

SOLIHULL METROPOLITAN BOROUGH COUNCIL



**Food and Safety Service Plan
2019-2020**

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INTRODUCTION

This Service Plan covers the work of the Food and Safety Team.

The Food Standards Agency, which regulates the enforcement of food legislation, requires service plans to be submitted to a relevant Member forum for approval. The standard of work carried out is in accordance with national legislation, codes of practice and guidance issued by Local Government Regulation.

The Food Standards Agency monitoring system – Local Authority Enforcement Monitoring System (LAEMS) enables local authority data to be transferred electronically to the Food Standards database annually.

Additional responsibilities in respect to Official Feed and Food Controls including animal feed are currently dealt with by the Trading Standards and Environment Team.

SECTION 1 – FOOD SERVICE AIMS AND OBJECTIVES

1.1 AIMS AND OBJECTIVES

- 1.1.1 To maintain and improve food hygiene, protecting the public and minimising the risks of food poisoning and infectious diseases.
- 1.1.2 To maintain and improve food quality standards and labelling and to advise and educate food businesses and members of the public on food safety matters.
- 1.1.3 The key objectives of the Food and Safety team in relation to food safety and food standards enforcement during 2019/20 are:-
- to inspect the premises programmed for food hygiene legislation inspections, in accordance with the statutory code of practice and guidance;
 - to inspect the premises programmed for food standards inspections, in accordance with statutory code of practice, and guidance;
 - to approve, register and license relevant premises in accordance with relevant legislation, statutory code of practice and guidance;
 - to investigate food complaints in accordance with the service's food complaint procedure, and to respond to complaints within 5 working days;
 - to provide advice to businesses and members of the public in the borough with respect to food safety and food standards;
 - to provide a range of food hygiene training courses;
 - to promote national food safety and nutritional campaigns which aim to raise awareness of food issues among catering businesses and the public;
 - to produce and implement a sampling programme based on the national and local sampling programmes, and local sampling needs in line with the sampling policy;
 - to investigate all food poisoning notifications (except campylobacter) and outbreaks in association with the Consultant in Communicable Disease Control (CCDC) and Public Health England (PHE);

- to respond to all food alerts in accordance with the relevant instructions and where necessary notify food incidents to the relevant national body in accordance with the statutory code of practice;
- ensure that the service's authorised officers adhere to the Neighbourhoods and Regulatory Services enforcement policy when making enforcement decisions;
- continue to ensure that the Service's authorised officers are suitably qualified, experienced and competent to carry out the range of tasks and duties they are authorised to perform, including providing additional training where required;
- continue to support the Primary Authority Principle, including consulting with authorities where appropriate following inspections and when dealing with food complaints;
- to liaise with other local authorities, and associated organisations, to help achieve consistent enforcement;
- continue to implement a quality system, review the procedures on an annual basis;
- to participate in the operation of the Central Food Liaison Group (formerly known as the West Midlands Food Liaison Group), the food and safety team provide the secretary to the Food Liaison Group. The chair of the Food Group is provided by Worcester Regulatory Services (WRS). The Central England Trading Standards Authorities (CEntSA) food group is also attended by a team member.

1.2 **LINKS TO CORPORATE OBJECTIVES AND PLANS**

1.2.1 The Team supports and contributes to the common themes and principles that underpin the work and the Vision of the Council "Solihull: Where everyone has an equal chance to be healthier, happier, safer and prosperous".

1.2.2 The Team's Statutory Service Plan is designed to contribute to the delivery of this target and the Council's priorities.

Improve Health and Well Being
 Managed Growth
 Build Stronger Communities
 Deliver Value

1.2.3 Underpinning the Corporate priorities, are the Directorate's own 5 priority areas;

- Improving Health & Wellbeing
- Managed Growth and Development
- Build Stronger Communities
- Deliver Value (The Solihull Way)
- Services

SECTION 2 – SERVICE BACKGROUND

2.1 PROFILE OF THE LOCAL AUTHORITY

- 2.1.1 Solihull Metropolitan Borough Council (SMBC) is a metropolitan authority in the West Midlands providing a range of community services to a population of approximately 206,000. The organisation employs approximately 8000 people and as a unitary authority provides the full range of council services.

The Authority comprises a mix of urban development to the north and western boundary with the City of Birmingham, combined with a semi-rural area of large villages in the east of the Borough. Although a seemingly prosperous area, the Index of Multiple Deprivation identifies 4 of the electoral wards as being among the 10% most deprived in England.

The Borough contains Birmingham Airport (BHX), the National Exhibition Centre, Touchwood Shopping Centre, Birmingham and Blythe Valley Business Parks. There are approximately 4000 VAT registered businesses within Solihull.

The Food and Safety Team recognises the importance of working with business and details of how it proposes to achieve this in the forthcoming year is detailed in the service delivery section of this service plan.

Solihull Council is now part of the West Midlands Combined Authority which has the clear purpose of improving the prosperity of the region for its people and businesses. A devolution agreement will bring an extra £36.5 million a year to the region over the next 30 years – resulting in an £8 billion investment package.

2.2 ORGANISATIONAL STRUCTURE

- 2.2.1 The Food and Safety Team is located within Neighbourhoods and Regulatory Services within Managed Growth & Communities Directorate. The Regulatory Services Manager reports directly to the Head of Neighbourhoods and Regulatory Services who in turn reports to the Assistant Director, Stronger Communities. The Corporate structure is shown in **Appendix 3a** and the structure of Managed Growth and Communities is shown in **Appendix 3b**.

The Regulatory Services Manager is the lead officer responsible for food hygiene and food standards. Officers in the Trading Standards and the Environment Team are responsible for feeding-stuffs including feed-stuff sampling. Food matters are reported to the Cabinet Member for Stronger Communities and Partnerships.

Sampling analysis is undertaken by several appointed Public Analysts. (**Appendix 2**). The Public Health England's (PHE) laboratory is located at Colindale laboratory in London.

The Team also enforces the Food and Environment Protection Act (pesticide legislation).

