

19<sup>TH</sup> MAY, 2016

<b>Executive Board Member:</b>	<b>Portfolio:</b>
<b>Cllr. T. J. Jones</b>	<b>Environmental and Public Protection</b>

**SERVICE DELIVERY PLAN –  
ENVIRONMENTAL HEALTH AND LICENSING**

**Recommendations / key decisions required:**

That the Service Delivery Plan for 2016/17 be approved.

**Reasons:**

1. There is a requirement that the food service delivery plan is approved annually in accordance with the Food Standards Framework agreement.
2. The service delivery plan provides the basis for the Environmental Health and Licensing priorities and programmed work for 2016/17.

<b>Directorate</b> <b>Communities</b> Name of Head of Service: <b>Robin Staines</b>	<b>Designation</b> <b>Head of Housing &amp; Public Protection</b>	<b>Tel No.</b> <b>01267 228960</b> <b>E Mail Address:</b> <a href="mailto:RStaines@cararthenshire.gov.uk">RStaines@cararthenshire.gov.uk</a>
<b>Report Author:</b> <b>Sue Watts</b>	<b>Designation</b> <b>Environmental Health and Licensing Manager</b>	<b>Tel No.</b> <b>01267 228929</b> <b>E Mail Address:</b> <a href="mailto:sewatts@cararthenshire.gov.uk">sewatts@cararthenshire.gov.uk</a>

**Declaration of Personal Interest (if any):** None

**Dispensation Granted to Make Decision (if any):**N/A

**DECISION MADE:**

**Signed:**

DATE: \_\_\_\_\_

EXECUTIVE BOARD MEMBER

**The following section will be completed by the Democratic Services Officer in attendance at the meeting**

<b>Recommendation of Officer adopted</b>	<b>YES / NO</b>
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Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY  
EXECUTIVE BOARD MEMBER DECISION MEETING FOR  
ENVIRONMENTAL AND PUBLIC PROTECTION  
19<sup>TH</sup> MAY, 2016**

**SERVICE DELIVERY PLAN 2015/16 –  
ENVIRONMENTAL HEALTH AND LICENSING**

The Public Health Services Section is required by the Food Standards Agency and the Health and Safety Executive to produce an annual Service Delivery Plan. The format of the plan is prescribed in the relevant Framework Agreements.

The Plan provides an outline of the Council's service aims and objectives including links to the corporate objectives and plans. A brief description of the Council is included, defining its infrastructure, economy and organisation structure. The Plan also requires the scope and demands of the Public Health Services.

The Plan is divided into sections' which provide details of specific areas of each of the services and workplans' for the coming year. This is an opportunity to highlight where there are weaknesses and strengths within the relevant Teams. There are specific areas that are highlighted as being at risk and those that the section is no longer able to provide because of the limited resources.

A breakdown of resources is provided, including staffing costs, administration, supplies and services, training etc. with comparisons between financial years. Details of the breakdown of the costs are included within the text.

The final section contains information and details of quality assessments and illustrates the various ways that the Section ensures consistency, efficiency and competency.

The Service Delivery Plan is subject to annual review.

**DETAILED REPORT ATTACHED ?**

**YES**

**IMPLICATIONS**

**I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :**

**Signed: Robin Staines**

**Head of Housing and Public Protection**

Policy and Crime & Disorder <b>NONE</b>	Legal <b>NONE</b>	Finance <b>NONE</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Organisational Development <b>NONE</b>	Physical Assets <b>NONE</b>
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# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Robin Staines

Head of Housing and Public Protection

1. **Scrutiny Committee** No consultation necessary
2. **Local Member(s)** No consultation necessary
3. **Community / Town Council** No consultation necessary
4. **Relevant Partners** No consultation necessary
5. **Staff Side Representatives and other Organisations** No consultation necessary

**Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

**THERE ARE NONE**