

Report to:	Active and Healthy Communities
Date of Meeting:	20 June 2016
Subject:	Drowning Detection System
Reporting Officer (Including Job Title):	Michael Lipsett, Director of Active & Healthy Communities
Contact Officer (Including Job Title):	Roland Moore, Assistant Director of Leisure and Sport

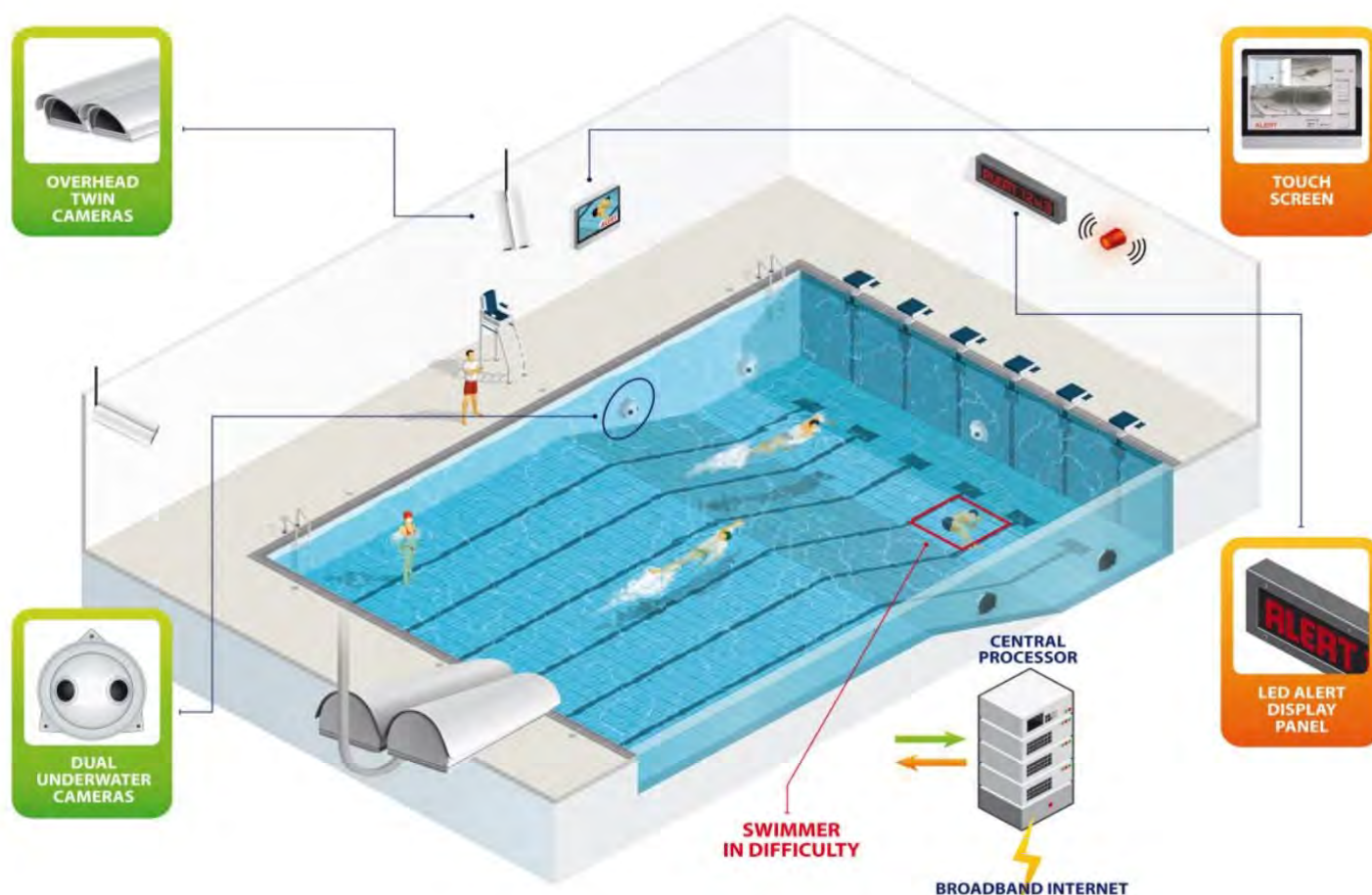
Decisions required:	
Members are asked to note the contents of the report, and consider and agree to:	
<ul style="list-style-type: none"> Future Presentation by Specialist Drowning Detection supplier 	
1.0	Purpose and Background:
1.1	As part of the new DLC construction specification, an underwater drowning detection system will be installed. Officers have reviewed the specified system and ask that members consider this for other Council facilities.
2.0	Key issues:
2.1	When construction of the new DLC is complete, an underwater drowning detection system will be in place. The current position is that the new DLC will be the only facility with this specialist equipment.
3.0	Recommendations:
3.1	That members facilitate a presentation at a future AHC meeting from a specialist supplier to determine if they wish to consider a similar system at other facilities.
4.0	Resource implications
4.1	The Specialist Drowning Detection system is currently part of the existing capital provision for the new DLC. Any future decisions arising for implementation of same at other Council facilities may have implications for either the revenue budget and capital provision which is necessary to deliver this service.
5.0	Equality and good relations implications:
5.1	There is nothing to suggest the proposed recommendation will have an adverse impact upon the promotion of equality of opportunity and good relations.
6.0	Appendices
	Appendix A: Additional Information on Drowning Detection System



THE LIFEGUARD'S THIRD EYE

UNIQUE COMPUTER-AIDED DROWNING DETECTION SYSTEM FOR PUBLIC POOLS

98



POSEIDON is a computer vision surveillance system that recognizes texture, volume and movement within a pool. Comprised of an advanced overhead and/or underwater cameras network that continually surveys the pool and a specialized software system that analyse in real-time, the trajectories of swimmers, the system can alert lifeguards in the first seconds of a potential accident to the exact location of the swimmer in danger.

Leveraging our worldwide leader position, state-of-the-art, exclusive technologies and a deep understanding of our markets born of over 15 years of experience, we consistently set the standards for product quality, performances, safety features, service and reliability.

■ More than 240 pools equipped with the system all over the world

With more than 240 Poseidon systems installed in Europe, the US, Japan and Australia, Poseidon is the benchmark for computer-aided drowning detection systems.

■ Many lives saved

Since the first installation in 2000, the Poseidon System has helped save more than 25 lives.

ALARM

Latest Poseidon registered rescues

March 2015	Netherlands	A lady in trouble
Feb 2015	United-Kingdom	A mother in trouble, with her young daughter in their arms
Jan 2015	France	Man in trouble
August 2013	France	37 year old man in trouble
July 2013	Netherlands	85 year old man - Heart attack
May 2013	US	Young boy in trouble
April 2013	Australia	Adult epileptic crisis
October 2012	Netherlands	Young boy in trouble
August 2012	France	Adult blackout
April 2012	France	Adult epileptic crisis
June 2011	Japan	Heart attack

Real detection data available upon request



Report to:	Active and Healthy Communities
Date of Meeting:	20 June 2016
Subject:	NMDDC STA Swim Academy Year 1 Review
Reporting Officer (Including Job Title):	Michael Lipsett, Director of Active & Healthy Communities
Contact Officer (Including Job Title):	Roland Moore, Assistant Director of Leisure and Sport

Decisions required:	
Members are asked to note the contents of the report, and consider and agree to:	
<ul style="list-style-type: none"> Swim Lesson arrangements for Indoor Leisure Facilities 	
1.0	Purpose and Background:
1.1	The Council implemented the STA International Learn to Swim programme in its new Newry Leisure Centre during May 2015 and following a Council decision on the 29 th June 2015, it was decided to adopt the same programme and therefore a singular approach for swim lesson delivery for Kilkeel Leisure Centre and Downpatrick Leisure Centre for September 2015 onwards. The purpose of this report is to present the review of year 1 operations.
2.0	Key issues:
2.1	<p>Appendix A details key information arising out of the first year of operation. Included within this review were staff and customer feedback surveys with additional staff meetings held to interpret the findings and make recommendations and adjustments where applicable.</p> <p>In total there were 188 responses received from customers and 28 responses received from staff. In summary, 98% of responses from customers indicated that they enjoyed the activity that they attended with 97% of customers stating that they would recommend the academy to friends/family.</p> <p>In terms of the staff survey, it was open ended to allow feedback to be provided on areas they felt have worked well, areas that have not worked so well and areas for improvement.</p>
2.2	Appendix B details options if a decision was taken to change to an alternate Swim Programme. Further to a presentation delivered to AHC committee on 16 th November 2015, Swim Ireland provided information on arrangements need to transition across to their delivery method, training required along with associated costs. It is estimated that it will cost approx. £29380 to transition to the Swim Ireland Delivery model and the training is estimated to take 4-6months to avoid any major disruption to the existing provision (note this figure may increase as advertising/marketing literature, enrolment forms, signage, etc will need updated also)

3.0	Recommendations:
3.1	It is Officers recommendations to continue with the STA swim lesson delivery model with scope for on-going reviews in conjunction with staff and customers and amendments made where applicable and where it is in line with the STA delivery model.
4.0	Resource implications
4.1	There would be no financial or staffing implications to continue to proceed with STA delivery model. To transfer to Swim Ireland delivery model, it could take 68 training hours per swim teacher at a cost of approx. £450 per swim teachers – this would need to be staggered over a number of months so that normal operations are not affected and would be a combined cost approx. £29380 to train all staff. There would be additional costs associated with training workshops for reception and admin staff along with costs associated with transitioning all marketing, branding and PR material, all of which would be an impact of 2016/17 revenue and capital budgets as this has not been accounted for.
5.0	Equality and good relations implications:
5.1	The proposed decision-making process would be designated as meeting Council's Equality Scheme commitments to review access and impact of services, utilising monitoring and consultation arrangements to seek customer feedback.
6.0	Appendices
	Appendix A - NMDDC STA Swim Academy Year 1 Review Appendix B - Alternative Delivery Method

Appendix A – NMDDC STA Swim Academy Year 1 Review

There has been massive interest NMDDC's new swim programme throughout the District, particularly in the New Newry Leisure Centre and especially in the age group from 4-7 which Council lessons were not previously available to customers. For example, Newry Leisure Centre are delivering approximately FOUR times the amount of lessons, previously delivered by the old Council with additional spaces also being made available in Kilkeel Leisure Centre and Downpatrick Leisure Centre. There are over 1200 weekly lesson spaces throughout NMDDC centres.