2.3 **SCOPE OF THE FOOD SERVICE**

2.3.1 **Food Safety and Standards**

1. To inspect all food premises and their food safety and food standards systems, to ensure compliance with food safety and standards legislation.
2. To carry out inspections and enforcement procedures in accordance with the Food Law Code of Practice.
3. To carry out risk assessments of all food premises in order to determine food safety and standards hazard ratings and consequent inspection frequency.
4. To maintain an up to date database of food premises.
5. To participate in the Central Food Liaison Group's work programme.
6. To participate in the CEnTSA (Central England Trading Standards Authorities) sampling programme for food safety and standards.
7. To respond to valid food complaints relating to food safety and food standards.
8. To promptly investigate sporadic cases and outbreaks of food poisoning / suspected food poisoning in conjunction with the Consultant in Communicable Disease Control (CCDC), Communicable Disease Surveillance Centre (CDSC) and Public Health England (PHE), in order to identify the cause and to introduce effective control measures.
9. To carry out the statutory duties required in the control of disease and infectious diseases legislation including the exclusion from work of affected food handlers.
10. To continue to review outputs and outcomes of prime duties and monitoring cost effectiveness to provide a value for money service.
11. To take samples of foodstuffs and water, in line with the national and local sampling programme, in conjunction with other West Midland authorities and have regard to local demands to ensure

the wholesomeness of food and water and that compositional standards are adhered to.

12. To participate in the education of food handlers in food safety and standards through training courses, the publication of newsletters and food related education initiatives, such as Food Safety Week.
13. To supervise and assist in the training of student Environmental Health Officers (EHOs) and Food Safety Officers (FSOs) leading to their registration with the Environmental Health Officers Registration Board (EHORB).
14. To promote good practice in food businesses and increase consumer confidence by operating the national Food Hygiene Rating Scheme.
15. To identify and sign post as necessary health and safety contraventions in catering premises.
16. To liaise as necessary with planners / developers / businesses to ensure that all new food premises are constructed and equipped to ensure compliance with food safety legislation.
17. To assist food handlers / businesses by offering advice and guidance in order that they comply with food law.
18. To participate in local, regional and national investigations in order to advance understanding of infectious disease transmission paths and controls.
19. To participate in the Central Food Liaison Group and CEnTSA food group to promote consistency of enforcement actions and to share good practice.
20. To develop working relationships with established Primary Authority companies to promote good practice and consistency.
21. To inspect imported fruit and vegetables arriving at Birmingham Airport (BHX) and undertake the inland control of illegally imported foodstuffs of animal origin.

2.4 DEMANDS ON THE FOOD SERVICE

- 2.4.1 Premises are risk rated in accordance with the Food Law Code of Practice in respect of food hygiene and food standards. On 1st April 2019 there were 1874 food businesses on the team's database. Approximately a quarter of these premises are rated as high risk for food hygiene (categories A - C). Premises are also risk rated for food standards in accordance with the Food Law Code of Practice.
- 2.4.2 In 2019/20 the team will continue to operate the National Food Hygiene Rating Scheme (FHRS). The scheme helps customers choose where to eat or shop for food by giving them information about the hygiene standards in food premises. The scheme also promotes trade for compliant businesses. A key message of the FHRS is "Good Hygiene is Good for Business" supporting the business growth agenda.
- 2.4.3 The Food and Safety Team continue to support Primary Authority Partnerships (PAPs) with two local businesses. The primary authority initiative is a statutory scheme for businesses trading across local authority boundaries. Once a PAP is set up with a business the primary authority provides advice on regulatory matters which must be considered by other enforcing authorities. A PAP results in fewer inspections for the business and reduces regulatory burden and consequently business costs.
- 2.4.4 The team has established a primary authority agreement with Amadeus the outside catering division of the National Exhibition Centre (NEC) and The Finest Catch a locally based chain of Fish and Chip Restaurants.
- 2.4.5 The service maintains a database of food premises in the Borough on its APP computer software system. The database is regularly updated by notifications received from new businesses, premises registrations and observations by officers undertaking their normal duties.
- 2.4.6 As at 1st April 2019 there are 8 **premises** within the Borough that are approved under product specific legislation. These premises are currently rated as medium risk for food standards:
- Victoria Farm - on-farm dairy, producing pasteurised cow's milk and cream for distribution throughout the Midlands.
 - Ram Hall Farm - on-farm ewe's milk cheese manufacturer, supplying national retailers and a large supermarket chain.
 - Solihull Hospital - produces frozen meals for off-site premises.
 - Alpha Flight catering - producer of airline meals.
 - N & N Caterers - supplies meals to children's nurseries.
 - NEC/Amadeus Catering – off site catering company
 - Wrap Chic- produces meat/fish wraps
 - Nothing Added Meringue - meringue

In addition, there is one Food Standards Agency regulated premises within the Borough, which produces poultry meat and products. This business only receives food standards inspections from the team.

- 2.4.7 Birmingham Airport is not an authorised Border Inspection Post for products of animal origin. In 2019/20 there were 2565 service requests in relation to the importation of fruit and vegetables through the airport. Officers carry out 100% documentary checks on airway bills and will carry out physical checks on consignments of imported food if the officer deems necessary e.g. if intelligence has been received that goods may have been imported illegally. 41 enforcement notices were served on imported food consignments and 18 consignments were rejected. The airport continues to investigate expanding the cargo side of their business, which could result in the airport seeking Designated Port status at a future date.

UK Border Force (UKBF) is responsible for detecting “smuggled” Products of Animal Origin.

Food and Safety Team officers are responsible for identifying and dealing with illegally imported products of animal origin in retail/catering premises. The team propose to implement cost recovery for the detention and destruction of illegally imported food at BHX from 1st October 2019.

The current database of External Temporary Storage Facilities Enhanced Remote Transit Sheds (ETSF) within Solihull is periodically reviewed and maintained to ensure that they are included in the programmed inspection regime. ETSF’s are warehouses used for the storage of goods under Customs bond.

Airline manifesto checks are periodically carried out to ensure that all imported food is correctly notified to the Authority.

Resources 1000 hours

- 2.4.8 Alpha Flight Catering supplies food to aircraft leaving the airport and are based within the Borough. The Company produce 2000 product lines from two separate sites at the Airport and produce a total of 70,000 units per week.
- 2.4.9 The National Exhibition Centre (NEC) hosts exhibitions and events throughout the year. There are 17 Exhibition Halls, Arena and Pavilion, each with at least 2 restaurants and burger bars which prepare food to order. Certain shows require particular attention because of the nature of the exhibitors, in particular the Good Food Show which has some 350 stands handling and preparing a wide range of foods. The NEC also operates a company called Amadeus Catering. The company provides outside catering for various events throughout the country, e.g. horse racing and golfing events. Contract

concessionaires also compliment the fixed catering at certain events with mobile vehicles.

