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CHILTERN
District Council



Services Overview Committee (CDC)

Wednesday, 14th June, 2017 at 6.30 pm

**Large & Small Committee Room, King George V House, King George V Road,
Amersham**

A G E N D A

1 Evacuation Procedures

2 Minutes (*Pages 5 - 12*)

To sign the Minutes of the meetings held on 21 March 2017 and 16 May 2017.

3 Apologies for Absence

4 Declarations of Interest

5 28 Day Notice (*Pages 13 - 14*)

Appendix: CDC Cabinet 28 Day Notice (Pages 15 - 20)

Appendix: Joint Committee - 24 July (Pages 21 - 24)

6 Chiltern Pools (*To Follow*)

Chiltern Pools (Appendices 2 & 3) (to follow under exclusion of the press and public)

7 Joint Housing Strategy (*Pages 25 - 28*)

Members are asked to consider and comment on the attached draft Cabinet report.

Appendix 1: Joint Housing Strategy Report (Pages 29 - 64)

8 Annual Performance Report 2016 - 2017 (Pages 65 - 66)

Members are asked to consider and comment on the attached draft Cabinet report.

Appendix A: Priority PI's (Pages 67 - 70)

Appendix B: Corporate Indicators (Pages 71 - 74)

Appendix C: Achievements and Performance (Pages 75 - 76)

9 Public Spaces Protection Order (Pages 77 - 84)

Members are asked to consider and comment on the attached draft Cabinet report which will also be considered by the Healthy Communities PAG.

Appendix 1: Smart Survey results (Pages 85 - 126)

Appendix 2: Chiltern Designated Areas (Pages 127 - 196)

Appendix 3 - Chiltern Designated Public Place Orders (Pages 197 - 218)

Private Appendix 4 - Chiltern Car Parks Evidence from Police (Pages 333 - 344)

10 Corporate Enforcement Policy (Pages 219 - 222)

Members are asked to consider and comment on the attached draft Cabinet report.

Appendix 1: Corporate Enforcement Policy (Pages 223 - 234)

Appendix 2: Regulators Code (Pages 235 - 242)

11 Shared Service Food & Health & Safety Service Plan 2017-2018 and Enforcement Policy (Pages 243 - 246)

Appendix 1: Food Policy 2017-18 (Pages 247 - 278)

Appendix 2: Health and Safety Enforcement Policy 2017-18 (Pages 279 - 302)

Appendix 3: Joint Food and Safety Service Plan 2017-18 (Pages 303 - 332)

12 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

Item 6 - Chiltern Pools (Appendices 2 & 3) (To Follow)

Item 9 - Public Spaces Protection Order - Private Appendix 4 - Chiltern Car Parks Evidence from Police (Pages 333 - 344)

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Services Overview Committee (CDC)

Councillors: J A Burton (Chairman)
N I Varley (Vice-Chairman)
L M Smith
D J Bray
E A Culverhouse
M Flys
M Harker
P J Hudson
C J Jackson
P M Jones
S A Patel
C J Rouse
J J Rush
M W Titterington
J Cook

Date of next meeting – Tuesday, 5 September 2017

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CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
CDC SERVICES OVERVIEW COMMITTEE
held on **21 MARCH 2017**

PRESENT: Councillor J A Burton - Chairman
" N I Varley - Vice Chairman

Councillors: L M Smith
D J Bray
M Flys
C J Jackson
P M Jones
S A Patel
J J Rush
E A Walsh
J Cook

APOLOGIES FOR ABSENCE were received from Councillors E A Culverhouse, A S Hardie, C J Rouse and M W Titterington

ALSO IN ATTENDANCE: Councillors I A Darby and G K Harris

29 DECLARATIONS OF INTEREST

There were no declarations of interest.

30 PRESENTATION ON ECONOMIC DEVELOPMENT STRATEGY

The Chairman welcomed Rupert Waters, Head of Economic Research at Bucks Business First to the meeting. The survey had received 219 responses split evenly across both districts and covering most of the wards. There had also been an additional telephone survey from 266 participants that had fed into the survey. The data had been used to identify strengths and weaknesses across the districts and inform the Joint Business Plan. The strategy would be used to support the aims of both Councils to create prosperous and diverse economies.

Both districts were found to have similar economies, with similar employment growth and pockets of deprivation. Priorities for business focussed on transport (roads, parking and congestion), cost and availability of business premises and connectivity (5G, broadband and cable). A SWOT analysis had been developed with 6 strategic objectives and proposed actions.

The need to improve connectivity had been identified. Previously £100,000 had been match funded to provide 95% coverage with “superfast” broadband. With improvements in technology, there was now a demand for “ultrafast” broadband. BT had been responsible for the rollout but the next phase will include other providers including satellite options and fibre sources.

There was some concern that there was an overrepresentation of home based businesses in the survey. It was agreed that participants were self-selecting but the findings were still considered significant, particularly with the inclusion of the telephone sample that was fully stratified and weighted.

With regard to availability of suitable commercial premises, it was noted that these locations were earmarked in the local plan but were under constant pressure for conversion to residential housing.

The Chairman thanked Rupert Waters for his presentation.

31 ECONOMIC DEVELOPMENT STRATEGY REPORT

Following the presentation, members were invited to consider the proposed Economic Development strategy for Chiltern and South Bucks Councils 2017 - 2026 and to note the initial action plan.

It was noted that at its meeting on 7th February Cabinet had resolved that the strategy be adopted, subject to no changes being suggested during consultation with the Chiltern Services Overview Committee and South Bucks Overview and Scrutiny Committee and Cabinet meeting.

Members were advised that due to links with the emerging Local Plan, the Strategy was also referred to the Joint Planning Policy Member Reference Group which considered the strategy at its meeting on 8th March. The Committee were advised that the Planning Policy Member Reference Group welcomed the strategy, there was general support and agreement with the findings, which would be used to inform the draft local plan, in addition they made the following comments:

a) The Joint Planning Policy Member Reference Group welcomes and supports the Economic Development Strategy as part of the evidence base for the Chiltern and South Bucks Local Plan and that the Strategy objectives where relevant align with evidence base findings so far for the Local Plan. As such the Economic Development Strategy would inform the draft Local Plan in due course.

b) The Economic Development Strategy's consideration of tourism in the Districts was particularly welcomed and Cabinets were encouraged to seek to develop this part of the Economic Development Strategy through any further reviews and engagement with local businesses and organisations where relevant.

c) The Economic Development Strategy was supported as part of potential evidence for delivery of the Local Plan proposals and policies, themselves informed by the Economic Development Strategy. For example helping to enable an Innovation Centre or the provision of incubation or business units. The Joint Planning Policy Member Reference Group requested that when and if cabinets consider council scope for involvement in Bucks Advantage or other types of delivery vehicles that the potential for furthering Economic Development Strategy objectives and delivery of related parts of the Local Plan be taken into account.

d) Future monitoring and updates of the Economic Development Strategy to be supported as the document needs to be kept up to date and justified if it is to continue to have weight in the consideration of planning decisions.

Members were informed that as a joint strategy, following consideration by its Cabinet, South Bucks Overview & Scrutiny Committee had received a presentation, and considered the strategy and action plan at its meeting the evening before, feedback was presented to the meeting, It was noted that the South Bucks committee welcomed the strategy and supported the views of the Joint Planning Policy Reference Group, in addition the Committee highlighted the following actions:

- Encouragement of the most appropriate take up of telecoms, broadband and mobile connectivity by home based businesses
- The need for better data infrastructure
- The need to ensure that investment takes place in communications infrastructure of all kinds, (not just broadband)
- The need for local employment and affordable housing so that residents could live and work in the districts sustainably,
- Promotion of tourism
- The Committee stressed the importance of ensuring the on-going measurement of the economy's performance against the strategic objectives.

In addition, the Committee felt that the following information should, where possible/available, be used to help inform the Strategy:

- With regards to the data on sufficiency of broadband speed, a request was made that this information be broken down to separate out home based businesses.
- Number of residents who work and live in the District once homeworkers have been excluded.

Members noted that an action plan had been developed that would be used to deliver the economic strategy. There was no specific resource to do this but it would be included in service plans across the Council. The actions would be progressed and monitored within service areas as part of the annual review process. It was envisaged that the actions would evolve over time in line with the broad direction of the strategy, informed by further reviews and engagement with local businesses and organisations. It was noted that the Leader of each Cabinet is responsible for this area although economic development was delegated to the Customer Services portfolio holder at Chiltern.

RESOLVED

To note the proposed Economic Development Strategy for Chiltern and South Bucks councils 2017-2026 and the initial action plans.

32 MINUTES

The Minutes of the meeting held on 24 January 2017 were agreed as a correct record and were signed by the Chairman.

33 28 DAY NOTICE

The Committee considered the 28 day forward plan and decided that there were no additional items to be added at this time.

RESOLVED

To note the 28 day Notice for Cabinet and Chiltern and South Bucks Joint Committee.

34 REFRESHED JOINT BUSINESS PLAN 2017-2020

The Joint Business Plan 2017-20 had been refreshed as part of the annual review process and followed a consultation with the Leaders and Informal Cabinets. The changes included adoption of the new behaviours and values, the economic development strategy, air quality and homelessness.

RESOLVED

To recommend that Cabinet approve the refreshed business plan.

35 PERFORMANCE INDICATOR REVIEW 2017-18

The policy and performance team had met with the Heads of Service to review the performance indicators (PI's) to make sure that they were still relevant and useful. The list of changes were set out in Appendix A, for example, the target for the percentage of household waste sent for reuse, recycling and composting had been reduced from 59% to 53% to be more realistic and in line with national targets.

RESOLVED

That the PI Review 2017/18 be noted.

36 QUARTER 3 PERFORMANCE REPORTS 2016-17

The performance report for Quarter 3, October to December 2016 was considered by the Committee. It was noted that the issues in ICT were exceptional due to the new shared service starting with vacant posts and long term sickness within the section at the same time as the migration of the two Councils onto the shared network and were not expected to recur.

RESOLVED

To note the performance reports for Q3 2016.

37 UPDATE ON RECYCLING PERFORMANCE AND RECYCLING QUALITY

A further report had been requested by the Committee to investigate reasons for the reduction in recycling in the district. Figures were provided to show monthly tonnages of waste collected. It could be seen that the rates were seasonal, with more green waste collected during May and June. It was reported that packaging had become lighter and there were less newspapers being purchased. National recycling had also reduced from 44.8% in 2014 to 43.9% due to these trends. The cumulative recycling rate to November was 53.7% which has remained approximately 10% above national averages. It was also noted that there had been a reduction in residual waste as well, so potential recycling had not been diverted to landfill.

Further communication plans were still being made to promote recycling, including pictorial information that can be stuck onto wheelie bins to help with recycling awareness.

RESOLVED

To note the update on recycling performance report.

38 COMMUNITY AND WELLBEING PLAN 2017-2020

A 3 year plan had been produced to build resilient communities assisting them identify their local needs and deliver local solutions. With increasing pressures on public funding communities need to take responsibility for their health and wellbeing and work to improving support. The plan supports the key objectives of the Council; to improve local economy, reduce inequalities, reduce crime (diversionary activities), develop community infrastructure and invest in local communities.

This plan builds on the work done over the last 15 years which has enabled many community led initiatives, including community run youth clubs (Chalfont St Peter won the Queens Award for voluntary services), Town Centre revitalisation (eg St Michaels forecourt in Amersham), Community Libraries, Play Areas, Nature Park and Credit Union. U3A started with funding from the Council but was now self-sufficient, providing a service for local residents.

It was noted that there was a success rate of approximately 70% for lottery bids that were made with help from the Council for funding local projects.

The aims had been agreed by the Communities, Health and Housing Policy Advisory Group and positive comments had been received.

With regard to activities for over 60's, there was a request for exercise bikes in swimming pools as seen in Canada (aqua bikes). These apply less pressure on joints but allow valuable exercise. It was agreed that enquiries would be made with GLL to see if they were available in this country.

RESOLVED

To note and endorse the proposed Chiltern Community and Wellbeing Plan 2017-2020.

The meeting ended at 7.46 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the SERVICES OVERVIEW COMMITTEE (CDC) held on 16 MAY 2017

PRESENT: Councillor J Burton - Chairman

Councillors: M Titterington
S Patel
J Rush
M Harker OBE
E Culverhouse
C Rouse
L Smith
D Bray
P Hudson
J Cook
P Jones

APOLOGIES FOR ABSENCE were received from Councillors N Varley, M Flys, and C Jackson.

1 ELECTION OF CHAIRMAN

It was moved by Councillor L Smith, seconded by E Culverhouse, and

RESOLVED:

That Councillor J Burton be elected Chairman of the Services Overview Committee for the remainder of the Municipal Year 2017/18.

2 APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor J Burton, seconded by S Patel, and

RESOLVED:

That Councillor N Varley be appointed Vice-Chairman of the Services Overview Committee for the remainder of the Municipal Year 2017/18.

The meeting ended at 7.45

SUBJECT:	<i>28 Day Notice</i>
REPORT OF:	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
RESPONSIBLE OFFICER	<i>Head of Legal & Democratic Services</i>
REPORT AUTHOR	<i>Mat Bloxham, 01494 732143; mbloxham@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>Not ward specific</i>

1. Purpose of Report

1.2 28 Day Notice

Members are requested to look at the 28 Day Notices for the Cabinet meeting on 27 June 2017 (Appendix 1) and the Chiltern & South Bucks Joint Committee meeting on 24 July.

1.3 Work Programme

- Joint Waste Performance (Standing Item)

RECOMMENDATION

To review the work programme and to identify potential topics for review from the 28 Day Notice.

Background	None
Papers:	

**Local Authorities (Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at www.chiltern.gov.uk/democracy

Leader (Councillor Isobel Darby)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
No	Annual Performance Report: to receive the annual performance report	Resources 21 June 17 Services 14 June 17	Cabinet 27 Jun 17	No	Aniqah Sultan asultan@chiltern.gov.uk
Yes	Review of the Constitution: to agree the Scheme of Delegations for Executive Functions	Governance & Electoral 12 Apr 17	Cabinet 27 Jun 17	No	Joanna Swift jswift@chiltern.gov.uk

Support Services - Deputy Leader (Councillor Mike Stannard)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Capital & Repairs & Renewals Outturn 2016/17: To report the 2016/17 outturn for Capital and R&R and request the carry forward of unspent Capital and R&R budgets.	Resources 21 June 17	27 Jun 17	No	Jane Clarke jclarke@chiltern.gov.uk
No	Treasury Management Annual Report 2016/17: To report on Treasury Management activity 2016/17	Resources 21 June 17	27 Jun 17	No	Helen O'Keefe hokeefe@chiltern.gov.uk

Customer Services (Councillor – Fred Wilson)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Sustainable Development (Councillor Peter Martin)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Environment (Councillor Mike Smith)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Amersham Multi-Storey Car Park Development Business Case: To consider the business case	Resources 21 June 17	Cabinet 27 June 17	Yes (Paragraph 3)	Chris Marchant cmarchant@chiltern.gov.uk
Yes	Mill Meadow Bridge Replacement: Update on the bridge repairs		Cabinet 27 June 17	Yes (Paragraph 3)	Louise Dove ldove@chiltern.gov.uk
Yes	Snells Wood: to consider a report on the provision of extra car park capacity		Cabinet 27 June 17	Yes (Paragraph 3)	David Stowe dstowe@chiltern.gov.uk
Yes	New Grounds Maintenance Contract: To notify Members about the procurement process for the new CDC & SBDC grounds maintenance contract and to request approval for delegated authority to procure the new contract to start in 2018		Cabinet 27 June 17	Yes (Paragraph 3)	Chris Marchant cmarchant@chiltern.gov.uk
Yes	Car Parking Policy: to agree the Car Parking Policy		Cabinet 27 June 17	No	Julie Rushton jrushton@chiltern.gov.uk

Healthy Communities (Councillor Liz Walsh) <u>Continued on next page</u>					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Revitalisation Group Update Report & Capital Grants: To update key outcomes of the local Revitalisation Groups (2016/17) and agree Capital Grants Awards to revitalisation groups		Cabinet 27 June 17	No	Paul Nanji pnanji@chiltern.gov.uk
Yes	Chiltern Pools: To present the detailed study and agree the next stage, including releasing additional funds and the appointment of design team	Services 14 June 17 LNMWG	Cabinet 27 June 17 Council 11 July 17	No	Martin Holt mholt@chiltern.gov.uk
Yes	Regulators Code for shared services: To consider the shared service regulators enforcement code	Services 14 June 17	Cabinet 27 June 17	No	Ian Snudden isnudden@chiltern.gov.uk
Yes	Corporate Enforcement Policy: to agree the enforcement policy for regulatory services		Cabinet 27 June 17 Council 11 July 17	No	Ian Snudden Isnudden@chiltern.gov.uk
Yes	Public Spaces Protection Order: to decide over the adoption of public spaces protection orders	Services 14 June 17	Cabinet 27 June 17	No	Caroline Saunders csaunders@chiltern.gov.uk
Yes	Shared Service Food & Health & Safety Service Plan 2017-2018 and Enforcement Policy: to agree the food and Health and safety business plans	Services 14 June 17	Cabinet 27 June 17 Council 11 July 17	No	Ian Snudden isnudden@chiltern.gov.uk
No	Home Energy Conservation Act Progress Report: To update on the progress on the duty		Cabinet 27 June 17	No	Louise Quinn lquinn@chiltern.gov.uk

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Healthy Communities (Councillor Liz Walsh) Continued on next page

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Joint Housing Strategy: To seek approval to publish and implement a Joint Housing Strategy (Affordable Housing and Homelessness) and to seek comments on the draft strategy	Services 14 June 17	Cabinet 27 June 17 Council 17 Oct 17	No	Michael Veryard mveryard@chiltern.gov.uk
Yes	New civil penalties in relation to housing enforcement: to review the implications of changes to legislative requirements to impose civil penalties for housing enforcement	Services 5 Sept 17	Cabinet 19 Sept 17	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	Community Grant Aid Awards 2017/18: Agree Community grant awards for Chiltern	Services 5 Sept 17	Cabinet 19 Sept 17	No	Paul Nanji pnanji@chiltern.gov.uk
Yes	Changes to House in Multiple Occupation Licensing: to review the implications of changes to legislative requirements	Services 5 Sept 17	Cabinet 19 Sept 17	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	Affordable Warmth Strategy: to agree the revised strategy to tackle affordable warmth and fuel poverty	Services 5 Sept 17	Cabinet 19 Sept 17	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	Community Safety Accreditation Scheme: consider approval of the Community Safety accreditation Scheme	Services 28 Nov 17	Cabinet 12 Dec 17	No	Katie Galvin kgalvin@chiltern.gov.uk
No	Green House Gas Report: to update members as to the progress to determine the Green House Gas arrangements in Chiltern and South Bucks		Cabinet 6 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk
No	Air Quality Update: to update members as to the progress to determine the air quality arrangements in Chiltern		Cabinet 6 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk

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Healthy Communities (Councillor Liz Walsh)

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Sustainability and Carbon Reduction Strategy: The development and implementation of an updated joint strategy for South Bucks DC and Chiltern DC, building on existing activities and opportunities	Services 31 Jan 18	Cabinet 6 Feb 18 Council 28 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk

28-DAY NOTICE – FORWARD PLAN**Local Authorities (Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at: [Chiltern District Council](#) & [South Bucks District Council](#)

CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)

Meeting: 24 July 2017 (CDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation How/When ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
No	Chiltern & South Bucks Joint Committee Programme Update		JC 24 July 17	No	Jim Burness jburness@chiltern.gov.uk Jim.burness@southbucks.gov.uk
Yes	Shared Service Cost Splits: To review the costs splits that are used for shared services		JC 24 July 17	No	Rodney Fincham rfincham@chiltern.gov.uk Rodney.fincham@southbucks.gov.uk

Classification: OFFICIAL

- 1 The Chiltern & South Bucks Joint Committee membership comprises of the following Cabinet Members from each authority:

Chiltern District Council: I Darby; M Smith; M Stannard; L Walsh; P E C Martin; F Wilson

South Bucks District Council: L Sullivan; T Egleton; R Bagge; N Naylor; P Kelly

A Key Decision is defined as:

- a) Decisions likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates; or
- b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

Each of the constituent local authorities provides the following definition of a Key Decision, as detailed in the Constitution.

Chiltern District Council

A 'Key' Decision is any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:

- result in expenditure (or the making of savings) over £30,000 and / or
 - have a significant impact on the community in two (or more) district wards.
- and
- relates to the development and approval of the Budget; or
 - relates to the development, approval and review of the Policy Framework, or
 - is otherwise outside the Budget and Policy Framework.

South Bucks District Council

With regards to a) a Key Decision being defined as a decision which has income or expenditure effect of £50k or more but excludes contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer acting under delegated powers, save where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [Chiltern District Council](#) & [South Bucks District Council](#) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 This column shows the process of consultation, which takes place prior to Joint Committee. Further information on each of the Councils' Committees can be found at: [Chiltern District Council](#) & [South Bucks District Council](#)
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Classification: OFFICIAL

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the 'Agenda') issued no less than 5 working-days before the meeting. This will be available on the Council website – [Chiltern District Council](#) & [South Bucks District Council](#)

Contact:

Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; email: chiefexecs@chiltern.gov.uk; tel: 01494 732143

Democratic Services, South Bucks District Council, Capswood, Oxford Road, Denham, UB9 4LH; email: democratic.services@southbucks.gov.uk; tel: 01895 837200

SUBJECT:	Joint Housing Strategy (Affordable Housing and Homelessness)
REPORT OF:	Councillor Liz Walsh (Healthy Communities)
RESPONSIBLE OFFICER	Martin Holt – Head of Healthy Communities
REPORT AUTHOR	Michael Veryard – Housing Manager – mveryard@chiltern.gov.uk (01494 732200)
WARD/S AFFECTED	<i>All or specify individual wards affected by the item of report</i>

1. Purpose of Report

To seek approval to publish and implement a Joint Housing Strategy (Affordable Housing and Homelessness) and to seek comments on the draft strategy

RECOMMENDATIONS

1. **That Cabinet authorises the Head of Healthy Communities to prepare a Joint Housing Strategy (Affordable Housing and Homelessness).**
2. **The Members consider the draft joint strategy and provide comments as appropriate.**
3. **That officers undertake a 6 week consultation exercise on the draft strategy joint strategy.**
4. **That Cabinet authorises the Head of Healthy Communities to prepare a finalised joint strategy in consultation with the Portfolio Holder for Healthy Communities for submission to Council for approval**

2. Executive Summary

Not applicable

3. Reasons for Recommendations

3.1 The current Housing and Homelessness Strategies for Chiltern District Council and South Bucks District Council need to be reviewed and updated in view of the current housing situation across the two districts and new statutory requirements that are coming into force.

3.2 The joint Member Housing Workshop on 3rd February 2016 highlighted a range of issues to be taken forward in the development of a joint strategy. The Joint Private Sector Housing Strategy and Joint Temporary Accommodation Framework have already been agreed by the Councils. The Joint Housing Strategy (Affordable Housing and Homelessness) will complete the picture and sit alongside these documents to provide the overall strategic framework for the Council's housing service.

4. Content of Report

4.1 The Council has a range of statutory and legal housing duties encompassing meeting affordable housing needs, providing homelessness advice and support, tackling poor housing conditions and assisting households with repairs and adaptations.

4.2 The Joint Member Housing Workshop in 3rd February 2016 focussed on three key areas of the Council's housing responsibilities:

- Affordable Housing
- Homelessness
- Housing Standards (Private Sector Housing)

4.3 Following on from this workshop, a Joint Private Sector Housing Strategy 2017-2021 was drafted and adopted by the Councils. For the other two key areas, Affordable Housing and Homeless, a number of specific tasks and actions were taken forward including drafting and agreeing a Joint Temporary Accommodation Framework. However, the development of a formal Joint Housing (Affordable Housing and Homelessness) Strategy was held back because a range of new legislation and guidance was launched during 2016/17 including the Housing and Planning Act 2016 and the Homelessness Reduction Bill. Officers wanted to monitor the progress of these as details emerged and get a clearer idea of the potential implications for the Council before bringing forward a draft strategy for consultation. Following Royal Assent being granted for the Homelessness Reduction Bill, it is now felt appropriate to move forward with the Joint Housing (Affordable Housing and Homelessness) Strategy.

4.4 A draft Joint Housing (Affordable Housing and Homelessness) Strategy has now been drafted and is contained in **Appendix A**. This draft strategy will provide the framework for a wider consultation with key partner agencies. Following this strategy will be revised as appropriate and finalised for adoption by both Councils.

5. Consultation

The basis of the development of the draft Strategy is the joint Member Workshop that took place on 3rd February 2016. The draft document will be subject to a formal 6 week consultation period with partner agencies.

6. Options

6.1 The Council has a specific statutory duty to publish a Homelessness Strategy. Therefore, if the Council does not proceed with preparing and authorising this Joint Housing Strategy document then it will still have to draft a Homelessness Strategy.

6.2 The Council could choose instead to continue to operate its own separate Housing strategy and policies. However, operationally, Chiltern District Council and South Bucks District Council are facing many of the same housing issues and there are efficiencies in the authorities taking a joint approach to addressing these issues. If the Council was to continue to operate a separate strategy, this would be out of step with the single shared housing service. This would also be out of step with the other documents which have been

adopted since the joint Member Housing workshop, namely the Joint Private Sector Housing Strategy 2017-2021 and the Joint Temporary Accommodation Framework

7. Corporate Implications

7.1 Financial – The Strategy does highlight the potential resources available to support service delivery but it does not propose any formal funding allocations or additional spend. The proposed consultation will be funded within current budgetary estimates.

7.2 Legal – The Council has a range of statutory housing duties and legal responsibilities and this Strategy (along with the Joint Private Sector Housing Strategy 2017-2021 and the Joint Temporary Accommodation Framework) provides a clear framework for the activities required to meet these duties and responsibilities.

8. Links to Council Policy Objectives

This report links to the Council aims of:

- Working towards safe and healthier communities
- Striving to conserve the environment and promote sustainability

9. Next Step

The draft strategy will be amended to reflect Members comments and will then be subject to a six week consultation period. The final version will then be agreed by the Head of Healthy Communities in consultation with the Portfolio Holder and will be reported to Council for approval.

Background Papers:	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)
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APPENDIX

**CHILTERN DISTRICT COUNCIL
AND
SOUTH BUCKS DISTRICT COUNCIL

JOINT HOUSING STRATEGY
(AFFORDABLE HOUSING AND
HOMELESSNESS)
2017-2021**

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CHILTERN DISTRICT COUNCIL AND SOUTH BUCKS DISTRICT COUNCIL**JOINT HOUSING STRATEGY 2017-2021****(AFFORDABLE HOUSING AND HOMELESSNESS)**

This Strategy should be read in conjunction with the following documents:

- (i) **Chiltern District Council and South Bucks District Council Joint Private Sector Housing Strategy**
- (ii) **Chiltern District Council and South Bucks District Council Joint Temporary Accommodation Framework**

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1. INTRODUCTION

Chiltern District Council and South Bucks District Council have a range of statutory and legal housing duties including:

- Assessing current and future need for affordable housing and supporting the delivery of affordable housing to meet local needs
- Securing that advice and information is available to prevent and reduce homelessness
- Assessing applications for homelessness assistance and providing advice and support (including the provision of emergency and long term accommodation where appropriate)
- Operating an allocations scheme to allocate social housing vacancies
- Tackling poor housing conditions
- Licensing HMOs (Houses in Multiple Occupation)
- Supporting households to improve and maintain their homes and install adaptations when necessary

Since April 2014, the Councils have operated a single shared housing service to deliver many of these duties across the two districts. This service is facing significant challenges as it moves forward. The Chiltern and South Bucks districts have some of the highest housing costs in the country (outside London) for buying and renting. This is placing increasing pressure on the Shared Housing Service as more people seek help from the Councils because they cannot afford to secure housing in the private sector. In particular, there is a high demand for homelessness assistance in both districts with a large number of households in temporary accommodation (including bed and breakfast). There is also the increased risk of more landlords letting poor quality accommodation to exploit a market where low income households have no other housing options available to them.

Alongside this, opportunities to secure additional new affordable housing across both districts are being restricted by limited site availability, high land values and some private developers challenging the viability of delivering any affordable housing on site. Government subsidy for affordable rented housing is very limited and many Registered Providers (the traditional providers of affordable housing for rent and sale) have reviewed their business plans and are re-assessing what type of housing they develop and who they house. Many Registered Providers will no longer develop affordable homes for rent without significant

support and incentives from local authorities and some are now refusing to re-house clients perceived to be “high risk”. Meanwhile, welfare reforms continue to progress with increasing restrictions on the level of benefits available to support low income and workless households to meet their housing costs.

This Joint Strategy Document sets down how Chiltern District Council and South Bucks District Council are addressing these challenges as both authorities move forward.

This strategy should be read in conjunction with the following documents:

- (i) Chiltern District Council and South Bucks District Council Joint Private Sector Housing Strategy
- (ii) Chiltern District Council and South Bucks District Council Joint Temporary Accommodation Framework

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2. BACKGROUND TO JOINT HOUSING STRATEGY

Chiltern District Council and South Bucks District Council share three headline aims:

1. Delivering cost-effective, customer-focused services
2. Working towards safe and healthier local communities
3. Striving to conserve the environment and promote sustainability

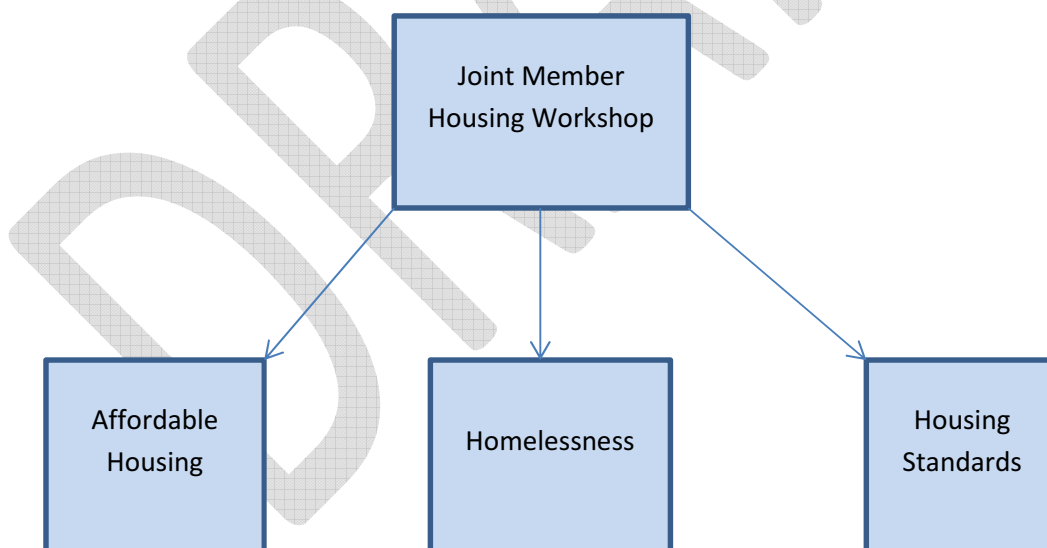
The Joint Business Plan 2016-2020 (Stronger in Partnership) published in May 2016 set down a number of actions for the Councils and the Housing service to work towards in order to deliver the shared Aims 2 and 3:

Aim 2 – Working towards safe and healthier local communities	
<p>Objective: Promote Healthier Communities</p>	<p>Actions (Housing): -Monitor effectiveness of Bucks Home Choice policy -Revise and update homelessness strategy and review actions to prevent homelessness</p>
<p>Objective: Promote local communities</p>	<p>Actions (Housing): -Work with partners to deliver Disabled Facilities Grants through the Better Care Fund</p>
Aim 3 – Striving to conserve the environment and promote sustainability	
<p>Objective: Promote sustainability</p>	<p>Actions (Housing): -Work with landowners/prospective developers to secure high quality proposals for development opportunity sites -Maintain focused monitoring of homelessness trends and provide feedback to Members and Management Team -Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness -Facilitate the provision of new affordable housing commensurate with Development Plan projections -Replenish the stock of social and affordable rented property through a targeted programme of acquisition to enable re-letting -Set up a Members Working Group to look at an affordable housing strategy (CDC only)</p>

Aim 3 – Striving to conserve the environment and promote sustainability - (Continued)	
Objective: Promote sustainability (continued)	Actions (Housing) - continued -Use the Council’s property assets for affordable housing where consistent with the Development Plan and supported by local communities - Encourage towns and parishes to come forward with proposals for affordable housing and facilitate their implementation -Use maximum leverage on S106 monies to provide for the needs of local families

This Joint Housing (Affordable Housing and Homelessness) Strategy Document and the joint Private Sector Housing Strategy set down the activities being undertaken across both Councils to deliver the housing requirements of the shared Joint Business Plan.

The development of this Strategy originated from a joint Housing Member Workshop held at South Bucks District Council on Wednesday 3rd February 2016 and attended by over 30 Members from both authorities. The workshop comprised briefings and discussions looking at three key areas of the Housing service:



The workshop produced a wide range of issues and ideas to be taken forward in developing a Chiltern District Council and South Bucks District Council Joint Housing Strategy. Some specific points were directly incorporated into the Joint Business Plan (see above).

Following on from the workshop, the issues and ideas raised for the Housing Standards service area have informed the development of the **Joint Private Sector Housing Strategy 2017-2021** which was formally adopted by both Councils in 2017.

For the other two areas of the service covered at the workshop, Affordable Housing and Homelessness, the development of a formal Joint Strategy was held back while officers considered the implications for the Councils of the Housing and Planning Act 2016 and subsequently the Homelessness Reduction Bill. However, a number of tasks and initiatives have moved forward in the meantime in response to the issues and tasks highlighted in the Workshop and Business Plan. These include:

- Affordable Housing Members Working Group established in Chiltern District Council
- Joint Temporary Accommodation Framework agreed and put in place
- Reviews of Council-owned sites undertaken by both Councils
- Development of Emerging Local Plan
- Joint working between Housing and Revenues Teams and key partner agencies to manage impact of welfare reforms on local residents
- Funding support for specific affordable housing developments

The Homelessness Reduction Bill received Royal Assent on 27th April 2017 and this Joint Housing Strategy is now being brought forward to address the issues of Affordable Housing and Homelessness. **This Strategy will sit alongside the Joint Private Sector Housing Strategy and Joint Temporary Housing Framework to provide the overall strategic framework for the Council's Housing service.**

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3. HOUSING SERVICE – THE FIVE MAIN CHALLENGES FOR 2017-2021

At the time of drafting this strategy document, the key affordable housing and homelessness issues facing the Council Housing Service as it moves into the 2017-2021 period can be grouped into five main challenges.

3A. Homelessness Reduction Act

3B. Housing White Paper

3C. Temporary Accommodation for Homeless Households

3D. Affordable Housing Options

3E. Affordable Housing Supply

A brief summary of the each challenge is given below in order to provide some broader context for the Action Plans that follow:

3A. Homelessness Reduction Act

The Homelessness Reduction Act was given Royal Assent on 27th April 2017 and it is anticipated that the Act will be implemented in 2018. The Act makes significant changes to the Council statutory homelessness duties as follows:

- Councils must act within 56 days of a household being threatened with homelessness (this was previously 28 days)
- Councils must try to prevent or relieve homelessness for all eligible people threatened with homelessness (including households who are not in priority need)
- Councils must offer advice to anyone who needs it on preventing homelessness, how to get accommodation, their rights and how to access help
- Advice services must in particular meet the needs of people released from prison, care leavers, former Armed Forces members, domestic abuse victims, people leaving hospital, those suffering from a mental illness and anyone else identified as particularly at risk of homelessness
- If a council believes a person is homeless or threatened with homelessness the council must assess the person's housing and support needs

The Councils will need to ensure that the Housing service has sufficient capacity to meet the new statutory requirements set down in the Act and that policies and procedures are revised to meet the Act's requirements. Alongside this, the Councils will need to be pro-active in developing more affordable housing options and more support for households in order to prevent or relieve homelessness as much as possible.

3B. Housing White Paper

The Government's Housing White Paper "Fixing Our Broken Housing Market" was published in February 2017. It has raised a number of issues which impact directly on the Emerging Chiltern and South Bucks District Council Local Plan (2014-2036). This includes proposals to introduce a standardised approach to housing needs assessment and guidance that green belt release should only take place after a Council has examined fully all other reasonable options. Until this is clarified in a revised National Planning Policy Framework, any local authority in green belt (which includes both Chiltern and South Bucks District Councils) faces significant risks in progressing a Local Plan. The White Paper proposals also have some specific implications for new affordable housing delivery. In particular, the White Paper proposes a revised National Policy definition of "Affordable Housing" that may bring in higher costs products linked to home ownership and squeeze out genuinely affordable housing for low income households. This is a particular concern for Chiltern and South Bucks where the very high local housing market costs mean that any form of discounted home ownership or shared ownership will normally be too expensive for households who are homeless or seeking rehousing via the Bucks Home Choice scheme.

3C. Temporary Accommodation

Part 7 (Homelessness) of the Housing Act 1996 places a statutory duty on the Council to secure that temporary accommodation is available to homeless households in a range of circumstances. Chiltern District Council and South Bucks District Councils are both facing significant pressures on temporary accommodation provision caused by the demand for homelessness assistance and the lack of alternative affordable housing options in both the social and private housing sectors (see statistics in Appendix 1). This has impacts on the welfare of clients and is a major financial cost to both Councils. Alongside this, Statutory Instrument 2003/3326 places a duty on Councils that a household with (or expecting) children should not be placed in bed and breakfast accommodation unless no other accommodation is available and, in any event, the period in B&B should not exceed 6 weeks. The Council is at risk of legal challenge if it breaches this requirement.

Against this backdrop, the new Homelessness Reduction Act could potentially see an increase in the number of households that the Councils have to place in temporary accommodation. Going forward, the Councils need to develop more temporary accommodation options in order to reduce the need to utilise bed and breakfast accommodation and minimise the cost. It also needs to ensure wherever possible that it can prevent or relieve homelessness in order to prevent the need for clients to be placed in temporary accommodation.

3D. Affordable Housing Supply

To date, additional affordable housing properties in Chiltern and South Bucks have been delivered by:

- Planning system (Section 106 agreements requiring that a new development includes a proportion of affordable housing)
- Registered Provider new development programmes
- Street property purchases and equity loans partially funded by commuted sums

For the Council's housing service, the key demand is for affordable rented housing. Most households who approach the Council for homelessness assistance or for re-housing via Bucks Home Choice will be unable to afford the cost of shared ownership (i.e. part-buy/part-rent) or other discounted home ownership products.

The delivery of additional housing properties in Chiltern and South Bucks has been limited in recent years (see Appendix 1) by a range of factors including:

- high land and property values,
- limited development opportunities due to green belt/AONB restrictions,
- viability challenges (whereby developers challenge Section 106 affordable housing requirements by citing that the scheme will be unviable as a result) and
- changes in the Registered Provider sector.

On the last point, the combination of Government funding cuts, rent reductions (affecting income streams) and continued welfare reforms means that all Registered Providers have been reviewing their Business plans and making significant decisions on their future direction and development strategies. Nationally, a number of Providers are shifting their focus onto developing discounted home ownership properties rather than rented housing. Sites and schemes previously earmarked for affordable rented housing have been subject to tenure change or, in some cases, sold off altogether to generate income for the provider. Some providers are also becoming more risk averse with regard to who they re-house. They are applying stricter allocation criteria and refusing some nominees on the grounds of affordability, anti-social behaviour or previous poor tenancy history etc.

The lack of additional affordable housing delivery has significant knock-on effects with homeless households facing longer periods in temporary accommodation (and the consequent cost to the Council) and others facing long periods waiting on the Bucks Home Choice scheme.

3E. Affordable Housing Options

The problems caused by the restricted amount of additional affordable housing delivery (see above) are exacerbated by the lack of alternative affordable housing options in Chiltern and South Bucks. High private sector rent levels and the continued welfare reforms mean that many low income households simply cannot afford to rent privately within the two districts. The Local Housing Allowance (the cap on Housing Benefit payable on a private sector tenancy) is £400 to £500 below the average market rent for a family home and this gap is likely to grow as LHA rates remain frozen. The situation has been made even more challenging by the latest cut in the household Benefit Cap (from £26,000 to £20,000 per annum for a family) in November 2016.

The outcome of this is that many landlords in Chiltern and South Bucks are unwilling to consider letting tenancies to households on low or even average incomes. This will become even more challenging with the roll-out of Universal Credit across both districts during 2018

In addition, across Buckinghamshire as a whole we are seeing an increasing number of homeless households being placed in private rented tenancies by other local authorities (predominantly London boroughs) who are making incentive payments direct to landlords. Currently, this is predominantly taking place in other districts within Buckinghamshire with only a small number of recorded placements in Chiltern or South Bucks. However, this will be a growing challenge as other local authorities increasingly use "out-of-borough" accommodation to meet their housing duties. This will directly impact on the private rented market and on landlord expectations on what level of support and payments they will require from us in return for providing a tenancy for a client.

The ability of the Councils to secure alternative housing for clients in the private rented sector and elsewhere has become even more important in light of the new Homelessness Reduction Act. As stated above, the Act places a clear duty on the Councils to take steps to prevent or relieve homelessness and to secure alternative housing options for clients who are seeking assistance. Without these alternative options being available, the Councils will struggle to fulfil this duty. The outcome of this will be more households having to be placed in temporary accommodation if the Council is unable to source any alternative housing options.

4. FUNDING

The table below gives an overview of some of the funding streams available to the Councils in responding to the challenges highlighted in Section 3 and in taking forward the actions set down in Section 5

FUNDING	CHILTERN DC	SOUTH BUCKS DC
Housing Revenue Budgets	Details in Annual Budget Book	Details in Annual Budget Book
Discretionary Housing Payments (DHP) <ul style="list-style-type: none"> - DHP is available to alleviate financial hardship where a tenant needs additional help to meet rent payments - 	Annual allocation managed by Revenues and Benefits Team	Annual allocation managed by Revenues and Benefits Team
Capital Funding <ul style="list-style-type: none"> - Section 106 Affordable Housing Contributions - Affordable Housing Capital Reserves - 	Ongoing	Ongoing
DCLG Flexible Homelessness Support Grant <ul style="list-style-type: none"> - This replaces the Temporary Accommodation Fee that was previously paid to some local authorities (not to CDC or SBDC). The grant is intended for use by authorities to support a full range of homelessness prevention and support services. 	2017/18 = £95,226.02 2018/19 = £109,566.78	2017/18 = £113,007.38 2018/19 = £130,025.97
DCLG Community Housing Fund <ul style="list-style-type: none"> - This fund is intended to help the Council support local communities to develop their capacity and skills in order to be able to lead and deliver new housing schemes for local people. The delivery of new homes could be delivered by a number of routes including community- led housing organisations, Community Land Trusts and/or partnerships with developers or Registered Providers. 	2016/17 = £14,596 2017/18 = £14,596	2016/17 = £12,834 2017/18 = £12,834

FUNDING (Continued)	CHILTERN DC	SOUTH BUCKS DC
DCLG Homelessness Prevention Trailblazer	A total of £625,998 has been allocated from the DCLG to support a Trailblazer project in Bucks following the successful County-wide bid led by AVDC. The County-wide "Building Resilience" scheme will be delivered by Connection Support who will work with statutory agencies (including CDC and SBDC) to deliver early intervention support to prevent homelessness.	
DCLG Funding Support for Implementation of Homelessness Reduction Act 2017	DCLG advises that £61 million will be made available nationally to support Councils in implementing the Act. No specific Council allocations have yet been made and no timescale for payments has been published.	

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5. HOUSING SERVICE ACTION PLANS 2017-2021

This section contains a series of Action Plans setting down the objectives and associated actions for the Councils in respect of:

- Affordable Housing Delivery
- Homelessness

Each of these two areas has been sub-divided into separate Action Plans for Chiltern District Council and South Bucks District Council. A number of the objectives and actions are common to both districts and in these situations we will explore opportunities for shared working across the two districts to deliver the outcomes that we are seeking.

The objectives and actions within the Plans have been drawn from a range of sources including:

- The outcomes and recommendations of the joint Member Housing Workshop held on 3rd February 2016
- Chiltern District Council and South Bucks District Council Joint Business Plan 2016-2020
- The Chiltern District Council and South Bucks District Council joint Temporary Accommodation Framework document
- The Action Plan for the Chiltern District Council AHMWG (Affordable Housing Members Working Group)
- Government guidance and legislative announcements including the Homelessness Reduction Act 2017 and the Housing White Paper (Fixing our Broken Housing Market)

These Action Plans are specifically referring to objectives and actions for the Council's Housing Service. Some of these objectives and actions will overlap with other services (e.g. Planning, Estates, Finance, Revenues and Benefits etc.) and the Housing Service will work jointly with the services concerned in taking these forward.

To assist in distinguishing the Plans, the numbered actions in the Chiltern District Council Plans are prefaced with the letter C (e.g. C1) and the numbered actions in the South Bucks District Council Plans are prefaced with the letter S (e.g. S1)

CHILTERN DISTRICT COUNCIL – AFFORDABLE HOUSING DELIVERY – ACTION PLAN

	OBJECTIVE	Actions and Progress to Date
C1	Set up a Members Working Group to look at an affordable housing strategy	AHWMG (Affordable Housing Member Working Group) was established in July 2016
C2	Ensure that the need to maximise affordable housing delivery is embedded in CDC corporate working	Affordable housing delivery is embedded in Joint Business Plan 2016-2020 (Stronger in Partnership) Aims and Actions Emerging Local Plan process is ongoing and the Plan's approach to affordable housing will be evidence led. The process is currently assessing the potential impact of the Housing White Paper.
C3	Support joint working with affordable housing providers to deal with CDC corporately when bringing forward proposals	Presentations were made by Paradigm Chief Executive to the AHWG (8/11/17) and full Council (10/1/17) on joint working opportunities. Development Control Manager and Housing Service are working with Paradigm to review development opportunities on sites in Paradigm ownership. This could provide a template for an effective corporate approach to working with affordable housing providers. The CDC/SBDC Joint Planning Team is holding a workshop in July 2017 with L&Q and Paradigm to look at Estate Renewal opportunities on land owned by them.
C4	Support the development of the Emerging Chiltern and South Bucks District Council Local Plan (2014-2036)	See C2
C5	Assess CDC sites to identify opportunities for affordable housing development	CDC-owned sites have been identified and reviewed by the AHMWG. Where review has identified an affordable housing opportunity this is being taken forward on a site by site basis

C6	Assess potential for CDC to acquire and assemble sites	AHMWG has concluded local land values may result in CDC quickly exhausting its capital resources if it started a general programme of acquiring sites. Potential acquisitions will to be assessed on a scheme-by-scheme basis.
C7	Call for sites from Towns and Parish Councils	This has been undertaken as part of the "Call for Sites" in connection with the development of the Emerging Local Plan
C8	Appointment of consultant to develop Rural Housing Exception Sites	<p>AHMWG has decided to not to appoint consultant at this time.</p> <p>Officers to take forward a consultation with Town and Parish Councils to establish what level of interest there is in exploring opportunities for rural exception schemes.</p> <p>Government has launched a Community Housing Fund to support community-led housing developments in areas which have significant numbers of second homes. CDC has received funding of approximately £27,000 and will use it to promote community-led housing opportunities and support specific schemes.</p>
C9	Assess possibilities for additional/expansion of current Park Homes	Park Home Sites are in the Green Belt and so expansion options need to be considered against planning policy. Officers are to review list of sites and assess opportunities.
C10	Discuss with Paradigm Housing Group to bring forward potential opportunities for additional affordable housing development on PHG owned sites in Chiltern	See C3
C11	Consider the resource opportunities to return empty homes to use to deliver additional affordable housing	<p>Capacity Grid has completed review of the Council Tax database to ensure that Empty Property records are up to date and accurate.</p> <p>Housing officers will be assessing the updated records and review the number and type of long term empty properties and</p>

		identify what opportunities exist to return them back to use to support the Council's housing service.
C12	Replenish the stock of social and affordable rented property through a targeted programme of acquisition to enable re-letting	The most recent acquisition programme was undertaken by Paradigm Housing in 2014 with CDC Grant subsidy. Subsequent proposals for a further acquisition programme were put on hold following changes to in Government policy on Registered Providers. This will be kept under review by officers in consultation with Paradigm and other potential providers.
C13	Utilise available capital funds from commuted sums and reserves to facilitate affordable housing provision and ensure that these funds are used smartly to derive maximum return from investing capital (e.g. site assembly, match funding etc.)	Allocation of £280,000 was agreed to support Paradigm to convert the development of its site at Springett Place, Amersham (7 dwellings), from shared ownership to affordable rented housing. Other opportunities to utilise capital funds will be assessed as and when they arise.
C14	Work with other public sector bodies who have land and property in Chiltern/South Bucks to explore opportunities to deliver affordable housing	No specific opportunities identified to date. Discussions with other bodies are ongoing.
C15	Explore options for: - leasing Council-owned land/sites for development or - acquiring properties and leasing them to other agencies (e.g. registered provider), with CDC retaining an interest in the land/property and receiving an income.	No models have been identified to date that would give a reasonable rate of return to the Council. Officers are continuing to explore options.

SOUTH BUCKS DISTRICT COUNCIL – AFFORDABLE HOUSING DELIVERY – ACTION PLAN

	OBJECTIVE	Actions and Progress to Date (May 2017)
S1	Ensure that the need to maximise affordable housing delivery is embedded in SBDC corporate working	<p>Affordable housing delivery is now embedded in Joint Business Plan 2016-2020 (Stronger in Partnership) Aims and Actions</p> <p>The Emerging Local Plan process is ongoing and the Plan's approach to affordable housing will be evidence led. The process is currently assessing the potential impact of the Housing White Paper.</p>
S2	Support the development of the Emerging Chiltern and South Bucks District Council Local Plan (2014-2036)	See S1
S3	Assess SBDC-owned sites to identify opportunities for affordable housing	A general review of land assets held by SBDC has been undertaken. This was not undertaken to identify affordable housing opportunities. Affordable housing provision on SBDC-owned sites will be assessed on a site by site basis if and when deemed appropriate by the Council.
S4	Promote joint working with affordable housing providers (Registered Providers) to work with SBDC and develop more affordable housing	<p>Officers are working with Registered Providers and developers to develop new affordable housing as and when site opportunities arise.</p> <p>A total of 27 new build affordable rented homes are due to be delivered in South Bucks in 2017. This will be the first new build affordable housing properties delivered in the district since 2014/15.</p> <p>The CDC/SBDC Joint Planning Team is holding a workshop in July 2017 with L&Q and Paradigm to look at Estate Renewal opportunities on land owned by them.</p>

S5	Assess potential for SBDC to acquire and assemble sites	Opportunities to acquire sites are being assessed by SBDC on a case by case basis. Affordable housing provision in relation to a proposed site acquisition will be assessed on a site by site basis if and when deemed appropriate by the Council.
S6	Encourage towns and parishes to come forward with proposals for affordable housing and facilitate their implementation	<p>Town and Parish Councils were included in the "Call for Sites" in connection with the development of the Emerging Local Plan</p> <p>Officers to take forward a consultation with Town and Parish Councils to establish what level of interest there is in exploring opportunities for rural exception schemes</p> <p>Government has launched a Community Housing Fund to support community-led housing developments in areas which have significant numbers of second homes. SBDC has received funding of approximately £25,000 and will use it to promote community-led housing opportunities and support specific schemes.</p>
S7	Consider the resource opportunities to return empty homes to use to deliver additional affordable housing	<p>Capacity Grid has completed review of the Council Tax database to ensure that Empty Property records are up to date and accurate.</p> <p>Housing officers will be assessing the updated records and review the number and type of long term empty properties and identify what opportunities exist to return them back to use to support the Council's housing service.</p>
S8	Replenish the stock of social and affordable rented property through a targeted programme of acquisition to enable re-letting	L&Q is continuing to undertake a programme of acquisitions in South Bucks supported by SBDC grant funding of up to £80,000 per property (funded by Section 106 Affordable Housing Contributions). These were let to SBDC-nominees. High local house prices have made it increasingly challenging for L&Q to secure properties within the price range that it can afford. A total of 4 acquisitions took place in 2016/17.

S9	Utilise available capital funds from commuted sums and reserves to facilitate affordable housing provision and ensure that these funds are used smartly to derive maximum return from investing capital (e.g. site assembly, match funding etc.)	<p>SBDC has an ongoing programme of utilising Section 106 Affordable Housing Contributions to support additional affordable housing delivery, including the L&Q acquisition programme (see S8).</p> <p>A specific allocation of £235,000 was agreed to support Hightown Housing Association to deliver 12 affordable rented homes on the former SGT site in Taplow which is due for completion in September 2017..</p> <p>Other opportunities to utilise capital funds will be assessed as and when they arise.</p>
S10	Work with other public sector bodies who have land and property in Chiltern/South Bucks to explore opportunities to deliver affordable housing	<p>Discussions are ongoing with other public sector bodies on potential opportunities. These will be brought forward for consideration as and when appropriate.</p>
S11	<p>Explore options for:</p> <ul style="list-style-type: none"> - leasing Council-owned land/sites for development or - acquiring properties and leasing them to other agencies (e.g. registered provider), <p>with SBDC retaining an interest in the land/property and receiving an income.</p>	<p>Following the SBDC acquisition of the Gerrards Cross Police Station site in March 2017, the Council now has a short term arrangement in place to lease 8 former Police Houses to Bucks Housing Association to be utilised as temporary accommodation. This could provide a template model for other similar arrangements. The rate of return will be limited by the levels of rent that can be charged and the tenancy management costs associated with the properties.</p> <p>Officers are continuing to explore options as and when further opportunities arise.</p>

CHILTERN DISTRICT COUNCIL – HOMELESSNESS - ACTION PLAN

	OBJECTIVE	Actions and Progress to Date (May 2017)
C1	Monitor effectiveness of Bucks Home Choice policy and ensure social housing stock is being used as effectively as possible	<p>CDC/SBDC leads both the countywide Management Board and the Practitioner Group which regularly reviews the operation of the Bucks Home Choice scheme. The Board is currently reviewing the scheme Allocations Policy to identify what amendments may be required in view of current housing circumstances in Bucks and the requirements of the Homelessness Reduction Act 2017.</p> <p>Officers are also monitoring allocations within Chiltern district on a regular basis to ensure that the scheme is targeting local need as effectively as possible.</p>
C2	Agree and implement Temporary Accommodation Framework document	Temporary Accommodation Framework document is agreed and in place to ensure that CDC fulfils its statutory duties under Part 7 of the Housing Act 1996 and provide a clear and transparent framework for the Council in securing and allocating temporary accommodation
C3	Optimise current temporary accommodation provision	The measures and processes in the Temporary Accommodation Framework document (see C1) are ensuring that the current temporary accommodation provision is used effectively.
C4	Ensure all necessary procedures and documentation in place to implement the provisions of the Homelessness Reduction Act 2017	<p>Officers are reviewing the contents of the Act to assess the appropriate changes to policy and procedures. This is will informed by Government guidance as and when it is published, training from the NPSS (National Practitioner Support Service) and other guidance and advice that is available.</p> <p>The date for the Act to be enacted is not yet known. It is anticipated that this will be early 2018, but officers will be working get the necessary changes in place as early as possible.</p>

C5	Prevent or relieve homelessness wherever possible to minimise the demand for temporary accommodation	<p>In line with the requirements of the Homelessness Prevention Act (see C4) officers will review the measures that are currently available to prevent homelessness and identify what could be done to increase successful preventions. This will include assessing how we can make best use of the financial resources available to support this, including:</p> <ul style="list-style-type: none"> - CDC Homelessness Prevention Fund (within Housing revenue budget) - CDC Discretionary Housing Payments (administered by the Revenues and Benefits team) - DCLG Flexible Homelessness Support Grant - DCLG Funding to support implementation of Homelessness Prevention Act 2017 (to be confirmed)
C6	Work with Registered Providers to secure: -additional temporary accommodation and - more private rented tenancy options.	<p>CDC already works with Registered Providers to maximise the use of temporary self - contained accommodation from within their existing housing stock, including the 20-unit Tom Scott House owned by Paradigm Housing. CDC will continue to look at more temporary accommodation opportunities with Paradigm and other providers.</p> <p>It will also explore options for registered providers to deliver more private rented accommodation that CDC can utilise to provide housing options for clients and/or discharge its homelessness duty. This will include models such as private sector leasing schemes. Any initiatives can potentially be supported by the funding streams summarised in C5 above.</p>
C7	Working with the private rental sector to secure: - temporary accommodation and - private rented tenancies for clients to prevent or relieve homelessness	<p>Officers have secured an increasing supply of self-contained accommodation from private accommodation providers to minimise the use of bed and breakfast accommodation. However, the ability to secure private rented tenancies for clients remains challenging due</p>

		<p>to high local rent levels and welfare benefit restrictions.</p> <p>Officers are reviewing how the Council can work with private landlords and letting agents to secure more private rented accommodation for clients including looking at:</p> <ul style="list-style-type: none"> - payments/guarantees to help meet the cost of deposits and rent in advance - funding the shortfall between rent levels and benefit levels - rent guarantees - incentive payments to landlords - use of Credit Union to support clients to meet up front tenancy costs - private sector leasing schemes (including schemes delivered by Registered Providers) <p>Any new models can potentially be funded from the resources highlighted in C5 above.</p>
C8	<p>Look for opportunities to develop additional temporary accommodation on CDC-owned land (including possible low cost development using off-site construction, pre-fab, mobile homes etc.)</p>	<p>No opportunities have been identified as yet. Any potential scheme will be assessed on an "invest to save" basis looking at an initial investment generating subsequent savings through reduced B&B costs and the possibility of some level of ongoing income generated by the accommodation</p>
C9	<p>Explore options to work with South Bucks District Council and other statutory partners to secure additional temporary accommodation provision</p>	<p>CDC will assess opportunities for the shared housing service to deliver joint provision that can support both authorities. It will also consider any opportunities that arise for joint working with other partners (including Wycombe District Council and Aylesbury Vale District Council) to deliver additional temporary accommodation provision.</p>

C10	Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness	<p>CDC operates a joint forum between the Housing and Revenues Team and Paradigm Housing to share information, monitor tenants affected by Housing Benefit changes and target intervention as required. This will continue to operate as further reforms come into effect, including the roll-out of Universal Credit (June 2018) and the introduction of LHA (Local Housing Allowance) caps for Registered Provider tenants from April 2019.</p> <p>CDC will also seek to mitigate the impact of Housing Benefit changes by:</p> <ul style="list-style-type: none"> - utilising DHP (Discretionary Housing Payments) where appropriate, - supporting agencies such as CAB to deliver welfare benefits and debt advice direct to clients and - potentially utilising funding from other sources as listed in C5 above.
C11	Work in partnership with other agencies to secure suitable advice and support to prevent and relieve homelessness	<p>CDC provides grant funding to Chiltern CAB and Connection Support (Housing Interaction Trust) to deliver advice and support services that target homeless intervention. CDC monitors these services on a quarterly basis.</p> <p>CDC will continue to engage with other partnerships and services that directly impact on homelessness prevention in the district.</p>
C12	Work with the Bucks "Building Resilience" Service to ensure that early intervention is targeted as effectively as possible in the District.	<p>CDC/SBDC was part of a countywide bid led by Aylesbury Vale District Council which secured DCLG funding totalling £625,996 from the Homelessness Prevention Trailblazer fund. This is being used to establish the "Building Resilience" service to provide targeted early intervention to persons who are at risk of homelessness. Connection Support was appointed in April 2017 to deliver the project and CDC/SBDC is member of the Steering Group that is taking the project forward.</p>

SOUHT BUCKS DISTRICT COUNCIL – HOMELESSNESS - ACTION PLAN

	OBJECTIVE	Actions and Progress to Date (May 2017)
S1	Monitor effectiveness of Bucks Home Choice policy and ensure social housing stock is being used as effectively as possible	<p>CDC/SBDC leads both the countywide Management Board and the Practitioner Group which regularly reviews the operation of the Bucks Home Choice scheme. The Board is currently reviewing the scheme Allocations Policy to identify what amendments may be required in view of current housing circumstances in Bucks and the requirements of the Homelessness Reduction Act 2017.</p> <p>Officers are also monitoring allocations within South Bucks district on a regular basis to ensure that the scheme is targeting local need as effectively as possible.</p>
S2	Agree and implement Temporary Accommodation Framework document	The Temporary Accommodation Framework document is agreed and in place to ensure that SBDC fulfils its statutory duties under Part 7 of the Housing Act 1996 and provide a clear and transparent framework for the Council in securing and allocating temporary accommodation
S3	Optimise current temporary accommodation provision	The measures and processes in the Temporary Accommodation Framework document (see S1) are ensuring that the current temporary accommodation provision is used effectively.
S4	Ensure all necessary procedures and documentation in place to implement the provisions of the Homelessness Reduction Act 2017	Officers are reviewing the contents of the Act to assess the appropriate changes to policy and procedures. This is will informed by Government guidance as and when it is published, training from the NPSS (National Practitioner Support Service) and other

		<p>guidance and advice that is available.</p> <p>The date for the Act to be enacted is not yet known. It is anticipated that this will be early 2018, but officers will be working get the necessary changes in place as early as possible.</p>
S5	<p>Prevent or relieve homelessness wherever possible to minimise the demand for temporary accommodation</p>	<p>In line with the requirements of the Homelessness Prevention Act (see S4) officers will review the measures that are currently available to prevent homelessness and identify what could be done to increase successful preventions. This will include assessing how we can make best use of the financial resources available to support this, including:</p> <ul style="list-style-type: none"> - SBDC Homelessness Prevention Fund (within Housing revenue budget) - SBDC Discretionary Housing Payments (administered by the Revenues and Benefits team) - DCLG Flexible Homelessness Support Grant - DCLG Funding to support implementation of Homelessness Prevention Act 2017 (to be confirmed)
S6	<p>Work with Registered Providers to secure:</p> <p>-additional temporary accommodation and</p> <p>- more private rented tenancy options.</p>	<p>SBDC already works with Registered Providers to maximise the use of temporary self-contained accommodation from within their existing housing stock or via leasing arrangements. SBDC currently secures dwellings from directly from L&Q and Paradigm and also utilises the eight former Police Houses in Gerrards Cross via a leasing arrangement with Bucks Housing Association. SBDC will continue to look at more temporary accommodation opportunities with these and other Registered Providers.</p>

		<p>It will also explore options for registered providers to deliver more private rented accommodation that the Council can then utilise to provide housing options for clients and/or discharge its homelessness duty. This will include models such as private sector leasing schemes. Any initiatives can potentially be supported by the funding streams summarised in S5 above.</p>
S7	<p>Working with the private rental sector to secure:</p> <ul style="list-style-type: none"> - temporary accommodation and - private rented tenancies for clients to prevent or relieve homelessness 	<p>Officers have secured an increasing supply of self-contained accommodation from private accommodation providers to minimise the use of long term bed and breakfast accommodation for SBDC clients. However, the ability to secure private rented tenancies for clients remains challenging due to high local rent levels and welfare benefit restrictions.</p> <p>Officers are reviewing how SBDC can work with private landlords and letting agents to secure more private rented accommodation for clients including looking at:</p> <ul style="list-style-type: none"> - payments/guarantees to help meet the cost of deposits and rent in advance - funding the shortfall between rent levels and benefit levels - rent guarantees - incentive payments to landlords - use of Credit Union to support clients to meet up front tenancy costs - private sector leasing schemes (including schemes delivered by Registered Providers) <p>Any new models can potentially be funded from the resources highlighted in S5 above.</p>

S8	Look for opportunities to develop additional temporary accommodation on SBDC-owned land (including possible low cost development using off-site construction, pre-fab, mobile homes etc.)	Opportunities are being explored as and when a potential site is identified for consideration. Any potential scheme will be assessed on an "invest to save" basis looking at an initial investment generating subsequent savings through reduced B&B costs and the possibility of some level of ongoing income generated by the accommodation
S9	Explore options to work with Chiltern District Council and other statutory partners to secure additional temporary accommodation provision	SBDC will assess opportunities for the shared housing service to deliver joint provision that can support both authorities. It will also consider any opportunities that arise for joint working with other partners (including Wycombe District Council and Aylesbury Vale District Council) to deliver additional temporary accommodation provision.
S10	Support those residents affected by Housing Benefit reforms in order to limit the impact on homelessness	<p>The shared Housing Team has a regular Forum with the Revenues and Benefits section to monitor tenants affected by Housing Benefit changes across SBDC and CDC. This Forum identifies vulnerable clients and targets intervention as required. This will continue to operate as further reforms come into effect, including the roll-out of Universal Credit (June 2018) and the introduction of LHA (Local Housing Allowance) caps for Registered Provider tenants from April 2019.</p> <p>SBDC will also seek to mitigate the impact of Housing Benefit changes by:</p> <ul style="list-style-type: none"> - utilising DHP (Discretionary Housing Payments) where appropriate, - supporting agencies such as CAB to deliver welfare benefits and debt advice direct to clients and - potentially utilising funding from other sources as listed in S5 above. -

S11	Work in partnership with other agencies to secure suitable advice and support to prevent and relieve homelessness	SBDC provides grant funding to South Bucks CAB to support the delivery of advice and support services that support homelessness prevention. SBDC continues to engage with other partnerships and services that directly impact on homelessness prevention in the district.
S12	Work with the Bucks “Building Resilience” Service to ensure that early intervention is targeted as effectively as possible in the District.	CDC/SBDC was part of a countywide bid led by Aylesbury Vale District Council which secured DCLG funding totalling £625,996 from the Homelessness Prevention Trailblazer fund. This is being used to establish the “Building Resilience” service to provide targeted early intervention to persons who are at risk of homelessness. Connection Support was appointed in April 2017 to deliver the project and CDC/SBDC is member of the Steering Group that is taking the project forward.