Retention Rates

Each centre has witnessed excellent retention rates from term to term with majority of swimmers progressing through the stages of the programme and achieving their competencies. For those that don't progress at the same level as their peers, opportunities for feedback and re-enrolment are made available to ensure that they continue their journey and develop their swim proficiencies.

Number of New swimmers

Since May 2015, approx. 2400 pupils have been part of NMDDC's Swim Academy. This is an area that the Council should be extremely proud of and should hope to continually increase this moving forward in a bid to impart skills and competencies in terms of making individuals safer in and around the water

Additional Training Opportunities for staff

There has been a number of training courses held for staff since May 2015. These have included level 1 Teaching Courses, Level 2 Teaching Courses, on-going Continuous Professional Development seminars and more recently an additional bolt on qualification which will see the Council being able to provide Rookie Lifeguard courses along with associated water challenges for those swimmers who have reached the end of the competency swim programme

Additional Job Creation

The Council has made available extra opportunities for staff since May 2015. There have been additional swim teachers recruited along with additional lifeguards.

Benefits of New Swim Programme

The new programme offers increased transparency for staff and the customer. A structured swim lesson delivery method ensures continuity of classes even if a teacher is on holiday or is sick. Lesson structures are easily transferable from teacher to teacher and this has had a positive impact on pupils as they know exactly what they will be doing and what they can achieve with their own personalised success trackers. The Council has been able to increase its reward and recognition opportunities for customers also with the introduction of badges and certificates. Since May 2015, the Council has also started to develop its use of technology through social media, text messaging services and emails – all of which were not utilised previously. This has allowed closer engagement with customers.

Review and Enhancements of Enrolments Administration Procedures

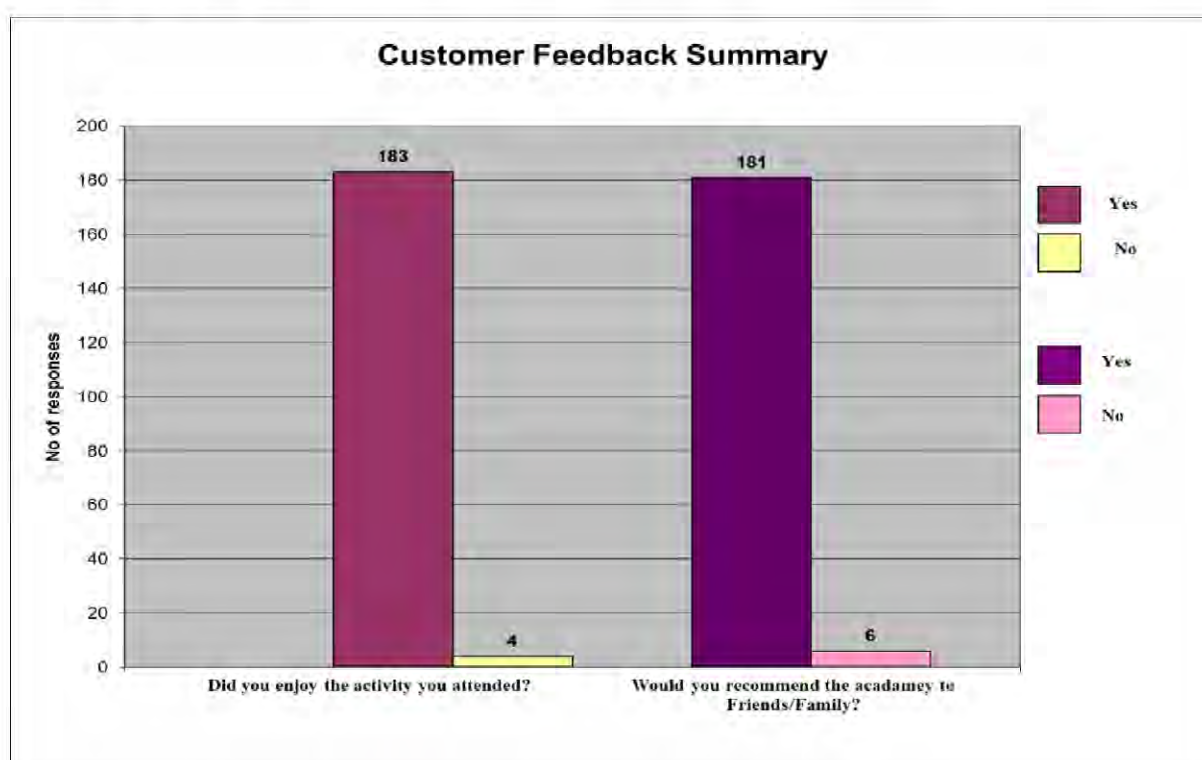
Upon reviewing the current programmes, it has been identified that approx. 80% of pupils are from within NMDDC. The Council has enrolled approx 20% from outside district, mainly Dundalk, Craigavon, Banbridge, Armagh and Lisburn areas. Lesson prices are the cheapest in comparison to these neighbouring areas.

Staff/Customer Feedback

Recently, staff and customers in each facility were asked to fill in a survey to tell us about their positive and negative experiences along with any suggestions for improvement in line with the STA delivery model. Individual site specific team meetings were convened and then a management review was undertaken to interpret the collated feedback with specific actions arising.

In total there were 188 responses received from customers. In summary, 98% of responses indicated that they enjoyed the activity that they attended with 97% stating that they would recommend the academy to friends/family.

Customer feedback was collated into 4 areas – lesson administration, teachers, lesson structure and general comments. All of the feedback has been discussed with staff with specific actions arising.



In total there were 28 responses received from staff. The survey was open ended to allow staff to provide feedback on areas they felt have worked well, areas that have not worked so well and areas for improvement.

Staff feedback was collated into 3 areas – lesson administration, lesson structure and general comments. All of the feedback has been discussed with staff with specific actions arising.

In summary, there was some fantastic feedback received and congratulations have been passed on to all that have put in the hard work and effort into the programme and their pupils since commencement of the new structure. In addition to this, there have been some areas highlighted which can be improved and arrangements/adjustments made where applicable.

Engagement with Private Sector

A number of relationships have been established with commercial operators to deliver specialist services that the Council doesn't currently deliver and it is hoped to continue these relationships moving forward

The Future

Newry Leisure Centre will soon be able to announce details of additional lessons on Saturday evenings and Sunday mornings with recruitment on-going to fill these posts which in itself it creating further employment opportunities for the local area. Development of the new Down Leisure Centre will also see an opportunity for additional lessons in the future

Appendix B – Alternative Swim Programme

Swim Ireland

Swim Ireland have recently gone through a period of development and transition where they packaged together their swim lesson delivery pathway into resources that can then provide centres to enable them to deliver their swim programme. This was finalised during January 2016.

- Swim Ireland have prepared resources for the Child Learn to Swim Programme to include characters for each stage and a class folder to hold the teacher cards and programme manual with teaching points, progressions and ideas for skill development.
- Includes passport for each swimmer, where they will receive stickers as they complete one of the four elements within a stage. A wristband for progressing through the stage and then finally a certificate to say they have completed the stage. The passport will be a record of all they have achieved which they will be able to bring with them if they change to another facility.
- Visual pool side resources for the teachers: each stage will have an individual wheel with the teaching points and progression ideas for the teachers in the form of a wheel. With this wheel they can slide the top over to reveal any one of the elements which they are working with.
- Swim Ireland will work with each facility to set up the programme and to train teachers as Level 1 and 2 Swim Teachers.

Cost to Transition from STA to Swim Ireland

- Swim Ireland Level 1 Cost - £150
- Swim Ireland Level 2 Cost - £300
- 1 x staff hours to complete both levels – 68 hours
- 1 x staff cost per hour – approx. £10
- Total cost x 1 staff = £1130
- Total cost x 26 staff = £29380

It is recommended to complete training one day per week to avoid any major disruption to existing operational arrangements therefore the transition training could be achieved within 4-6 months (taking into consideration potential leave arrangements, operational requirements,etc)

Each centre will also need to allocate financial resources to update advertising/marketing literature, enrolment forms, signage,etc which is additional to the approx. cost of £29380 above

Report to:	Active and Healthy Communities
Date of Meeting:	20 June 2016
Subject:	Request to use Rock Pool - Newcastle
Reporting Officer (Including Job Title):	Michael Lipsett, Director of Active & Healthy Communities
Contact Officer (Including Job Title):	Roland Moore, Assistant Director of Leisure and Sport

Decisions required:	
Members are asked to note the contents of the report, and consider and agree to:	
<ul style="list-style-type: none"> Hiring of Rock Pool to YMCA on six-week trial basis 	
1.0	Purpose and Background:
1.1	<p>The Rock Pool in Newcastle is staffed and operated by NMDDC during July and August each year.</p> <p>A request has been received from the YMCA in Newcastle to operate this facility one evening per week during July and August, on a six-week trial for their own use, when the facility will be closed to members of the public.</p>
2.0	Key issues:
2.1	<ul style="list-style-type: none"> The YMCA in Newcastle offer valuable opportunities to children and young people through their activities in Newcastle. The organisation are keen to explore how they could use the Rock Pool in Newcastle for their own activities, whilst also considering if a longer term partnership arrangement could be established between the Council and YMCA for the future development and operation of the facility. This trial period would operate for one evening per week when the facility will be closed to members of the public, which would allow the YMCA to assess the viability of their organisation operating the facility. The YMCA would ensure that the facility would be operated in line with the Council's NOPs (Normal Operating Procedures) and provide their own qualified life guards and insurance cover. That hourly operational costs (non-staff) are passed to the YMCA for the periods of operation. An assessment would be undertaken after the six-week trial period to determine the viability of a future partnership with the YMCA and the Council.
3.0	Recommendations:
3.1	Officers recommend that the Council accept the request for the six-week trial from the YMCA and those hourly operational costs are passed on to the YMCA for this period. An assessment should be undertaken on the completion of the trial to determine the viability of a partnership between the Council and YMCA.