- 2.4.10 There is one seasonal poultry slaughterhouse within the Borough which slaughters and dresses turkeys for Christmas.
- 2.4.11 The Civica computer system was introduced in 2008/2009. There is a continuing requirement to ensure that new premises are entered on to the system accurately and that unrated/unnamed premises are rated as soon as possible, particularly in view of the implications on the FHRS. The Civica contract has been extended for another three years and is due for review/renewal during 2019.
- 2.4.12 It is estimated that 5% of food businesses within the Borough are run by proprietors whose first language is not English.

The Team uses a standard phrase in a number of languages on correspondence where officers feel it is appropriate. In addition, arrangements can be made to use translators where necessary. The FSA's, Safer Food, Better Business DVD (used to assist with food safety legislation compliance) is also available in other languages.

- 2.4.13 The Food and Safety Team are located in Block F, Central Depot, Solihull, a satellite office of the main Council House. Service requests are received via Solihull Connect. Connect Agents are available to offer some advice and log service requests Monday to Friday 8.30am until 17.30hrs. (Wednesday open at 9.00 am).

Officer's work in the evenings and at weekends as required, to sample from or inspect businesses which are only open at those times. No formal out of hour's system operates. There is an emergency number which is published on the web site which covers a range of the Council's services. If a food or safety related issue is reported on this line, Team Leaders and/or the Regulatory Services Manager would be contacted as necessary.

- 2.4.14 In addition, information is provided through a series of web pages on the Council's web site. The pages were designed by the team and provide information on all aspects of the team's work, (www.solihull.gov.uk). The team will continue to review the content of the web pages during 2019/2020.

Regulatory Services actively seek out matrix working opportunities across teams within the Council and partners, including WM Police and WMFS to ensure efficient use of resources.

2.5 **ENFORCEMENT POLICY**

- 2.5.1 Regulatory Services has an Enforcement and Prosecution Policy (reviewed 2017) controlled within its Quality System. The policy encourages the following approach.

- **proportionality** in the application of the law and in securing compliance;
- **consistency** of approach;
- **openness** in how the service operates and what those who are regulated can expect from the service;
- setting **standards** of service and performance;
- **helpfulness** in how to comply with the law, and;
- having a system for making **complaints** about the service.

2.5.2 When undertaking food safety and food standards enforcement, the team aims to:-

- ensure that we enforce the law in a fair, equitable and consistent manner;
- assist business and others in meeting their legal obligations without unnecessary expense;
- focus on prevention rather than cure;
- take firm action against those who flout the law or act irresponsibly.

SECTION 3 – FOOD SERVICE DELIVERY

3.1 FOOD HYGIENE AND FOOD STANDARDS PREMISES INSPECTIONS

- 3.1.1 There are 1874 food businesses on the premises database which are subject to inspection. As required by the Food Standards Agency (FSA) the premises are profiled in accordance with the risk in respect of food hygiene issues where A is the highest and E the lowest.

The profile of the premises on 1st April 2019 was:

A rated inspected every 6 months 1
B rated inspected every year 47
C rated inspected every 18 months 271
D rated inspected every 2 years 652
E rated inspected every 3 years 586
U unrated 102

3.1.2 Food hygiene and food standards inspections are carried out in accordance with the Food Law Code of Practice. The Code of Practice was reviewed and reissued in November 2017 and is periodically reviewed. All inspections are carried out in accordance with the service's Quality System and Enforcement and Prosecution Policy. There are two inspection programmes, one for food hygiene, and another for food standards. This year the team will continue to carry out a food standards inspection at each hygiene inspection. The Food Information Regulations 2014 require officers to provide advice and guidance to businesses on the implementation of the regulations particularly with reference to allergens. An inspection proforma is utilised for food hygiene and food standards. The team will continue to review its approach to alternative strategies for low risk premises. As part of an alternative strategy for the forthcoming year, food safety support officers will continue to visit low risk D rated premises. These visits will verify food business operator details and business type and allow the completion of a compliance questionnaire.

There continues to be a steady rate of new food businesses and business churn. This continues to result in a back log of new businesses that are awaiting a first inspection. Supporting both new and existing businesses in a challenging financial climate will continue to be a priority for the team during the forthcoming year.

In 2019/2020 the team propose to continue to prioritise the inspection of unrated premises. This will ensure that all unrated premises will receive an initial inspection to enable a risk assessment to be carried out and that they are included in the Food Hygiene Rating Scheme where applicable.

3.1.3 The Food Hygiene Inspection Programme undertaken by the authority is based on the FSA's Code of Practice. The document states how premises should be risk rated and the acceptable time period for inspections dependent on risk, the premises profile for hygiene inspections due in 2019/20 is:

A rated inspected every 6 months = 1
B rated inspected every year = 50
C rated inspected every 18 months =203
D rated inspected every 2 years = 365
E rated inspected every 3 years =428
U unrated = 93

The projected number of programmed food hygiene inspections for 2019/20 is 1140.

3.1.4 New businesses are required to register with the local authority. The new businesses are added to the database and included in the annual inspection programme as unrated premises until their first inspection.

3.1.5 Food Standards inspections are carried out by Environmental Health Officers and Food Safety Officers qualified to undertake food standards inspections.

The premises profile for standards inspections 2019/20 is

High Risk inspected every year =1
Med. Risk inspected every 2 years = 222
Low Risk inspected every 5 years =1250

The premises are rated for food standards in accordance with the FSA's Food Law Code of Practice.

In 2019/20 the team propose to undertake topic focused interventions relating to allergen control.

3.1.6 In accordance with the flexibility allowed by the code of practice, broadly compliant category C and D premises may be subject to official controls that are not full inspections, i.e. alternative strategies / interventions. It is proposed that the alternative strategy interventions will focus on allergen awareness. .

3.1.7 The following feeding stuffs interventions were carried out in 2018/19.

Bulk Feed Store 0
Feed mixer using compounds and additives 1
Supermarket 3
Livestock 0
Arable 0

- 3.1.8 In accordance with the Code of Practice, approved premises are included in the normal intervention programme.
- 3.1.9 Officers who inspect approved premises have undertaken additional training in the relevant areas. A competency scheme for officers operates to address this issue.
- 3.1.10 Revisits will continue to be undertaken when necessary and in accordance with the 'Revisit Decision Tree'. **(Revisit Resource 93 hours)**

Inspection Resources 3,095 hours

3.2 FOOD & PREMISES COMPLAINTS

- 3.2.1 Complaints are dealt with according to the Quality System procedure F-02 which were developed in accordance with the Code of Practice and Local Government Regulation (LGR) [formally Lacors] guidance.

