



Wednesday, 19 May 2021

Dear Sir/Madam

A meeting of the Community Safety Committee will be held on Thursday, 27 May 2021 in the Council Chamber, Council Offices, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: D Bagshaw
B C Carr
S Dannheimer
L Fletcher
J C Goold
R I Jackson
S Kerry

P Lally (Chair)
H Land
R D MacRae (Vice-Chair)
J P T Parker
P Roberts-Thomson
C M Tideswell

AGENDA

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 1 - 2)

To approve the minutes of the previous meeting held on 4 March 2021.

4. UPDATE FROM NEIGHBOURHOOD POLICING INSPECTOR

To provide the Committee with a verbal update from the Neighbourhood Policing Inspector.
5. UPDATE ON THE POLICE AND CRIME PANEL

To provide the Committee with a verbal update on the work of the Police and Crime Panel.
6. TROWELL ODOUR ISSUE

To provide the Committee with a verbal update on the Trowell odour issue from the Environment Agency.
7. FOOD SERVICE PLAN 2021- 22 (Pages 3 - 20)

To advise Members of, and seek approval for, a revised Food Service Plan.
8. PURPLE FLAG ACCREDITATION SCHEME (Pages 21 - 26)

To advise Committee of progress with introducing aspects of the Purple Flag scheme in respect of evening and night time economies in Broxtowe.
9. SERIOUS AND ORGANISED CRIME (Pages 27 - 30)

To advise Committee of Broxtowe's participation in a pilot project to help improve intelligence sharing in respect of Serious and Organised Crime.
10. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN - COMMUNITY SAFETY - OUTTURN REPORT (Pages 31 - 38)

To report progress against outcome targets identified in the Community Safety and Health Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.
11. WORK PROGRAMME (Pages 39 - 40)

To consider items for inclusion in the Work Programme for future meetings.

This page is intentionally left blank

COMMUNITY SAFETY COMMITTEE

THURSDAY, 4 MARCH 2021

Present: Councillor P Lally, Chair

Councillors: D Bagshaw
B C Carr
J C Goold
D Grindell (substitute)
S Kerry
R D MacRae
J P T Parker
C M Tideswell
R I Jackson
L A Lally
D D Pringle (substitute)
P Roberts-Thomson

Apologies for absence were received from Councillors L Fletcher and H Land.

47 DECLARATIONS OF INTEREST

Councillor R D MacRae declared a non-pecuniary interest in agenda item 4 as he supports Chayah development project, minute number 49 refers.

48 MINUTES

The minutes of the meeting held on 26 January 2021 were confirmed as a correct record.

49 CHAYAH DEVELOPMENT PROJECT PRESENTATION

Due to a technical issue, the presentation from the Chayah Development Project was cancelled and will be re-arranged to present to Committee at a later date.

50 WORK PROGRAMME

The Committee considered the Work Programme.

RESOLVED that the Work Programme be approved.

51 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 5 of Schedule 12A of the Act.

52 CCTV CAMERA REVIEW

RESOLVED to delegate to the Strategic Director in consultation with the Chair of the Community Safety Committee that a project group be formed to consider CCTV related issues.

Report of the Chief Executive

FOOD SERVICE PLAN 2021-221. Purpose of report

To advise Members of, and seek approval for, a revised Food Service Plan.

2. Detail

The Food Standards Agency Framework Agreement sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on food law. It includes the requirement to prepare a statutory Food Service Plan and prescribes in detail which areas of the service should be covered by the plan.

The plan describes how the service is discharged and details the numbers, types and priority ratings of the borough's food premises, the frequencies of planned interventions, sampling programmes, health promotion activities, reactive work, including responding to food complaints, food hazard warnings and investigating cases of infectious disease. As well as containing data from the last financial year, the plan contains information on proposals for undertaking duties in 2020-21.

A full copy of the proposed Broxtowe Borough Council Statutory Food Service Plan 2021/22 is attached at the appendix.

Recommendation

Committee is asked to RESOLVE that the Food Service Plan 2021-22 be approved.

Background papers

Nil

This page is intentionally left blank



Food Service Plan 2021-2022

1.0 Introduction

Broxtowe Borough Council (the Council) is committed to ensuring that food produced, sold or consumed in the district is safe to eat and does not pose a risk to public health.

This Food Service Plan sets out how the Council will deliver the elements of food safety and hygiene for which the Council has enforcement responsibility.

The requirement to have a Food Service Plan is laid down by the Food Standards Agency (FSA) in its Framework Agreement on Local Authority Food Law Enforcement. The FSA was established in April 2000 as an independent monitoring and advisory body and is the central competent authority responsible for food safety in the UK.

2020-2021 was an unprecedented year. All of the food safety team were involved in the COVID-19 pandemic response. The closure of many businesses and the adaptation of businesses to work in different ways significantly impacted the food safety interventions carried out. The guidance produced by the Food Standards Agency in prioritising interventions during this time was implemented as appropriate. It was not possible to record every intervention carried out by the various teams, but at every restriction change relevant businesses were contacted and where information about new businesses or changes in how a business operated (e.g. to takeaway) was available, contact was made and advice was issued. Investigations into workplace and community cases of COVID 19, supporting contact tracing, participation in outbreak management teams, daily outbreak cells and other daily emergency planning cells such as the excess deaths cell at the height of the pandemic, enforcement of the rules on businesses closures and the increase in complaints dealt with by the wider team – such as noise, bonfires etc. affecting people staying at home placed additional demands on the service.

2.0 Food Safety Service Aims and Objectives

2.1 Aim

To maintain, and where possible improve, the health and wellbeing of residents and visitors to the borough of Broxtowe and the success of local food businesses by ensuring the safe production, processing, handling, storage, distribution and sale of food in the district.