4.0	Resource implications
4.1	As operational costs will be passed onto the YMCA, there are no resource implications for the Council.
5.0	Equality and good relations implications:
5.1	There is nothing to suggest the proposed initiative will have an adverse impact upon the promotion of equality of opportunity and good relations.
6.0	Appendices
	Appendix A Letter from YMCA rock pool June 2016



Roland Moore
 Newry & Mourne District Council
 Monaghan Row
 Newry
 BT35 8DJ

Dear Roland

I write following our meeting on Friday 20th May.
 I wish to request use of the Rock Pool facility on up to one evening per week, for a six-week trial period during late July and August 2016.

The purpose of this initiative is to test the feasibility of Greenhill YMCA contributing to the activity at this valuable resource in Newcastle with a view to entering a long-term partnership with Council to maximise the benefit of this facility to local people and tourists. Future activities could include swimming, canoeing and a range of water safety awareness programs.

Greenhill YMCA has a team of ten NPLQ (RLSS) pool lifeguards based full-time at our centre as well as a NPLQ TA. Our team also has a range of other professional water qualifications e.g. canoeing instructors and beach lifeguards.

Greenhill YMCA has been operating in donard Park for over 100 years currently providing activity for over 10,000 young people annually. We have recently opened a full-time youth centre to focus on the needs of the community on the Castlewellan Road and we feel the rock pool facility has the potential to enhance all this work.

We will provide comprehensive insurance cover and comply with all aspects of the Council NOP.

I look forward to hearing from you in due course

Kind regards

A handwritten signature in black ink that reads 'Kenny Baxter'.

Kenny Baxter

*Donard Park,
 Newcastle,
 Co. Down,
 BT33 0GR,
 Ireland.
 028 4372 3172*

**Promoting
 Youth
 Development**

**Promoting
 Healthy
 Living**

**Promoting
 Community
 Engagement**

*National Council of YMCA's of
 Ireland,
 Donard Park,
 Newcastle, Co Down
 BT33 0GR
 Ph:02843724175,
 Reg No:15660,
 Charitable Reg No:YN4582*

Report to:	Active and Healthy Communities
Date of Meeting:	20 June 2016
Subject:	Every Body Active 2020 Delivery Partners
Reporting Officer (Including Job Title):	Michael Lipsett, Director of Active & Healthy Communities
Contact Officer (Including Job Title):	Roland Moore, Assistant Director of Leisure and Sport

Decisions required:	
Members are asked to note the contents of the report, and consider and agree to:	
<ul style="list-style-type: none"> Appointment of delivery partners for the Every Body Active 2020 programme 	
1.0	Purpose and Background:
1.1	<p><u>Every Body Active 2020</u>: The investment in this programme will build on previous investments in participation in sport and physical recreation during the period 2010-15 e.g. Active Communities Programme. EBA 2020 aims to "Increase quality opportunities for targeted groups to develop and sustain participation in sport across key life-course transitions." It proposes to do this through continued prioritisation of women and girls, people with a disability, those living in areas of high social need and older people on the basis of continued under-representation in sport. This programme is commenced on 1 April 2016.</p>
2.0	Key issues:
2.1	<p>During the AHC December 2015 meeting, it was agreed that Council appoint five delivery partners to deliver the targets for a 6 month period only and to seek expressions of interest by an open process from other groups who may be in a position to deliver on the targets on expiry of the six month period.</p> <p>On Monday 2nd May Council went out to public advert requesting expressions of interest for organisations or individuals to apply through tender specification to meet our KPI's as set out by Sport NI. The advert went out to all local papers, the Belfast Telegraph and Irish News. Application forms and guidance notes were supplied to all who replied to the Advert.</p> <p>Expressions of interest closed on Friday 27th May 2016 at 12noon, with five organisations returning their submission:</p> <p>Clanrye Group Limited Ulster Rugby County Down Rural Community Network Athletics Northern Ireland Tollymore FC</p>

	The five applicants were assessed against a scoring matrix reflecting the KPI's. All applicants were successful, securing the minimum score + required.
3.0	Recommendations:
3.1	Officers recommend that council appoint the five applicants (as identified above) as our EBA 2020 partners to deliver the targets as set by Sport NI.
4.0	Resource implications:
4.1	Funding has been provided by Sport NI for the EBA 2020 programme. Officer's time will also be required to manage the EBA 2020 programme
5.0	Equality and good relations implications:
5.1	The programme has potential to contribute to improving equality of opportunity and good relations. It will increase quality opportunities for targeted groups to develop and sustain participation in sport across key life-course transitions, and in particular positively impact through the continued prioritisation of women and girls, people with a disability, those living in areas of high social need and older people on the basis of continued under-representation in sport.
6.0	Appendices
	Not Applicable

Report to:	Active & Healthy Communities Committee
Subject:	<i>Update on Community Centre Photovoltaic Installations</i>
Date:	20 th June 2016
Reporting Officer:	Michael Lipsett, Director of Active & Healthy Communities
Contact Officer:	Ciarán Óg Mussen, Energy & Sustainability Officer

Decisions Required

Committee to consider proposal for prioritising Community Centres for Photovoltaic Installations in this financial year

1.0 **Purpose & Background**

- 1.1 It was reported in March 2016 at the Strategic Planning & Resources Committee that there is potential for Photovoltaic installations on a significant number of Community Centres in the council area. These installations would generate an annual income from the government ROCs incentive as well as yield electricity savings for each centre.

It was agreed that due to budget constraints with completing such a project the list of Community Centres should be prioritised in terms of suitability and financial benefits.

2.0 **Key Issues**

- 2.1 Each site was reviewed and prioritised in terms of orientation, roof area available and overall suitability of the building (e.g. listed buildings ruled out). Bearing these factors in mind it is proposed to prioritise the following centres for completion in this financial year 2016/17.

Site	Potential Capacity	Potential Annual Generation	Estimated Saving & ROC Income	Estimated Capital Cost
Inverbrena Community Hall	8 kWp	6,400 kWh	£1,563	£10,000
Mullaghbawn Community Centre	8 kWp	6,400 kWh	£1,563	£10,000
Whitegates Community Centre	6 kWp	4,800 kWh	£1,171	£8,000
Killough Community Hall	3 kWp	2,400 kWh	£585	£4,000
Hilltown Community Centre	3 kWp	2,400 kWh	£585	£4,000

Report to:	Active and Healthy Communities
Date of Meeting:	20 June 2016
Subject:	Appointment of Public Analyst
Reporting Officer (Including Job Title):	Eoin Devlin, Assistant Director of Health and Wellbeing
Contact Officer (Including Job Title):	Eoin Devlin

Members are asked to note the contents of the report and consider and agree to:

- **Agree to appoint the persons identified as Public Analysts**

1.0	Purpose and Background:
1.1	<p>The Chief Environmental Health Officers' Group have reported that the contract to provide Public Analyst Services for the 11 District Councils has been awarded to Public Analyst Scientific Services Limited.</p> <p>Article 27 (1) of the Food Safety (NI) Order 1991 requires that the Council appoint one or more persons (Public Analyst(s)) to act as Analyst(s) within the district of the Council.</p> <p>Furthermore the Framework Agreement (Chapter 2, paragraph 12.8), states that <i>Newry, Mourne and Down District</i> Council shall ensure that a Food Analyst is appointed to carry out examinations and analyses of food samples. In making these appointments, all relevant legal requirements and Codes of Practice shall be satisfied.</p> <p>The qualifications required by Analysts are set out in the Food Safety (Sampling and Qualifications) Regulations (NI) 2013. The Health and Wellbeing department is satisfied that the following persons, who are employed by Public Analyst Scientific Services, fulfil the requirements of the Regulations for appointment as Public Analysts on behalf of the Council.</p> <p>Mr Ronald Anthony Ennion BSc, MChemA, CChem, FRSC, MIFST Mr Alan Thomas Richards BSc, MChemA, CChem, FRSC Ms Watney Elizabeth Moran MSc, MChemA, CChem, FRSC Mr Duncan Kenelm Arthur BSc, MChemA, CChem, MRSC Mr Nigel Kenneth Payne MSc, MChemA, CChem, MRSC Ms Joanne Hubbard BSc, MChemA, CChem, MRSC Mr Kevin Wardle MSc, MChemA, CChem, MRSC Mr Jeremy Paul Wootten MA, MChemA, CChem, MRSC</p>
2.0	Key issues:
2.1	Not Applicable

3.0	Recommendations:
3.1	It is recommended that the above persons are appointed as Public Analysts to the Council under Article 27 (1) of the Food Safety (NI) Order 1991.
4.0	Resource implications:
4.1	Not Applicable
5.0	Equality and good relations implications:
5.1	Not Applicable
6.0	Appendices
6.1	Not Applicable

Ag freastal ar an Dún
agus Ard Mhacha Theas
Serving Down
and South Armagh



Comhairle Ceantair
an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down
District Council