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APPENDIX**BACKGROUND STATISTICS****A1. - SOCIAL HOUSING LETTINGS**

Social housing tenancies are allocated via the Bucks Home Choice scheme (for more details please go to www.buckshomechoice.gov.uk)

Number of households seeking a social housing tenancy:

As at 16th May 2017, the number of applicants registered for re-housing on the Bucks Home Choice scheme were as follows:

Property size required	Number of Applicants	
	CDC	SBDC
1 bedroom	364	277
2 bedrooms	77	116
3 bedrooms	89	69
4 bedrooms	11	5
Total	541	467

Availability of social housing tenancies:

Chiltern District Council – Lettings via Bucks Home Choice 1/4/16 to 31/3/17		
Property Type	Number of lettings	Average time spent on Housing Register for applicant offered tenancy
Sheltered	43	19 months
Studio	1	120 months
1 bedroom general needs	77	19 months
2 bedroom flat/maisonette	71	8 months
2 bedroom house	31	13 months
3 bedroom flat/maisonette	3	7 months
3 bedroom house	29	31 months
4 bedroom or more	0	No lettings
TOTAL LETTINGS	255	

South Bucks District Council – Lettings via Bucks Home Choice 1/4/16 to 31/3/17		
Property Type	Number of lettings	Average time spent on Housing Register for applicant offered tenancy
Sheltered	22	9 months
Studio	1	2 months
1 bedroom general needs	36	18 months
2 bedroom flat/maisonette	32	15 months
2 bedroom house	10	15 months
3 bedroom flat/maisonette	1	17 months
3 bedroom house	10	28 months
4 bedroom or more	2	23 months
TOTAL LETTINGS	114	

Headlines:

- The turnover and availability of social housing lettings does not meet the overall demand for tenancies. This is particularly challenging in South Bucks.
- The availability of larger family-sized housing (i.e. 3 or more bedrooms) across both districts is limited in comparison with demand. This has a particular impact on the ability of both Councils to secure long term accommodation for households who are homeless or threatened with homelessness (with a consequent knock-on effect on the length of time that larger families have to spend in temporary accommodation).

A.2 - HOMELESSNESS**(a) Total Number of Homelessness Applications for Assistance**

	Year							
	2013/14		2014/15		2015/16		2016/17	
	CDC	SBDC	CDC	SBDC	CDC	SBDC	CDC	SBDC
Total number of homeless applications for assistance	56	59	87	75	95	88	80	102

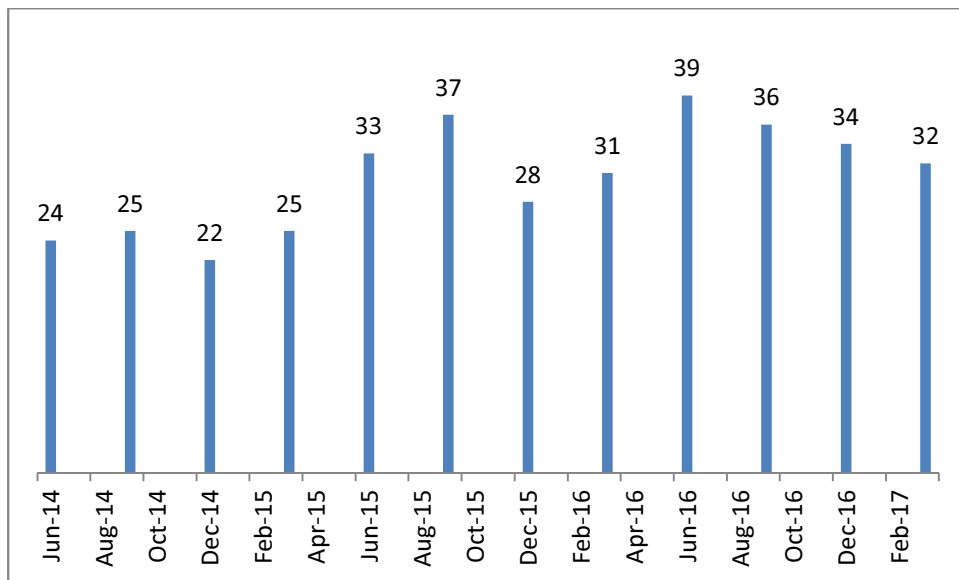
(b) Accepted Homelessness Applications & Reasons

Out of the total number of applications in Table (a) above the following applications were accepted as being subject to the Council's main housing duty to secure accommodation.

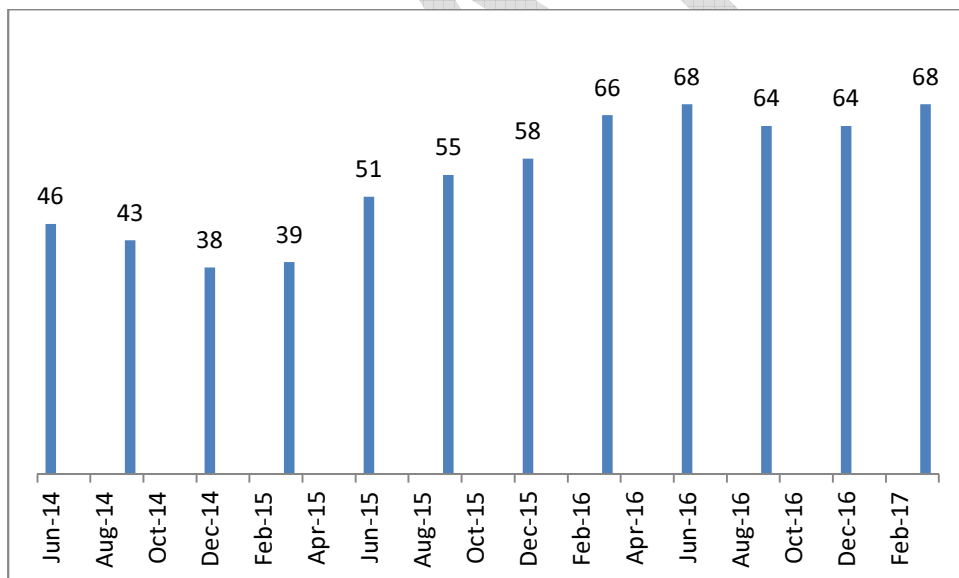
Homeless Cases Accepted as Duty to Secure Accommodation								
Reason for Homelessness	Year							
	2013/14		2014/15		2015/16		2016/17	
	CDC	SBDC	CDC	SBDC	CDC	SBDC	CDC	SBDC
Parents/Family not willing to accommodate	3	25	24	19	21	30	14	27
End of Tenancy by Landlord	10	14	21	17	22	15	17	18
Domestic Violence	2	4	7	3	7	6	8	8
Other Violence/Harassment	1	0	0	1	7	3	0	3
Rent/Mortgage Arrears	5	0	4	0	1	2	6	2
Other	3	1	3	7	5	11	5	9
Total	24	44	59	47	63	67	50	67

(c) Number of Homeless Households in Temporary Accommodation

Chiltern DC - Quarterly Snapshot of Number of Households in TA



South Bucks DC - Quarterly Snapshot of Number of Households in TA



Headlines:

- Both Chiltern and South Bucks have seen an upturn in applications for homelessness assistance since 2013/14
- South Bucks District Council is facing significant pressures on temporary accommodation. The challenge facing the Council in moving on families from temporary accommodation is exacerbated by the limited availability of social housing tenancies in the district (see above)

A3 - DELIVERY OF ADDITIONAL AFFORDABLE HOUSING**Number of additional affordable homes (rented or shared ownership) delivered since 2011/12**

The table below summarises the number of additional affordable homes delivered by Registered Providers in Chiltern and South Bucks since 2011/12:

YEAR	DISTRICT							
	CHILTERN				SOUTH BUCKS			
	New Build Rent	New Build S/Owners	Purchases	Other	New Build Rent	New Build S/Owners	Purchases	Other (Equity Loan)
2011/12	26	3	0	0	15	0	9	9
2012/13	57	35	0	0	7	17	4	8
2013/14	6	0	8	0	12	3	4	3
2014/15	34	0	7	0	6	0	10	0
2015/16	18	4	0	0	0	0	2	3
2016/17	26	9	0	0	4	0	5	2

Headlines:

- The level of new build rented affordable housing has fluctuated from year to year and has been particularly limited in South Bucks in recent years. This is due to a range of factors including (i) limited development opportunities coupled with high land values, (ii) changes in the funding arrangements for Registered Providers and (iii) increasing numbers of housing developers challenging the viability of delivering affordable housing on site and instead paying an affordable housing contribution (or no contribution)
- The purchase of existing properties by registered providers has contributed to delivering additional affordable homes across both districts. However, this has declined in recent years due to rising house prices and the increasing levels of subsidy required to make such schemes viable.

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REPORT SUBJECT:	<i>Chiltern District Council Annual Performance Report 2016-17</i>
REPORT OF:	<i>Leader of the Council – Councillor Isobel Darby</i>
RESPONSIBLE OFFICER	<i>Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>Rachel Prance (01494 732 903), Ani Sultan (01494 586 800)</i>
WARD(S) AFFECTED	<i>Report applies to whole district</i>

1. Purpose of Report

This report outlines the annual performance of Council services against pre-agreed performance indicators and service objectives for 2016/17.

RECOMMENDATION

Cabinet is asked to note the performance reports and review the annual report, which is provided in an infographic format (Appendix C).

2. Executive Summary

Overview of **annual 2016/17** performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target ●	PI slightly below target ●	PI off target ●	Unknown / Data only ?
Leader	5	3	0	1	1
Community, health & housing	13	5	3	3	2
Sustainable development	11	7	0	1	3
Environment	5	1	1	1	2
Support services	5	3	0	1	1
Customer services	5	4	0	0	1
Total PIs	44	23	4	7	10

3. Reasons for Recommendations

3.1 This report details factual performance against pre-agreed targets. Management Team, Cabinet, Resources Overview & Services Overview Committees receive regular updates detailing progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.2 Two detailed performance tables accompany this report:

- **Appendix A – Priority PIs 2016-17**
- **Appendix B – End of Year Report 2016-17**

4. Key points to note:

4.1 Of the ten unknown PIs: three are provided for information only (two of these, both within the Community, Health and Housing Portfolio, are yet to be reported as data is required from third parties); three further PIs are to be updated once figures have been received from third parties; three PIs are no longer in use, and one is a new PI, currently pending a target to be set.

4.2 Of the seven off-target annual PIs, three were priority PIs:

- 4.2.1 **Leaders:** the PI relating to the working days lost due to long term sickness absence was over the target of 3, at 3.34. All long-term absence is being managed by Personnel, alongside occupational health.
- 4.2.2 **Community Health and Housing:** the Priority PI below target relates to the number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks, target of 0, with an actual of 2. This is partly due to both applicants having a history of rent arrears with Paradigm, which is limiting options for moving them onto alternative temporary accommodation.
- 4.2.3 **Environment:** Nationally, the percentage of household waste sent for reuse, recycling and composting has decreased, meaning that the target of 58% set for 2016/17 has been deemed too high, explaining why the target has continually been missed. Due to this, the target for 2017/18 has been adjusted to a more realistic 53%.
- 4.2.4 **Support Services:** Percentage of calls to ICT helpdesk resolved within agreed timescales was off target. In the main this was due to the Business Support Service being 30% under capacity, whilst officers also undertook project work, primarily regarding the single network project, with the situation now having been largely resolved.
- 4.3 **Sustainable Development:** The priority PIs are on target for this portfolio, with performance above the target set.
- 4.4 **Customer Services:** All PIs remain on target.

5. Consultation

Not applicable.

6. Options

Not applicable.

7. Corporate Implications

7.1 Financial - Performance Management assists in identifying value for money.

7.2 Legal – None specific to this report.

7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

8. Links to Council Policy Objectives

Performance management helps to ensure that performance targets set through the service planning process are met, and that any dips in performance are identified and resolved in a timely manner.

This report links to all three of the Council's objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

9. Next Step

Once approved, this report and appendices will be published on the website.

Background Papers:	N/A
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Appendix A - Priority PIs 2016-17 - CDC

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Traffic Light	Actual 2016/17	Target 2016/17 (YTD)	2016/17 Traffic Light	Latest Note
Leader's																				
CdHR1	Working days lost due to sickness absence	7.95	11	7.56	6.84	7.2	7.02	7.56	7.66	7.92	7.92	7.85	8.14	8.08	8.30	<input checked="" type="checkbox"/>	8.30	10	<input checked="" type="checkbox"/>	These figures are taken from iTrent, which holds absence data. 171 working days were lost for March, with 1447.5 working days previously lost between April 2016 and February 2017, totalling 1618.5. 1618.5 / 195.01 (average FTE figure) = 8.30 average working days lost to sickness absence (cumulative).
CdHR14	Working days lost due to short term sickness absence (upto 20 working days)	New PI	New PI	6.12	4.92	4.96	4.71	5.16	5.1	4.99	4.73	4.72	4.84	4.99	4.96	<input checked="" type="checkbox"/>	4.95	5	<input checked="" type="checkbox"/>	These figures are taken from iTrent, which holds absence data. 75 working days were lost for March, with 892 working days previously lost for April 2016 to February 2017, totalling 967. 967 / 195.01 (average FTE) = 4.96 working days lost due to short term sickness absence.
CdHR15	Working days lost due to long term sickness absence (more than 20 working days)	New PI	New PI	1.44	1.92	2.2	2.31	2.38	2.56	2.93	3.2	3.13	3.3	3.1	3.34	<input checked="" type="checkbox"/>	3.34	3	<input checked="" type="checkbox"/>	These figures are taken from iTrent, which holds absence data. 96 working days were lost for March, with 555.5 working days previously lost between April 2016 and February 2017, totalling 651.5. 651.5 / 195.01 (average FTE) = 3.34 working days lost to long term sickness absence.
Community, Health and Housing																				
CdCmS1	Percentage reduction in burglaries from dwellings year on year for Chiltern (quarterly)	-19.20%	data only			18.90%			7.20%			14.70%			?	n/a	?	Data Only	n/a	Data should be available end of May 2017.
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	0	0	1	0	2	0	0	0	0	0	0	1	2	2	<input checked="" type="checkbox"/>	2	0	<input checked="" type="checkbox"/>	Both applicants have history of previous rent arrears with Paradigm. This therefore limits options for moving them on, with Officers attempting to find an alternative temporary solution.

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Traffic Light	Actual 2016/17	Target 2016/17 (YTD)	2016/17 Traffic Light	Latest Note
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	31	21	35	36	39	34	32	36	37	36	35	37	31	32	<input checked="" type="checkbox"/>	32	30	<input type="checkbox"/>	Slightly below target annually, due to continued national demand for temporary accommodation.
Sustainable Development																				
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	81.92%	70.00%	85.00%	85.71%	72.73%	75.00%	79.74%	82.29%	83.50%	83.98%	85.23%	86.53%	86.50%	87.46%	<input checked="" type="checkbox"/>	87.46%	75.00%	<input checked="" type="checkbox"/>	307 of 351 minor planning applications determined within target cumulatively. 25 of 25 minor planning applications determined within target for this month.
CdSD11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	92.15%	92.00%	96.30%	90.61%	90.54%	91.08%	91.78%	92.47%	93.07%	93.36%	93.42%	93.88%	93.76%	93.64%	<input checked="" type="checkbox"/>	93.64%	90.00%	<input checked="" type="checkbox"/>	Other performance remains consistently high.
Special measures: speed of processing of major applications - minimum percentage of decisions on major applications which are made within 13 weeks or timescale agreed with the applicant for assessment in October/November 2018 (cumulative)																				
CdSD10	Special measures: quality of major applications - maximum percentage of major applications overturned on appeal for assessment in October/November 2018 (cumulative)	New PI	New PI	N/A	N/A	N/A	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			51.00%		No longer in use
Special measures: quality of major applications - maximum percentage of major applications overturned on appeal for assessment in October/November 2018 (cumulative)																				
CdSD10	Special measures: quality of major applications - maximum percentage of major applications overturned on appeal for assessment in October/November 2018 (cumulative)	New PI	New PI	33.33%	33.33%	16.67%	12.50%	11.11%	10.00%	8.33%	7.14%	6.25%						9.90%		No longer in use
Environment																				
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	52.53%	57.00%			54.79%			54.95%			50.21%			47.88%	<input type="checkbox"/>	51.90%	58.00%	<input type="checkbox"/>	Awaiting data from third parties, therefore this figure is provisional - final data expected end of May.
Customer Services																				

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Traffic Light	Actual 2016/17	Target 2016/17 (YTD)	2016/17 Traffic Light	Latest Note
C4RB1	Speed of processing - new HB/CTB claims (cumulative)	16.08	18	16.52	18.37	18.67	18.11	17.94	18.75	18.79	14.98	18.12	15.35	16.88	17.86	✔	17.86	18	✔	PI on target.
C4RB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	4.72	5	4.11	3.75	3.78	3.89	3.95	4.08	4.14	4.23	4.13	3.84	2.75	3.85	✔	3.85	5	✔	PI on target.
C4RB3	% of Council Tax collected (cumulative)	99.36%	99% (57.75%)	5.42%	15.32%	24.92%	34.64%	44.29%	53.94%	63.62%	73.21%	82.76%	92.46%	99.14%	99.43%	✔	99.43%	99.00%	✔	PI on target.
C4RB4	Percentage of Non-domestic Rates Collected (cumulative)	98.30%	98% (57.17%)	8.94%	19.47%	29.03%	37.21%	45.97%	54.74%	64.42%	72.53%	80.50%	90.02%	96.21%	98.72%	✔	98.72%	98.00%	✔	PI on target.

Appendix B - CDC Performance Indicator Report 2016-17

Note: Excludes Priority Performance Indicators - see Appendix A

PI code	Name	2015/16 Value	Annual target 2015/16	This PI is on target <input checked="" type="checkbox"/> This PI is slightly below target <input type="checkbox"/> This PI is on target												Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light	Responsible officer	Latest notes
				Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value						
Leader's portfolio																					
CdCP1 (C)	Number of unique visitors to the main website (by period)	330,946	data only	29,100	30,819	29,738	26,311	28,482	28,297	32,645	32,742	29,873	34,616	29,176	32,675	n/a	30,373	data only	n/a	Rachel Prance	The data shows number of visitors to the website as opposed to number of unique visitors; the annual figure has been averaged in order to provide a less-inflated figure.
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	18.62%	8%			10.70%			8.80%			9.20%			11.77%	<input checked="" type="checkbox"/>	11.77%	16%	<input checked="" type="checkbox"/>	Louise Cole	11 leavers during quarter 4, plus 16 previously for Q1,Q2 & Q3 = 27. 27 / average headcount of 229.33(%) = 11.77%
Community, health and housing																					
CdCL1 (C)	Customer satisfaction rating at the Chiltern leisure facilities	59.00%	65.00%						annual PI						60.60%	<input type="checkbox"/>	60.60%	65.00%	<input type="checkbox"/>	Martin Holt	The Breakdown of Surveys is as follows: Chalfont Leisure Centre - 75.8% Chesham Leisure Centre - 65% Chiltern Pools and Gym - 41.1% Average - 60.6% Whilst the figure is disappointing, there has been an increase on the figure since last year. This is in part due to investment made in the gym facilities in Chalfont. In terms of Chiltern Pools, customers are aware of the potential for a new centre, and in the meantime GLL have been asked to develop an action plan to address comments made by customer and to improve customer satisfaction. In particular, comments relayed that the cleanliness of the centre, maintenance of the facility and changing facilities needed improve in order to elevate the scores to satisfy users - these are tangible issues that can be addressed via the action plan. These issues were also mirrored within the Chesham Leisure Centre survey and will be addressed as such. The Community team will be carrying out the customer survey again at Chiltern Pools and Chesham in July to ensure that the action plan has improved customer satisfaction.
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	6,268	6,000 (1,500)			4,876			4,882			5,980			6,243	<input checked="" type="checkbox"/>	21,981	6,600	<input checked="" type="checkbox"/>	Martin Holt	Target met.
CdCL3 (C)	Total number of users at all leisure centres (by period)	915,382	875,000 (218,750)			238,015			238,195			230,597			237,041	<input checked="" type="checkbox"/>	943,848	900,000	<input checked="" type="checkbox"/>	Martin Holt	An increase has been seen since Q3, with the annual figure exceeding the 915,382 of 2015/16.
CdCmSZ (C)	Percentage reduction in violent offences against a person, rolling year on year	-53.90%	data only			-39.6%			-25.90%			-12.60%			n/a	?	n/a	data only	?	Martin Holt	Data expected end of May.

PI code	PI Name	This PI is on target												Latest notes	Responsible officer						
		2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value			Feb-17 value	Mar-17 value	Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light
CdHS2 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	22	33 (16.50)			13					24				35	<input checked="" type="checkbox"/>	35	33	<input checked="" type="checkbox"/>	Martin Holt	Total comprises (i) 13 x rented at Lincoln Park Arnhemsham, 4 x rented at Lindo Coze, Chesham and 13 x rented/15 x shared ownership at Donkey Field site in Little Chalfont. (ii) 0 and (iii) 0.
CdHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	12	5			7					7				14	<input checked="" type="checkbox"/>	9	10	<input checked="" type="checkbox"/>	Martin Holt	Average length of stay based on total of 49 x B&B placements that ended during 2016/17 - clients spent a combined total of 3089 nights in B&B accommodation. Average stay calculated as 3089 / 49 = 63 nights (9 weeks).
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	28	40												29	<input checked="" type="checkbox"/>	29	40	<input checked="" type="checkbox"/>	Martin Holt	End of year figure is not yet available but the figure as at December 2016 was 29 (where there had been significant contact from Officers before property returned to use)
CdEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96.00%	91%			96.50%					91.35%				88.71%	<input type="checkbox"/>	88.71%	96%	<input type="checkbox"/>	Martin Holt	Over the last year there have been issues with Uniform. This means that the PIs have been calculated using the the FSA website data, which includes premises rated A - E. The issues with the uniform have now been resolved and the figures for this quarter have been calculated using data for A - C rated premises. As a result the outcome is lower than what has been reported for previous quarters.
JLL3 (C)	Percentage of customers satisfied with the licensing service received (annual)	61.80%	89%												68.30%	<input checked="" type="checkbox"/>	68.30%	89%	<input checked="" type="checkbox"/>	Martin Holt	Within the survey, there were 2 recurring themes - the usability of IT systems (comprising the online payment portal and the website), and the inconsistent speed of responses to customers, which were sometimes very fast and at other times much slower. The Licensing team is constantly working with Business Support to investigate potential opportunities to make the online system more customer-friendly. The Licensing team has not failed to carry out its function as required, but due to customers being unhappy with outcomes - including those whose applications were rejected for legal reasons - poor feedback has been provided. A positive aspect of the feedback is that some of the comments that have been left give a clear indication that staff are working hard to provide good customer service. 2083 licenses were issued in 2016/17, with only 67 responses to the survey; as such a relatively small number of overall responses means that it only takes a small number of negative responses to have a significant impact on the overall satisfaction percentages. Additionally, this survey is not restricted to those who have been served by the Licensing team, as the survey is advertised on email signatures and the websites. Licensing will do more work to publicise the Survey for the next year in order to seek to make the results more representative.
JLL5 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	98.40%	97%			96.30%					97.80%				96.40%	<input checked="" type="checkbox"/>	97.30%	97%	<input checked="" type="checkbox"/>	Martin Holt	18 out of 501 licenses not dealt with within policy or legislative timescales. 8 of the 18 that were not dealt with within timescales were Temporary Event Notices, which require turning around within a 24 hour timescale.

KEY	PI code	Name	2015/16 Value	Annual target 2015/16	This PI is on target												Latest notes																					
					Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value		Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light	Responsible officer																
	CdWR1 (C)	Waste customer satisfaction survey	86.70%	86%	1,154	1,141	1,597	1,561	1,379	1,407	1,379	1,014	662	1,383	997	1,334	84.85%	86%	85.3%	84.40%	85.3%	84.85%	86%	86%	Chris Marchant	Regarding refuse collections, the satisfaction rate has increased by 10.2% on the 15/16 figure, with Garden waste satisfaction has increased by 0.2%. Officers are currently reviewing the renewal process in order to increase this further. Street cleansing satisfaction has decreased, in part due to an increase in flytips on the same period last year - officers are working more closely with Bucks enforcement to hopefully prosecute more offenders. Overall, food waste satisfaction has decreased annually - a project in partnership with the other Bucks Districts has been organised in order to tackle this.												
	CdWR4 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on wky basis)	New PI	New PI	1,154	1,141	1,597	1,561	1,379	1,407	1,379	1,014	662	1,383	997	1,334	1,251	1,733	1,334	1,407	1,379	1,014	662	1,383	997	1,334	15,008/12 = 1,251 containers missed on average per month.											
Support services																																						
	JLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	90.50%	94%	6 monthly												100%	96%	100%	100%	99.10%	99.10%	100%	100%	96%	96%	100%	96%	Joanna Swift	Reported 6 monthly								
	JBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.86%	99.50%	6 monthly												99.80%	99.40%	99.80%	99.40%	99.10%	99.10%	99.10%	99.10%	99.50%	99.50%	99.60%	99.50%	99.50%	99.10%	99.50%	99.50%	Sim Dixon	Target achieved, even with service under capacity.				
	JBS1 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	84.00%	95%	6 monthly												81.00%	82.50%	81.20%	81.00%	88.50%	83.70%	95%	88.50%	88.50%	83.70%	83.70%	95%	83.70%	95%	88.50%	95%	88.50%	95%	Sim Dixon	Steria stopped dealing with Business as Usual and Infrastructure Support for SBDC on 15th December 2015, with the work absorbed into Chiltern's ICT Department. The new Business Support Service commenced on the 1st January 2016 and was 30% under capacity. Those who would normally deal with the Business as Usual and Infrastructure Support started working on the single network project, meaning ICT Support was not fully manned for a majority of 2016.		
	CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	83.00%	90%	60.00%	87.00%	95.00%	95.00%	100.00%	84.00%	87.00%	87.00%	87.00%	98.00%	100%	n/a	n/a	90%	90%	n/a	84.00%	87.00%	87.00%	87.00%	98.00%	100%	n/a	90%	90%	90%	90%	Sim Dixon	Awaiting March data.					
	CdLD2 (C)	The percentage response to the annual canvass	94.00%	94%	annual PI												97%	94%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	Joanna Swift	Target met.		
Customer services																																						
	CdCS1 (C)	New measure for complaints - t.b.a.	n/a	t.b.a.													n/a	t.b.a.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Nicola Ellis	PI not yet in use.

This document aims to highlight our major achievements and performance between April 2016 and March 2017

To find out more about what we are aiming to achieve, see our joint business plan with South Bucks District Council at www.chiltern.gov.uk/Aims-and-Objectives.

To find out more about our financial performance, see our financial accounts at www.chiltern.gov.uk/statementofaccounts

Performance against targets

We set ourselves 44 key targets to achieve. The full table and results can be viewed at www.chiltern.gov.uk/performance-reports

Key achievements during 2016 - 2017



Chiltern and South Bucks District Councils have combined their senior management; agreed the majority of shared service teams, saving around £6m since 2012



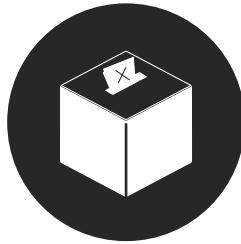
Issued/renewed 97.3% of licences within statutory/policy deadlines



Raised awareness of Dementia through creating Dementia friendly communities



Delivered 61 disabled facilities grants in Chiltern during 2016/17



Ran the Police and Crime Commissioner's election and the European Referendum in 2016



Supported and promoted a strategic approach to mitigation of the HS2 line and other major transport projects



Over 50,000 tonnes of waste was reused, recycled or composted in Chiltern and Wycombe



Delivered the Open Spaces and Playing Pitch strategy and Leisure Facilities Strategy, which will inform the future needs and delivery of leisure



Celebrated and recognised the contribution of young people through the Chiltern Youth Awards



Delivered a Housing Strategy to help people in need to secure appropriate housing



Achieved the bronze Investors In People accreditation



Promoted the Community Responder initiative to communities across both Councils



Undertaken a community consultation programme to identify the community aspirations of replacing Chiltern Pools



Supported the roll-out of superfast broadband in Chiltern



Published the Chiltern and South Bucks Joint Local Plan preferred options consultation



Start work on the Aylesbury Crematorium



Continue to make savings in order to deal with on-going reductions in Government funding



Continue to support the rollout of superfast broadband



Use the Open Spaces and Playing Pitch strategy and Leisure Facilities Strategy to improve local sporting and recreational facilities



Improve local facilities and services by supporting community groups access to a range of funding initiatives including HS2 Community fund, Sport England and Heathrow Community fund



Introduce a new Community Lottery Scheme serving both Chiltern and South Bucks District Councils



Manage the 2017 County and General Elections



Undertake a targeted recycling contamination reduction campaign



Continue to work with HS2 and partners to mitigate harm from HS2 and other major transport projects



Investigate alternative uses of council-owned land and buildings to better serve our residents



Make our websites mobile friendly



Move forward with the Chiltern and South Bucks Economic Development Strategy and its associated action plan



Continue to draft the joint South Bucks and Chiltern local plan

SUBJECT:	<i>Introduction of Public Spaces Protection Orders (PSPOs)</i>
REPORT OF:	<i>Councillor Liz Walsh - Cabinet Member for Community, Health & Housing</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Caroline Saunders. Community Safety Officer, 01494 732089, csaunders@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To propose the introduction of a Public Spaces Protection Order (PSPO) for Chiltern.

The PAG is asked to advise the Portfolio Holder on the following recommendation(s):

RECOMMENDATIONS

1. **That the current designated dog fouling areas are kept as they currently are for now while further consultation takes place towards the introduction of a new Public Spaces Protection Order (PSPO).**
2. **That support is given to continue the process and gather further evidence to back the introduction of a PSPO including the following dog control measures across the whole district, whereby the following actions mean an offence is committed:**
 - a- **If a person in charge of a dog fails to clean up its faeces.**
 - b- **To fail to put a dog on a lead when directed to do so by an authorised officer.**
 - c- **To allow a dog into enclosed children's playgrounds.**
3. **To agree implementation of a new PSPO to include alcohol restrictions which provide Police with powers to require any person to stop drinking and surrender alcohol if they are causing or likely to cause anti-social behaviour (ASB) in the following areas:**
 - a- **Chesham Cemetery**
 - b- **Chesham Town Centre High Street and Meades Water Garden**
 - c- **Amersham-on-the-Hill and Old Amersham**
 - d- **Seer Green**
 - e- **Land at Roundwood Road and Station Forecourt, Amersham**
4. **To agree that the new PSPO will include restrictions on people and highways and vehicle misuse in the following carparks:**
 - a- **Multi-Storey Carpark on King George V Road, Amersham**
 - b- **Library Carpark on King George V Road, Amersham**
 - c- **Chiltern Pools carpark on Chiltern Avenue, Amersham**
 - d- **Sycamore Rd Carpark, Rickmansworth Road, Amersham**
 - e- **Watermeadow Carpark, Weylands Ct, Germain St, Chesham**
 - f- **Staryard Carpark, Chesham**
 - g- **Link Rd & Buryfields Carpark, Link Road, Great Missenden**
 - h- **Co-op carpark, High Street, Prestwood**

- 5. To set the Fixed Penalty Notice (FPN) fine at £100.**
- 6. That once this report has gone through this initial Cabinet cycle, that delegated authority be given to the Head of Healthy Communities in conjunction with the Head of Legal to publish appropriate PSPOs as a result of evidence being obtained and make amendments to any PSPOs as necessary.**

Cabinet to consider the advice of the Portfolio Holder and any comments arising from the PAG.

2. Executive Summary

Public Spaces Protection Orders (PSPOs) are one of a number of new powers introduced by the Anti-Social Behaviour, Crime and Policing Act 2014. They are designed to stop individuals or groups committing anti-social behaviour in a public space which is having or is likely to have a detrimental effect on the quality of life of people in the area.

There are currently a number of designated dog fouling areas across the district and five Designated Public Place Orders (DPPOs) with alcohol restrictions. It is proposed that the current designated dog fouling areas are kept as they currently are for now while further consultation takes place towards the introduction of a new PSPO. It is also proposed that the current DPPOs are replaced by the introduction of one new PSPO, which will also include restrictions on people and highways and vehicle misuse in a number of car parks.

3. Reasons for Recommendations

When Public Spaces Protection Orders (PSPOs) were introduced by the Anti-Social Behaviour, Crime and Policing Act 2014, Councils were granted three years to remove any current Designated Public Place Orders (DPPOs) or they will automatically become PSPOs in October 2017.

Using the new PSPO powers to replace current powers for dog fouling and alcohol restrictions will mean standardised fines of £100 can be introduced. Dog control measures will be made easier to understand as they will apply across the whole district. At present we only have the offence of dog fouling. Introducing a PSPO allows us to add new dog control measures against failing to put a dog on a lead when directed to do so by an authorised officer and allowing a dog into enclosed children's playgrounds. We can also use this opportunity to add anti-social behaviour restrictions to a number of car parks that were the location of a number of anti-social behaviour incidents.

4. Content of Report

Public Spaces Protection Orders (PSPOs) are one of a number of new powers introduced by the Anti-Social Behaviour, Crime and Policing Act 2014. They are designed to stop individuals or groups committing anti-social behaviour in a public space which is having or is likely to have a detrimental effect on the quality of life of people in the area.

A number of recommendations have been made as a result of the research into the proposed PSPO. The behaviour being restricted has to meet a test which is designed to be broad and focus on the impact anti-social behaviour is having on victims and communities. A PSPO can be made by the council if we are satisfied on reasonable grounds that the activities carried out, or likely to be carried out, in a public space:

- have had, or are likely to have, a detrimental effect on the quality of life of those in the locality;
- is, or is likely to be, persistent or continuing in nature;
- is, or is likely to be, unreasonable; and
- justifies the restrictions imposed.

We have made recommendations that the current DPPOs are included and some new restrictions in car parks are added. At present we have broad support for all of the proposed dog control restrictions but in order to meet the above test, further evidence is required to support their introduction.

Current Orders

There are currently a number of designated dog fouling areas across the district that were put in place 13 or more years ago. Please see appendix 2 for the full list and all available orders and maps. The current restrictions fall under the Dogs Fouling of Land Act, under which restrictions do not apply to carriageways above 40mph, agricultural land, woodland or common land. The PSPO however, will apply to all land to which the public has access.

There are also currently five Designated Public Place Orders (DPPOs) with alcohol restrictions that were put in place 10 or more years ago. Please see appendix 3 for the orders and maps:

- a) Chesham Cemetery
- b) Chesham Town Centre High Street and Water Gardens
- c) Amersham-on-the-Hill and Old Amersham
- d) Seer Green
- e) Land at Roundwood Road and Station Forecourt, Amersham

It is proposed that the current designated dog fouling areas are kept as they currently are for now while further consultation takes place towards the introduction of a new PSPO to cover additional dog control measures. It is also proposed that the current DPPOs are replaced by the introduction of one new PSPO, which will also include restrictions on people and highways and vehicle misuse in a number of car parks.

Dog control measures

During consultation, broad support was given to including all of the proposed dog control measures across the whole district.

It is proposed that support is given to continue the process and gather further evidence to back the introduction of a PSPO including the following dog control measures across the whole district, whereby the following actions mean an offence is committed:

- a) If a person in charge of a dog fails to clean up its faeces.

- b) To fail to put a dog on a lead when directed to do so by an authorised officer.
- c) To allow a dog into enclosed children's playgrounds.

Alcohol restrictions

During consultation, support was given to including alcohol restrictions in all of the current Designated Public Place Order (DPPO) areas.

It is proposed to implement a new PSPO to include alcohol restrictions which provide Police with powers to require any person to stop drinking and surrender alcohol if they are causing or likely to cause anti-social behaviour (ASB) in the following areas:

- a) Chesham Cemetery
- b) Chesham Town Centre High Street and Meades Water Garden
- c) Amersham-on-the-Hill and Old Amersham
- d) Seer Green
- e) Land at Roundwood Road and Station Forecourt, Amersham

Carpark restrictions

A request was received from Thames Valley Police that the new PSPO includes restrictions on people and highways and vehicle misuse in the following carparks:

- a) Multi-Storey Carpark on King George V Road, Amersham
- b) Library Carpark on King George V Road, Amersham
- c) Chiltern Pools carpark on Chiltern Avenue, Amersham
- d) Sycamore Rd Carpark, Rickmansworth Road, Amersham
- e) Watermeadow Carpark, Weylands Ct, Germain St, Chesham
- f) Staryard Carpark, Chesham
- g) Link Rd & Buryfields Carpark, Link Road, Great Missenden
- h) Co-op carpark, High Street, Prestwood

Thames Valley Police are seeking the following restrictions in the above carparks:

Prohibition Highway and Vehicle misuse

A prohibition from performing the following activities, being a driver of, or being carried in (or on), a motor vehicle within the specified area and

- a) Revving of engine(s);
- b) Speeding;
- c) Sudden or rapid acceleration;
- d) Driving in convoy;
- e) Racing;
- f) Leaving the engine of a stationary motor vehicle to run idle (as to cause a public nuisance);
- g) Performing stunts;
- h) Sounding horns (as to cause a public nuisance);
- i) Playing music (as to cause a public nuisance);
- j) Causing obstruction on a public highway, whether moving or stationary,

Which causes or is capable of causing, any of the following consequences:

-
- i) Excessive noise;
 - ii) Danger or risk of injury to road users (including pedestrians);
 - iii) Damage or significant risk of damage to property;
 - iv) Risk of harm;
 - v) Public nuisance; or
 - vi) Annoyance to the public.

Prohibitions Persons:

Prohibited from within the specified area and:

- a) Using threatening, intimidating behaviour towards another person
- b) Using foul and abusive language.
- c) Gathering / loitering in groups of two or more persons without reasonable purpose.

Which causes or is capable of causing, any of the following consequences:

- i) Excessive noise;
- ii) Risk of harm;
- iii) Public nuisance; or
- iv) Annoyance to the public.

Evidence was submitted in the form of police reports of anti-social behaviour from individuals and anti-social use of vehicles in the car parks mentioned above (please see appendix 4 for the evidence). The Community Safety Team is satisfied that the test has been successfully passed for us to consider these additional restrictions as part of the PSPO.

Fixed Penalty Notices (FPNs)

It is proposed to set the Fixed Penalty Notice (FPN) fine at the maximum amount of £100 for any offence committed under the PSPO.

5. Consultation

4 weeks of consultation were carried out across Chiltern between 17th April and 14th May 2017. An email was sent containing a link to a SmartSurvey consultation, inviting opinions on the proposed introduction of the PSPO. The email was sent out to all Town & Parish Councils, District and County Councillors, Community Associations, Sports Clubs, Animal Associations (RSPCA, Dogs Trust, Kennel Club) and other interested parties (Highways, City of London Corporation, Housing Associations, Country Parks, Friends of Chesham Cemetery, and relevant internal departments at Chiltern District Council). A link was also put on the main Chiltern website and Intranet. In total 171 responses were received with a mixture of multiple choice answers and free text, used to gain more understanding of the reasons behind respondents' answers.

The following results emerged from the consultation and have been taken into consideration in the recommendations:

- The current dog fouling measures were overwhelmingly supported by 98% of respondents, however although support was received there was not much evidence submitted to back it up.

-
- All additional proposed dog control measures were also supported with between 84% and 90% of respondents saying yes to them.
 - These include district-wide powers for dealing with dog fouling (90%), putting a dog on a lead upon request (90%), exclusion from children's playgrounds (88%) and needing to be able to produce a means to pick up after your dog (84%).
 - Comments received also gave suggested a desire for sports fields and pitches to also be areas where dog are excluded, which would make enforcement more difficult as they form part of other public open spaces and are often not enclosed. We would also have to ensure there are alternative areas for dogs to be exercised.
 - Between 66% and 78% of respondents supported retaining all of the current DPPOs. The majority of the rest of respondents chose 'don't know', and cited that they were unfamiliar with the areas concerned.

We also received some advice from the Dogs Trust and the Kennel Club which supports the dog control options that we are proposing:

- The Dogs Trust consider 'scooping the poop' to be an integral element of responsible dog ownership and would fully support a well-implemented order on fouling. This view was also given by the Kennel Club.
- The Dogs Trust accepts that there are some areas where it is desirable that dogs should be excluded, such as children's play areas, however they would recommend that exclusion areas are kept to a minimum and that, for enforcement reasons, they are restricted to enclosed areas. This view was also given by the Kennel Club.
- The Dogs Trust enthusiastically support Dogs on Leads by Direction orders (for dogs that are considered to be out of control or causing alarm or distress to members of the public to be put on and kept on a lead when directed to do so by an authorised official). They consider that this order is by far the most useful, other than the fouling order, because it allows enforcement officers to target the owners of dogs that are allowing them to cause a nuisance without restricting the responsible owner and their dog. This view was also given by the Kennel Club.
- However, the Kennel Club has concerns over proposals to introduce an offence of not having the means to pick up. Responsible owners will usually have dog waste bags or other means to clear up after their pets but they do have some concerns, for example if dog owners are approached at the end of a walk and have already used the bags that they have taken out for their own dog, or given a spare bag to someone who has run out. If the Council proceeds to introduce such a measure it is essential it provides greater clarity to dog walkers on how to comply with the Order. The Dogs Trust did not comment on this proposal. We have removed this option from our proposals.

6. Options

The cabinet member could decide to implement the PSPO with alcohol and car park restrictions and to support keeping the current situation as regards to dog fouling and support further evidence being obtained towards the introductions of a new district-wide PSPO. This is the preferred option as it allows us to transfer the current DPPOs and add all of the car park restriction. It also allows us to gather more evidence to support the test for the dog control measures and later if sufficient evidence is obtained, to replace the current measures with new district-wide measures. The fine for breach will be set at a universal amount of £100.

The cabinet member could decide to implement only some of the recommendations. However, it would mean that we would be unable to enforce the full range of anti-social behaviour identified.

The cabinet member could decide not to implement the PSPO. However, we would then need to officially remove the five current DPPOs, as they will automatically become PSPOs in October if we take no action. We would not be able to enforce any of the other types of anti-social behaviour identified. However, we would still be able to enforce dog fouling in the existing designated areas.

7. Corporate Implications

- 3.1 Financial: There are financial implications in setting up the PSPO, not expected to surpass £3,000 depending on the amount of signs required. Signs will have to be erected in areas with specific restrictions. We can make use of existing dog control signage as it is very general in nature. Costs will be met from existing resources. If FPNs are issued then there may be a small amount of income received.
- 3.2 Legal: We need ensure that the orders are written correctly and that they meet the rules.
- 3.3 Crime and Disorder: The PSPO should deter anti-social behaviour from taking place and will enable us to enforce the restrictions.
- 3.4 Environmental Issues: The PSPO should discourage dog fouling which will make the environment safer and more appealing.
- 3.5 Partnership: We have consulted with our partners and the recommendations have been supported and/or come from suggestions from our partners.

8. Links to Council Policy Objectives

We will deliver cost effective, customer focused services

Listen to our customers

- Consult with you on key issues and respond to results

We will work towards safe, healthy and cohesive communities

Improve community safety

- Work with partners to reduce crime and antisocial behaviour and to improve community safety

We will strive to conserve the environment and promote sustainability

Promote sustainability

- Promote a healthy, sustainable and safe built environment

9. Next Step

If authority is given we will start the process of further consultation with Town and Parish Councils and the Police to gather more evidence regarding dog fouling. We will also consult with the public about the alcohol and car park restrictions we have chosen to go ahead with and will start drafting that PSPO to be published before October 2017.

If sufficient evidence is gathered for our dog control measures, at a later date we will start drafting that PSPO.

Anyone who lives in, or regularly works in or visits the area can appeal a PSPO in the High Court within six weeks of issue.

10. Appendices

Appendix 1 – Consultation and results

Appendix 2 – Current designated dog fouling areas list and all available orders and maps.








Appendix 3 – Current designated Public Place Orders (DPPOs) orders and map





Appendix 4 - Chiltern carparks evidence from Police

Chiltern and South Bucks Public Spaces Protection Orders (PSPOs)

1. Introduction




2. About you




1. Are you a ... (Please select all that apply)							Response Percent	Response Total
1	resident of Chiltern/South Bucks						80.70%	138
2	visitor to Chiltern/South Bucks						2.92%	5
3	business owner/employee						4.09%	7
4	Chiltern/South Bucks District Council member of staff						2.34%	4
5	Town/Parish, District or County Councillor						21.05%	36
6	representative of an organisation or local community group						12.87%	22
7	Other (please specify):						5.26%	9
Analysis	Mean:	3.27	Std. Deviation:	2.56	Satisfaction Rate:	33.04	answered	171
	Variance:	6.55	Std. Error:	0.2			skipped	0
Other (please specify): (9)								
1	18/04/17 9:39AM ID: 55916861	live ob the border						
2	18/04/17 10:04AM ID: 55918725	Priory est council Tennant						
3	18/04/17 4:35PM ID: 55950367	Resident						
4	18/04/17 6:01PM ID: 55963592	Employee in south bucks						
5	21/04/17 8:13AM ID: 56164421	police						
6	24/04/17 7:52AM ID: 56333205	Police Officer						
7	24/04/17 8:15PM ID: 56390657	Amersham Town Council						
8	02/05/17 5:12PM ID: 56865499	volunteer in local environment groups						
9	03/05/17 12:52PM ID: 56916705	Gerrards Cross Town Council						




2. Where do you live (or which is your nearest town/village)?							Response Percent	Response Total
1	Amersham						5.85%	10
2	Beaconsfield						1.75%	3
3	Burnham						31.58%	54
4	Chalfont St Giles						6.43%	11




2. Where do you live (or which is your nearest town/village)?						Response Percent	Response Total	
5	Chalfont St Peter					4.09%	7	
6	Chesham					11.11%	19	
7	Chesham Bois					0.00%	0	
8	Denham					1.17%	2	
9	Farnham Common					1.75%	3	
10	Farnham Royal					0.00%	0	
11	Gerrards Cross					0.58%	1	
12	Great Missenden					21.05%	36	
13	Holmer Green					2.34%	4	
14	Iver					4.68%	8	
15	Jordans					0.00%	0	
16	Little Chalfont					1.17%	2	
17	Stoke Poges					0.58%	1	
18	Outside of the districts					4.09%	7	
19	I would rather not say					1.75%	3	
Analysis	Mean:	7.33	Std. Deviation:	5.09	Satisfaction Rate:	35.15	answered	171
	Variance:	25.93	Std. Error:	0.39			skipped	0

3. Dog Control

3. Would you like to see the continuation of the existing power which makes it an offence if a person in charge of a dog fails to clean up its faeces?							Response Percent	Response Total
1	Yes						98.25%	168
2	No						0.00%	0
3	Don't know						1.75%	3
Analysis	Mean:	1.04	Std. Deviation:	0.26	Satisfaction Rate:	1.75	answered	171
	Variance:	0.07	Std. Error:	0.02			skipped	0

4. Would you like to see the extension of these powers to cover the whole of each district?(With the exception of Burnham Beeches in South Bucks which will be covered by a City of London Corporation PSPO)							Response Percent	Response Total
1	Yes						90.06%	154
2	No						7.02%	12
3	Don't know						2.92%	5
Analysis	Mean:	1.13	Std. Deviation:	0.41	Satisfaction Rate:	6.43	answered	171
	Variance:	0.17	Std. Error:	0.03			skipped	0

5. Do you support the inclusion of the power that makes it an offence to fail to put a dog on a lead when directed to do so by an authorised officer?							Response Percent	Response Total
1	Yes						90.06%	154
2	No						4.68%	8
3	Don't know						5.26%	9
Analysis	Mean:	1.15	Std. Deviation:	0.48	Satisfaction Rate:	7.6	answered	171
	Variance:	0.23	Std. Error:	0.04			skipped	0

6. Do you support the inclusion of the power that makes it an offence to allow a dog into enclosed children's playgrounds?							Response Percent	Response Total
1	Yes						88.30%	151
2	No						9.36%	16
3	Don't know						2.34%	4
Analysis	Mean:	1.14	Std. Deviation:	0.41	Satisfaction Rate:	7.02	answered	171
	Variance:	0.17	Std. Error:	0.03			skipped	0

7. Are there any other types of land or specific areas you would like to be included? (Any areas should be enclosed and there should be facilities for dogs to be exercised elsewhere).			Response Percent	Response Total
1	Open-Ended Question		100.00%	47
1	17/04/17 1:07PM ID: 55880554	All playing fields i.e. Rugby, Football and Cricket pitches		
2	17/04/17 6:54PM ID: 55892570	Play areas in Denham.refer to Parish council for locations		
3	17/04/17 11:04PM ID: 55902324	I would like Wexham to be included into the restricted areas, as you don't seem to know we exist and are not on your list of areas where people live!!!		
4	18/04/17 8:09AM ID: 55911609	Burnham Parish Council owned land including Burnham Park, St Peter's Playground, the Stomping Ground, Hag Hill Playground, and the George Pitcher Memorial Ground.		
5	18/04/17 8:11AM ID: 55911875	Cemeteries		
6	18/04/17 8:34AM ID: 55912534	Compulsory for dogs to be on leads on the pavements of public roads & in front of burnham park hall.		
7	18/04/17 8:58AM ID: 55913404	The lakeside field at Langley Park.		
8	18/04/17 8:59AM ID: 55913923	Public parks if not already included Public pavements and oibkic footpaths		
9	18/04/17 9:10AM ID: 55914767	Car parks		
10	18/04/17 10:22AM ID: 55918493	Stomp pay area for children and Hag Hill play area There should be areas that dog's can be exercised safely as long as they are under control		
11	18/04/17 10:29AM ID: 55917491	All sport and all recreational grounds, dogs to be kept on leads at all times.		
12	18/04/17 12:45PM ID: 55930465	All footpaths and pavements (it is not clear if these are included already).		
13	18/04/17 1:07PM ID: 55932181	School grounds		
14	18/04/17 1:28PM ID: 55924938	All should be included		
15	18/04/17 2:44PM ID: 55939695	No		
16	18/04/17 6:03PM ID: 55960665	I think less areas should be included. Playing fields, foot paths, pavements, children's play grounds, mown areas in parks, these need to be the priority to be kept dog poo free. Present measures fail to keep these area free of dog mess as it is.		
17	18/04/17 6:15PM ID: 55964564	sports grounds, recreational grounds, street scene in areas with speed limit 40mph or less		
18	18/04/17 6:28PM ID: 55964952	No.		
19	18/04/17 8:37PM ID: 55975311	Dogs should be on a lead when walking on the pavement		
20	18/04/17 9:06PM ID: 55978065	Football pitches/sports grounds		
21	19/04/17 11:25AM ID: 56037229	Re 5 above: "Authorised officer" should also include the land owner when public footpaths cross farm land - particularly when they contain livestock		

7. Are there any other types of land or specific areas you would like to be included? (Any areas should be enclosed and there should be facilities for dogs to be exercised elsewhere).			Response Percent	Response Total
22	19/04/17 6:25PM ID: 56070460	Dogs should be excluded from public areas that are recognised play areas ie football pitches and cricket pitches.		
23	19/04/17 6:58PM ID: 56072443	Sports fields and pitches		
24	20/04/17 1:16AM ID: 56087650	Not aware of any. Imagine Pedestrianised areas and pavements are included		
25	20/04/17 12:03PM ID: 56113286	Pub play areas		
26	20/04/17 4:35PM ID: 56134141	Hervines Park and King George V Field		
27	20/04/17 5:34PM ID: 56137948	New rules should be made where Dogs should be on leads in ALL areas apart from specially designated excersise areas		
28	20/04/17 7:29PM ID: 56144753	Local pitches and playing fields		
29	22/04/17 6:51AM ID: 56245522	Hodgemore woods needs a poo bin in the picnic area.		
30	22/04/17 8:13AM ID: 56248847	Dogs shouldn't be allowed into the parks at all there r children there that do not like dogs it's very upsetting, and I do mean the whole park in Chalfont st giles		
31	24/04/17 3:57PM ID: 56373330	FOOTBALL/RUGBY /CRICKET PITCHES		
32	24/04/17 6:33PM ID: 56385661	no		
33	24/04/17 8:15PM ID: 56390657	Clearly marked pathways were people are expected to be walking.		
34	25/04/17 6:59PM ID: 56459376	No.		
35	25/04/17 10:04PM ID: 56469222	no		
36	26/04/17 9:45PM ID: 56531893	I think dogs should not be allowed on playing fields eg football pitches.		
37	30/04/17 7:37PM ID: 56772329	Dog owners should clean up their dogs' faeces wherever it is visible, on or near footpaths, streets, roads or any public areas. At the same time there should be sufficient dog poo bins. You can't expect people to clean up dog mess when there are absolutely no bins anywhere for miles. Littering should be dealt with more harshly as dog fouling. It's utterly disgusting but dog mess at least dries out and breaks down / disintegrates whilst litter takes years to break down.		
38	02/05/17 5:12PM ID: 56865499	public footpaths		
39	02/05/17 8:12PM ID: 56873030	It seems to assume that every dog owner is irresponsible and every dog untrained.		
40	02/05/17 8:43PM ID: 56874989	I would ALL paths, including those running through fields and woodland as well as pavements, to be included		
41	03/05/17 8:45AM ID: 56895124	No		
42	03/05/17 10:42AM ID: 56904818	No		




7. Are there any other types of land or specific areas you would like to be included? (Any areas should be enclosed and there should be facilities for dogs to be exercised elsewhere).			Response Percent	Response Total
43	05/05/17 10:12AM ID: 57063740	Public footpaths [if they are not included already].		
44	05/05/17 10:17AM ID: 57064336	i would to see dogs maintained on a lead in parks		
45	08/05/17 5:57PM ID: 57257812	Yes, Stone Meadow in Chalfont St Giles.		
46	12/05/17 8:03PM ID: 57494598	1. Baptist cemetery, Trafford Road, Great Missenden 2. The whole graveyard at St Peter and St Paul's Church, Great Missenden (not just the lawn cemetery) 3. Missenden Abbey parkland - see map (Register of Historic Parks and Gardens, Historic England 1000605) https://historicengland.org.uk/listing/the-list/list-entry/1000605		
47	13/05/17 10:02AM ID: 57511177	Farmland, both pasture and arable		
			answered	47
			skipped	124

8. Please explain the reasons for your answer above			Response Percent	Response Total
1	Open-Ended Question		100.00%	46
1	17/04/17 1:07PM ID: 55880554	Danger to young people using these facilities		
2	17/04/17 6:54PM ID: 55892570	See 6		
3	17/04/17 11:04PM ID: 55902324	Because some fool has not put us on to the list.		
4	18/04/17 8:09AM ID: 55911609	Areas with public access that have high numbers of dog fouling incidents		
5	18/04/17 8:11AM ID: 55911875	dogs should not be allowed to roam free		
6	18/04/17 8:34AM ID: 55912534	I live on High Street, Burnham and sometimes we see dogs without leads on the pavements and on the green immediately in front of the burnham park hall (village hall). They pose a threat of all sorts.		
7	18/04/17 8:58AM ID: 55913404	It is a field mainly full of livestock grazing, where we have observed that dogs are NOT being kept on leads by approx 60% of owners. Poor signage does not help. There is plenty of open space surrounding this particular field where dogs can be exercised.		
8	18/04/17 8:59AM ID: 55913923	These are the main areas where people walk their dogs		
9	18/04/17 9:09AM ID: 55914240	Depends on whether dog is out of control or perceived to be. Often a dog can be playing however if the warden does not recognise the play vs out of control the wrong message could be given also there needs to be a prevention method for power happy people not to abuse the ability to provide an order to a dog owner.		
10	18/04/17 9:10AM	It's dangerous for the dogs and owners. Dogs should be on a lead at all times around		

8. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 55914767	the roads and car's.		
11	18/04/17 10:22AM ID: 55918493	Both areas are used through out the year by children and parents Dogs are part of family life and in some cases companion for the owner/ owners		
12	18/04/17 10:29AM ID: 55917491	Where sport is to be played, it is not very pleasant for the players having to go round clearing the playing surfaces before commencing to Platt.		
13	18/04/17 10:42AM ID: 55921172	I own a dog and have no problem picking up after her, there are plenty of bins where I go walking, however others do not and it's disgusting		
14	18/04/17 11:06AM ID: 55922431	Don't introduce new powers when existing powers are available. Crack down on the people who already are an issue using your existing powers.		
15	18/04/17 12:45PM ID: 55930465	Pedestrians should be able to walk safely and dog fouling on the pavements in Burnham is a serious problem.		
16	18/04/17 12:53PM ID: 55930378	safety		
17	18/04/17 1:07PM ID: 55932181	Because some parents don't understand that some children are very scared of dogs		
18	18/04/17 1:28PM ID: 55924938	I frequently clean up after other people's dogs. I don't see that making it cover a greater area without having officers more vigilant will make any difference. You need to enforce this law more.		
19	18/04/17 6:03PM ID: 55960665	There is a massive problem with dog poo, not poo on the ground, but poo in little black bags hung in trees or thrown into bushes or just flung on the ground. I take part in monthly litter picks along parts of the canal in south bucks and the majority of litter we collect is beer cans, vodka bottles and bags of dog poo. I would like to see sensible measures- poo needs to be picked up if it's actually on the pavement or on a playing field or in a children's play ground. Elsewhere we should be encouraging owners of dogs to flick poo into bushes or off paths into long grass. Dog owners seem happy to pick up poo where they might be fined, but then it ends up chucked in it's bag on the ground or hung up in a tree. Bins aren't emptied enough and it's common to see the poo bins overflowing and stinking horribly. Childrens playgrounds that are fenced off inside parks- dogs shouldn't be allowed in there but if playgrounds aren't fenced in then dogs must be allowed around the play equipment, you couldn't stop dog access to the whole area or insist that dogs have to be kept on the leash unless you want to cause a major animal welfare issue which once again will hit the elderly and poorest members of the community hardest who are less likely to have access to a car to take dogs for walks in other areas. In the main dogs aren't a problem, they aren't dangerous, will play with the children in their families and children and dogs are generally taken to the park together and that's got to be encouraged for both the welfare of the dog and the children.		
20	18/04/17 6:15PM ID: 55964564	to ensure all open space is included		
21	18/04/17 6:28PM ID: 55964952	I am a thoroughly responsible dog owner AND parent who picks up after my pets. I would like to use the Children's facilities and allow my dog with me, in a controlled manner as it is healthy for my family and others, including children to socialise in a considerate and healthy manner. Why do we not have places for dogs to run free at designated times? Many Burnham children adore my dog		
22	18/04/17 8:37PM ID: 55975311	Although many owners believe that their dogs will remain close this is not always the case		
23	19/04/17 6:25PM ID: 56070460	Dogs faeces spread diseases to young children who play games on pitches.		
24	19/04/17 6:58PM ID: 56072443	Health and hygenie of both players and maintenance staff		

8. Please explain the reasons for your answer above			Response Percent	Response Total
25	20/04/17 12:03PM ID: 56113286	Children using play areas.		
26	20/04/17 4:35PM ID: 56134141	Numerous dog walkers including professional dog walkers with multiple animals		
27	20/04/17 5:34PM ID: 56137948	Dogs, mess and irresponsible owners with no control are becoming an increasing problem in Burnham. To get to enclosed childrens areas, we have to walk through parks with dogs running around and jumping up at our babies and toddlers. It seems crazy that the rights of humans are put second to the dogs, surely it would make more sense that people have to walk into enclosed dog exercise areas before removing leads. Giving ownership of parks back to regular users,		
28	20/04/17 7:29PM ID: 56144753	It is not healthy to have fouling on pitches		
29	22/04/17 6:51AM ID: 56245522	Used poo bags on the ground		
30	22/04/17 8:13AM ID: 56248847	Some children are very frightened of dogd		
31	24/04/17 3:57PM ID: 56373330	OFTEN GET COMPLAINTS FROM TEAMS WHO HAVE TO CLEAR THE LAND BEFORE MATCHES		
32	24/04/17 6:33PM ID: 56385661	n/a		
33	24/04/17 8:15PM ID: 56390657	So you don't tread in it and children do not pick it up.		
34	25/04/17 6:59PM ID: 56459376	I would like fouling in public places such as recreation grounds, pavements and parks stopped before trying to extend the territory. There is often dog poo in Hervines Park and Barn Meadow, where people play sport, children have parties and people relax for picnics. There is no excuse not to clear up after your dog in these areas, so please police these better before trying to tackle areas such as woodland which is very difficult to monitor and the impact of poo is much less.		
35	26/04/17 9:45PM ID: 56531893	Prestwood Colts FC use Prestwood Common for our pitches and each Saturday and Sunday morning during the season we have to remove dog excrement from the pitches before the children play. The risk to child from infection is also significant if the excrement is not removed.		
36	02/05/17 5:12PM ID: 56865499	cleanliness		
37	02/05/17 8:12PM ID: 56873030	Most dogs and owners are responsible. I hate the signs with the eyes - we're watching you		
38	02/05/17 8:43PM ID: 56874989	As a walk leader in the lanes, fields and woodland in and around the village of GT. Missenden. It is common to finding faeces actually on pathways mentioned above. This is easily unseen by chatting walkers and is subsequently taken into cars /pubs./ cafe/ one's own home		
39	03/05/17 8:45AM ID: 56895124	As long as public exercising places are covered there should be little problem.		
40	03/05/17 10:42AM ID: 56904818	I live with my dogs in a rural area and appreciate the freedom this gives both me and them. I clear up after my dogs but not everyone does. I do not think any further restriction is necessary.		
41	05/05/17 10:12AM ID: 57063740	Sometimes they are heavily fouled.		
42	05/05/17 10:17AM ID: 57064336	some dogs are not easily controlled by their owners and cause concern with individuals exercising especially joggers and runners		

8. Please explain the reasons for your answer above			Response Percent	Response Total
43	07/05/17 6:42PM ID: 57202892	Are these offences civil or criminal?		
44	08/05/17 5:57PM ID: 57257812	It is a very popular place for dog walking and for other walkers and children playing.		
45	12/05/17 8:03PM ID: 57494598	1. The baptist cemetery is a place of quiet reflection. Other cemeteries are included. Why not this one? 2. Ditto the whole graveyard at St Pater and St Paul's church 3. Missenden Abbey parkland: the public often bring dogs off the lead into the parkland. There are often sheep grazing there. I've seen dogs worry the sheep.		
46	13/05/17 10:02AM ID: 57511177	Danger to people from poisoning crops and risk of exposing stock to disease		
			answered	46
			skipped	125

9. Do you support the inclusion of the power that makes it an offence to fail to produce a bag or other means for picking up after your dog when asked by an authorised officer?						Response Percent	Response Total	
1	Yes					84.21%	144	
2	No					9.94%	17	
3	Don't know					5.85%	10	
Analysis	Mean:	1.22	Std. Deviation:	0.54	Satisfaction Rate:	10.82	answered	171
	Variance:	0.29	Std. Error:	0.04			skipped	0

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
1	Open-Ended Question		100.00%	68
1	17/04/17 9:35AM ID: 55872477	Unsocialised dogs should be required to be kept on a lead at all times and, in particularly vicious cases, muzzled when in public		
2	17/04/17 1:07PM ID: 55880554	No		
3	17/04/17 4:16PM ID: 55886720	Adequate enforcement needs to be provided		
4	17/04/17 4:44PM ID: 55887419	muzzle leash for breeds designated as at risk in public areas		
5	17/04/17 6:54PM ID: 55892570	No		
6	17/04/17 8:42PM ID: 55896764	How can dangerous dogs in the ownership of unpleasant people be controlled in public? <i>How will the exclusion of dogs from playgrounds be enforced without diverting slim</i>		

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
		police resources from more significant issues?		
7	17/04/17 11:04PM ID: 55902324	The amount of Dogs that can be walked by an individual. I believe that 4 should be the maximum.		
8	18/04/17 8:07AM ID: 55911675	Enforcement of 'Dogs on a lead' areas. Nothing in Iver is enforced and we regularly find dog mess all over the recreation ground, pavements and verges in the village. Parish Council does nothing to alleviate this issue.		
9	18/04/17 8:09AM ID: 55911609	Very strongly supportive of no.9.		
10	18/04/17 8:11AM ID: 55911875	Failure to carry identifying documents when walking a dog		
11	18/04/17 8:34AM ID: 55912534	Dogs on leads in specific areas.		
12	18/04/17 8:44AM ID: 55913328	Yes, extend it cats too!		
13	18/04/17 8:48AM ID: 55913521	Dangerous dogs being allowed to roam the park and their owners not being bothered to control them, resulting in dogs being attacked.		
14	18/04/17 8:59AM ID: 55913923	Vets should be obliged to hand a copy of dog fouling regulations to owners whenever owners visit with their dogs and to make sure owners are aware of them. Patrolling police officers and PCSOs should have the power to stop and require dog walkers to be able to produce a bag for the collection of dog mess.		
15	18/04/17 9:09AM ID: 55914398	Make leaving a bag of poo not in a bin an offense. Take it home. Make it an offense for a dog to be carrying a stick on a footpath. It is dangerous and painful when hit by the stick. Dogs should be under control. If puppies get hurt by annoying older dogs, it is the owner fault.		
16	18/04/17 10:22AM ID: 55918493	Areas where the dog can drink water		
17	18/04/17 11:06AM ID: 55922431	Don't introduce new powers when existing powers are available. Crack down on the people who already are an issue using your existing powers.		
18	18/04/17 1:28PM ID: 55924938	Owners who allow their dogs off the lead claiming they are friendly.		
19	18/04/17 2:44PM ID: 55939695	Open park areas around playgrounds. As an example, both playgrounds in Burnham village have enclosed play areas but large green space outside the fencing where children play ball games and run around. I am a dog lover, and happy to see dogs in these spaces, but owners MUST clear up after them so that children can play safely.		
20	18/04/17 3:49PM ID: 55944524	One of the biggest issues i find is people using bags to pick up their dogs fouling, but then leaving it on the side of the road/hanging from a tree. No excuses, but probably due to a lack of public bins/overflowing bins.		
21	18/04/17 5:33PM ID: 55960501	dog walkers shouldn't be allowed to walk more than four dogs at a time		
22	18/04/17 6:03PM ID: 55960665	It would be helpful for some parks to have fenced dog training areas- areas where dogs can be exercised safely while they are learning to come on command.		
23	18/04/17 6:15PM ID: 55964564	littering by throwing dog fouling bags in to the verge or trees or adjoining land should be included dogs should be on leads if adjacent to a highway dog walkers should be licensed and be limited to two or three dogs at a time		
24	18/04/17 6:28PM ID: 55964952	Irresponsible owners should b punished. But let's also encourage the inclusion of owners who ar responsible with sociable and safe dogs, please.		