2.2 Objectives

- To meet the standard set out in the Framework Agreement issued by the Food Standards Agency
- To ensure that food is safe to eat and free from extraneous matter

- To keep accurate records of all food enforcement activities and maintain an accurate register of food businesses in the district
- To carry out food hygiene interventions in accordance with the minimum inspection frequencies and to standards determined by the Food Standards Agency
- To encourage standards of hygiene higher than the minimum acceptable in law
- To increase the knowledge of food handlers and the general public about the principles and practice of food hygiene
- To deal with food alerts in accordance with Food Standards Agency guidance
- To investigate complaints relating to food premises or food sold in the borough of Broxtowe
- To investigate notified cases of food and water borne illness and take effective action to control the spread of infection
- To sample and risk-assess private water supplies
- To effectively and efficiently meet the needs of the public and businesses using our service and to respond positively to challenges
- To respond to planning and licensing consultations as a statutory consultee.
- To support and promote schemes and initiatives which improve the health of customers of food businesses (e.g. Healthy Options Takeaway (HOT))
- To undertake surveillance, inspection and sampling of foods and food contact materials including imported food
- To provide appropriate responses to public health emergencies

3.0 Links to Broxtowe's Corporate Plan

The Council's priorities are detailed in the Corporate Plan 2020-24

The Food Service Plan accords with the Council's Vision which is: *"A greener, safer healthier Broxtowe where everyone prospers"*

The Food Service Plan contributes directly to the Business Growth and Health priorities in the Corporate Plan which are: *"Invest in our towns and our people"* and *"Support people to live well."*

4.0 Organisation structure and staffing

The food safety service is currently contained in the Environmental Health section within the Public Protection Division. All officers and the service are directly managed by the Chief Environmental Health Officer resulting in a flat management structure. The Chief Environmental Health Officer currently reports to the Head of Public Protection, and following a restructure in 2021/22 will report directly to the Chief Executive. The Environmental Health remit also includes environmental protection, animal and skin piercing licensing and registrations and private sector housing, and the Licensing function comes under the Chief Environmental Health Officer's management

The establishment provides for seven suitably qualified officers who are able to undertake food safety, occupational health and safety, licensing, registrations, private water supply and infectious disease investigation duties. This comprises of the Chief Environmental Health Officer, five Environmental Health Officers (including one-part time officer) and one part-time Environmental Health Technical Officer (who is qualified to the Higher Certificate in Food and Food Premises Inspection standard).

There is currently a vacancy for a full time Environmental Health Officer which will be recruited to in 2021/2022 after a review of the team has taken place.

Administration support is provided by another department which also supports other teams. In 2020/21 the staffing allocation equated to 3.4 Full Time Equivalent (FTE) for food safety duties.

In 2020/2021 all of the food team were involved in the COVID 19 pandemic response. Liaison with other partners (County Council Trading Standards, Public Health in the City and County, Nottinghamshire Police and the Health and Safety Executive, Local Resilience Forums) took place specifically in relation to the emerging issues and enforcement of restrictions. Additional Staff in the form of COVID marshals were directly managed by the Environmental Health Team. Additional authority resource including in case identification and management, communications, emergency planning responses including the humanitarian response, licensing resource, environmental protection resource and the COVID information officers employed by Town Centre team is not included and additional to the above.

5.0 Staff Development and Competency

All officers are subject to regular appraisal and participation in competency assessments and authorisation frameworks for the relevant service areas. Specific Continuing Professional Development (CPD) requirements as required by the Food Law Code of Practice, membership of the Chartered Institute of Environmental

Health or equivalent professional bodies are also adhered to. It is essential that Officers are up to date in legislation and enforcement issues and the service utilises free and low cost training courses available in addition to completing specific job training as required and utilising tools such as the Regulators Development Needs Assessment (RDNA) and cascade training through the team as appropriate.

The Environmental Health section is responsible for all aspects of food hygiene and safety, private water supplies and infectious disease control, as well as a wide range of other duties including occupational health and safety, animal activity licensing and the registration of skin piercing activities.

In terms of food safety services, responsibilities include:

- Inspection of food premises in accordance with the Food Law Code of Practice
- Registration of food businesses
- Approval and inspection of businesses producing foods of animal origin
- Investigation of complaints about food and hygiene at food premises
- Promotion of documented food safety systems
- Promotion of the National Food Hygiene Rating Scheme
- Sampling of food for microbiological examination
- Investigation of food borne infection
- Investigation of food poisoning outbreaks
- Imported food control
- Sampling
- Food alerts (food hazard warnings)
- Provision of advice and guidance including participation in events that promote food safety and supporting new and proposed food businesses
- Food hygiene training courses

As part of the provision of a complete service, the section works in conjunction with the following partner organisations:

- The Food Standards Agency
- Department for Environment Food and Rural Affairs (DEFRA)
- The Health and Safety Executive
- Public Health England
- Other local authorities including Trading Standards as appropriate
- Public Analyst

The Council is also represented on the following working groups:

- Nottinghamshire Food Liaison Group
- Nottinghamshire Food Sampling group
- Nottinghamshire Licensing and Registration Sub Group
- Nottinghamshire Health and Safety Group
- Infection Liaison Committee

- Nottinghamshire Regulatory Managers Group
- Health Protection Strategy Group
- Local Health Resilience Forum
- Midland Health and Safety Group
- East Midlands Work Related Deaths Forum

These groups also contribute to wider regional and national working groups.

This year the Council were actively involved in developing Nottinghamshire wide Incident Management Plans for specific sectors during the COVID 19 pandemic as well as local, regional and national forums to ensure co-ordinated and consistent enforcement of the Lockdown legislation as well as participating in local emergency planning cells such as the excess deaths cell, additional police liaison and the LRF activities.

