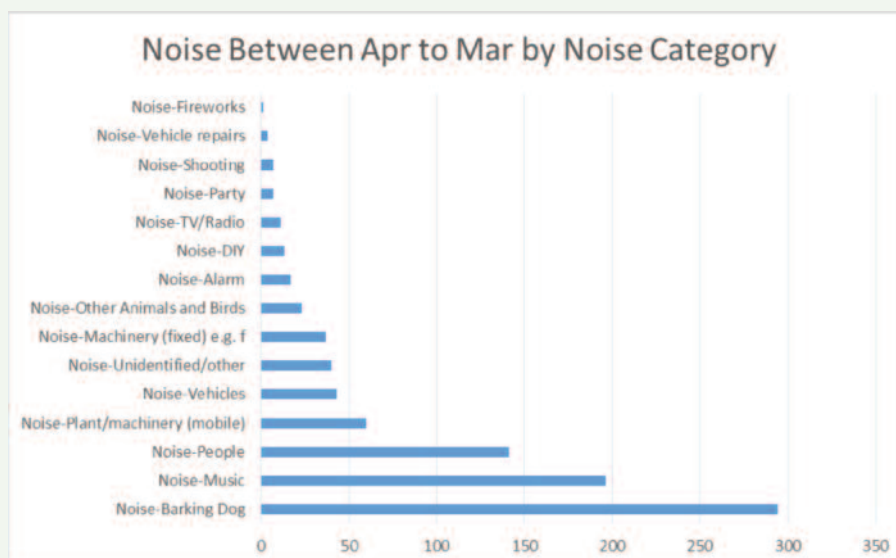
Officers also provide expertise in relation to noise and public safety at Safety Advisory Groups for large scale events. The officers from this team and the Licensing team have produced a document to assist organisers in setting up a management plan for events. This is to take into account issues such as impact by noise, public health and licensing. Currently, they will also offer advice on a case by case basis. The section also, in liaison with Licensing, respond to any issues arising from the Police's weekly incident list.

In 2018/19 we will use Noise Action Week to target advisory information for our greatest source of noise complaints, which is barking dogs. This will involve working with others to raise awareness of issues. For the action week, the section have developed an information sheet for dog owners to provide information to help minimise dog barking.

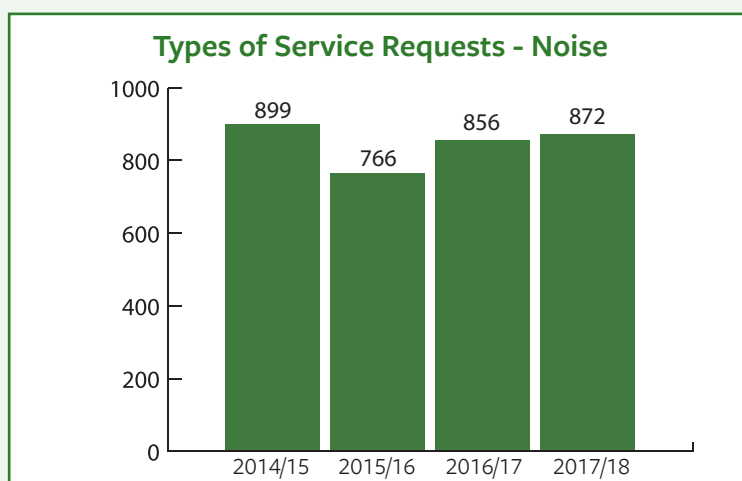
The estimated resources required to deliver this service is 2FTE

5.2.2 Noise (reactive)

The team deals with service complaints relating to noise from a wide range of sources, including those from a domestic, commercial and industrial setting. The team received 852 service requests in regards to noise for 2017/18. Some complaints are highly complex, sensitive and long standing which involved multi-national companies and a range of stakeholders. Work with these will continue into 2018/19, together with any similar issues that arise.



There continues to be a high demand for service requests in relation to noise (as seen in the graph below). The section has invested heavily in noise monitoring equipment and officers are often required to work unsociable hours in order to witness and assess noise disturbances as part of the investigation process.



In order to ensure that we are able to communicate as efficiently as possible with our service users, the section has invested in the use of the Noise App. This is a service that can be used by anyone that has a smart phone, and allows service users to take noise recordings of their own which they then send directly to officers via the App. This has proven to be a popular and useful method of communication

A substantial number of noise service requests relate to Council Owned homes and many of these include an element of anti-social behaviour. Where noise is an issue, officers take a lead in assessing the impact of activities on nearby residents and the community as a whole. There are provisions contained within the Antisocial Behaviour, Crime & Policing Act 2014 that can be used to deal with such issues, along with those already contained in the Environmental Protection Act 1990.

This does require close working with housing colleagues and the Police to resolve issues. It is also the intention of the team to work more closely with tenants and landlords, with the aim of raising noise awareness and preventing problems from occurring in the first place.

The estimated resources required to deliver this service is 2.8FTE

5.2.3 Air Quality

The Air Quality Management Area (AQMA) declared for Llandeilo in November 2011 continues to progress. The action plan to improve air quality in the town has been implemented, and a review of its effectiveness has been reported to the Action Planning Group and Welsh Government.

Two further Air Quality Management Areas were declared in 2016/17; one in Carmarthen and the other in Llanelli. Action Plans have now been produced that incorporates both areas. Close collaboration with colleagues in other Divisions will continue throughout the process and data will continue to be gathered.