339 complaints were received in 2018-2019 comprising of

- 29 Food Complaints (e.g. foreign bodies)
- 78 Microbiological food complaints (e.g., mould, rancidity etc.).
- 41 Food Standards (e.g. labelling, misleading descriptions etc.).
- 57 Food Hygiene complaints (e.g. poor food handling, hygiene standards of premises etc.)
- 131 General food enquiries from businesses and members of the public.

- 3.2.2 The responses to food complaints vary from using the information as "intelligence", to the provision of advice to the complainant, or liaison with the retailer / manufacturer through to formal action in line with the Enforcement and Prosecution Policy. All food complaints will be assessed by a team member to determine action to be taken. If the complaint warrants further investigation on the basis that it is likely to present a risk to health and/or non-compliance with food standards and labelling requirements it will be dealt with by the team. Some complaints that have no public health significance will be dealt with more effectively by referring the complainant directly back to the manufacturer/retailer.

Resources 370.30

3.3 PRIMARY / HOME AUTHORITY PRINCIPLE

- 3.3.1 Solihull welcomes the opportunity to work closely with food businesses recognising the benefits to both the business and officers in gaining detailed experience of companies' food safety management

systems. Solihull will maintain its existing primary authority agreements. Solihull entered into its first primary authority partnership in November 2013 with the company Amadeus which is the catering arm of the NEC group. The partnership covers both food hygiene and food standards. Resources have been focussed on a review of the company's food safety management system with a view to working towards an inspection plan for their outlets. The Finest Catch, a locally based chain of Fish and Chip Restaurants has 2 restaurants in the Midlands and a workforce of over 70. The Finest Catch approached the team to engage in a Primary Authority agreement in food hygiene and food standards. The food and safety team recover costs of this work based on officer's hourly rates as per the Council's scale of fees and charges

Resources 100 hours

3.4 ADVICE TO BUSINESS

- 3.4.1 Failure to make advice available can lead to food safety being compromised. This aspect of Solihull's service is therefore seen as important despite it being a non-statutory function. The number of contacts for food hygiene advice during 2018/2019 was 131. The majority of requests continue to be due to an increase in residents intending to start up small food businesses from home.
- 3.4.2 Preliminary food standards advice is provided to local food businesses. This involves providing some initial food labelling advice and referral for product analysis to the Public Analyst, if appropriate. The charges for the Public Analyst are incurred by the business.
- 3.4.3 Advice to businesses is also available via the food web pages. These pages are reviewed and updated according to the needs of our customers. Other methods of providing advice will continue to be used as appropriate e.g. newsletters, press releases and social media when appropriate.

Resources 336 hours

3.5 FOOD SAMPLING

- 3.5.1 The Food and Safety Team undertakes sampling in accordance with the Sampling Policy and Quality System Sampling guideline F-03.
- 3.5.2 A local sampling plan is devised on the basis of intelligence and relevance to local issues and need. In the forthcoming year the sampling programme will continue at a low level due to limited resource. Most of the sampling will be carried out by the Food Safety Support Officer, supported by the Food Education Officer, as necessary. Samples due to be taken this year are shown in the Sampling Plan detailed in **Appendix 5**.

- 3.5.3 The team aims to participate in the Public Health England (PHE) annual sampling programmes and sampling exercises agreed by the Central England Trading Standards Authorities (CEnTSA) in a limited capacity for the reason above. The FSA may also direct sampling activities from time to time in accordance with national priorities.
- 3.5.4 Samples relating to food complaints are submitted for analysis as necessary. Twice yearly milk samples will be taken from the cow's milk dairy for microbiological analysis. Samples of cream from the dairy and coolant water will also be taken. Sampling of private water supplies will be undertaken as required by the Private Water Supplies Regulations 2016 as amended and sampling of swimming pools may be undertaken as required or if requested (for which there is a charge).
- 3.5.5 Samples of imported food from the airport will continue to be taken as required. In addition, samples of imported foods from inland premises will be taken as a result of food standards inspections if deemed necessary.
- 3.5.6 Analysis and examination of food and water samples are undertaken by the various Public Analysts and by the Consultant Microbiologist at Colindale. (**Appendix 2**)

Resources 130.30 hours for food sampling see below for water

3.6 CONTROL AND INVESTIGATION OF OUTBREAKS AND FOOD RELATED INFECTIOUS DISEASES

3.6.1 Solihull investigates notified cases of food borne illness as directed by the Consultant in Communicable Disease Control (CCDC). The team's target is to investigate all notified cases, other than *Campylobacter*, within 2 working days of notification and this is usually undertaken by telephone.

3.6.2 Suspected cases of food borne illness are investigated as appropriate. Currently, notified cases of infectious diseases are investigated by officers in accordance with Quality System guideline;

Food Bourne Illness (F-04), to determine their source, prevent further spread of infection and to provide advice to patients. Public Health England (PHE) have devised a "Roles and Responsibilities for Investigation of Gastrointestinal Infectious Diseases" document. The document outlines the division of responsibility between Environmental Health and the PHE in the investigation of infectious/communicable diseases. The aim of the document is to ensure a consistent approach to the investigation of infectious disease and clearly define roles. This has been adopted by Regional Local Authorities and the PHE.

Resources 229 hours

3.7 FOOD SAFETY INCIDENTS

- 3.7.1 The Team has a policy for dealing with food safety incidents. Product Withdrawal Information Notices or Product Recall Information Notices are issued by the FSA via email. Food Alerts are dealt with in accordance with the FSA Code of Practice. No specific out of hours cover is provided.

Resource 3.55 hours

3.8 LIAISON WITH OTHER ORGANISATIONS

- 3.8.1 We are committed to liaising with other local authorities, and national organisations to achieve consistency and to maintain our level of knowledge and understanding in a rapidly developing area of work. This is achieved by being actively involved in a number of Groups and Agencies including:

- Regional Food Liaison Group
- Central Food Liaison Group
- Food Standards Agency – Update days are attended
- CEnTSA - Central England Trading Standards Authorities
- PHE - Public Health England (Joint Meetings)
- UKBF - United Kingdom Border Force
- APHA - Association of Port Health Authorities
- BID – Business Improvement District
- West Midlands Fire Service
- CSCI – Care and Social Services Inspectorate
- West Midlands Police
- Ofsted - Office for Standards in Education
- CQC - Care Quality Commission
- UK Immigration Agency

Resource Business as Usual (BAU) hours

3.9 FOOD SAFETY AND STANDARDS PROMOTION

- 3.9.1 The post of Food Education officer exists to offer food hygiene and food safety management training. In 2018/2019, 57 candidates attended the CIEH Level 2 course. The pass rate for Level 2 candidates was 100%. 174 candidates attended Refresher/Awareness food hygiene training. The Food Education Officer continues to work closely with education catering offering regular training sessions for their staff.