6.0 Enforcement Protocol

The enforcement protocol has been approved by the Council and reflects the intention of the service to meet the requirements of criminal investigation laws and the Regulators Compliance Code.

7.0 Demands on the Food Service

The following paragraphs outline the various demands on the service.

7.1 Number of Premises

As at 31 March 2021, there were 974 food premises on the Broxtowe food data base. The table below shows the number of each type of food business in each category.

Premises category	Total number of premises in category
Producers	1
Manufacturers/Packers	23
Importers	3
Distributors	6
Retailers	222
Restaurants and Caterers	719
	974

7.2 Interventions at Food Establishments

The Council uses the Food Hygiene Intervention Rating Scheme as detailed in the Brand Standard for the National Food Hygiene Rating Scheme and the Food Law Code of Practice to determine the frequency that food premises should be inspected. This ensures that all premises are inspected at an appropriate minimum interval determined by their individual risk rating. The risk rating is based on the nature of

food handling undertaken, the level of compliance with legal requirements and confidence in food safety management systems. The minimum frequency varies from six monthly to three years depending on the assessed risk category.

Additional interventions and officer time are directed at those businesses which fail to meet basic compliance with food safety. Ratings of businesses meeting the criteria contained in the Brand Standard are published on the Broxtowe and Food Standards Agency websites as part of the National Food Hygiene Rating scheme.

As at 31 March 2021, the breakdown of food businesses by category in the district was as follows:

Priority	Premises category	Premises Score	Frequency of Inspection	Total number of Premises in Category
A	High	92 or higher	6 months	7
B	High	72 to 91	12 months	55
C	High	52 to 71	18 months	170
D	Low	31 to 51	24 months	272
E	Low	0 to 30	Alternative Interventions (36 months)	327
Unrated	Other		New premises within 28 days of registration	124
Outside Programme	Other			19
Total				974

A specific database is used to generate and record interventions. This database is also used to extract data to upload to the national Food Hygiene Rating Scheme website, the Local Authority Enforcement Monitoring System (LAEMS) annual data return to the FSA, the Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) return to the Health and Safety Executive (HSE) and other statutory returns (e.g. Drinking Water returns to DEFRA)

The premises score includes weightings for complex processes, type of food handled, number of consumers, vulnerable groups, condition of the structure of the premises and confidence in management etc. Category A premises are usually manufacturers or premises with a poor compliance history. Category E premises are usually retailers of packaged ambient food or wet sales pubs etc.

Inspections with a Hygiene Rating of 0, 1 and 2 (on a scale of 0 - Requires Urgent Improvement to 5 – Very Good) and businesses in categories A and B usually generate a revisit. Additional revisits are generated at the request of the food business operator to review their food hygiene rating, where there are customer complaints, for new business start-ups and where major alterations or refurbishments are planned.

7.3 Food and Water Sampling

Sampling of food, including imported food, water, and materials in contact with food is carried out as part of a county, regional and national sampling programme. Food samples for microbiological examination are sent to the Public Health Laboratory at York. Other food samples and private water supplies are sent to the Public Analyst in Leeds. Reduced sampling was carried out in 2020-21, partly due to laboratory capacity in dealing with the COVID 19 response and partly due to the fact many food businesses were not accessible due to business closure restrictions.

7.4 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities and COVID 19.

The service has a policy to investigate any suspected cases of infectious disease to minimise spread of infection. A matrix exists regarding the cases to be investigated and liaison takes place with Public Health England (PHE). Samples are currently sent to the laboratory at Birmingham for analysis.

7.5 Food Safety Alerts, Product Recall Information and Allergy Alerts.

The policy of this service is to respond appropriately to food alerts and intelligence, to investigate food safety incidents and generate food alerts as necessary in accordance with the requirements of the Food Safety Code of Practice and associated Practice Guidance.

7.6 Health and Food Safety Education and Promotion

The service participates, where resources permit, in targeted local and national activities and interventions. 100's of contacts were carried out at the various legislative step changes to advise businesses of requirements and support compliance. Over the course of the pandemic contact with businesses has been made by letter, email, telephone calls and visits and social media communications from wider teams.

8.0 Service Data for 2020/2021

8.1 Food Hygiene Interventions in 2020/2021

Interventions undertaken (by category of premises). Please note these relate to proactive inspections. Other interventions to food businesses such as talking through changes in business operation or remote review and assessment of food safety controls and contacting businesses that changed operating models – for example to

takeaway. Hundreds of visits were co-ordinated across different teams and authorities to assess businesses and review risk – both for food safety and wider COVID controls. All higher risk businesses that were due an intervention were contacted to discuss controls and practices. All newly registered food businesses were contacted to discuss proposals, documentation and controls in place. Interventions including review of documentation submitted by the business and photographs of layout and equipment were also used to give targeted advice.

A	B	C	D	E	Unrated	TOTAL	Other Wider Interventions
0	3	7	0	1	24	35	580

8.2 Number of revisits in 2020/2021

17 revisits

8.3 Requests for Service 2020/2021

Requests for service include concerns regarding the condition of the premises, or food with microbiological or physical contamination. In addition to the logged queries about starting businesses from home and changes in food preparation activities from existing premises we have seen an increase in the request for food export certificates for a local business who exports food products worldwide.