In addition to working towards legislative requirements regarding air quality, the team have taken an opportunity to work collaboratively alongside Swansea University with the aim measuring health impacts and of improving our monitoring capabilities. We will also continue to link in with the local Eco –schools coordinator in the Air Quality Management Areas to attempt to engage with the school and school pupils to raise awareness of poor air quality and to instigate change in school journey behaviours.

A project to measure air quality commenced at one of the County's Primary Schools in 2017/18, and will continue into 2018/19. These actions firmly align with the principles contained within the Wellbeing of Future Generations Act.

Local screening assessments of air quality will continue throughout the County, with detailed assessments undertaken in areas which are near or exceed the EU intervention level for NO₂ in the atmosphere.

An annual progress report was submitted to and approved by Welsh Government in 2017/18 and one will also be submitted in 2018/19, outlining and summarising the work that has been done in relation to Air Quality in the preceding year.

A study focussing on radon levels in Council owned homes is going to be considered for commencement in 2018/19. It is anticipated that this will be carried out in conjunction with Swansea University to assess possible health impact of radon within the County.



The estimated resources required to deliver this service is 1FTE

5.2.4 Environmental Permitting

Legislation requires the Council to manage certain industrial processes that have the potential to pollute the atmosphere. These include petrol stations, dry cleaners, timber processing plants, cement batching and pet food manufacture.

At the start of 2018/19 there were 70 processes that benefit from Environmental Permits. Some of the processes are very complicated and require a degree of specific knowledge and understanding of the operation to ensure that they are operating within conditions attached to the Environmental Permit. In 2018-19, permit holders will receive an inspection as determined by DEFRA's risk rating scheme and they are required to pay an annual fee, which is prescribed by Welsh Government.



Filling Station, St Clears

The estimated resources required to deliver this service is 0.4FTE

5.2.5 Land Contamination

The section has previously identified areas of land within Carmarthenshire that have potential for ground contamination to exist, mainly as a legacy of its industrial heritage. The legislation regulating contaminated land has not changed and there remains an explicit duty conferred on local authorities to inspect land with a view to determining whether or not it is classed as contaminated land.

The Contaminated Land Inspection Strategy was reviewed and approved during 2015 as a result of updated statutory guidance. This reflects the current proactive approach following the withdrawal of Welsh Government Capital Funding with the emphasis being to remediate potentially Contaminated Land through the Development Management and Regeneration processes and working with landowners / developers. In 2018-19 we will continue with this approach and will also identify Council owned land that may require investigation.

As with other service areas, the option of charging for some areas of this work, e.g. property searches, may be explored.



Soil Testing

The estimated resources required to deliver this service is 0.7FTE

5.2.6 Advice to Businesses and Customers

Officers provide information during inspections, telephone calls and also to personal complainants at the County's Customer Service Centres'. The website is currently under review and it is anticipated that information to both consumer and businesses will be available with links to other sources of information, from which advice can be obtained free of charge.

The section will explore the possibility of charging developers for more detailed, tailored advice.

5.2.7 Liaison

Enforcement action in relation to pollution control is consistent with those of neighbouring local authorities and officers' represent the Council on the Directors of Public Protection Wales Expert Panels. These working relationships with DEFRA, Natural Resources Wales, Welsh Government, Public Health Wales, Dyfed Powys Police and other departments' of the Council will continue in 2018-19.

The team will continue to work collaboratively with Neighbouring Authorities and other bodies such as Swansea University

5.2.8 Promotion

Owners information to prevent barking dogs

As part of the Noise Action week, the section have developed an information sheet for dog owners to provide information to help minimise dog barking.

The section will be using Social Media to share the information.

The estimated resources required to deliver this service is 0.3 FTE



6.0 PUBLIC HEALTH

6.1 Scope of the Service

The Public Health Team is based County-wide with Officers working from the Ammanford, Llanelli and Carmarthen offices, as and when required and in line with the Agile Working Policy. The team delivers a tenure neutral approach to statutory nuisances and anti-social behaviour. This will include close working partnerships to improve problem solving collaboratively. The proactive responsibilities include monitoring and enforcing a wide range of regulatory controls dealing with water quality monitoring, shellfish monitoring, good dog ownership etc. The reactive services include dealing with nuisances, such as odours, smoke, dust and light, drainage and waste as well as poor property conditions resulting in concerns from neighbours, e.g. animal waste / waste accumulations, fly tipping, intimidation/drugs use/threatening behaviour of tenants.

The section also provides an enforcement and advisory service for pest control to the public, as well as a treatment service for council housing stock. As a result of the realignment we also now manage the Traveller site at Penybryn, Llanelli.