Resources 640 hours

- 3.9.2 The Food and Safety Team produce press releases and use social media weekly to promote a range of relevant topics during the year. Contributions are made to appropriate publications as necessary.

- 3.9.3 Additional grants from the FSA occasionally become available to fund additional food safety and food standards initiatives. The team may bid for funding through such grants as and when they arise.

Resources BAU hours

3.10 PRIVATE WATER SUPPLIES

- 3.10.1 A private water supply is any water supply which is not provided by a water company i.e. it is not a mains supply. Most private supplies are situated in rural parts of the Borough. The source of the supply may be a well, borehole, spring, river or stream.

Safe drinking water is essential to good health. Private water supplies need to be properly protected and treated as they can potentially be contaminated with bacteria, parasites or chemicals and other substances.

- 3.10.2 The Regulations require local authorities to; inspect the supply, conduct a risk assessment and take and analyse samples in relation to private water supplies to ensure they meet statutory requirements. The risk assessment assesses the source of the supply and the surrounding area to see if contamination is possible. It also involves checks of any storage tanks, any treatment systems and pipework. The assessment identifies actual and potential hazards that may affect the health of those drinking the water. Where the water is found to be unsafe, action must be taken by the owners of the supply to ensure the supply is safe.

Improvements to the system may include:

- Repairing the system to prevent dirty water, animals or their droppings from entering the water.
- Installing an appropriate water treatment system to ensure satisfactory microbiological quality.
- Replacing lead pipes throughout the property to reduce lead levels in the drinking water supply

The frequency of the risk assessment and monitoring depends on the size of the supply. The regulations permit the authority to charge for this work up to a statutory maximum.

- 3.10.3 The authority is required to make an annual return to the Drinking Water Inspectorate (DWI) and from the figures submitted to DWI at the end January 2019 Solihull had:

16 single dwellings with private water supplies
3 commercial premises with private water supplies

No premises classed as having private distribution systems

3.10.4 This list is not exhaustive because other premises may exist in each category, particularly those with private distribution systems.

Resources 90 hours

SECTION 4 – TEAM RESOURCE

4.1 FINANCIAL ALLOCATION

- 4.1.1 The allocated budget for the Food and Safety team Food Safety is £288,340. This includes; staffing costs; travel and expenditure; equipment, public analyst costs; legal recharges and training.

4.2 STAFFING ALLOCATION

- 4.2.1 The Food and Safety Team has the following resource (hours):

	FTE		Hours
Food Team Leader	1.00	x 1560 =	1560
EHO	2.61	x 1560 =	4071
FSO (Higher Certificate)	1.48	x 1560 =	2309
Food Safety Support Officer	1.00	x 1560 =	1560
Food Education Officer (P/T)	0.41	x 1560 =	640
Administrative Support	0.50	x 1560 =	780

Total = 10920 hours

4.3 STAFF DEVELOPMENT PLANS

- 4.3.1 Annual staff appraisals and performance reviews are undertaken in accordance with the Corporate Performance and Development Review Framework. Training needs are identified through the completion of an individual training matrix and dependent on need training is undertaken as necessary.
- 4.3.2 All Council staff are assessed in line with the Corporate Performance and Development Review Framework (Fit For The Future). A revised Performance and Development Review Plan was implemented in July 2015. Targets are set at the beginning of the review year and throughout the year progress is monitored monthly with prearranged one to one meetings. At the end of the year an assessment is made, which may directly affect an individual's pay.
- 4.3.3 Officer competency in the food team is essential to comply with the requirements of the Food Law Code of Practice. In order to ensure all officers are competent and adequately trained and authorised to perform their duties a local competency scheme exists. The scheme documents areas of experience and expertise which are linked to the schedule of authorisations detailed in Regulatory Service's Quality System (QS-01). The competency scheme covers all Food and Safety Team Officers including newly qualified officers, non EHOs, students and those officers with breaks in experience. In addition to this a

monitoring system to ensure inspection quality and uniformity has also been introduced. These documents have been incorporated into the team's quality system. (QS-15) The competency framework was reviewed and revised in 2015/2016 in accordance with the revised Food CoP.

4.3.4 Staff training and development needs are assessed on an annual basis. Completion of the competency matrix identifies training needs. Development needs are also identified through completion of a training matrix; monitoring of officers work; accompanied inspections; staff appraisals and one to ones. Following this, individual action plans are developed and implemented.

4.3.5 Before officers are authorised to undertake food hygiene or food standards enforcement activities, they are assessed to ensure that they hold the appropriate qualifications, have sufficient experience in food law enforcement and are properly trained and competent. Records of qualifications, training and experience are documented and link directly to the officer authorisation procedure.

Resource requirement BAU hours

4.3.6 Staff training is delivered in the following ways:-

- externally provided training courses;
- in-house training days scheduled throughout the year;
- training courses arranged through CEnTSA, Central Food Liaison Group and Public Health England;
- on-going in-house training at team meetings, to include the following issues:
 - discuss new legislation, Code of Practice, Guidance etc. and agree consistent interpretation / approach;
 - discuss in-house procedures and policies;
 - consistency issues;
 - disseminate information; (cascade training);
 - opportunity for officers to learn from each other;
- induction training for new staff;
- accompanied / joint visits;
- training and instruction provided on-the-job or on a one-to-one basis.

SECTION 5 – TEAM QUALITY ASSESSMENT

5.1 QUALITY ASSESSMENT

- 5.1.1 The Food and Safety Team used to operate to a quality assurance system (originally BS EN ISO 9001:1994) which was first certified in 1992 by DNV (a company accredited to assess and verify quality assurance systems). The quality system is currently monitored by internal review. All quality documentation for the food and safety team was reviewed in 2018/2019. The food and safety quality system is reviewed annually.
- 5.1.2 An annual service review involving accompanied visits by line managers, to ensure consistency and quality is undertaken This is detailed in the competency framework.
- 5.1.3 Accompanied visits are undertaken by peers, (in particular to complex or poor performing businesses). Team leaders undertake reviews of inspection reports, records and all other correspondence, including the work of any consultants if used. (See competency framework).
- 5.1.4 The team carry out FSA standardisation exercises periodically.