Hygiene of Premises	Food Complaints	Other Food Related Enquiries
44	31	242

8.4 Enforcement Action (Premises) 2020/2021

Informal Warnings/emails	More than 600
Improvement Notices	0
Hygiene Emergency Prohibition Notices	0
Hygiene Emergency Prohibition Orders	0
Voluntary Closure	0
Seizure, Detention, Voluntary surrender of food	0
Simple Cautions	0
Prosecutions	0

Hygiene Emergency Prohibition Notices are served where an imminent risk of injury to health has been identified and action is required to stop a food business or process from operating. Any notices served must be followed by an application to the Magistrates' Court within three working days for an Order confirming such action.

Additional informal warnings and fixed penalties were served in respect of breaches of the Coronavirus restrictions legislation. The fixed penalties were on close contact services (barbers) for continuing to carry out front of face treatments during the local plus restrictions. Additional action including applying for a Direction under public health legislation to close a premises (public house) that was not trading safely, ultimately resulting in a review of the Licence and associated community protection warnings and notices and health and safety improvement notices for related activities also took place. Over 400 service requests relating to restrictions in relation to non-food premises were dealt with. Joint working protocols with the Police, Nottinghamshire County Council Trading Standards and neighbouring authorities were adapted to deal with the additional enforcement and monitoring requirements. The HSE Spot check service was also utilised to target interventions into premises and specifically review COVID safety measures.

8.5 Food and Water Sampling

64 food and water samples were taken in 2021/2021

Type of sample	Number taken
Prepared/Ready to eat dishes including salads and herbs	44
Bakery Products – Flour and Cereal	1
Swabs – surfaces or equipment or materials in contact with food	19
Total	64

Samples included food which was manufactured at one of our approved premises and some imported food. The sampling programme included products identified through national and regional studies. Some adverse sampling results – including meat products and STEC in imported flour were identified and followed up with revisits, re-sampling or notification to the Food Standards agency for further action as appropriate.

8.6 Control and Investigation of outbreaks and infectious diseases related to food, water, travel or recreational activities in 2019/2020

28 reports of suspected or confirmed cases of infectious disease were notified to the service in 2020/2021 which required investigation.

Cases investigated comprised of salmonella, giardia, cryptosporidium, listeria, norovirus and suspected illness following consumption of food and water. An outbreak of Clostridium perfringens resulting in hospitalisation of a customer linked to takeaway meals from a local pub and prepared at a local butcher was investigated resulting outbreak control meetings with PHE and additional personal and premises sampling.

In 2020-21 the team supported the COVID 19 pandemic response. This included contact tracing, particularly related to workplace settings, high risk persons through occupation and venues where cases were later identified of having visited. Where outbreaks were identified relating to settings in the Borough, Outbreak Management Teams were put in place – sometimes daily to identify measures required to stop the spread of the disease.

8.7 Food Safety Education and Promotion in 2019/2020

The service participated in targeted local and national activities and interventions and the Healthy Options Takeaway (HOT) initiative with the 250th business in the scheme being based in Broxtowe Borough. The Council participated in proactive and targeted promotion of good hygiene practice and social distancing rules and changes in business operations resulting from COVID 19 and subsequent business restrictions.

9.0 Performance Monitoring

9.1 The Food Service aspect of Environmental Health has a number of performance indicators which are monitored as part of the Community Safety Business Plan.

These are:

- Food Inspections – High Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%
- Food Inspections – Low Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk. Target 100%
- Food - Respond to specific complaints about practices procedures and conditions which may prejudice health in the short term within one working day of receipt, and non-urgent complaints / general requests for advice within five working days of receipt. Target 100%
- Infectious Disease - Respond to notifications within one working day and requests for advice and information as soon as practicable within five working days of receipt. Target 100%
- Satisfaction of businesses with local authority regulation service. Target 100%

Performance information in respect of these indicators for the last three years is given below.

9.2 Food Inspections 2020/2021

Category	Number of inspections due 2020/2021 (1)	No of inspections undertaken (2)	Percentage completion
A	16	0	0%
B	57	3	5%
C	129	7	1%
Total High Risk	202	10	5%
D	94	0	0%
E	184	1	0.5%
Total Low Risk	278	1	0.4%
Uncategorised	33	24	

1. This did not include the small number of premises previously carried forward and not physically inspected by the previous year end T = 16 premises which had not been accessible due to the first Lockdown.

2. All interventions carried out were in accordance with Food Standards Agency Guidance following lockdown due to COVID 19. Many premises could not be accessed because they were temporarily closed or restricting visitors – e.g. the B rated care homes. An intervention took place with any of these premises which were still operational even if this was not a full physical inspection.

Additional interventions were also carried out to any premises which varied its operating practices during the pandemic response to ensure they were operating in accordance with the Emergency Regulations and safe operating guidance for takeaways and social distancing rules.

In addition, 24 inspections of previously unrated premises were undertaken. Many new food premises registrations were received during Lockdown, particularly of groups providing food that had not done so previously and food operations being undertaken at domestic premises whilst people were home based. Physical inspections were only undertaken at premises where intelligence suggested a high residual risk. Every newly registered premises received an intervention which as a minimum signposted to relevant information and confirmation of operating procedures.

2013/2014, 2014/15, 2015/16, 2016/17, 2017/18, 2018/19, 2019/2020, 2020-2021

Year	Percentage of High Risk Inspections Completed	Percentage of Low Risk Inspections Completed
2013/14	91%	46%
2014/15	89%	34%

2015/16	82%	34%
2016/17	88%	61%
2017/18	100%	97%
2018/19	100%	69%
2019/2020	98%	96%
2020/2021	5%	0.5%

9.3 Response to Service Requests within Target Times

Service Type	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/2020	2020/2021
Food Safety	98%	96%	98%	99%	98%	97%	97%	97%
Infectious Disease Notifications	87%	100%	100%	84%	100%	91%	100%	100%
Consultations	93%	95%	95%	98%	97%	95%	94%	93%

Food safety service requests significantly increased due to the pandemic resulting in a reduced response times in some cases, though all service requests were assessed and prioritised to ensure urgent enquiries were dealt with more quickly.