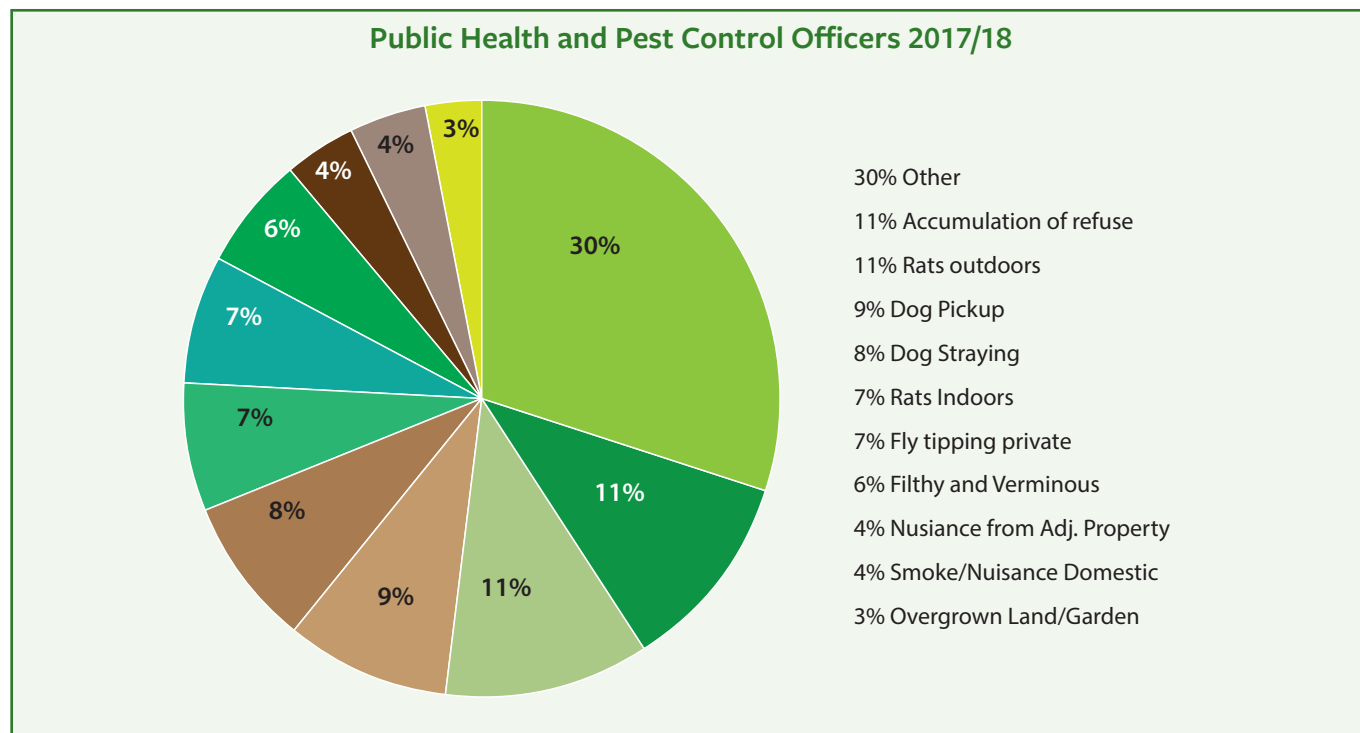
The table below indicates the breakdown of FTEs involved in Public Health work:

Officers by title	Nuisance/ASB	Water	Pests/Dog	Gypsy/Travellers	Other
Environmental Protection Manager	0.2				0.1
Lead Officer	0.2	0.1	0.2	0.1	0.4
Environmental Health Practitioners	1.3	0.7			
Technical Officers	2				
Public Health Assistants			4		
Senior Neighbourhood Officer	0.8			0.2	
Housing Officers	2			1	
Housing Assistant					1
Total (14.3)	6.5	0.8	4.2	1.3	1.5

6.2 Demands on the Service

Most functions are statutory. Officers handle high and often complex caseloads which can, at times, exert pressures on other service delivery areas and on the Team as a whole. The team deal with both reactive and proactive work. With regards to the proactive, this can be programmed over the year, however, the reactive can, at times, be a real challenge for the team with regards to demand and complexity.

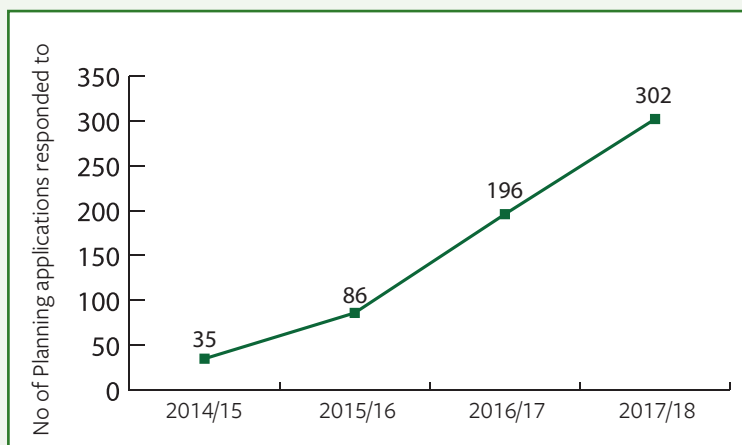
The chart below demonstrates the breakdown of demands of the team during 2017-2018:



6.3 Service Delivery

6.3.1 Prevention work

Responding to planning applications forms a considerable proportion of work within the team. Certain applications require input from the section in order to consider and prevent future nuisances. Some of the applications are quite complex and require careful consideration and discussions with the applicant and Planning. The numbers of the application responses have increased over the last couple of years:

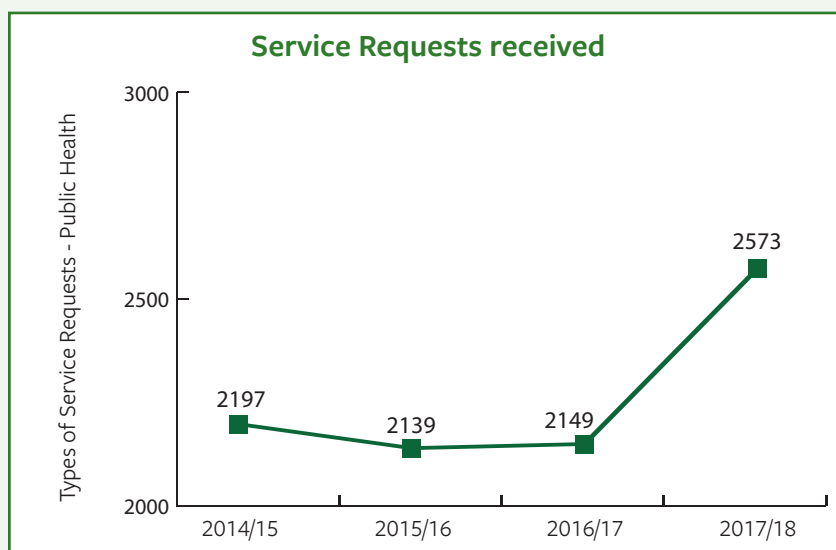


The estimated resources required to deliver this service is 0.5 FTE

6.3.2 Statutory Nuisance/Anti-Social Behaviour

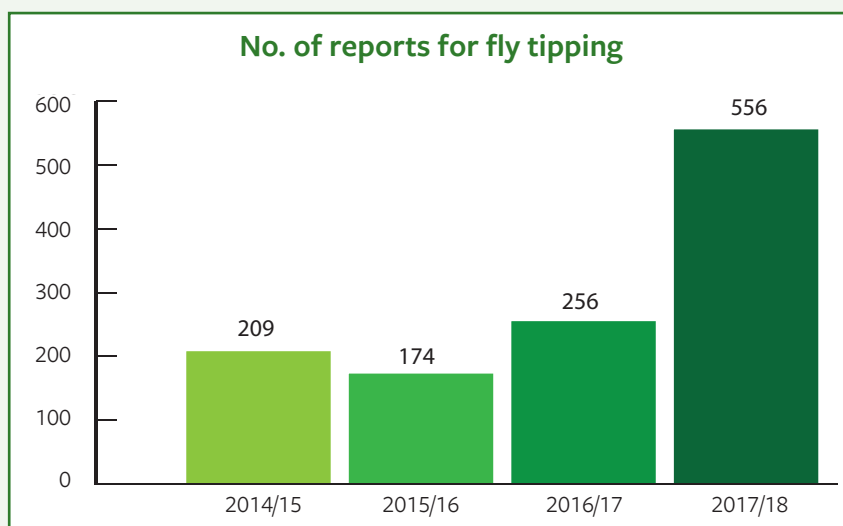
The Public Health team received over 2,500 service requests last financial year (an increase of 400 from the previous year) and many of these requests related to statutory nuisance. Where the investigation of a complaint reveals that action is required, the officer will attempt to resolve the issue through advice or mediation, but where this is unsuccessful, a Notice will be served. A total of 83 statutory notices were served in 2017/18, a large increase from the previous year.

The majority of notices were served in relation to prevention of damage by pests and statutory nuisances such as waste, odour, smoke light etc.



Any works or actions necessary to abate or remedy the statutory nuisance will be monitored and if there is non-compliance, legal proceedings will be instituted or works undertaken in default. In cases of accumulations of waste on land, the section will take action against landowners and occupiers to require its removal, if the person(s) responsible cannot be found. Works undertaken in default of any Notice will have an impact on budgets, as some costs for works may not be recoverable.

High numbers of fly tipping cases are reported on private land, and these cases require high amounts of time for investigation including finding evidence to identify the offender etc. The number of reports for fly tipping has increased year on year as outlined below:



This has placed more work on officers with additional CCTV work and investigations to try and identify perpetrators.

In order to ensure that we are able to build a clear picture of the pattern of fly tipping 'sites', the section is considering the use of a national App. This is a service that can be used by anyone that has a smart phone which the section will be investing in for officers to help provide more efficient means of working. Officers will continue to monitor and categorise inert/harbourage waste and link with the Waste Section to explore different options for collections. In addition, the team will investigate possible relationships between the pattern for fly tipping and waste collection and any potential link with alteration to waste pick-ups /access to amenity sites

The re-alignment will result in 'anti- social behaviour' enforcement sitting in the Environmental Protection section. This will enhance the 'one team' and coordinated approach to problem solving cross tenure issues.

Officers are extending their role rather than simply 'dealing' with the complaint. We are also trying to look at why/what are the wider causes of the issues. It has been identified that many complaints may appear to be 'resolved' at one time, but return into the system soon after and escalate. Whilst some may be neighbour disputes, it is recognised that through awareness training, many cases are aligned to welfare and vulnerability.



The re-alignment is timely as the Police Commissioner has recognised demands on agencies for this type of work and it is in the process of making changes to Multi Agency Problem Solving Groups of which officers and cases from this team contribute considerably. The changes include:

- A newly established central Community Safety hub, with a proposal to support this with four divisional Community Safety hubs;
- ASB Co-ordinators being allocated to each Authority. These are PSCO's who will be responsible for coordinating Problem Solving Groups (PSG);
- Each Authority being allocated a Partnership Inspector;
- PSGs being diarised every 2 months;
- The development of a more inclusive model to information sharing; and
- The development for a more consistent approach to risk assessment through an ASB model.