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

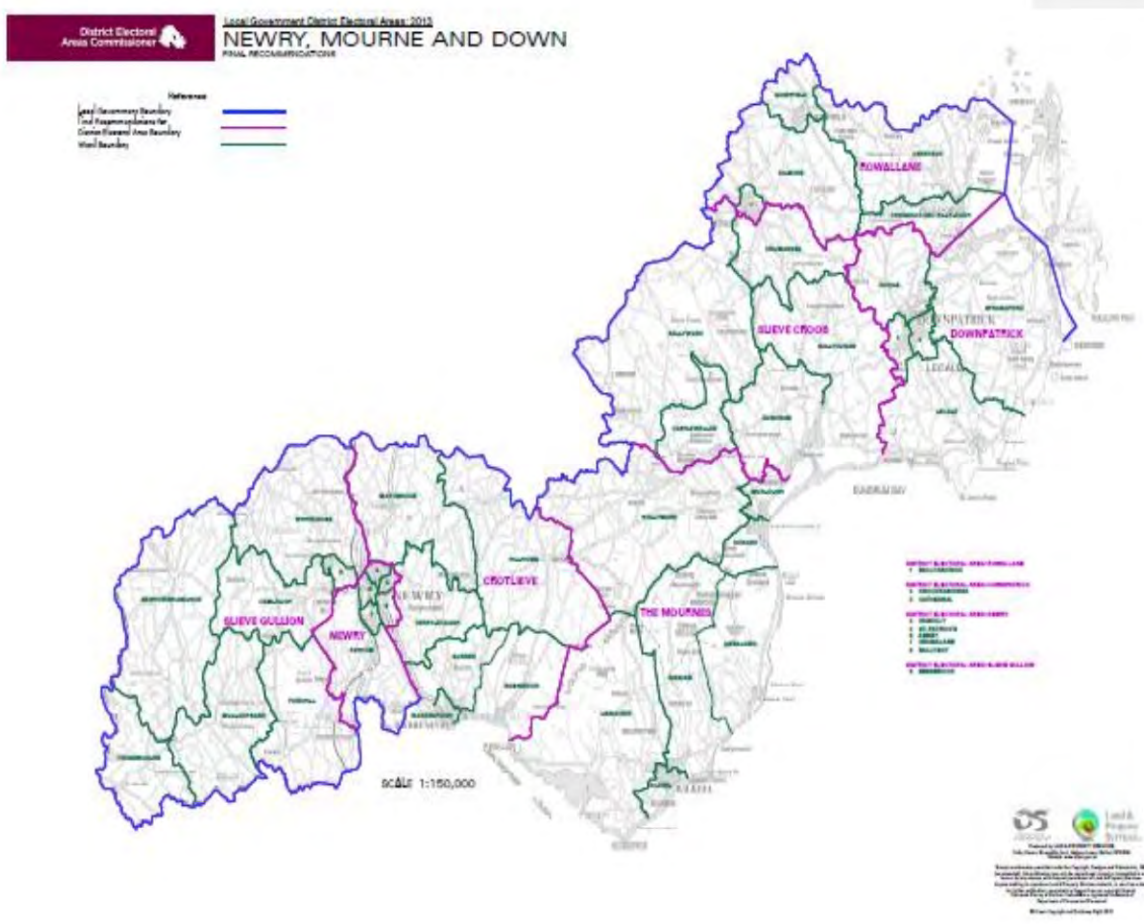
Food Service Plan

2016-2017

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INTRODUCTION

Council Area



Corporate Mission, Vision and Values

Our mission as a Council is **"to lead and serve a District that is prosperous, healthy and sustainable"**.

Our vision is to create opportunities for local people and local communities to thrive by supporting sustainable economic growth over time and helping them to lead fulfilling lifestyles. Our vision is that our District is, or grows to be a place:

- That is attractive to visit and do business;
- Where people and communities can unlock their enterprising spirit as well as play their part in contributing to its social and economic development;
- That facilitates and encourages healthy lifestyles;
- That offers a good quality of life for young and old, especially for those groups who may need more support than others;
- Where our communities are cohesive, actively engaged in civic life and where people live safe from crime and disorder;
- With a protected natural environment that can be enjoyed today, but in a way that is also sustained for future generations;
- That offers access to a range of modern, affordable services that make use of new technologies and are delivered to recognised quality standards;
- Where we work collaboratively and in partnership with a range of stakeholder and partner organisations to secure better outcomes for all; and
- That is proud of its Council, what it stands for and what it represents.

In pursuing our mission we have adopted five core values which will be fundamental to everything we do:

- Citizen focussed
- Accountable
- Collaborative
- Sustainable
- Fairness

SECTION 1 - SERVICE AIMS & OBJECTIVES

1.1 Aims & Objectives

Newry, Mourne and Down District Council recognises the important role it plays in securing the safety of food produced and consumed in the District. This plan's key focus is to demonstrate how the Council will fulfil its statutory obligations and duties in relation to food safety.

The stated aim of the Food Standards Agency is to ensure that food law enforcement is undertaken by the various agencies in a more effective,

comprehensive and collaborative manner. This Food Safety Service Plan sets out to achieve these objectives.

1.1.1 Aims

The Food Service Plan forms part of the wider planning process within the Council. The Corporate mission, vision and values of the Council are translated into operational objectives through this service plan, which will be implemented by the food control team within the Health and Wellbeing Service.

The Food Service delivered on behalf of Council aims to:

- Reduce the risk to consumers by striving to ensure that all food produced, imported or sold within the district is fit for human consumption, is of genuine quality and composition, is correctly labelled and is free from contamination.
- Actively contribute to the Food Standards Agency's Strategic Plan 2015 –2020: 'Food we can trust' and assist in meeting the key aims where our service could have a positive impact in: ensuring food is safe and what it says it is, and we have access to an affordable healthy diet, and can make informed choices about what we eat, now and in the future.

1.1.2 Objectives

In order to deliver the aims of the Food Control Service the following objectives and targets have been drawn up.

- To carry out all food hygiene interventions, in accordance with the Food Law Code of Practice and the recommended frequencies based on risk assessment, assess food handling practices, identify hazards and take appropriate action to remedy problems identified.
- To implement the statutory Food Hygiene Rating Scheme throughout the District in line with the FSA Guidance.
- To provide advice and assistance to food businesses to enable them to comply with Food Standards Agency guidance "E Coli 0157 Control of Cross Contamination" which was introduced in 2011 and reviewed in 2014.
- To carry out all food standards interventions in food premises, in accordance with the Food Law Code of Practice and the recommended frequencies based on risk assessment, to ensure that legal requirements are met in relation to the quality, composition, labelling and advertising of food.

- To assist businesses with and monitor their compliance with the Food Information (NI) Regulations 2014, in particular the requirement to provide information in relation to allergens in the food they supply and for butchers, advice and guidance on the requirements for the labelling of minced beef and country of origin requirements.
- The Council will act as Home Authority to food manufacturing and distribution companies located within the District, providing advice and responding to requests for "Home Authority" reports from other Local Authorities throughout the country thus helping businesses maintain their competitive edge in the wider market.
- To carry out a proactive and reactive food sampling programme for microbiological examination and chemical analysis in order to provide independent assurances that products manufactured and sold in the District are safe to eat, not adulterated by undeclared ingredients and correctly labelled.
- To investigate complaints relating to food, food premises and practices in accordance with the approved procedure with a view to raising standards in all food businesses.
- To investigate all incidences of food borne illnesses as notified by PHA or members of the public.
- To respond to all National food safety alerts in accordance with agreed Codes of Practice.
- To ensure as far as reasonably practicable, that imported food used or sold in premises within the District complies with UK and European Food Law.
- To provide informed and helpful advice to businesses and the public alike on matters relating to food safety.
- To facilitate the provision of food safety training to local businesses to assist them in meeting their legal obligations.
- To work in partnership with other organisations and agencies to provide health improvement programmes to the benefit of the health and wellbeing of those who live, work in and visit the District.

1.2 Links to Corporate Objectives and Plans

The Council's Environmental Health Service plays a key role in delivering the Council's strategic objectives of supporting improved health and wellbeing outcomes. The Corporate objectives are detailed in the Corporate Plan 2015-19 which shows how the objectives will be achieved and how success will be measured. The food control service plan forms part of this wider planning process to be adopted by the Council. The strategic objectives of the Council, outlined below, will be translated

into operational objectives and in turn into this service plan, which will be implemented by the Health & Wellbeing Service.

Eight Strategic Objectives:

By 2019, we will have:

1. Become one of the premier tourism destinations on the island of Ireland;
2. Attracted investment and supported the creation of new jobs;
3. Supported improved health and wellbeing outcomes;
4. Protected our natural and built environment;
5. Led the regeneration of our urban and rural areas;
6. Advocated on your behalf specifically in relation to those issues which really matter to you;
7. Empowered and improved the capacity of our communities; and
8. Transformed and modernised the Council, providing accessible as well as value for money services.

SECTION 2 - BACKGROUND

2.1 District Profile

With a population of around 171,500 and a coast line of approximately 100miles, Newry Mourne & Down District Council is the third largest Council area in Northern Ireland.

The council area includes the city of Newry and the towns of Downpatrick, Ballynahinch, Newcastle, Warrenpoint and Kilkeel.

Newry is located on the main A1 road linking Belfast to Dublin, and has a busy rail connection link between the two cities also. Newry City Centre has a large, modern bus station servicing both local, intra provincial and all Ireland bus networks. 2.6 million people, almost half the population of Ireland live within a 70 mile radius of Newry City.

The positioning and ease of access to the City has facilitated and encouraged a considerable retail trade particularly with shoppers from the Irish Republic.

The District has a well-developed transport infrastructure to support industry including the modern port of Warrenpoint, the third largest port in Northern Ireland. The port plays a pivotal role in the District by developing trade to and from the

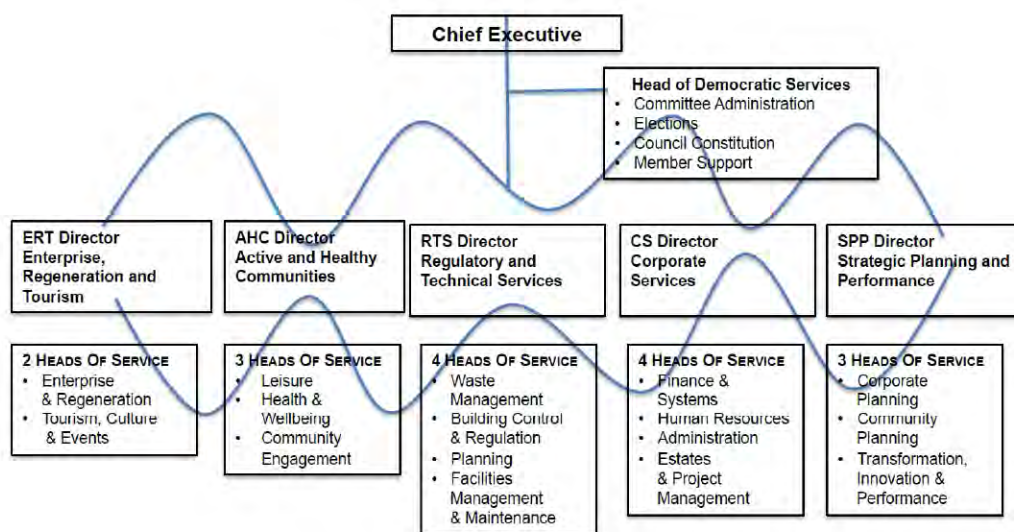
North and South of Ireland. It has a diverse range of scheduled services to Great Britain and Continental Europe and is achieving consistent growth in tonnage handled year on year.