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
25	18/04/17 8:37PM ID: 55975311	Dogs should be on a lead when walking on the pavement		
26	18/04/17 9:06PM ID: 55978065	Number of dogs walked by dog walkers		
27	19/04/17 9:13AM ID: 56027087	limit on the number of dogs that can be walked at one time. There has been a number of occasions when I have been out walking and have come across a professional dog walker with countless dogs.		
28	19/04/17 11:25AM ID: 56037229	Re 9 above: Having a bag is a good thing if the bag is then deposited in a bin or taken home. Bags are a nuisance when they are left at the side of roads or flung into hedges. This should be an offence.		
29	19/04/17 11:45AM ID: 56040127	Any dog which has a history of biting or other dangerous behaviour towards strangers should be put down.		
30	19/04/17 12:11PM ID: 56042659	Yes the council need to take responsibility for 'the control of dangerous dogs'. As far as I can tell both the council and police are not interested in this issue. This is an issue which is ignored.		
31	19/04/17 1:19PM ID: 56029690	Proof of micro chipping and insurance to be produced by an agreed date when requested by an authorized officer.		
32	19/04/17 2:42PM ID: 56055675	Offence to discard a plastic bag of dog faeces on the ground or hang on a fence/tree		
33	19/04/17 2:53PM ID: 56056569	If you have used your bag and placed it in the proper disposal bin, this could prove difficult		
34	19/04/17 6:25PM ID: 56070460	Certain breeds of dogs should be obliged to wear muzzle.		
35	19/04/17 6:58PM ID: 56072443	Dogs should be banned from sports fields and pitches		
36	20/04/17 1:16AM ID: 56087650	Hopefully there is one about keeping a dog under control in any public area		
37	20/04/17 4:04PM ID: 56132009	Will these measures see the introduction of meaningful fines for dog fouling and will CDC be employing dog wardens to patrol specific problem areas? How will you record and monitor problem areas and ensure they are being monitored?		
38	20/04/17 4:35PM ID: 56134141	Use of muzzles for dangerous dogs.		
39	20/04/17 5:34PM ID: 56137948	see question 8 answer		
40	21/04/17 1:37PM ID: 56183268	Too many times I see dog bags left on verges or footpaths sometimes hanging on branches. The Order should cover the responsibility of the dog owner to dispose of the dog bags via designated bins or take home. Not enough dog bins are provided and should sit beside litter bins.		
41	21/04/17 1:41PM ID: 56184098	I've seen what I believe to be dangerous breeds of dogs unleashed at Dorney Lake. I find this very worrying when there are so many people using this facility.		
42	22/04/17 8:13AM ID: 56248847	People need to stop letting their dogs escape		
43	24/04/17 3:57PM ID: 56373330	SCHOOL GROUNDS WITH PUBLIC FOOT PATHS		
44	24/04/17 6:33PM ID: 56385661	no		
45	24/04/17 8:15PM ID: 56390657	More dog poo bins.		

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
46	24/04/17 9:10PM ID: 56392773	I think the control of dogs order 1992 should be more rigorously imposed maybe giving a warning the first time then action taken if ignored. This mandates that any dog in a public place must wear a collar with the name and address of the owner on it or engraved on a tag phone number optional..Also the dangerous dogs act 1991 (section 3) should be adhered to and the local police notified as they not seem to know about it here.		
47	25/04/17 6:59PM ID: 56459376	More poo bins, emptied more often. Bags of dog poo either abandoned, stacked up, thrown into trees or undergrowth. For example, by the gate into the footpath towards Mayhall Farm from Fullers Close Chesham has a pile of used poo bags by the gate. Disgusting. Safe places to secure a dog lead outside shops		
48	25/04/17 10:04PM ID: 56469222	NO		
49	28/04/17 6:48AM ID: 56619533	There should be a requirement for dog owners to keep their dogs under control at all times. If a dog running loose starts to annoy other users of the space it should be a requirement for the dog owner to put the dog on a lead at the request of other users of the facility, not just an authorised officer. There should also be included on any notice instructions on how to contact an authorised officer should a dog be out of control. It should also be made an offence for owners to allow dogs to urinate or defaecate against any park furniture, such as seats or gym equipment.		
50	29/04/17 4:28PM ID: 56735947	There should be a limit on the number of dogs professional dog walkers exercise in public places.		
51	30/04/17 2:44PM ID: 56765188	The owner of a dog that does any damage should be charged as if they themselves had committed the offence.		
52	30/04/17 7:37PM ID: 56772329	Owners who let their dogs run free should be reminded that it is their responsibility to keep their dogs under control and shouldn't expect all other dogs (on leads) to be happy when approached. I would wish for enclosed areas in public spaces where dog owners can exercise their nervous or problematic dogs safely and securely.		
53	01/05/17 5:11PM ID: 56800609	More poo bins and indeed litter bins are needed and existing litter bins need to be emptied much more regularly to stop them overflowing. Dog poo bins seem to be emptied almost daily so why can't the council arrange for litter bins to be emptied at the same time?		
54	02/05/17 11:59AM ID: 56840420	Dogs who have problems socialising with other dogs or people should be muzzled when in public places and areas where dogs can be off lead.		
55	02/05/17 8:12PM ID: 56873030	The control should be with irresponsible breeders		
56	02/05/17 8:43PM ID: 56874989	'friendly', but boisterous dogs off the lead, that rush towards you and jump up at one. Speaking as a late-eighties year old slightly built lady this can knock me off balance and at the very least dirty my clothes. Dogs on long extended leads, on narrow pavements		
57	03/05/17 8:45AM ID: 56895124	No		
58	03/05/17 10:42AM ID: 56904818	no		
59	03/05/17 12:52PM ID: 56916705	Need to define who is the 'authorised officer' as in previous questions		
60	03/05/17 5:42PM ID: 56940845	Dogs should be muzzled even when exercising if they are likely to come into contact with the public.		
61	04/05/17 11:08AM ID: 56988629	In parks where children are running around or families have picnics dogs should be on a lead and not allowed to foul.		

10. Are there any other areas or matters concerning dog control that you think should be included?			Response Percent	Response Total
62	04/05/17 11:10AM ID: 56988454	who is this mysterious "Officer" that is patrolling the streets. As it is we do not have sufficient input on regular and more serious policing matters so I would not want to see what little resources that we have diluted to deal with dog control when there are more serious crimes going on.		
63	04/05/17 10:52PM ID: 57043119	pavements in all areas to prevent dog fouling where people routinely walk		
64	05/05/17 10:12AM ID: 57063740	Sorry, don't know.		
65	08/05/17 5:57PM ID: 57257812	More designated bins for depositing bags of dog faeces.		
66	12/05/17 3:38PM ID: 57482010	Consideration should be given to the impact any PSPO's relating to dogs would have on sensitive neighbouring land not covered by the PSPO. Sufficient enforcement resource should be provided to reflect any increase in PSPO powers.		
67	12/05/17 8:03PM ID: 57494598	I am concerned that dogs are often off the lead on public footpaths and bridleways.		
68	13/05/17 10:02AM ID: 57511177	While some dogs, when off the lead, are not a problem to other walkers because they are under the control of their owners, there are many dog-walkers who are unable to control their dogs and I am frequently harassed by these dogs. There should be a provision that dogs should not be allowed off lead unless they can be shown to obey their owners.		
			answered	68
			skipped	103

11. Please explain the reasons for your answer above			Response Percent	Response Total
1	Open-Ended Question		100.00%	59
1	17/04/17 9:35AM ID: 55872477	Dogs which are a potential danger to other dogs and members of the public need to be adequately controlled		
2	17/04/17 4:44PM ID: 55887419	safety implications and risk to young children in public spaces		
3	17/04/17 6:54PM ID: 55892570	Avoid excessively litigious stance		
4	17/04/17 8:42PM ID: 55896764	N/a		
5	17/04/17 11:04PM ID: 55902324	To keep the dogs under control.		
6	18/04/17 8:09AM ID: 55911609	It appears that catching offenders is the biggest issue, and if authorised officers were able to request that dog owners show evidence that they have bags, this could be a proactive way of enforcing the PSPOs, and encouraging people to carry the bags.		
7	18/04/17 8:11AM ID: 55911875	This would make it easier to identify the dog owner		
8	18/04/17 8:34AM ID: 55912534	As given in question 8.		
9	18/04/17 8:44AM	I'm fed up with other people's cats crapping in my garden!		

11. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 55913328			
10	18/04/17 8:48AM ID: 55913521	To stop dogs being attacked by dogs who should be on a lead and muzzled as they are clearly unsociable and aggressive		
11	18/04/17 8:51AM ID: 55913275	This is in response to Q9. I ALWAYS pick up after my dog and usually take 3-4 bags out with me. There have been the odd occasions when I have either forgotten the bags or the dog has been more than usual and I have used them all and the dog goes again. I am unable to produce a bag! I have asked other dog walkers for a bag or looked for something to pick up the mess and on one occasion gone home and come back with a bag. So, for this reason, would not want a blanket fine. I do wonder how on earth this is going to be 'policed'. I take it this is for persistent antisocial behaviour and I agree there is a necessity for it but I do wonder how, and at what cost both financially and at the expense of what other services.		
12	18/04/17 8:59AM ID: 55913923	This will help to avoid the excuse of dog owners that they are unaware of current regulations.		
13	18/04/17 9:09AM ID: 55914240	It is possible however not good, that someone may not have taken enough bags with them and may have used them prior to have being asked to produce one. Again there needs to be an exception to a rule.		
14	18/04/17 10:22AM ID: 55918493	Dogs which run around especially in warm weather do need water to drink		
15	18/04/17 1:28PM ID: 55924938	Any large dog, however friendly, can easily knock a small child over, possibly against a hard surface. I have two very friendly large dogs but I would never allow them off the lead where they might come into contact with children or elderly people.		
16	18/04/17 2:44PM ID: 55939695	See above - occasional patrols or other surveillance is needed to encourage responsible dog ownership, alongside stiff fines / criminal sanctions		
17	18/04/17 5:33PM ID: 55960501	because it's impossible to control and watch four especially poo picking		
18	18/04/17 6:15PM ID: 55964564	to ensure safety		
19	18/04/17 8:37PM ID: 55975311	Many dog owners believe that they can control their dogs without a lead but this is not always the case especially on a narrow footpath.		
20	18/04/17 9:06PM ID: 55978065	Larger groups of dogs walked together can be intimidating for other dogs and children, especially at the Cherry Orchards in Burnham		
21	19/04/17 9:13AM ID: 56027087	With so many dogs and a number off the lead - it is difficult to keep track of which one is where and if they have fouled.		
22	19/04/17 11:25AM ID: 56037229	In general I support the Forestry Commission's Dog Code https://www.forestry.gov.uk/forestry/bee9-9vkj6d which advocates a "Stick and Flick" policy in rural areas		
23	19/04/17 11:45AM ID: 56040127	Well-behaved, good dogs with responsible owners are welcome. Owners who take pride in their dogs aggressive behaviour should be punished and the dogs put down. Public safety takes priority over individual interests.		
24	19/04/17 12:11PM ID: 56042659	My dog was attacked by a Staffordshire bull terrier in Lownes park. The dog lived in Chesham, was a known problem, was not wearing a muzzle. I tried to report to council and no one was interested. If a dog warden doesn't have responsibility for dangerous dogs and the recording incidents I'm not sure why they exist!		
25	19/04/17 1:19PM ID: 56029690	As an encouragement to responsible ownership and to re-enforce the severity of the problem a requirement to produce this information may be an additional deterrent. It may also highlight pets not chipped or insured which owners can be signposted to options.		




11. Please explain the reasons for your answer above			Response Percent	Response Total
26	19/04/17 2:42PM ID: 56055675	The countryside is littered with bags of dog faeces discarded or hung on trees which owners seem to think is a valid way to dispose of them.		
27	19/04/17 2:53PM ID: 56056569	See above		
28	19/04/17 6:25PM ID: 56070460	Dog breeds that are recognised as "fighting" dogs should be muzzled		
29	19/04/17 6:58PM ID: 56072443	Health and hygienic		
30	20/04/17 1:16AM ID: 56087650	To improve the feeling of safety		
31	20/04/17 4:04PM ID: 56132009	There is no point in additional measures if they aren't backed by actions that will deter this kind of anti-social behaviour.		
32	20/04/17 5:34PM ID: 56137948	see question 8 answer		
33	21/04/17 1:37PM ID: 56183268	see above		
34	21/04/17 1:41PM ID: 56184098	see above		
35	22/04/17 8:13AM ID: 56248847	Dogs r roaming all the time sooner or later they will bite someone just like my little girl who got bitten but the man who was walking the dog said she could stroke it		
36	24/04/17 3:57PM ID: 56373330	MANY SCHOOL GROUNDS HAVE PUBLIC FOOT PATHS RUNNING ALONG SIDE THEM WHERE DOGS CAN EASILY ACCESS		
37	24/04/17 6:33PM ID: 56385661	n/a		
38	24/04/17 8:15PM ID: 56390657	Otherwise it is placed in bins designated for refuse.		
39	24/04/17 9:10PM ID: 56392773	I think there are too many couldn't care less about what the dog does and/or where he/she does it I also believe that there should be a local dog/animal warden for the area.		
40	25/04/17 6:59PM ID: 56459376	As above, in section 8, please clean up existing problems and be more dog friendly where it is easier to make an impact, before trying to tackle more difficult problems.		
41	28/04/17 6:48AM ID: 56619533	There are a number of occasions where people using the park are harassed by free running dogs which are not under their owners control. There are also many occasions where dogs are fouling around items such as the gym equipment which they treat as a lamp post.		
42	29/04/17 4:28PM ID: 56735947	Too many of these dogs are not on a lead and under control. I've never seen one of these walkers stop and pick up mess although to be fair I've not seen many of the dogs fouling the footpath.		
43	30/04/17 2:44PM ID: 56765188	To make owners of dogs more responsible for their dog's actions.		
44	30/04/17 7:37PM ID: 56772329	I am the owner of a mistreated rescue dog who is frightened of other dogs. Despite wearing a bright yellow harness with the word NERVOUS on it and being on a lead other dog owners constantly let their dogs run at my dog, frightening her and increasing her fear response.		
45	01/05/17 5:11PM ID: 56800609	Self explanatory		
46	02/05/17 11:59AM ID: 56840420	I was walking a friends dog recently and it was attacked by another dog as was I when I put myself between the two dogs. The owner of the other dog said her dog only had a problem with other dogs and wouldn't hurt a person when I said her dog should be		




11. Please explain the reasons for your answer above			Response Percent	Response Total
		muzzled when out!		
47	02/05/17 8:12PM ID: 56873030	Freedom is walking through the beech woods. The dog covers 4 or 5 time the distance that I do . I can't tell you if he has defecated or where. If it's on the footpath then I kick it into the leaves. He has a lovely walk and I return relaxed. I don't want a pair of eyes on the trees. A smelly bin at the entrance to the woods. I wood like to be trusted as does my dog		
48	02/05/17 8:43PM ID: 56874989	Twice I have had to stand still because of a dog owners lead crossing my legs as ith dog walks past me on the opposite taken by it's owner owner! - on the exceptionally narrow pavements of Gt. Missenden High St.		
49	03/05/17 8:45AM ID: 56895124	All the important points are covered.		
50	03/05/17 10:42AM ID: 56904818	I think that the extra powers are sufficient.		
51	03/05/17 5:42PM ID: 56940845	Dogs are unpredictable. Even well trained dogs will act as a pack in different situations. I have been bitten by a dog.		
52	04/05/17 11:08AM ID: 56988629	It is not right that families could be sitting on grass that has previously been fouled by dogs		
53	04/05/17 11:10AM ID: 56988454	A proper proposal as to how these matters are to be policed and that policing funded needs to be weighed against the benefits of the the orders		
54	05/05/17 10:12AM ID: 57063740	N/A		
55	07/05/17 6:42PM ID: 57202892	Leaving dog faeces in public places is anti-social. But what is worse if having picked the faeces up, the dog bag is then dropped or hung on a tree or hedge. They rely on then dog-bag fairies.		
56	08/05/17 5:57PM ID: 57257812	It should be an offence to leave a bag of dog poo ("to pick up later"!) as the owners don't want to carry it on their walk!		
57	12/05/17 3:38PM ID: 57482010	Specific PSPO powers may cause displacement of unwanted behaviours to other sites, for example irresponsible dog owners changing their habits to walk in areas where powers are perceived as less strict or not as rigorously enforced, and increased pressures on other sites if commercial dog walkers walking multiple dogs choose to exercise elsewhere to avoid PSPO powers.		
58	12/05/17 8:03PM ID: 57494598	Dogs on footpaths and bridleways often become excited when runners go past them. Some dogs become out of control and jump up - which is alarming when the dogs are large.		
59	13/05/17 10:02AM ID: 57511177	Danger and nuisance to other users of public spaces.		
			answered	59
			skipped	112




4. Alcohol restrictions

12. Do you support the inclusion of the five current Designated Public Place Orders (DPPOs) below in the new Public Space Protection Order?				
	Retain	Remove	Don't know	Response Total
Chesham Cemetery	77.8% (133)	0.6% (1)	21.6% (37)	171
Chesham Town Centre High Street and Meades Water Garden	76.0% (130)	0.6% (1)	23.4% (40)	171
Amersham-on-the-Hill and Old Amersham	73.1% (125)	1.2% (2)	25.7% (44)	171
Seer Green	66.1% (113)	1.8% (3)	32.2% (55)	171
Land at Roundwood Road and Station Forecourt, Amersham	71.3% (122)	1.2% (2)	27.5% (47)	171
			answered	171
			skipped	0




Matrix Charts




12.1. Chesham Cemetery						Response Percent	Response Total	
1	Retain					77.8%	133	
2	Remove					0.6%	1	
3	Don't know					21.6%	37	
Analysis	Mean:	1.44	Std. Deviation:	0.82	Satisfaction Rate:	21.93	answered	171
	Variance:	0.68	Std. Error:	0.06				

12.2. Chesham Town Centre High Street and Meades Water Garden						Response Percent	Response Total	
1	Retain					76.0%	130	
2	Remove					0.6%	1	
3	Don't know					23.4%	40	
Analysis	Mean:	1.47	Std. Deviation:	0.85	Satisfaction Rate:	23.68	answered	171
	Variance:	0.72	Std. Error:	0.06				

12.3. Amersham-on-the-Hill and Old Amersham						Response Percent	Response Total	
1	Retain					73.1%	125	
2	Remove					1.2%	2	
3	Don't know					25.7%	44	
Analysis	Mean:	1.53	Std. Deviation:	0.87	Satisfaction Rate:	26.32	answered	171
	Variance:	0.72	Std. Error:	0.06				

12.3. Amersham-on-the-Hill and Old Amersham				Response Percent	Response Total
Variance:	0.76	Std. Error:	0.07		

12.4. Seer Green				Response Percent	Response Total	
1	Retain			66.1%	113	
2	Remove			1.8%	3	
3	Don't know			32.2%	55	
Analysis	Mean:	1.66	Std. Deviation:	0.93	Satisfaction Rate:	33.04
	Variance:	0.87	Std. Error:	0.07	answered	171

12.5. Land at Roundwood Road and Station Forecourt, Amersham				Response Percent	Response Total	
1	Retain			71.3%	122	
2	Remove			1.2%	2	
3	Don't know			27.5%	47	
Analysis	Mean:	1.56	Std. Deviation:	0.89	Satisfaction Rate:	28.07
	Variance:	0.8	Std. Error:	0.07	answered	171

13. Please explain the reasons for your answer above				Response Percent	Response Total
1	Open-Ended Question			100.00%	85
1	17/04/17 9:24AM ID: 55872060	Don't believe alcohol should be drunk in public places			
2	17/04/17 9:35AM ID: 55872477	This is a good idea and should be retained			
3	17/04/17 10:38AM ID: 55875437	To limit anti social behaviour caused by alcohol misuse in those areas.			
4	17/04/17 1:07PM ID: 55880554	Safety			
5	17/04/17 4:44PM ID: 55887419	don't have any local knowledge of the above areas			
6	17/04/17 6:54PM ID: 55892570	Obviously because their removal would lead to a recurrence of the behaviour that resulted in their need in the first place			
7	17/04/17 8:42PM ID: 55896764	It seems clear that certain people cannot be trusted to behave well			
8	17/04/17 11:04PM ID: 55902324	Congregating around an area drinking is not a good social practice and gives the area a bad name.			
9	18/04/17 8:07AM ID: 55911675	I don't live in or near those areas so cannot comment.			
10	18/04/17 8:34AM	Minimises antisocial behaviour			

13. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 55912534			
11	18/04/17 8:37AM ID: 55913010	Not familiar with the areas mentioned.		
12	18/04/17 8:44AM ID: 55913328	Doh!		
13	18/04/17 8:51AM ID: 55913275	I have no knowledge of these areas or their problems.		
14	18/04/17 8:59AM ID: 55913923	The public need to be protected from offences in these areas.		
15	18/04/17 9:01AM ID: 55914299	I don't like to see people drinking in public		
16	18/04/17 9:09AM ID: 55914398	I don't know the Chiltern area well.		
17	18/04/17 9:10AM ID: 55914767	They are working well.		
18	18/04/17 9:39AM ID: 55916861	drink at home, not in our public places		
19	18/04/17 10:22AM ID: 55918493	Alcohol is to easy to buy any time of day and night in some areas		
20	18/04/17 10:29AM ID: 55917491	Alcohol drinking can become in any public area a problem and create unruly and aggressive behaviour.		
21	18/04/17 11:06AM ID: 55922431	I am unaware of what offenses have been identified and what the extra powers offer that existing legislation can't control		
22	18/04/17 11:31AM ID: 55924932	Some of the areas are a little remote - it removes doubt if someone should be drinking there or not.		
23	18/04/17 12:53PM ID: 55930378	stop people getting out of hand		
24	18/04/17 1:28PM ID: 55924938	I'm not quite sure if I'm indicating these places removal from being allowed to drink. I don't think any drink should be allowed in a public place unless it is within the curtilage of a public house. Then they are the responsibility of the licensed publican.		
25	18/04/17 1:51PM ID: 55935499	Has worked well so far		
26	18/04/17 2:17PM ID: 55937506	I can't answer on behalf of other towns that I am not a resident of visitor to. i am sure locals have strong opinions!		
27	18/04/17 2:36PM ID: 55937932	I think my answer is fairly obvious! Anti-social behaviour should be controlled within our district.		
28	18/04/17 2:44PM ID: 55939695	I don't live in the area so am not familiar with the issues		
29	18/04/17 6:01PM ID: 55963592	Didn't know about them		
30	18/04/17 6:03PM ID: 55960665	don't know any of the areas listed		
31	18/04/17 6:09PM ID: 55964492	I don't know these areas and have never been to them		
32	18/04/17 6:15PM ID: 55964564	to reduce the impact of drinking in public and control behaviors		

13. Please explain the reasons for your answer above			Response Percent	Response Total
33	18/04/17 8:37PM ID: 55975311	Drinking in a public place can lead to people being intoxicated. This can lead to a fear that a crime may be committed, it is also unpleasant to see drunken behaviour in a public place.		
34	18/04/17 9:06PM ID: 55978065	Am not familiar with the areas therefore cannot comment, but it seems appropriate for a cemetery		
35	19/04/17 9:13AM ID: 56027087	These areas are not known to me		
36	19/04/17 11:25AM ID: 56037229	There is no reason to remove them		
37	19/04/17 11:45AM ID: 56040127	Alcohol abuse is offensive and immoral. All steps should be taken to discourage any form of anti-social behaviour.		
38	19/04/17 2:18PM ID: 56053613	Any anti-social behaviour involving alcohol is unacceptable and gives the area concerned a bad reputation which is probably unjustified due to a few rogue individuals.		
39	19/04/17 2:42PM ID: 56055675	Restrictions should stay the same as now		
40	19/04/17 3:26PM ID: 56058988	Places where unruly groups are likely to gather		
41	19/04/17 4:56PM ID: 56065835	The Chesham areas continue to attract a relatively high level of ASB including drinking and evidence of drug taking. The current restrictions allow for prompt action by the police		
42	19/04/17 6:25PM ID: 56070460	Homes and public houses are for drinking. Drinking in roads and pedestrian areas hightens the likelihood of anti social behaviour and violence		
43	19/04/17 9:47PM ID: 56080331	Drinking on the street and excessive drinking in public areas is offensive and can be frightening , intimidating to the general public, young children and pensioners.		
44	20/04/17 12:03PM ID: 56113286	I don't reside in these areas thus don't know them or any issues pertaining to them		
45	20/04/17 2:20PM ID: 56123663	Since the DPPO's Chesham High is a lot better, but MWG(also pot)and the Cemetery are still an area to be looked at.		
46	20/04/17 4:04PM ID: 56132009	Residents and visitors can take advantage of numerous establishments where they can drink and can drink at home. It is not necessary to hang around in public places and cause a nuisance.		
47	20/04/17 4:35PM ID: 56134141	I only have knowledge of the Amersham areas. There are currently several open public areas around the town where youths congregate and cause a significant nuisance with noise, litter and intimidation.		
48	20/04/17 5:34PM ID: 56137948	The Police should have this power anywhere they see fit to use it, and im shocked that they dont?!		
49	20/04/17 7:29PM ID: 56144753	It can be quite intimidating being amongst people drinking in a public space		
50	21/04/17 1:41PM ID: 56184098	I don't know those areas.		
51	21/04/17 3:41PM ID: 56191995	I am not familiar with these areas.		
52	21/04/17 4:36PM ID: 56195589	Areas where drinkers regularly gather in public spaces breed a number of problems and cause trouble to members of the public and their property		
53	21/04/17 5:35PM ID: 56199717	It is not necessary to be out drinking in the street.		
54	22/04/17 12:24AM	Everyone with a dog, should be made responsible to keep their dogs on a lead and be		

13. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 56238895	made responsible to clear up any mess their dogs make.		
55	22/04/17 1:20AM ID: 56240454	Drunken behaviour is frightening. The unpredictability is dangerous		
56	22/04/17 8:13AM ID: 56248847	If they want to drink let em do it at home or in the pub		
57	24/04/17 7:52AM ID: 56333205	The Chesham areas ticked still suffer issues with alcohol related crime and disorder. Amersham suffers less but I think this might be because of the DPPO currently in place.		
58	24/04/17 3:57PM ID: 56373330	ON GOING ISSUES WITH ALCOHOL ASB ISSUES		
59	24/04/17 6:33PM ID: 56385661	n/a		
60	24/04/17 8:15PM ID: 56390657	To continue to prevent anti-social behaviour. We are only able to comment on Amersham.		
61	24/04/17 9:10PM ID: 56392773	I don't live in the areas concerned but think they good ideas		
62	25/04/17 6:59PM ID: 56459376	Who needs to drink in those areas? But where will determined drinkers go instead?		
63	25/04/17 10:04PM ID: 56469222	When the young people drink in public areas they become threatening to many elderly people		
64	28/04/17 6:48AM ID: 56619533	I do not visit these areas so am not in a position to comment		
65	29/04/17 4:28PM ID: 56735947	I support in general because drinking in these places seems to cause a lot of litter. That said I'm sad about the loss of personal freedom. These laws shouldn't be necessary. I am not familiar with the sites in Amersham or Seer Green.		
66	30/04/17 7:37PM ID: 56772329	AntiSocial behaviour is a real problem round here. I constantly see people drinking, taking drugs and littering in the Chesham Water Gardens and in Lowndes Park. Broken bottles and all sorts of rubbish also accumulate in Chesham Cemetery and in Meades Meadow. DPPOs are clearly necessary - but when are there ever enforced?		
67	01/05/17 12:11PM ID: 56791817	I live in Chesham high street and witness groups often behaving in uncontrollable manner specially after pub hours, Friday and Saturday. I don't really feel safe walking around when dark.		
68	01/05/17 5:11PM ID: 56800609	I believe all public areas should be free of alcohol consumption unless at an organised event.		
69	02/05/17 11:59AM ID: 56840420	If it has improved behaviour then the orders should stay!		
70	02/05/17 4:56PM ID: 56864714	All of these are areas frequented by persons, frequently youths, who have been known to cause affray and damage property,		
71	02/05/17 5:12PM ID: 56865499	for the protection of the public as well as maintaining a clean & pleasant condition of those environments		
72	02/05/17 8:12PM ID: 56873030	This is a start but should be placed with an order that discourages drink & drugs in public places		
73	02/05/17 8:43PM ID: 56874989	These areas are often frequented by me		
74	03/05/17 8:45AM ID: 56895124	There are plenty of places where people can drink alcohol so they do not need to do so in these places.		
75	03/05/17 10:42AM	I presume these areas have caused problems in the past		

13. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 56904818			
76	03/05/17 1:30PM ID: 56919630	these appear to be places where groups gather		
77	03/05/17 5:42PM ID: 56940845	Alcohol should not be consumed in any public place. Causes rowdy behaviour and litter		
78	03/05/17 6:28PM ID: 56944068	I've answered 'yes' on the assumption that these banning orders are helpful - I have no experience though to enable me to know whether or not this is the case though.		
79	04/05/17 11:10AM ID: 56988454	not within our Parish		
80	04/05/17 4:07PM ID: 57013917	support any steps to tackle anti social behaviour		
81	05/05/17 10:09AM ID: 57063697	It's all too easy for people to hide away and drink or take drugs. Both the younger and older generation but particularly the younger.		
82	05/05/17 10:12AM ID: 57063740	I trust that they were put in place for a reason.		
83	07/05/17 6:42PM ID: 57202892	"if they are causing or likely to cause anti-social behaviour" Who and how is this behaviour defined?		
84	08/05/17 5:57PM ID: 57257812	Drinking in inappropriate places often leads to public disorder.		
85	13/05/17 10:02AM ID: 57511177	Drinking should not be allowed in any public spaces because of the tendency to lead to antisocial and threatening behaviour.		
			answered	85
			skipped	86

14. Are there any other areas that you think should be included?			Response Percent	Response Total
1	Open-Ended Question		100.00%	68
1	17/04/17 9:24AM ID: 55872060	All town & villages spaces except under the auspices of an official event controller or within licensed premises		
2	17/04/17 9:35AM ID: 55872477	Town and village centres, e.g. Chalfont St Giles, St Peter, Little Chalfont, Great Missenden etc.		
3	17/04/17 10:38AM ID: 55875437	Lowndes Park		
4	17/04/17 1:07PM ID: 55880554	Beaconsfield Old Town		
5	17/04/17 4:16PM ID: 55886720	Other burial grounds that are managed by Parish Councils Recreational grounds		
6	17/04/17 4:44PM ID: 55887419	iver heath recreation ground iver recreation ground ...unless specific public events are scheduled and being held..		
7	17/04/17 6:54PM ID: 55892570	Way and Tillard recreation area and access road in Dunham.		

14. Are there any other areas that you think should be included?			Response Percent	Response Total
8	17/04/17 8:42PM ID: 55896764	TVP should be asked this question		
9	17/04/17 11:04PM ID: 55902324	Any Children's park.		
10	18/04/17 8:07AM ID: 55911675	Iver High St		
11	18/04/17 8:09AM ID: 55911609	Burnham Park		
12	18/04/17 8:34AM ID: 55912534	Burnham High Street & village green in front of the burnham park hall.		
13	18/04/17 8:37AM ID: 55913010	Yes. All children's play areas, e.g. St. Peter's rec.		
14	18/04/17 8:59AM ID: 55913923	Churchyard, Burnham Parish Church		
15	18/04/17 9:09AM ID: 55914398	In Burnham, round the pond, the church, the parks.		
16	18/04/17 9:10AM ID: 55914767	Burnham Park, St Peters Park		
17	18/04/17 9:39AM ID: 55916861	all parks and public places		
18	18/04/17 10:22AM ID: 55918493	High streets especially where there are Pubs		
19	18/04/17 10:29AM ID: 55917491	Outside of any off license or establishment that has a licence to sell alcohol, that is the. Immediate area outside of that premises.		
20	18/04/17 10:42AM ID: 55921172	Burnham Park		
21	18/04/17 11:31AM ID: 55924932	Burnham High Street and Parks		
22	18/04/17 12:45PM ID: 55930465	Burnham Park.		
23	18/04/17 1:28PM ID: 55924938	Within a licensed premises.		
24	18/04/17 2:17PM ID: 55937506	If Burnham Park is not included, it should be.		
25	18/04/17 2:36PM ID: 55937932	Areas where youths tend to gather - Common Areas eg Holmer Green Common; areas in close proximity to shops that sell alcohol. Semi-concealed car parks eg. Rossetti Hall, Holmer Green, Holmer Green Senior School. etc		
26	18/04/17 3:10PM ID: 55939911	Westwood Park Little Chalfont, Elizabeth Avenue Little Chalfont		
27	18/04/17 6:01PM ID: 55963592	In front of Burnham park hall and Burnham park unless a specific general public event		
28	18/04/17 6:03PM ID: 55960665	It would be nice if the entire canal tow path was included!		
29	18/04/17 6:15PM ID: 55964564	multi story and other car parks across the district		
30	18/04/17 8:37PM ID: 55975311	Village Green in Chalfont St Giles/ around the Duck Pond		

14. Are there any other areas that you think should be included?			Response Percent	Response Total
31	18/04/17 11:59PM ID: 56010347	All		
32	19/04/17 11:25AM ID: 56037229	Chalfont St Giles		
33	19/04/17 11:45AM ID: 56040127	All public spaces and parks and playgrounds in the Chilterns - especially all areas around churches and graveyards.		
34	19/04/17 3:32PM ID: 56059647	Windsor Road Open Space		
35	19/04/17 6:25PM ID: 56070460	Public parks		
36	19/04/17 9:47PM ID: 56080331	All the areas of Woodland and Public Footpaths with in the Chiltern & South bucks area.		
37	20/04/17 4:04PM ID: 56132009	Lowndes Park, Chesham Co-Op Field, Chesham Nashleigh Recreation Ground, Chesham Marston Field, Chesham		
38	20/04/17 4:35PM ID: 56134141	Around the library, King George V Road, Disrict Council car park and multi storey car park in Amersham.		
39	20/04/17 5:34PM ID: 56137948	Everywhere? isnt it common sense that Police should be able to stop people drinking in public if its causing a nuisance?		
40	20/04/17 7:29PM ID: 56144753	Burnham High Street		
41	21/04/17 1:37PM ID: 56183268	Why the DPPO does not cover South Bucks District		
42	21/04/17 1:41PM ID: 56184098	Burnham park.		
43	21/04/17 3:41PM ID: 56191995	No.		
44	21/04/17 5:35PM ID: 56199717	All public areas in South Bucks.		
45	22/04/17 12:24AM ID: 56238895	the whole of the Chilterns including any woodland. Foot path are disgusting around Three Household, especially Narcot Lane.		
46	22/04/17 1:20AM ID: 56240454	Almost everywhere. OK in their own home unless they feel like battering their children or partner.		
47	22/04/17 8:13AM ID: 56248847	Stop the teenagers drinking in Chalfont st giles park		
48	22/04/17 6:57PM ID: 56277535	Great Missenden Buryfield and parking area near C of E School		
49	24/04/17 6:33PM ID: 56385661	n/a		
50	24/04/17 8:15PM ID: 56390657	The footbridge over Amersham Station and areas close by. Garages and parking spaces behind Hill Avenue. Multi Storey Car Park in Amersham on the Hill.		
51	24/04/17 9:10PM ID: 56392773	Iver high street, Iver park. any green spaces in iver		
52	25/04/17 6:59PM ID: 56459376	Church Mead Amersham Burial Grounds old Amersham Rectory Hill, and the Platt Memorial Gardens Old Amersham		

14. Are there any other areas that you think should be included?			Response Percent	Response Total
53	28/04/17 6:48AM ID: 56619533	Burnham High Street		
54	30/04/17 7:37PM ID: 56772329	All public areas and land should be free from anti-social behaviour and littering.		
55	01/05/17 5:11PM ID: 56800609	All public areas.		
56	02/05/17 11:59AM ID: 56840420	Burnham High Street and the St.Peter's estate in Burnham		
57	02/05/17 2:11PM ID: 56851599	Buryfield Great Missenden Missenden Abbey Park		
58	02/05/17 4:56PM ID: 56864714	Area around the village shops, pond and common in Holmer Green.		
59	02/05/17 8:12PM ID: 56873030	Everywhere that is public except licenced premises		
60	03/05/17 8:45AM ID: 56895124	No		
61	03/05/17 10:42AM ID: 56904818	no		
62	03/05/17 12:52PM ID: 56916705	Open Areas in East and West Commons in Gerrards Cross after 8pm		
63	03/05/17 5:42PM ID: 56940845	Great Missenden and surrounding lanes		
64	04/05/17 11:10AM ID: 56988454	not within our parish		
65	04/05/17 10:52PM ID: 57043119	All public areas where antisocial behaviour may affect others enjoyment of the area		
66	05/05/17 10:09AM ID: 57063697	The George Pitcher Memorial Ground aka Cherry Orchards		
67	05/05/17 10:12AM ID: 57063740	Sorry, don't know.		
68	13/05/17 10:02AM ID: 57511177	All public spaces.		
			answered	68
			skipped	103

15. Please explain the reasons for your answer above			Response Percent	Response Total
1	Open-Ended Question		100.00%	60
1	17/04/17 9:24AM ID: 55872060	As 13)		
2	17/04/17 9:35AM ID: 55872477	Any groups of youths fuelled by alcohol and showing signs of anti social behaviour should be subject to the same restrictions. We need to encourage our town and village centres to Develop their evening trade to support the pubs and restaurants. Groups of		

15. Please explain the reasons for your answer above			Response Percent	Response Total
		alcohol fuelled youths hanging around deters people from going to the town and village centres of an evening		
3	17/04/17 10:38AM ID: 55875437	I have had reports of anti social behaviour in the park including drug misuse & unpleasant behaviour caused by older youths in front of young children during the school holidays.		
4	17/04/17 1:07PM ID: 55880554	Many pubs and restaurants in the area with drinkers meeting outside the licensed properties		
5	17/04/17 4:16PM ID: 55886720	To address the issues of under age drinking, drug taking and use of currently legal highs		
6	17/04/17 6:54PM ID: 55892570	This is a magnetic for underage drinking, littering, drug taking and there has been at least one sequel assault reported here whilst I have been a resident		
7	17/04/17 8:42PM ID: 55896764	N/a		
8	17/04/17 11:04PM ID: 55902324	Too much rubbish left by the people and smashed glass makes it dangerous.		
9	18/04/17 8:07AM ID: 55911675	Too often younger people are seen openly drinking i public and convening in certain areas.		
10	18/04/17 8:09AM ID: 55911609	High levels of alcohol related antisocial behaviour		
11	18/04/17 8:34AM ID: 55912534	We currently have antisocial behaviour occurring and this should help to deter it. However, there will be no effect if we do not have the police presence to enforce it. There have been times when community police officers have been asked for help and they say they cannot do anything and walk by, or continue having their coffee etc. So, the police presence we need is someone who can actually approach the offenders!		
12	18/04/17 8:37AM ID: 55913010	Feeling of unsafe, broken glass from bottles of cheap "alco pops" and vodka cause a big safety issue for small children.		
13	18/04/17 8:58AM ID: 55913404	I am not familiar with these areas.		
14	18/04/17 9:10AM ID: 55914767	Children and dogs spent a lot of time in this area. It would be nice for no bottles to be left behind.		
15	18/04/17 9:39AM ID: 55916861	fed up of the cans and glass left everywhere		
16	18/04/17 10:22AM ID: 55918493	As pub's are open most of the day now it is easy for the public to drink in the middle of the day and up to closing time !!!		
17	18/04/17 10:29AM ID: 55917491	There seems to be a reluctance by the owners or managers of the above to enforce the law on drinking within the vicinity of their premises		
18	18/04/17 10:42AM ID: 55921172	I go walking here and there are groups of youths drinking and drug taking		
19	18/04/17 11:31AM ID: 55924932	It's difficult to enforce at the moment		
20	18/04/17 1:28PM ID: 55924938	Numbers of people who have had a drink get loud and intimidating. I don't see why their behaviour should affect the general public.		
21	18/04/17 2:17PM ID: 55937506	The park is becoming a no go zone for drug and alcohol use. the people whom hand around there in the evening are very intimidating and last year spent their evenings firing marbles at my windows.		
22	18/04/17 2:36PM ID: 55937932	There is history of gatherings and anti-social behaviour in these areas and, apart from late evening/night noise, the litter factor behind.		

15. Please explain the reasons for your answer above			Response Percent	Response Total
23	18/04/17 3:10PM ID: 55939911	Number of teenagers hang around in the Park in the evenings and weekends drinking Alcohol and smoking other substances and causing anti social behaviour and frightening other members of the public who would like to take their children to enjoy the park facilities. The teenagers also hang around Elizabeth Avenue Shops doing same as above and stopping elderly people using the shops. Also at both the sites lots of rubbish is left .		
24	18/04/17 6:01PM ID: 55963592	Lots of rubbish and nuisance in the park		
25	18/04/17 6:03PM ID: 55960665	Drunken men fishing, walking home from work and drinking and chucking empties in the bushes- join us on a canal cleanup- bags and bags of beer cans and spirit bottles.		
26	18/04/17 6:15PM ID: 55964564	to reduce the impact of drinking in public and control behaviors		
27	18/04/17 8:37PM ID: 55975311	Occasionally drinkers will congregate on the green or around the duck pond in Chalfont St Giles, although I have not heard of any incidents but many of the older residents in the village are nervous of groups of men who have been drinking. Drinking can lead to unpleasant drunken behaviour, swearing and littering.		
28	19/04/17 11:25AM ID: 56037229	There are various places within Chalfont St Giles where youths congregate with alcohol - ie Bowstridge Lane Playing Fields, and "hidden den" areas along the banks of River Misbourne. Making the whole village a Designated area would give the police and PCSO's enhanced powers to deal with any situations that arise		
29	19/04/17 11:45AM ID: 56040127	Anti-social behaviour caused by alcohol abuse is threatening towards decent upstanding members of the community who should not have to put up with a minority of reprobates. Churches and churchyards are especially vulnerable and need particular protection.		
30	19/04/17 3:32PM ID: 56059647	Because it is small and close to dwellings		
31	19/04/17 6:25PM ID: 56070460	Children and recreation areas are not public houses		
32	19/04/17 9:47PM ID: 56080331	There is to much unnecessary dumping of Drinks cans and bottles in parks, fields, woodland and by the roadside.		
33	20/04/17 4:04PM ID: 56132009	These are all areas used heavily by Chesham families and anti-social behaviour shouldn't be tolerated.		
34	20/04/17 4:35PM ID: 56134141	I have personally experienced it and I have received numerous complaints from residents.		
35	20/04/17 5:34PM ID: 56137948	see above		
36	20/04/17 7:29PM ID: 56144753	There are a lot of pubs in a narrow High Street		
37	21/04/17 1:41PM ID: 56184098	I often see bottles discarded around the park when I'm walking there		
38	21/04/17 3:41PM ID: 56191995	I have not encountered significant ASB in the Burnham area.		
39	21/04/17 5:35PM ID: 56199717	Why should we have to put up with ASB anywhere?		
40	22/04/17 12:24AM ID: 56238895	Young children use this road to get to school and back, plus the elderly and disabled walk to get to the shops. Why should they have to walk in the road.		
41	22/04/17 1:20AM ID: 56240454	I just feel that drunks cause too much trouble and public expense. Hospitals, street cleaners, the police, taxi drivers - must all dread them.		
42	22/04/17 8:13AM ID: 56248847	Drinking is for 21 and overs simple		

15. Please explain the reasons for your answer above			Response Percent	Response Total
43	22/04/17 6:57PM ID: 56277535	Cars gather at night. Often do wheelies/make noise. This area should be policed frequently		
44	24/04/17 6:33PM ID: 56385661	n/a		
45	24/04/17 8:15PM ID: 56390657	Areas where drinking takes place.		
46	24/04/17 9:10PM ID: 56392773	It seems that in lver you can do as you like as nobody does anything to put a stop to it.		
47	25/04/17 6:59PM ID: 56459376	They may be included in the Amersham umbrella above, but just in case they are not		
48	28/04/17 6:48AM ID: 56619533	Additional seating has been provided in Burnham High Street especially around the centre near Tesco and this has become a gathering palce for people drinking beer and other alcohol purchased in the supermarket.		
49	01/05/17 5:11PM ID: 56800609	See answer to Q13		
50	02/05/17 11:59AM ID: 56840420	To reduce anti-social behaviour that is a real problem in those particular areas!		
51	02/05/17 4:56PM ID: 56864714	In this small area are 2 shops which sell alcohol. There are benches where persons sit and consume drinks they have purchased and fail to use the bins provided. The area around the pond is worse affected since the empty cans are frequently thrown into the pond.		
52	02/05/17 8:12PM ID: 56873030	People shouldn't drink alcohol on the street anywhere		
53	03/05/17 8:45AM ID: 56895124	As 13.		
54	03/05/17 10:42AM ID: 56904818	I don't believe we all wish to be governed by rules unless very necessary.		
55	03/05/17 12:52PM ID: 56916705	A lot of young people congregate until late at night causing a disturbance and evidence of drinking and drug taking.		
56	03/05/17 5:42PM ID: 56940845	Rowdiness and litter		
57	05/05/17 10:09AM ID: 57063697	I walk my dog there and have often seen youngsters drinking and leaving rubbish behind. Also I have noticed cars parked just outside the side entrance (Grove Road) late at night. A bit odd when there is no lighting there		
58	05/05/17 10:12AM ID: 57063740	N/A		
59	07/05/17 6:42PM ID: 57202892	Too much of the nanny state. It's about education.		
60	13/05/17 10:02AM ID: 57511177	Drinking should be confined to commercial and private premises so as not to interfere with other people.		
			answered	60
			skipped	111

5. Other anti-social behaviour issues

16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
1	Open-Ended Question		100.00%	82
1	17/04/17 9:24AM ID: 55872060	1) Riding bikes on pavements. 2) Kicking footballs against residents' walls.		
2	17/04/17 9:58AM ID: 55873458	Littering from cars		
3	17/04/17 10:38AM ID: 55875437	Drug misuse - smoking of cannabis (& stronger drugs) in public places.		
4	17/04/17 12:24PM ID: 55879169	Drug-taking.		
5	17/04/17 1:07PM ID: 55880554	No		
6	17/04/17 4:16PM ID: 55886720	Drug taking and use of currently legal highs		
7	17/04/17 6:54PM ID: 55892570	Littering, marijuana smoking		
8	17/04/17 11:04PM ID: 55902324	Please remember that Wexham is an area in South Bucks and has existed for many a year. Please don't destroy us by ignoring us.		
9	18/04/17 8:07AM ID: 55911675	Dropping of take-away foods and meals outside restaurants such as Iver Inn in Iver High St.		
10	18/04/17 8:11AM ID: 55911875	Parking on the pavements		
11	18/04/17 8:34AM ID: 55912534	Music late into the night - sometimes heard on Burnham High Street		
12	18/04/17 8:48AM ID: 55913521	Youths gathering in groups in the park		
13	18/04/17 8:58AM ID: 55913404	Drinking alcohol during the daytime in children's play areas.		
14	18/04/17 8:59AM ID: 55913923	The playing of loud radios in cars at night Noisy voices at night		
15	18/04/17 9:09AM ID: 55914240	Youths in large groups hanging around.		
16	18/04/17 9:09AM ID: 55914398	Littering, especially NO canisters. Throwing full bottles of water from a moving car.		
17	18/04/17 9:39AM ID: 55916861	drugs		
18	18/04/17 10:22AM ID: 55918493	Cars parked on pavements, bikes thrown down on pavements, all of which prevent elderly people and families with prams and push chairs from being safe.		
19	18/04/17 10:29AM ID: 55917491	Drinking and collecting outside of public houses and not dispersing after time is called.		
20	18/04/17 10:42AM ID: 55921172	Drug taking		
21	18/04/17 11:31AM ID: 55924932	uninsured Moped riding along paths in and around Burnham		
22	18/04/17 12:45PM	Littering		

16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
	ID: 55930465			
23	18/04/17 1:28PM ID: 55924938	Rowdiness, Noise, smoke and general intimidation.		
24	18/04/17 2:17PM ID: 55937506	Mentioned in the alcohol section in error.		
25	18/04/17 2:36PM ID: 55937932	Speeding. Motor-cycle noise. Large lorries on minor village roads.		
26	18/04/17 2:44PM ID: 55939695	None		
27	18/04/17 3:10PM ID: 55939911	Loud music from cars parked in West wood Park car park and Elizabeth Avenue lay by near the shops.		
28	18/04/17 6:01PM ID: 55963592	Drugs use in Burnham Park laughing gas capsules in Burnham main car park (the one with the toilets next to it) and Minniecroft Road		
29	18/04/17 6:03PM ID: 55960665	carrying a catapult!		
30	18/04/17 6:15PM ID: 55964564	banning car sales from streets and verges		
31	18/04/17 6:28PM ID: 55964952	Parking on pavements where pushchairs and wheelchairs need access		
32	18/04/17 8:37PM ID: 55975311	I understand that there have been incidences of drug dealing/taking at the rear of the shops in Chalfont St Giles. Again it is the Fear of Crime that upsets local residents.		
33	18/04/17 10:45PM ID: 55984320	Fines for dropping litter.		
34	18/04/17 11:59PM ID: 56010347	Violence and theft		
35	19/04/17 8:52AM ID: 56025207	Drug pushing Litter Fly tipping		
36	19/04/17 11:25AM ID: 56037229	Please see my previous comments in relation to the disposal of bags of dog faeces. Noise nuisance after midnight - particularly in areas surrounding blocks of flats		
37	19/04/17 11:45AM ID: 56040127	Excessively loud music being played in a park or public space. This encroaches on the enjoyment of others and is very selfish.		
38	19/04/17 1:19PM ID: 56029690	Music being played from mobile phones (or other). Drones.		
39	19/04/17 3:18PM ID: 56058529	Yes. There group of teenagers/youngsters riding their cycles in extravaganza way on the main road (white lion road, Stanley hill and woodside road) which is causing to nuisance to other drivers.		
40	19/04/17 3:26PM ID: 56058988	Loud music both from pedestrians and from a car. Litter throwing.		
41	19/04/17 6:25PM ID: 56070460	Gatherings of youths above a certain number (say 4) past say 9 pm in public places should be ordered to disperse.		
42	19/04/17 9:47PM ID: 56080331	Groups of teenagers who think is it good fun to poke fun and swear at passers by.		
43	20/04/17 2:20PM	Grffiti		

16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
	ID: 56123663			
44	20/04/17 4:35PM ID: 56134141	Drinking alcohol in public spaces, intimidating behaviour, littering, congregating in numbers, loud noise including music, shouting and revving engines, racing vehicles up and down roads		
45	20/04/17 5:34PM ID: 56137948	Burnham Parks and high street need regular patrols to stop groups (mainly teenagers and young men) congregating. Parking on pavements down the high street is extremely anti social		
46	21/04/17 8:13AM ID: 56164421	Complaints about rubbish and bbq being lit on the CSP goldhill common		
47	21/04/17 1:37PM ID: 56183268	Drugs, drink as well as verbal and physical abuse in public		
48	21/04/17 3:41PM ID: 56191995	No		
49	21/04/17 4:16PM ID: 56194286	Parking on the chevrons in the middle of Beaconsfield Old Town.		
50	22/04/17 12:24AM ID: 56238895	More policing of playing fields and areas around social club, to stop the drug use in these areas. Also to try and discourage drinking and under age sex occurring in these areas.		
51	22/04/17 1:20AM ID: 56240454	untalented graffitti; loud noise;damaging people's property;breaking into cars etc.etc		
52	22/04/17 6:57PM ID: 56277535	please see above. Cars revving at night. Gathering place for young drivers and their passengers.		
53	24/04/17 7:52AM ID: 56333205	Vehicular ASB		
54	24/04/17 4:00PM ID: 56374498	Exclusion area prohibiting the drinking of alcohol or playing loud music in designated areas.		
55	24/04/17 6:33PM ID: 56385661	n/a		
56	24/04/17 8:15PM ID: 56390657	Skateboarding on public pavements. Anti-social driving in the Multi-storey car park in Amersham late at night.		
57	24/04/17 9:10PM ID: 56392773	Groups of youths swearing and abusing normal residents. the rise of shoplifting in local shops and the couldn't careless attitude of the parents of said youths as they think their kids won't get touched as below age of consent!		
58	25/04/17 6:59PM ID: 56459376	Littering Broken beer bottles Leaving used dog poo bags lying around		
59	25/04/17 10:04PM ID: 56469222	Goldhill common Chalfont st Peter		
60	26/04/17 9:45PM ID: 56531893	Littering of public places is now a significant problem. There should be more bins available to dispose of litter but also fines for offenders.		
61	28/04/17 6:48AM ID: 56619533	There should be enforcement of the licensing conditions on public houses, where the internal music is now being allowed to be heard onthe street as groups of drinkers are gathering outside the premises. One pub has even installed loudspeakers on the outside wall so music can be played in their covered area for smokers.		
62	29/04/17 4:28PM ID: 56735947	As I'm writing this a very noisy motor bike has gone by. Why aren't the police enforcing this nuisance.		
63	30/04/17 7:37PM	The prevalence of vast amounts of RUBBISH is one of the bane of my life in this area. I		

16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
	ID: 56772329	<p>find it utterly depressing that there are people throwing away litter in Chesham and the AONB around it. This is having a very detrimental effect on my quality of life here. I walk my dog in/around Chesham every day and notice more rubbish appearing constantly. To make the situation even worse the council sends its lawnmowers around meadows and verges far too frequently shredding the existing bits of litter into hundreds of smaller pieces.</p> <p>NOISE is another significant element of anti-social behaviour; but not one I am currently particularly affected by. The only exception to this is the noise of guns / shooting presumably emanating from the Hundridge Estate just outside Chesham. The proximity of a shooting estate is - apart from the clear animal welfare issues - troubling to say the least. As a keen walker I find myself limited to where I can go walking with my dog, hoping to avoid the danger and nuisance of groups of shooters. The noise of guns is particularly noticeable during late summer / autumn weekends and constitutes a real loss of life quality.</p> <p>Last but not least I find the groups of youths who gather in Lowndes Park after dark - for smoking, consuming alcohol etc a nuisance and also a threatening presence, especially when walking my dog after dark. They smash glass bottles on the paths and make the evening dog walk a profoundly unpleasant experience.</p>		
64	01/05/17 12:11PM ID: 56791817	Vandalism, smoking/selling illegal substances.		
65	02/05/17 11:59AM ID: 56840420	Graffiti of people's property, vandalism, fly tipping.		
66	02/05/17 8:12PM ID: 56873030	Spitting Spitting out Gum		
67	02/05/17 8:43PM ID: 56874989	graffiti		
68	03/05/17 8:45AM ID: 56895124	Shouting late at night.		
69	03/05/17 10:42AM ID: 56904818	no		
70	03/05/17 11:43AM ID: 56910545	Racing motorbikes on roads at weekends and evenings		
71	03/05/17 12:52PM ID: 56916705	Drug taking and abusive behaviour		
72	03/05/17 5:42PM ID: 56940845	Littering Noise from Swimmingpool parties Noise from fast traffic		
73	03/05/17 6:28PM ID: 56944068	Yes, two types. Firstly people shouting and swearing at the top of their voices in public places (as happens frequently in the square in front of my business premises in Aylesbury), and those seen dropping litter, often very close to a litter bin!		
74	04/05/17 11:08AM ID: 56988629	youths causing a nuisance in parks, fighting with each other, leaving litter and smashed bottles		
75	04/05/17 11:10AM ID: 56988454	we do not have any serious ones that are not traffic related like parking on and blocking the pavements for disabled people. in our parish these are much more serious matters than dog issues for us.		
76	04/05/17 10:52PM ID: 57043119	Use of bad language		
77	05/05/17 10:09AM ID: 57063697	<p>I loathe it when I see a man peeing at the side of the road.</p> <p>I've seen this a few times at the end of Court Lane/Grove Road.</p> <p>No effort made to hide away to relieve themselves.</p>		



16. Are there any other types of anti-social behaviour that you think should be included?			Response Percent	Response Total
78	05/05/17 10:12AM ID: 57063740	Spitting, swearing at volume in public and littering.		
79	05/05/17 10:17AM ID: 57064336	drinking in or on park exercising equipment		
80	06/05/17 4:26PM ID: 57158350	Excessive littering of the verges near retail developments		
81	08/05/17 5:57PM ID: 57257812	Graffiti spraying and fly-tipping		
82	12/05/17 8:03PM ID: 57494598	In the summer time at weekends and evenings youths: 1. Drive at speed in Great Missenden station car park 2. Gather at the CDC Buryfield car park by the children's play area and leave piles of litter. A large proportion of this litter comes from the kebab van which is parked on the Link Road opposite the Abbeyfield. 3. Manoeuvre at speed at the CDC Link Road Car Park near the Roman Catholic church. Although there is a police office at Great Missenden and my husband and I walk the village regularly in the evenings, we have never seen a policeman on foot patrol.		
			answered	82
			skipped	89


17. Please explain the reasons for your answer above			Response Percent	Response Total
1	Open-Ended Question		100.00%	65
1	17/04/17 9:24AM ID: 55872060	1) dangerous 2) noise nuisance		
2	17/04/17 9:58AM ID: 55873458	In the absence of sanctions it gets worse and worse.		
3	17/04/17 10:38AM ID: 55875437	See my previous comments.		
4	17/04/17 12:24PM ID: 55879169	There is evidence on Prestwood Common around the covered seating area, that drugs are being taken.		
5	17/04/17 4:16PM ID: 55886720	creates problems for children and other uses of the open spaces		
6	17/04/17 6:54PM ID: 55892570	Seriously?		
7	17/04/17 11:04PM ID: 55902324	As a parish Councillor I get fed up with you ignoring us, as you may do during the process for a new unitary authority.		
8	18/04/17 8:07AM ID: 55911675	All too often the pavements are covered in discarded chinese food containers around Iver Inn.		
9	18/04/17 8:11AM ID: 55911875	Causes problems in certain areas and cannot be tackled as there are not enough traffic wardens and the pcso's cannot/ will not deal with it		
10	18/04/17 8:34AM ID: 55912534	Unable to sleep. Example, we could hear loud music past midnight on 15th April 2017 in our house, I live on the high street. I have a young family and everyone was woken up. This does occur		

17. Please explain the reasons for your answer above			Response Percent	Response Total
		often (Friday Saturday) and loud music can be heard late into the night from where I live on the high street.		
11	18/04/17 8:48AM ID: 55913521	Youths congregating in groups around Burnham park, makes you feel uncomfortable. They drop lots of litter and take drugs. The laughing gas canisters littered about the place is a big problem		
12	18/04/17 8:58AM ID: 55913404	Lots of play areas offer 'picnic tables' & some appear to feel it's ok to include a 'tipple' with their snacks! By all means, be discreet when dining outside of the play area, but don't subject other people's children to it!		
13	18/04/17 8:59AM ID: 55913923	These are a general nuisance to members of the public and feel intimidating.		
14	18/04/17 9:39AM ID: 55916861	why should we have to put up with it		
15	18/04/17 10:22AM ID: 55918493	Regularly the pavements are blocked because people are too lazy park in the correct areas and pay the parking fee!		
16	18/04/17 10:29AM ID: 55917491	The collection of drinkers creates noise and also there is a chance the development of violence.		
17	18/04/17 10:42AM ID: 55921172	Burnham Park, man seen shooting up heroin at 1pm and groups of youth smoking marijuana		
18	18/04/17 1:28PM ID: 55924938	Self explanatory		
19	18/04/17 2:17PM ID: 55937506	Bunham Park is a place where I can no longer go for a run. the kids can be very intimidating.		
20	18/04/17 2:36PM ID: 55937932	All of these affect the quality of life to the residents.		
21	18/04/17 6:01PM ID: 55963592	Lots of empty capsules		
22	18/04/17 6:03PM ID: 55960665	We have a lot of attacks on wildlife by catapult wielding youths and children, hard to catch them in the act, but usually easy to see if they are waving catapults about.		
23	18/04/17 6:15PM ID: 55964564	to address the issue in Chesham		
24	18/04/17 8:37PM ID: 55975311	It is intimidating for residents to have to pass by groups of young people 'hanging around' in what has been identified as an area for drugs.		
25	18/04/17 11:59PM ID: 56010347	So much more is happening in Burnham Village. We need police presence to keep residents safe		
26	19/04/17 8:52AM ID: 56025207	Drug pushing is responsible for 80 per cent of all crime Not enough being done Make it free to take all waste to Council tips		
27	19/04/17 11:25AM ID: 56037229	I'm not sure how noise can be defined or controlled, but there are frequent complaints of loud music, noisy cars and noisy visitors late at night in the areas surrounding Jack Hearne House and Charles Key House in Chalfont St Giles. Obviously where the premises are flats, more people are disturbed due to higher density housing		
28	19/04/17 11:45AM ID: 56040127	Music tastes are very individual and they should not be inflicted on others in an excessively loud way.		
29	19/04/17 1:19PM ID: 56029690	Capable of causing a real nuisance to others and be a deterrent to them using these areas with peaceful enjoyment.		
30	19/04/17 3:18PM ID: 56058529	The above situation happened couple of times in the past two months.		