The section will be looking to develop a role within the team which will coordinate a corporate response to problem solving for Anti-Social Behaviour that will assist the above in providing a single point of contact for Police and other Agencies.

The estimated resources required to deliver this service is 6.6 FTE

6.3.3 Water quality

Under the Private Water Supply (Wales) Regulations 2010, there are currently 52 large or commercial supplies, and 13 small supplies (shared source). There are also 2,080 single domestic properties within the County which are sampled on request by the owner (for a charge).

In addition to the above, EU legislation requires Local Authorities to carry out sampling for private waters to include tests for the presence of radon. There are areas in Carmarthenshire where radon is prevalent. Risk assessments have been carried out and to date there have been approximately 30 supplies identified which will require further investigations. Sampling has not yet begun as the section is still awaiting clarity from the Welsh Government on the specifics of sampling.

The team will work closely with Dwr Cymru to ensure that water supplies for large events are fit for purpose and present no public health risk.



Water Testing

The estimated resources required to deliver this service is 0.6FTE

6.3.4 Bathing Water

Natural Resources Wales has responsibility for the two EU designated bathing beaches at Pembrey and Pendine. Officers of the Public Health team used to sample bathing water at Burry Port beach, which is a non-designated bathing water, under EU legislation. A policy decision has previously been made to stop sampling at locations that are not designated bathing water.

North Dock in Llanelli is sampled monthly throughout the year, as it is used for recreational purposes.



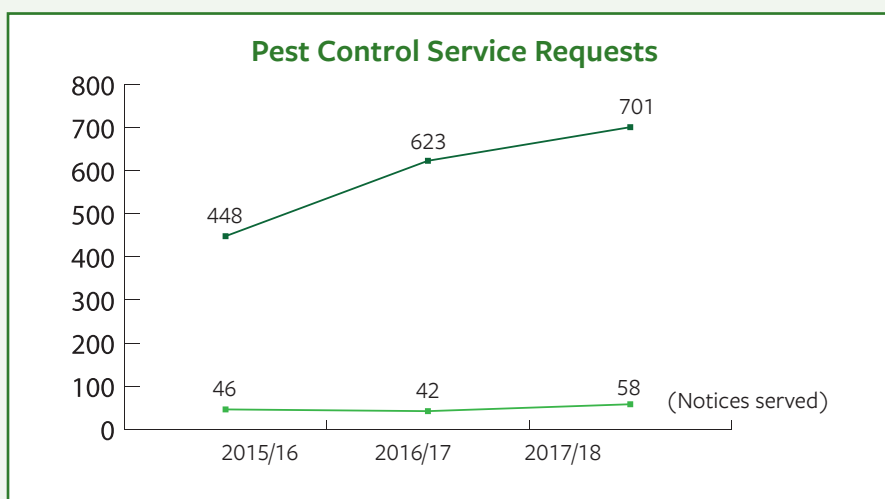
Cefn Sidan Beach, Pembrey

The estimated resources required to deliver this service is 0.2 FTE

6.3.5 Pests

The team's Public Health Assistants roles cover both pest control and dog warden duties. This assists in delivering a wider coverage over the county and, as a result of officers being equipped with better technology, a more responsive, efficient service.

In relation to the pest control side of the work the section has been providing advice to treat for pests, prevention access/harbourage for pests and surveys of drainage to identify, where possible, areas of damage leading to points of access and remedial work required. The numbers reported and areas are monitored annually.



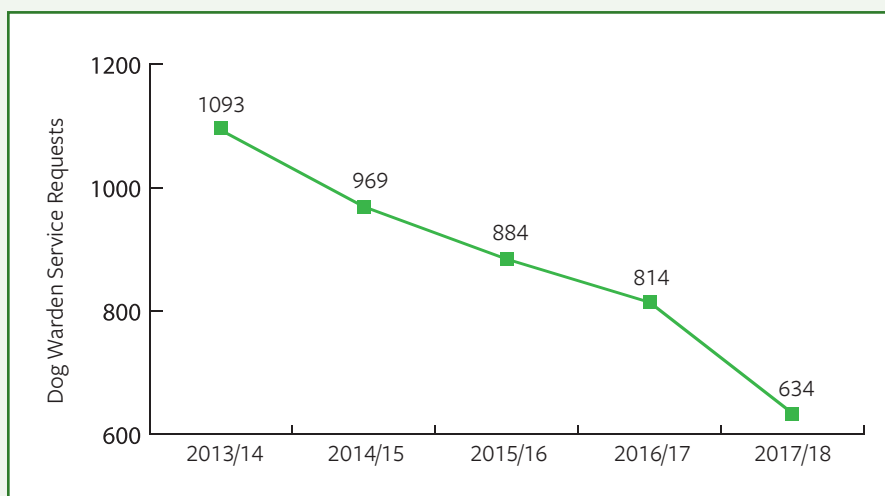
In cases where there are no improvements in the situation i.e. advice has not been implemented and there is still a pest problem, the team will undertake enforcement as indicated in the table above.