SECTION 6 – FOOD SERVICE REVIEW

6.1 REVIEW AGAINST THE SERVICE PLAN

- 6.1.1 99% of A and B rated food businesses were inspected during 2018-19.
- 6.1.2 The FHRS helps consumers to choose where to eat out or shop for food by giving them information about the hygiene standards in food premises at the time they were last inspected. The more compliant the business is, the better the score they achieve, encouraging businesses to improve their standards. Data is uploaded onto the FSA portal on a weekly basis. A FHRS revisit procedure was operated in accordance with the brand standard. 96% of food businesses in Solihull are now broadly compliant with food hygiene legislation.
- 6.1.3 Ensuring that the premises database is current and accurate has been prioritised with a concerted effort taken to contact new businesses at the earliest opportunity. In addition officers make contact with unrated premises to ensure that they are trading. Businesses that are no longer trading are removed from the database.

- 6.1.4 100% of imported food airway bills were checked during the year. There were 2565 notifications of imported food (approximately 1000 tonnes) received during 2018/2019. Physical checks of imported food were also carried out. Illegal imported food received through BHX was disrupted.
- 6.1.5 The 2018/19 sampling programme was completed.
- 6.1.6 The team continued to receive a large number of enquiries from home based caterers. A “start-up” letter for these cake producers is sent out to cake makers on their initial enquiry outlining the requirements of the legislation.
- 6.1.7 The Food and Safety team continue to adopt agile working techniques. This includes hot-desking, working from home and other Council locations.
- 6.1.8 LAEMS completed within FSA deadline.
- 6.1.9 Officers received training in:
- Statutory nuisance
 - Neighbourhoods and Regulatory Services Update
 - Semi-permanent make up and tattoo update.
 - PHE updates.
 - Primary Authority Partnerships
 - Airport Safety Security
 - Safety at Public Events
 - HACCP
 - Regulating our future - food standards update
 - Listeria Focus Training Workshop
 - STEC and other Pathogenic E.coli Workshop
 - FSA Strategic Surveillance - Risky Foods Imported Food workshop
 - Health & safety training day – East Midlands Councils
- 6.1.10 Monthly visual management Board meetings undertaken.
- 6.1.11 **Primary Authority Partnerships (PAPs)**
- The team continued to support Amadeus Catering and Finest Catch through their Primary Authority partnerships.
- 6.1.12 **Communications**
- The team maintained good communication links with the management of the Touchwood shopping centre, BHX and the NEC which facilitated business compliance. The team worked closely with the SMBC’s Communications team to promote its work. Councillors are updated on the work of the team through Member briefings. The team continue to embrace social media as a means of communication and

will continue to use this method of communication on a weekly basis during the forthcoming year

6.1.13 **Competency**

The Team has worked to ensure joint competencies in food and health and safety thereby allowing combined interventions of premises for food and health and safety by one officer when appropriate. Officers received health and safety training to ensure that there is flexibility and resilience across the team. The quality system document, QS -15 outlines the competency scheme.

6.1.14 **Alternative Enforcement Strategies (AES)**

The inspection regime for low risk businesses will continue to be reviewed to ensure low risk businesses are targeted in a cost effective proportionate manner. In 2019/20 these AES will focus on management of allergens in food businesses and will involve the production and circulation of newsletters to relevant food businesses.

6.2 **IDENTIFICATION OF ANY VARIATION FROM THE STATUTORY SERVICE PLAN**

Variations are monitored through constant management review and are escalated within the management structure as necessary.

6.3 **PROPOSED AREAS OF IMPROVEMENT**

The following points are actions that the team aims to improve during the year:

- Continue to identify new and/or New Ways of Working and continue to act on the findings of the transformation team review.
- Adopt the recommendations of the food and safety internal audit and implement its recommendations.
- The documented authorisation procedure will be reviewed post Brexit and the level of authorisation for each officer assessed to ensure that officers are appropriately authorised. The Quality System document (QC-01) relating to authorisation will be reviewed and updated.
- The Quality System will continue to be reviewed on an annual basis.
- Training for individual officers will be maintained centrally using a shared database. Qualifications and CPD records for all officers will be maintained centrally.

- Ensure that all authorised officers complete the required 20 hours of Continual Professional Development.
- Inspections/interventions to be carried out in accordance with the CoP.
- Improve the ability to plan ahead and understand resource implications to develop efficient service planning.
- Investigate IT solutions that would allow inspections to be completed on handheld devices that updates the supporting computer system.
- Develop systems to record and capture accurate timings for the range of inspection types. This will allow the accurate resource allocation.
- Officers to continue to be up skilled to enable them to cover hygiene, standards and safety together during interventions.
- Implement charges for officer time for the inspection and destruction of unfit or unwholesome food including food formally detained and destroyed at BHX.(Internal audit recommendation.)
- Ensure Category U (unrated) premises are inspected within the 28 days as detailed in the FSA COP. (Internal audit recommendation)
- Consider the viability of continuing to offer “classroom” based food hygiene training.
- Review the Contact Centre scripts relating to the food and safety team and update as necessary to ensure service requests are triaged at the initial stage. This will involve management input into team’s priorities.
- Management to continue to review the services offered by the team and how they should be delivered most effectively. For example officer discretion would allow officers to defer the investigation of hygiene complaints until the next intervention due. Food complaints could be sign posted directly to the manufacturers.
- In 2018/19 meetings were held with BHX management to encourage the establishment of a DPE. This decision is for BHX to make.(see internal audit report)..
- Maintain the frequency of physical examinations of imported food at BHX at least twice a week in accordance with the action plan devised in conjunction with the FSA. Increase the number

and frequency of samples of imported food taken at BHX to assist in the detection of illegal produce.