17. Please explain the reasons for your answer above			Response Percent	Response Total
31	19/04/17 3:26PM ID: 56058988	Sooooo unnecessary and easily brought under control.		
32	19/04/17 6:25PM ID: 56070460	Generates noise and leads to anti social behaviour		
33	19/04/17 9:47PM ID: 56080331	This can lead to violence if the passer by responds!		
34	20/04/17 2:20PM ID: 56123663	abusive graffiti should be removed in 24 hours not always the case, make our towns look scruffy		
35	20/04/17 5:34PM ID: 56137948	no explanation needed		
36	21/04/17 1:37PM ID: 56183268	Although drink and drugs plays a large part in violence on our streets, verbal and physical abuse also plays a part in anti social behaviour. An incident that was reported to me recently occurred poutside Tesco Express in Burnham High Street where a group of young men were showing off and causing a disturbance including fighting. The security guard was, I am told, reluctant to get involved. This kind of anti social behaviour drives shoppers and evening visitors to the restaurants away from the High Street.		
37	21/04/17 3:41PM ID: 56191995	N/A		
38	21/04/17 4:16PM ID: 56194286	This behaviour is persistent, dangerous and affects the lives of people visiting and living in the town. No other body seems to be doing anything to stop this behaviour. Maybe by including the chevron area in a PSPO, this would prevent people parking anti-socially there.		
39	22/04/17 12:24AM ID: 56238895	Finding drug paraphernalia while out walking, even finding condoms etc. in the football shelter.		
40	22/04/17 1:20AM ID: 56240454	We have all been drunk/stupid in our time but some sort of parental, school or law punishment made us see how stupid we had been.		
41	24/04/17 7:52AM ID: 56333205	Vehicular ASB is a huge issue in the Multi-Storey car park in Amersham and in other car parks in and around Amersham, Chesham and Great Missenden. We have countless reports and residents are heavily affected.		
42	24/04/17 4:00PM ID: 56374498	There are occasions where a non suitable location becomes a focal point for this behaviour and without this there is little the authorities can do to relieve the suffering of nearby residents or other users in the community.		
43	24/04/17 6:33PM ID: 56385661	n/a		
44	24/04/17 8:15PM ID: 56390657	Its dangerous.		
45	24/04/17 9:10PM ID: 56392773	Because it seems to happen quite a lot in this area and l&q won't do anything to help just excuses, excuses and the police understaffed to try to cover everything and everywhere.		
46	25/04/17 6:59PM ID: 56459376	They make areas look unloved and attract more anti-social behaviour		
47	25/04/17 10:04PM ID: 56469222	Again this is an area where people walk with their dogs and children, and abusive teenagers being sick and leaving a mess everywhere does not fit in with the quiet village life people want		
48	28/04/17 6:48AM ID: 56619533	There has been an increased provision of living accommodation either over shops or by conversion of shops, so the increased noise is an irritation to the residents, as well as to people using the High Street for normal purposes.		
49	29/04/17 4:28PM	No need		

17. Please explain the reasons for your answer above			Response Percent	Response Total
	ID: 56735947			
50	01/05/17 12:11PM ID: 56791817	I have witnessed kids gathering in alleyways and car parks smoking marijuana etc. I find it very uncomfortable in such situations.		
51	02/05/17 11:59AM ID: 56840420	All of them affect the people who have their property damaged and the effects on the community psychologically have a profound effect. If somewhere looks unkempt people generally become apathetic and social behaviour declines!		
52	02/05/17 8:43PM ID: 56874989	obvious reasons		
53	03/05/17 8:45AM ID: 56895124	People can be woken up by shouting.		
54	03/05/17 10:42AM ID: 56904818	Generally I think we are governed enough.		
55	03/05/17 12:52PM ID: 56916705	Anti-social		
56	03/05/17 5:42PM ID: 56940845	All antisocial and cause stress to people who wish to have quiet lives		
57	03/05/17 6:28PM ID: 56944068	Both behaviours are highly anti-social, and in the case of litter other people then have to clear up all the time after them. I lived in a cottage on the Village Green in Chalfont St Giles for 29 years, and often had to spend time picking up other peoples' litter.		
58	04/05/17 11:08AM ID: 56988629	it is not safe for the public to approach youths over this sort of behaviour and and order might make them think twice in behaving inappropriately		
59	04/05/17 10:52PM ID: 57043119	Do not want my children subjected to this		
60	05/05/17 10:09AM ID: 57063697	Revolting to see and not a good example for children to witness.		
61	05/05/17 10:12AM ID: 57063740	If these could be reduced it would help raise the level of well-being for everyone.		
62	05/05/17 10:17AM ID: 57064336	the above happens frequently in burnham park. Groups gather and put people off using the exercise equipment		
63	06/05/17 4:26PM ID: 57158350	Increase in litter around these areas is a growing problem especially if a super market or fast food outlet or restaurant is included.		
64	08/05/17 5:57PM ID: 57257812	distressing to see the appearance of places ruined by such anti-social behaviour		
65	12/05/17 8:03PM ID: 57494598	A danger to the public; Unightly litter in an area important to tourism in Chiltern District; Noisy screeching of tyres.		
			answered	65
			skipped	106

18. Do you support the use of a Public Spaces Protection order to control any of the behaviours listed above?			Response Percent	Response Total
1	Yes		84.14%	122
2	No		2.76%	4

18. Do you support the use of a Public Spaces Protection order to control any of the behaviours listed above?							Response Percent	Response Total
3	Don't know						13.10%	19
Analysis	Mean:	1.29	Std. Deviation:	0.68	Satisfaction Rate:	14.48	answered	145
	Variance:	0.47	Std. Error:	0.06			skipped	26

6. Any other comments

19. Do you have any other comments regarding the proposed Public Spaces Protection Order?			Response Percent	Response Total
1	Open-Ended Question		100.00%	46
1	17/04/17 9:58AM ID: 55873458	It's important not to get too Big Brotherish. Depending on circumstances, it's often acceptable to use a stick to flick dog mess off the footpath, rather than insisting on bags. Where bags are required there should be adequate numbers of disposal bins.		
2	17/04/17 6:54PM ID: 55892570	No		
3	17/04/17 11:04PM ID: 55902324	No		
4	18/04/17 8:07AM ID: 55911675	Greater enforcement is required which might or could be self-funding.		
5	18/04/17 8:11AM ID: 55911875	Make sure that they are not so difficult to put in place or so expensive that Parish Councils will not take the step to create one		
6	18/04/17 8:34AM ID: 55912534	None.		
7	18/04/17 8:44AM ID: 55913328	You need to spend ratepayer's money on this survey?		
8	18/04/17 8:48AM ID: 55913521	How will they be policed / enforced?		
9	18/04/17 8:58AM ID: 55913404	Please provide more litter bins and dog poo bins, PLUS include more frequent emptying of bins.		
10	18/04/17 9:09AM ID: 55914240	Let's ensure this does not become just a dog order survey. There are many other disruptive things such as drugs and gang cultures still going on. And someone walking a dog should be low priority over these.		
11	18/04/17 9:09AM ID: 55914398	If you have protection orders, they need to be enforced, and offences published		
12	18/04/17 9:39AM ID: 55916861	all of this can only work if some one is actually there to enforce it		
13	18/04/17 10:22AM ID: 55918493	Who is going to "police" this		
14	18/04/17 11:06AM ID: 55922431	Don't introduce new powers when existing powers are available. Crack down on the people who already are an issue using your existing powers.		
15	18/04/17 11:31AM ID: 55924932	Powers already exist to deal with most of this behaviour, but this order makes it easier to enforce as it removes doubt.		
16	18/04/17 1:28PM ID: 55924938	NO		
17	18/04/17 2:36PM ID: 55937932	Not really, but unless the Police are fully supported it will be difficult to implement.		
18	18/04/17 8:37PM ID: 55975311	No		
19	19/04/17 11:25AM ID: 56037229	Any Order which gives police extra powers to deal with anti-social behaviour is a good thing		
20	19/04/17 11:45AM ID: 56040127	Any loutish or yobbish selfish behaviour should be banned. The majority of people are decent law-abiding citizens whose right to quiet enjoyment of an area should not be		

19. Do you have any other comments regarding the proposed Public Spaces Protection Order?			Response Percent	Response Total
		ruined by ill-disciplined dogs, alcohol fuelled aggressive behaviour or loud anti-social music.		
21	19/04/17 3:53PM ID: 56061326	none		
22	19/04/17 6:25PM ID: 56070460	no		
23	20/04/17 5:34PM ID: 56137948	no		
24	21/04/17 1:37PM ID: 56183268	It is only effective if the Police have enough resources and willingness to deal with the problem		
25	21/04/17 3:41PM ID: 56191995	No		
26	22/04/17 12:24AM ID: 56238895	if its going to be done, then it needs to be strictly enforced. Otherwise it will be a total waste of money, none of this "I warn you once, then I will warn you again" That's why PCSO were inefficient. They were never given the backing to enforce the laws.		
27	22/04/17 1:20AM ID: 56240454	I just think that there are some terrible parents around who do not stop their children's bad behaviour impinging on the lives of others. Public spaces are places where one should feel safe.		
28	22/04/17 8:13AM ID: 56248847	Stop the man at 51 narcot road having all his cameras he is actually filming my kids while they play this has been reported more than once		
29	22/04/17 6:57PM ID: 56277535	Suspect not just alcohol. Need to check out drugs		
30	24/04/17 3:57PM ID: 56373330	IF A PROBLEM ARISES IN AN AREA, MAKE IT EASY TO ACCESS AN ORDER TO BE PUT IN PLACE WITH A REASONABLE TIME LIMIT.		
31	24/04/17 6:33PM ID: 56385661	n/a		
32	24/04/17 8:15PM ID: 56390657	This is a market town in a rural area and not a suburb. The countryside should be available for dog walkers to use responsibly. In the towns, a more urban approach is required. The Amersham College site should be reviewed and consideration given to covering the open spaces in the area due to the application for a alcohol licence by the Hockey Club.		
33	24/04/17 9:10PM ID: 56392773	It has my full approval and should be enacted as soon as possible		
34	25/04/17 10:04PM ID: 56469222	officers patrolling more may discourage the young people drinking and maybe stop the local shops selling alcohol to underage children		
35	28/04/17 6:48AM ID: 56619533	There is little point in extending the order unless it is enforced. The major problem with all the current anti-social behaviours listed above but also including parking on pavements and yellow lines and speeding is that they are not enforced or enforced too infrequently to be of any cause to amend people's behaviour. More enforcement officers with clearly defined powers are needed		
36	29/04/17 4:28PM ID: 56735947	It must be fair to all and not just an excuse to persecute vulnerable people.		
37	30/04/17 7:37PM ID: 56772329	I am very much in favour of any policies which make our public spaces safer, cleaner, greener and more pleasant but am baffled as to how you will implement these orders? I have never seen anyone patrolling Lowndes Park or anywhere else to monitor the amount of litter and asb on show. Whatever fines are in place for littering etc should be increased and issued on the spot.		
38	02/05/17 8:12PM ID: 56873030	What you need is better education and full employment More police patrolling		

19. Do you have any other comments regarding the proposed Public Spaces Protection Order?			Response Percent	Response Total
39	02/05/17 8:43PM ID: 56874989	xxxxx		
40	03/05/17 8:45AM ID: 56895124	No		
41	03/05/17 10:42AM ID: 56904818	No thank you.		
42	03/05/17 5:42PM ID: 56940845	Parking of cars on roadsides and verges is dangerous. Parking on double yellow lines even for a few minutes causes problems for other people. Everyone is becoming more and more selfish. However free parking should be made available in order to help the situation. More litter bins should be readily available . People who put bags of dog poo in hedges possibly to collect later are really antisocial.		
43	03/05/17 6:28PM ID: 56944068	No.		
44	04/05/17 11:10AM ID: 56988454	How is it going to work? who is going to be responsible for policing? Are the PC's expected to eake on these under devolved powers? if not who i paying for it?		
45	05/05/17 10:12AM ID: 57063740	Wishing you all the best with the process and implementation.		
46	12/05/17 8:03PM ID: 57494598	I'm concerned about the increase in spitting in public places in Chesham. I've seen people spitting on Great Missenden High Street. This disgusting habit increases the risk of transmission of diseases including TB. In some areas of the country there is a by-law prohibiting it unless a handkerchief, bin or other container is used.		
			answered	46
			skipped	125

Designated areas in Chiltern District

Designated areas where it's an offence not to clear up your dog's mess includes:

- 1) All roads/pavements and verges adjoining roads with speed limits of 40mph or less.
- 2) Open spaces in the following areas:

Parish of Amersham (town)

1. Barn Meadow Recreation Ground
2. Hervines Park
3. King George V Field
4. Memorial Gardens
5. The Platt. Cemetery
6. St Mary's Cemetery
7. Stanley Hill Cemetery
8. Westwood Park
9. Open land at Church Mead (adj. River Misbourne), Amersham.
10. The Green, (junct.of Batchelors Way and The Rise), Amersham.
11. Open Land at Round wood; Round wood Road, Amersham.
12. Dovecote Car Park, Amersham.
13. Land surrounding Park Place, Amersham.

Parish of Ashley Green

1. The Village Green, including land surrounding the pond. Glebe Copse, Glebe Meadow and Parish allotments.
2. Both sides of the Two Dells Lane linic road, St John's Church surrounding grounds and lawns.
3. Parish Burial Ground.
4. Playing fields. adjacent to grass island and lay-by off the A416, a carriage way with a speed limit of 40 miles an hour or less.
5. The lay-by and grass island between the playing field and the A416.
6. The Snowhill Estate roads and pavements.
7. The track east from the Village Green to the Sewage Works and the path leading to Glebe Meadow, including all grass verges and areas associated with the track and pathway.
8. Both sides of the A416 carriageway and adjoining footpaths, pavements and verges.
9. Two Dells Lane carriageway and adjoining footpaths, pavements and verges.
10. Hog Lane carriageway being a carriageway with a speed limit of 40 miles an hour or less and adjoining

footpaths, pavements and verges.

11. Public footpath number 7 passing through Whepley Hill Park.

Parish of Chalfont St Giles

1. Bowstridge Lane Playing Fields, (through Crossleys), Bowstridge Lane, Chalfont St. Giles.
2. Bowstridge Lane Cemetery, Bowstridge Lane, Chalfont St. Giles.
3. Silver Hill Open Space, (including land surrounding Jubilee Homes and open spaces surrounding William Shakman House) between School Lane and Silver Hill, Chalfont St. Giles.

Parish of Chenies

1. Open Land at Bedford Close, Chenies, Buckinghamshire.

Parish of Chesham Bois

1. Glebe Land surrounding Parish Centre, Glebe Way, Chesham Bois.
2. Bois Avenue Green, Bois Avenue, Chesham Bois.
3. St. Leonard's Churchyard and Paddock, High Bois Lane, Chesham Bois.
4. Chesham Bois Cemetery, Wood Road, Chesham Bois.

Parish of Chesham (town)

1. Ley Hill Common, Chesham.
2. Land between Latimer Road and River Chess Chesham.
3. Water meadow Car Park and adjoining grass areas, Water meadow, Chesham.
4. Land at Lower Stone Meadow, Chalfont St, Giles.
5. Chesham Cemetery

Parish of Chesham

1. Archena Gardens/Temperance Hall Garden, St. Mary's Way, Chesham.
2. Codmore Playing Field and Pavilion, Botley Road, Chesham.
3. Lye Green, Lycrome Road, Chesham.
4. Meades Water Garden, Red Lion Street, Chesham.
5. Lowndes Park, St. Mary's Way, Chesham.
6. Gordon Road Play Area, Gordon Road, Chesham.

7. Hodds Wood Road Recreation Area, Hodds Wood Road, Chesham.
8. Woodland View Recreation Area, Woodland View, Chesham.
9. Bois Moor Road Recreation Area, Bois Moor Road, Chesham.
10. Windsor Road Recreation Area, Windsor Road, Chesham.
11. Marston Playing Field and Pavilion, Mount Nugent, Chesham.
12. Batchelors Way Recreation Ground, Batchelors Way, Chesham.
13. Co op Field (off Deansway), Chesham.
14. Red Lion Street Gardens, Red Lion Street, Chesham.
15. Nashleigh Hill Recreation Ground, Nashleigh Hill, Chesham.
16. Manor Way Road Island, Manor Way, Chesham.
17. Chesham Moor Playing Fields, Waterside, Chesham.

Open Areas at:

Upper Belmont Road, Chesham.

Fullers Hill, Chesham.

Chessbury Road, Chesham

Benham Close, Chesham.

Victoria Road, Chesham.

Land Surrounding:

Newtown Evangelical Baptist Church, Berkhamstead Road, Chesham

Trapps Court and Trapps Lane, Chesham.

Shelley Road, Chesham.

Whichcote Gardens, Chesham.

Five Acres, Chesham

Gawdrey Close, Chesham.

Parish of Little Missenden

1. Open areas surrounding:- Highmore Cottages, Little Missenden, Buckinghamshire.

Parish of Penn

1. Throshers Wood, Seeleys Road, Beaconsfield.
2. Cricket Pitch, Penn Street, Penn.
3. Knotty Green Allotments. Forty Green Road, Knotty Green,

4. Knotty Green Cricket Ground, Recreation Ground and Grass Triangle, Forty Green Road, Knotty Green.
5. Grass Verge between Throshers Wood and Seeley's Road, Knotty Green.
6. Forty Green Play Area, (opp. Community Hall), Gomms Wood Road, Forty Green.
7. Forty Green Common, Brindle Lane, Forty Green.
8. Penn Street Play Area. Penn Street, Penn,
9. War Memorial Green (by Penn Church), Church Road, Penn,
10. Grass Verge Common Areas, Elm Road, Penn,

Parish of Seer Green

1. Green Meadow Play Area, Green Meadow, Chalfont Road, Seer Green.
2. Jubilee Walk, Orchard Road, Seer Green.
3. Recreation Ground, Park Place, Seer Green.
4. Cemetery Entrance (off School Lane), Seer Green.

Parish of Chartridge

1. Recreation Ground, Cogdells Close, Chartridge.
2. Bellingdon Playing Field

Parish of Cholesbury-Cum-St. Leonard's

1. Land surrounding St. Leonard's Parish Hall and Playing Field, Jenkins Lane, Cholesbury cum St. Leonard's

Parish of Great Missenden

1. Sports Centre and surrounding land, Honor End Lane, Prestwood.
2. Land adjoining Link Road Car Park, Link.Road, Great Missenden.
3. The grassed area abutting Hildreth Road and Hazell Road, Prestwood.
4. Play Area, Prestwood.
5. Recreation Ground, Prestwood.
6. The Common, Prestwood.
7. Open Space, Buryfield, Great Missenden
8. Village Green, Frith Hill, Mill Lane, Great Missenden.
9. Play Area, Sibley Rise, South Heath.

10. Playing Field, Blackthorne Lane, Ballinger.
11. Village Green, Windsor Lane, Little Kingshill,
12. Church Grounds, Little Kingshill Baptist Church, Little Kingshill.
13. Grounds of Tanton House, Winslow Field, Great Missenden.
14. Car Park, High Street, Prestwood
15. Car Park, Link Road, Great Missenden.
16. Lawn Cemetery, Great Missenden.

Jordan's Village

1. Cherry Tree Corner Green, Jordan's.
2. Village Green, Jordan's.
3. Dodd's Descent, Jordan's Village Green

Parish of Little Chalfont

1. Snells Wood and adjoining car park, White Lion Road, Little Chalfont.

The playground/open areas at:

2. Kiln Avenue, Little Chalfont.
3. Junction of Elizabeth Avenue and Cavendish Close, Little Chalfont.
Arbour View, Little Chalfont.
3. Halifax House and Applefield Way, Little Chalfont.

Parish of Chalfont St Peter

1. Love's delight Allotment, Church lane, Chalfont St. Peter.
2. Mill Meadow Play Area, (adjacent to Community Centre), Gravel Hill, Chalfont St. Peter.
3. Lady Gibb Millennium Wood, adjacent to Community Centre, Gravel Hill, Chalfont St. Peter.
4. Hill House Allotments, Gravel Hill, Amersham Road, Chalfont St.Peter.
5. Cheena Meadow Playing Fields, Denham Lane, Chalfont St. Peter.
6. Garden of Rest Cemetery, Denham Lane, Chalfont St. Peter.
7. Boundary Road Playground, Boundary Road, Chalfont St. Peter.
8. The Village Green, Rickmansworth Lane, Chalfont St. Peter.
9. The open land comprising Gerrards Cross Golf Club, Chalfont Park, Gerrards Cross, Chalfont St. Peter including footpaths.

THE DOGS (FOULING OF LAND) ACT 1996

CHILTERN DISTRICT COUNCIL

DOGS (FOULING OF LAND) ACT 1996 (MULTIPLE LANDS) ORDER 2004

The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. The Land described in the Schedule below and shown delineated on the maps attached to this Order in addition to the land comprising carriageways and that adjoining as described below, being land within the area of the Council which is land to which the Dogs (Fouling of Land) Act 1996 applies, is hereby designated for the purposes of that Act.
2. This Order may be cited as the Chiltern District Council Dogs (Fouling of Land) Act 1996 (Multiple Lands) Order 2004 and shall come into force on 2nd August 2004.

SCHEDULE

Parish of Amersham (Town)

Barn Meadow Recreation Ground
Hervines Park
King George V Field
Memorial Gardens
The Platt Cemetery
St Mary's Cemetery
Stanley Hill Cemetery
Westwood Park

All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the Parish of Amersham (Town).

Parish of Ashley Green

1. The Village Green, including land surrounding the pond. Glebe Copse, Glebe Meadow and Parish allotments.
2. Both sides of the Two Dells Lane link road, St John's Church surrounding grounds and lawns.
3. Parish Burial Ground.
4. Playing fields adjacent to grass island and lay-by off the A416, a carriage way with a speed limit of 40 miles an hour or less.
5. The lay-by and grass island between the playing field and the A416.
6. The Snowhill Estate roads and pavements.

- 7. The track east from the Village Green to the Sewage Works and the path leading to Glebe Meadow, including all grass verges and areas associated with the track and pathway.
- 8. Both sides of the A416 carriageway and adjoining footpaths, pavements and verges.
- 9. Two Dells Lane carriageway and adjoining footpaths, pavements and verges.
- 10. Hog Lane carriageway being a carriageway with a speed limit of 40 miles an hour or less and adjoining footpaths, pavements and verges.
- 12. Public footpath number 7 passing through Whepley Hill Park.

All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the Parish of Ashley Green Parish Council.

Parish of Chartridge

Bellingdon Playing Field

All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the Parish of Missenden

Parish of Chesham (Town)

Chesham Cemetery

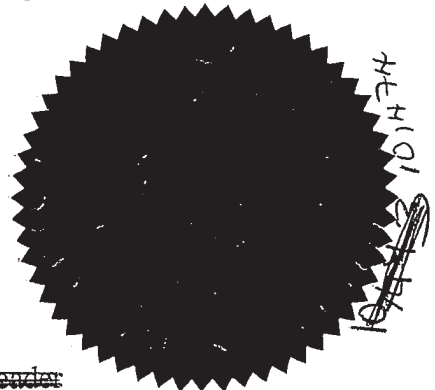
All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the administrative area of Chesham Town Council.

Parish of Great Missenden

The grassed area abutting Hildreth Road and Hazell Road, Prestwood.

All the above carriageways have a speed limit of 40 mph or less, adjoining footpaths and grass verges within the Parish of Missenden.

The COMMON SEAL of
CHILTERN DISTRICT COUNCIL
was hereunto affixed
this 5th day of July 2004



Chairman

~~Executive Leader~~

Sargent

Head of Legal Services
Adn Butler

~~Chief Executive~~

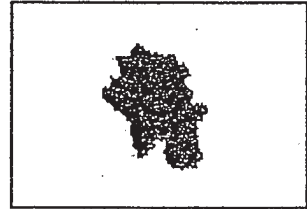
Barn Meadow, Old Amersham



Legend

Parish Boundaries	Parish Boundary
(I) Private Water Supplies	District/LB Boundary
(I) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Moring
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

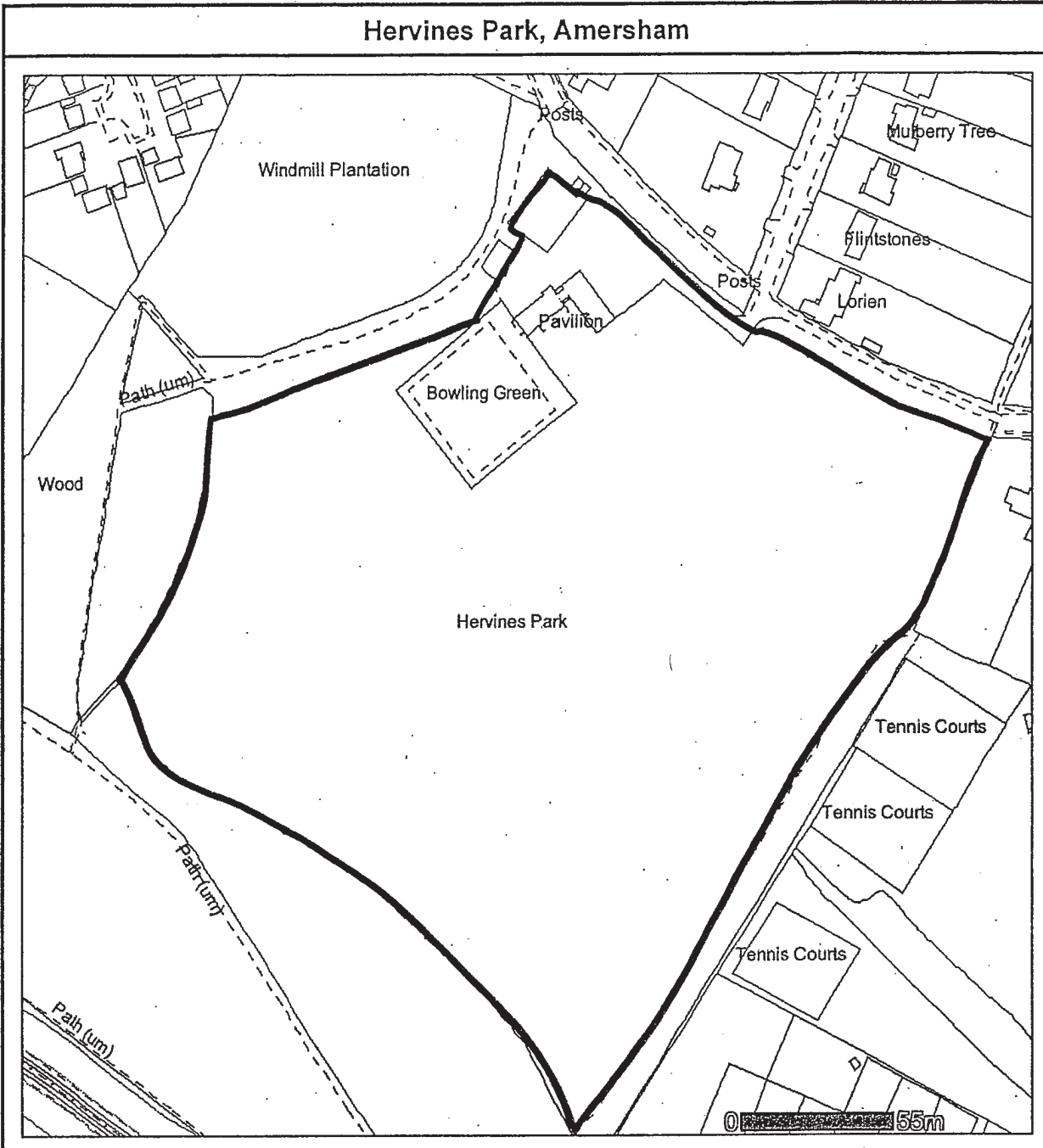
Overview




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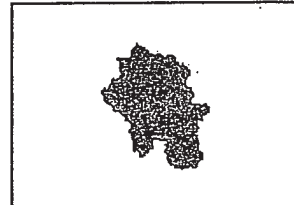
Hervines Park, Amersham



Legend

 Boundary of dog fouling designation

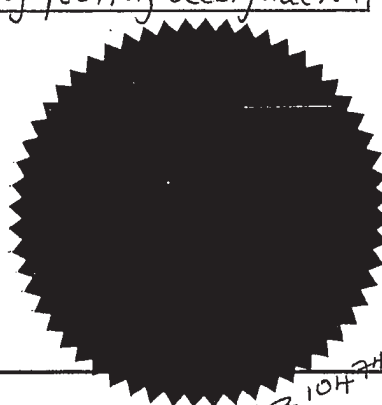
Overview



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services

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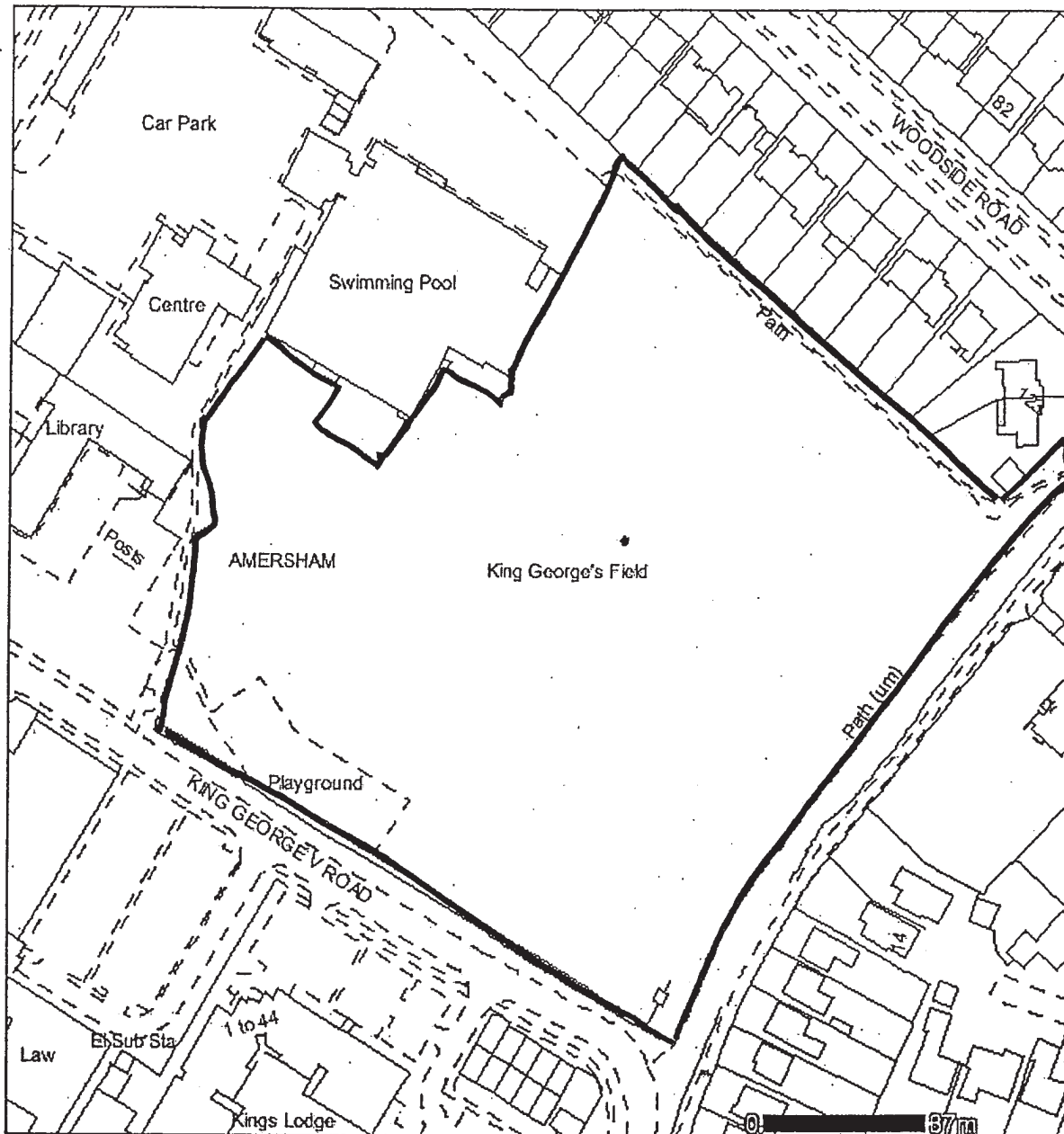


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10/11/04

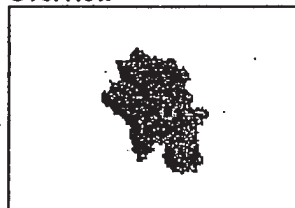
King George's Field, Amersham



Legend

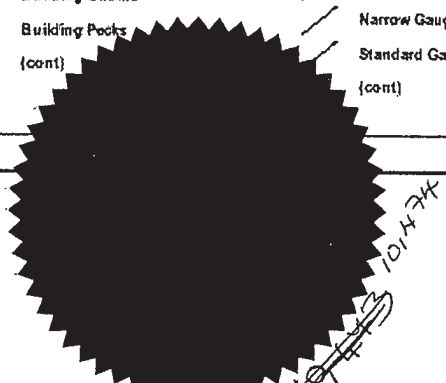
- | | |
|----------------------------|------------------------|
| Parish Boundaries | Parish Boundary |
| (!) Private Water Supplies | District/LB Boundary |
| (!) Telecomms Masts | County Boundary |
| OS Annotation | Electoral Boundary |
| OS Landline | Boundary Post/Stone |
| Building Outline | Boundary Mearing |
| Building Pocks | Narrow Gauge Railway |
| (cont) | Standard Gauge Railway |
| | (cont) |

Overview



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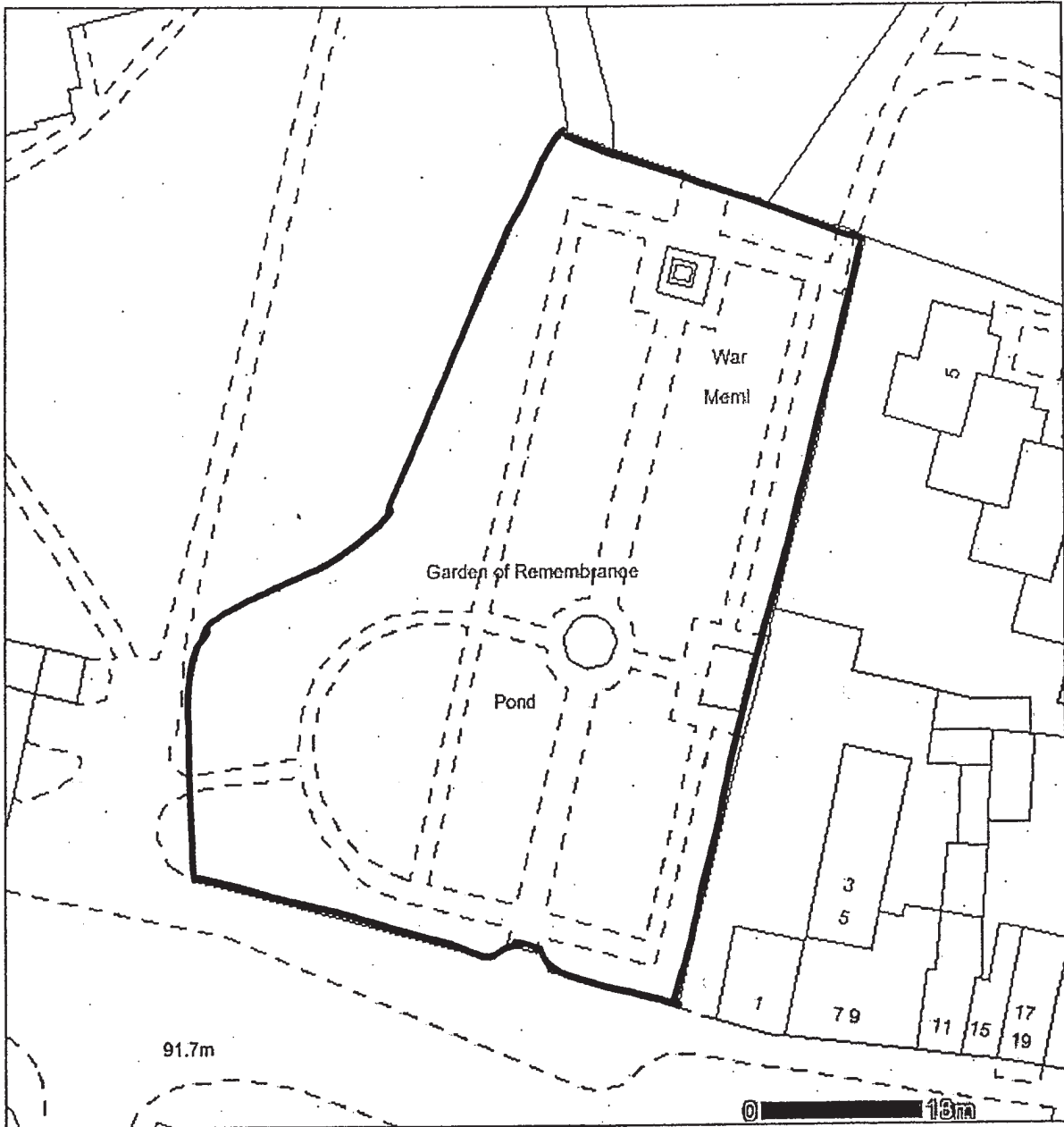
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Signed

Head of Legal Services

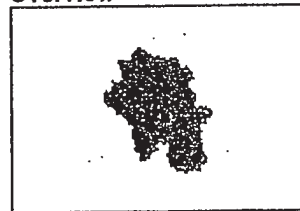
Memorial Gardens, Old Amersham



Legend

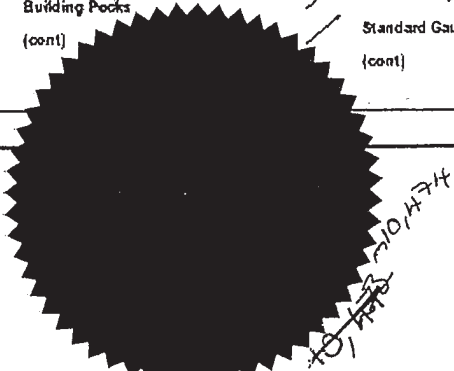
Parish Boundaries	Parish Boundary
(I) Private Water Supplies	District/LB Boundary
(I) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Moring
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

Overview



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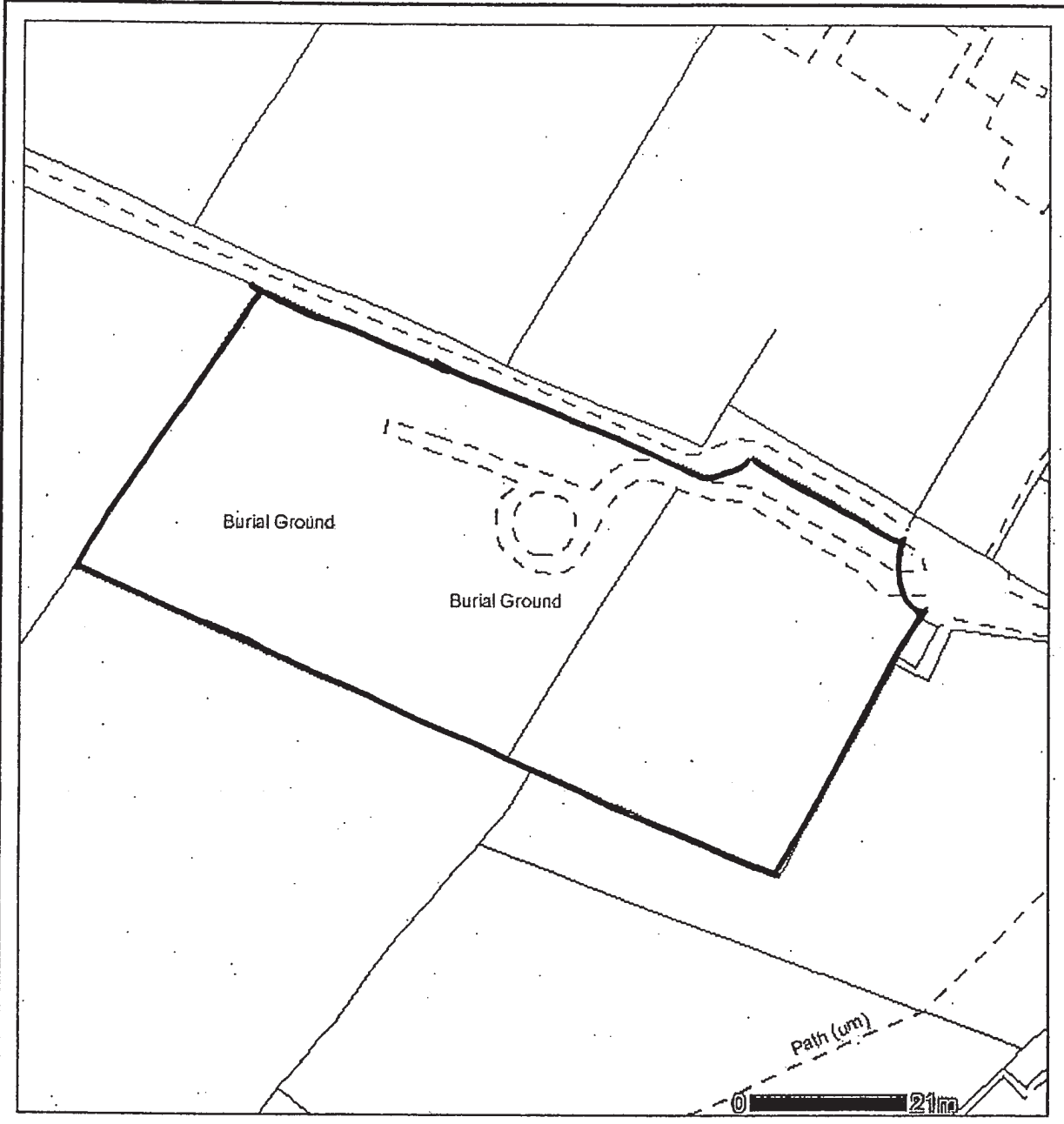


Chairman
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Fleet of Legal Services

[Signature] 17/07/03

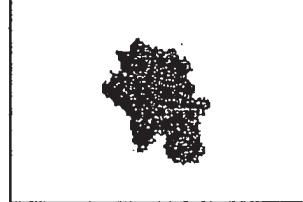
The Platt Cemetery, Old Amersham



Legend

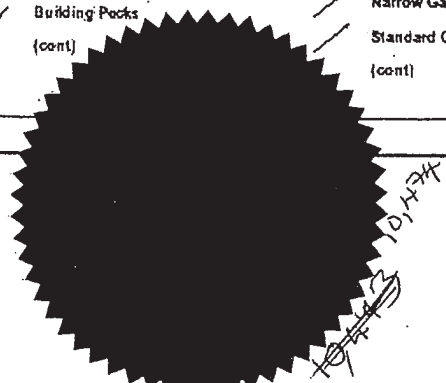
Parish Boundaries	Parish Boundary
(I) Private Water Supplies	District/LB Boundary
(I) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Meroing
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

Overview



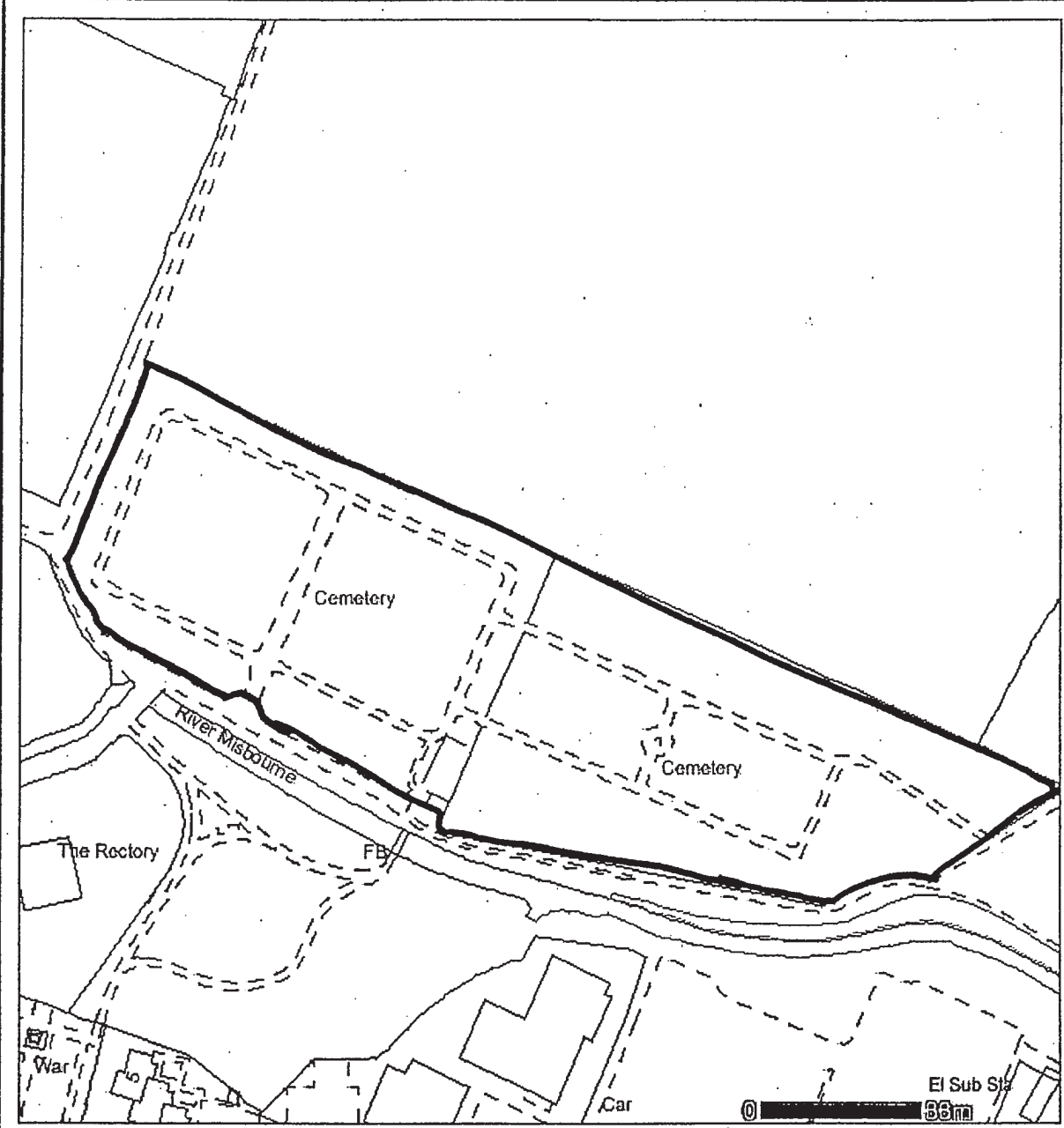
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Head of Legal Services

St Mary's Cemetery, Old Amersham



Legend

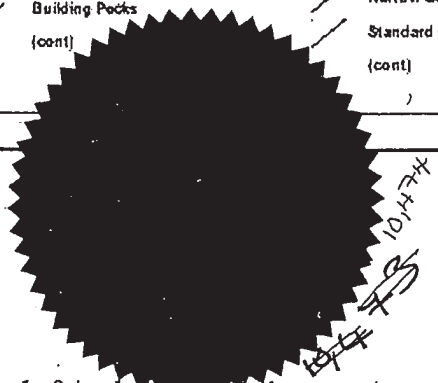
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(!) Private Water Supplies	District/LB Boundary
(!) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Merging
Building Pocks	Narrow Gauge Railway
(cont)	Standard Gauge Railway
	(cont)

Overview



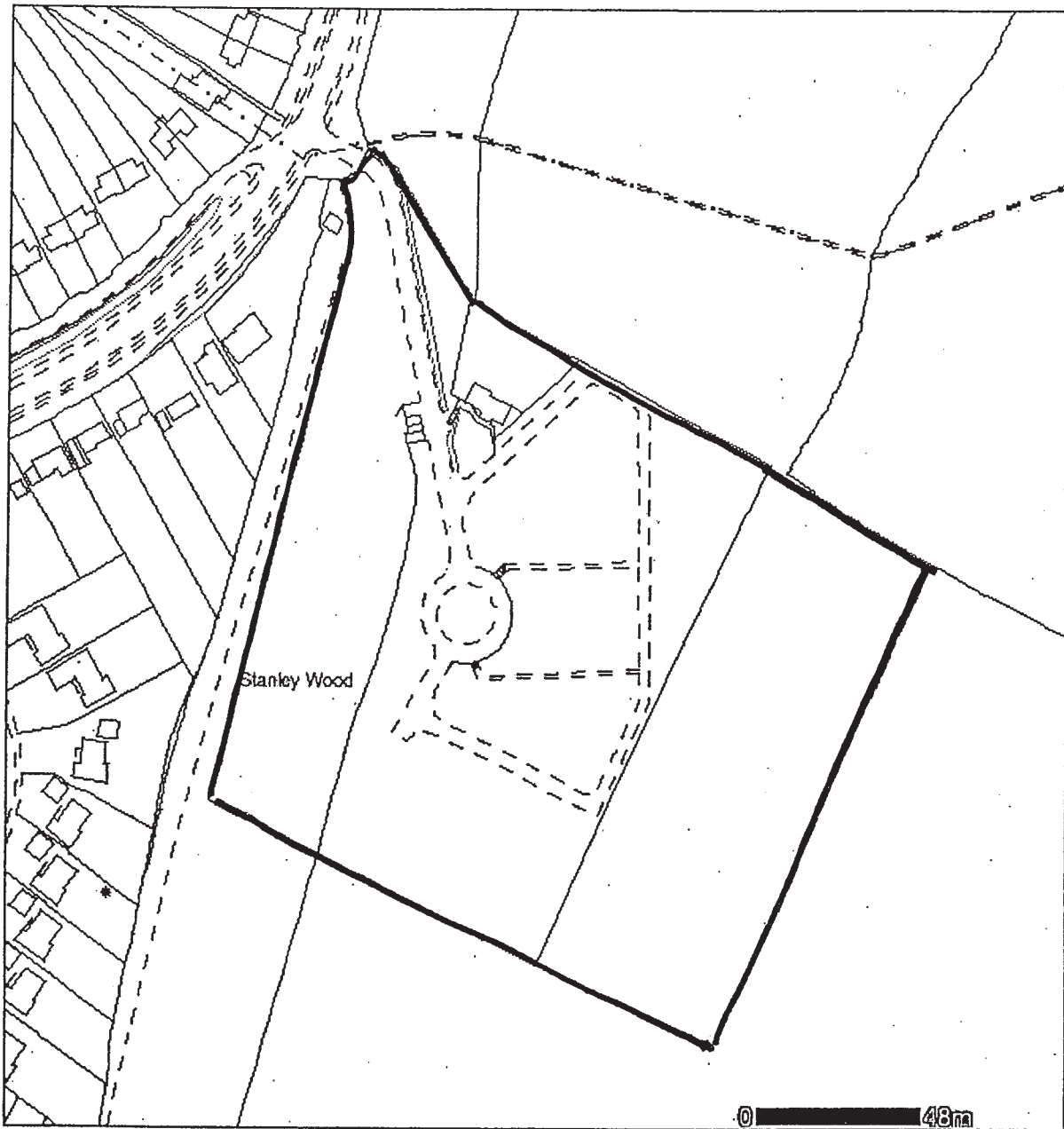
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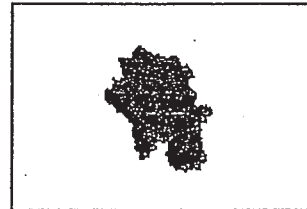
Stanley Hill Cemetery, Amersham



Legend

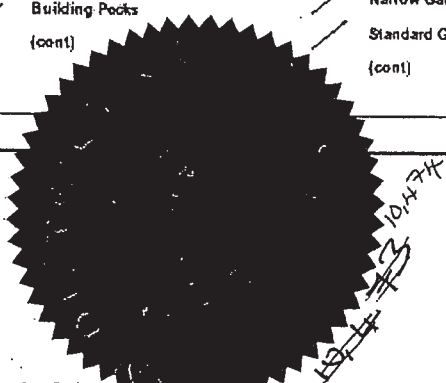
Parish Boundaries	Parish Boundary
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(I) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
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Building Pocks	Narrow Gauge Railway
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Overview



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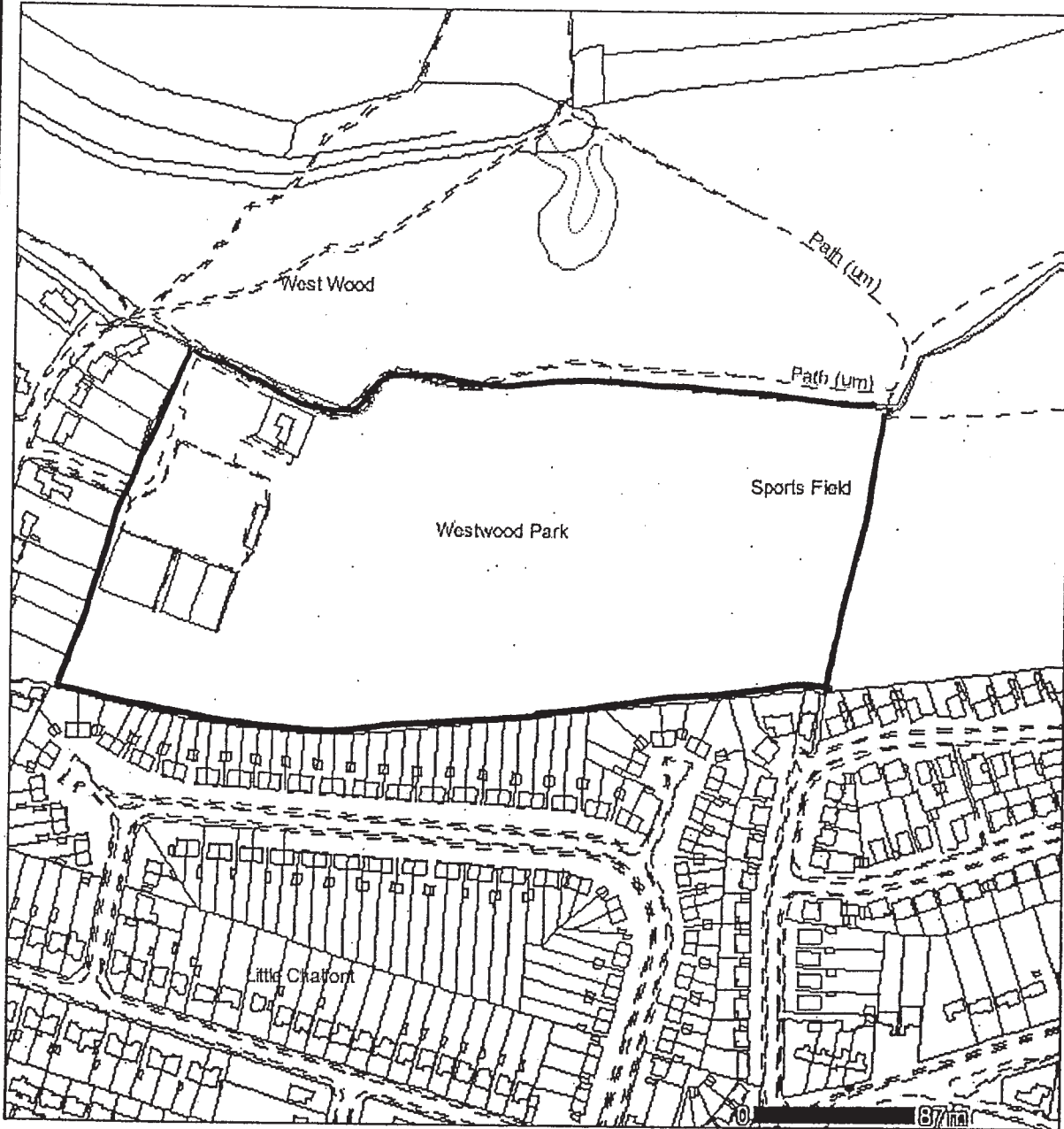
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Head of Legal Services
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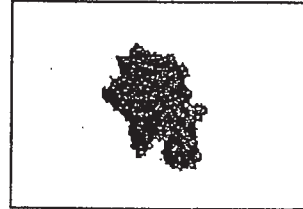
Westwood Park, Little Chalfont



Legend

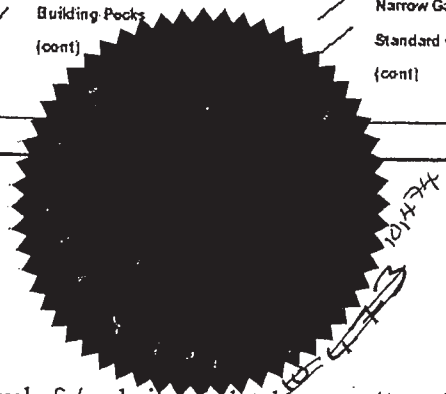
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|----------------------------|------------------------|
| Parish Boundaries | Parish Boundary |
| (I) Private Water Supplies | District/LB Boundary |
| (II) Telecomms Masts | County Boundary |
| OS Annotation | Electoral Boundary |
| OS Landline | Boundary Post/Stone |
| Building Outline | Boundary Merging |
| Building Pocks | Narrow Gauge Railway |
| (cont) | Standard Gauge Railway |
| | (cont) |

Overview



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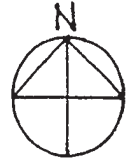
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Head of Legal Services
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Appendix 2
ASHLEY GREEN PARISH
ASHLEY GREEN WARD
PLAN A (see also Plan B)
PROPOSED AREAS FOR
DOG DESIGNATION ORDERS

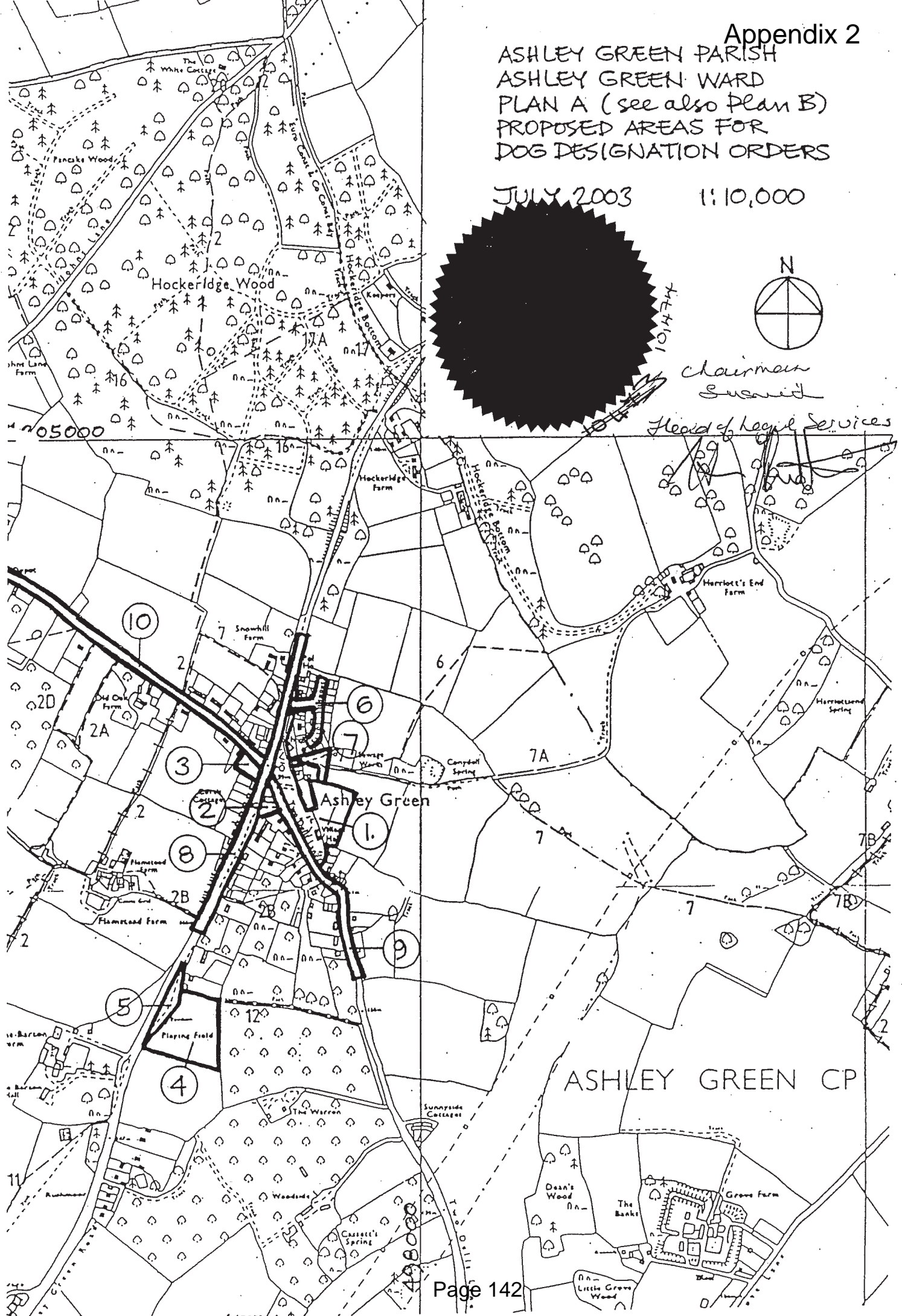
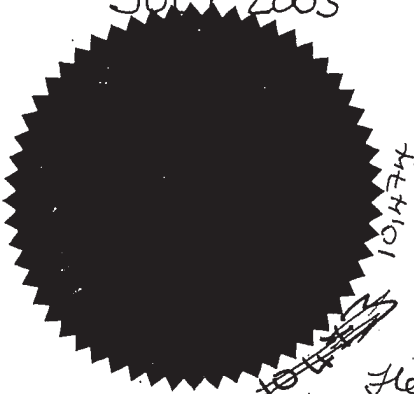
JULY 2003

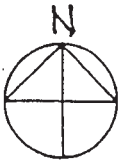
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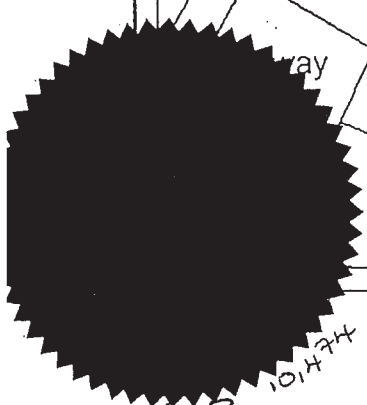
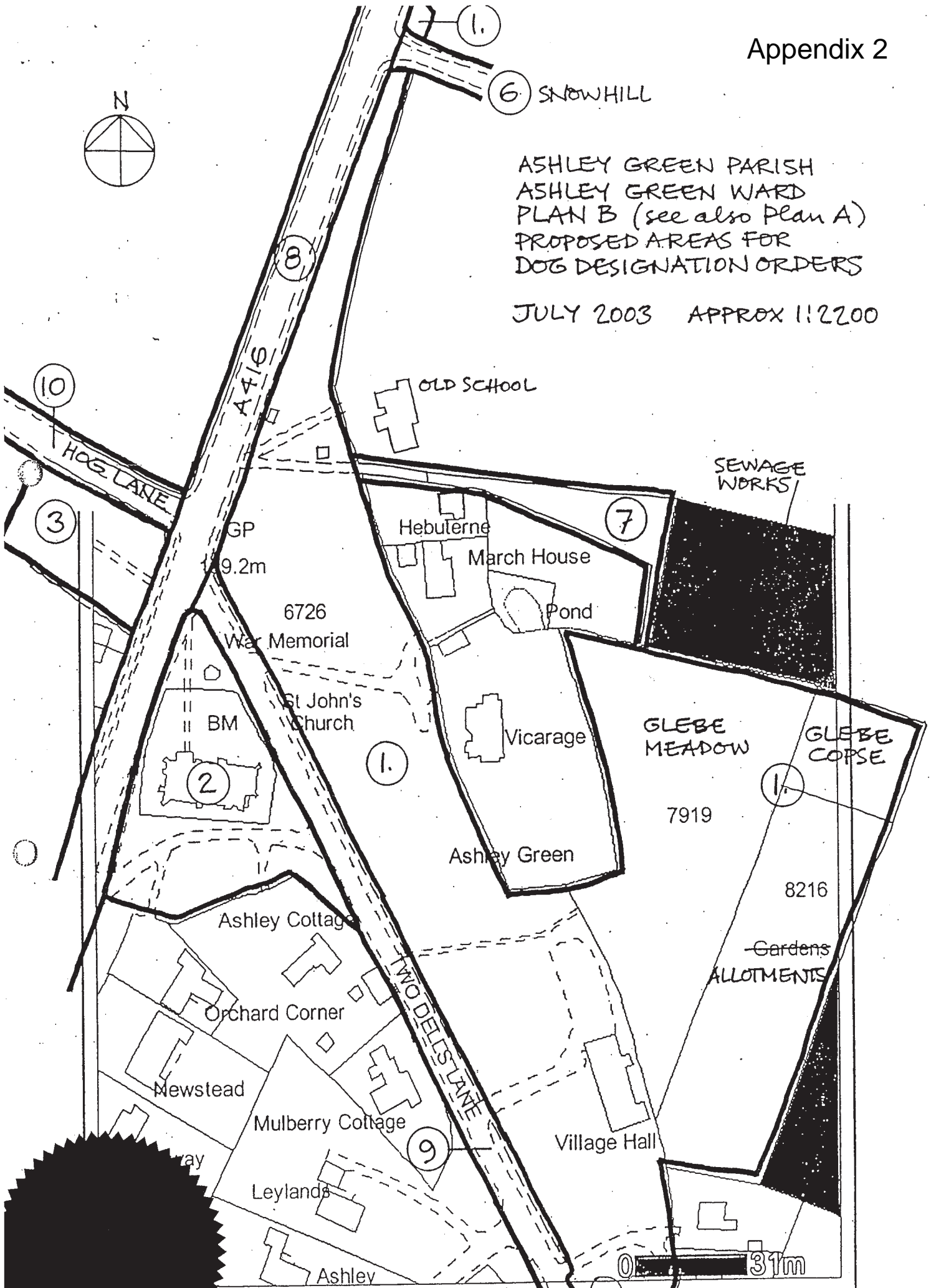
Head of Local Services