As a result of feedback from the public, evidence seen during investigations and closer working with other Divisions, the section has introduced a monitoring and treatment service (for rats, mice and wasps) to Local Authority premises (where agreed). This will be carried out at an agreed cost. The provision of advice, however, will still be free. This is monitored to ensure that there is adequate capacity in place to continue with the service. Providing a pest treatment service to Housing properties has been very successful, and provides a faster more effective service to tenants.

The team is now developing a business case to see whether it could be viable to extend the service to the public in general.

6.3.6 Dog Warden

In relation to the dog warden duties, the team operates County-wide and covers the collection of stray dogs and provides a response to irresponsible dog ownership.



Approximately 630 stray dogs were dealt with by the dog warden service last year with some being impounded and some being returned to their owners, where known. This reduction may be due to the dogs being re-united with owners as a result of the information on the microchips. This will be monitored regularly. The service has continued to hold a number of free dog identity micro-chipping events in various parts of the County which proved to be very successful. Legislation requiring all dogs to be micro chipped is also enforced by staff when possible, but currently only on dogs collected during patrols or pick-ups.

In addition to this, enforcing complaints about 'nuisance' dogs, including where dogs have been straying on numerous occasions, has increased workloads for staff though the collection of evidence prior to serving Community Protection Notices under the relevant Anti-Social legislation. The team is also looking to develop a LEAD project which will refresh/develop a Memorandum of Understanding with the Police in respect to dangerous and nuisance dogs (causing intimidation).

The estimated resources required to deliver this service is 4 FTE

6.3.7 Gypsy and Travellers

As part of the realignment, the section will be responsible for the management of the Local Authority designated site at Penybryn and providing support for the residents.

Moving forward, the section will develop a better means of recording actions on the site including the support provided for the residents. In addition to this, more engagement will be undertaken to understand the needs and concerns of the residents which will assist in any improvements to the site. The officers will also be responsible for engaging and managing illegal encampments.



The estimated resources required to deliver this service is 1.3 FTE

6.3.8 Scrap Dealers Registration

The section has been working closely with Dyfed Powys Police to register applicants upon application under the Scrap Dealers Act on identifying scrap dealers across the County, to help reduce the levels of metal crime.

Currently, 26 collectors are licensed to collect, and there are currently 7 scrap yards licenced to operate, which includes motor salvage operators.

The requirement to register is currently being promoted through scrap yards and the press, and anyone caught trading without the necessary registration will be prosecuted.



The estimated resources required to deliver this service is 0.2 FTE

6.3.9 Enforcement in Local Authority stock

As a result of the re-alignment the section will also now be responsible for non- access issues in council stock e.g. gas servicing.

The estimated resources required to deliver this service is 1 FTE

6.3.7 Advice to Businesses and Customers

Officers provide information during inspections telephone calls and also to personal complainants at the County's Customer Service Centres'. The website is currently under review and it is anticipated that information to both consumer and businesses will be available with links to other sources of information, from which advice can be obtained free of charge.

6.3.8 Liaison

Enforcement action in relation to public health is consistent with those of neighbouring local authorities and officers' represent the Council on the Directors of Public Protection Wales Expert Panels. These working relationships with DEFRA, Natural Resources Wales, Welsh Government, Public Health Wales, Dyfed Powys Police and other departments' of the Council will continue in 2018-19.

6.3.9 Promotion

Responsible dog ownership

The service will continue to hold a number of free dog identity microchipping events in various parts of the County to promote responsible dog ownership. In addition to this, the team will also extend the promotion to clearing up after their dog. This will run alongside the enforcement work that may be required with the legal requirements for dogs to be chipped.

Carbon Monoxide awareness

During colder months, officers will be undertaking proactive monitoring for carbon monoxide inside properties during visits to investigate other service requests. The team will be participating in the Carbon Monoxide Awareness week in November.

The estimated resources required to deliver this service is 0.2 FTE



7.0 RESOURCES

7.1 Budget and Staffing Allocation

The staffing level of the Environmental Protection Section is described using Full Time Equivalents (FTEs') for the various responsibilities of the service and they have been highlighted in the previous sections of this report.

The budget for food safety and health as required by the Food Law Code of Practice is outlined in Appendix 3.

8.0 QUALITY ASSESSMENT

8.1 Consistency

Senior officers of the team attend all Wales Expert Panels and local or regional Task Group meetings where local and national information is discussed and exchanged.

Officers utilise standardised inspection forms and standard paragraphs to ensure consistency and reviews of documentation and procedures are developed or implemented through the team meeting process. Regular monitoring is undertaken by Principal Environmental Health Practitioners.

As a result of the re-alignment, the section have taken the opportunity to conduct cross boundary training with neighbouring Authorities. It is also the intention that each of the participating Authorities share inspection proforma to ensure a consistent approach.

The section will continue to implement 'challenge sessions' as part of continuous improvement.

8.2 Competency of Officers

All officers that carry out food safety and standards functions must fulfil the statutory qualification prescribed in the Food Law Code of Practice and they must also hold Registration Board Membership with the Chartered Institute of Environmental Health. Officers that carry out food inspections must also undertake a minimum of 10 hours (core) food related training annually, together with 20 hours Continuing Professional Development (CPD) annually. In addition to this, four of the current EHP's will attend the standard courses.