10.0 Proposed Inspection Programme 2021/2022 (May Be Revised)

Local Authorities are currently in discussion with the Food Standards Agency about how to tackle the backlog of overdue inspections. Additional guidance on dealing with overdue inspections is expected in the summer. Where inspections have been missed – for example the A's which should have been inspected twice each last year, these cannot be pulled back.

Due to the maximum intervention frequency being 3 years and that most of last year's programme was not complete, this means that nearly all of the food premises in the Borough will require intervention this financial year. Some premises will still not be fully operational until later stages in the Lockdown easing affecting when they can be accessed for physical inspection. Practical considerations of sites to ensure social distancing during interventions will be needed. Inspections will need to continue to prioritise the higher risk premises and activities, operations we have intelligence for and poorer performers to minimise risk to consumers.

Priority	Premises category	Total number of Premises in Category	Inspections due 2021/2022	Overdue Inspections Carried forward
A	High	7	14	0* all due again
B	High	55	55	0* all due again
C	High	170	43	122
D	Low	272	178	94
E	Low	327	68	183
Unrated	Other	124	124	
Total		955	485	399
Outside Programme	Other	19	0	
Total including Outside Programme and Carried Forward			884	

There has been a significant number of new business premises registrations being submitted to the Council and which require intervention within 28 days.

11.0 Issues for 2021/2022

- The COVID 19 situation affected the completion of the proactive inspection programme and will continue to have a significant impact on the delivery of programmed interventions. Alternative contact and review of practices and procedures was undertaken at these premises instead in line with the direction of the Food Standards Agency.
- Restricted access and trading of some of the premises requiring programmed inspections will continue to be the case into 2021
- The backlog of inspections will need to be managed and addressed in risk based way. Use of alternative interventions, contractors to complete food hygiene interventions and implementation of new inspection priorities will be considered. On-going response to the pandemic will be required.
- To ensure implementation of the Food Standards Agency 'Regulating Our Futures' programme to modernise food safety enforcement and ensure it is sustainable for the future
- To continue to monitor the resource provided to food safety enforcement to ensure it is adequate to meet the demands of the service, including new food business interventions in a timely manner. To review the structure of the team and initiate recruitment to fill the

vacant post. To consider the use of a contractor in the short and medium term to reduce the backlog of interventions.

- To continue to provide effective food and registration interventions prioritising high-risk and non-compliant premises
- To continue to carry out follow up interventions to 0,1 and 2 rated premises to secure improvements
- To continue to provide a competent team to deal with these areas of service delivery
- To continue to use the full range of enforcement tools available to protect the safety, health and welfare of visitors, residents and workers within the borough and to support compliant businesses
- To continue to promote the HOT (Healthy Options Takeaway) Award
- To continue to participate in the National Food Hygiene Rating Scheme
- To continue to implement changes to animal licensing activities.
- To reconsider whether charges for Food hygiene re-visits to review food hygiene ratings should be introduced.
- To continue to support businesses importing and exporting food products.

12.0 Identification of variation from the Service Plan

Failure to complete the food hygiene inspection programme due to the COVID 19 pandemic response – though revised guidance on interventions issued by the Food Standards Agency was followed. Managing the backlog whilst continuing to deal and enforce the Step changes of Lockdown easing will be a challenge in 2021/2022.

A large number of new premises registrations (over 100 per year) have been received which require on-going intervention. Resource must be continued to be allocated to monitoring premises with a Food Hygiene Rating of 0, 1 or 2 to ensure improvements in standards is achieved.

Animal Licensing continues to be resource intensive, implementing the new legislation and assessing premises which may now require licensing.

We continue to participate in the Nottinghamshire Healthy Options Takeaway Scheme.

Continued priority of reactive work and occupational safety interventions is also necessary.

13. Further Information

Local Authority food enforcement statistics are published at

<https://data.food.gov.uk/catalog/datasets/069c7353-4fdd-4b4f-9c13-ec525753fb2c>

There will be no requirement to submit a full return for 2020/2021 with information on outstanding interventions and premises profiles being submitted by authorities to determine the future priorities in dealing with the backlog of interventions built up during the COVID 19 pandemic. Further guidance is expected from the FSA in the summer of 2021 in respect of targeting future work.

Report of the Chief Executive

PURPLE FLAG ACCREDITATION SCHEME1. Purpose of report

To advise Committee of progress with introducing aspects of the Purple Flag scheme in respect of evening and night time economies in Broxtowe.

2. Detail

Purple Flag is an accreditation scheme similar to the Green Flag award for parks and the Blue Flag award for beaches. It is recognised and supported by the Home Office, Ministry of Housing, Communities and Local Government, Department for Digital, Culture, Media and Sport, National Police Chiefs Council and many other national bodies involved in the safe management of the evening and night time economy (ENTE). A report on the scheme was presented to this Committee last year.

While the towns in the borough are not large enough to support a Purple Flag application, there are a number of best practices that have been demonstrated which could be emulated by the Council and its partners.

The Council's Licensing Manager has contacted a number of key partners and held preliminary talks with them about aspects of the scheme which could be introduced in Broxtowe. Implementation has been hampered by the restrictions of the COVID - 19 pandemic but details of the progress to date, including an initial action plan, are attached as appendices 1 and 2.

Progress on the proposed action plan will be reported to future meetings of this Committee.

Recommendation

Committee is asked to RESOLVE that the proposed Purple Flag Action Plan be approved.