The District also has a long standing, well established fishing industry. Kilkeel is the largest fishing port on the East Coast of Ireland, serving as homeport for a fleet of 90+ vessels. Landings of prawns and white fish from these vessels are valued at over £15m (2006 figures) and support an extensive land-based fish processing industry.

2.2 Organisational Structure

The organisational structure of Newry, Mourne & Down District Council is as follows:

Council's Management Structure



Food Control is one of the functions of the Health and Well Being section of the Active and Health Communities Department and is managed from the Newry and Downpatrick offices.

The organisational structure of the Health and Well Being section has not yet been established. Currently, the Food Service Team in Newry comprises of two Senior Environmental Health Officer (one transferred from Southern Group Environmental Health Committee) and two District Environmental Health Officers

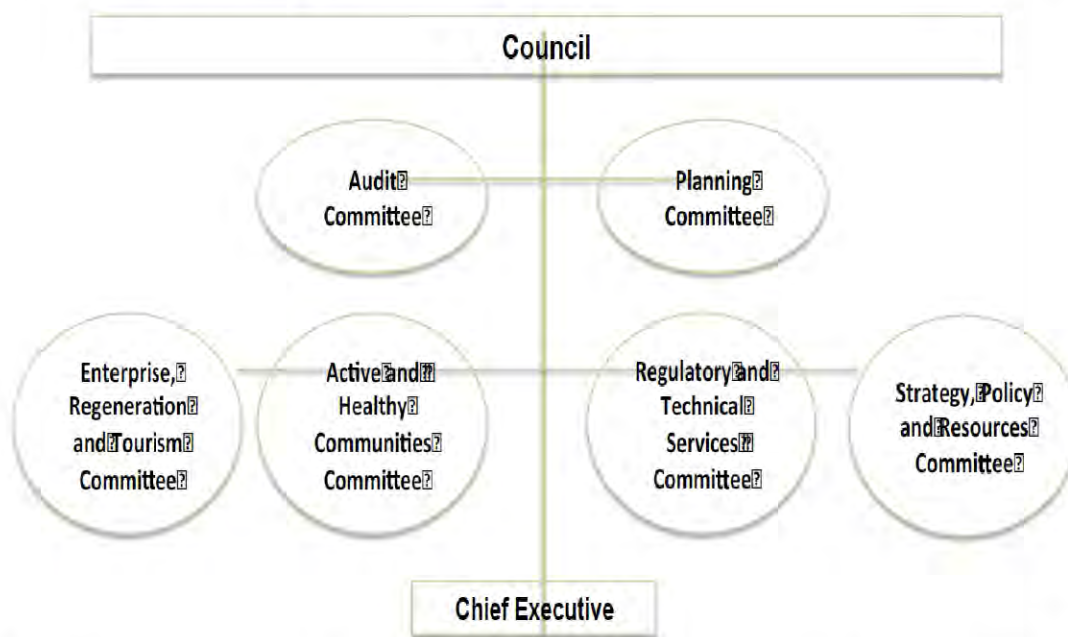
who report to a Senior Environmental Health Officer who reports to Assistant Director of Health & Wellbeing and is supported by one full time clerical officer.

While the Food Service Team in Downpatrick comprises of three full time equivalent District Environmental Health Officers, alongside one and a half District Environmental Health Officers transferred from Eastern Group Environmental Health Committee. Technical Officers provide support on sampling foodstuffs. These officers report to the Senior Environmental Health Officer who reports to the Assistant Director of Health and Wellbeing.

Work is prioritised for each activity, in each core function on the basis of risk assessment and in compliance with approved codes of practice or guidance notes where appropriate.

The Director of Active and Healthy Communities reports to the Council through the Active and Healthy Communities Committee on a monthly basis and has delegated powers to act on the Council's behalf.

Council's Committee Structure



Specialist services are provided by a number of external agencies including:

- Minton, Treharne & Davies Ltd (MTD Ltd) (the Council appointed Public Analyst),
- the Public Health Laboratory Service (Belfast City Hospital),
- DEARA Aquatic Sciences Research Division,
- White Young Green (Environmental Consultants)
- DAERA (Pesticides and Antibiotics)

- Public Health Agency
- Food Standards Agency (NI)
- DEARA (Meat Hygiene Services)
- AFBI.

Access to specialist advice is also available from Campden, LGR and the Council's Legal Representatives.

Assistance from other Departments within the Local Authority may also be utilised as and when required.

2.3 Scope of the Food Safety Service

The Department is responsible for the enforcement of The Food Hygiene Regulations (Northern Ireland) 2006 and The Food Safety (NI) Order 1991, Food Law Code of Practice, EU Regulations and ancillary legislation made thereunder. This will be achieved by the following planned and reactive activities:

1. Planned Work:
 - Planned food hygiene inspections
 - Planned food standards inspections
 - HACCP visits
 - Food Hygiene Rating Scheme assessments
 - Revisits to monitor compliance
 - Alternative enforcement programme
2. Response Work:
 - Advice, telephone queries and other visits
 - New premises advice visits and inspections
 - Revisit requests and Appeals for the Food Hygiene Rating Scheme
 - Food complaints investigations
 - Food poisoning investigations and outbreak control
 - Infectious disease notification investigations
 - Responding to Food Alerts
 - Examination of and provision of health certificates for foods exported to third countries
 - Port health and imported food
3. Sampling:
 - Bacteriological food and water

Chemical food and water

Shellfish sampling

Radiation

4. Service Management:
- Service monitoring and supervision
 - Court proceedings
 - Co-ordination and uniform enforcement
 - Reporting to Council
 - Forward planning
 - Quality systems implementation
 - Stakeholder consultation

5. Health & Wellbeing Promotion:

- Training seminars
- Health education
- Research
- Community Advice
- EH Student training

2.4 Demands on the Food Safety Service

As a premier tourism destination, there is an increased weekend and seasonal trade, which increases the customer base and, therefore, the number of complaints, food poisoning allegations and the need for reactive sampling and interim inspections. These premises are inspected by district Environmental Health Officers on the basis of risk assessment which is used to form a schedule of programmed inspections for both food hygiene and food standards, in accordance with current FSA Codes of Practice. Increased and focussed sampling initiatives are planned for this time of year. The World Health Organisation recommendations are that there should be provision for the sampling of foodstuffs at a rate of 2.5 samples per 1,000 population. Tourism increases this population in the summer months and as such the sampling commitment is an essential element of the continued public health protection.

The Council has **1840** food premises currently registered as trading for which the authority has food enforcement responsibility. They fall into the following usage categories:

Premises Type	No. of Premises	Percentage (%)
Primary Producers	16	<1
Manufacturers and Packers	160	8.7
Importers/Exporters	5	<1
Distributors/Transporters	42	2.2
Retailers	379	20.6
Restaurants and Caterers	1238	67

Note: this figure does not at present include the fishing vessels (approximately 120) as these are not currently registered – registration and inclusion in the data base will proceed as inspections are carried out.

Premises Requiring EC Approval

There are 38 premises approved to operate under the EC Regulations. These premises are inspected in accordance with our risk-rating programme.

Establishment Type	Approval	Number of Premises Approved
Meat Products		6
Meat Preparations		3
Shellfish and Fishery Products		26
Coldstores		3

It should be noted that Newry, Mourne & Down has the highest number of approved premises in NI.

Specialist Premises

The following types of premises require specialist expertise and additional time spend due to the nature of the food produced or the vulnerability of the consumers:

Type of Premises	Number
Manufacturing including EC Approved premises	94
Hospitals	4
Residential and Nursing Homes	56

The food service acts as Home Authority for approximately 30 food manufacturers in the district on an informal basis. These manufacturers produce a range of foods including spring and bottled water, bakery products, confectionary, meat products, meat preparations, fishery products, sandwiches, salads and desserts, nutritional supplements, spirits, beer, cider and oils. Having such a large and varied manufacturing base places additional demands on the food section and has significant resource implications for the department. Referrals from other local authorities into the activities of these companies form a significant part of the work generated by these premises. In addition the service works in partnership with the South East and Southern Health & Social Services Board to inspect, and offer guidance in relation to Daisy Hill Hospital and The Down Hospital, associated day centres and nursing homes on food related issues.

Fish and Shellfish Premises

Newry Mourne and Down District Council has the highest number of fishery premises in Northern Ireland. Within this there is a large variety of activities taking place including processing, freezing, depurification, manufacturing vessels, shellfish beds, fishing boats and a fish landing port and a fish market within the area, all which require specialist knowledge and skills to regulate.

The requirement for inspection of fish landings involves an officer attendance at Kilkeel Fish Market from 7.00 am most mornings. Tidal movement frequently necessitates sampling of shellfish and water early in the morning or late in the evening. It is our intention to prioritise inspection of the fishing fleet of approximately 120 vessels which will increase the need for surveillance at Kilkeel and Ardglass. This aligns with priorities of The Food Standards Agency with regard to fish and shellfish premises.

Food Standards

The Council is committed to providing information and advice to businesses and the public on a range of food related issues including for example nutrition, allergies, GM products, salt and fat contents etc. The introduction of the Food Information Regulations (Northern Ireland) 2014 has placed additional requirements on Food Business Operators to provide information to consumers at the point of sale in relation to 14 specific allergens that are present in the food. These regulations also introduce new requirements in relation to minced meat and bring the responsibility for the enforcement of voluntary meat claims to District Councils.

Factors likely to Impact on Food Safety Service Delivery during 2016-2017.

While the planned inspection programmes and the previous response to reactive work and queries will continue for the new department within the new council, there will be an additional demand on the service in terms of merging the two offices into one seamless department. This will include the review of existing Policies, Procedures and Forms previously in use by the two legacy councils with a view to ensuring a consistent approach across the two offices.