- Implement cost recovery for the detention and destruction of illegally imported food at BHX. (Internal audit recommendation)
- Implement a procedure for the safe detention and destruction of illegally imported food at BHX. This would involve a formal agreement with the freight handlers at BHX to ensure detained food at BHX is secure and destroyed to prevent its release back into the food chain. (Internal audit recommendation)
- A further “ Blitz” intervention will be undertaken involving restaurant and take away businesses in a defined locality. This may involve partners from the Police, WM Fire Service, Licensing, Trading Standards and Neighbourhoods.
- Continue to support officers who wish to work from home or be home based.
- Continue to ensure that accurate reports can be generated by Civica/APP the Division’s database having particular regard to the accuracy and speed of updating new businesses to the system.
- Maintain a watching brief for further funding/partnership opportunities appropriate to the work of the team.
- Continue to accurately record the work of the Team using accurate app coding.
- Continue to promote the work of the team by using social media to communicate key messages.
- Reinstate the food specific enforcement policy which outlines clearly the policy on food enforcement. (Internal audit recommendation)

SECTION 7 – SCOPE OF THE HEALTH & SAFETY SERVICE

7.1 SCOPE OF THE HEALTH & SAFETY SERVICE

7.1.1 Solihull Metropolitan Borough Council carry out interventions relating to health and safety matters in those premises for which it has enforcement responsibility including:

- proactive inspections - used to target the high risk activities in those sectors specified by HSE or where intelligence suggests risks are not being effectively managed, as defined in Enforcement Operational Circular LAC 67/2 rev 5 “Setting Priorities & Targeting Interventions”.
- engagement with event organisers in partnership with other agencies via the Safety Advisory Group to address public safety at events.
- investigation of complaints concerning work premises and practices in accordance with Enforcement Operational Circular LAC 22/13 rev1 “Incident Selection Criteria Guidance”.
- investigation of accidents and dangerous occurrences reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 in accordance with Enforcement Operational Circular LAC 22/13 rev1 “Incident Selection Criteria Guidance”.
- registration of skin piercing activities.
- collaborative working with relevant partnership organisations.

SECTION 8 – DEMANDS ON THE HEALTH AND SAFETY SERVICE

8.1 DEMANDS ON THE HEALTH & SAFETY SERVICE

8.1.1 Health & Safety – Premises Profile

On 1st April 2019 there were 3103 premises on the Team's database falling to the Team for health and safety enforcement purposes.

8.2 HEALTH & SAFETY PREMISES INSPECTION AND OTHER INTERVENTIONS

8.2.1 Inspections

The responsibility for the enforcement of the Health and Safety at Work Act etc. 1974 and relevant statutory provisions is governed by the Health and Safety (Enforcing Authority) Regulations 1998 which allocates enforcement to either the Health and Safety Executive or Local Authority according to the main work activity. Local authorities are responsible for enforcement of the health and safety laws in places such as shops, retail and wholesale warehouses, offices, catering, restaurants, bars, hotels, some activities in care homes (without nursing care), leisure and cultural services such as golf courses and horse riding establishments together with consumer services such as undertakers and centres fitting tyres and exhausts.

The Health and Safety Executive is responsible for the remainder of activities e.g. factories, building sites, farms, vehicle repair workshops, railways, power stations, care homes providing nursing care, docks, fairgrounds, schools, colleges and council run services.

The National Local Authority Enforcement Code ensures that local authority health and safety regulators take a more consistent and proportionate approach to their regulatory interventions. It sets out the Government's expectations of a risk based approach to targeting and had fundamentally affected the way health and safety is enforced and based on the "no inspection without reason" principle.

This is further supported by HELA Circular LAC 67/2 rev 5 which provides a nationally consistent, framework for rating of all premises. The risk categories in the Circular do not determine inspection frequencies but are used in conjunction with other intelligence such as reported incidents or complaints to decide whether a proactive inspection is justified.

8.2.2 **Safety Advisory Groups**

Public safety, in particular crowd safety, has been identified by HSE as a priority and in Solihull there has been a growth in commercial and community events that might pose a risk to those who attend them. Local multi-agency Safety Advisory Groups (SAGs) meet when necessary and are made up of representatives from local authorities, emergency services and other relevant bodies. A member of the team attends and provides advice in respect of environmental health related issues.

Officers determine which SAGs to attend based on risk presented by the event, and this will continue during 2019/20.

An external SAG has also been established involving the Solihull Moors Football Club. The food and safety team work in collaboration with colleagues in Building Control to ensure ground safety.

8.2.3 **West Midlands Health and Safety Liaison Group**

The meeting frequency for this group has reduced, however attendance continues to be a valuable way of seeking intelligence and sharing best practice. This is also attended by the HSE's Enforcement Liaison Officer (ELO).

8.2.4 **Investigation of Accidents and Dangerous Occurrences**

The team will have regard to the national Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) Circular 22/13 (rev1) Incident Selection Criteria Guidance to deliver a common, proportionate, transparent and targeted approach for the selection and investigation of accidents and incidents. When deciding which incidents to investigate, the level of resource to be allocated to the investigation is assessed and account will be taken of the:

- severity and scale of potential or actual harm;
- seriousness of any potential breach of the law;
- duty holder's known past health and safety performance;
- enforcement priorities;
- practicality of achieving results; and
- wider relevance of the event, including serious public concern
- national guidance on targeting interventions

An intensive accident investigation is still on-going following a serious accident in one of the town centre's coffee shops.

Resource 1884 hours

8.2.5 Service Requests.

The team will investigate all relevant service requests, with the exception of anonymous complaints which may be malicious; where a risk to public health cannot be identified; or where adequate information is not available to facilitate a full investigation. From 1st April 2018 to 31st March 2019, a total of 106 service requests/accident notifications were dealt with by the team.

Service requests include; complaints regarding working conditions; LOLER notifications; skin piercing registrations and complaints and legionella notifications. It also involves dealing with referrals from SMBC's Commissioning Team relating to adult safeguarding issues.

Resource 363 hours

8.2.6 Regulation Policy

All enforcement action will be taken by authorised and competent officers in accordance with the Enforcement and Prosecution Policy.

SECTION 9 – HEALTH AND SAFETY SERVICE DELIVERY

9.1 HEALTH & SAFETY SERVICE DELIVERY

9.1.1 Advice to Businesses & Public

The Food and Safety team no longer give advice on health and safety matters due to lack of resources but are able to signpost to the HSE website.

9.1.2 Lifting Equipment Defects/Pressure Systems Defects

Statutory reports are assessed by a competent officer and relevant action taken to follow up to ensure that issues are addressed (e.g. letter, telephone call or visit to the premises). Where there are indications that action has not been taken, further formal action would be considered.

9.1.3 Cooling Towers Register

The Notification of Cooling Towers and Evaporative Condensers Regulations 1992 require that the local authority is notified of all “cooling towers and modifiable devices within its area. The team maintains, reviews and updates this register as necessary.

9.1.4 Sunday Trading Act

The Sunday Trading Act 1994 restricts the opening of certain types of shops (larger than 280 m² retail floor area), to six hours between 10.00 hrs. and 18.00 hrs. on a Sunday. Officers respond appropriately to any complaints made regarding trading hours.

9.1.5 Asbestos Notifications

Officers will respond to all notifications of asbestos removal from premises for which the Council has enforcement responsibility and monitors arrangements in accordance with documented procedures.