Background papers

Nil

This page is intentionally left blank

Purple Flag Task and Finish Group – ACTION PLAN

Action ID	Action Point	Aim	Timescales	Lead Responsibility	Notes
001	The formulation of a Broxtowe Pubwatch Liaison Group	To liaise between all pubwatch groups in the borough to enhance police and BBC support for pubwatches	Initial Meeting by 31 May 2021. Quarterly meetings initially	Licensing Manager	Existing Pubwatch Chairs; Notts Police; Licensing Manager Town Centre Manager Investigate Police Patrols in Licensed premises
002	Research and establish a Street Pastor initiative with relevant stakeholders.	To investigate the formation of a street pastor scheme to operate across the Borough	TBC	TBC	Potential for mobile Pastor Flying Squad to move around Borough
003	Link from CCTV into the proposed Pubwatch Liaison Group.	CCTV to support Policing and monitoring of licensing incidents	Following initial meeting in Action 1	CCTV Manager	Could also support Street Pastor work if initiated
004	Share Markets and Planned Events with the group.	To provide ongoing information to the group regarding borough wide events to encourage a more vibrant night time economy	Immediate	Markets Manager	Beer Festivals OXJAM
005	Better promote the ability for businesses to make application for new outdoor seating areas.	To encourage take up of pavement licences across the borough	Immediate	Town Centre Manager	Develop Café culture in Town Centres? Use of Streeteries

006	Promote and further develop Safer Parking Accreditation.	Promote and further develop Safer Parking Accreditation.	TBC	Parking Services Manager	
007	Look for opportunities to work with community groups to enhance and maintain green landscaped areas in town centres.	Utilise community groups to enhance and maintain green landscaped areas in town centres.	Ongoing	Parks and Green Spaces Manager	
008	Explore a Shared Spaces parking scheme in Town Centres.	Investigate transition of short term parking to other parking uses at certain times to support night time economy	Commence June 2021	Parking Manager	
009	Ongoing review of cinema in Beeston town Centre and related premises	To investigate effect of new cinema and related premises on the town centre economy	June 2021	Head of Built Environment	
010	Promote Nottinghamshire Best Bar None Scheme across the County	At least 40 premises to sign up	Commence May 2021	Licensing Manager Town Centre Manager	
011	Quarterly meetings of the Purple Flag Task and Finish Group	To monitor, review and investigate new challenges and funding. eg. Levelling Up Fund/ Town Deal funding	Quarterly meetings to commence following elections	Current Purple Flag Task and Finish Group together with any co-opted persons. Town Centre Manager	Despite this being an initial "task and finish" group, it was identified that there is some longevity to the scheme. A reporting mechanism to be established.
012	Review of Taxi Ranks across Borough?	To review current provision of taxi ranks and explore improvement to provision.	Commence July 2021	Licensing Manager	

Purple Flag Task and Finish Group – Terms of Reference **Agreed 18.02.2021**

1. Introduction and background

Purple Flag is an accreditation scheme similar to the Green Flag award for parks and the Blue Flag award for beaches. It was launched in 2012 and is managed by the Association of Town and City Management (ATCM). It is recognised and supported by the Home Office, Ministry of Housing, Communities and Local Government, Department for Digital, Culture, Media and Sport, National Police Chiefs Council and many other national bodies involved in the safe management of the evening and night time economy (ENTE)

While the towns in Broxtowe Borough are not large enough to support a Purple Flag application, there are a number of best practices that have been demonstrated which could be emulated by the Council and its partners.

2. Role of the Task and Finish Group

The Task and Finish Group will seek to identify and implement such practices as are deemed suitable and achievable.

Create an action plan

Monitor and measure progress of action plan

Report on progress

3. Membership (Proposed)

Licensing	Licensing Manager
Environmental Health	Chief Environmental Health Officer
Town Centre Management	Town Centre Manager
	Town Centre & Regeneration Officer
Parks and Environment	Parks and Green Spaces Manager
	Parks & Open Spaces Officer
Environment	Strategic Director (Environment Division)
Liberty Leisure	Events & Arts Manager
Nottinghamshire Police	Neighbourhood Policing Team Representative
CCTV	CCTV, Security and Parking Manager
Rough Sleeper Outreach	Housing Options Manager
Communities	Chief Communities Officer
Communications	Communications Officer
Police Commissioner	Executive Support Officer

Eastwood & Kimberley Pubwatch Chair
Stapleford Pubwatch Chair
Beeston Pubwatch Chair

Councillors

Cllr David Bagshaw
Cllr Tim Hallam
Cllt Richard MacRae

The membership will be fluid and persons co-opted on as necessary

Frequency of Meetings (Proposed)

Quarterly

Report of the Chief Executive

SERIOUS AND ORGANISED CRIME1. Purpose of report

To advise Committee of Broxtowe's participation in a pilot project to help improve intelligence sharing in respect of Serious and Organised Crime.

2. Detail

According to the Government's strategy, "*serious and organised crime affects more UK citizens, more often, than any other national security threat and leads to more deaths in the UK each year than all other national security threats combined. It costs the UK at least £37 billion annually. It has a corrosive impact on our public services, communities, reputation and way of life.*"

Although the National Crime Agency leads the UK's fight to cut serious and organised crime, it is essential that the approach involves action and input from all relevant partner agencies. Public sector organisations and law enforcement agencies, including councils, police, health, social care, education services and immigration enforcement, have a duty to protect the wellbeing of their local communities. To that end, a Serious and Organised Crime Strategy has already been approved by this Committee.

Nottinghamshire Police are now undertaking a pilot project to look at ways to increase the two-way flow of intelligence between the local authorities in the county and the police. This involves the designation of a Single Point of Contact (SPOC) in the Council and the setting up of regular tasking and coordination meetings. Broxtowe has been invited to participate in the pilot. Some further details of the scheme are given in the appendix.