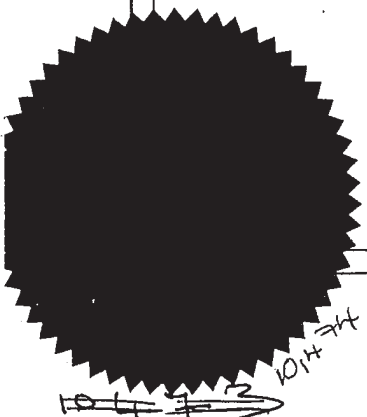
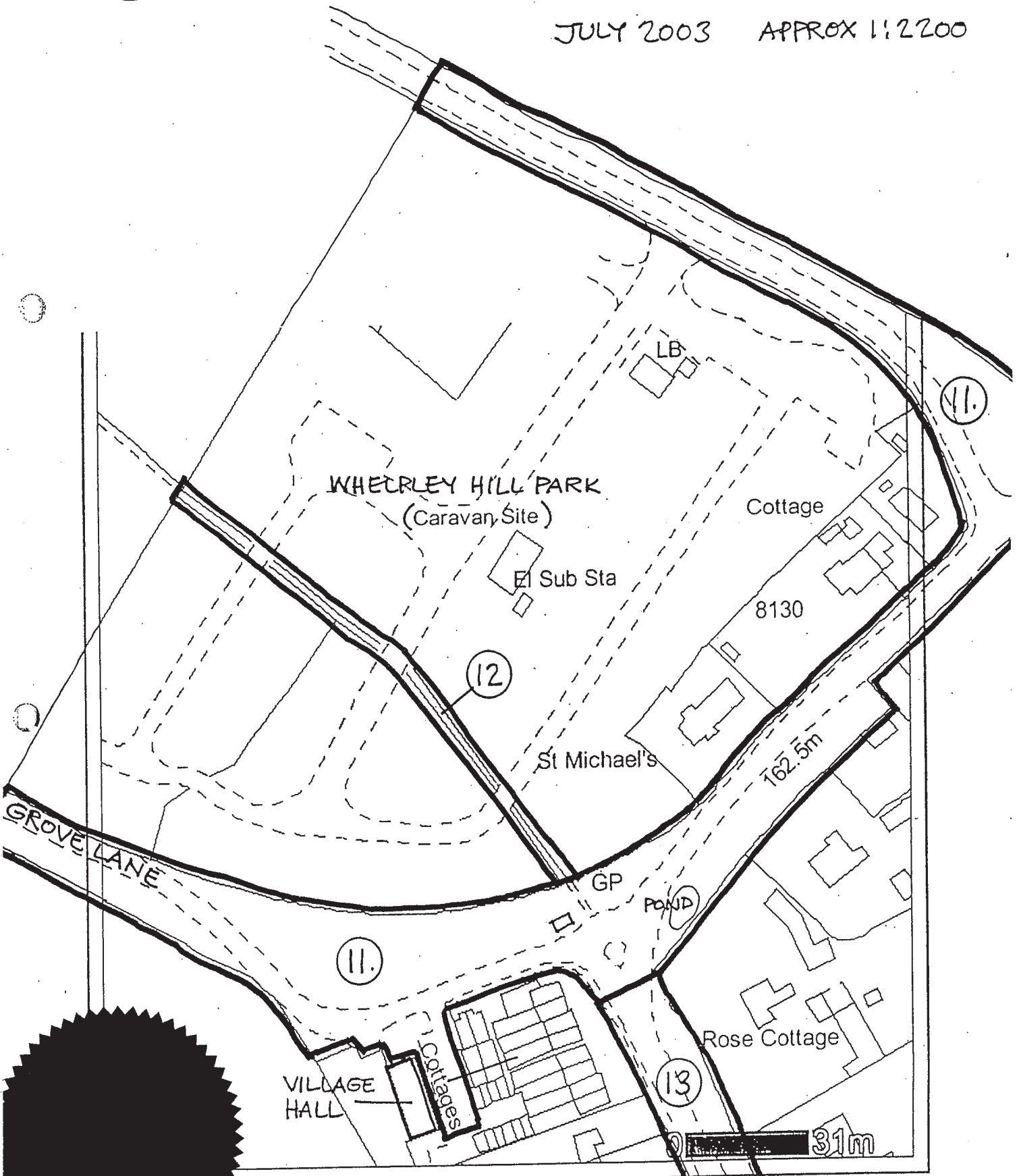
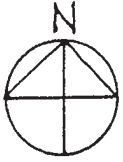
ASHLEY GREEN PARISH
ASHLEY GREEN WARD
PLAN B (see also Plan A)
PROPOSED AREAS FOR
DOG DESIGNATION ORDERS

JULY 2003 APPROX 1:2200



ASHLEY GREEN PARISH
WHELPLEY HILL WARD
PLAN D (see also Plan C)
PROPOSED AREAS FOR
DOG DESIGNATION ORDERS

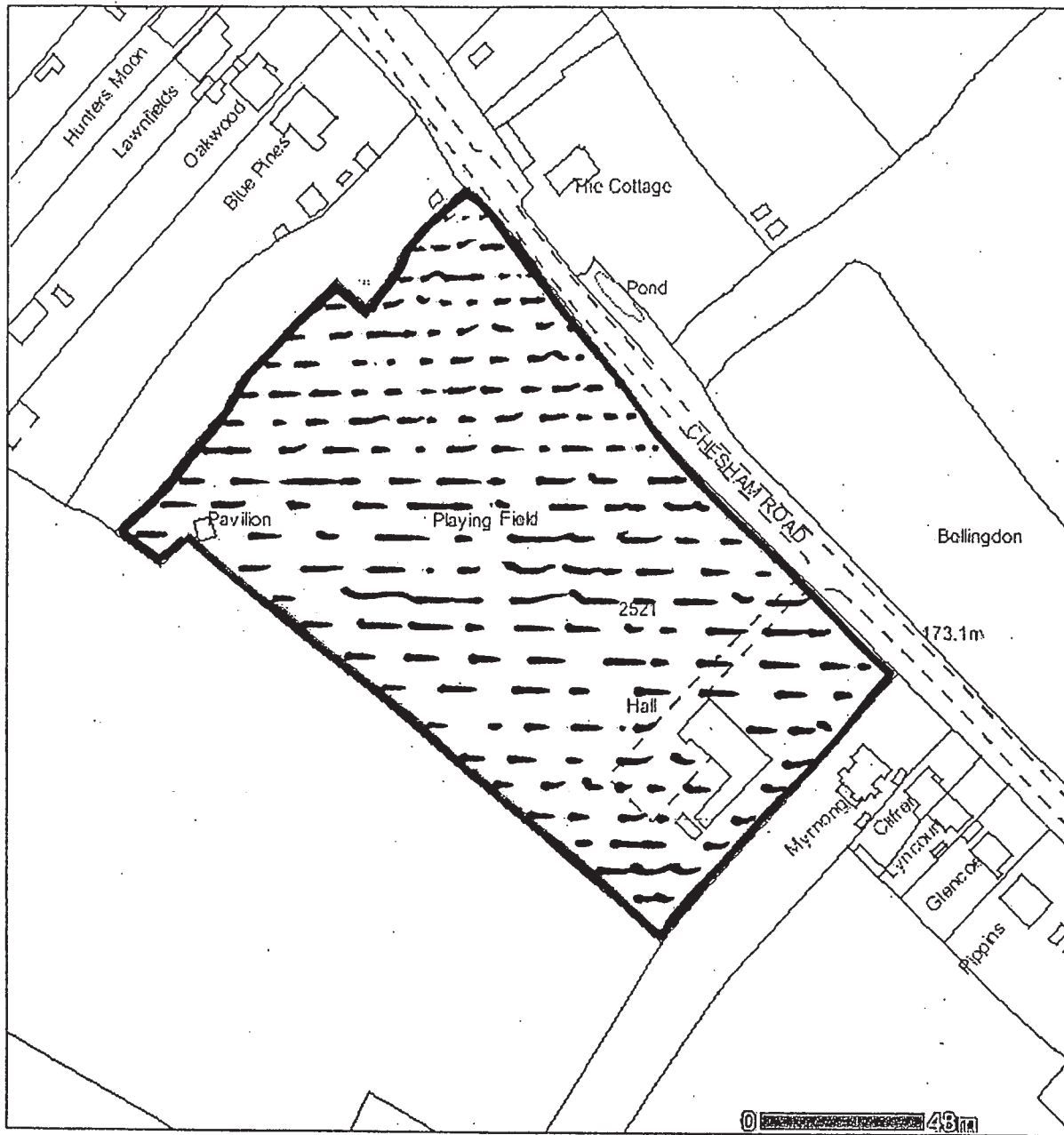
JULY 2003 APPROX 1:2200



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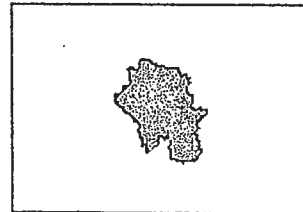
Playing Fields, Bellingdon



Legend

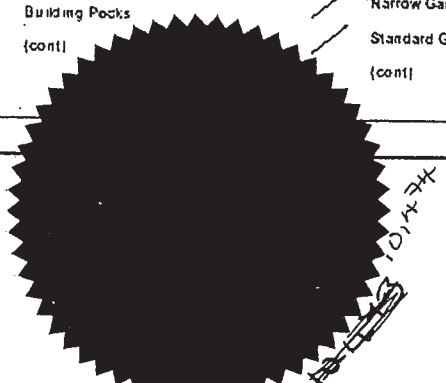
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(!) Private Water Supplies	District/LD Boundary
(!) Telecomms Masts	County Boundary
OS Annotation	Electoral Boundary
OS Landline	Boundary Post/Stone
Building Outline	Boundary Moring
Building Pocks	Narrow Gauge Railway
{cont}	Standard Gauge Railway
	{cont}

Overview



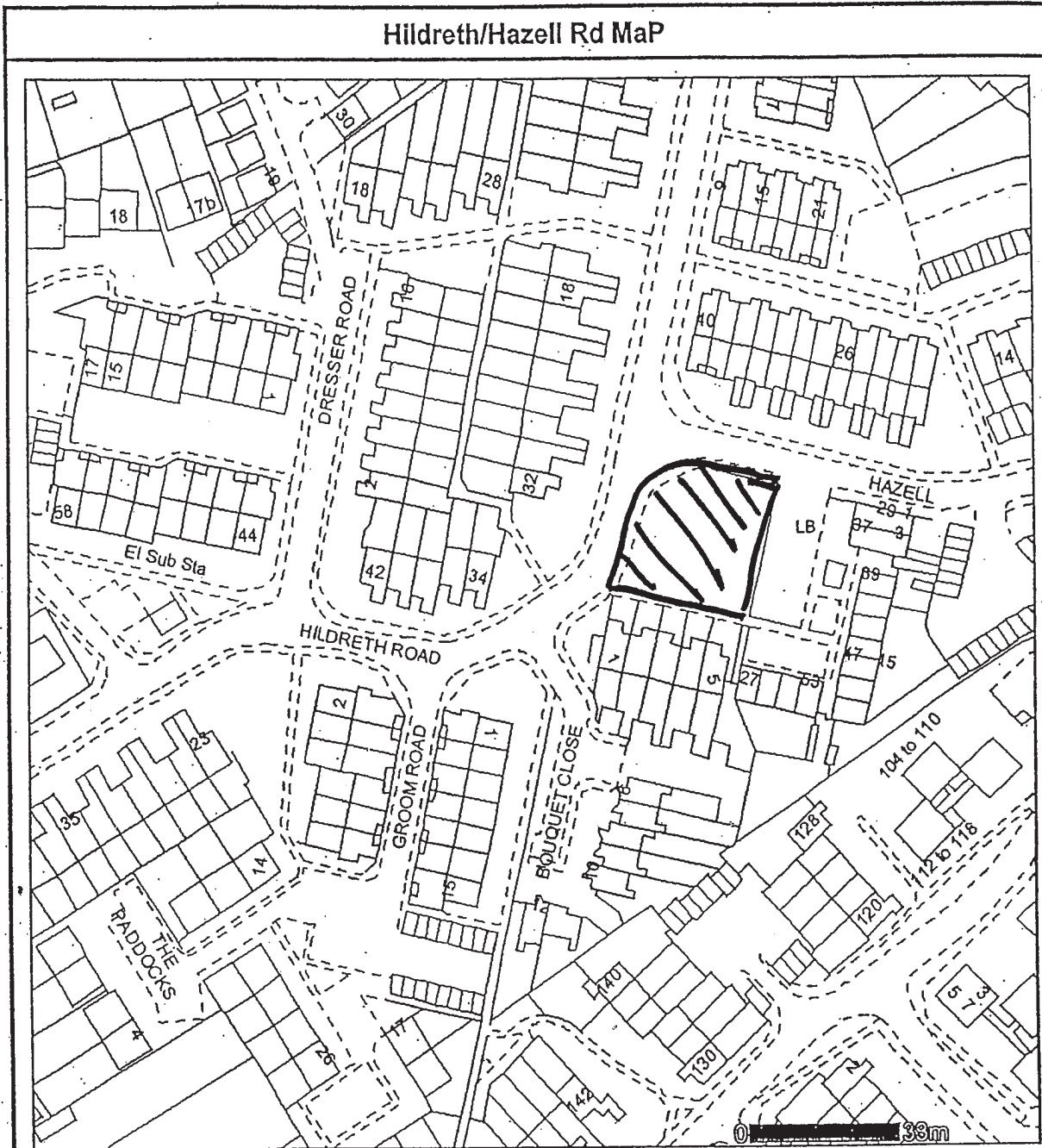
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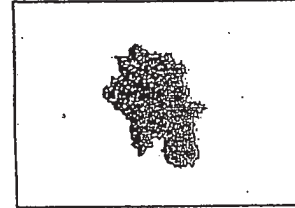
Hildreth/Hazell Rd Map



Legend

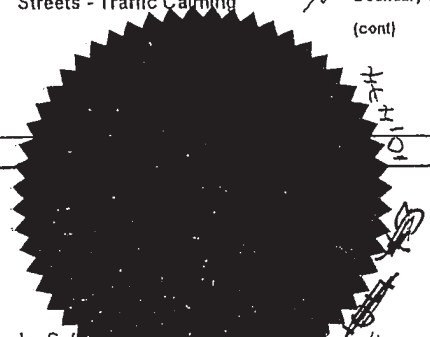
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• (EA) Source Protection Locations 50k	Building Outline
~ (EA) re_250k	Building Pecks
~ (EA) rqp_250k	Parish Boundary
~ (EA) th2001centrelines	District/LB Boundary
~ Streets - Traffic Calming	County Boundary
	Electoral Boundary
	Boundary Post/Stone (cont)

Overview



Date: 19.9.2003
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Chairman
Sussex
 Page 146
Head of Legal Services

CHILTERN DISTRICT COUNCIL.

ORDER PURSUANT TO THE DOGS (FOULING OF LAND) ACT 1996.

DOGS (FOULING OF LAND) REGULATIONS 1996.

(S.I 1996 NO.2762)

**CHILTERN DISTRICT COUNCIL (MULTIPLE LANDS ROADS AND
FOOTPATHS)ORDER 2003.**

**Alan Goodrum.
Chief Executive.
Chiltern District Council.
King George V Road.
Amersham.
Bucks. HP65AW.**

CHILTERN DISTRICT COUNCIL.

ORDER PURSUANT TO THE DOGS (FOULING OF LAND) ACT 1996.

DOGS (FOULING OF LAND) REGULATIONS 1996.

(S.I 1996.NO.2762)

**CHILTERN DISTRICT COUNCIL (MULTIPLE LANDS) ORDER 2003.
(Number 2).**

The Chiltern District Council (in this Order called "the Council") hereby make the following Order this 28th day of April 2003.

1. The land described in the Schedule below and shown delineated on the maps attached to this Order in addition to the land comprising carriageways and that adjoining as described below, being land within the area of the Council which is land to which the Dogs (Fouling of Land) Act 1996 applies, is hereby designated for the purposes of that Act.
2. This order may be cited as the Chiltern District Council (Multiple Lands) Order 2003 (Number 2) and shall come into force on the 27 day of May 2003.

SCHEDULE.

PARISH OF AMERSHAM (TOWN).

Open land at Church Mead (adj. River Misbourne), Amersham.
The Green, (junct.of Batchelors Way and The Rise), Amersham.
Open Land at Roundwood, Roundwood Road, Amersham.
Dovecote Car Park, Amersham.
Snells Wood and adjoining car park, White Lion Road, Little Chalfont.

PARISH OF CHESHAM (TOWN).

Ley Hill Common, Chesham.
Land between Latimer Road and River Chess Chesham.
Watermeadow Car Park and adjoining grass areas, Watermeadow, Chesham.
Land at Lower Stone Meadow, Chalfont St, Giles.

PARISH OF GREAT MISSENDEN.

Sports Centre and surrounding land, Honor End Lane, Prestwood.
Land adjoining Link Road Car Park, Link Road, Great Missenden.

PARISH OF PENN.

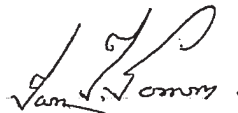
Throshers Wood, Seeleys Road, Beaconsfield.
Cricket Pitch, Penn Street, Penn.

PARISH OF CHARTRIDGE.

Recreation Ground, Cogdells Close, Chartridge.

All carriageways with a speed limit of 40mph or less, adjoining footpaths and grass verges within the Parish of Chartridge.

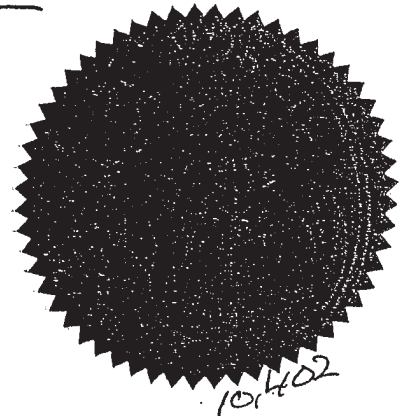
THE COMMON SEAL of
CHILTERN DISTRICT COUNCIL
was hereunto affixed in the presence of:



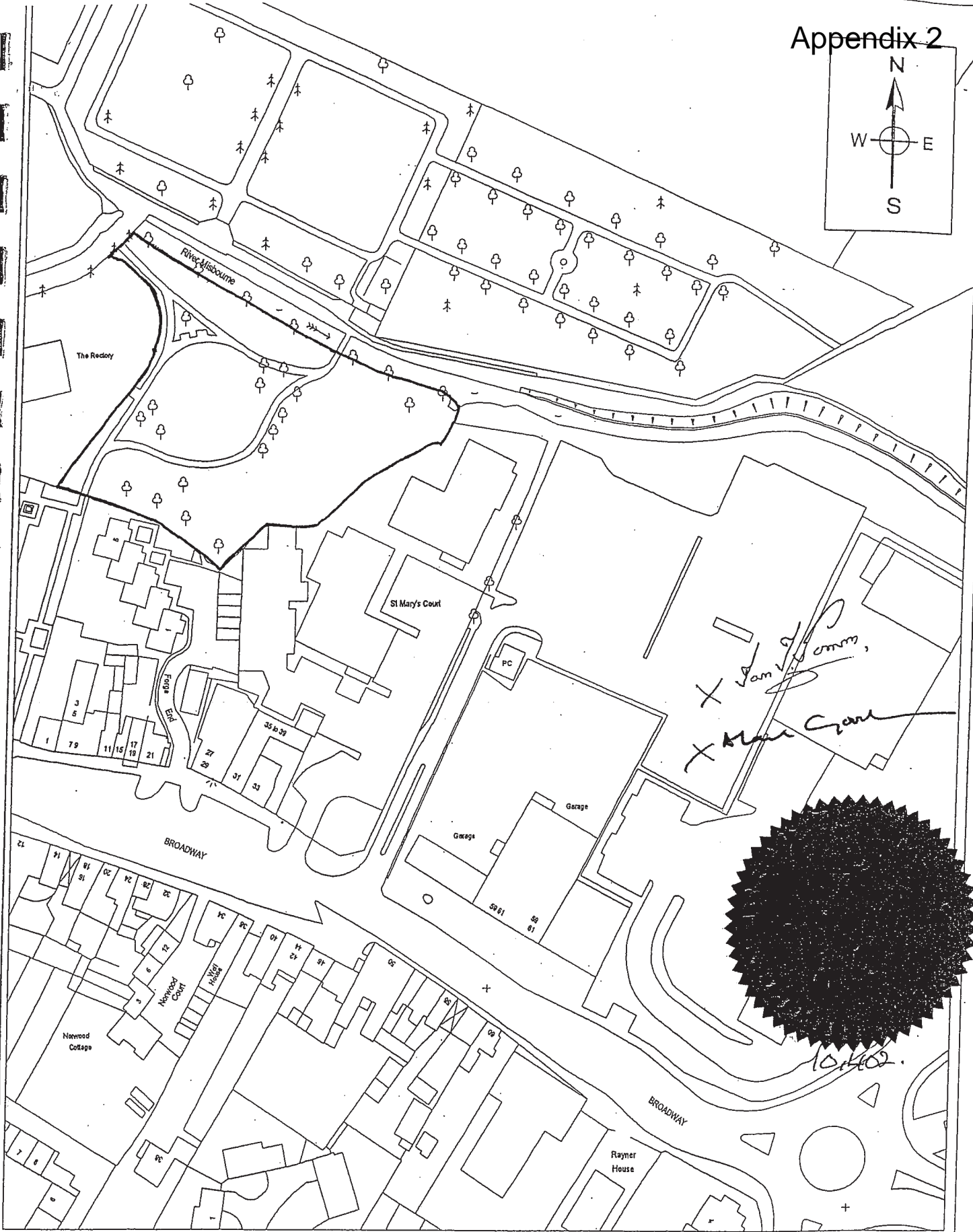
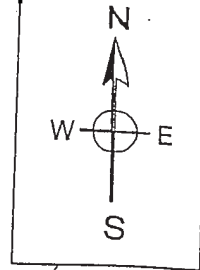
CHAIRMAN.



CHIEF EXECUTIVE.



PARISH OF AMERSHAM (TOWN).

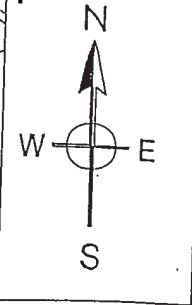


Chiltern
District
Council

Church Mead, Amersham

SCALE: 1:1250	DRAWN BY: JSI/ewc	DATE: 18/4/2001
Originating Group:	Organisation:	Drawing No. PRT 2978

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CHILTERN AVENUE

Multistorey Car Park

SB

Station Court

THE COPSE

Rockferry

Chadwell

Hushwade

Kingsnorth

Harestone

Woodcock

THE RISE

THE GREEN

THE GREEN

BATCHERS WAY

Holly Cottage

Highbury

Oakenholt

Russenden

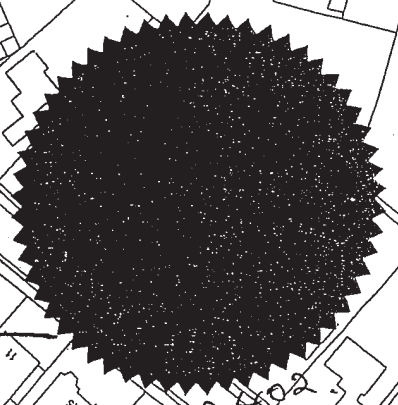
Hillmead

Westlands

High Hook

Sam Vignoles

Alan C...

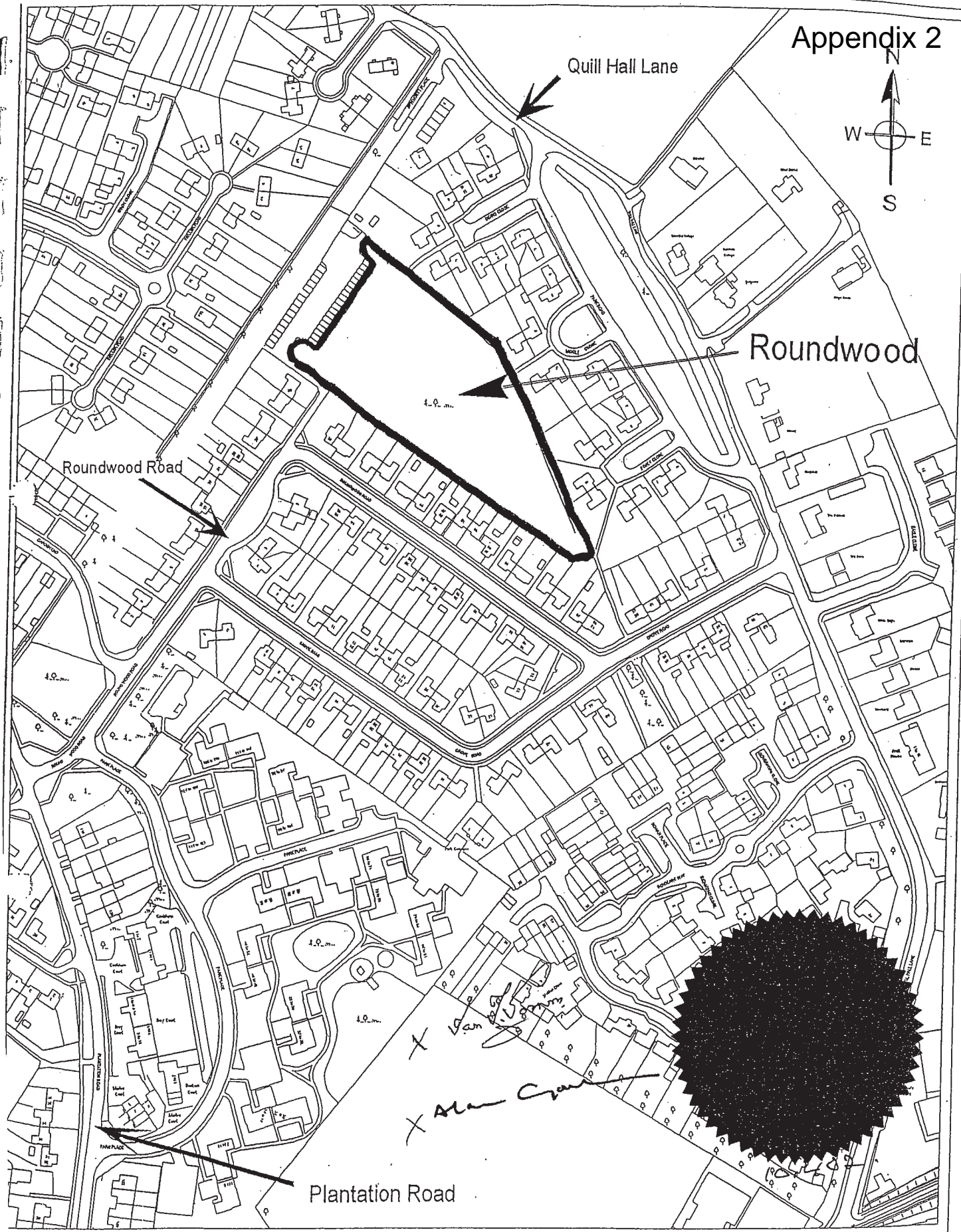
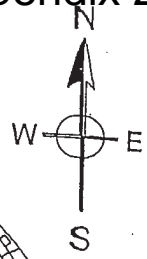


Chiltern District Council

The Green, Amersham

SCALE: 1:1250	DRAWN BY: DS/aw	DATE: 18/4/2002
Originating Group: Estates		Drawing No. PRT 2976

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Chiltern
District
Council

Roundwood, Roundwood Road,
Amersham

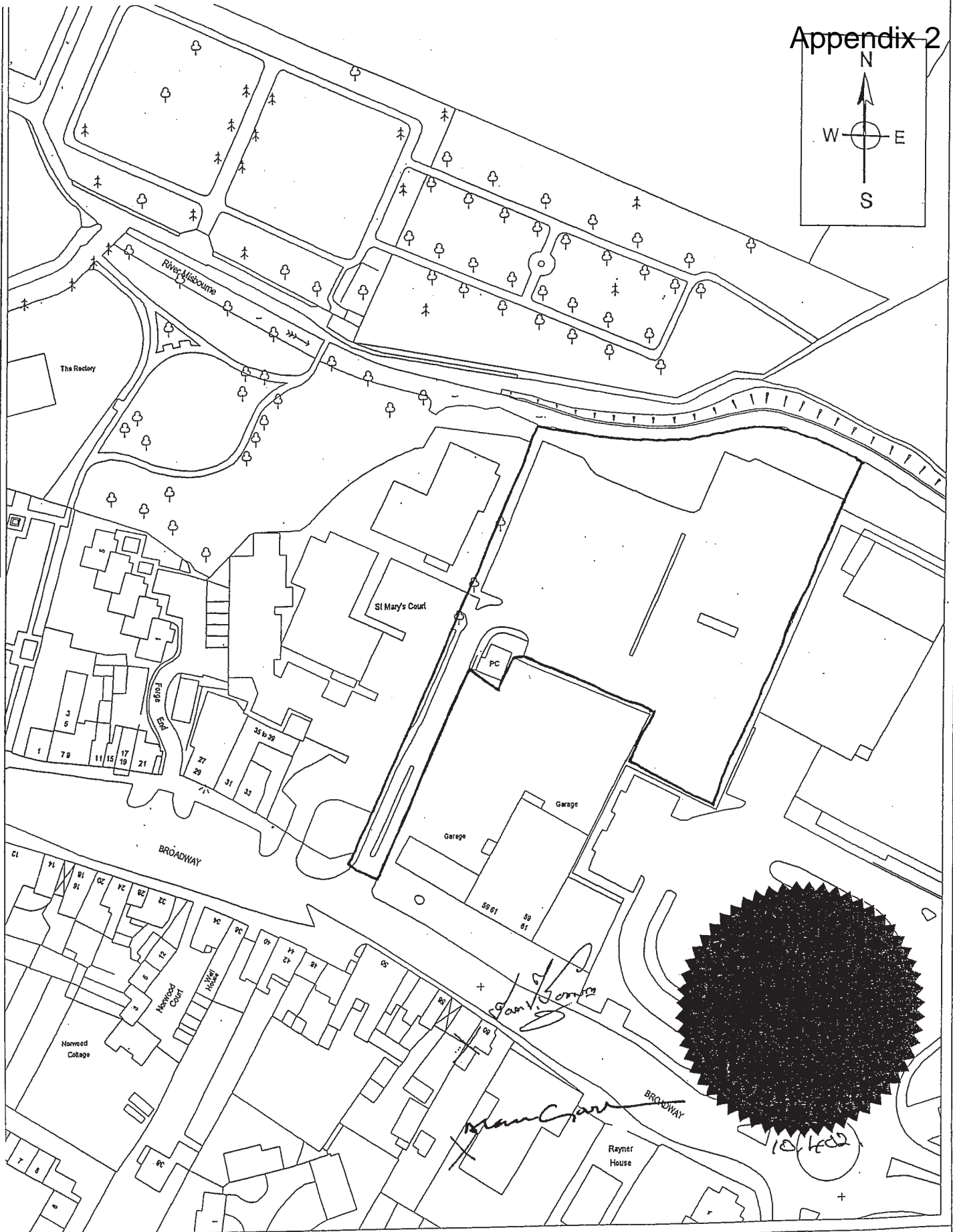
SCALE: 1:2500
Originating Group:

DRAWN BY:

DATE 19/6/2001

Drawing No. PRT 2975

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Chiltern District Council

Dovecote Car Park, Amersham

SCALE: 1:1250

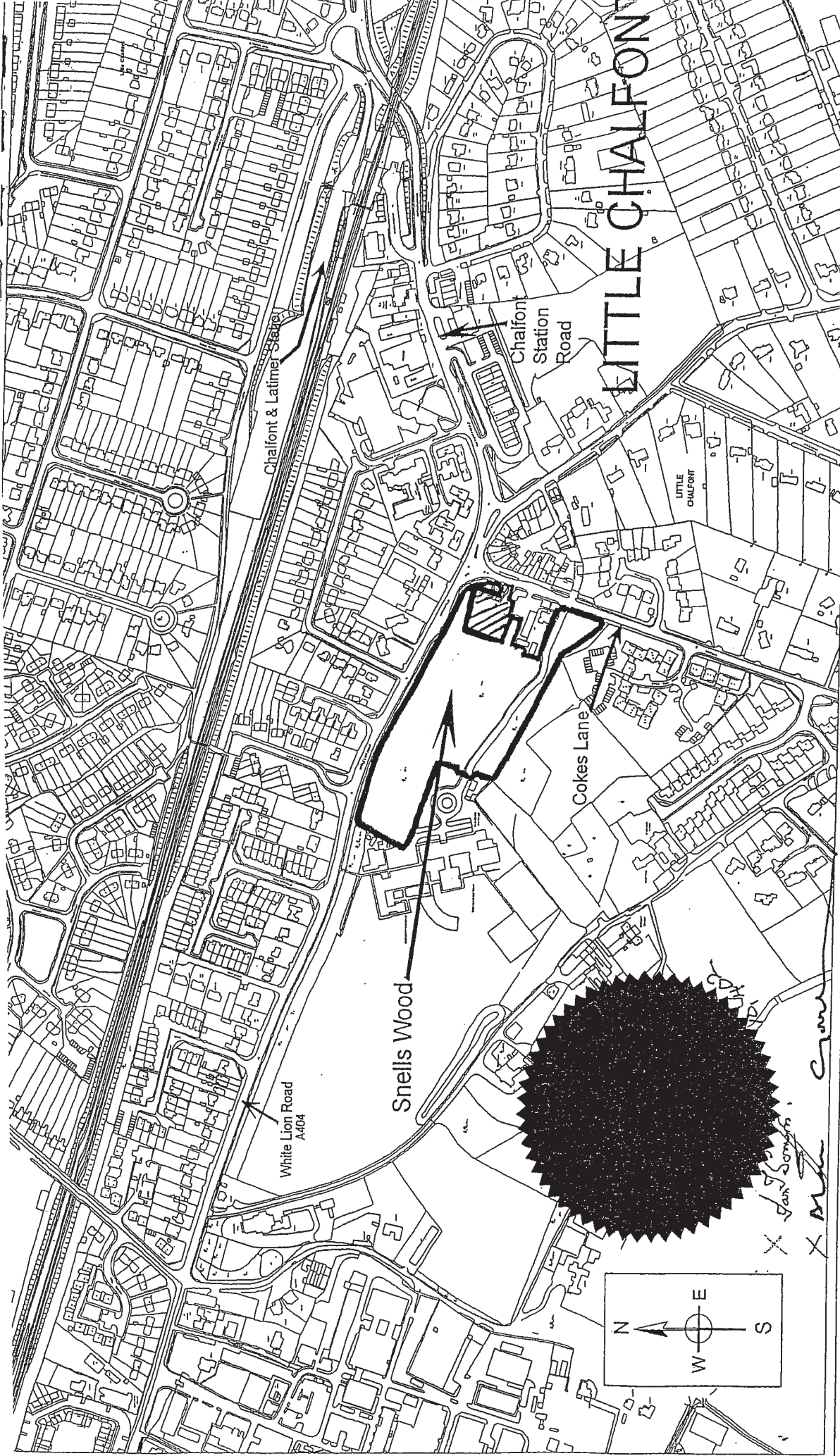
DRAWN BY: DStewc

DATE: 18/02/2002

Originating Group: Organisation

Drawing No: PRT 2977

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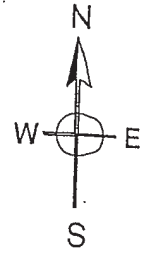
Snells Wood, White Lion Road, Coepack
Little Chalfont.

SCALE: 1:5000
DRAWN BY: JDS/aw
DATE: 19/02/03
Drawing No. PRT 2573

Chiltern District Council

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PARISH OF CHESHAM (TOWN).



Chiltern
District
Council

Ley Hill Common, Chesham

SCALE: 1:5000

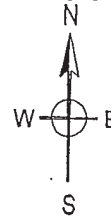
DRAWN BY: DSJewr

DATE: 1/8/2002

Originating Group:
Estates

Drawing No. PRT 2971

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Chiltern
District
Council

Land at Latimer Road, Chesham

SCALE: 1:2500

DRAWN BY: DStewe

DATE 20/3/2002

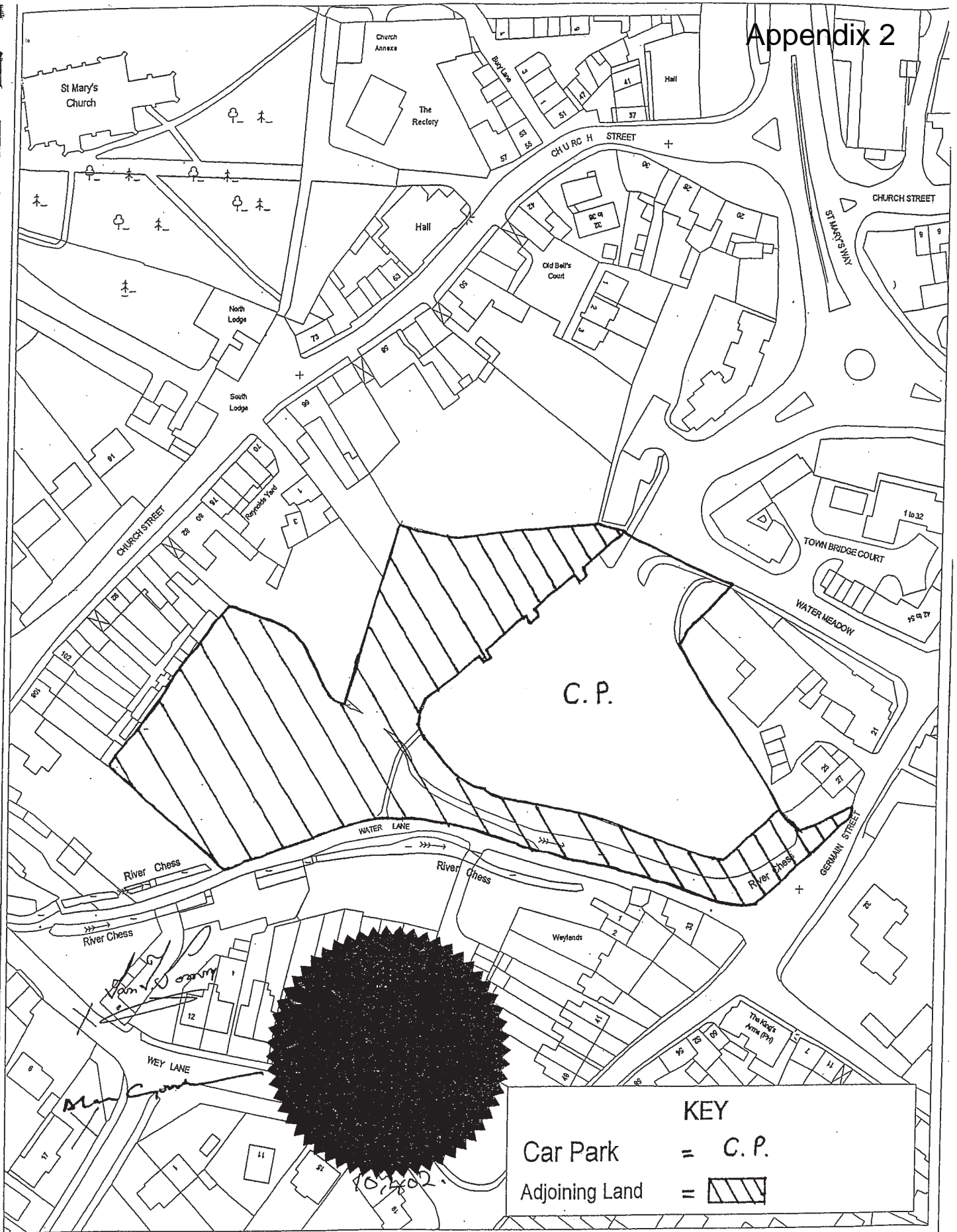
Originating Group:


Estates

Drawing No.

PRT 2969

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KEY	
Car Park	= C.P.
Adjoining Land	= 

Chiltern
District
Council

Watermeadow Car Park
and Adjoining Land

SCALE 1:1250 DRAWN BY: DS/ewc

DATE 20/12/2003
Drawing No.

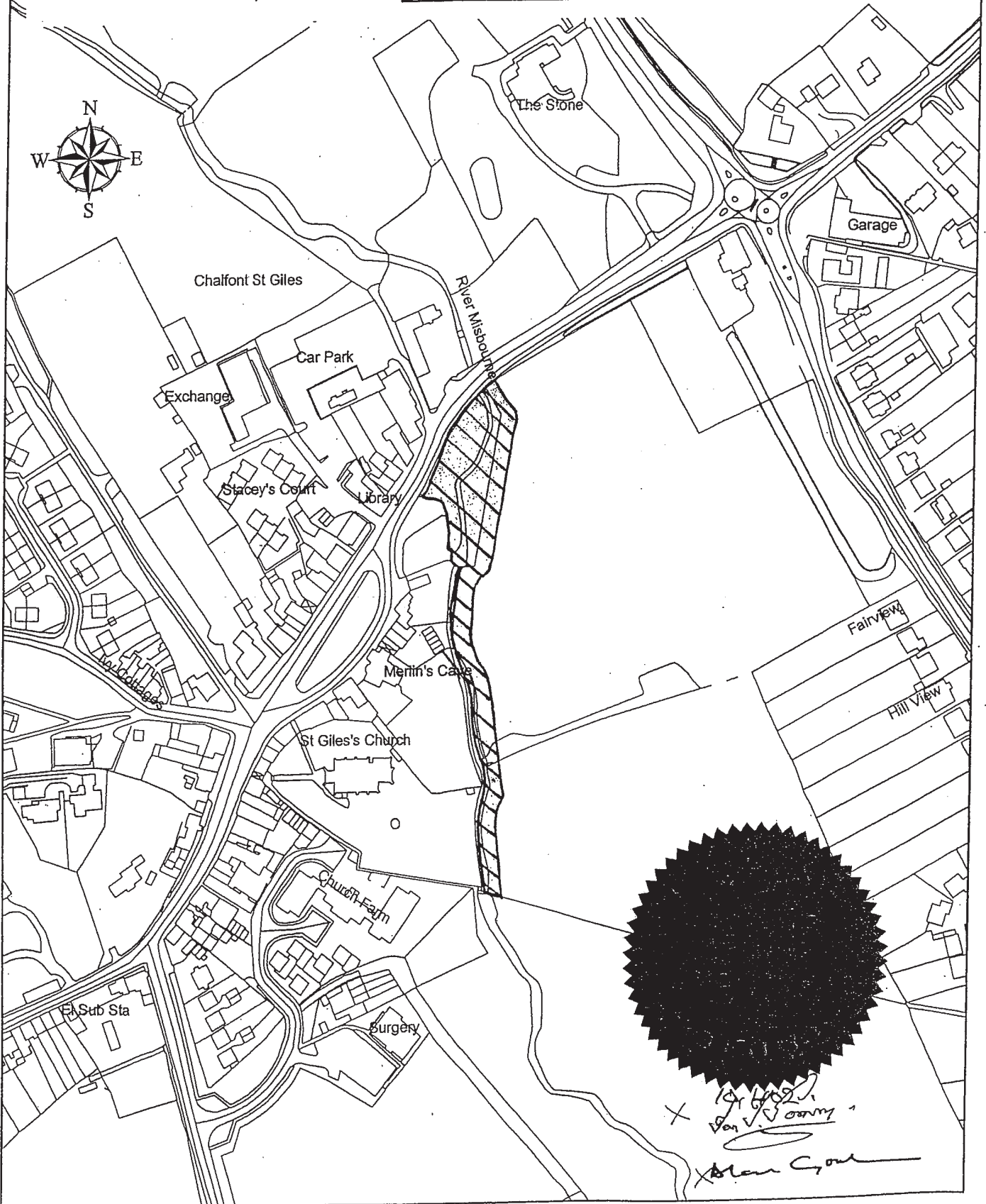
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Lower Stone Meadow, Chalfont St Giles

Appendix 2

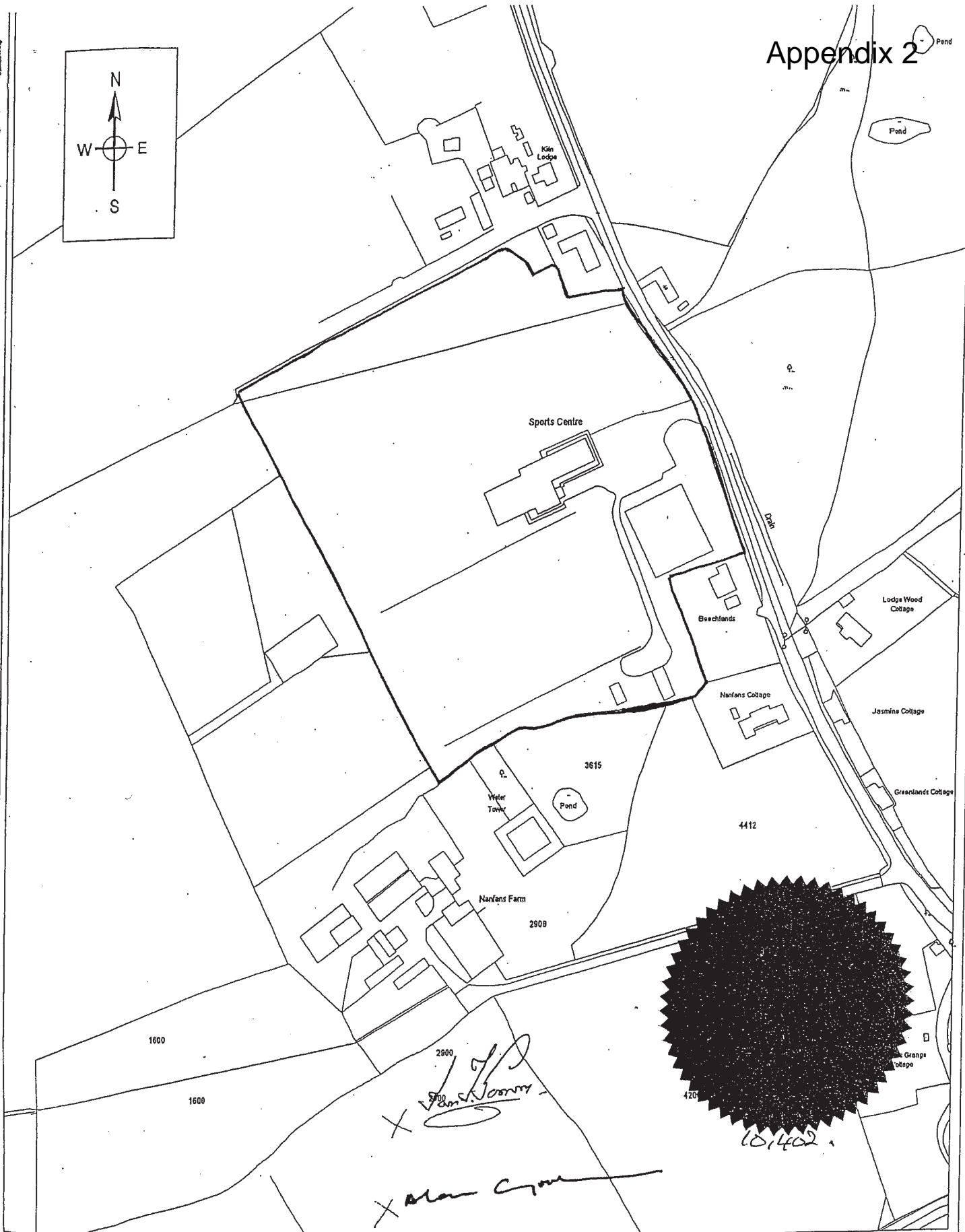
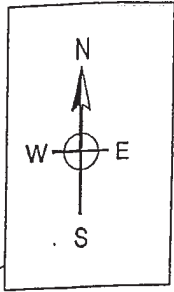
Scale 1:2,500

0 10 20 40 60 80 Meters



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PARISH OF GREAT MISSENDEN.



Chiltern
District
Council

Sports/Field Centre, Honor End Lane, Prestwood.

SCALE 1:2500

DRAWN BY: DS/awc

DATE 18/4/2002

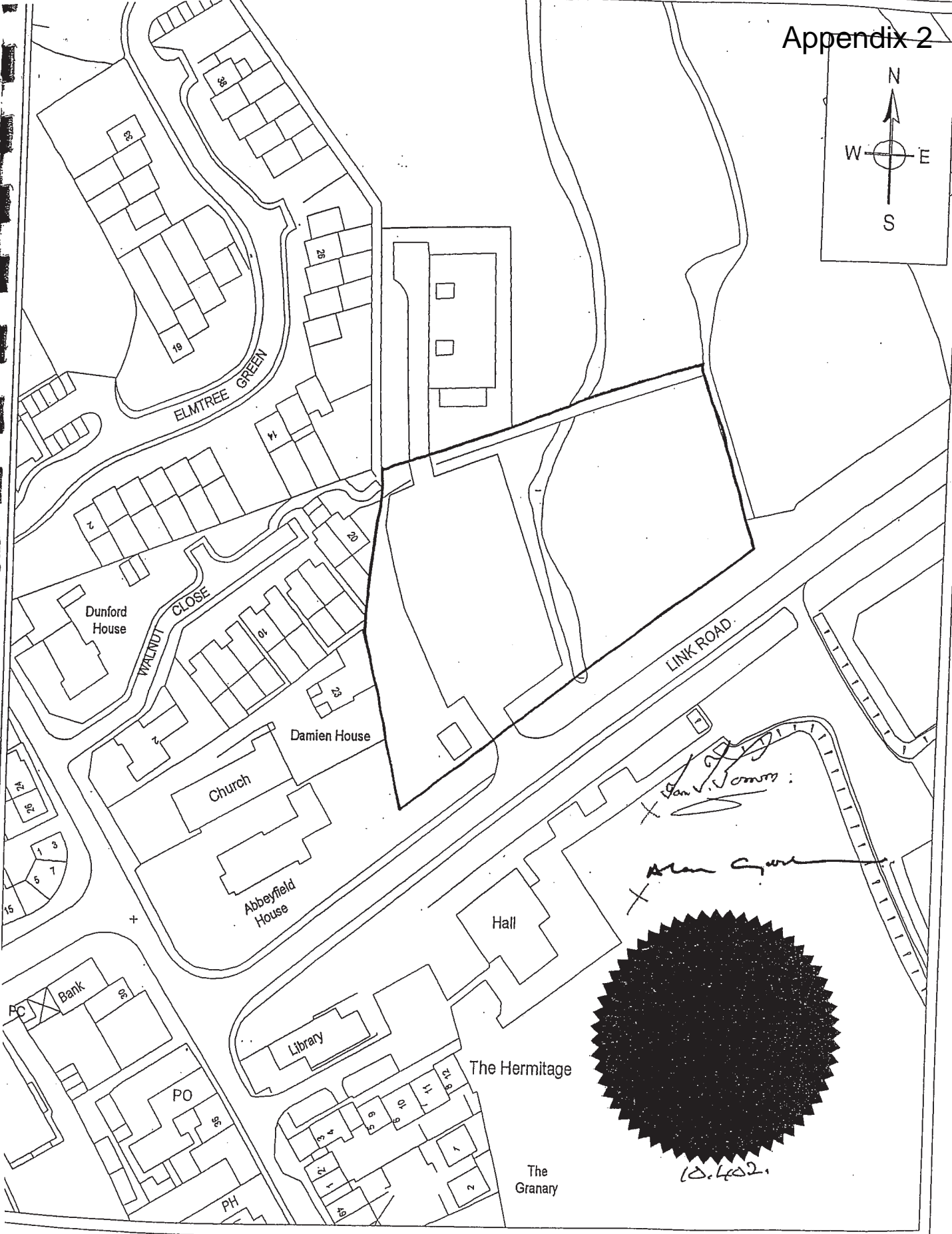
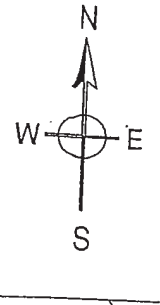
Originating Group:

Estates

Drawing No.

PRT 2980

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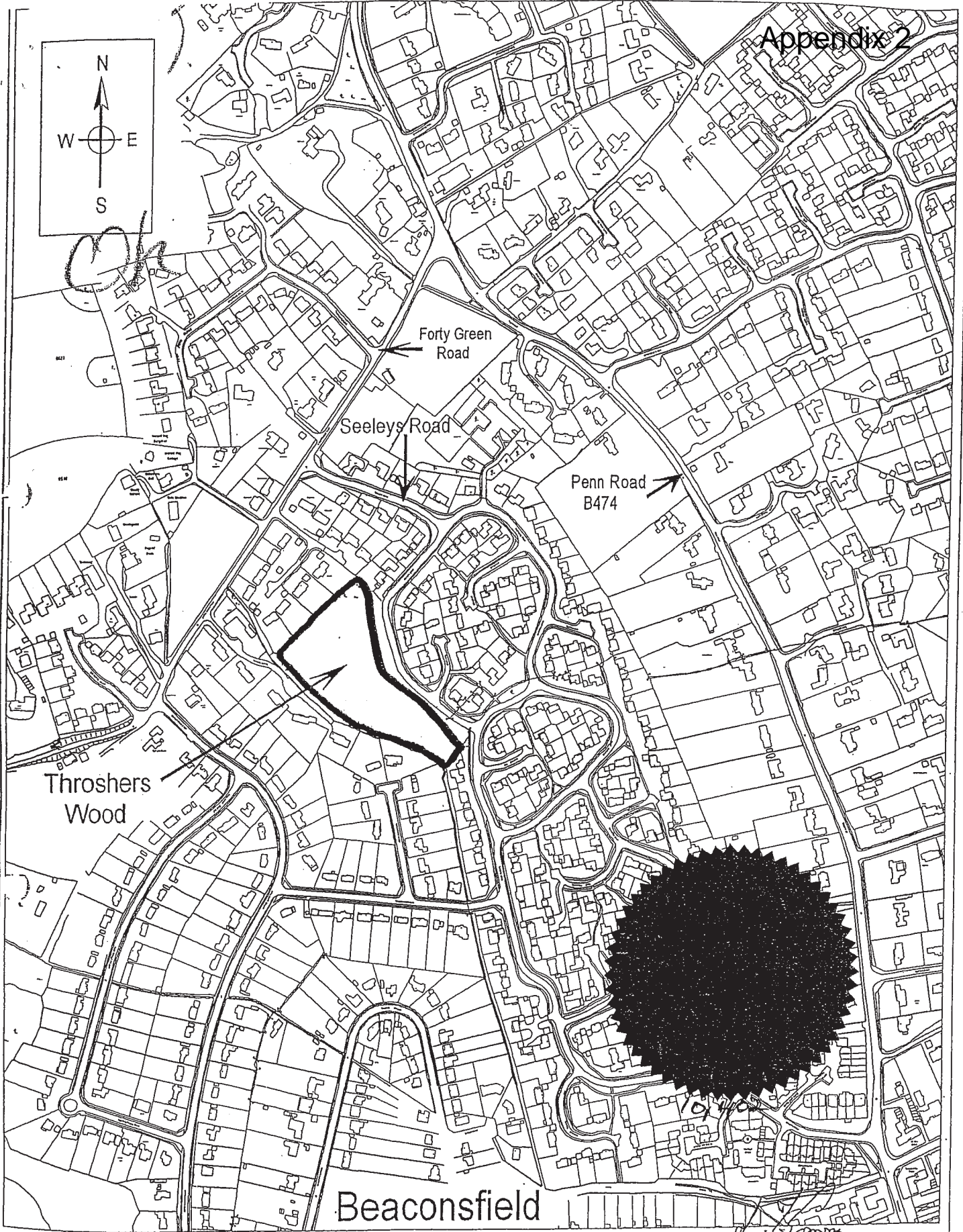
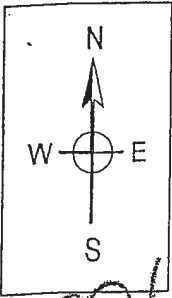
Chiltern District Council

Land Adj Link Road Car Park, Great Missenden ~~2000~~

SCALE: 1:1250 DRAWN BY: DSStew DATE: 18/4/002
Originating Group: Estates Drawing No. PRT 2979

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PARISH OF PENN.



Beaconsfield

Chiltern
District
Council

Throshers Wood, Seeleys Road,
Beaconsfield

John V. Jones
Alan Cooper

SCALE: 1:2000
Originaling Group:

DRAWN BY: DS/awc

DATE: 19/6/2003

Drawing No.

PRT 2974

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PARISH OF CHARTRIDGE.

8088



Pond



Pavilion

Dell Cottages

COGDELLS CLOSE

COGDELLS LANE

Recreation Ground

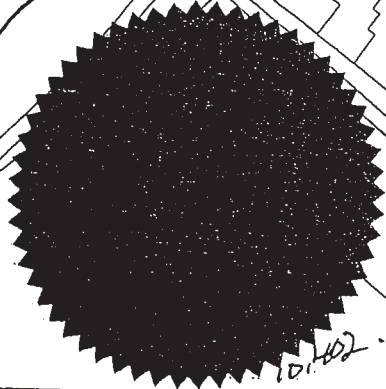
8173

The Elms

Adzedene

X *Sam Verrill*

X *Alan Cooper*



**CHILTERN
DISTRICT
COUNCIL**

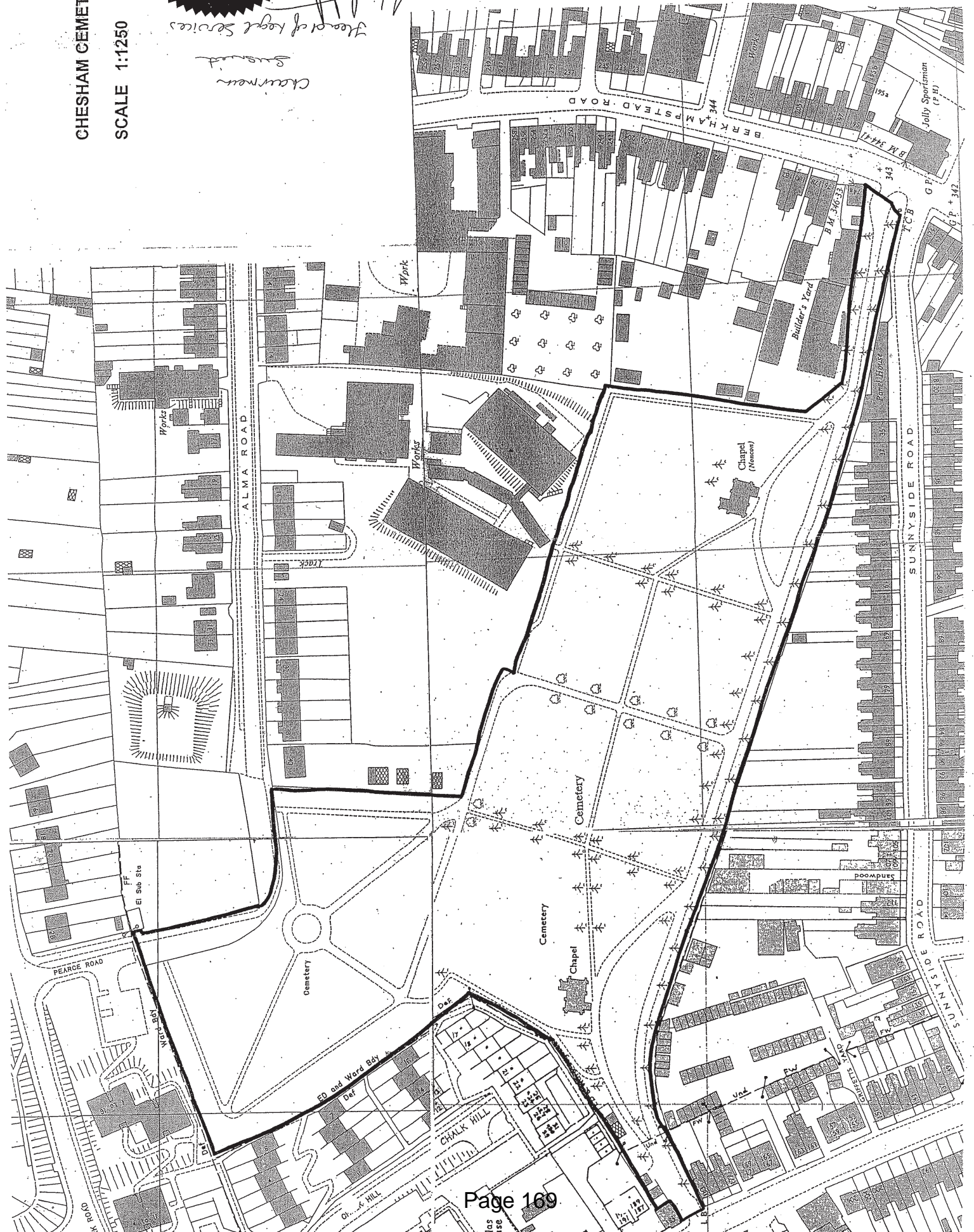
RECREATION GROUND CHARTRIDGE

CHESHAM CEMETERY

SCALE 1:1250



Clayton
Head of Regt Services





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Date 22/4/2002
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BOUNDARY ROAD PLAYGROUND

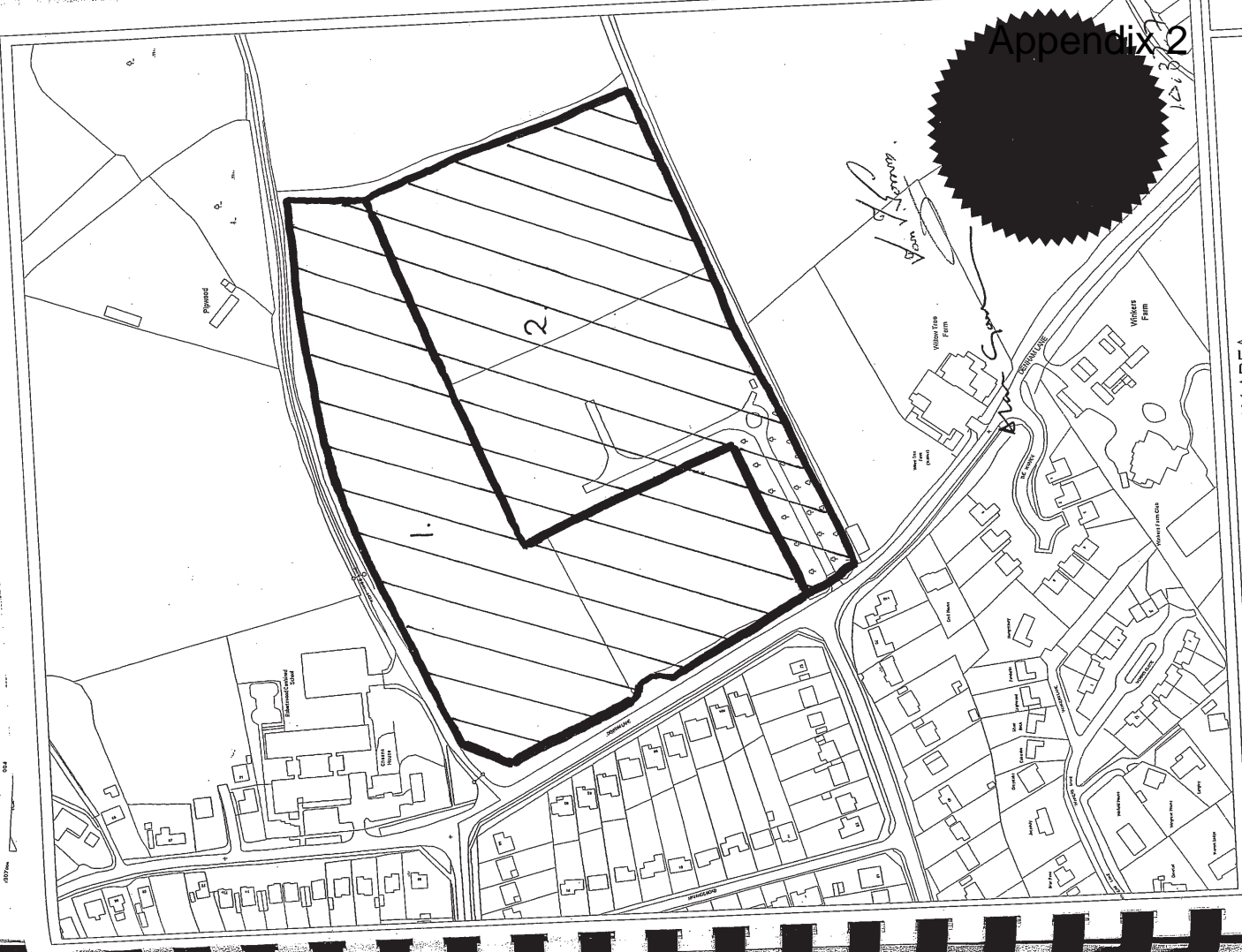
Chiltern District Council

SCALE: 1:1250
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 Drawing No: []
 DRAWN BY: []
 DATE: 10/11/02
 DRAWING NO: []

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Superplan

Appendix 2



- 1. CHEENA MEADOW PLAY AREA
- 2. GARDEN OF REST CEMETERY

Chiltern District of

DATE: 2/11/02
DRAWING NO.:

SCALE: 1:500
DRAWN BY:



- 1. Love's Delight Allotment
- 2. Mill Meadow Play Area
- 3. Lady Gibb Memorial Wood
- 4. Hill House Allotments

Chiltern District Council

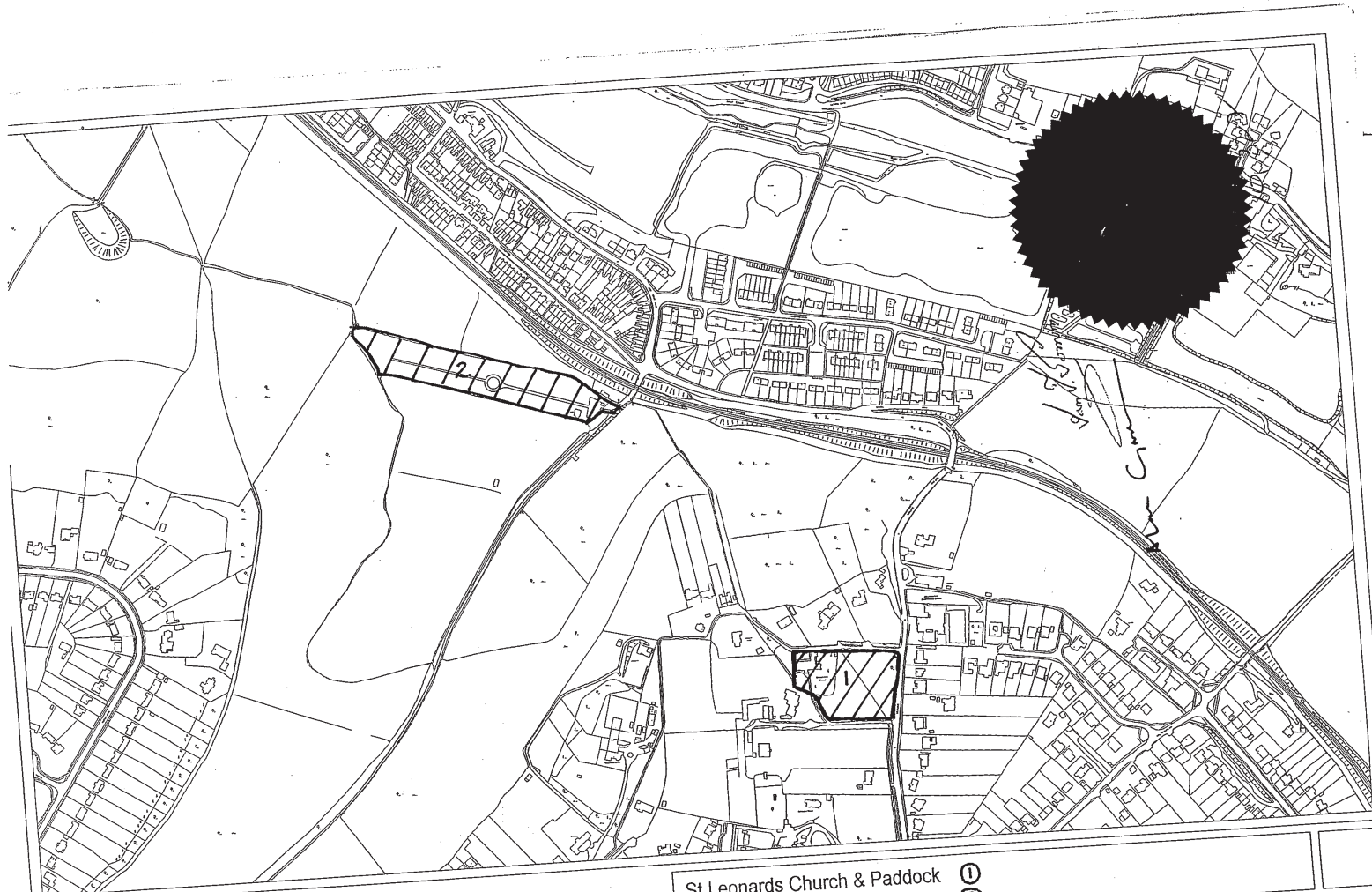
Organisation

SCALE: 1:500

DATE: 27/11/2003

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Organisation



Chiltern District
Council

St Leonards Church & Paddock ①
Chesham Bois Cemetery ②

DATE 30/11/2002
Drawing No.