In addition, during 2016-2017 the food team plans to: -

- Implement the voluntary Food Hygiene Rating Scheme (<30/09/16) and continue to update portal computer link.
- Prepare for the implementation of a Statutory Food Hygiene Rating Scheme by participating in the Northern Ireland FHRS working group and working towards completing all Food Hygiene inspections for premises included in the scheme before the implementation date.
- Implement the statutory Food Hygiene Rating Scheme (>01/10/16) and continue to update portal computer link.

Access to the Food Service Section

The Food Service of the Health and Wellbeing department is located at the administrative offices in Newry and in the Downpatrick Office with contact details as outlined below. The Service also has permanent use of an office at Kilkeel Harbour.

Newry Office:

O'Hagan House, Monaghan Row, Newry BT35 8DJ

Downpatrick Office:

Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick BT30 6GQ

Service users may contact either site or leave a message, in the following ways:

- In person at the either office: Monday – Friday 9am – 5pm
- By telephone, 0300 013 2233 during office hours outlined above. When officers are out of the office a message will be taken by admin staff and calls will be returned as soon as possible
- By e-mail : ehealth@nmandd.org

Arrangements are also in place within the Council to respond to communicable disease matters and food incidents notified outside normal working hours from the Public Health Agency and the Food Standards Agency. A team comprising of experienced food officers from the Armagh City, Banbridge and Craigavon Borough Council and Newry, Mourne and Down District Council was set up on 1 April 2015. The on call officer may be contacted by mobile telephone, the number has been made available to all relevant authorities and agencies. This service operates outside normal working hours, at weekends and on statutory holidays.

2.5 Enforcement Policy

In carrying out the activities listed above officers will apply a variety of measures to ensure that individuals and organisations meet their responsibilities. These will include education, negotiation, advice, guidance, the issue of warning letters, formal notices, formal cautions and prosecutions. The Council is committed to the Central/Local Government Concordat on Good Enforcement which encourages and promotes best practice in enforcement. The food service has a food safety and a food standard enforcement policy, which embraces the principles of the Enforcement Concordat. The Council's overall aim is to work in collaboration with businesses avoiding where possible excessive bureaucracy in the way it works. The Council's Enforcement Policy is included in Appendix 2.

SECTION 3 – SERVICE DELIVERY

3.1 Food premises inspections

A total of 1840 food premises are subject to programmed food hygiene and food standards inspection. The risk category of premises as defined by Annex 5 of the Food Law Code of Practice (Northern Ireland) determines the interval between inspections. The following diagram shows a breakdown of premises numbers by risk categories for both food hygiene and food standards.

Figure 1: Percentage of premises by risk category for Food Hygiene

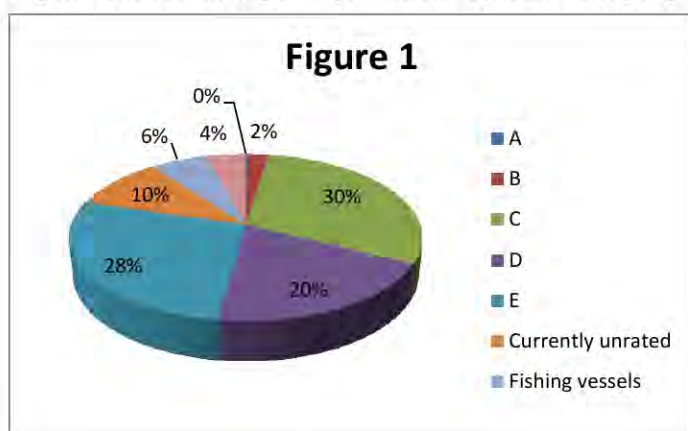
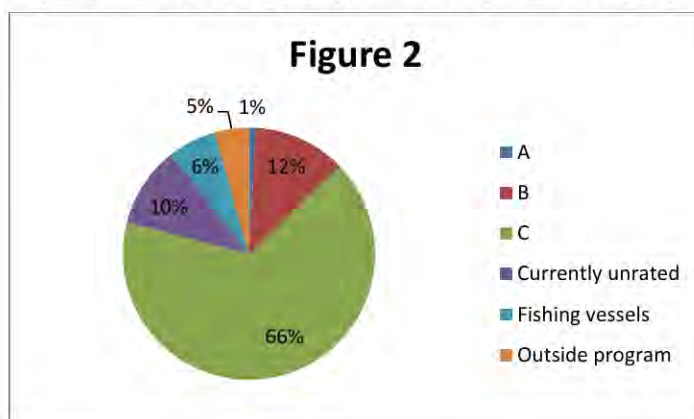


Figure 2: Percentage of premises by risk category for Food Standards



Inspections are carried out in accordance with the Food Safety (NI) Order 1991 at a minimum frequency as determined by the risk assessment-scoring scheme contained in the Food Law Code of Practice (Northern Ireland), taking into consideration the alternative enforcement strategy and the broadly compliant issues mentioned above. In addition to the proactive work other visits may be made to food premises

following complaints from the public, food poisoning incidents or requests from businesses for information or advice and food hazard warnings.

In response to the contamination of foodstuffs with horsemeat, it is envisaged that greater emphasis will be placed on the Service to carry out more in depth inspections of manufacturers, cold stores and retailer's traceability system for meat and the meat supply chain in general. This may require additional inspection time and will be given priority over the 2016/17 inspection programme.

3.1.1 Food Hygiene

The Council intends to inspect food premises for compliance with relevant legislation according to risk as set out in the FSA approved Code of Practice and, as a result, assess food hygiene and food standards compliance. Appropriate action within the terms of the Council's Enforcement Policies will be taken to remedy any non-compliance discovered. Education and advice will continue to be given on the principles of recently introduced standards concerning hazard analysis.

The introduction of the Food Hygiene Rating Scheme has impacted on the use of alternative methods of enforcement for lower risk premises as premises included in the scheme can only be given a rating following a full inspection.

In order to prioritise resources and to work more efficiently, food hygiene interventions will be completed in premises according to their risk as follows:

Risk Rating	Type of intervention (Official Control)
A or B	Inspection, Partial Inspection or Audit within 28 days
Non-broadly compliant C	Inspection, Partial Inspection or Audit
Broadly compliant C, D or E (included in FHRS)	Inspection, Partial Inspection, Audit or Verification Visit*
E (not included in FHRS)	Alternate between Inspection, Partial Inspection, Audit or Verification Visit and AES

* Verification visit is only appropriate where the business has achieved a FHRS of 5.

The next intervention must be an Inspection, Partial Inspection or Audit

3.1.2 Food Standards

In order to prioritise resources and to work more efficiently, food standards interventions will be completed in premises according to their risk as follows:

Risk Rating	Type of intervention (Official Control)
A	Inspection, Partial Inspection or Audit within 28 days

Non-broadly compliant B	Inspection, Partial Inspection or Audit
Broadly compliant B	Appropriate Official Control including Inspection, Partial Inspection, Audit, *Sampling Visit, *Monitoring Visit, *Surveillance Visit or *Verification Visit.
C	Alternate between AES and Inspection, Partial Inspection, Audit, *Sampling Visit, *Monitoring Visit, *Surveillance Visit or *Verification Visit.

* A new risk rating can only be completed following an Inspection, Partial Inspection or Audit. One of these should be completed alternately with other Official Controls.

3.2 Food Service Work Plan 2016-17

The total time (in hours) to complete the number of tasks required to meet the demands of the food service are outlined in the following table. The details of the number of interventions and actions required to complete the work are detailed in Appendix 2, including a breakdown of required tasks necessary to complete planned work, response work, sampling, service management and health and wellbeing promotion. Individual task times based on previous research are also outlined in Appendix 2 which when multiplied by number of tasks can give an indication on the number of hours, including administration required to meet the demands of the food service. This includes the planned work for 2016-17 and any backlog of inspections outstanding from the previous year.

Planned Work

Activity	Total Hours
Planned Food Hygiene inspections	3723
Outstanding Planned Food Hygiene inspections	759
Planned Food Standards inspections	1709.5
Outstanding Planned Food Standards inspections	756.5
EC approved Premises	1520

Home authority Premises work (additional to planned inspections)	300
Hospitals	20
Fish Market	150
Port Health	125
TOTAL	8306.5

Responsive Work

Revisits (food hygiene)	277.5
Revisits (food standards)	100
FHRS (Revisits, Appeals, Right to Reply)	87
Food Complaints	300
Food Premises Complaints	50
Home Authority Complaints	150
Advice to businesses	1450
Food related Infectious Disease	330
Food Safety Incidents	390
Food Alerts	90
Formal Action	354
TOTAL	3578.5

Sampling

Microbiological Sampling	763.5
Chemical Sampling	396
Shellfish Sampling	610
TOTAL	1769.5

Health & Wellbeing Promotion

Food Safety Training	24
Food Safety & Standards Promotion	320
Nutrition advice	200
Food Safety & Standards Research and Personal Development	400
TOTAL	944

Service Management

NI Food Consistency Meetings	140
Internal food meetings & convergence work	1302
Trust and Education Board Meetings	36
Food Service Planning, Monitoring & Review	483
TOTAL	2474

Summary of Time spend required for Food Service Plan:

Tasks	Time (Hours)
Planned Work	8306.5
Responsive work	3578.5
Sampling	1769.5
Health & Wellbeing Promotion	944
Service Management	2474
Staff training and development	602
TOTAL TIME REQUIRED	17,674.5

SECTION 4. RESOURCES

4.1 Financial Allocation

A generic costs framework for food safety provides a methodology to determine attributable overheads to the food function and a multiplier for employee costs based on the English Eleven Cities system of cost centres.

4.2 Staffing Allocation

The structure of the food service and information on officers' roles was detailed in Section 3.2 of this plan. Detailed below is a list of officers working in Food Law enforcement and related matters.