Recommendation

The Committee is asked to NOTE the Council's involvement in the Serious and Organised Crime Pilot.

Background papers

Nil

This page is intentionally left blank

Serious Organised Crime Tasking and Intelligence Gathering Process
Pilot Scheme involving Nottinghamshire Police and Broxtowe Borough
Council

- Single Point of Contact (SPOC) will be vetted to management level.
- SPOC will attend Level 1 Tasking and Coordination (T&C) meetings on a fortnightly basis.
- SPOC will be tasked through T&C meetings, ad hoc meetings or through emails (driven by urgency and availability) by the Area Commander or CID Inspector to carry out actions or gather intelligence.
- SPOC will report back and provide updates to the Police through T&C meetings, ad hoc meetings or emails.
- SPOC will be held to account through T&C meetings.
- SPOC will email the request to relevant heads of depts. through the dedicated email address for this purpose.
- All responses will be through the dedicated email address.
- To ensure all evidence related to the case is securely retained in one place and shared appropriately the ECINs system will be used for case recording and management.

This page is intentionally left blank

Joint report of the Chief Executive and the Deputy Chief Executive

**PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN –
COMMUNITY SAFETY – OUTTURN REPORT**1. Purpose of Report

To report progress against outcome targets identified in the Community Safety and Health Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2020-2024 was approved by Council on 4 March 2020. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective Committees each year.

3. Performance Management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This includes the annual outturn report where performance management is considered following the year-end.

This outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Community Safety and Health Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2020/21 as relating to Community Safety and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in the appendix.

The Health elements within the Community Safety and Health Business Plan are now considered by the Leisure and Health Committee.

Recommendation

The Committee is asked to NOTE the progress made in achieving the Business Plan for Community Safety and Health and the outturn Key Performance Indicators for 2020/21.

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan 2020-2024 was approved by Council on 4 March 2020. This plan sets out the Council's priorities to achieve its vision to make "A greener, safer, healthier Broxtowe where everyone prospers." Over the period, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

Business Plans linked to the five corporate priority areas, including Community Safety and Health, were approved by the Council on 4 March 2020, following recommendations from the respective Committees in January/February 2020.

The Council's priority for Community Safety is that Broxtowe will be 'A Safe place for everyone'. Its objectives are to:

- Work with partners to reduce knife crime (CS1)
- Work with partners to reduce domestic violence and support survivors (CS2)
- Reduce of anti-social behaviour (CS3)

The 'Health' elements within the Business Plan are now considered by the Leisure and Health Committee.

The Business Plans detail the projects and activities undertaken in support of the Corporate Plan for each priority area. These cover a three-year period and are revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This includes the annual outturn report where performance management is considered following the year-end.

3. Performance Management






As part of the Council's performance management framework, this Committee receives regular reports of progress against the Community Safety elements of the Community Safety and Health Business Plan. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2020/21 as extracted from the Pentana Risk performance

management system. It also provides the latest data relating to Key Performance Indicators (KPI).






The Council monitors its performance using the Pentana Risk performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the Pentana performance reports is as follows:








Action Status Key







Icon	Status	Description
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed

Performance Indicator Key








Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only

Key Tasks and Priorities for Improvement 2020/21 - Community Safety








Status / Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Completed 	COMS 1821_13	Produce Food Service Action Plan 2020	Council has a fit for purpose Food Service Plan which informs activity in this area	100%	30-Jun-20	Approved in June 2020 by the Community Safety Committee.
Completed 	COMS 1922_01	Produce an updated Neighbourhood Action Plan for Stapleford	Reduction in all crime types and improvements in community confidence	100%	31-Mar-21	Completed on 24 February 2021.
Completed 	COMS 2023_01	Produce a Knife Crime Action Plan for Broxtowe	Reduce levels of knife crime in the borough	100%	31-Mar-21	Action plan presented to Community Safety Committee on 4 June 2020.
Completed 	COMS 2023_02	Produce an updated Neighbourhood Action Plan for Eastwood South	Reduction in all crime types and improvements in community confidence	100%	31-Mar-21	Completed on 14 April 2021.
In Progress 	COMS 2023_03	Produce an updated Health and Older People Partnership Action Plan	Improvement in the health and wellbeing (including mental health) of people in the borough, particularly older people	90%	31-Dec-20	Officer delivering this action was redeployed from their substantive role to deliver the COVID-19 report to be presented to Leisure and Health Committee on 9 June 2021.
Completed 	COMS 2023_05	Produce an updated cross departmental Anti-social Behaviour Action Plan	Reduction in anti-social behaviour in the borough	100%	30-Nov-20	Approved by Community Safety Committee on 12 November 2020.
Completed 	COMS 2023_06	Produce an updated Child Poverty Action Plan	Reduction of child poverty levels in the borough	100%	31-Mar-20	A new Child Poverty Action Plan was approved by Policy and Performance Committee on 1 October 2020.