SCALE: 1:5000
Digitising Group

DRAWN BY:



Chiltern
District
Council

Bois Avenue Green
Chesham Bois

SCALE: 1:2500
Originating Group:

DRAWN BY:

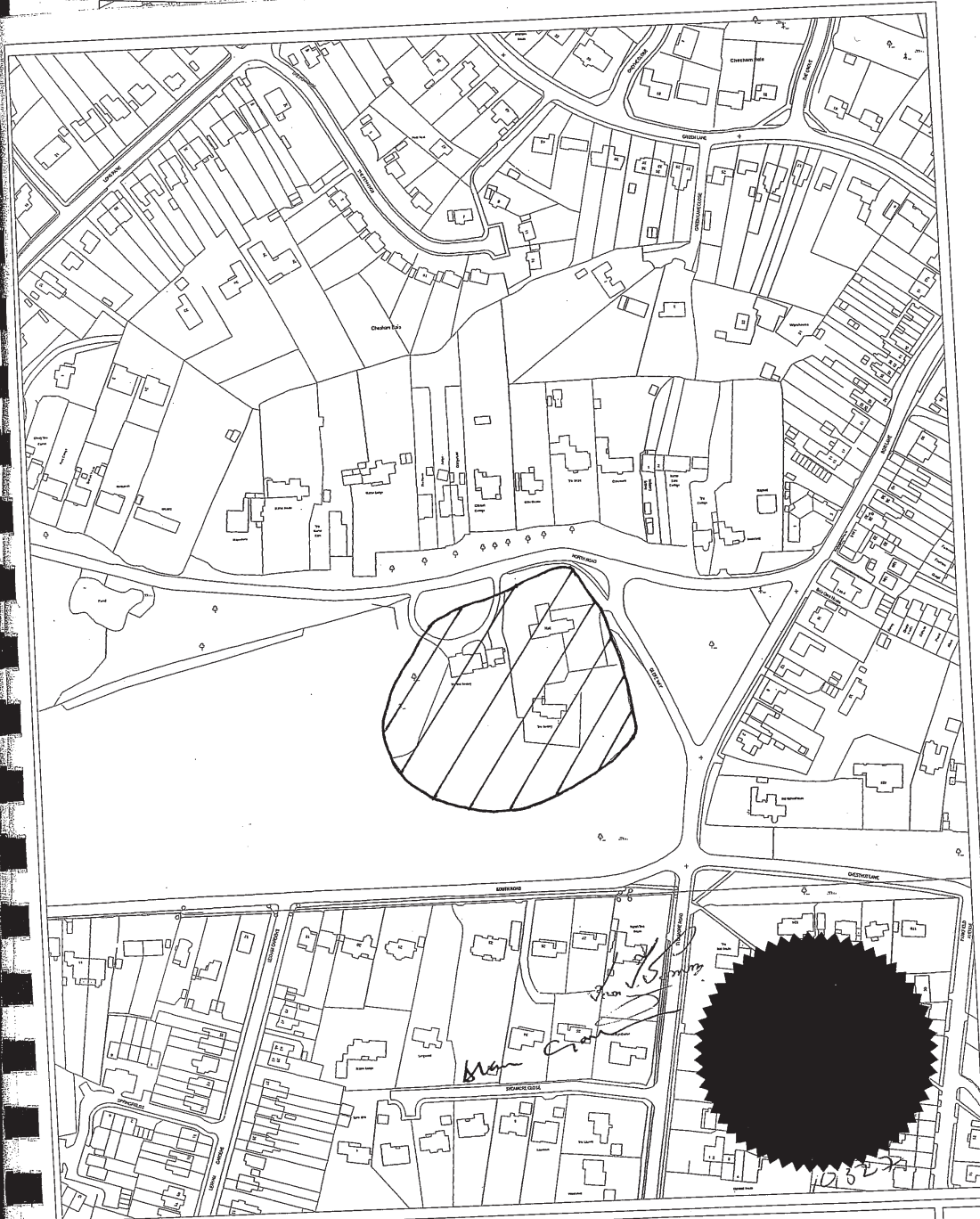
DATE 29/11/2002

Drawing No.

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ERRATA SHEET
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Ordnance Survey
Superplan



Chiltern
District
Council

Glebe Land & Parish Centre
Chesham Bois

SCALE: 1:2500
Original Group:

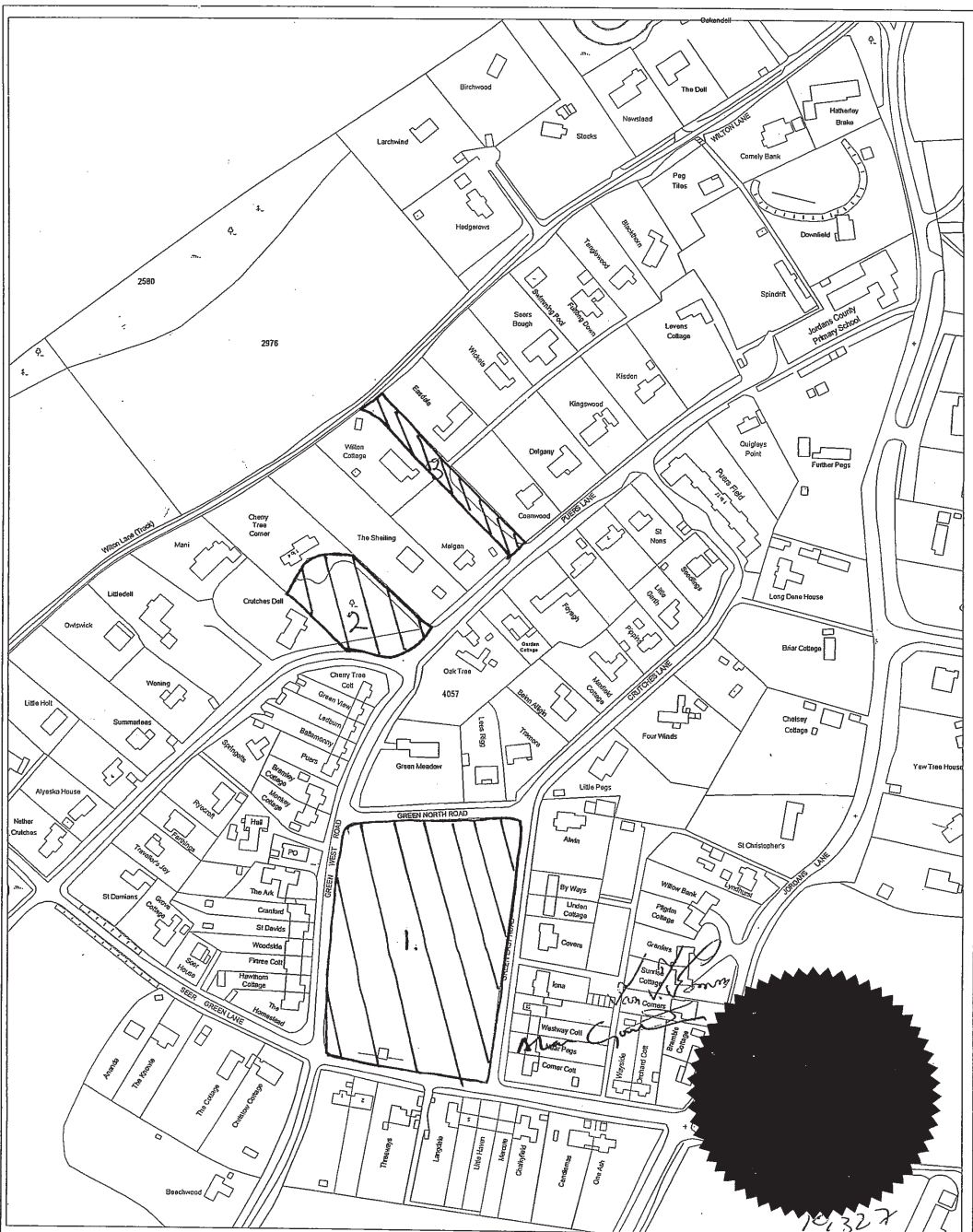
DRAWN BY:

DATE: 29/11/2002
Drawing No.:

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ORDNANCE SURVEY
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Ordnance Survey
Superplan



Chiltern
District
Council

Jordans Village

SCALE: 1:2500 DRAWN BY: DATE: 29/11/2002

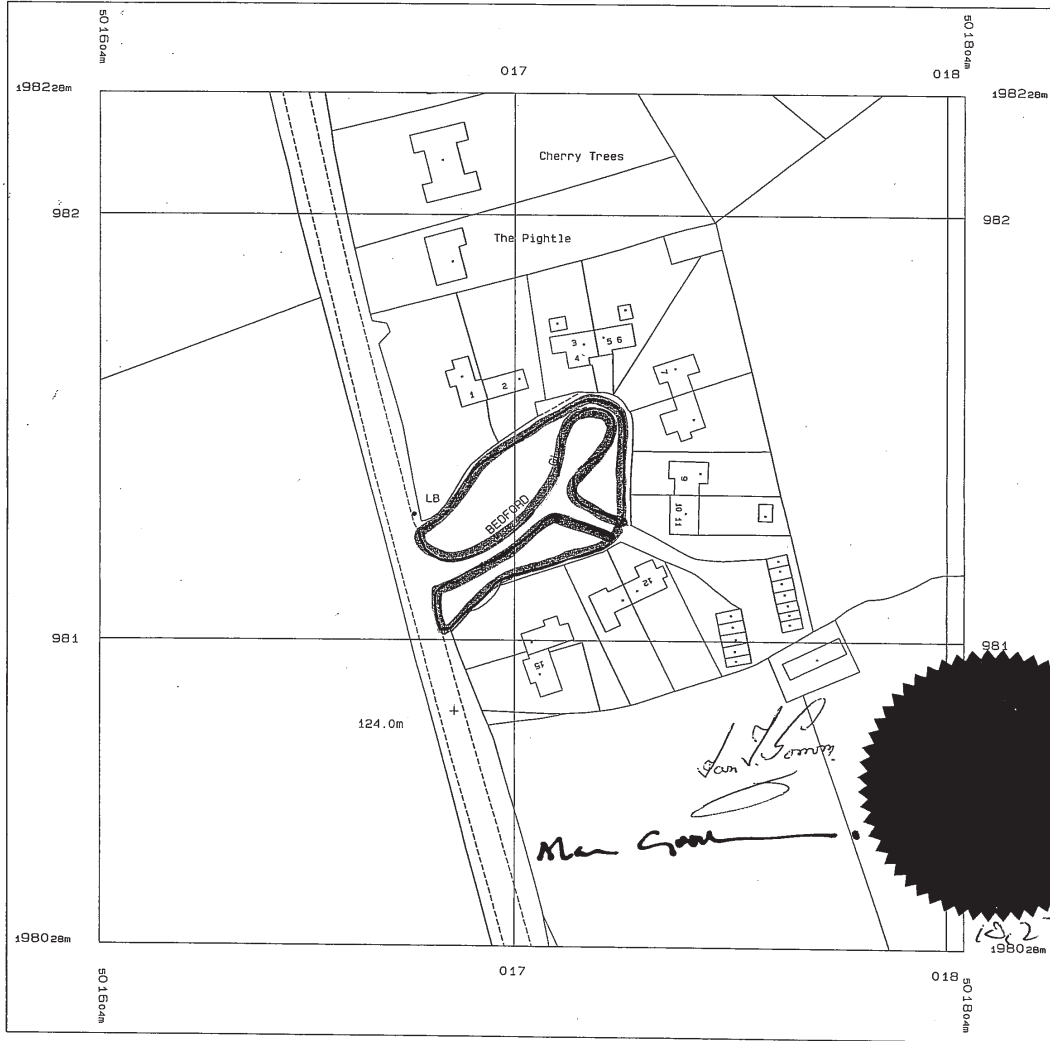
Originating Group: *1. Jordans Village Green* *3. Dadds Design* Drawing No.

2. Cherry Tree Corner Green

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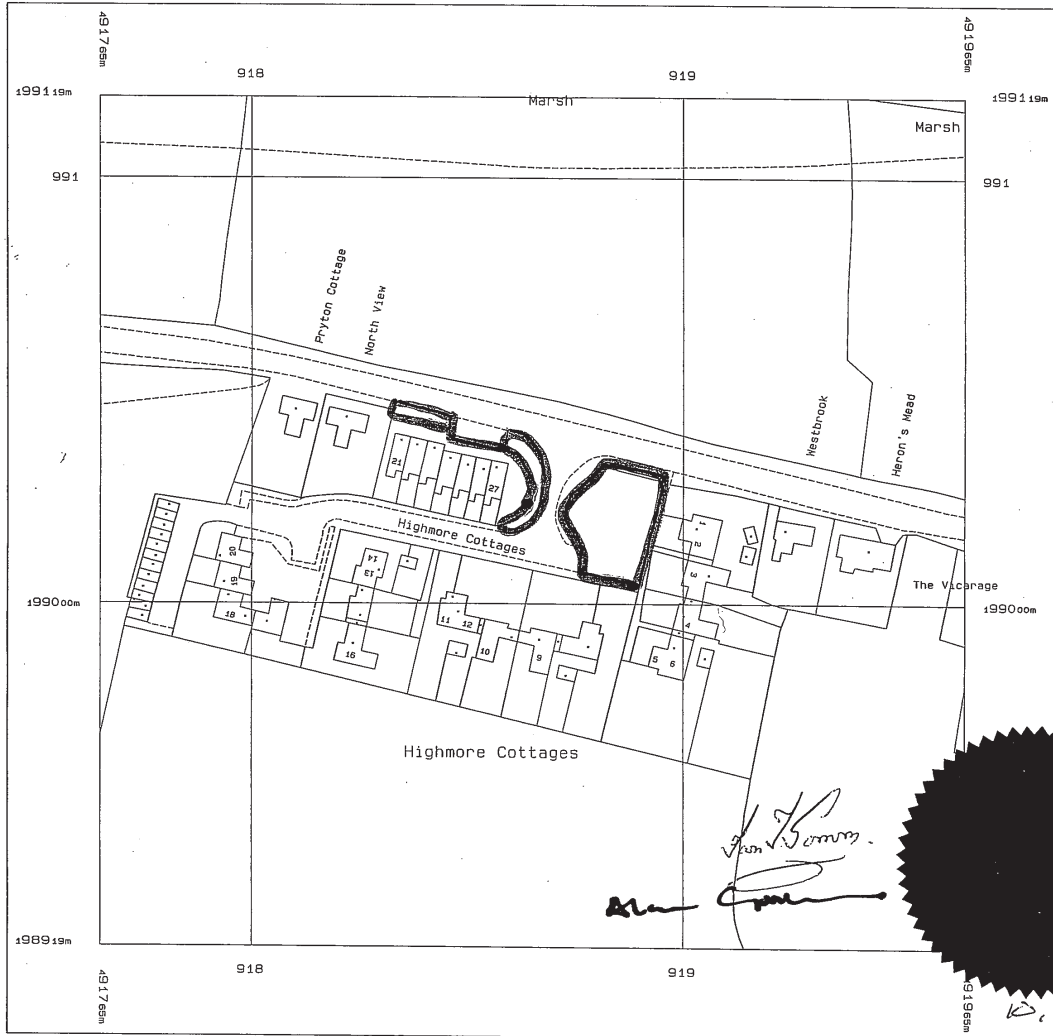
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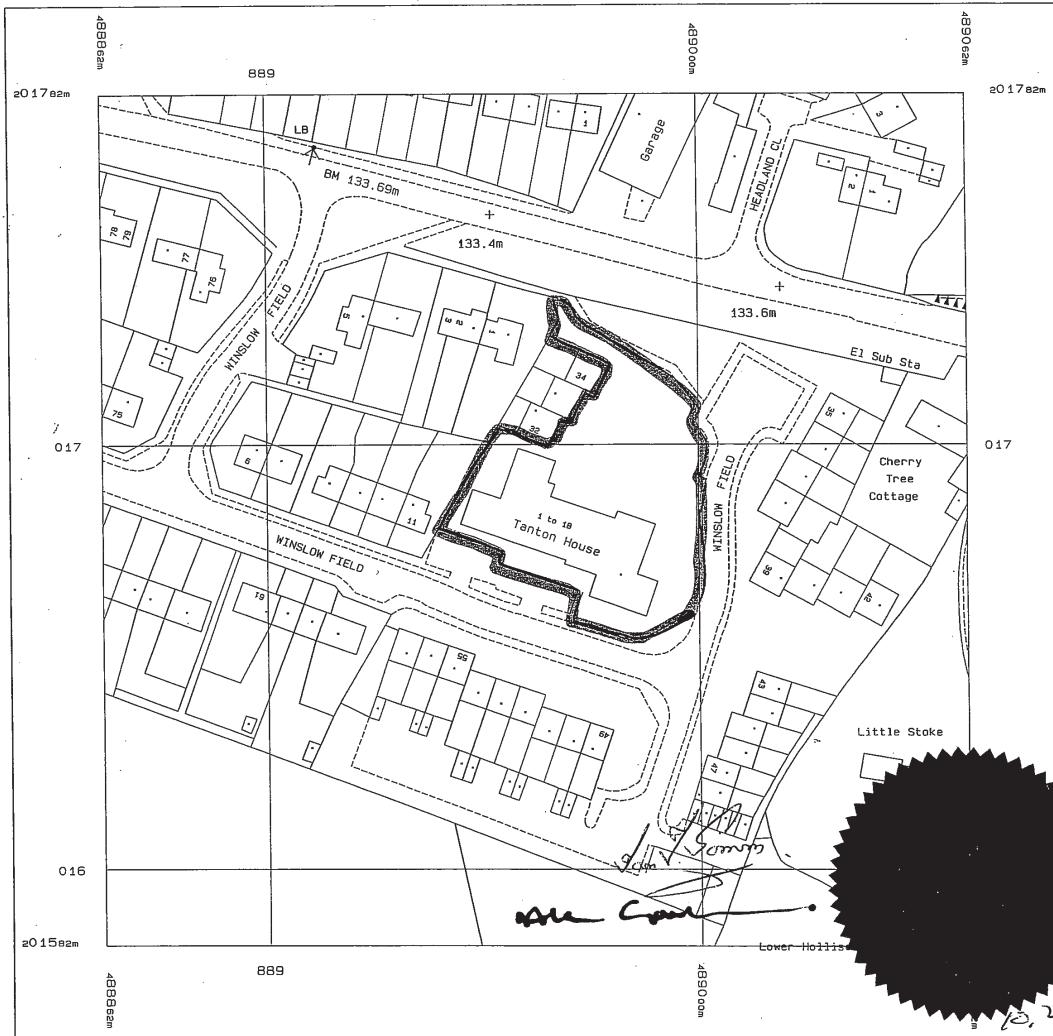
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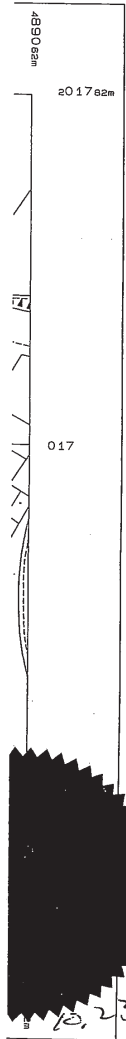
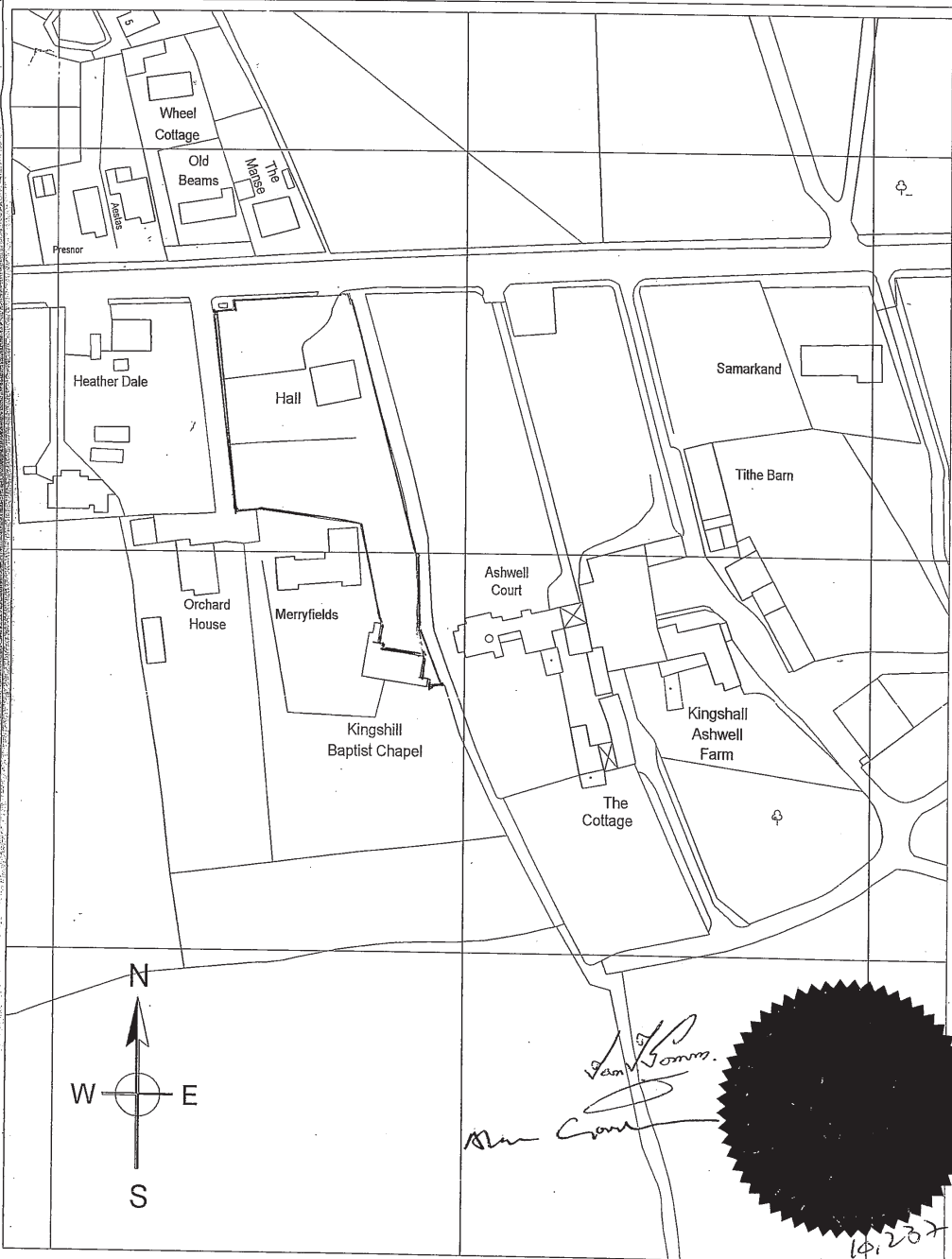
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Centre Coordinates: 488962 201682
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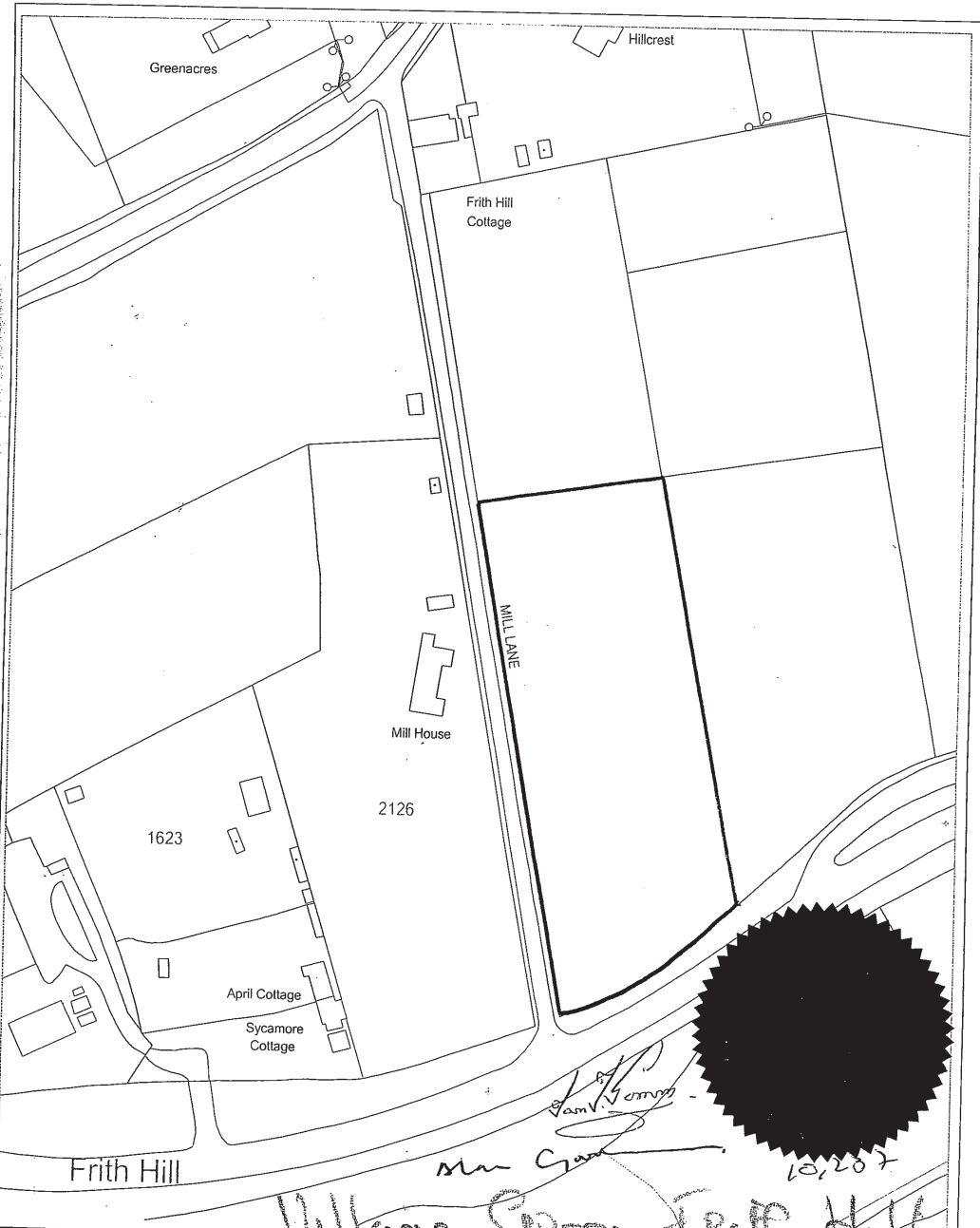
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Date 13/5/2002

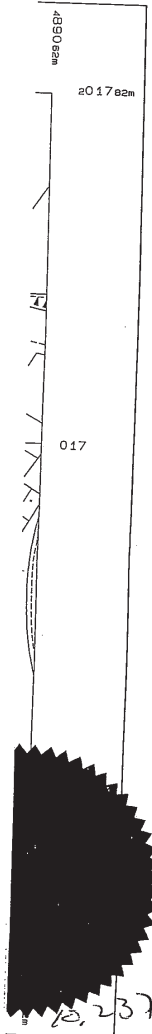
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Church Grounds Footpath
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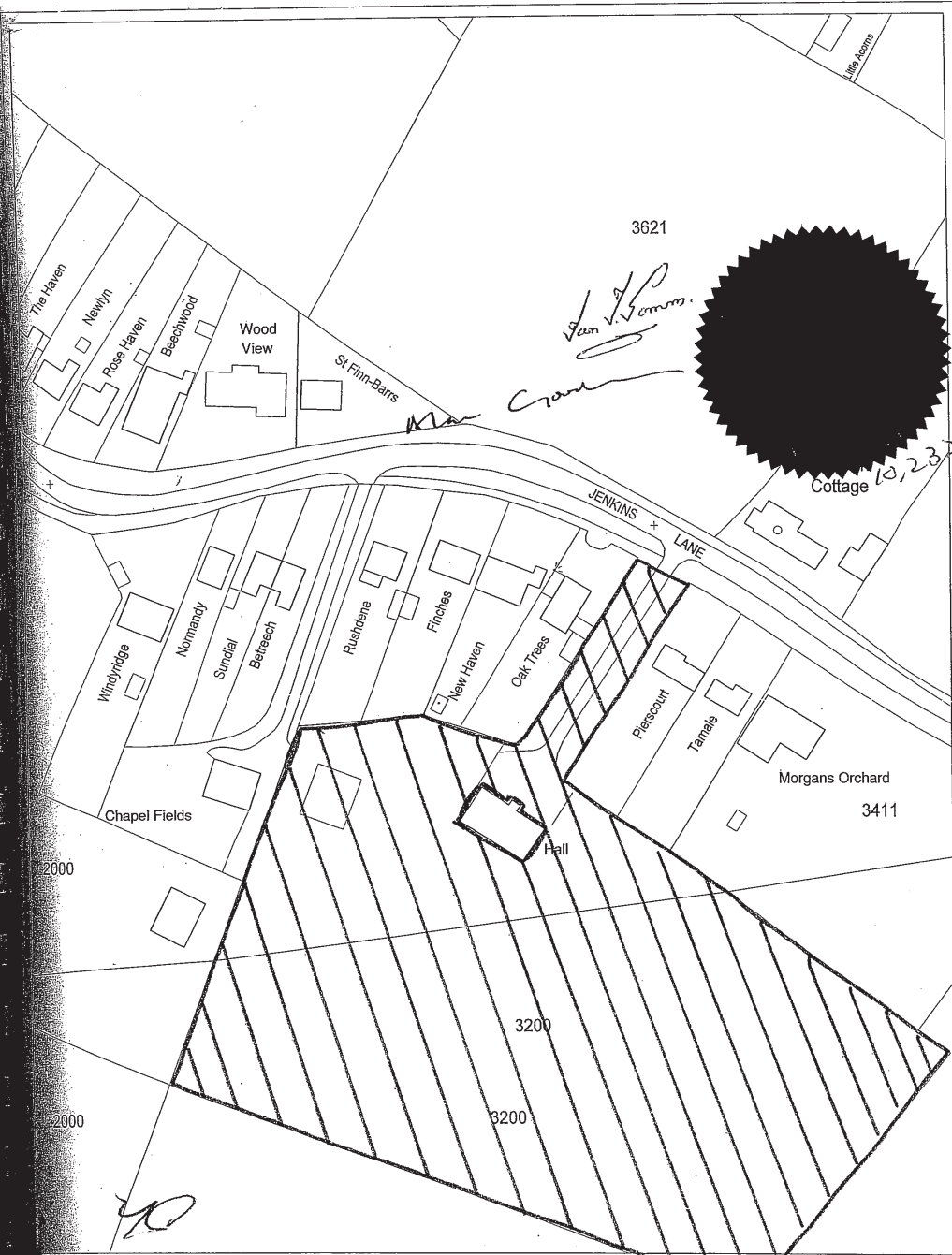
MILL LANE GT MISSENDEN

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SCALE: E1250 DRAWN BY: Marc Kenyon DATE: 13/1/2003
Originating Group: Drawing No.

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Date 22/4/2002
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Whitchote Gardens
Five Acres
Trappshare

Chesham
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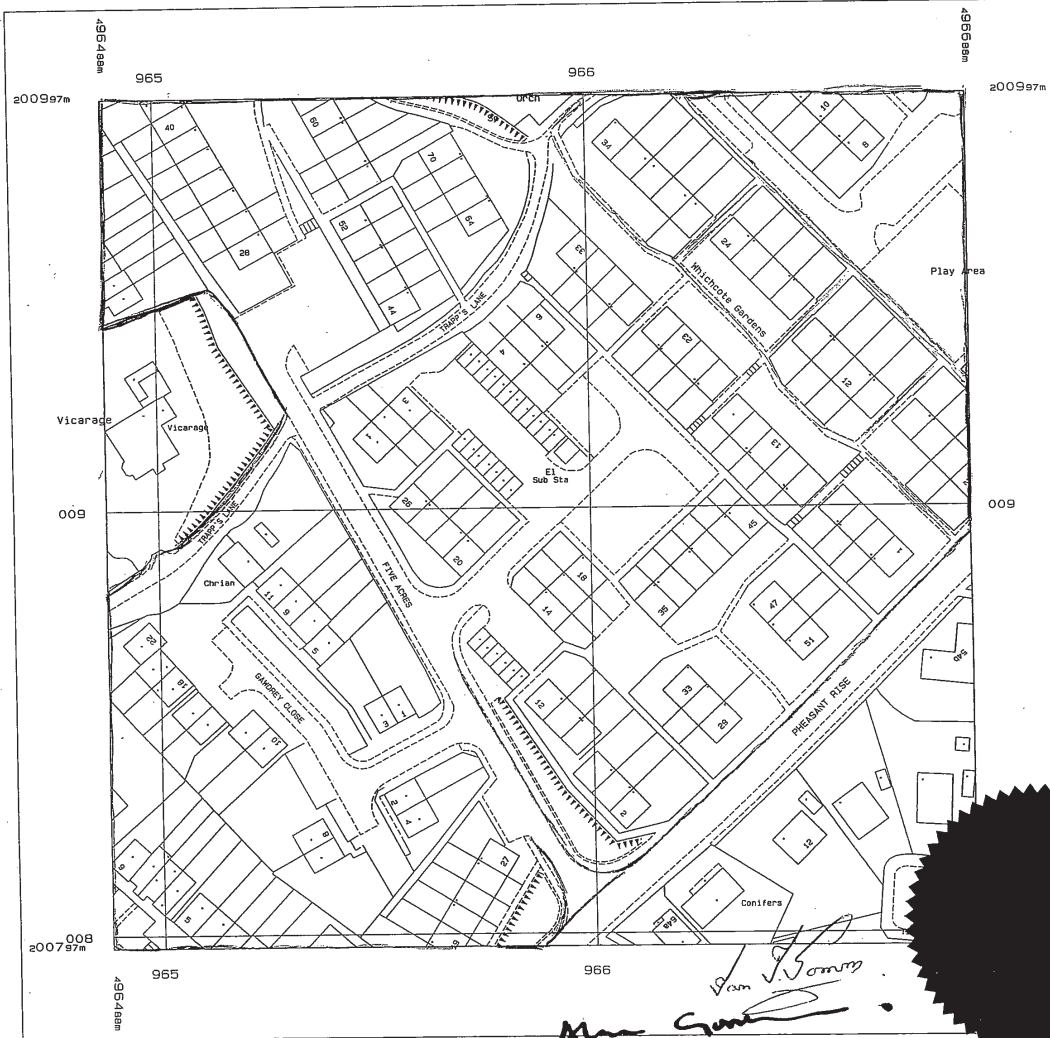
Full Address Appendix 2

cross to be designated.

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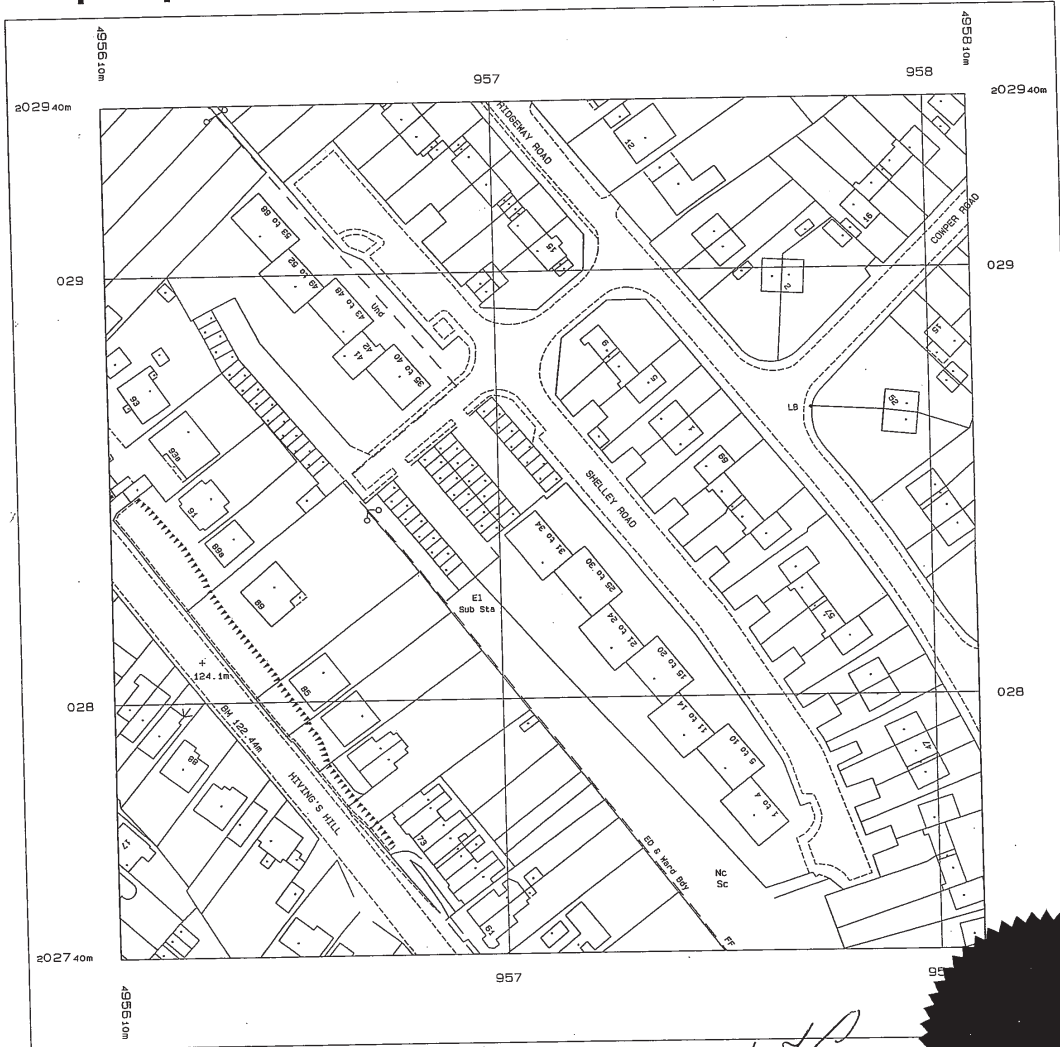
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Supplied by: Experian Welwyn Garden C
Serial Number: 25405

Shelley Rd
Chesham Bucks
17237

Chesham
Bucks

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This Superplan product does not contain all recorded map information.

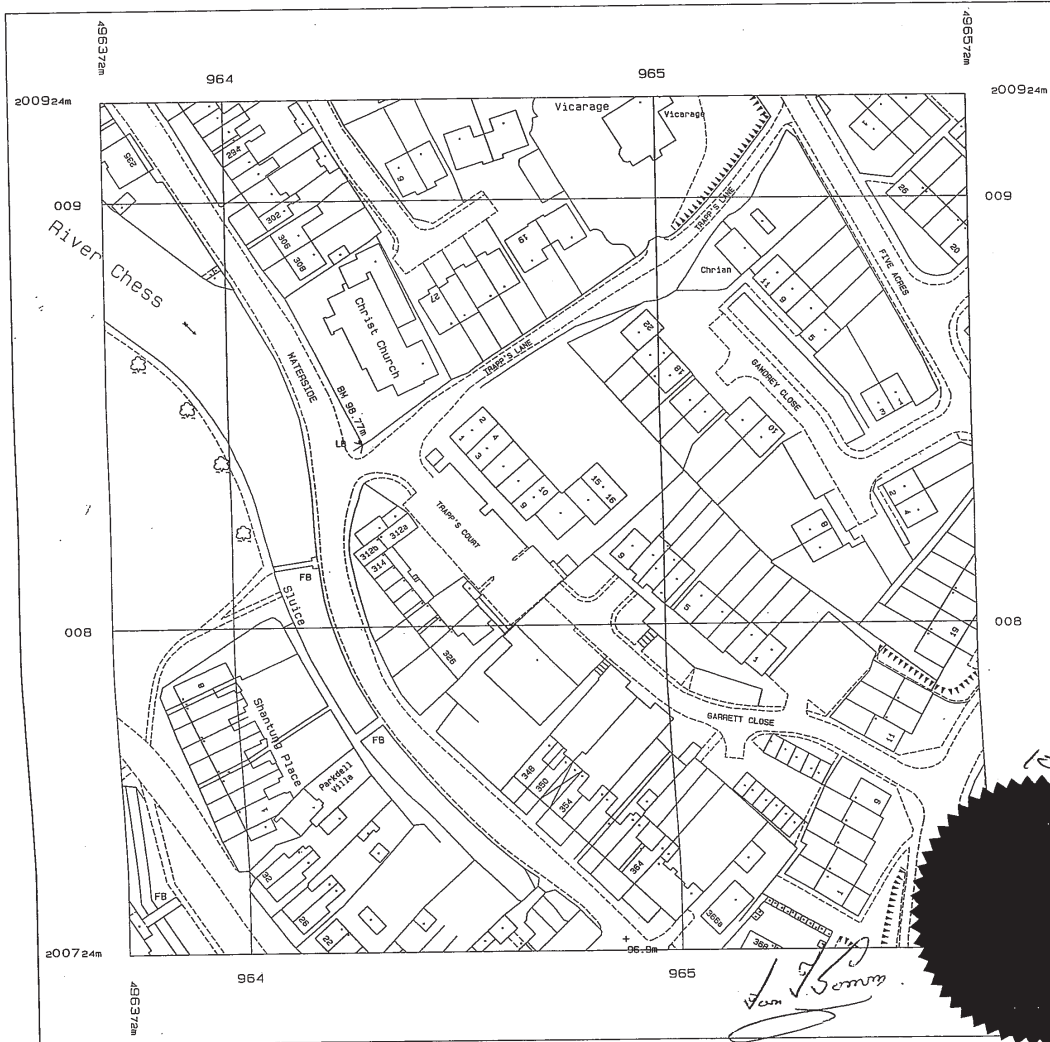
Van Jones
Alan Green

Scale 1: 1250

National Grid sheet reference at centre of this Superplan: SP9502NE

The representation of a road, track or path is no evidence of a right of way.

Centre Coordinates: 495710 202840
Supplied by: Experian Welwyn Garden C
Serial Number: 25403



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Scale 1: 1250

National Grid sheet reference at centre of this Superplan: SP9600NW

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This Superplan product does not contain all recorded map information.

Centre Coordinates: 496472 200824
Supplied by: Experian Welwyn Garden C
Serial Number: 25404

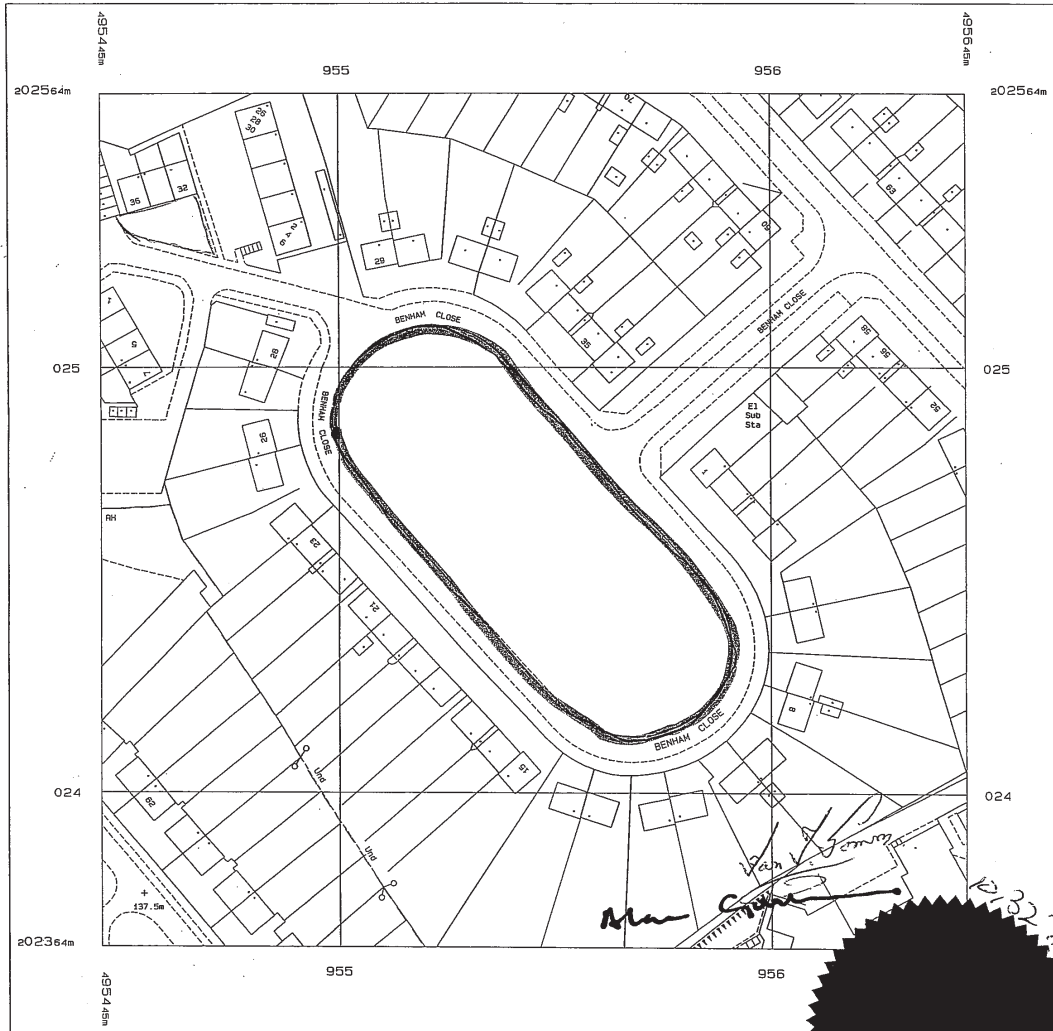
Victoria Road
Chesham
Bucks



Man Cr

OS Ordnance Survey®
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Planning Extract - 1
Site-centred



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National Grid sheet reference at centre of this Superplan: SP9502SE

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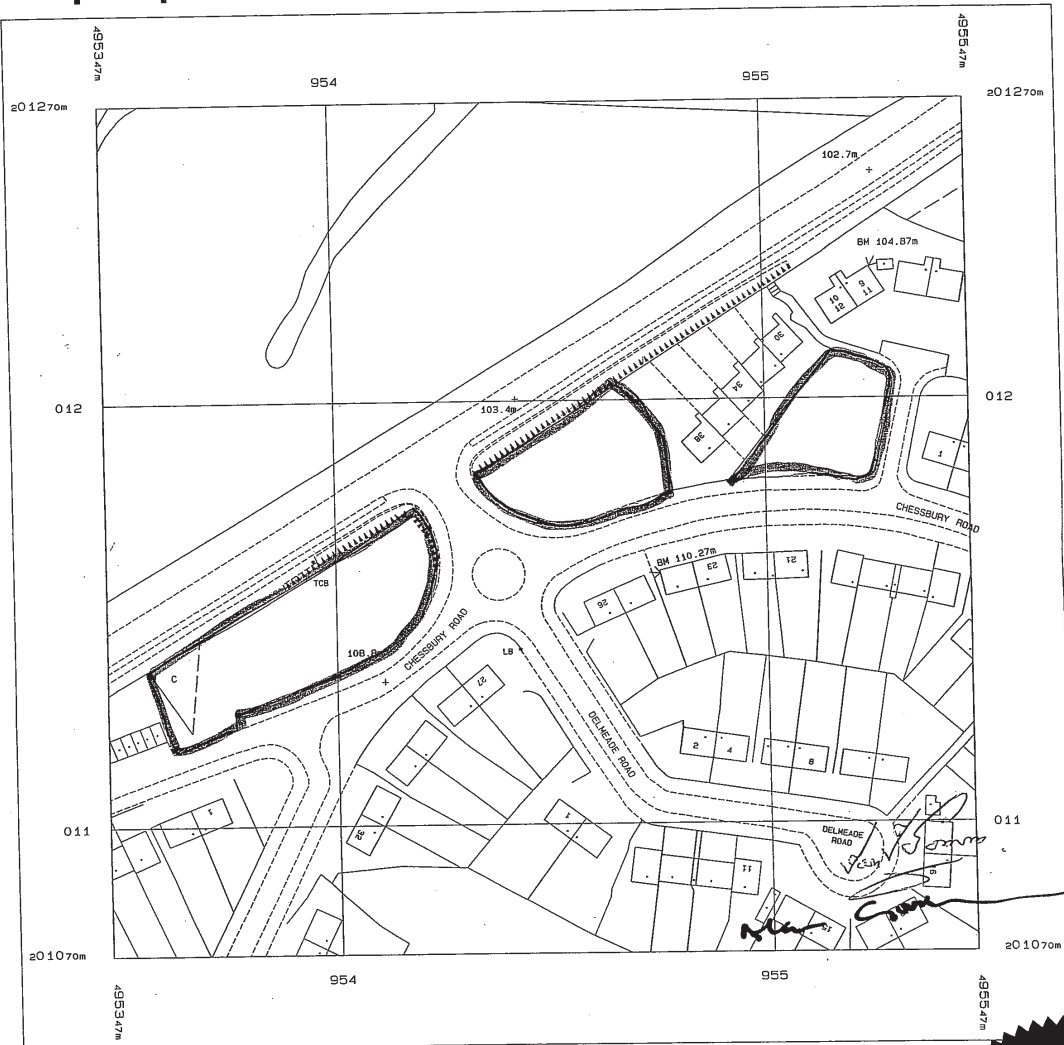
This Superplan product does not contain all recorded map information.

Centre Coordinates: 495545 202464
Supplied by: Experian Welwyn Garden C
Serial Number: 25413

Oresham
Boars

OS Ordnance Survey®
Superplan®

Planning Extract - 1
Site-centred



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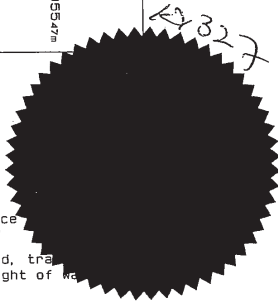
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Scale 1: 1250

National Grid sheet reference of this Superplan: SP9501SW
The representation of a road, track or path is no evidence of a right of way.

This Superplan product does not contain all recorded map information.

Centre Coordinates: 495447 201170
Supplied by: Experian Welwyn Garden C
Serial Number: 25415



CHILTERN DISTRICT COUNCIL.

THE DOGS (FOULING OF LAND) ACT 1996.

**DOGS (FOULING OF LAND) REGULATIONS 1996.
(S.I 1996 NO.2762)**

**CHILTERN DISTRICT COUNCIL (MULTIPLE LANDS ROADS AND FOOTPATHS)
ORDER 2003.**

The Chiltern District Council (in this Order called "the Council") hereby make the following Order this 24th day of March 2003.

1. The land described in the Schedule below and shown delineated on the maps attached to this Order in addition to the land comprising carriageways and that adjoining as described below, being land within the area of the Council which is land to which the Dogs (Fouling of Land) Act 1996 applies, is hereby designated for the purposes of that Act.
2. This Order may be cited as the Chiltern District Council (Multiple Lands, Roads and Footpaths) Order 2003 and shall come into force on the 22 April 2003.

PARISH of PENN.

Knotty Green Allotments. Forty Green Road, Knotty Green.
Knotty Green Cricket Ground, Recreation Ground and Grass Triangle, Forty Green Road, Knotty Green.
Grass Verge between Throshers Wood and Seeley's Road, Knotty Green.
Forty Green Play Area, (opp. Community Hall), Gomms Wood Road, Forty Green.
Forty Green Common, Brindle Lane, Forty Green.
Penn Street Play Area. Penn Street, Penn.
War Memorial Green (by Penn Church), Church Road, Penn.
Grass Verge Common Areas, Elm Road, Penn.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Penn, Buckinghamshire.

PARISH of SEER GREEN;

Green Meadow Play Area, Green Meadow, Chalfont Road, Seer Green.
 Jubilee Walk, Orchard Road, Seer Green.
 Recreation Ground, Park Place, Seer Green.
 Cemetery Entrance (off School Lane), Seer Green.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40mph or less, adjoining footpaths and verges within the Parish of Seer Green, Buckinghamshire.

PARISH of CHALFONT ST. GILES.

Bowstridge Lane Playing Fields, (through Crossleys), Bowstridge Lane, Chalfont St. Giles.
 Bowstridge Lane Cemetery, Bowstridge Lane, Chalfont St. Giles.
 Silver Hill Open Space, (including land surrounding Jubilee Homes and open spaces surrounding William Shakman House) between School Lane and Silver Hill, Chalfont St. Giles.
 Cherry Tree Corner Green, Jordans.
 Village Green, Jordans.
 Dodds Descent, Jordans.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Chalfont St. Giles. Buckinghamshire.

PARISH of CHESHAM BOIS .

Glebe Land surrounding Parish Centre, Glebe Way, Chesham Bois.
 Bois Avenue Green, Bois Avenue, Chesham Bois.
 St. Leonard's Churchyard and Paddock, High Bois Lane, Chesham Bois.
 Chesham Bois Cemetery, Wood Road, Chesham Bois.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Chesham Bois. Buckinghamshire.

PARISH of CHALFONT ST. PETER.

Love's Delight Allotment, Church lane, Chalfont St. Peter.
 Mill Meadow Play Area, (adjacent to Community Centre), Gravel Hill, Chalfont St. Peter.
 Lady Gibb Millenium Wood, adjacent to Community Centre, Gravel Hill, Chalfont St. Peter.
 Hill House Allotments, Gravel Hill, Amersham Road, Chalfont St. Peter.
 Cheena Meadow Playing Fields, Denham Lane, Chalfont St. Peter.
 Garden of Rest Cemetery, Denham Lane, Chalfont St. Peter.

Open Areas at:

Upper Belmont Road, Chesham.
Fullers Hill, Chesham.
Chessbury Road, Chesham
Benham Close, Chesham.
Victoria Road, Chesham.

Land surrounding :-

Newtown Evangelical Baptist Church, Berkhamstead Road, Chesham
Trapps Court and Trapps Lane, Chesham.
Shelley Road, Chesham.
Whichcote Gardens, Chesham.
Five Acres, Chesham.
Gawdrey Close, Chesham.

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the administrative area of Chesham Town Council.

PARISH of CHOLESBURY - CUM -ST. LEONARDS BUCKINGHAMSHIRE.

Land surrounding St. Leonard's Parish Hall and Playing Field , Jenkins Lane, Cholesbury cum St. Leonards, Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Cholesbury - cum - St. Leonards, Buckinghamshire.

PARISH of GREAT MISSENDEN.

Play Area, Prestwood.
Recreation Ground, Prestwood.
The Common, Prestwood.
Open Space, Buryfield, Great Missenden
Village Green, (Frith Hill), Mill Lane, Great Missenden.
Play Area, Sibley Rise, South Heath.
Playing Field, Blackthorne Lane, Ballinger.
Village Green, Windsor Lane, Little Kingshill.
Church Grounds, Little Kingshill Baptist Church, Little Kingshill.
Grounds of Tanton House, Winslow Field, Great Missenden.
Car Park, High Street, Prestwood.
Car Park, Link Road, Great Missenden.
Lawn Cemetery, Great Missenden

and situate in the County of Buckinghamshire.

Boundary Road Playground, Boundary Road, Chalfont St. Peter.
 The Village Green, Rickmansworth Lane, Chalfont St. Peter.
 The open land comprising Gerrards Cross Golf Club, Chalfont Park, Gerrards Cross, Chalfont St. Peter including footpaths thereon

and situate in the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Chalfont St. Peter.

PARISH OF AMERSHAM. (TOWN).

Land surrounding Park Place, Amersham.

The playground/open areas at:-
 Kiln Avenue, Little Chalfont.
 Junction of Elizabeth Avenue and Cavendish Close, Little Chalfont.
 Arbour View, Little Chalfont.
 Halifax House and Applefield Way, Little Chalfont.

and situate within the County of Buckinghamshire.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Amersham (Town).

PARISH of CHESHAM.

Archena Gardens/Temperance Hall Garden, St. Mary's Way, Chesham.
 Codmore Playing Field and Pavillion, Botley Road, Chesham.
 Lye Green, Lycrome Road, Chesham.
 Meades Water Garden, Red Lion Street, Chesham.
 Lowndes Park, St. Mary's Way, Chesham.
 Gordon Road Play Area, Gordon Road, Chesham.
 Hodds Wood Road Recreation Area, Hodds Wood Road, Chesham.
 Woodland View Recreation Area, Woodland View, Chesham.
 Bois Moor Road Recreation Area, Bois Moor Road, Chesham.
 Windsor Road Recreation Area, Windsor Road, Chesham.
 Marston Playing Field and Pavillion, Mount Nugent, Chesham.
 Batchelors Way Recreation Ground, Batchelors Way, Chesham.
 Co op Field (off Deansway), Chesham.
 Red Lion Street Gardens, Red Lion Street, Chesham.
 Nashleigh Hill Recreation Ground, Nashleigh Hill, Chesham.
 Manor Way Road Island, Manor Way, Chesham.
 Chesham Moor Playing Fields, Waterside, Chesham.

All carriageways with a speed limit of 40 mph or less, adjoining footpaths and verges within the Parish of Great Missenden, Buckinghamshire.

PARISH of LITTLE MISSENDEN.

Open areas surrounding Highmore Cottages, Little Missenden, Buckinghamshire.

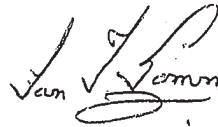
All carriageways with a speed limit of 40mph or less, adjoining footpaths and verges within the Parish of Little Missenden.

PARISH of CHENIES.

Open Land at Bedford Close, Chenies, Buckinghamshire.

All carriageways with a speed limit of 40 mph or less and adjoining footpaths and verges within the Parish of Chenies, Buckinghamshire.

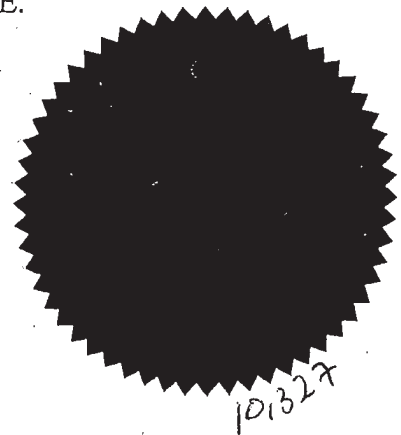
THE COMMON SEAL of
CHILTERN DISTRICT COUNCIL
was hereunto affixed in the presence of:



CHAIRMAN.



CHIEF EXECUTIVE.



Appendix 3

CHILTERN DISTRICT COUNCIL
CORPORATE SERVICES
MEMORANDUM

FROM:	DCS Legal Section	TO:	Head of Health and Housing Martin Holt
REF:	DCS/L/HK/EN11/3, EN11/4 and EN11/5	CC:	
		DATE:	25 June 2008

RE: The following Orders:

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2007

Please find attached a copy of the above Orders for your retention.

An original sealed copy of each of the above Orders has been placed in the Strong Room for safe keeping.

Also in accordance with Regulation 9 of the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 I have today sent an original sealed copy to the Secretary of State.



Mrs Helen Koo
Legal Assistant to Head of Legal Services

Enc.

Copy of order to designate
Please scan + save in directory + file
known as ORDERS. — ~~Designated Alcohol Designation Order~~

Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)



The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007

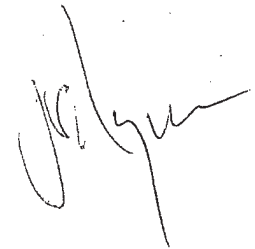
The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. Pursuant to Section 13(2) of the Criminal Justice and Police Act 2001 the land more particularly described in the Schedule hereto being land in the administrative area of the Council to which members of the public have access, is from the date of commencement of this Order, a designated public place where the consumption of alcohol is subject to the restrictions imposed by Section 12 of the said Criminal Justice and Public Order Act 2001.
2. The effect of this Order is to restrict the consumption of alcohol anywhere in or on the land described in the Schedule hereto on any day of the week and at any time of the day or night **IN THAT** a police constable or duly authorised community support officer shall be entitled to require any person who is or has been consuming alcohol in such place, or intends to consume alcohol in such place, to not consume in such place anything which is, or which the said police constable or duly authorised community support officer reasonably believes to be, alcohol and to surrender anything in his possession which is, or which the said police constable or community support officer reasonably believes to be, alcohol or a container for alcohol.
3. Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or community support officer will be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.
4. This Order shall commence and come onto force on 1st day of December 2007.
5. This Order shall be cited as the Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007.

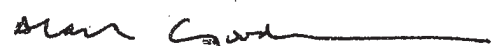
THE SCHEDULE

The parcels of land at Amersham-on-the-Hill and Old Amersham in the County of Buckinghamshire shown for identification purposes shaded in red on the Maps numbered 1 to 6 attached to this Order.

