

**REPORT TO:** ENVIRONMENTAL SERVICES AND SUSTAINABILITY COMMITTEE  
21<sup>st</sup> JUNE 2004

**REPORT ON:** a) THE HEALTH AND SAFETY at WORK etc. (ENFORCEMENT) SERVICE DELIVERY PLAN 2004/2005  
b) THE FOOD SAFETY AND STANDARDS SERVICE DELIVERY PLAN 2004/2005

**REPORT BY:** HEAD OF ENVIRONMENTAL HEALTH AND TRADING STANDARDS

**REPORT TO:** 484-2004

## **1.0 PURPOSE OF REPORT**

1.1 To propose the adoption of:

- a) The Health and Safety at Work etc. (Enforcement) Service Delivery Plan 2004/2005
- b) The Food Safety and Standards Service Delivery Plan 2004/2005

Full copies of the Plans are available from the Group Secretaries and in the members' lounge.

## **2.0 RECOMMENDATIONS**

2.1 That the Council approve:

- a) The Health and Safety at Work etc. (Enforcement) Service Delivery Plan 2004/2005
- b) The Food Safety and Standards Service Delivery Plan 2004/2005

## **3.0 FINANCIAL IMPLICATIONS**

3.1 There are no cost implications.

## **4.0 DUNDEE 21 IMPLICATIONS**

4.1 Health is protected by creating safe and healthy environments and illness is prevented.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 These are:

- a) During visits officers may be assisted by the Council Translation Service or informal translators appointed by the particular business.
- b) Guidance literature is available in a range of languages.
- c) A handwashing poster has been produced in six languages.

5.2 In Partnership with Dundee College

- a) Food hygiene courses are provided through our Cascade project in non-English using translators.
- b) The Council has been awarded a Food Standards Agency grant to translate a food hygiene pack into URDU and then promote this within the communities.

## 6.0 BACKGROUND

6.1 The Environmental Health and Trading Standards Department Service Plan 2003-2007 described how our services link with the overall objectives of the Council Plan 2003-2007.

The Service Plans in this Report for the Food and Health and Safety at Work etc functions describe the specific measures which will be taken in 2004/2005 for implementing appropriate parts of the departmental plan for 2003-2007.

6.2 The Health and Safety Commission requires local authorities to produce Service Plans for the Health and Safety at Work etc Act Enforcement Service.

6.3 The Food Standards Agency requires local authorities to produce Service Plans for the Food Safety and Standards enforcement function.

6.4 Service Plans assist the Department to:

- a) focus debate on key delivery issues;
- b) provide an essential link with financial planning;
- c) help establish objectives for the future and identify major issues that cross service boundaries;
- d) provide a means of managing performance and making performance comparisons;
- e) support local accountability through elected members and facilitate consultation with local stakeholders;
- f) give information about the service we provide and the means by which these services are provided;
- g) detail performance targets.

## 7.0 CONSULTATIONS

Chief Executive  
Depute Chief Executive (Support Services)  
Depute Chief Executive (Finance)

## 8.0 BACKGROUND PAPER

8.1 These are:

- a) Framework Agreement on Local Authority Food Law Enforcement, and
- b) Health and Safety Commission Guidance to Local Authorities

are both available from Mr Ron Dunn, Food and Health and Safety Manager at Standards House, 296 Strathmore Avenue, Dundee, DD3 6SH or telephone 01382 436274

## 9.0 SIGNATURE

Albert Oswald  
Head of Environmental Health and Trading Standards

Date: 8<sup>th</sup> June 2004