Status / Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Completed 	COMS 2023_07	Produce an updated Children and Young Persons Partnership Action Plan	Improvement in the wellbeing of people in the borough, particularly children and young people	100%	30-Nov-20	Plan approved by Leisure and Health Committee on 20 January 2021.
Completed 	COMS 2023_08	Review Corporate ASB Policy	Production of up to date policy on the Authority's approach to ASB	100%	31-Mar-21	A report was presented to Community Safety Committee on 26 January 2021.
Overdue 	COMS 2023_09	Review the Broxtowe Hackney Carriage and Private Hire Licensing Policy	Production of an up to date policy on the Council's approach to licensing, enforcement, and appeals for all taxi matters	90%	31-Dec-20	Consultation on the draft revised policy, following the publication of the latest Statutory Taxi and Private Hire Vehicle Standards, is now complete. The revised policy will be presented to Licensing and Appeals Committee for approval on 8 June 2021.
Completed 	COMS 2023_10	Review the Council's Enforcement Policy	Produce an up to date policy, setting out the way the Council will undertake its enforcement activities.	100%	31-Mar-21	A report was presented to Community Safety Committee on 26 January 2021.
Completed 	COMS 2023_11	Renew existing Public Spaces Protection Orders (PSPOs) where appropriate	Reduction of crime and disorder	100%	31-Mar-21	Existing PSPOs were consolidated and presented to Community Safety Committee for approval. A new PSPO for Vehicle Nuisance as also been approved.
Completed 	COMS 2023_12	Training for front line staff working on complex ASB cases to embed the Problem Solving method of ASB resolution	Front line staff able to resolve ASB cases with resulting decrease in ASB.	100%	31-Mar-21	The training was completed in early 2020.

Critical Success Performance Indicators 2020/21 – Community Safety

Status / Icon	Code & Short Name	Frequency	Outturn 2018/19	Outturn 2019/20	Achieved 2020/21	Target 2020/21	Latest Note
Data Only 	ComS_012 No. of ASB cases received by Environmental Health	Quarterly	480	386	561	-	Increase in reports of noise and bonfires during the pandemic lockdown contributing to an increasing trend.
Data Only 	ComS_013 No. of ASB cases received by Housing (General)	Quarterly	191	126	118	-	Number of cases is comparable to previous year.
Data Only 	ComS_014 No. of ASB cases received by Community Services	Quarterly	40	22	67	-	Increase on previous year as a result of impact of Covid-19.
Data Only 	ComS_011 Reduction in reported ASB cases in Broxtowe (Nottinghamshire Police Strategic Analytical Unit)	Quarterly	2,011	1,500*	2,881	483	*Three quarters only. Q4 data not available due to technical issues during changeover of Police recording systems. Increase in complaints due to the Covid-19 lockdown.
Data Only 	ComS_024 High Risk domestic abuse cases re-referred to the Multi Agency Risk Assessment Conference [% of the total referrals]	Quarterly	24%	14%	25%	-	2018/19 = 20 cases from 85 re-referred 2019/20 = 18 cases from 129 re-referred 2020/21 = 27 cases from 107 re-referred
Data Only 	ComS_025 Domestic Crime reported in the Borough	Quarterly	834	749	786	809	Domestic crime increased during lockdown due to families being together more often and tensions being created.
Not known 	ComS_033 Residents Surveyed who feel safe outside in the local area after dark	Yearly	72%	66%	Not yet available	100%	

Key Performance Indicators 2020/21 - Community Safety

Status / Icon	Code & Short Name	Frequency	Outturn 2018/19	Outturn 2019/20	Achieved 2020/21	Target 2020/21	Latest Note
Data Only 	ComS_012 ASB cases Environmental Health closed in 3 months	Quarterly	380	334	399	-	561 new cases received.
Data Only 	ComS_012d ASB related cases received by Environmental Health closed in less than 3 months (%)	Quarterly	79.2%	86.5%	71.1%	-	561 cases received. 399 cases closed in <3 months in 2020/21.
Data Only 	ComS_013 ASB cases Housing closed in 3 months	Quarterly	156	107	92	-	118 cases received.
Data Only 	ComS_013d ASB related cases received by Housing (General) closed in less than 3 months (%)	Quarterly	81.7%	84.9%	78.0%	-	118 cases received. 92 cases closed in <3 months in 2020/21.
Data Only 	Coms_014 ASB Cases Community Services closed in 3 months	Quarterly	31	17	68	-	66 cases received.
Data Only 	ComS_014d ASB related cases received by Community Safety closed in less than 3 months (%)	Quarterly	77.5%	73.9%	103.0%	-	66 cases received. 68 cases closed in <3 months in 2020/21.
Red 	Coms_048 Food Inspections: High Risk	Quarterly	100%	98%	5%	100%	Government guidance being followed about interventions to prioritise. Team has focused on dealing with new businesses, higher risk business interventions and Covid-19 response.

Status / Icon	Code & Short Name	Frequency	Outturn 2018/19	Outturn 2019/20	Achieved 2020/21	Target 2020/21	Latest Note
Red 	Coms_049 Food Inspections: Low Risk	Quarterly	69%	96%	0.5%	100%	Due to pandemic lockdown and following government direction, no proactive inspections conducted due to prioritising new businesses and higher risk premises and the COVID-19 response.
Not known 	ComS_032 Residents Surveyed who feel safe outside in the local area during the day (%)	Yearly	96%	94%	Not yet available	100%	

Report of the Executive Director

WORK PROGRAMME

1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

9 September 2021	<ul style="list-style-type: none"> • Performance Management –Business Plan Outturn • Update from Neighbourhood Policing Inspector • Update on the Police and Crime Panel • Armed Forces Covenant • Safeguarding Referrals • Chayah Development Project Presentation • Stapleford Update • Trowell Odour Issue • Domestic Violence Update
11 November 2021	<ul style="list-style-type: none"> • Performance Management – Review of Business Plan Progress • Update from Neighbourhood Policing Inspector • Update on the Police and Crime Panel • Update on Anti- Social Behaviour Action Plan • Purple Flag Update
20 January 2022	<ul style="list-style-type: none"> • Business Plans and Financial Estimates 2022/23 - 2024/25 • Update from Neighbourhood Policing Inspector • Update on the Police and Crime Panel • Knife Crime Action Plan • Car parking annual report • CCTV annual report

<u>Recommendation</u>

The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly.

Background papers

Nil

This page is intentionally left blank