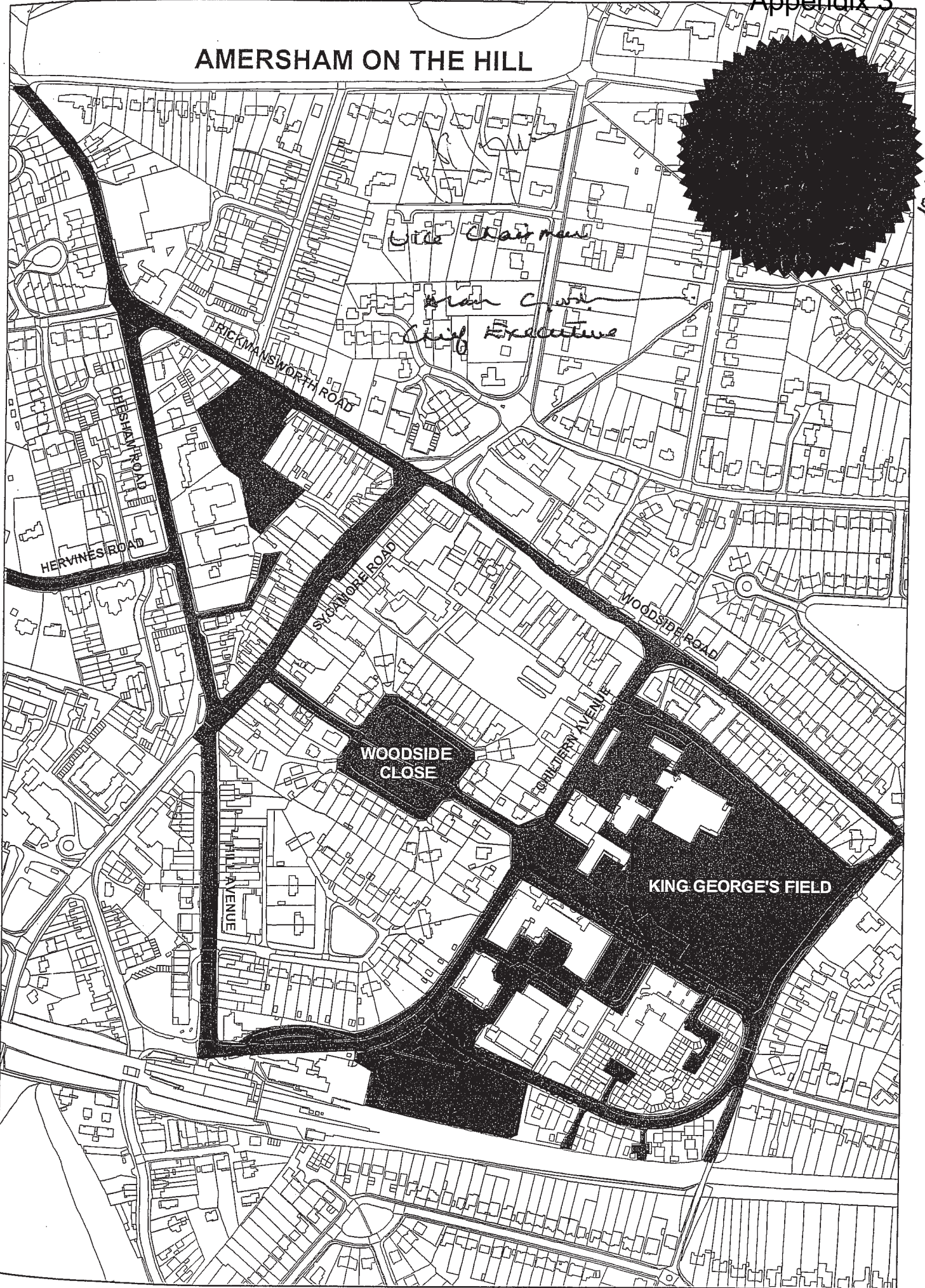
THE COMMON SEAL OF
CHILTERN DISTRICT COUNCIL)
was hereunto affixed this)
14th day of November 2007)



Vice Chairman


Chief Executive

AMERSHAM ON THE HILL





KING GEORGE'S FIELD

HILL AVENUE

AMERSHAM ON THE HILL

PARSONAGE WOOD

UFO Chairman

Man from Chief Executive

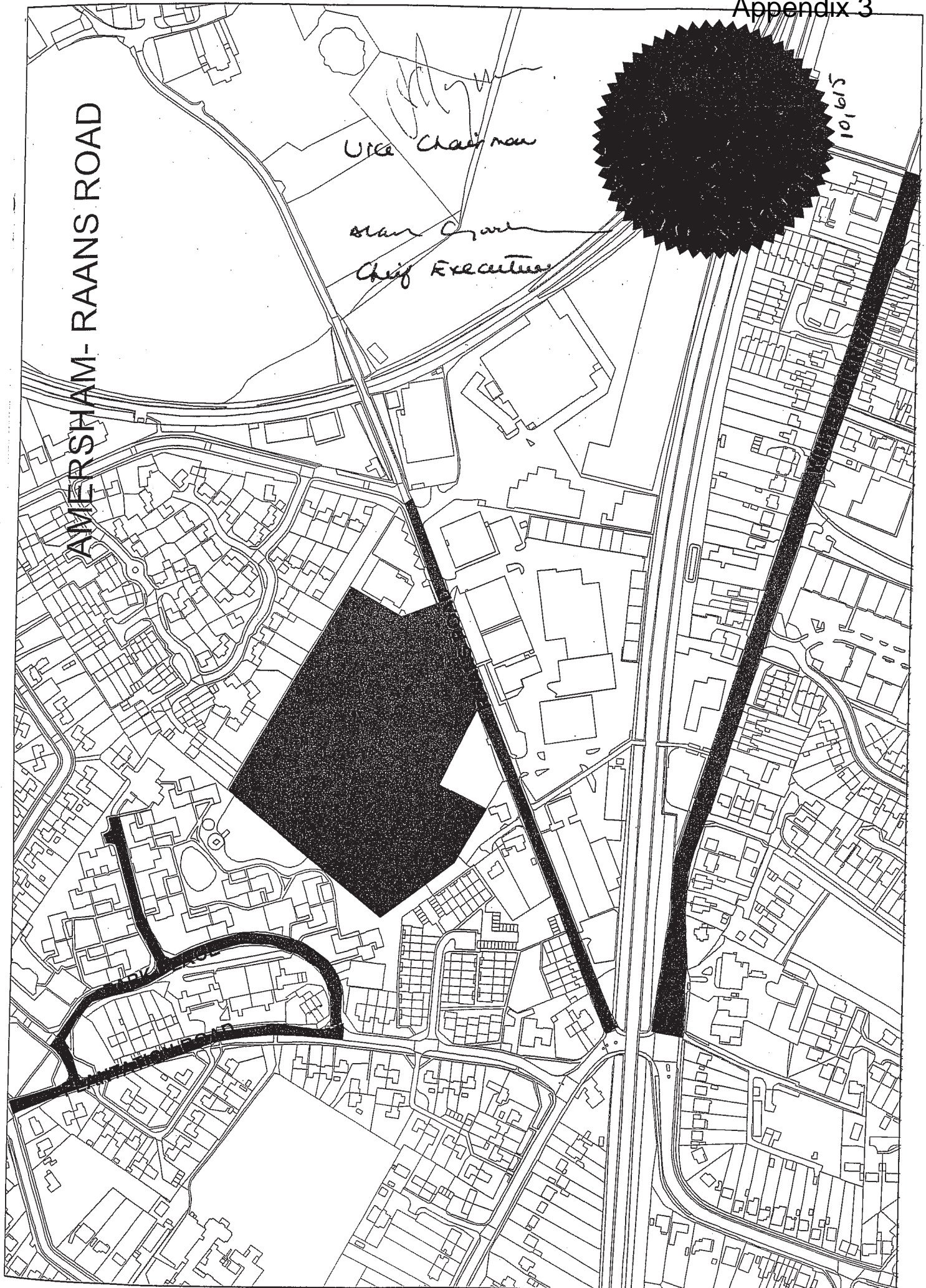
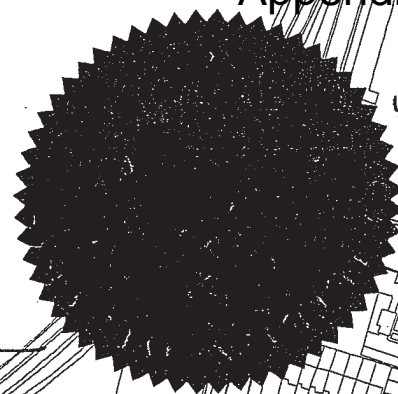
10,615

AMERSHAM-RAANS ROAD

Uice Chairman

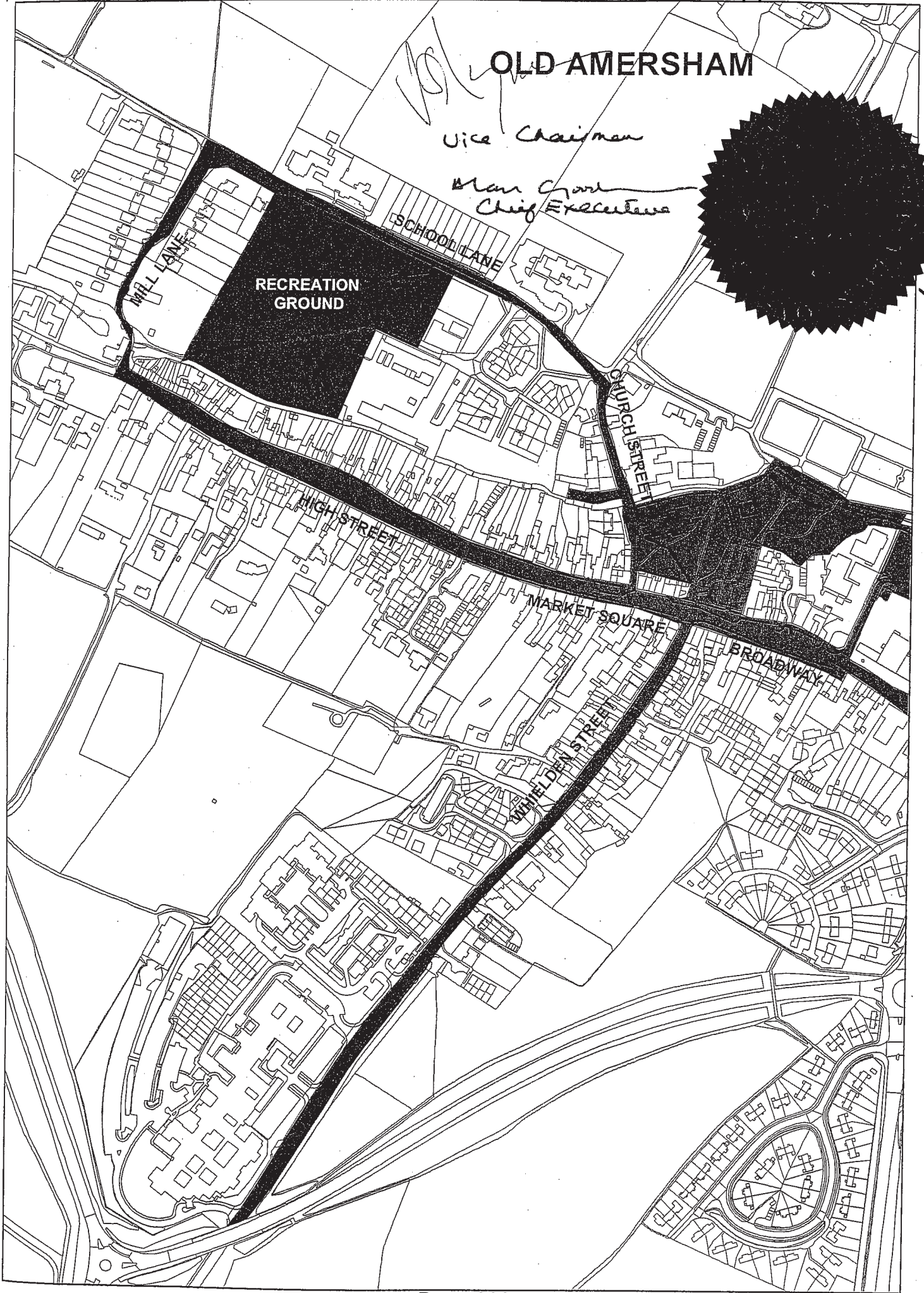
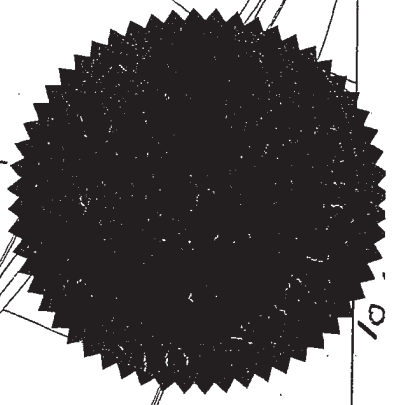
*Alan Grant
Chief Executive*

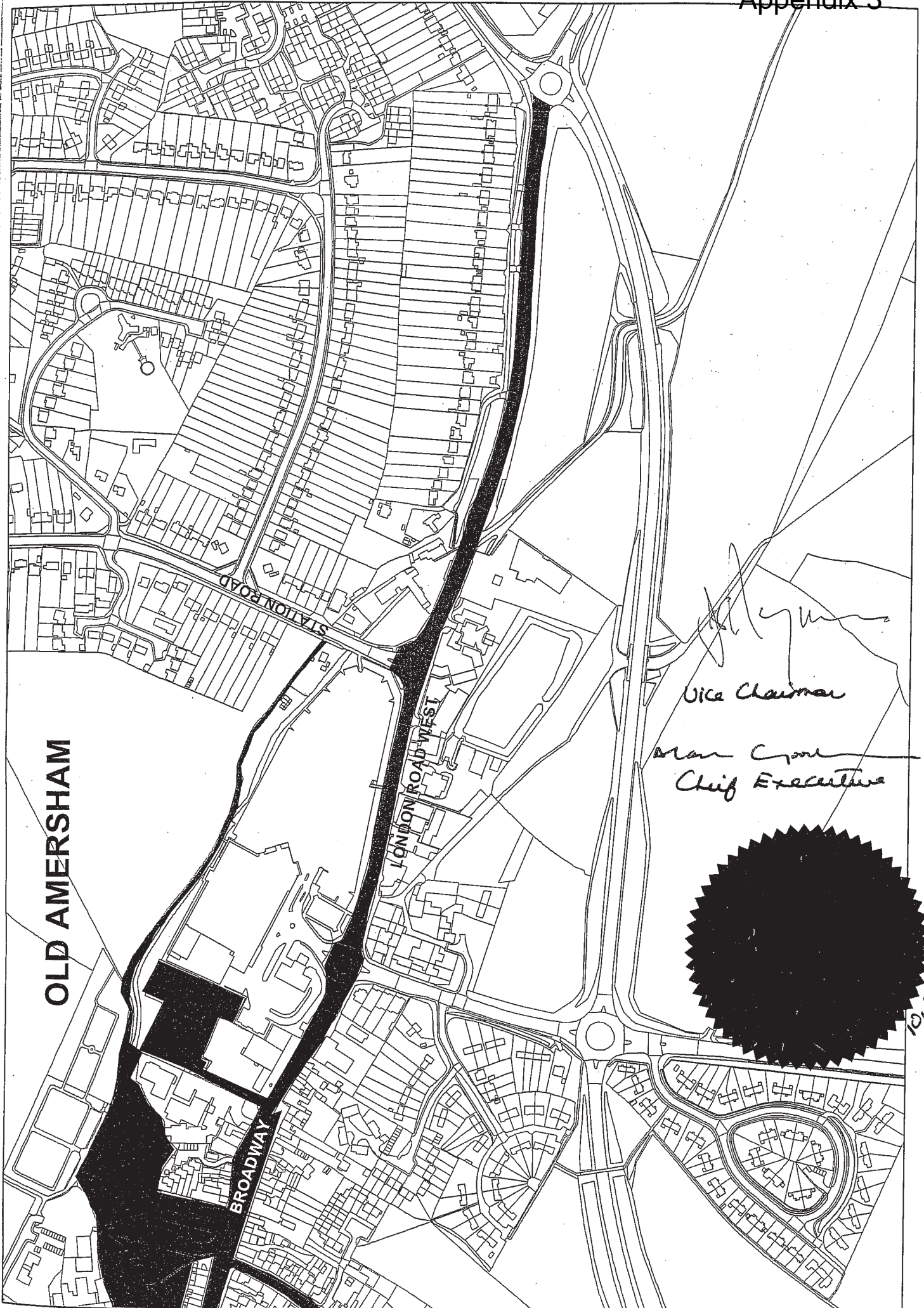
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OLD AMERSHAM

Vice Chairman
Man. Govt
Chief Executive





OLD AMERSHAM

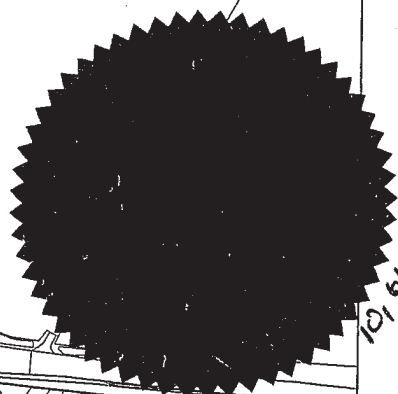
STATION ROAD

LONDON ROAD WEST

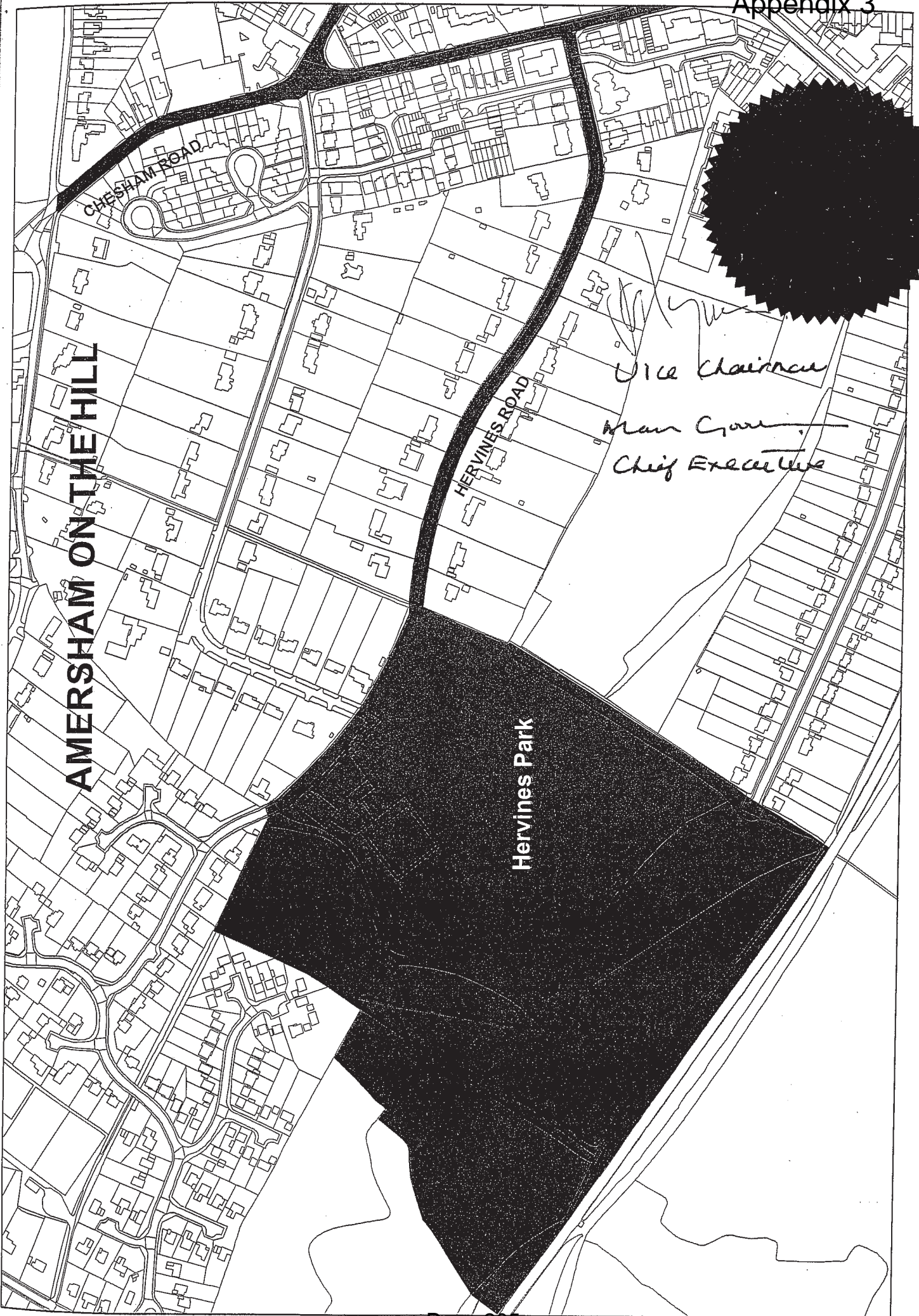
BROADWAY

[Signature]
Vice Chairman

[Signature]
Chair Executive



10/6/5



AMERSHAM ON THE HILL

CHESHAM ROAD

HERVINES ROAD

Hervines Park

Vice Chairman
Man Gove
Chief Executive

Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)
The Local Authorities (Alcohol Consumption in a Designated
Public Place) Regulations 2001
Order 2005

The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. The Land known as Chesham Cemetery delineated on the map attached to this Order, being land within the area of the Council which is a public place, and to which the Criminal Justice and Police Act 2001 applies.
2. This order shall be cited as the Chiltern District Council (Alcohol Consumption in a Designated Public Place) Order 2005 and shall come into effect on 1st August 2005.

On the 19th day of July 2005, in partnership with Chesham Town Council, Chiltern District Council made an Order pursuant to Section 13 of the Criminal Justice and Police Act 2001 designating the land known as Chesham Cemetery, Berkhamstead Road, Chesham, Bucks as a public place where the consumption of alcohol is prohibited. A plan of Chesham Cemetery showing the extent of the Designation Order, edged in black, is annexed to the Order.

The effect of the proposed Designation Order is to prohibit the consumption of alcohol anywhere in or on Chesham Cemetery on any day of the week and at any time of the day or night and a police constable or duly authorised police community support officer shall be entitled to require any person consuming alcohol in breach of these restrictions to desist and to surrender anything in his possession which the said police constable or police community support officer reasonably considers to be alcohol or a container for alcohol (other than a sealed container). Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or police community support officer will be liable on summary conviction to a fine of up to £500.

A copy of the Order and relevant map can be inspected free of charge and copies obtained during normal office hours at the Council Offices, King George V Road Amersham Buckinghamshire HP6 5AW.

The COMMON SEAL of
 CHILTERN DISTRICT COUNCIL
 Was hereunto affixed
 This 19th day of July 2005


 Chairman


 Chief Executive

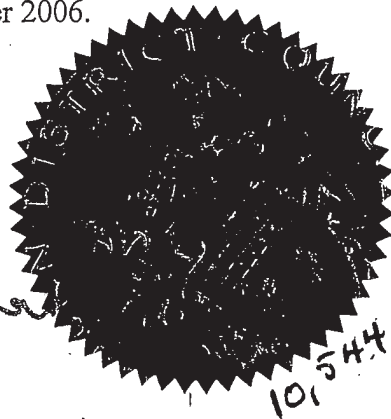
Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)
The Local Authorities (Alcohol Consumption in a Designated
Public Place) Regulation 2001

The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

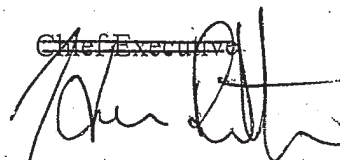
1. Pursuant to Section 13(2) of the Criminal Justice and Police Act 2001 (as amended) the land known as Chesham Town Centre, High Street and Meades Water Gardens, Bucks, delineated on the map attached to this Order, being land within the area of the Council, is from the date of commencement of this Order, a designated public place where the consumption of alcohol is subject to the restrictions imposed by Section 12 of the said Criminal Justice and Public Order Act 2001 (as amended).
2. The effect of this Order is to restrict the consumption of alcohol anywhere in or on the designated public place on any day of the week and at any time of the day or night **IN THAT** a police constable or duly authorised community support officer shall be entitled to require any person who is or has been consuming alcohol in such place, or intends to consume alcohol in such place, to not consume in such place anything which is, or which the said police constable or duly authorised community support officer, reasonably believes to be, alcohol and to surrender anything in his possession which is, or which the said police constable or community support officer reasonably believes to be, alcohol or a container for alcohol.
3. Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or community support officer will be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale (£500)
4. This Order shall commence and come onto force on 9th day of June 2006.
5. This Order shall be cited as the Chiltern District Council (Alcohol Consumption in a Designated Public Place) Order 2006.

THE COMMON SEAL OF)
 CHILTERN DISTRICT COUNCIL)
 was hereunto affixed this
 30th day of May 2006

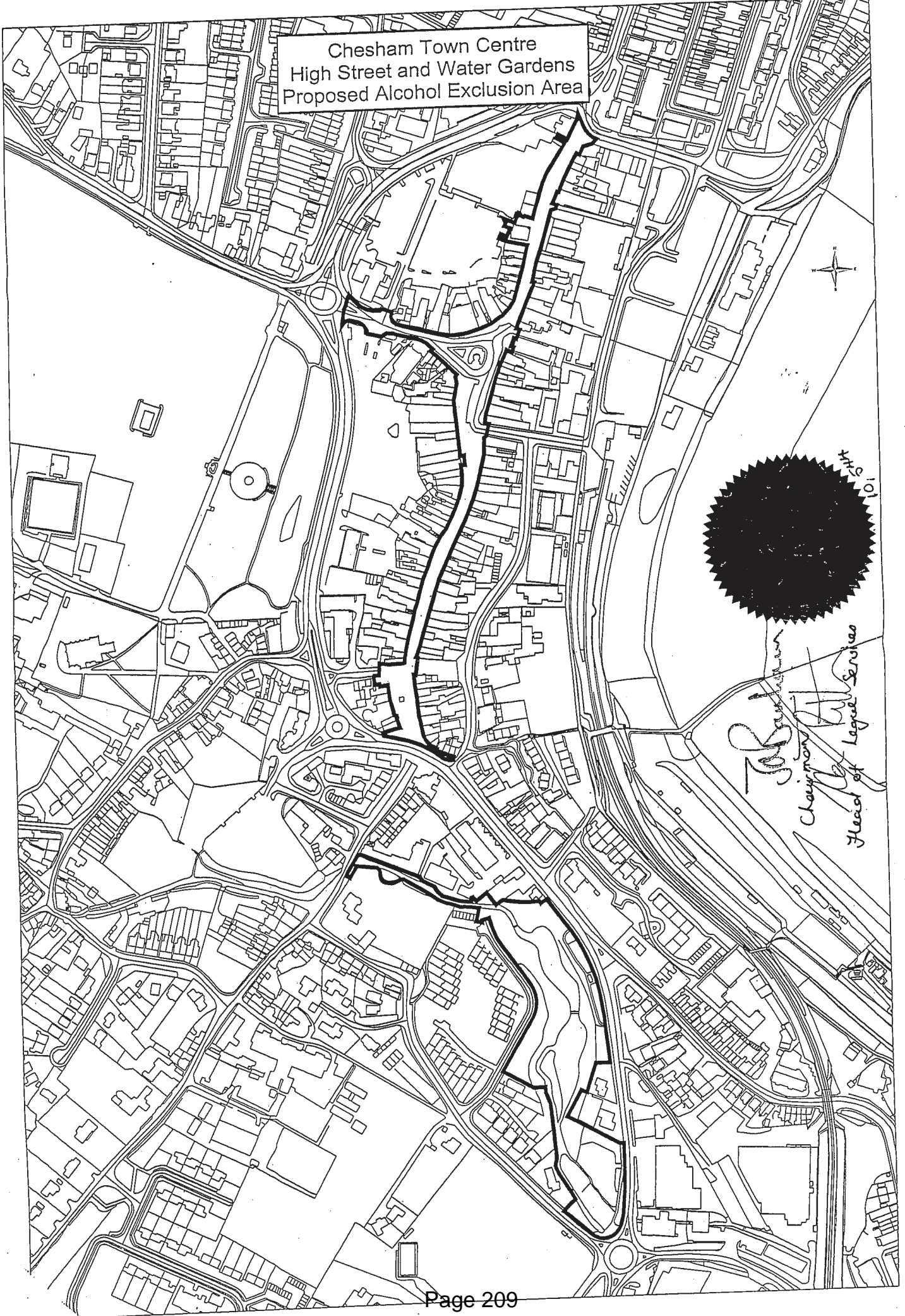

 Chairman



Head of Legal
 Services

~~Chief Executive~~


Chesham Town Centre
High Street and Water Gardens
Proposed Alcohol Exclusion Area



CHILTERN DISTRICT COUNCIL Appendix 3
CORPORATE SERVICES
MEMORANDUM

FROM:	DCS Legal Section	TO:	Head of Health and Housing Martin Holt
REF:	DCS/L/HK/EN11/3, EN11/4 and EN11/5	CC:	
		DATE:	25 June 2008

RE: The following Orders:

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2007

Please find attached a copy of the above Orders for your retention.

An original sealed copy of each of the above Orders has been placed in the Strong Room for safe keeping.

Also in accordance with Regulation 9 of the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 I have today sent an original sealed copy to the Secretary of State.



Mrs Helen Koo
Legal Assistant to Head of Legal Services

Enc.

Copy of order to designate
Please scan + save in Licensing + file
known as ORDERS. — ~~Designated~~ Alcohol Designated Orders.

Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)



CHILTERN
District Council

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2008

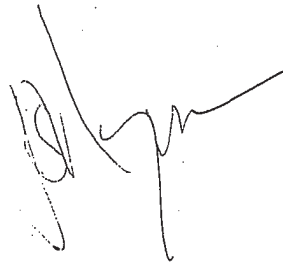
The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. Pursuant to Section 13(2) of the Criminal Justice and Police Act 2001 the land more particularly described in the Schedule hereto being land in the administrative area of the Council to which members of the public have access, is from the date of commencement of this Order, a designated public place where the consumption of alcohol is subject to the restrictions imposed by Section 12 of the said Criminal Justice and Public Order Act 2001.
2. The effect of this Order is to restrict the consumption of alcohol anywhere in or on the land described in the Schedule hereto on any day of the week and at any time of the day or night **IN THAT** a police constable or duly authorised community support officer shall be entitled to require any person who is or has been consuming alcohol in such place, or intends to consume alcohol in such place, to not consume in such place anything which is, or which the said police constable or duly authorised community support officer reasonably believes to be, alcohol and to surrender anything in his possession which is, or which the said police constable or community support officer reasonably believes to be, alcohol or a container for alcohol.
3. Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or community support officer will be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.
4. This Order shall commence and come onto force on 17th day of March 2008.
5. This Order shall be cited as the Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2008.

THE SCHEDULE

The land at Roundwood Road and Station Forecourt, Amersham in the County of Buckinghamshire shown for identification purposes shaded in red on the Maps numbered 1 and 2 attached to this Order.

THE COMMON SEAL OF)
CHILTERN DISTRICT COUNCIL)
was hereunto affixed this)
14th day of February 2008)

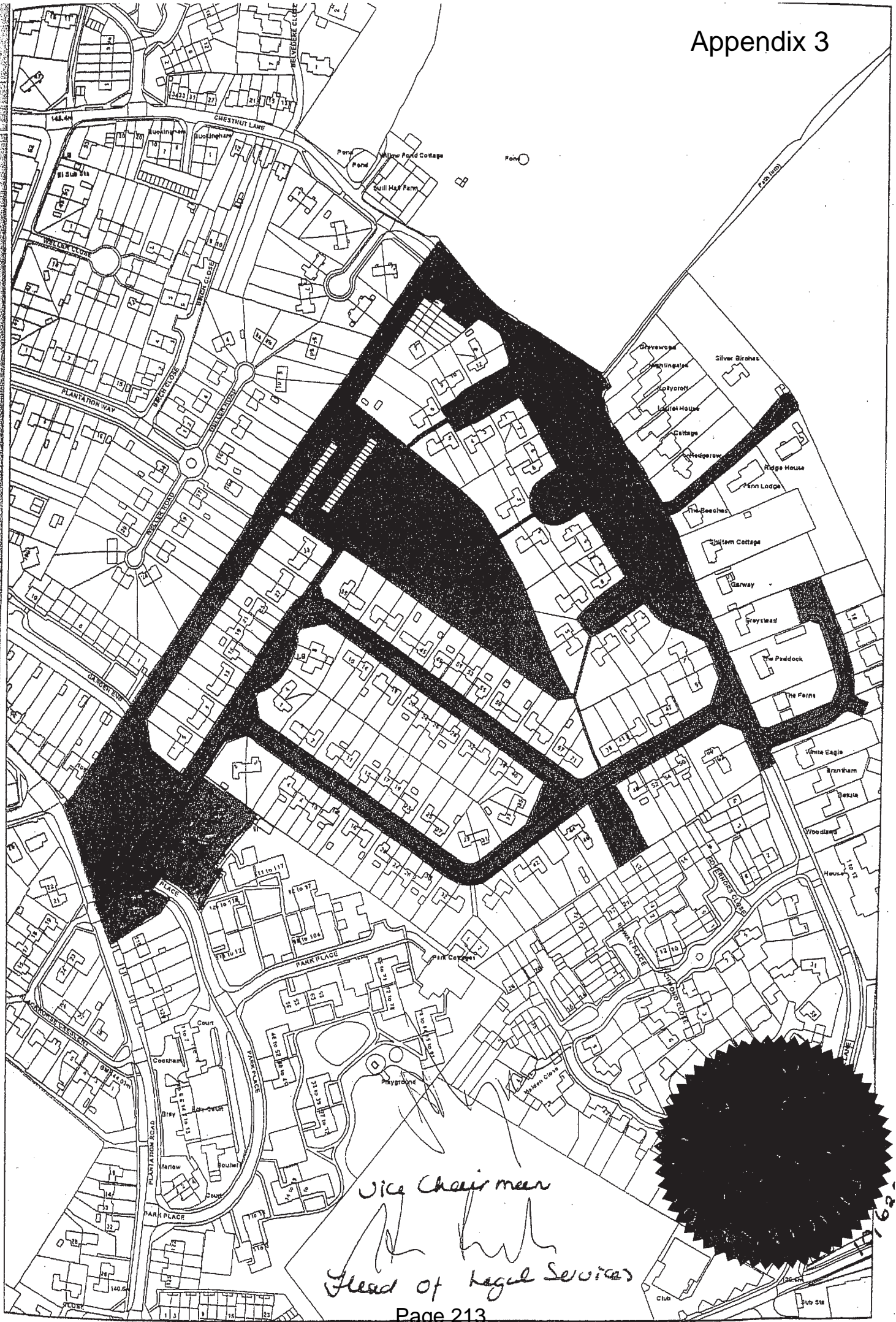


Vice Chairman



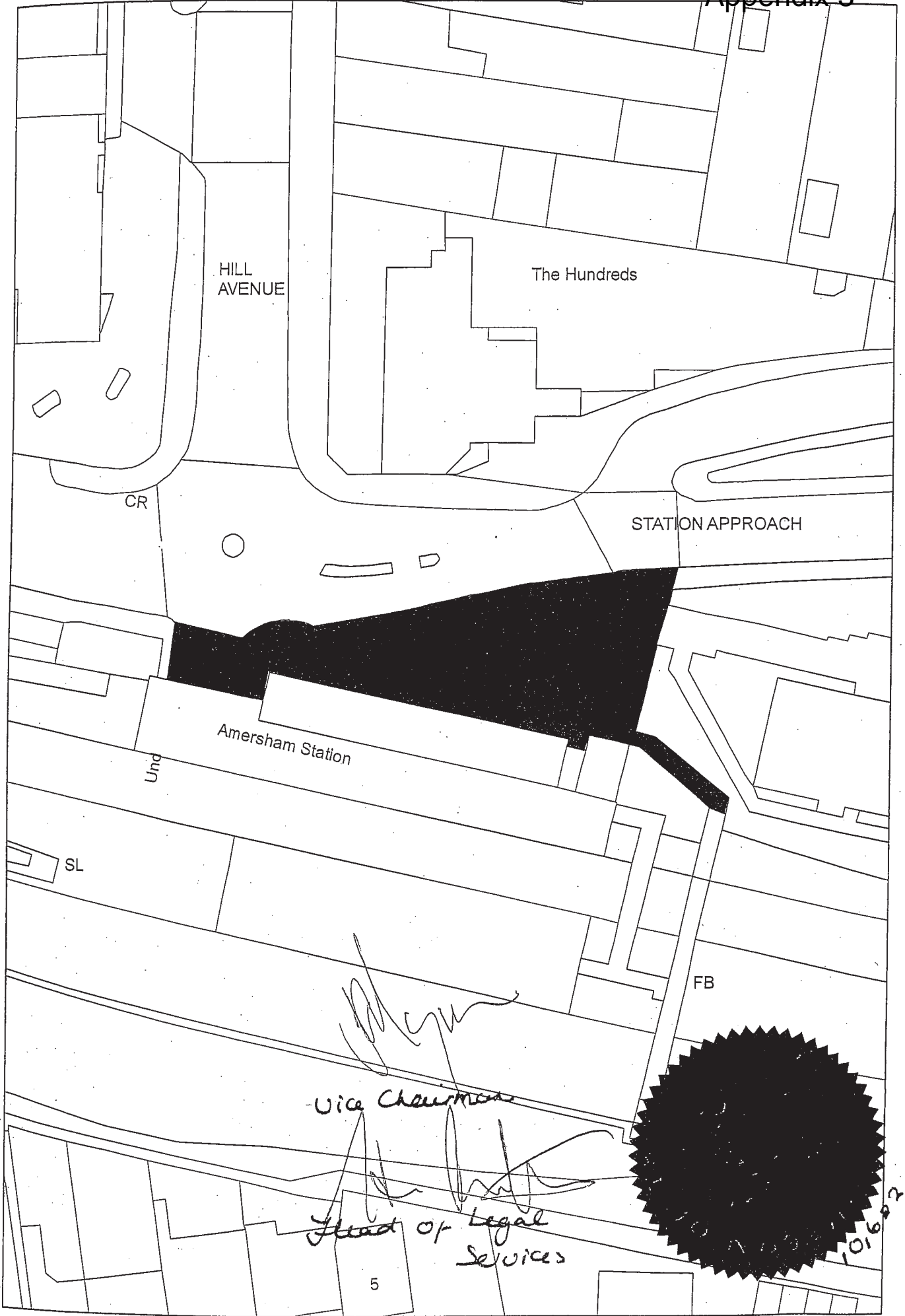
Head of Legal Services





Vice Chairman

Head of Legal Services



CHILTERN DISTRICT COUNCIL Appendix 3
CORPORATE SERVICES
MEMORANDUM

FROM:	DCS Legal Section	TO:	Head of Health and Housing Martin Holt
REF:	DCS/L/HK/EN11/3, EN11/4 and EN11/5	CC:	
		DATE:	25 June 2008

RE: The following Orders:

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Amersham-on-the-Hill and Old Amersham) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007

The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Land at Roundwood Road and Station Forecourt, Amersham) Order 2007

Please find attached a copy of the above Orders for your retention.

An original sealed copy of each of the above Orders has been placed in the Strong Room for safe keeping.

Also in accordance with Regulation 9 of the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001 I have today sent an original sealed copy to the Secretary of State.



Mrs Helen Koo
Legal Assistant to Head of Legal Services

Enc.

Copy of order to designate
Please scan + save in Licensing + file
known as ~~the~~ ORDERS. — ~~Designated Alcohol Designated Orders~~

Chiltern District Council
Criminal Justice and Police Act 2001 (as amended)



The Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007

The Chiltern District Council (in this Order called "the Council") hereby make the following Order:

1. Pursuant to Section 13(2) of the Criminal Justice and Police Act 2001 the land more particularly described in the Schedule hereto being land in the administrative area of the Council to which members of the public have access, is from the date of commencement of this Order, a designated public place where the consumption of alcohol is subject to the restrictions imposed by Section 12 of the said Criminal Justice and Public Order Act 2001.
2. The effect of this Order is to restrict the consumption of alcohol anywhere in or on the land described in the Schedule hereto on any day of the week and at any time of the day or night **IN THAT** a police constable or duly authorised community support officer shall be entitled to require any person who is or has been consuming alcohol in such place, or intends to consume alcohol in such place, to not consume in such place anything which is, or which the said police constable or duly authorised community support officer reasonably believes to be, alcohol and to surrender anything in his possession which is, or which the said police constable or community support officer reasonably believes to be, alcohol or a container for alcohol.
3. Any person who fails without reasonable excuse to comply with any such requirement imposed on him by a police constable or community support officer will be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.
4. This Order shall commence and come onto force on 1st day of December 2007.
5. This Order shall be cited as the Chiltern District Council (Alcohol) (Consumption in a Designated Public Place) (Seer Green) Order 2007.

THE SCHEDULE

The parcels of land at Seer Green in the County of Buckinghamshire shown for identification purposes shaded in red on the Map attached to this Order.

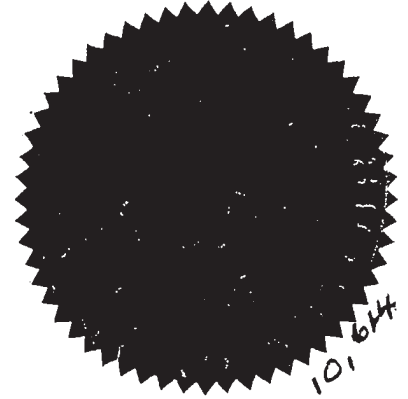
THE COMMON SEAL OF)
CHILTERN DISTRICT COUNCIL)
was hereunto affixed this)
14th day of November 2007)



Vice Chairman



Chief Executive



SEER GREEN



SUBJECT:	CORPORATE ENFORCEMENT POLICY
REPORT OF:	<i>Community, Health and Housing – Councillor Liz Walsh Healthy Communities – Councillor Paul Kelly</i>
RESPONSIBLE OFFICER	<i>Anita Cacchioli, Interim Director of Services Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Ian Snudden, 01494 732057, isnudden@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To obtain Members' approval for the draft Corporate Enforcement Policy

RECOMMENDATIONS to Cabinet for onward submission to Council

- To approve the draft Corporate Enforcement Policy for regulatory compliance and enforcement services at Appendix 1.**

2. Reasons for Recommendations

The Regulators' Code came into statutory effect on 6 April 2014. A key action required to comply with the Code is to have an enforcement policy explaining how the local authority responds to regulatory non-compliance. With the majority of services now being shared across both Chiltern and South Bucks District Councils it is appropriate at this time to review the enforcement policies and to publish a joint Corporate Enforcement Policy that sets out the guiding principles of how regulatory services will engage with those they regulate.

3. Report

The government is committed to reducing regulatory burdens on business and supporting the growth of compliant businesses through open and constructive relationships between regulators and those they regulate.

The Regulators' Code came into statutory effect on 6 April 2014, replacing the Regulators' Compliance Code. It provides a principles-based framework for how regulators should engage with those they regulate. The specific local authority services covered by the regulatory code are all within the Services Directorate (food safety, environmental protection, health and safety, private sector housing, public health, waste and licensing). There are also a number of other regulatory and enforcement services which are not covered by the code most notably Planning, Building Control, Revenues and Benefits and Parking Services enforcement. However the broad principles contained within the draft enforcement policy are equally applicable to all council enforcement services and it is therefore recommended that this is adopted as a corporate approach to enforcement.

Local authorities need to have regard to the Code when developing standards, policies or procedures that either guide their regulatory activities with business or apply to other regulators.

The Regulator's Code

The Regulator's Code is based on 6 broad principles which are set out below. The Code contains a section on each of these which sets out what is expected of the regulator in each case:

- Regulators should carry out their activities in a way that supports those they regulate to comply and grow;
- Regulators should provide straightforward ways to engage with those they regulate and hear their views;
- Regulators should base their regulatory activities on risk;
- Regulators should share information about compliance and risk;
- Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- Regulators should ensure that their approach to their regulatory activities is transparent.

A key action required to ensure compliance with the Code is to have an enforcement policy explaining how the local authority responds to non-compliance. The majority of regulatory services are now within shared services across Chiltern and South Bucks District Councils and so it is an opportune time to develop a joint Corporate Enforcement Policy that sets out the main principles of enforcement for all regulatory compliance and enforcement services.

It is also a requirement of the Code that mechanisms are put in place to engage with those they regulate including engagement in the development and review of policies and service standards.

Overview of the Enforcement Policy

Chiltern and South Bucks District Councils carry out a wide range of regulatory roles in meeting its many statutory duties of protecting the public, individuals and the environment. These functions are discharged through a combination of programmed inspections, responding to complaints, issuing licences and offering advice. This policy is an overarching policy that applies to all the Councils' services with enforcement duties but it should be noted that various additional service specific enforcement requirements may also apply.

The enforcement policy is intended to protect the public, the environment, consumers and workers through:

- Enforcing the law in a fair, equitable and consistent manner;
- Assisting broadly compliant businesses to meet their legal obligations;
- Taking firm action against those who flout the law or act irresponsibly.

The policy sets out the broad approach that the Councils will take to enforcement which takes account of the Regulator's Code and commits us to being:

- *Proportionate* – our activities will reflect the level of risk to the public and enforcement action taken will relate to the seriousness of the offence;
- *Accountable* – our activities will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures;
- *Consistent* – our advice to those we regulate will be robust and reliable and we will respect advice provided by others;
- *Transparent* – we will ensure that those we regulate are able to understand what is expected of them and what they can anticipate in return, and
- *Targeted* – we will focus our resources on higher risk enterprises and activities.

Services covered by the policy will work with and consult other council services, partners and other regulators where there is a shared or complementary enforcement role to ensure a consistent approach to enforcement and to avoid duplication.

The policy sets out the levels of enforcement action available to the councils, how we will determine which action is appropriate in the event of non-compliance and how we will conduct our investigations.

4. Consultation

The draft enforcement policy has been consulted upon internally with other regulatory services and externally with trade representative bodies. This took the form of an online survey advertised through the Councils' websites and specific email contact with local Chambers of Commerce, Revitalisation groups and Bucks Business First.

Two responses were received, both in support of the policy. The policy has been slightly amended at 3.8 in response to a comment to make it clearer when correspondence is posted to help those who have been asked to respond back to the councils.

5. Options

No alternative options have been identified which would secure compliance with the Regulators' Code

7. Corporate Implications

Reports must include specific comments addressing the following implications;

3.1 Financial - none

3.2 Legal – local authorities with enforcement and regulatory services are required to have enforcement policies that comply with the Regulator's Code

8. Links to Council Policy Objectives

This policy contributes to the key aims and objectives of:

1. Delivering cost- effective, customer- focused services
2. Working towards safe and healthier local communities

and the Joint Business Plan 2016-20.

9. Next Step

When approved, the Corporate Enforcement Policy will be published on the Councils' websites. Staff briefings will be held to promote the principles within the corporate policy and Heads of Service will be required to have regard to it when developing their own service plans.

Background Papers:	Regulator's Code
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**CHILTERN DISTRICT COUNCIL
and
SOUTH BUCKS DISTRICT COUNCIL**

CORPORATE ENFORCEMENT POLICY

DRAFT



ENFORCEMENT POLICY

1. INTRODUCTION

- 1.1 A Joint Sustainable Community Strategy 2013-2026, has been produced by the Chiltern and South Bucks Strategic Partnership and sets out the long-term aspirations and vision of the communities in Chiltern and South Bucks. One aspect of the Partnership's joint vision is for *'Chiltern and South Bucks Districts to be places with prosperous and diverse economies that encourage local employers and small businesses so we can protect the areas' economy for the future and achieve a better balance between the jobs available and the people to fill them;*
- 1.2 To this end, regulatory services within both councils will work in partnership with businesses and organisations to achieve this. However it is recognised that enforcement action plays a part in this, ensuring not only legal compliance and safeguards, but also a fair and equal business environment in which those that seek to gain economic advantage through illegal means are appropriately dealt with. Therefore in circumstances where enforcement is necessary the councils will use appropriate powers to achieve legal compliance.
- 1.3 This policy is also designed to address residents or businesses who contravene legislation in terms of, for example, food and health and safety, environmental protection, council tax fraud, housing benefit fraud, non-domestic rates debts, non-payment of council tax and non-compliance with planning and building control requirements, car parking contraventions and fraudulently obtaining council services.
- 1.4 The aim for both councils is to ensure clear and consistent enforcement which takes account of national guidance and good practice in terms of decision-making and enforcement practise. All enforcement decisions will be made in accordance with this Policy. Whilst some areas of work have more detailed enforcement arrangements and specific policies, the principles of this policy will continue to apply.
- 1.5 This Policy is intended to provide general guidance for officers, businesses, consumers and the public as regards the approach that will normally be taken in relation to the enforcement of the relevant statutory provisions. It does not fetter the discretion of the councils to take legal proceedings where this is considered to be in the public interest.

2. MEANING OF 'ENFORCEMENT'

- 2.1 Whilst the Regulator's Code only applies to enforcement activities undertaken in respect of environmental health and licensing services, the overriding principles of the Code will also be applied to others with enforcement responsibilities.
- 2.2 'Enforcement' includes any action taken by officers including both criminal and civil action aimed at ensuring that individuals or businesses comply with the law and is not limited to formal enforcement action such as prosecution.
- 2.3 The term 'enforcement action' has been defined as any action:
- (a) to secure compliance with a restriction, requirement or condition in relation to a breach or supposed breach;

- (b) taken in connection with imposing a sanction for an act or omission; and
- (c) taken in connection with the pursuit of a statutory remedy for an act or omission.

2.4 The councils require its officers to interpret and apply relevant legal requirements and enforcement policies fairly and consistently between like-regulated entities in similar situations.

2.5 Whilst not a direct form of enforcement, officers will seek to raise awareness and increase compliance levels by making public details of evidence of unlawful practice and any legal action taken where in their opinion it is appropriate to do so.

3. ENFORCEMENT PRINCIPLES

3.1 Prevention is better than cure and the approach to be taken includes working with businesses and individuals to advise on and assist with compliance. Where formal action is considered necessary each case will be considered on its own merits. However, there are general principles that apply to the way each case must be approached. These are set out in this Policy.

3.2 The principles of enforcement outlined in this policy will be applied equally in all cases, irrespective of whether enforcement action is against individuals or organisations,

3.3 Enforcement decisions will be fair, independent and objective and will not be influenced by issues such as ethnicity or national origin, gender, religious beliefs, political views or the sexual orientation of the suspect, victim, witness or offender. Such decisions will not be affected by improper or undue pressure from any source.

3.4 Where enforcement is necessary it will be undertaken without fear or favour, will be impartial and objective, and comply with the requirements of relevant legislation and codes of practice which protect the rights of the individual and guide enforcement action and in particular, the Equality Act 2010, Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and The Protection of Freedoms Act 2012.

3.5 Wherever practicable, the councils will ensure that enforcement actions will:-

- aim to eliminate any financial gain or benefit from non-compliance;
- aim to change the behaviour of the offender;
- provide an opportunity for the person to put things right where possible and appropriate;
- be responsive and consider what is appropriate for the particular offender and regulatory issue, which can include punishment;
- be proportionate to the nature of the offence and the harm caused;
- aim to restore the harm caused by regulatory non-compliance, where appropriate;
- aim to deter future non-compliance;
- ensure that no improper/undue pressure from any source inside or outside the councils affect those decisions; and
- ensure that all relevant information is given to the Defendant and to the Court as appropriate.

3.6 The general principles to be applied are informed by The Regulators' Code and the Guidance of the Better Regulation Delivery Office. The six principles of the Regulators Code are:

- Regulators should carry out their activities in a way that supports those they regulate to comply and grow.
- Regulators should provide simple and straightforward ways to engage with those they regulate and hear their views.
- Regulators should base regulatory activities on risk.
- Regulators should share information about compliance and risk.
- Regulators should ensure that clear information, guidance and advice are available to help those they regulate meet their responsibilities to comply.
- Regulators should ensure that their approach to their regulatory activities is transparent.

Economic growth and business support

3.7 This Enforcement Policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, which improve regulatory outcomes without imposing unnecessary burdens. The councils' services have a positive impact on the economic progress and growth of the local economy and it is part of the councils' role to encourage and support the growth of legitimate business activity within the legal framework provided by central government.

Communication

3.8 Communication from officers will be clear and simple and will normally be confirmed in writing, including electronic communication, explaining why any work or actions may be necessary and stating the timescale for progress and completion. A clear distinction will be made between legal requirements and best or desirable practice.

All official communication should have a 'date when mailed' mark so that recipients who have been asked to 'respond within XX days' know when that response date should be.

Prior to formal action being taken i.e. any enforcement process defined in legislation, opportunities will be provided for individuals or organisations to resolve the issues in question. This can take the form of face to face meetings, telephone conversations, correspondence or, in cases of debt recovery, reminder letters **unless** immediate action is required (for example a serious risk to health and safety or to prevent evidence being destroyed). In circumstances where immediate action is necessary a verbal explanation of why such action was required will be given at the time or, if this is not practical, as soon as is practicable. In some cases such as the service of a Fixed Penalty Notice or Penalty Charge Notice a written explanation is not considered necessary.

Where there are rights of appeal against specific actions, advice on the mechanism to be followed will be given in writing and where possible this will be included with the enforcement notice or other documentation.

Risk based activity

3.9 Resources will be targeted where they will be most effective and intelligence and a privacy risk assessment will inform all aspects of the approach to regulatory activity, including:

- Data collection and other information requirements;
- Inspection programmes;
- Advice and support programmes;
- Enforcement activity and sanctions.

When determining risk, the following will be considered:

- Compliance history and potential future risks
- The existence of effective management systems
- Evidence of recognised external accreditation
- Management competence and willingness to comply

Relevant intelligence will be used to direct inspection based projects and target enforcement where there are known issues. A complaint may also trigger a visit if that is the most appropriate response. The approach to regulatory activities will be reviewed from time to time, in order to remove any unnecessary burdens from businesses.

Information sharing

3.10 Where legislation permits information sharing between enforcement agencies and in other circumstances where appropriate information sharing protocols are in place, the authorities will take a proactive approach to data matching and the sharing of information via agreed secure mechanisms with other regulatory agencies and local authorities about businesses and individuals to help target resources and activities and to minimise duplication of enforcement activity.

Personal information will be held by enforcement agencies and will only be shared in accordance with the relevant information sharing protocol or legislation. When sharing information, a clear distinction will be made between the offender/perpetrator and the complainant/victim. Confidentiality will be maintained unless with the express agreement of the individual or in circumstances to safeguard the health and wellbeing of an individual.

Where a Primary Authority** agreement exists, the authorities will share information about businesses with that primary authority as appropriate and with other authorities when acting as a Primary Authority.

Advice and Guidance

3.11 General information, advice and guidance will be provided to make it easier for individuals and businesses to understand and meet their obligations. This will be provided promptly, in clear, concise and accessible language, using a range of appropriate formats and media. Information will cover all legal requirements relating to the councils' regulatory activities, as

well as changes to legal requirements. Where changes are of great significance, the councils will look at the best ways of informing businesses of the changes e.g. through newsletters, mail-shots or seminars.

Targeted and practical advice will be provided through personal visits, telephone and the promotion of self service via the website. The councils will try to maximise the accessibility and effectiveness of advice to ensure efficient use of resources.

When offering advice, a clear distinction between statutory requirements and advice or guidance aimed at improvements above minimum legal standards will be given. The councils will seek to provide proportionate advice, the content of which will help achieve compliance but impose the minimum burden required on the business or individual concerned. Advice will be confirmed in writing, if requested.

Where a business or individual knows they have a problem and seeks advice to remedy the situation, it will not normally trigger enforcement action. Where appropriate the councils will seek to support the remedial action to prevent future problems but reserve the right to take enforcement action in serious cases.

4. ENFORCEMENT ACTIONS

The councils are committed to delivering their statutory enforcement duties consistently although they recognise that individual circumstances may modify the action to be taken. Actions will be delivered within the framework outlined below although some discretion may be required dependent on local circumstances. All enforcement officers will receive appropriate training and supervision to support them in their application of this policy and be appropriately authorised. Investigations and formal proceedings will be undertaken in line with the Police and Criminal Evidence Act 1984 and Criminal Procedure and Investigations Act 1996, Regulation of Investigatory Powers Act 2000 and associated Codes of Practice.

Transparency

- 4.1 Information and advice will be published in plain language concerning the legislation which the councils are applying. Officers will be open about the work required, including any financial costs in complying, and consultation will take place as appropriate. Discussion will take place concerning general enforcement issues, specific compliance failures or problems with anyone who is experiencing difficulties. In addition interpretation services can be provided for anyone whose first language is not English if required.

Helpfulness

- 4.2 Officers will provide a courteous and efficient enforcement service and individual officers will identify themselves by name. A contact telephone number and an e-mail address will be provided for on-going discussions. Businesses and individuals will be actively encouraged to seek advice and information relating to the councils' enforcement role.

Proportionality

4.3 Costs of compliance are to be minimised to ensure that any actions required by the councils are proportional to the risks involved e.g. risk to public health and/or the environment and the scale, seriousness and intentionality of any non-compliance. Where the law allows, officers will take account of the circumstances of a case and the offender's attitude when considering the level of enforcement action. Except in the most serious of cases or where advice/warnings have not been heeded, the level of enforcement taken will be the minimum at which a satisfactory and timely solution is thought to be achievable.

Consistency

4.4 Consistency means taking a similar approach in similar circumstances to achieve similar ends. The aim is to achieve consistency in the advice given, the response to incidents and the ways in which statutory powers are used. Consistency does not mean simple uniformity and officers will need to take into account many variables such as the scale of the risk, the attitude and actions of those involved and history of compliance, whether positive or negative.

Decisions on enforcement action are a matter of professional judgement and officers will frequently be required to use discretion in prioritisation and in actions taken. Enforcement priorities may be determined in order to meet local circumstances or to address a specific local need. However the overarching principles in this policy will be followed at all times to maintain a consistent approach and where necessary corporate guidance will be provided. Efforts will continue in order to develop arrangements for promoting consistency including effective arrangements for liaison with neighbouring authorities and other enforcing agencies.

Some activities may require investigations by different sections of the councils or other agencies at the same time. In these circumstances activity will be co-ordinated wherever possible to maximise effectiveness in dealing with these issues and reduce legislative burden for business operating in the districts. Also enforcement intelligence and any successful actions will be shared with other enforcing authorities or agencies where appropriate, subject to statutory constraints.

5. ASSESSING APPROPRIATE ACTION

Informal Action

5.1 The councils aim to resolve the vast majority of cases informally through negotiation, discussion or advice, providing the breach is a first occurrence, does not result in a serious risk to public health, safety, amenity or the environment and the officer is confident that informal action will be effective.

Informal Action can be of one or more of the following:

- Verbal advice;
- Verbal request for action;
- Written request for action; and/or
- Written warning of formal action, if contraventions are not corrected.

Officers will clearly identify those matters that are contraventions of the law and those that are simply recommendations reflecting good practice. Recipients of informal action will be given the opportunity to discuss the requirements with the investigating officer and agree an appropriate programme of work and a suitable timetable for completion. Regular contact with the investigating officer will be encouraged.

However when informal action is not successful or not appropriate, for example Council Tax and Non-Domestic Rates debt recovery, a range of other formal enforcement actions are available. The final action will depend on any modifying or mitigating factors present and account will be taken of any national or local guidance available.

In some circumstances contraventions may not warrant any action for example where the cost of compliance outweighs the detrimental impact of the contravention on the community. A decision of no action may also be taken where formal enforcement is inappropriate in the circumstances, such as where a trader has ceased to trade. A decision to take no action will be recorded in writing and will take into account the overall implications of the contravention.

Formal Action

5.2 A range of formal actions are available to the councils which will normally be instigated where one or more of the following apply:-

- It is prescribed by law as obligatory;
- Informal approaches have failed or are not appropriate;
- The matter is of such seriousness or urgency that an informal approach is inappropriate;
- Enforcement is necessary to remedy an unsatisfactory condition relating to health, safety, amenity or the environment;
- There is a need to ensure a decision or policy of the councils is enforced.

Formal Action consists of one or more of the following:

- The service of statutory notices and orders;
- The issue of simple cautions;
- Prosecution;
- Application for injunction or Criminal Behaviour Orders;
- Debt recovery work or possession action;
- Council Tax Administrative Penalties;
- Council Tax and NNDR Recovery Processes;
- Issue of licenses, approvals or registrations;
- Issue fixed penalty notices and penalty charge notice;
- Use of other enforcement powers by officers authorised by specific legislation (e.g. detention of food, sampling of food or substances, seizure of equipment or food, prohibition of processes or activities).

For the purposes of this policy formal action includes written warnings, notices, simple cautions, fixed penalty notices, penalty charge notices, prosecutions and civil proceedings.

Written Warnings

Approved June 2016

Classification: OFFICIAL

5.3 A written warning will:-

- clearly state the nature of the problem and suggest either specific remedies or a standard to be achieved;
- state the actions which may follow if matters do not improve;
- designate a named officer as point of contact;
- clearly distinguish between a legal requirement and 'desirable standard';
- indicate any follow-up action intended (e.g. a re-visit within a specified period of time); and,
- where possible point the way to specialist advice or additional information.

Notices

5.4 Some legislation allows for the service of a statutory notice to secure compliance. The method of service of a formal notice may be specified in individual legislation and in such cases that method of service will be followed. Notices will be in the required format and contain the information required by law.

Simple Cautions

5.5 A 'Simple Caution' is one of a range of out-of-court disposals that provides an effective, swift and speedy resolution in appropriate cases. It aims to divert offenders away from Court, and to reduce the likelihood that they will offend again and is a formal mechanism that can be offered as an alternative to prosecution by the councils. The caution is offered in writing and if accepted will be administered at a formal interview. If it is not accepted then a prosecution will usually be undertaken. A simple caution is not a criminal conviction, but a record will be kept and it may be used in Court as evidence when making relevant representations to the Court on sentencing for any subsequent prosecution.

The councils can/will only issue a Simple Caution if:

- there is evidence an offender is guilty
- the offender is 18 years of age or over
- the offender admits they committed the crime
- the offender agrees to be given a caution – if the offender does not accept the Caution, then a prosecution will generally be undertaken

When deciding whether to offer a Simple Caution, the following factors may be considered:

- The offence is relatively minor and any Court sentence is likely to be minimal
- The loss to public funds is small
- Any alternative penalty appropriate to the alleged offence is considered unsuitable
- Whether the offender has any unspent previous convictions, cautions or administrative penalties
- Relevant guidance issued by the Home Office, the Crown Prosecution Service or other national agencies

Fixed Penalty Notices/Penalty Charge Notices

Approved June 2016

Classification: OFFICIAL

5.6 Some legislation allows for Fixed Penalty Notices (FPN) or Penalty Charge Notices (PCN) to be issued against someone who has committed a specific offence. These offer the individual the opportunity not to be prosecuted for that offence by payment of a penalty set out in the relevant legislation. No further legal proceedings will be taken by the councils for the offence if the individual pays the penalty within the required time period set out in the notice. The individual will be liable to prosecution for the offence if the penalty is not paid within the required time period.

Prosecution

5.7 The decision to prosecute is not taken lightly. Each case is unique and will be processed according to its own merits. There is no suggestion that prosecution will automatically follow the discovery of an alleged offence. The decision whether to prosecute will be kept under review.

The other formal actions detailed above may be taken in addition to or as an alternative to prosecution if considered to be an appropriate sanction.

Before a decision to prosecute is taken the case must satisfy the evidential test. This means there must be enough evidence to provide a "realistic prospect of conviction". If this is satisfied, then the public interest test is applied in accordance with the Code for Crown Prosecutors.

In appropriate cases an application under the Proceeds of Crime Act 2002 may be made to the Court to restrain and/or confiscate the assets of an offender. The recovery of costs incurred as a consequence of legal action will be applied for where appropriate. Similarly, where appropriate, an application for a Criminal Behaviour Order will be made under the Anti-social Behaviour, Crime and Policing Act 2014.

Officers undertake enforcement on behalf of the public at large and not just in the interests of any particular individual or group. When determining the public interest test, the consequences of the decision whether or not and how to take enforcement action on those affected by the offence and any views expressed by those affected, will be considered.

In dealing with minors (less than 18 years of age) officers will consider the age of the offender in deciding whether it is in the public interest to prosecute. However prosecution will not be avoided simply because of the defendant's age. The seriousness of the offence or examination of past behaviour is equally important.

Cases involving minors are usually only referred for prosecution if the young person has already received a reprimand and final warning, unless the offence is so serious that neither of these were appropriate or he/she does not admit committing the offence. Reprimands and final warnings are intended to prevent re-offending. Further offences indicate that attempts to keep the young person out of the court system have proven ineffective. In such cases the public interest test may require prosecution.

The Code for Crown Prosecutors will also be followed for:-

- Accepting guilty pleas; and,
- Re-starting a prosecution.

Civil Proceedings

5.8 Civil proceedings cover a variety of actions including applications for Injunctions, debt recovery or possession actions. In deciding to begin civil proceedings the councils will consider the evidence available and the range of enforcement options that are available to us in each case.

The councils must be satisfied there is enough usable evidence for the case to succeed on the civil standard of proof (namely on the balance of probabilities) and that proceedings are expedient for the promotion or protection of the interest of the councils and the residents of their areas. Once these points have been satisfied and there is sufficient evidence for a case to proceed consideration may be given to the following options:

- the possibilities for the matter to be remedied without further action;
- the likelihood of the Defendant having the means to meet the claim, e.g. a debtor having the means to pay;
- the length of time between the events giving rise to the case and the decision to take legal action;
- the nature of the Defendant (their age, health, etc.); and
- the consequences of the matter for the councils (e.g. the size of the debt).

Having considered the above and having decided to proceed with some form of formal action, the councils will consider what civil remedy to use.

6. MONITORING

The councils are committed to making sure its Enforcement Policy is effective. The councils welcome information from businesses, regulated bodies and residents should they believe that officers have not acted in accordance with the Policy and its supporting standards.

Comments, Compliments or Complaints

If an individual or business is unhappy with the outcome of enforcement proceedings taken by the councils, then immediate independent legal advice should be sought. If the concern is with the way in which the councils have handled their case, then the councils have a formal complaints procedure, which can be used.