Food Service Delivery Staff	% Time
Senior EHO	90
Senior EHO	90
Senior EHO	50
District EHO	90
District EHO	90
District EHO	90
District EHO	90
District EHO	70
District EHO	70
District EHO	50
District EHO	50
TSO	20
TSO	20

The current staff are suitably qualified, experienced and competent to carry out the range of tasks and duties they are authorised to perform as required by of Food Law Code of Practice (Northern Ireland). Each officer is empowered to carry out all Council functions under the Order. The full time equivalent of staff delivering the Service Plan is 9.4.

With 1606 hours being the accepted annual hours available per officer, 11 Full time equivalent officers are required to complete work.

SECTION 5 – QUALITY ASSESSMENT

Quality Assessment has been undertaken for all Environmental Health functions.

To ensure a consistent approach by staff the Senior EHO's carry out monitoring and management checks on food examination/analysis results, food complaints , food inspection and reports, food poisoning investigations, examines workload distribution and sampling programmes and institution of formal enforcement action and will

carry out accompanied inspections when necessary. The Assistant Director reviews performance at Management meetings.

SECTION 6 REVIEW

6.1 Review against Service plan

The process of review will include the following:

6 weekly review at team meetings

Quarterly management review in association with Food Standards Agency returns

Annual report to Council against plan.

6.2 Identification of any variation from the Service Plan

The aim of the review will be to identify any variance from the Service Plan and where appropriate the reasons for the variance.

6.3 Areas of Improvement

The Assistant Director of Health and Wellbeing will set in a report for actions to the Council any relevant improvement plan or service development identified as necessary by the review or the quality assessment.

6.4 Measuring Objectives

The objectives set out above will be measured and evaluated in accordance with the following table of targets. Where deviations from the anticipated target levels are found to be developing, the work of the Food Service will be analysed in more detail and changes put in place to ensure that the priorities of economic improvement are delivered.

ACTIVITY	TARGET
Inspection of Food Premises to assess compliance with food hygiene legislation	100% of A and B risk rated premises inspected. 100% of non-broadly complaint C risk rated premises inspected 70% of C risk rated premises inspected.
Inspection of Food Premises to assess compliance with Food Standards legislation	100% of risk A and non-broadly complaint B premises inspected annually.
Implement the Food Hygiene Rating Scheme	Issue Food Hygiene Rating Scheme certificates in accordance with the FSA Brand Standard
Issue of statutory Notices, with the exception of emergency notices.	90% of notices issued within 5 working days of premises inspections
Issue of emergency notices	100% of notices within 1 working day of premises inspections
Complaints, requests for service, responses to queries, and food alerts for information	100% responded to within 3 working days

Food Alerts for action	100% responded to within 3 working days.
Chemical sampling	29 samples per month
Microbiological samples	56 samples per month

Appendix 1

The Council liaises with the following range of organisations:

- Public Health Laboratories
- Public Analyst
- Eurofins Scientific (Ireland)
- SHSST
- DEARA
- NRPB
- FSA
- FSA (NI)
- PSNI
- Loughs Agency
- Public Health Agency
- SESCT
- NIEA
- Trading Standards
- HMRC
- Home Office – Immigration Services
- AFBI

Access to specialist advice is also available from:

- Collindale (PHLS)
- Campden & Chorley
- Lacors
- FSPB
- Council's Solicitor
- CIEH
- FSAI
- Various Web-Sites

APPENDIX 2

Council's Enforcement Policy

APPENDIX 3

During the year 2016/2017 the planned number of inspections is as follows:-

Food Hygiene

The work activity in respect to food hygiene inspections and an estimate of the time spend on inspections and associated administration is shown in the following table.

Risk Category	Frequency	No of premises in this category	No. of Tasks	Task Time	Total Hours
A	6 Mths	1	2	7	14
B	1 Yr	36	36	6	216
C	18 Mths	409	303	4	1212
D	2 Yrs	588	294	3	882
E	3 Yrs	572	190	2	381
Currently unrated	as arising	199	199	4	796
Fishing vessels	3 yrs	120	40	2	80
Outside Program	—	84	—	—	—
TOTAL		1977	1062		3391

Outstanding Food Hygiene Inspections

Risk Category	Frequency	No of premises in this category	No. of Tasks	Task Time	Total Hours
A	6 Months	0	-	-	-
B	1 Year	4	4	6	24
C	18 Months	64	64	4	256
D	2 Years	47	47	3	141
E	3 Years	105	105	2	210

Currently unrated	as arising	32	32	4	128
TOTAL		252	252		759

Food Standards

The work activity in respect to food standards inspections and an estimate of the time spend on inspections and associated administration is shown in the table below.

Risk Category	Frequency	No of premises in this category	No. of Tasks	Task Time	Total Hours
A	1 Year	20	20	7.5	150
B	2 Years	233	117	3.5	410
C	5 Years	1307	261	2.5	654
Currently unrated	As arising	199	199	2.5	498
Fishing vessels	5 years	120	24	2	48
Outside program	-	84	-	-	-
TOTAL		1921	609		1760

Outstanding Food Standards Inspections

Risk Category	Frequency	No of premises in this category	No. of Tasks	Task Time	Total Hours
A	1 Year	3	3	7.5	22.5
B	2 Years	44	44	3.5	154
C	5 Years	201	201	2.5	502.5
Currently unrated	As arising	31	31	2.5	77
TOTAL		279	279		756

Estimated Revisits

Premises which are not 'Broadly Compliant' will be subject to follow-up action including a revisit to secure compliance with the requirements. The work activity in

respect to food hygiene inspections and an estimate of the time spend on re-visits and associated administration is shown in the following table

No. of expected Re-inspections	Task Time	Total Time
185	1.5	277

Comment [g1]:

Revisits and Appeals for FHRS

	No of Tasks	Task (Hrs) Per Visit	Total Hours
REQUESTED REVISIT	25	3	75
APPEAL	5	2	10
RIGHT TO REPLY	4	0.5	2
TOTAL			87

The work activity in respect to food standards inspections and an estimate of the time spend on re-visits and associated administration is shown in the table below.

No. of expected Re-visits	Task Time	Total Time
50	2	100

Specialist/Complex Premises

Additional time spend for both hygiene and standards visits for more specialist/complex premises is detailed below.

Specialist Area	No. of Premises	Expected Time Spend	Total Hours
EC Approved premises	38	40hrs each	1520
Other Manufacturer (Home Authority)	30	10hrs each	300
Hospital	4	10hrs each	40
Fish Market Inspection	1	1.5hrs Twice per week	150
Port Health including Manifest checks	1	2.5hr per week	125
Total			2385

Food complaints

Authorised officers assess all food complaints upon receipt and in circumstances where a need has been identified commence investigations in accordance with the NIFLG Food Complaints Investigation Procedure. Where appropriate, food complaints are referred to the Originating/Home Authority for investigation. The likely demands on the service are based on trends in the past two years as detailed below.

No. of Food Complaints	Task Time	Total Hours
30	10.0	300

Officers will also investigate referrals or complaints from members of the public concerning observed alleged poor hygienic practices or standards within food premises. If necessary, appropriate action will be taken in accordance with the Council's enforcement policy. Again, based on the last two years the likely demand will be as set out below.

No of Food Premises Complaints	Task time	Total hours
25	2.0	50

Home Authority Principle

The Council implement the approved Home Authority Policy and Procedure. It is estimated that for these premises additional resources will be required as set out below.

No. of Home Authority Premises (Informal)	Task Time (hrs)	Total Hrs
30	5.0	150

Advice to businesses

We are committed to working with businesses to ensure that technical advice is available to help them comply with the law and to encourage the use of best practice. We achieve this using a number of measures including:

- Targeted Food Safety update seminars for food businesses.
- Advice given through the course of inspections and other visits.
- Responding to requests and enquires.
- Distribution of literature to businesses giving guidance on specific and topical issues.

The likely demand on the service is based on trends in the past two years and is detailed below:

Task	No of Tasks	Task Time (hrs)	Total Hours
Advisory visits	350	2	700
Advisory Telephone Calls	3000	0.25	750
TOTAL			1450

Food Safety Training

The Department has a long-standing partnership with the Southern Regional College and the South Eastern Regional College in the provision of training in food safety. Whilst this has diminished over the last year in terms of providing staff to deliver accredited food hygiene training, Environmental Health Officers still provide training for Catering Students at both Colleges on the Food Safety Management tool, 'Safe Catering'.

In addition, on a yearly basis training is provided for Education Board staff prior to the commencement of the new school year on specific topics agreed with the Boards.

Task	No of Tasks	Task Time (hrs)	Total Hours
Catering Students training	2	6	12
Education Board training	4	3	12
TOTAL			24

Sampling

We have implemented the approved chemical and microbiological sampling policies and programmes in accordance with NIFLG document – Food Sampling Policies and Associated Guidance and are in the process of developing food sampling plans for the new Council.

The Public Health Laboratory Service at Belfast City Hospital carries out the microbiological examination of food and water samples submitted on behalf of the Council. Public Analyst Scientific Services Ltd is the appointed Public Analyst to carry out chemical analysis of food samples procured by our officers.

Water samples are collected from commercial and domestic public and private water supplies in addition to recreational water supplies such as swimming and spa pools.

Microbiological Sampling Programme

Task	No of Tasks	Task Time (hrs)	Total Hours
Food sampling	718	0.75	538
Water sampling (drinking & recreational)	300	0.75	225
TOTAL			763

It should be noted that the Loughs Agency are contracted by the FSA to uplift shellfish and seawater samples in the former Newry & Mourne District Council area. While in the former Down District Council area shellfish samples are collected by the Council's Technical Officers.

However, as a result of an incident affecting a shellfish bed in the Newry area additional samples, funded by the Food Standards Agency, are being collected by the Environmental Health Officers. This will require an additional time spend.

Task	No of Tasks	Task Time (hrs)	Total Hours
Coordinating and participating in shellfish sampling	1	100	100
Down Office Shellfish Sampling	132	3.5	462
Newry Office Shellfish sampling	6	8	48
TOTAL			610

Chemical sampling programme

Task	No of Tasks	Task Time (hrs)	Total Hours
Formal sampling	48	2.0	96
Informal sampling	300	1.0	300
TOTAL			396

Actions are taken as detailed in the enforcement policies where sampling results are not considered satisfactory.

Control and investigation of outbreaks of food related infectious disease.