Officers carrying out noise assessments hold a post graduate qualification, the Institute of Acoustics Diploma in Acoustics and Noise Control.

Over the last four years, the Department has supported /continues to support five officers (holding satisfactory degrees) in expanding their current knowledge and in developing new skills through the Masters in Environmental Health distance learning course, which will enable them to become Environmental Health Practitioners. To date, four of the officers have completed the qualification. This has resulted in the teams offering more flexibility to cover areas of higher demand.

The budget allocation of £10,000 for staff training is shared between all officers of the Environmental Protection Section and officers are encouraged to attend 'free' courses by the Food Standards Agency for example, and cascade to the rest of the team. Individual training needs are assessed during the 'Helping People to Perform' Process.

8.3 Staff Development Plans

The Section implements the corporate appraisal process and this will continue in 2018/19. The appraisal process defines a set of work objectives for each member of staff which is agreed between the officer and his or her line manager. The principles of Investors in People will be applied throughout the team in 2018/19.

8.4 Enforcement

All enforcement action is taken in accordance with the recently approved Corporate Enforcement Policy which takes into account the Regulators Compliance Code.



9.0 REVIEW

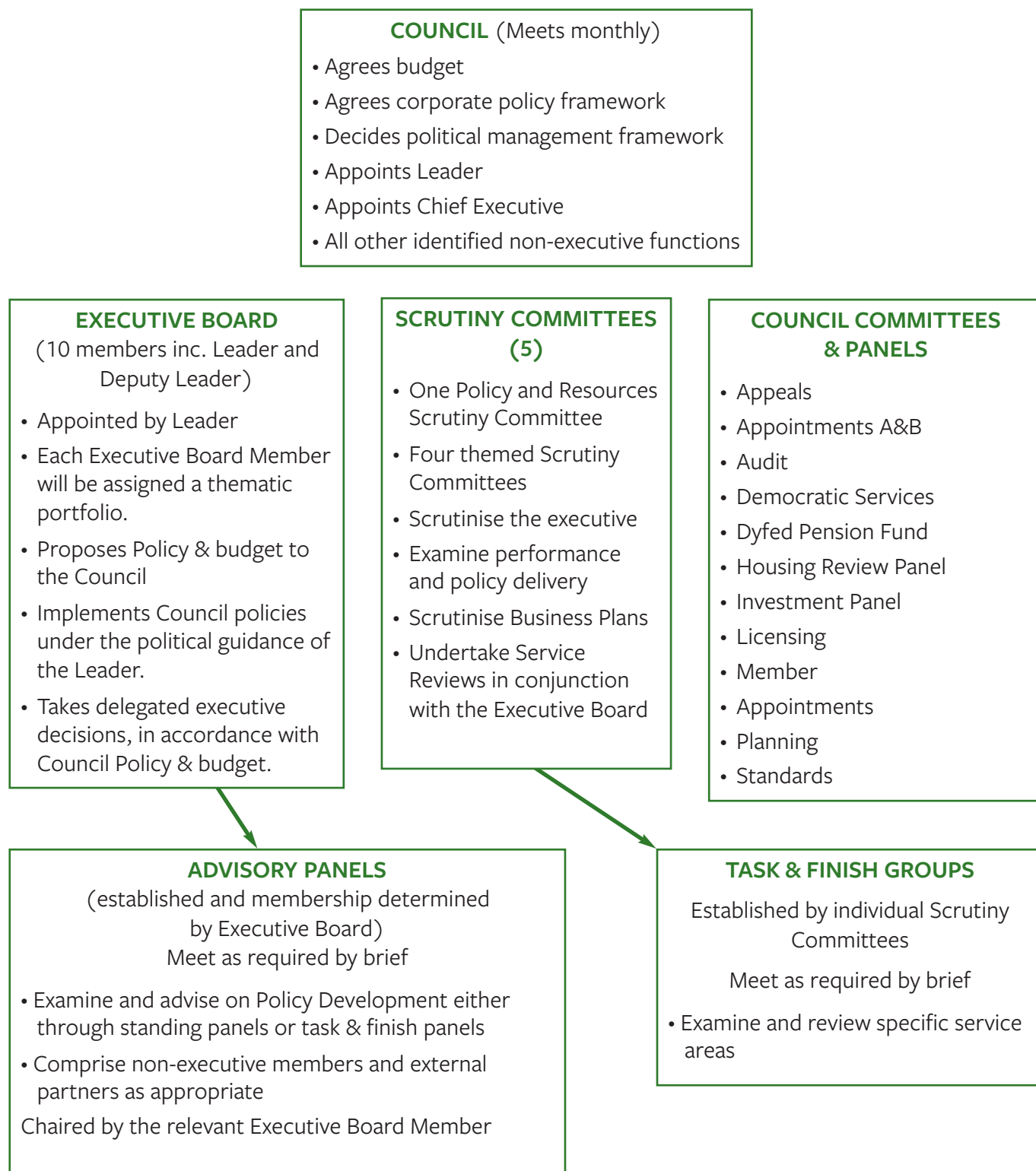
9.1 Review

The Service Delivery Plan will be reviewed on an annual basis, alongside the Departmental Business Plan and quarterly Performance Indicators.

An annual report will be produced for the Environmental and Public Protection Scrutiny Committee at the end of the financial year, which will identify any variances in performance.