9.1.6 Skin Piercing

Registrations of persons carrying out body piercing, electrolysis, tattooing (including semi-permanent make-up) and acupuncture, are granted under Sections 14 and 15 of the Local Government (Miscellaneous Provisions) Act 1982. Solihull MBC has adopted byelaws for these activities that must be complied with by the business/person registered. Premises are visited on first registration only. Officers are responsible for the enforcement of the Local

Government Miscellaneous Provisions Act 1982 in respect of the registration of cosmetic piercers.

Resource included in Service Requests

SECTION 10 – HEALTH AND SAFETY SERVICE REVIEW

10.1 HEALTH & SAFETY SERVICE REVIEW

10.1.1 Health & Safety Interventions Delivered during 2018-2019

LAC 67(2) rev 5 expects that local authorities should use a full range of interventions available to influence behaviours and manage risk. During 2018/19 however the following interventions were achieved:

Local Interventions

10.1.2 Adult Safeguarding

The positive working relationship with SMBC's Commissioning Team is on-going and continues to achieve real safety improvements in residential care homes. This has involved:

- making referrals to CQC on the Commissioning Team's behalf where relevant
- continued work with the Commissioning Team to amend audit documentation to include relevant health & safety issues and facilitate effective signposting.
- joint visits to care homes with commissioning staff to investigate their health & safety concerns
- raised profile of food and health & safety functions throughout adult safeguarding at all levels.
- Signposting to other relevant professionals e.g. fire service

10.1.2 Machinery Guarding in Food Premises

During 2018-19, during food hygiene visits officers continued to discuss machinery guarding with food business operators where necessary, to ensure that all catering equipment is correctly guarded.

10.1.3 Regional Interventions

Other than the machinery guarding interventions the Team were not able to participate in any regional interventions during 2018/19.

10.1.4 National Interventions

Due to a lack of resource, SMBC was not able to participate in any national interventions during 2018/19.

SECTION 11 – HEALTH AND SAFETY INTERVENTIONS PLANNED FOR 2019/20

11.1 LOCAL HEALTH & SAFETY INTERVENTIONS

11.1.1 **Adult Safeguarding**

During 2019/20 work will continue to maintain and further develop effective working relationships with relevant teams within SMBC, and also relevant external partners e.g. CQC.

11.1.2 **Machinery Guarding in Food Premises**

This is an on-going issue as premises change hands, therefore during 2019/20 officers will continue to deliver the machinery guarding intervention involving discussing the issue when relevant with business operators. Prohibition notices will be considered if dangerous equipment is found being used without guarding.

11.1.3 **Inflatable Attractions at Public Events**

In recent years there have been a number of serious incidents involving the use of inflatables due to adverse weather, loss of pressure, suffocation and entrapment. Organisers of public events such as “Fun Days”, School Fetes will be signposted to relevant safety information regarding the safe installation and use of inflatables such as bouncy castles and slides. Information as to their safe installation and use will be provided via fact sheets and signposting to web links.

11.2 REGIONAL HEALTH & SAFETY INTERVENTIONS

11.2.1 Due to a lack of resource, SMBC will not participate in any regional interventions during 2019/20.

11.3 NATIONAL HEALTH & SAFETY INTERVENTIONS

11.3.1 **Gas Safety** The HSE have requested that Local Authorities monitor gas safety in catering premises and feedback their findings. This issue has been a focus for SMBC officers during food inspections for some time following a local intervention. and so participation is possible through “business as usual”.

APPENDICES

Appendix 1 - Council Structure

The party political composition of the Council is currently:

■ Conservatives	26
■ Labour	3
■ Liberal Democrat	6
■ Green	15
■ Independent	1

Appendix 2 - Public Analysts

- Paul Hancock, Worcestershire County Council Scientific Services.
- S Guffogg, MA.,MChem.A.,C.Chem.,F.R.S.C. Lincolne Sutton and Wood Ltd.

Appendix 3 – Solihull MBC Functional Chart

Corporate Leadership Team and Functional Chart

Chief Executive : Nick Page

Paul Johnson Director of Resources & Deputy Chief Executive	Jenny Wood Director of Adult Care & Support	Louise Rees Director of Children's Services & Skills	Anne Brereton Director of Managed Growth and Communities	Ruth Tennant Director of Public Health
Finance and Property Corporate Finance Financial Services Financial Operations Property Services Catering Procurement Income & Awards Strategic Land Human Resources Business Intelligence and Improvement ICT and Information Governance Communications & Marketing Legal & Democratic Services Solicitor to the Council Internal Audit	Commissioning Mental Health Disability Older People Adult Social Care and Support Provider Services Mental Health & Hospitals Assessment and Support Planning [and Review] Early Intervention and Safeguarding	Children, Young People & Families Engage Referral Assessment & Child Referral Looked After Children and Adoption Safeguards Safeguarding and Quality Assurance Learning & Skills Education Improvement and Early Years 0-25 SEND Access and Development Employment and Skills Early Help – Children Children in Need Child Protection Youth Offending Services Business and Performance	Growth & Development Growth Programmes/ Strategy (including UKC Programme) Planning, Design and Engagement Transport & Infrastructure Highways & Environment Highway Services Environmental Services (Waste & Recycling, Public Realm) Stronger Communities Neighbourhood and Regulatory Services Customer Services Libraries, Arts & Information Partnership & Communities Homelessness & SCH Housing Client Function	Health and Wellbeing (incl. Children) Health and Wellbeing Strategy Public health policies, programmes and services Healthy Places & Communities Health Protection Public Health advice to the NHS Health surveillance and monitoring Emergency Prevention, Planning and Response Leisure Services Solihull Active

Appendix 4 - Managed Growth and Communities Directorate Structure



Appendix 5 – Sampling Timetable 2019/2020

Project No	Organising body	No	Survey	Detail	A	M	J	J	A	S	O	N	D	J	F	M
1	PHE		Salad leaves / garnishes								<input type="checkbox"/>					
2	PHE		Ice cream/scoops											<input type="checkbox"/>		
3&4	PHE		Victoria Farm	Milk, Cream, Water, Bottles							<input type="checkbox"/>					
5	PWS		Lady Lane Wharf	PWS - subject to risk assessment												
6	PWS		Bentley Manor	PWS - subject to risk assessment												
7	SMBC		Betel Leaf Sampling													<input type="checkbox"/>
8	PHE	67	Vac packed food													
9	PHE	68	Raw milk cheese													

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