The Council will investigate all outbreaks, sporadic incidents and alleged cases of food and water related infectious diseases in accordance with Public Health Agency's (PHA) procedures using the guidelines for the investigation of food and water borne diseases.

The aim of any investigation is to assist the PHA to:

- Contain the spread of infection
- Trace the source of infection
- Identify the causative organism/chemical
- Trace carriers and cases

- Identify the focus in infection
- Recommend practices to prevent recurrence of disease.

Whilst it is difficult to predict the demand on resources arising trends over the past two years would indicate a time spend of 60 hrs per outbreak investigation and 3hrs for each sporadic case This may increase appreciably depending on the scale of any outbreak or need for enforcement action arising from investigation.

Task	No of Tasks	Task Time (hrs)	Total Hours
Potential Outbreaks	2	60	120
Sporadic cases	70	3	210
TOTAL			330

Food safety incidents

The number of food safety incidents arising within the District area has increased significantly over the last number of years. Some of these incidents are related to wider global issues, for examples the Belgium Dioxin scare in 2006 or more recently from potential food fraud such as the Horse Meat Scandal in 2013, while others are more local such as a food contamination incident isolated to a manufacturer or producer or local food fraud such as illicit alcohol or illegal slaughtered and processed meat.

The key priorities for the FSA's newly formed Food Crime Unit include:

- Building a picture of issues in NI through sharing intelligence
- Recruiting a NI food fraud liaison officer
- Working with other enforcement partners to co-ordinate operational activity
- Linking with other groups in NI

Over the last two years the District has uncovered a large amount of food fraud and as it is predicted that criminality is turning towards food fraud we need to be resourced to react to such incidents either immediately or through a pre-planned multi-agency approach. Predicted time spend for dealing with incidents is:

Task	No of Tasks	Task Time (hrs)	Total Hours
Major incidents	4	60	240
Minor Incidents	15	10	150
TOTAL			390

Food Alerts for Action

Task	No of Tasks	Task Time (hrs)	Total Hours
FAFA	15	6	90
TOTAL			90

Food Safety & Standards Promotion

The Council recognises the importance of promoting food safety and food standards. The following promotional activities will be undertaken:-

Potential nutrition advice	200 hrs
Council Web Site	20 hrs
Targeted Seminars	300 hrs
TOTAL	520 hrs

It is anticipated that in line with Corporate Objectives there will be a renewed focus on some of the work completed with businesses in the past looking at the nutritional value of foods provided to consumers. Officers trained in nutrition are qualified to analyse menus and discuss the provision of healthier, more nutritious options from interested businesses.

Formal Action

Legal actions including court proceedings can be initiated following both routine inspection based activities and reactive visits following complaints or food incidents.

Task	No of Tasks	Task Time (hrs)	Total Hours
Improvement Notices	10	2	20
Remedial Action Notices	5	2	10
Detention/Seizure of food	10	4	40
Voluntary Surrender of food	10	6	60
Emergency Closure	2	14	28
Voluntary Closure	2	2	4
Formal Caution	4	10	40
PACE interview	4	8	32
Prosecution	3	40	120
TOTAL			354

Liaison with other organisations

To ensure that food enforcement actions are in line with The FSA's Framework Agreement, Code of Practice and Practice Guidance and the FHRS Implementation Practice Guidance and that we are consistent with those of neighbouring Councils.

The Northern Ireland Food Managers Group (NIFMG) comprises of Senior or Principal Officers from each council area and a representative from the FSA (NI). Other UK wide consistency is evident when for example FSA (NI) and CDSC (NI) representatives from PHL etc address this group on common issues within the food function. Sub-groups from NIFMG look at specific issues such as Food Standards, FHRS, FSS (web based sampling database) and Shellfish.

Cooperation also exists on an all Ireland basis, examples of this include

- a) Safer food - the Food Safety Promotion Board and
- b) addressing Communicable Disease Control involving amongst others SHSSB,

SGHEC, district councils and appropriate bodies in the Republic of Ireland.

It is anticipated that to achieve consistency across the new council area the Senior Environmental Health Officers from both offices will meet on a regular basis and will continue to hold monthly team meetings, alongside Food Officer Group meetings which will look at specific issues including consistency checks on a bi-monthly basis. Management team meetings will also continue on a regular basis with the Assistant Director of Health & Well-being.

A large undertaking of work is required to achieve consistency in approach between the two offices to our work program. This will require a review of our policies, procedures and work plans alongside our numerous forms, letters and notices required to carry out the food function. The predicted time spend for this work is noted under 'convergence work' and will involve both Senior and District Environmental Health Officers and Administration.

Task	No of Tasks	Task Time (hrs)	Total Hours
Senior Officers Meeting	12	4	48
Office Team Meetings	12	3	36
Food Officer Group	6	4 (15 Officers to attend)	360
Management Team Meetings	6	3	18
Convergence Work	120 (10 days/mth)	7	840
TOTAL			1302

Other meetings that are regularly attended by the food safety team are consistency meetings held with both Trusts and Education boards.

Task	No of Tasks	Task Time (hrs)	Total Hours
Trust meetings	8	3	24
Education Board meetings	4	3	12
TOTAL			36

Food Service Planning and Review

The food service provision is planned for through the development of this plan and by measuring the actual performance against planned work while taking into account priority work which is not planned for such as food incidents. The FSA require Councils to make a yearly LAEMS return and to complete the Best Value Matrix.

Food sampling plans also are required and need to be kept updated and reviewed taking into account emerging issues.

Internal monitoring is necessary to achieve consistency in approach both during inspections and when applying the risk rating scores as outlined in the Food Law Code of Practice and Practice Guidance documents. This necessitates accompanied monitoring visits and file reviews, the frequency of which depends on the Officers experience and the type of premises being inspected. Authorisations of Environmental Health Officers are competency based and internal monitoring is used as a tool for measuring levels of competency.

The accuracy of data needs to be checked to ensure the yearly return is meaningful and time is also required to complete and check the accuracy of the fortnightly upload of data to the FHRS web based portal.

Frequently Freedom of Information requests are made and have to be responded to in line with Council policy.

Task	No of Tasks	Task Time (hrs)	Total Hours
Food Service plan	1	60	60
Food sampling plan	2	10	20
LAEMS return	1	60	60
Best Value Matrix	1	7	7
Internal Monitoring File reviews	192	0.5	96
Internal Monitoring Accompanied visits	16	4	64
FHRS Upload	26	1	26
FOI Requests	15	10	150
TOTAL			483

Food Safety & Standards Research & Personal Development

Officers are required to keep abreast of current developments and to be familiar with the specific processes that they are inspecting/auditing in order to be deemed competent and to maintain their level of authorisation. This will also require the attendance of various relevant courses throughout the year.

Task	No of Tasks	Task Time (hrs)	Total Hours
Food safety & standards research	16	10	160
Food safety training	16	15	240
TOTAL			400

Report to:	Active and Healthy Communities
Date of Meeting:	20 June 2016
Subject:	Food Service Plan 2016 - 17
Reporting Officer (Including Job Title):	Eoin Devlin, Assistant Director of Health & Wellbeing
Contact Officer (Including Job Title):	Graham Farthing, Senior Environmental Health Officer

Decisions required:	
Members are asked to note the contents of the report, and consider and agree to:	
<ul style="list-style-type: none"> • Adopt the Food Service Plan for 2016 – 17 	
1.0	Purpose and Background:
1.1	<p>Under the terms of the Food Standards Agency’s Framework Agreement on Food Controls all Local Authorities are required to produce and place before council a Food Service Plan</p> <p>The Food Service Plan is a detailed document outlining all aspects of food control with the council area. The document sets out the aims and objectives of the service as well as demands and work load that are anticipated in the coming year. The plan also details the resources that will be required to deliver on the Food Service Plan.</p> <p>The Food Service Plan will also be kept under review to ensure key targets are being met.</p>
2.0	Key issues:
2.1	<p>The key issues in the Food Service Plan are</p> <ul style="list-style-type: none"> • Links to Corporate Objectives and Plans • Anticipated work load • Financial allocation • Staffing levels • Key performance indicators
3.0	Recommendations:
3.1	That members agree to adopt the Food Service Plan for 2016 – 17 as attached in appendix I
4.0	Resource implications
4.1	Not Applicable

5.0	Equality and good relations implications:
5.1	Not Applicable
6.0	Appendices
	Appendix I: Food Service Plan 2016 - 17 Appendix I: Food Service Plan 2016 - 17

Report to:	Active and Healthy Communities
Date of Meeting:	20 June 2016
Subject:	Affordable Warmth Scheme
Reporting Officer (Including Job Title):	Eoin Devlin (Assistant Director Health and Wellbeing)
Contact Officer (Including Job Title):	Sinead Trainor (Senior Environmental Health Officer)

Decisions required:	
Members are asked to note the contents of the report and consider and agree to:	
<ul style="list-style-type: none"> For noting 	
1.0	Purpose and Background:
1.1	<p>The Affordable Warmth Scheme is primarily an area based targeted scheme and to date has been very successful in identifying and assisting many homes in severe fuel poverty.</p> <p>The Department of Communities expects to allocate £15.5M ring fenced for Affordable Warmth measures across Northern Ireland for 2016/17.</p> <p>Based on the average grant spend per household on the Affordable Warmth Scheme (currently £3,900) the Department will expect each Council to deliver 506 completed surveys to Northern Ireland Housing Executive in 2016/17, this is a reduction as 1000 completed surveys were passed to Northern Ireland Housing Executive in 2015/16.</p> <p>The Department of the Communities is currently revising the Service Level Agreement between local Councils and the Department to reflect revision of the scheme which will be reported to Council in due course.</p>
2.0	Key issues:
2.1	Members should note the reduction in the number of surveys that the Council can pass to Northern Ireland Housing Executive during 2016/17.
3.0	Recommendations: For noting
3.1	For noting
4.0	Resource implications
4.1	The decrease in budget for 2016/17 has led to a reduction in the number of staff employed by Council to facilitate the scheme.
5.0	Equality and good relations implications:
5.1	Not Applicable

6.0	Appendices
	Not Applicable -