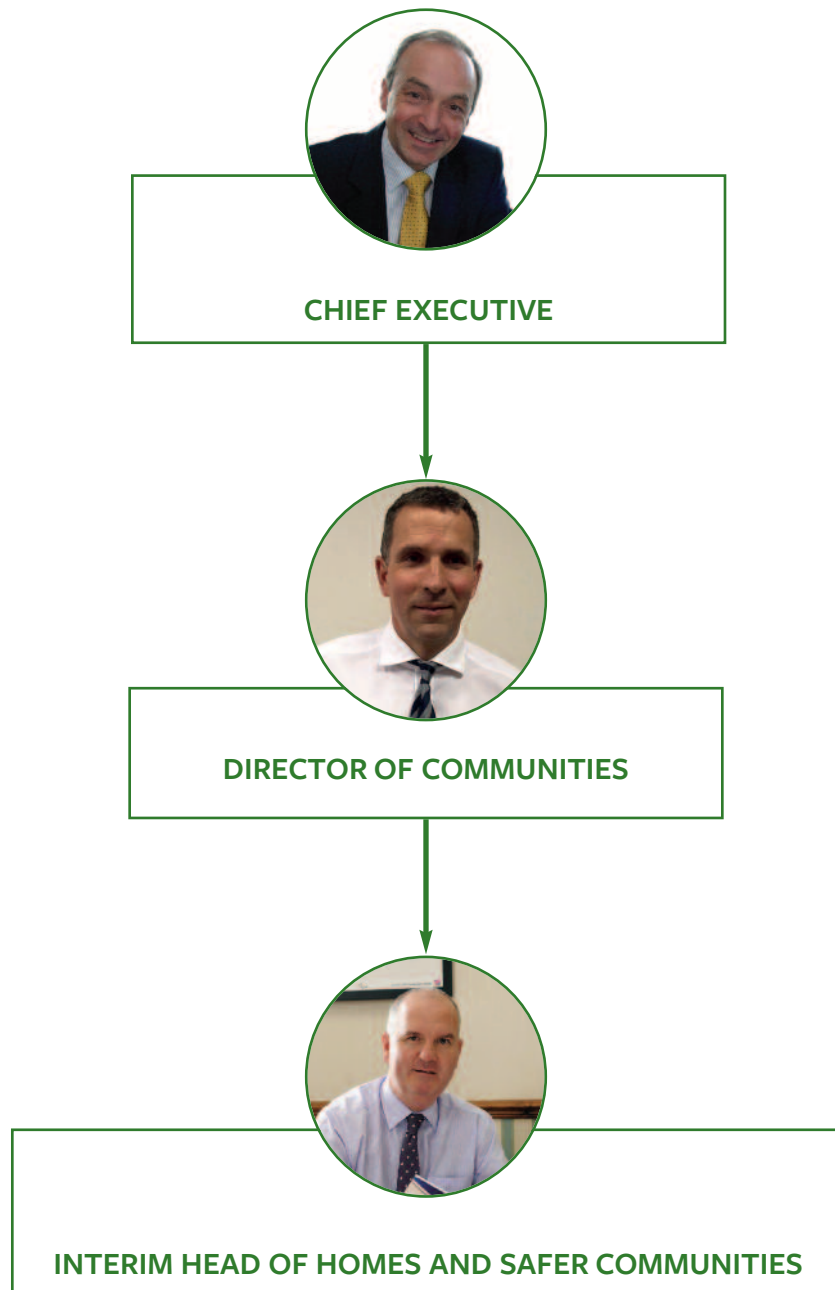
Appendix 1

Political Decision-Making Structure



Appendix 2

Strategic Management Structure



Appendix 3(i)

Local Authority Expenditure

The following table illustrates the overall budgets (Council Fund) for the Environmental Protection Services. Alongside this are columns outlining the actual costs (2017/18) and budgeted costs (2018/19) for food safety, standards and health and safety work outlined in the plan and budget as requested by the Food Standards Agency Framework Agreement.

	Budget for Environmental Protection 2018/19 £	Actual for food safety, standards 2017/18 £	Budget for food safety, standards 2018/19 £
EMPLOYEE COSTS Include: basic pay, overtime, employer's superannuation, employer's national insurance SSP due, pay arrears, other allowances/payments, car allowances/payments, car allowances/ mileage/leases/ travel expenses and fares, subsistence, pension increases and other employee costs.	1,199,998	641,638	599,410
Property costs	0	0	0
SUPPLIES, SERVICES AND ADMINISTRATION Include: computer equipment (purchase/rental/ maintenance), furniture, equipment and other tools including protective clothing, publications, journals, newspapers, printing, advertising and other supplies and services and contractors.	66,442	8,180	9,971
SAMPLING COSTS Include: purchases made for the purposes of sampling/testing	2,660	2,484	2,660
TRANSPORT AND PLANT Include: hire of external vehicles	38,291	1,222	2,417
TRAINING AND CONFERENCES Include: training, conferences, membership fees/subscriptions and exam fees.	15,235	15,134	13,738
PAYMENT TO OTHER BODIES For example, public analyst, test unit, cross-boundary projects	38,452	14,492	29,272
FINANCING CHARGES Include: central support costs	182,804	104,789	112,072
GROSS COSTS (total of all above costs)	1,543,882	787,939	769,707
INCOME	116,588	2,000	2,000