The procedure is published on the website at www.chiltern.gov.uk or www.southbucks.gov.uk

Footnote **

Regardless of its size, a business operating across council boundaries can form a **primary authority partnership** with a single local authority in relation to regulatory compliance. These partnerships can cover environmental health and trading standards legislation, or specific functions such as food safety or petroleum licensing.

Classification: OFFICIAL

Businesses should be able to rely on the environmental health, licensing and trading standards advice received from local authorities, in the knowledge that it is expert opinion and a secure basis for investment and operational decisions. Primary Authority addresses inconsistency and delivers assured advice for other councils to take into account when carrying out inspections or dealing with non-compliance.

DRAFT



Department
for Business
Innovation & Skills

Better
Regulation
Delivery Office

Regulators' Code

April 2014

Foreword



In the Autumn Statement 2012 Government announced that it would introduce a package of measures to improve the way regulation is delivered at the frontline such as the Focus on Enforcement review of appeals, the proposed Growth Duty for non-economic regulators and the Accountability for Regulator Impact measure.

This Government is committed to reducing regulatory burdens and supporting compliant business growth through the development of an open and constructive relationship between regulators and those they regulate. The Regulators' Code provides a flexible, principles based framework for regulatory delivery that supports and enables regulators to design their service and enforcement policies in a manner that best suits the needs of businesses and other regulated entities.

Our expectation is that by clarifying the provisions contained in the previous Regulators' Compliance Code, in a shorter and accessible format, regulators and those they regulate will have a clear understanding of the services that can be expected and will feel able to challenge if these are not being fulfilled.

Regulators within scope of the Regulators' Code are diverse but they share a common primary purpose – to regulate for the protection of the vulnerable, the environment, social or other objective. This Code does not detract from these core purposes but seeks to promote proportionate, consistent and targeted regulatory activity through the development of transparent and effective dialogue and understanding between regulators and those they regulate.

I believe the Regulators' Code will support a positive shift in how regulation is delivered by setting clear expectations and promising open dialogue. Ultimately this will give businesses greater confidence to invest and grow.

A handwritten signature in black ink that reads "Michael Fallon". The signature is written in a cursive style with a horizontal line underneath the name.

Michael Fallon
Minister of State for Business and Enterprise
Department for Business, Innovation and Skills

Regulators' Code

This Code was laid before Parliament in accordance with section 23 of the Legislative and Regulatory Reform Act 2006 ("the Act"). Regulators whose functions are specified by order under section 24(2) of the Act **must** have regard to the Code when developing policies and operational procedures that guide their regulatory activities. Regulators must equally have regard to the Code when setting standards or giving guidance which will guide the regulatory activities of other regulators. If a regulator concludes, on the basis of material evidence, that a specific provision of the Code is either not applicable or is outweighed by another relevant consideration, the regulator is not bound to follow that provision, but should record that decision and the reasons for it.

1. Regulators should carry out their activities in a way that supports those they regulate to comply and grow

1.1 Regulators should avoid imposing unnecessary regulatory burdens through their regulatory activities¹ and should assess whether similar social, environmental and economic outcomes could be achieved by less burdensome means. Regulators should choose proportionate approaches to those they regulate, based on relevant factors including, for example, business size and capacity.

1.2 When designing and reviewing policies, operational procedures and practices, regulators should consider how they might support or enable economic growth for compliant businesses and other regulated entities², for example, by considering how they can best:

- understand and minimise negative economic impacts of their regulatory activities;
- minimising the costs of compliance for those they regulate;
- improve confidence in compliance for those they regulate, by providing greater certainty; and
- encourage and promote compliance.

1.3 Regulators should ensure that their officers have the necessary knowledge and skills to support those they regulate, including having an understanding of those they regulate that enables them to choose proportionate and effective approaches.

1.4 Regulators should ensure that their officers understand the statutory principles of good regulation³ and of this Code, and how the regulator delivers its activities in accordance with them.

2. Regulators should provide simple and straightforward ways to engage with those they regulate and hear their views

2.1 Regulators should have mechanisms in place to engage those they regulate, citizens and others to offer views and contribute to the development of their policies and service standards. Before changing policies, practices or service standards, regulators should consider the impact on business and engage with business representatives.

¹ The term 'regulatory activities' refers to the whole range of regulatory options and interventions available to regulators.

² The terms 'business or businesses' is used throughout this document to refer to businesses and other regulated entities.

³ The statutory principles of good regulation can be viewed in Part 2 (21) on page 12: http://www.legislation.gov.uk/ukpga/2006/51/pdfs/ukpga_20060051_en.pdf.

- 2.2 In responding to non-compliance that they identify, regulators should clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken, and the reasons for these. Regulators should provide an opportunity for dialogue in relation to the advice, requirements or decisions, with a view to ensuring that they are acting in a way that is proportionate and consistent.

This paragraph does not apply where the regulator can demonstrate that immediate enforcement action is required to prevent or respond to a serious breach or where providing such an opportunity would be likely to defeat the purpose of the proposed enforcement action.

- 2.3 Regulators should provide an impartial and clearly explained route to appeal against a regulatory decision or a failure to act in accordance with this Code. Individual officers of the regulator who took the decision or action against which the appeal is being made should not be involved in considering the appeal. This route to appeal should be publicised to those who are regulated.
- 2.4 Regulators should provide a timely explanation in writing of any right to representation or right to appeal. This explanation should be in plain language and include practical information on the process involved.
- 2.5 Regulators should make available to those they regulate, clearly explained complaints procedures, allowing them to easily make a complaint about the conduct of the regulator.
- 2.6 Regulators should have a range of mechanisms to enable and regularly invite, receive and take on board customer feedback, including, for example, through customer satisfaction surveys of those they regulate⁴.

3. Regulators should base their regulatory activities on risk

- 3.1 Regulators should take an evidence based approach to determining the priority risks in their area of responsibility, and should allocate resources where they would be most effective in addressing those priority risks.
- 3.2 Regulators should consider risk at every stage of their decision-making processes, including choosing the most appropriate type of intervention or way of working with those regulated; targeting checks on compliance; and when taking enforcement action.
- 3.3 Regulators designing a risk assessment framework⁵, for their own use or for use by others, should have mechanisms in place to consult on the design with those affected, and to review it regularly.
- 3.4 Regulators, in making their assessment of risk, should recognise the compliance record of those they regulate, including using earned recognition approaches and should consider all available and relevant data on compliance, including evidence of relevant external verification.
- 3.5 Regulators should review the effectiveness of their chosen regulatory activities in delivering the desired outcomes and make any necessary adjustments accordingly.

⁴ The Government will discuss with national regulators a common approach to surveys to support benchmarking of their performance.

⁵ The term 'risk assessment framework' encompasses any model, scheme, methodology or risk rating approach that is used to inform risk-based targeting of regulatory activities in relation to individual businesses or other regulated entities.

4. Regulators should share information about compliance and risk

- 4.1 Regulators should collectively follow the principle of “collect once, use many times” when requesting information from those they regulate.
- 4.2 When the law allows, regulators should agree secure mechanisms to share information with each other about businesses and other bodies they regulate, to help target resources and activities and minimise duplication.

5. Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply

- 5.1 Regulators should provide advice and guidance that is focused on assisting those they regulate to understand and meet their responsibilities. When providing advice and guidance, legal requirements should be distinguished from suggested good practice and the impact of the advice or guidance should be considered so that it does not impose unnecessary burdens in itself.
- 5.2 Regulators should publish guidance, and information in a clear, accessible, concise format, using media appropriate to the target audience and written in plain language for the audience.
- 5.3 Regulators should have mechanisms in place to consult those they regulate in relation to the guidance they produce to ensure that it meets their needs.
- 5.4 Regulators should seek to create an environment in which those they regulate have confidence in the advice they receive and feel able to seek advice without fear of triggering enforcement action.
- 5.5 In responding to requests for advice, a regulator's primary concerns should be to provide the advice necessary to support compliance, and to ensure that the advice can be relied on.
- 5.6 Regulators should have mechanisms to work collaboratively to assist those regulated by more than one regulator. Regulators should consider advice provided by other regulators and, where there is disagreement about the advice provided, this should be discussed with the other regulator to reach agreement.

6. Regulators should ensure that their approach to their regulatory activities is transparent

- 6.1 Regulators should publish a set of clear service standards, setting out what those they regulate should expect from them.
- 6.2 Regulators' published service standards should include clear information on:
- a) how they communicate with those they regulate and how they can be contacted;
 - b) their approach to providing information, guidance and advice;
 - c) their approach to checks on compliance⁶, including details of the risk assessment framework used to target those checks as well as protocols for their conduct, clearly setting out what those they regulate should expect;

⁶ Including inspections, audit, monitoring and sampling visits, and test purchases.

- d) their enforcement policy, explaining how they respond to non-compliance;
 - e) their fees and charges, if any. This information should clearly explain the basis on which these are calculated, and should include an explanation of whether compliance will affect fees and charges; and
 - f) how to comment or complain about the service provided and routes to appeal.
- 6.3 Information published to meet the provisions of this Code should be easily accessible, including being available at a single point⁷ on the regulator's website that is clearly signposted, and it should be kept up to date.
- 6.4 Regulators should have mechanisms in place to ensure that their officers act in accordance with their published service standards, including their enforcement policy.
- 6.5 Regulators should publish, on a regular basis, details of their performance against their service standards, including feedback received from those they regulate, such as customer satisfaction surveys, and data relating to complaints about them and appeals against their decisions.

⁷ This requirement may be satisfied by providing a single web page that includes links to information published elsewhere.

Monitoring the effectiveness of the Regulators' Code

The Government is committed to making sure the Regulators' Code is effective. To make sure that the Code is being used effectively, we want businesses, regulated bodies and citizens to challenge regulators who they believe are not acting in accordance with their published policies and standards. It is in the wider public interest that regulators are transparent and proportionate in their approaches to regulation.

The Government will monitor published policies and standards of regulators subject to the Regulators' Code, and will challenge regulators where there is evidence that policies and standards are not in line with the Code or are not followed.

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This publication is also available on our website at:
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SUBJECT:	FOOD AND HEALTH AND SAFETY BUSINESS PLANS
REPORT OF:	<i>Community, Health and Housing – Councillor Graham Harris Healthy Communities – Councillor Paul Kelly</i>
RESPONSIBLE OFFICER	<i>Anita Cacchioli, Interim Services Director of Services Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Ian Snudden, 01494 732057, isnudden@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To obtain Members' approval for the adoption of the joint Food and Health and Safety Service Plan for the year 2017/2018.

RECOMMENDATION

To approve the joint Food and Health and Safety Service Plan
To approve the Food and Health and Safety Enforcement Policies

2. Reasons for Recommendations

The Food Standards Agency's (FSA) Code of Practice and the Health and Safety Executive (HSE) require local authorities to produce and publish an annual service plan that demonstrates how the authorities are working to deliver its food safety and health and safety services. The Better Regulation Delivery Officer also requires local authorities to produce and publish their enforcement policies and to ensure that they comply with The Regulator's Code.

3. Report

The Food and Health and Safety Service Business Plan details how the food and health and safety enforcement services are to be delivered within both Chiltern District Council and South Bucks District Council areas for the year 2017/18.

The Service Plan is divided into the issues covered by the Food Standards Agency (FSA) Framework Agreement and the key priorities identified by the Health and Safety Executive's (HSE) Strategy Document. The Service Plan and Enforcement Policies are appended.

Food Safety Service 2017/18

In 2012, Chiltern and South Bucks District Councils launched the Food Standards Agency's national Food Hygiene Rating Scheme. Since then the percentage of all eligible rated food premises (rating of 3 or better) continues to increase and is currently 96.3% for Chiltern and 96.9% for South Bucks District Councils, higher than the national average of 94.2%. 85.2% of food businesses in Chiltern DC and 85.5% of those in South Bucks DC improved their rating or stayed the same since their last inspection. Whilst the main approach to inspections is supportive, where businesses persistently fail to engage or improve standards, then more formal enforcement action will continue to be taken. Officers will continue to focus on the highest risk businesses and those that have a rating of 0-2.

Specific areas of work have been identified in relation to continual service improvement, introduction of flexible mobile working and increased commercialisation of the service. These are reflected in the service plan action plan.

Health and Safety Service 2017/18

Whilst health and safety remains a key priority for the Government, it aims to reduce the inspection burden on businesses. The consequence of this is that officers will only inspect businesses where there is a specific need, either due to local or national intelligence and the national strategic priorities. These priorities cover a range of sector specific interventions and cross-cutting themes.

In 2015, three fatalities were reported to Chiltern DC and resulted in Coroner's Inquests. Following an extensive investigation, one of the companies involved, Decco Ltd, Chesham was prosecuted at Aylesbury Crown Court where a fine of **£2.2 million** was issued with £21,000 costs awarded to the Council. This was an unprecedented sentence and received both local and national media interest. As a consequence, during 2017/18, projects will be developed relating to health and safety measures to protect employees from falls from height and workplace transport accidents.

Food Policy and Health and Safety Enforcement Policy

Both policies reflect the principles set out in the Regulators' Code issued by the Better Regulation Delivery Office of the Department of Business, Innovation and Skills. The key principles are to supporting growth, engaging with businesses, having a transparent and risk based approach to activities, sharing information between regulators and providing clear information and advice to businesses. The Regulators' Code applies to local authority regulatory services such as: environmental health, licensing, housing standards, planning enforcement, building control and revenues and benefits. A corporate enforcement policy has been developed and the policies have been drafted in accordance with this overarching policy.

4. Consultation

Not Applicable

5. Options

Not Applicable

6. Corporate Implications

- 6.1 Financial – the service plan will delivered within existing budgets
- 6.2 Legal – The Food Standards Agency requires local authorities to produce and publish a food service plan, as does the Health and Safety Executive for health and safety and local authorities are audited by these Government bodies for compliance against the statutory guidance. The FSA audit reports are public documents and published on the FSA website.

7. Links to Council Policy Objectives

The plan stems from the Healthy Communities Service Plan and makes a positive contribution towards the Chiltern District and South Bucks Councils' *Joint Business Plan 2015 – 2020* and *Sustainable Community Strategy 2009 – 2026*. The plan links into the Councils' Performance Management Framework.

8. Next Step

The approved action plan for the service plan will be implemented across both local authorities.

Background Papers:	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)
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**CHILTERN DISTRICT COUNCIL
and
SOUTH BUCKS DISTRICT COUNCIL**

Environmental Health Section

FOOD POLICY

2017-2018



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1.0	Aims, Objectives, Priorities and Methods
2.0	Standards for food related work
3.0	Planned Food Hygiene Inspections
4.0	Food Enforcement Policy
5.0	Food Complaints
6.0	Food Sampling
Appendix 1	Risk Rating Categories and Interventions
Appendix 2	Service Standards

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BACKGROUND

The Healthy Communities Division has a key role in working with businesses and consumers to ensure that food and drink intended for sale for human consumption, which is produced, stored, distributed, handled or consumed within the districts, is without risk to the health or safety of the consumer.

Whilst many incidents of food borne illness arise from visits abroad and poor hygiene awareness in the home, the need for high standards of hygiene within food businesses remains paramount particularly to engender public confidence and meet consumer expectations.

The Councils' approach to the enforcement of food safety reflects the responsibilities placed upon them by the Food Safety Act 1990, Food Safety and Hygiene (England) Regulations 2013, General Food Regulations 2004 (as amended), the Official Feed and Food Control (England) Regulations 2009 (as amended) and other regulations.

We aim to protect the public by delivering a complementary programme of education and enforcement which endeavours to ensure that food businesses within the districts are operated and maintained at a standard that complies with relevant legislation. We also ensure that our service fulfils the statutory duty imposed on the Councils as "food authorities" and to ensure the effective implementation of Government strategy on food safety issues.

Our enforcement policy reflects the Principles of Good Regulation set out in the Legislative and Regulatory Reform Act 2006, namely that regulatory activities should be carried out in a way which is transparent, accountable, proportionate and consistent; and that regulatory activities should be targeted only at cases in which action is needed.

In drafting this policy, we have taken account of the Regulator's Code and the Councils' overarching enforcement policy.

1.0 AIMS AND OBJECTIVES

1.1 Aims

It is the Councils' aims for food safety to:

- Protect public health and ensure that food intended for human consumption is safe
- Support and assist businesses to comply with legal obligations
- Provide consistent, accurate and up-to-date information aimed at providing protection to ~~customers~~consumers
- Provide effective and efficient regulatory services that meets customer needs

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1.2 Objectives

The Councils will achieve these aims in the following ways:

- Targeted, current and relevant information to businesses and consumers
- Ensure officers are equipped with tools to effectively support businesses [to help them achieve good levels of compliance](#)
- ~~•~~ [Target our enforcement activity on those areas which give rise to the most serious risks and concerns](#)
- Ensure that poor performing businesses are proportionately targeted with support or enforcement action where appropriate
- Adopt a “light touch” approach to compliant businesses and organisations
- Proactive campaigns to promote food hygiene ratings

1.3 Service Delivery

The service will be delivered through:

- i) Routine programmed inspections of food businesses, with a frequency determined by a risk assessment, with appropriate follow-up action;
- ii) Assessment of relevant food hygiene practices to determine a food hygiene rating, in line with the [national Food Hygiene Rating Scheme \(FHRS\)](#). Premises are given a rating of between 0-5 and results are posted onto the Food Standards Agency website to provide clear, accountable evidence of visits;
- iii) Routine self-assessment questionnaires to low risk premises;
- iv) Investigation of complaints and incidents with appropriate follow-up action;
- v) Participation in national and local sampling programmes;
- vi) Appropriate training, development and monitoring of Council officers in accordance with Chapter 4 of the [FSA Food Law Code of Practice](#);
- vii) Provision of information and advice to businesses about legal requirements, good practices and what to expect of the inspecting officer/authority;
- viii) Provision of relevant food safety courses for food handlers;
- ix) Promotional activities to inform and encourage high standards;
- x) Promotional activities to educate the consumer in food hygiene and safety.

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1.4 Priorities

Priority will be given to targeting those activities that pose the greatest risk to the consumer arising from the consumption of food. This will be by:

- The correct and uniform identification of high-risk processes during programmed inspections and other interventions, including complaint investigation and to concentrate efforts to reduce significant risks;
- Focussing enforcement efforts on those businesses that pose the greatest risks e.g. those that are not broadly compliant;
- Ensuring efforts are focussed on persistent offenders;
- Ensuring compliance with the law and;
- Engaging in those promotional activities for businesses and consumers which are most likely to foster improved safety.

2.0 STANDARDS FOR FOOD RELATED WORK

2.1 Authorisations

The Councils will set standards for the qualifications, experience and competence of its officers.

In the context of the Food Safety Act 1990 and Regulations under the European Communities Act 1972, an authorised officer's powers include the inspection of food premises, the inspection, detention and seizure of food, the service of notices and taking emergency action. Authorised officers will be authorised in accordance with the [Food Safety Law Code of Practice](#).

Under the Chiltern District Council Constitution reviewed on 12 February 2008, the Head of Healthy Communities has the following delegated authority:

- i) to appoint Inspectors for all purposes in connection with the Food Safety Act 1990 and any statutory instruments made under the European Communities Act 1972 relating to food safety and/or food hygiene and all subordinate and/or related enactments thereto including (without prejudice to the generality of the foregoing);
- ii) to exercise or to authorise appointed Inspectors to exercise any of the powers specified within the enactments referred to above, including powers of:
 - Entry and inspection of premises, equipment and articles;
 - Approval or refusal of licences;
 - Registration of premises;

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- Service of improvement and emergency prohibition notices;
- Seizure and detention and remedial action notices;
- Taking of samples
- Certifying that food has not been produced and distributed in accordance with Food Hygiene Regulations., and
- To institute prosecution proceedings or issue simple cautions in connection with any offences created by the enactments above.

Under the South Bucks District Council Constitution adopted on 25th February 2015, the Director of Services has the following delegated authority:

- i) to appoint authorised officers and inspectors for functions Director of Services and issue new authorisations and powers of entry under all Acts of Parliament and Regulations within the terms of reference of the Executive, subject to any exercise of the powers being reported to the next meeting.
- ii) The seizure of food which fails to comply with food safety requirements or appears likely to cause food poisoning or any disease communicable to human beings.
- iii) The service of Improvement Notices.
- iv) The service of Emergency Prohibition Notices (in consultation with Head of Legal Services)
- v) The issue of approvals under 'Product Specific' Regulations.
- vi) Authority to make a departure from the approved Food Safety Enforcement Policy; (in consultation with the Health & Housing Portfolio Holder.
- vii) Authority to revise the policy to take account of staff and legal changes, as necessary from time to time; and
- viii) Authority to issue a formal caution as an alternative to pursuing a prosecution, in appropriate circumstances, offences in relation to Food Safety (Environmental Health Officer in consultation with the Head of Legal Services and the Head of Health and Housing/Director of Services in accordance with considerations set out in the Policy.

The Director of Services and Head of Healthy Communities, in exercising their authority to appoint authorised officers, will apply the standards contained in this policy.

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2.1.1 Inspections

The inspection of food premises will only be undertaken by officers who are suitably qualified, experienced and competent in accordance with the requirements of the Food Law Code of Practice pertinent to their duties. This will equally apply to those employed on a contract basis. Inspectors will be authorised in accordance with the '*Authorisation and Training Procedure*'.

Newly appointed officers or currently employed officers who are extending their duties will not be authorised unless they are qualified as above, that they possess the appropriate competencies, skills, qualifications and experience to undertake their duties and that they have undergone a period of structured training in accordance with the Code of Practice. The assessment of competency etc. will be undertaken by the Senior Specialist Environmental Health Officer (Business Support) in consultation with the Principal Environmental Health Officer.

2.1.2 Enforcement Notices

Service of Hygiene Improvement Notices will only be undertaken by qualified officers with experience in food law enforcement, in accordance with the Food Law Code of Practice and after consultation with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

Such persons will be an Environmental Health Officer enforcing food hygiene or food processing regulations; holders of the Higher Certificate in Food Premises Inspection authorised to carry out food hygiene inspections or; holders of the Ordinary Certificate in Food Premises Inspection authorised to carry out food hygiene inspections in risk categories C - E and who are authorised to sign notices in respect of these premises.

The service of notices by hand will be by any person who is capable of explaining the meaning and legal status of the notice. Notices served by other methods will be in accordance with current legal guidance.

The Environmental Health Officers will be authorised to serve Hygiene Emergency Prohibition Notices in accordance with the standards within the policy. Such persons will be an Environmental Health Officer authorised to inspect food premises, hold a certificate of registration issued by EHORB (or equivalent), who have at least 2 years post qualification experience in food safety matters and are currently involved in food enforcement. Where practicable, he/she will be accompanied by another EHO to corroborate the proceedings and will consult with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

2.1.3 Seizure and Detention of Food

Environmental Health Officers and officers holding the Higher Certificate in Food Premises Inspection issued by EHORB will be authorised to inspect, detain and seize

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foodstuffs subject to experience and competence.

All officers will be assessed for the necessary practical skills, experience and competency by the Senior Specialist Environmental Health Officer (Business Support)

2.1.4 Competency

The Principal Environmental Health Officer has been given specific responsibility for food hygiene and food safety matters and managing the food safety service. This will be in accordance with the documented '*Food Safety Monitoring Procedure*'.

Environmental Health Officers and Environmental Health Technical Officers will carry out inspections and exercise their powers in accordance with the relevant legislation, Food Law Code of Practice and within the restrictions of their authorisation.

The Senior Specialist Environmental Health Officer (Business Support) (or in his/her absence, the Principal Environmental Health Officer) will be responsible for the supervision and training of officers and for the maintenance of auditable records. The FSA Competency Framework will be used to establish current qualifications and competencies and to identify future training needs in order that officers can effectively carry out their duties.

Recommendations will be made by the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support), to the Head of Healthy Communities in respect of the powers to be given to officers and the category of premises to be inspected.

A list of the officers, their powers and the category of premises which the officer may inspect, will be maintained and regularly updated in an '*Authorisations Manual*'. Records of training will also be kept.

Other officers may be appointed to assist in carrying out inspections.

2.2 Guidance

The authorities will have regard to the Food Law Code of Practice and Guidance issued by the Food Standards Agency, other advice issued by the Government, advice issued by the Better Regulation Delivery Office (BRDO), information and guidance issued by a Primary Authority and any approved Industry Guides.

2.3 Approvals

Some specific food premises are required to be formally approved by the local authority. They are then given an approval number that specifically relates to their premises and products and can then use the "health mark" required by EC Directives.

The Head of Healthy Communities, in consultation with the Principal Environmental

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Health Officer, has the authority to issue or revoke such approvals.

Other suitably qualified and experienced officers will be designated as being able to approve premises which will be assessed and recorded as in 2.1, above. The ability to revoke approvals will remain solely within the authority of any of the two officers named above.

2.4 Licences and Registrations

Under the Chiltern District Council Constitution, the Head of Healthy Communities has delegated power to issue licences and registrations pursuant to Section 19 of the Food Safety Act 1990 and to refuse or revoke licences in accordance with Regulations and any guidance issued. This function is delegated to the Director of Services in South Bucks District Council. This will be in consultation with the Principal Environmental Health Officer.

2.5 Uniformity

The Authorities acknowledge the need to act in a consistent and uniform manner and advocate a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity. These are detailed in the *'Inspection Monitoring Management System'*:

- i) the awareness, adherence to and review of the food policy document and further development of office procedures;
- ii) training, qualifications, supervision of staff. Regular practical training and update sessions will be essential to ensure uniformity;
- iii) cross monitoring visits of staff;
- iv) use of the [Primary Authority Partnership Scheme](#), specified by the Better Regulation Delivery Office (BRDO);
- v) liaison with local food groups/adjoining authorities. Use of joint training initiatives. Co-operation and joint working on uniformity issues;
- vi) compliance with the Code of Practice and guidance.

2.6 Advice to Businesses

The Authorities are committed to ensuring that food businesses are aware of their legal obligations and to supporting businesses in achieving best practice by providing coaching, training and appropriate advice.

In responding to requests, the advice given should support compliance and be reliable. On a quarterly basis, the information on the Councils' website will be reviewed in light of changes in legislation and government guidance. Requests for advice should not necessarily trigger enforcement action but should be a means to forge positive relationships with businesses.

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Where opportunities arise to provide advice and guidance to businesses over and above that required to ensure legal compliance, e.g. to increase a business' food hygiene rating or to establish 'best practise' for supplier auditing purposes, then a charge may be made.

Where a charged advisory service is provided to a business and significant risks are identified which pose a serious and imminent risk to health, these will be brought to the attention of the business for immediate action to rectify. Officers will be expected to ensure that action is taken by the business and if not, appropriate enforcement action will be taken.

Where advice is provided by another agency, e.g. Trading Standards at the County Council, then the business will be appropriately signposted. In relation to allergens in food, officers will provide advice in respect of non-pre packed food. All other requests for guidance and information will be referred to Buckinghamshire County Council Trading Standards. Officers will not make direct referrals.

In particular:

- i) Businesses will be encouraged to acquire food hygiene training. To assist in this, Level 2 Food Hygiene courses will be run by or in partnership with, the authorities for as long as demanded, on a cost recovery basis in order to encourage attendance. A charitable organisation will be able to benefit from 2 discounted group courses per year, after which they will be charged at the going rate for group bookings. At all times it will be made clear that there is no legal requirement to attend the course run by the Councils;
- ii) The Councils' websites will be the primary source of information to assist businesses with interpretation of legislation or good practice. The Councils also provide services for ethnic minority groups through 'Language Line' translation services and courses in languages other than English. Where the Councils do not provide the service themselves, information will be given to businesses about other providers.
- iii) A chargeable advice service will be available to new and existing food businesses to support them in achieving high standards of safety and compliance.
- iv) Businesses will be supported and encouraged to participate in the [Primary Authority partnership scheme](#) where applicable.
- v) Coaching and mentoring visits will be made to businesses in order to raise standards of hygiene by focussing on issues identified during primary inspections. Appropriate toolkits will be used to assist effective delivery of information.

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- vi) Where there is sufficient demand occasional talks will be given to businesses. Charges to cover costs may be made for out of hour's sessions.

2.7 Advice to Consumers

The authorities are committed to assisting consumers to understand basic hygiene in the home and to providing consumer confidence in local food businesses. The Councils' website will provide access to advice and information on food safety issues and will be reviewed on a quarterly basis. The authorities will participate in national food safety activities and local events and promote the national Food Hygiene Rating Scheme. Talks to voluntary organisations and groups will be given free of charge where resources permit.

2.8 Conduct

Inspecting officers will at all times act and dress in a professional manner. Protective clothing will be worn that is appropriate to the premises being inspected and equipment will be maintained and calibrated where appropriate.

Officers will ensure the highest standards of personal hygiene and will not act in such a way as to pose a risk of cross contamination or to health.

2.9 Information Sharing

Where the legislation permits, the authorities will share information via agreed secure mechanisms with other regulatory agencies and local authorities about businesses to help target resources and activities and to minimise duplication.

The authorities will share information about businesses with the primary authority as appropriate and with other authorities when acting as a Primary Authority.

The authorities will, where feasible, follow the principle of 'collect once, use many times' when requesting information from businesses.

3.0 PLANNED FOOD HYGIENE INSPECTIONS

3.1 Premises

An up to date record will be kept and maintained on a computer database of all known food premises, together with the food register required by law. All known food businesses will be assessed for the need to be included on the planned programme of inspection based on information obtained from the food business operator or following inspection.

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Newly registered high risk food businesses will be inspected within 28 days following receipt of the application for registration. Any longer period should take account of the nature of the business and prior knowledge of the level of managerial competence.

3.2 Frequency and type of inspections

Over the last few years there have been a series of regulatory reforms, which aim to reduce red tape and regulatory burdens upon business. In light of the regulatory reviews it has been recognised that "a key element of their activity will be to allow, or even encourage, economic progress and only to intervene when there is a clear case for protection." The reviews also stated that "The few businesses that persistently break regulations should be identified quickly and face proportionate and meaningful sanctions."

Article 2 of EC Regulation 882/2004, states that, it is possible to undertake Official Controls by means other than the traditional food hygiene inspection. It goes on to recognise five other activities (classed as interventions) which are deemed to meet the requirements of an official control at a food business. They are; Inspections, Audit, Sampling, Monitoring, Surveillance and Verification. The Food Standards Agency also identifies other ways of assessing and encouraging low risk businesses to be compliant such as by coaching, advice and training.

Article 2 of Regulation 882/2004 provides the following definitions of official controls:

'Inspection' means the examination of any aspect of feed, food, animal health and welfare in order to verify that such aspect(s) comply with the legal requirements of feed and food law and animal health and welfare rules.

'Monitoring' means conducting a planned sequence of observations or measurements with a view to obtaining an overview of the state of compliance with feed or food law, animal health and animal welfare rules.

'Surveillance' means a careful observation of one or more food businesses, or food business operators or their activities.

'Verification' means the checking, by examination and the consideration of objective evidence, whether specified requirements have been fulfilled.

'Audit' means a systematic and independent examination to determine whether activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

'Sampling for analysis' means taking feed or food or any other substance (including from the environment) relevant to the production, processing and distribution of feed or food or to the health of animals, in order to verify through analysis compliance with feed or food law or animal health rules.

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In light of this, the Food Safety Code of Practice, to which officers must have regard when inspecting food businesses, allows authorised officers and food authorities to use a range of interventions, using strategy and officers' professional judgement to determine the most suitable level of intervention, proportionate to the activities of the food business. The range and scope of interventions is detailed in *Appendix 1*. In determining the inspection approach, officers will take into account the compliance record of the business and any other earned recognition and third party verification in place. Officers have been given training and regular reviews are in place to ensure consistency in this approach. Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. More intensive regulation will be directed at those food businesses that pose the greatest risk.

Systems will be maintained to monitor inspection frequency against the planned programme. All visits will be recorded on the computer-based system and documents scanned to the corporate Electronic Document Management System.

3.3 Inspection Procedure

3.3.1 Approach

The authorities will work to the standards in the Food Law Code of Practice and Guidance and the internal inspections procedure documents.

The main purpose of inspection is to identify potential risks to food safety or which are likely to give rise to food poisoning and to ensure that the business understands the risks and has put the necessary measures in place to minimise them. When undertaking an intervention, officers will pay particular emphasis to HACCP based management systems. However it is recognised that the seven HACCP principles are a model towards compliance and that the legislative requirement can be achieved by other simplified, effective equivalent means.

A systematic approach to risk assessment will be adopted based on The Food Safety and Hygiene (England) Regulations 2013. Where businesses have identified their own critical points for food safety and have introduced controls, the intervention will focus on the accuracy of the critical points assessment and on the effectiveness of the controls. Written assessments will normally be expected in high risk or complex businesses. Low risk or simple businesses will not be expected to have written or elaborate assessments although the use of Safer Food, Better Business will be promoted where appropriate.

Where no assessment by the business can be demonstrated the inspection will focus on the officer's own critical points assessment and examination of controls. In accordance with BRDO advice on enforcement, formal action will be considered where an informal approach has been unsuccessful in achieving compliance with the food safety management requirements.

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The whole of a premise may not necessarily be inspected at each inspection; those areas of greatest risk will be given priority. Where the inspection varies from government guidance or departmental procedures, this will be recorded.

Computer records will be updated following every visit.

Where the County and District Councils jointly have powers to enforce a particular piece of legislation e.g. with Trading Standards, then officers will liaise with the County Council to discuss the most appropriate course of action. In relation to enforcement of allergen information (Food Information Regulations 2013), officers will check for compliance when undertaking programmed official food controls and issue advice and guidance where there is non-compliance. Officers may seek formal compliance by taking enforcement where regulatory action for other food safety matters is being carried out.

3.3.2 Communication

Every intervention (including those where no defects are identified) will result in a written report to the proprietor either in the form of a letter or a carbonated report left at the premises at the time of the inspection. Copies of the report will be sent to the Manager or other relevant persons. The report will comply with the requirements of the Code of Practice and advice will be in line with guidance and relevant Industry Guides to Good Hygiene Practice issued by central government.

A standard format will be used. The report will cover the important issues noted during the inspection in priority order and will clearly distinguish between legal requirements and recommendations. It will give details of the person carrying out the inspection, date, time, the areas inspected, the FHS rating where possible and the procedure if the proprietor disagrees with the issues raised in the report.

Good communication between inspector and proprietor/manager is essential wherever possible, including ensuring that the purpose and scope of an inspection is understood and the "works" needed following the inspection with an agreed time limit. The impact of the advice should be considered so that it does not impose unnecessary burdens upon businesses.

3.3.3 Timing of Inspections

Programmed inspections will be carried out at all reasonable hours. It is recognised that food businesses operate outside normal office hours of work and so the inspection programme will take this into account. Food businesses operating outside of 'normal' office hours will, on occasions, be inspected at times when different activities occur to that in the day time.

Programmed inspections will normally be unannounced with the following exceptions:

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- i) Where officers are unlikely to gain access without notifying the proprietor e.g. sports clubs, small home caterers, church halls etc.;
- ii) Where security measures are in existence;
- iii) If full information is not able to be gained at the unannounced visit, an appointment may then be made to discuss the issues further, e.g. specific HACCP documentation, advice from a technical manager at a large manufacturer.

Notice will not be given where complaints are being investigated.

Revisit dates may be notified in advance as an aid to ensuring that works are completed and to facilitate further discussions with the proprietor.

Where alternative dates for visits are requested by a business the inspector may agree, if suitable justification is given, and the inspector is satisfied that the purpose behind the request is not to conceal a major risk. Where the officer suspects that the intention is to hide a serious offence he/she should agree to have a quick inspection and then agree a full visit at a later date.

3.3.4 Revisits

Revisit inspections will be arranged to check on matters raised during an inspection (and any obvious extra defects) where there are *significant* contraventions and/or serious risks to public health and to check on compliance with statutory notices. They will not turn into a further full inspection except where a major risk is identified. Where significant breaches of hygiene regulations have been identified, the re-visit should whenever practicable be undertaken by the same officer who undertook the initial visit. After initial inspections, employers must be made aware that a revisit will be made and appropriate dates discussed.

Revisits will not always result in a written report (unless further work is required) to the proprietor/manager although the proprietor/manager will always be advised of the outcome verbally, and in writing if requested. However, detailed records of revisits will be made and kept on the computer property database. Records will be maintained of formal and informal notices which have been complied with.

For premises with a FHRS score of 0, 1, or 2, a 2 phase revisit process will be implemented. This will apply to those businesses who have contraventions that are likely to affect the safety of the food being served, producing an 'unsafe contravention'. Where necessary, enforcement action will be taken in accordance with the Enforcement Policy. After the inspection, the business will receive a 1st revisit that will involve a coaching session in the areas that they have scored poorly on. A range of tools have been developed to aid officers when coaching these businesses. The business will then, if necessary, be given time to implement the changes before another revisit is made. Dependant upon the nature of the outstanding requirements, and the past history of the Food Business Operator, for the 2nd revisit, this may be

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able to be achieved over the phone. This process will only be implemented for non-compliant businesses that have not received any coaching or mentoring in the past. Should businesses fail to maintain their compliance during subsequent inspections, then enforcement action will be taken in accordance with the Enforcement Policy.

Where a re-inspection under the FHRS is requested, this will be in writing and supplemented with supporting evidence in order to establish whether adequate measures have been put in place to warrant a re-inspection. Re-inspections will generally be un-announced and ~~will not occur within 3 months of the initial intervention. After this 'standstill period', the re-inspection~~ will take place within a ~~further~~ 3 months of the request for re-inspection and the business re-rated according to the hygiene standards found at the time. Distinction will be made between those *re-visits* necessary to ensure compliance and to address food safety issues and those *re-inspections* at the request of the FBO to re-rate the business under the FHRS.

4.0 ENFORCEMENT POLICY

This section sets out the policy relating to the general principles of enforcement in relation to food safety and is drafted in accordance with the overarching Corporate Enforcement Policy. ~~It details the general principle of enforcement.~~ It embraces the principles set out in the 'Regulators' Code' issued by the Better Regulation Delivery Office.

More specific procedures concerned with statutory notices, emergency action, formal cautions and prosecutions are detailed in enforcement procedures. These procedures take account of all Codes of Practice and 'The Code for Crown Prosecutors'

Enforcement officers by necessity as professional officers have considerable discretion in decision making and initiating enforcement action. Such action can range from informal advice, information and support through to formal enforcement mechanisms, including the use of statutory notices and prosecution.

This part applies to all dealings, formal and informal, between officers and businesses, all of which contribute to securing compliance with the law. It will provide policy standards, aid professional judgements and decision making and ensure both consistent and effective enforcement.

4.1 Principles of Enforcement

The core expectation for those we deal with, quite reasonably, is for us to be professional, fair, co-operative and consistent in our approaches. Businesses and the public also expect local authority actions to result in the remedying of potentially risky situations and for those guilty of serious offences to be adequately punished.

We will adopt a positive and proactive approach towards ensuring compliance by:

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- i) Helping and encouraging businesses to understand and meet regulatory requirements more easily without imposing unnecessary additional cost;
- ii) Assess whether other social, environmental and economic outcomes can be achieved by less burdensome measures, and
- iii) Responding proportionately to regulatory breaches.

Enforcement should be informed by the principles of **proportionality** in applying the law and securing compliance; **consistency** of approach; **targeting** of enforcement action, **openness** about how we operate and what businesses may expect and **helpfulness** in providing advice and assisting with compliance.

Appendix 2 sets out the standards of service you should expect to receive.

It will be expected that enforcement officers, when making decisions and communicating with businesses will follow these principles, together with relevant codes of practice and guidance. The Primary Authority partnership scheme will be used where appropriate.

Any departure from this must only occur when the following criteria are complied with:

- i) in exceptional circumstances;
- ii) where actions are capable of justification;
- iii) Where there has been full consultation with the Principal Environmental Health Officer or Environmental Health manager.

~~Any In considering any sanctions or penalties being considered, regard should be given to the principles set out in the Macrory Review. These are that any sanctions should:~~

- aim to change the behaviour of the offender;
- aim to eliminate any financial gain or benefit from non-compliance;
- be responsive and ~~consider what is~~ appropriate for the particular offender and regulatory issue
- be proportionate to the nature of the offence and the harm caused;
- aim to restore the harm caused by regulatory non-compliance, where appropriate; and
- aim to deter future non-compliance

This policy will be reviewed periodically in response to new legislation and guidance issued by central government and BRDO.

4.1.1 Proportionality

All enforcement actions and advice must be proportional to the risks posed to the public and the seriousness of any breach of legislation.

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When considering enforcement action, consideration should be given to the cost of measures required to reduce the risk weighed against the benefit to be gained by reducing the risk. Consideration should be given as to the impact upon small businesses.

In addition, there should be a staged approach to enforcement action with increasing degrees of enforcement as management of businesses fail to respond to previous ~~requirements~~ requests. Officers should provide an opportunity for dialogue in relation to the advice, requirements and decisions.

The only exceptions to the above approach would be where a serious and/or imminent risk to public safety or health exists.

The staged approach to enforcement is further detailed in the enforcement procedures.

4.1.2 Consistency

Consistency of approach does not mean uniformity. It means taking a similar approach in similar circumstances to achieve similar ends.

Businesses expect consistency from enforcing authorities in advice given, the use of statutory notices, decisions on prosecution and responses to complaints. It is recognised however, that in practice it is not simply due to the wide range of variables faced. Therefore it is expected that officers will use their professional judgement and exercise discretion, in conjunction with this policy, when coming to a decision on appropriate action.

Enforcement officers will however have the following arrangements in place in order to promote consistency of approach; -

- i) officers will perform validation exercises relating to joint inspections on an annual basis;
- ii) the Senior Specialist Environmental Health Officer (Business Support) will accompany all officers on a minimum of one initial inspection per year to assess the consistency of approach between officers;
- iii) officers openly discuss cases at team meetings and/or with the Senior Specialist Environmental Health Officer (Business Support) to provide a consensus of opinion;
- iv) ~~all~~ formal action will be 'signed off' by the Principal Environmental Health Officer
- v) ~~in the event of differences of opinion or~~ where there is a need for clarification, approaches will be made to the Bucks Food Liaison Group;
- vi) officers will participate in inter-authority consistency exercises and change working practices, if necessary, to achieve consistency;
- vii) Chiltern and South Bucks District Councils will take an active role in the Bucks Food Liaison Group;

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- viii) reference will be made to appropriate central government guidance;
- ix) reference will be made to appropriate guidance issued by a Primary Authority;
- x) Where inconsistencies arise, appropriate training will be given by the Senior Specialist Environmental Health Officer (Business Support).

4.1.3 Targeting

Inspections and enforcement action will be targeted primarily on those activities giving rise to the most serious risks or where hazards are least controlled and that action is focussed on those responsible for the risk and who are best placed to control it.

The prioritisation of inspections will be based on guidance issued by the Food Standards Agency, primarily the Code of Practice and the Regulators' Code.

4.1.4 Openness

Enforcement officers will help businesses to understand what is expected of them (and what would not be expected) and what they should expect from the enforcing authorities.

Confirmation of all work (initial inspections, revisits and complaints) will be given in writing to business managers and as appropriate to head offices. Information will clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken and the reasons for these.

There will be a clear distinction between legal requirements and good practice recommendations (either verbally or written).

The Food Standards Agency's leaflet 'Food Law Inspections and Your Business' will be brought to the attention of Food Business Operators (or their Representatives) via the Councils' website after initial inspections and after other visits if formal action is proposed.

Where notices have been served and are on a Public Register, this will be available for viewing free of charge.

If formal requests for information are received from a third party, advice will be sought from the Data Protection Monitoring Officer or the Legal Department prior to replying.

Businesses will be made aware of the Corporate Complaints Procedure when appropriate and the appeals procedure to the Principal Environmental Health Officer in the first instance. This is to be included in correspondence to businesses following inspections.

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4.1.5 Helpfulness

The principle is to actively work with businesses to advise on and assist with compliance wherever possible. To this end, officers will identify themselves by name and provide a contact point and telephone number for further dealings. Businesses will be encouraged to seek advice/information; information will be freely available on the Councils' website with links to those produced by central government. When appropriate, training courses/seminars will be provided for businesses on specific issues.

4.2 Procedures Based on HACCP Principles

Article 5 of EC Regulation 852/2004 is flexible and requires food businesses to establish procedures that control food safety hazards and integrate these with documentation and record keeping appropriate to the size and nature of the business. Whilst larger, more complex businesses and those with a high level of understanding of food safety management may choose to demonstrate compliance by having a traditional HACCP system, other may do so with simpler approaches that take account of this flexibility as long as the same outcome is achieved; safe food being produced.

4.2.1 Appropriateness of the Food Safety Management System (FSMS)

Although the Food Standards Agency has produced the SFBB packs to help a variety of businesses within the food industry e.g. catering, retail and childminders, it is recognised that it does have limitations and may not be the most appropriate FSMS to use. Therefore if inspectors identify that the scope of the food operation exceeds that of the SFBB toolkit, then the food business will be required to produce a fully documented food management system in accordance with HACCP principles.

In certain circumstances, in particular in food businesses where there is no preparation, manufacturing or processing of food, it may be the case that the relevant hazards can be controlled through the implementation of prerequisite requirements. For example, where a business is especially low risk, e.g. sweet shop, greengrocer, market stalls etc. presenting only basic hygiene hazards; it may be sufficient that the business has a guide to good hygiene practice and understands and applies it. In these circumstances, documentation and record keeping may not be necessary.

4.2.2 Enforcement

The Food Standards Agency has produced guidance and toolkits; Safer Food, Better Business (SFBB) for a variety of businesses and funded local authorities to deliver coaching during the initial introduction of SFBB. Therefore unless a new business, all established food businesses have been given a great deal of advice and guidance to meet their legal obligations.

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This policy will secure compliance with Article 5 of EC Regulation 852/2004 through a staged approach where appropriate but otherwise, where non-compliance is established, appropriate enforcement action will be taken. This will normally take the form of Hygiene Improvement Notices but where significant risks exist, more immediate action will be taken.

Where there is a partly developed system, and controls are in place and there are no significant risks to health, a more informal approach may be more appropriate.

Some of the HACCP principles are on-going, for example monitoring, so notices can not be served. It is therefore likely that notices may only be served for the implementation or review of a documented FSMS.

4.2.3 New Premises

From time to time new businesses will be established and existing premises will change ownership. The following options should be considered:

- i. New owners should be made aware of their responsibilities in respect of Article 5 (if possible before the premises are open for business);
- ii. Establish at the initial inspection that the business does not present a significant risk to public health. This inspection should be performed at the earliest opportunity following the local authority being notified;
- iii. Provided that no significant risk to public health exists, agree with the proprietor a programme of compliance with Article 5;
- iv. Where a significant risk to public health exists, action is to be taken in line with the general enforcement policy.

5.0 POLICY WITH RESPECT TO COMPLAINTS

5.1 Background

Complaints in respect of food either relate to:-

- i) hygiene issues and hence involve local businesses;
- ii) complaints relating to the actual food itself, either appearance, taste, contamination, (whether physical, chemical or allergenic where an imminent risk to health), or microbiological quality or;
- iii) Food Alerts issued by the Food Standards Agency in relation to national or international food safety issues.

The purpose of investigating such complaints is:

- i) to identify possible causes for and to resolve any problems which pose a risk to public health;

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- ii) to substantiate complaints and to provide a service to the public;
- iii) to provide information to the food industry in order to raise and maintain standards;
- iv) to perform a duty of enforcement and;
- v) to prevent further complaints.

5.2 Food Hygiene

These types of complaint generally involve a local business, either relating to the standard of hygiene seen/experienced or a complaint following illness.

Complaints that relate to issues that may pose a risk to health are considered of utmost importance and therefore require an immediate response upon notification in order to investigate as thoroughly as possible and to ensure that food continues to be prepared safely. In cases involving issues that do not pose a risk to health, these will be investigated within the departmental response time of 3 days.

Officers will conduct their investigations and visits in accordance with previously detailed policies and guidance. Where appropriate, samples will be taken in accordance with the Sampling Policy.

5.3 Food Complaints

These types of complaint relate to food that has been purchased or eaten within the District and does not meet certain health standards as defined by EC Regulation 178/2002. This could include issues such as mould growth, physical contamination or chemical contamination posing an imminent risk to health. Where the complaint is concerned with composition, adulteration, chemical contamination where no imminent risk to health or misleading claims (labelling), the complaint will be transferred to the Trading Standards Service at the County Council. Likewise, where the complaint originated outside Chiltern and South Bucks areas, the complaint shall be referred to the relevant local authority.

In relation to complaints associated with allergens, officers, will investigate complaints where there has been an alleged reaction by a member of the public. All other complaints relating to labelling and provision of information to consumers will be referred to Trading Standards if the business is not due an official food control intervention.

All investigations shall be performed in accordance with the FSA Code of Practice and Practice Guidance and the 'Primary Authority Scheme' shall prevail throughout the investigation.

Enforcement action will be in accordance with the Enforcement Policy.

5.4 Food Alerts

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The Food Standards Agency operates a system to alert the public and local authorities of serious problems concerning food that does not meet food safety requirements, food that is inadequately labelled or food that may be allergenic. Where a problem has occurred, food is normally withdrawn on a voluntary basis. However in some cases the withdrawal of food involves the food companies working with central and local Government.

When a Food Alert is issued, local authorities are informed of the action that they should take at a local level e.g. local publicity, contact with local food businesses or just to be aware of potential problems during visits to businesses.

Officers will carry out action specified in the Food Alert as instructed and in the most appropriate, expeditious and cost effective manner possible to safeguard public health. Action will be taken in accordance with guidance issued by central government.

If, following complaints, a Food Alert needs to be issued, the guidance in the Code of Practice will be followed.

When necessary, the Consultant in Communicable Disease Control and/or Public Analyst will be consulted and advice sought as to the public health significance of particular issues.

6.0 POLICY WITH RESPECT TO SAMPLING

It is recognised that food sampling provides a valuable contribution to the protection of the public and the food law enforcement functions of the authority and that the food and water sampling programme is a valuable tool to assist in determining food safety standards.

6.1 Objectives

The following are the key objectives for sampling recognised by the authorities:

- To protect the consumer through the enforcement of food legislation.
- To obtain recognised and usable microbiological standards for foods, via a nationally co-ordinated sampling programme.
- To assist in the assessment of food safety and to help in the evaluation of hazard analysis (or HACCP) management systems.
- To check that foods comply with statutory microbiological standards, where available.
- To assess the microbiological quality of food manufactured, distributed or retailed in the authority's area.
- To identify specific foodstuffs that could pose a hazard to the consumer because they may contain significant levels of pathogenic.
- To facilitate the issue of a **Page 269** certificate.

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When sampling, officers will have regard to the Code of Practice and comply with additional guidance issued by the Food Standards Agency. Officers will also undertake appropriate training in sampling techniques.

6.2 Co-ordination

It is recognised that good co-operation and co-ordination at a national and local level is necessary to achieve some objectives and therefore the authority is committed to:

- i) Participating in and co-operating with the Food Standards Agency's national sampling schemes and EU co-ordinated control programmes.
- ii) Participating in and co-operating with Public Health England national schemes.
- iii) Co-ordinating with adjoining local authorities and local PHE to agree locally co-ordinated sampling.
- iv) Undertaking final product and critical control point monitoring as part of the authority's own primary authority responsibilities and to avoid duplication with other Port Health or Primary Authorities.

6.3 Sampling Programme

An annual sampling programme will be drawn up based on the objectives above to cover:

- private water supplies, locally bottled water
- PHE and FSA co-ordinated sampling
- Locally co-ordinated sampling including locally manufactured products and approved premises
- identified high risk businesses
- poor performing businesses
- lower risk businesses as part of an alternative intervention strategy

The sampling programme will take account of the number, type and risk ratings of food businesses within the Chiltern and South Bucks areas, the authorities' own Primary Authority responsibilities and the need to ensure that the provisions of food law are adequately enforced.

Adequate resources will be available to fulfil the annual sampling programme. However, in the event of food poisoning outbreaks and other emergency incidences, additional resources will be made available as necessary. A reciprocal agreement has been made between the Buckinghamshire authorities to share resources in the event of an emergency.

When deciding to sample, the following should be considered:

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- i) Whether further processing of the food will reduce or eliminate micro-organisms prior to consumption;
- ii) The role played by hazard analysis or HACCP in the production of safe food;
- iii) The statistical confidence in the sampling technique.

All businesses will be notified at the time of sampling of the purpose of taking the sample and will be sent the results. In circumstances where results are unsatisfactory, businesses will be given advice and guidance to remedy the problem.

As part of informal monitoring, the company concerned generally will volunteer the sample to the sampling officer. However, if the company requests payment or the quantity or frequency of sampling is likely to give rise to significant financial consequences for the owner of the food, then the food will be purchased.

If enforcement action is anticipated under Section 14 of the Act following microbiological examination, the sampling officer should purchase the sample. Otherwise, in other circumstances, powers under the Food Safety Act 1990 will be used. Enforcement action will be in accordance with the Enforcement Policy. In relation to nationally co-ordinated sampling programmes, the protocol concerning obtaining the sample will be followed.

6.4 Water

All private water supplies will be monitored and risk assessed in accordance with the Private Water Supplies Regulations.

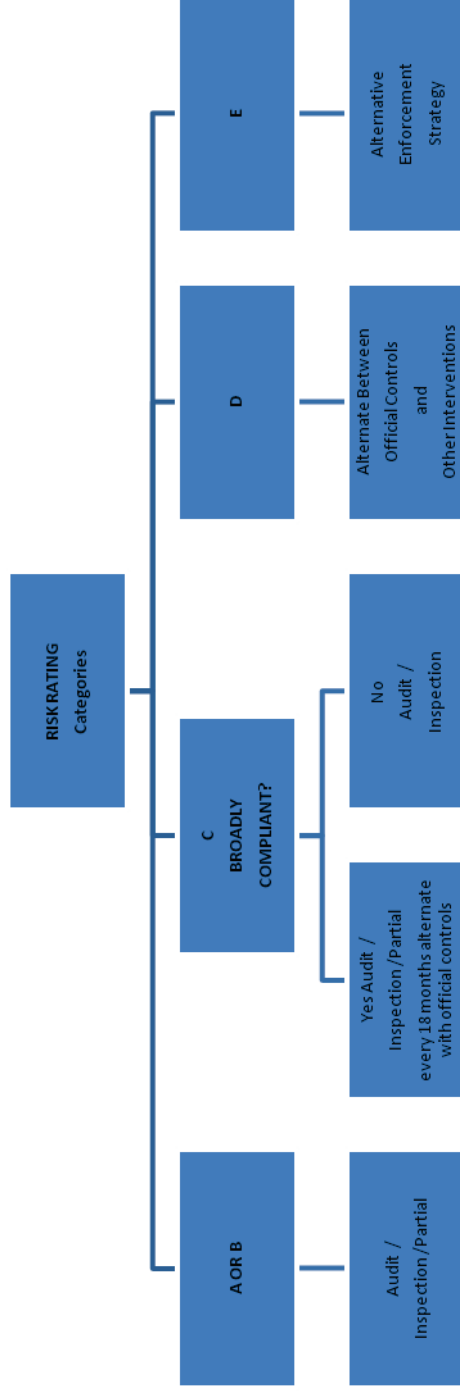
Swimming pool waters will not be routinely sampled, on the grounds that such samples are of limited snapshot value, do not necessarily fall to the authorities for enforcement purposes and should be maintained and monitored by the operator on a daily basis. However, this would not preclude the need for one-off sampling exercises particularly targeted at high risk pools such as jacuzzis' and spa pools or where incidents have been associated with a facility.

6.5 Suspect Food Poisoning

Where a food poisoning outbreak is suspected, faecal specimens will be taken together with any remaining foodstuffs, as a matter of priority.

Individual cases of suspect food poisoning will be referred initially to their General Practitioner unless officers feel other action is merited. Foodstuffs will be sampled where evidence supports this action.

APPENDIX 1 - RISK RATING CATEGORIES AND INTERVENTIONS



NB. A broadly compliant premises is one which has a risk rating score of not more than 10 points under each of the following three parts of Annex A i.e. Level of compliance relating to hygiene, structure and confidence in management. The types of intervention allowed will therefore vary depending upon the category. The following explains the types of interventions allowed for each category.

1a. Types of intervention for Category A, B & C which are not Broadly Compliant

For Categories A and B, and those category C premises that are not broadly compliant, these are considered to be the high risk premises, and therefore most of our focus will be targeted to these premises. The appropriate planned intervention should be;

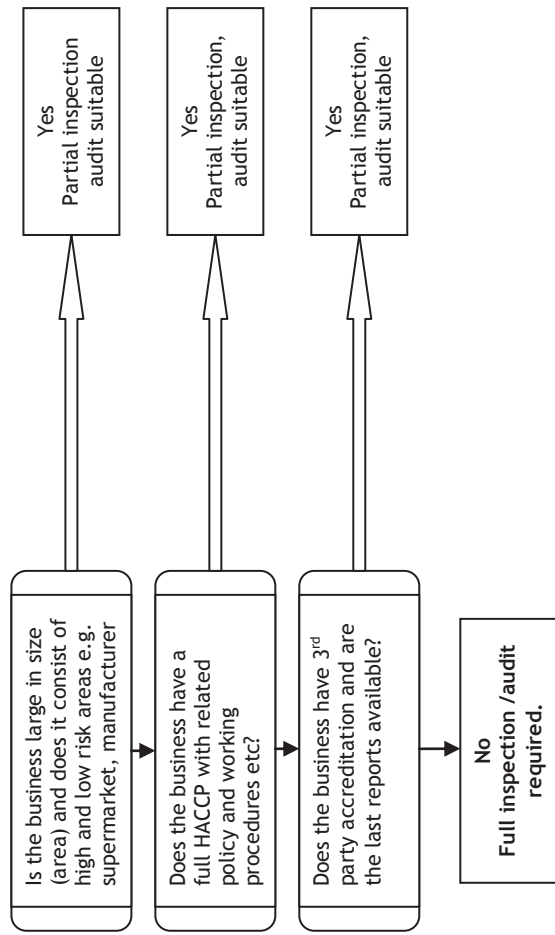
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- An inspection
- A partial inspection; or
- An Audit

Other interventions such as sampling, or education and training can also take place alongside the above interventions. Sampling of high risk premises is encouraged **Officers will complete a sampling request form** where poor practices at a high risk food business are identified, or where they do not have confidence in the method of production of a particular foodstuff.

To decide whether to conduct an Inspection, Partial Inspection or Audit the following flow chart will be considered.

For Category A & B and Broadly Compliant C, Choosing Full or Partial



1b. Types of intervention for Category A& B which are not Broadly Compliant and have persistent non compliance

At the start of each financial year the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support) will assess those premises within those categories that have **persistent** non compliance i.e. those food businesses that have been rated at Category A or B and that have not been broadly compliant on more than two occasions. Each persistent non-compliant business will be allocated to an officer and will be inspected on the due date. Case reviews of these premises will be carried out between the inspecting officer and either the Principal Environmental Health Officer or the Senior Specialist Environmental Health Officer (Business Support).

1c Food Hygiene Inspections Full and Partial

During partial or other inspections the following information as a minimum will still be ascertained;

- Confirmation of the operations carried out
- Confirmation of the Products Produced
- An assessment of the effectiveness of the critical control points
- The examination of the CCP records

Partial areas officers can choose to cover; Drainage, Personal Hygiene, Sickness Policies, Ventilation, Pest Control Records, Detailed water plans, Waste Contracts, Detailed Cleaning Schedules etc

2. Types of Intervention for Premises that are Category C and Broadly Compliant

For Category C Premises that are broadly compliant; on an 18 month alternative basis, official control interventions, other than inspections, can be used for example;

- Sampling visit
- Surveillance / alternative enforcement visit
- Monitoring and Verifications visits – risk based visit, focus on most critical points;

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- Cleaning
- Temperature Control (chilling, cooking, hot holding, cold displays)
- Cross contamination etc

3. Types of Interventions for Category D Premises

These are premises that are considered to be lower risk and therefore interventions can alternate on a 2 year alternating basis between official control interventions and non-official control interventions such as;

- Sampling visit (sampling visits will not currently be used with this type of premises unless high risk contraventions are found.)
- Surveillance / Alternative Enforcement Visit
- Monitoring and Verifications visits – risk based visit, focus on most critical points;
- Cleaning
- Temperature Control (chilling, cooking, hot holding, cold displays)
- Cross contamination etc
- Coaching Visit
- Advice, Education, Information,

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However, where a business has scored 30 or 40 for 'type of food and method of handling' the official control must be an inspection, partial inspection or audit.

4. Types of interventions for Category E Premises– Alternative Enforcement Visits

Alternative food hygiene inspections are carried out in 'low risk' establishments. These are establishments which score less than 31 points overall as dictated by the Food Law Code of Practice – Food Hygiene Inspection Rating Scheme. Category E food businesses form part of the inspection programme and are monitored accordingly. The approach will be through the use of self-assessment questionnaires which are completed and returned by the food business operator and assessed by authorised officers who would also determine any necessary follow up action.

The use of an alternative enforcement strategy does not preclude the use of an official control intervention when considered necessary or appropriate

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and would not be used for those businesses that are approved under Regulation 853/2004.

Summary of Interventions relating to risk category

Premises Category	Interventions that can be undertaken
A	Inspection, Audit (Full or Partial)
B	Inspection, Audit (Full or Partial)
C (not broadly compliant)	Inspection, Audit (Full or Partial)
C (broadly compliant)	Inspection, Audit (Full or Partial) alternating (18 monthly) with Monitoring, Surveillance or Verification, Sampling
D	Inspection, Audit (Full or Partial), Monitoring, Surveillance or Verification, Sampling alternating (every 2 years) with Advice, Coaching, Information, Intelligence Gathering
E	Alternative Enforcement

The risk assessment will be reviewed at every general inspection, but not at revisits. Businesses will be encouraged to be aware of this risk assessment scheme and be encouraged to reduce their score thereby reducing the frequency of inspection. When requested, each officer will advise the food business operator/manager of their rating and be prepared to discuss how it was arrived at and how the business can reduce it.

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Appendix 2 Service Standards

Our Commitment

- We will give you verbal feedback at the end of each inspection and aim to give you written confirmation either at the time of the inspection or within 5 working days.
- We will update the FSA Food Hygiene Rating Scheme website fortnightly
- We will respond to FHRS safeguarding requests within 10 working days
- If we receive a request for service we will investigate and respond within 10 working days.
- We will answer letters within 10 working days of receiving them and if we cannot give a full reply within that time, we will let you know when you can expect one and why there is a delay.
- We will answer emails within 10 working days of receiving them.
- We will answer the telephone within 20 seconds (6 rings).
- If we cannot give you a satisfactory reply when you telephone, we will call back at an agreed time.
- We will provide you with a contact name and number.

What to do if you are unhappy with the service?

The Council has a Corporate Complaints Procedure which can be found at:

<http://www.chiltern.gov.uk/complaints>

<http://www.southbucks.gov.uk/complaints>

These pages explain how to make a complaint against any Council Service.

If you disagree with the nature of your food hygiene inspection, the FHRS outcome or wish to add a comment to your website entry, then you can use the safeguarding measures published at:

<http://www.southbucks.gov.uk/fhrssafeguards>

<http://www.chiltern.gov.uk/fhrssafeguards>

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**CHILTERN DISTRICT COUNCIL
and
SOUTH BUCKS DISTRICT COUNCIL**

Environmental Health Section

HEALTH AND SAFETY ENFORCEMENT POLICY

April 2017 - 18



Stronger in partnership

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- 1.0 Aims, Objectives, Priorities and Methods
- 2.0 Standards for health and safety related work
- 3.0 Planned Safety Inspections
- 4.0 Health and Safety Enforcement Policy
- 5.0 Health and Safety Complaints
- 6.0 Accident Investigation
- 7.0 Disclosure of Information

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BACKGROUND

The Healthy Communities Division has a key role in ensuring that everyone who works, resides or visits Chiltern and South Bucks Districts, are protected from unsafe work practices.

The Health and Safety Executive (HSE) specifies the following elements as essential for a Local Authority to adequately discharge its duty as an enforcing authority:

- i. A clear published statement of enforcement policy and practice;
- ii. A system for prioritised planned inspection activity according to hazard and risk, and consistent with any advice given by the Health and Safety Executive (HSE) and Local Authority Unit (LAU);
- iii. A service plan detailing the local authority's priorities and its aims and objectives for the enforcement of health and safety;
- iv. The capacity to investigate workplace accidents and to respond to complaints by employees and others against allegations of health and safety failures;
- v. Arrangements for benchmarking performance with peer local authorities
- vi. Provision of trained and competent inspectorate;
- vii. Arrangements for liaison and co-operation in respect of the Primary Authority scheme.

This policy sets out the ways in which the Healthy Communities Division will achieve Central Government aims and objectives, and policies in relation to ensuring that standards required by the Health and Safety at Work etc Act are met, advise businesses and employees on safety issues and ensuring that preventative health measures are adopted by businesses.

[Our enforcement policy reflects the Principles of Good Regulation set out in the Legislative and Regulatory Reform Act 2006, namely that regulatory activities should be carried out in a way which is transparent, accountable, proportionate and consistent; and that regulatory activities should be targeted only at cases in which action is needed.](#)

[In drafting this policy, we have taken account of the Regulator's Code and the Councils' overarching enforcement policy.](#)

1.0 AIMS AND OBJECTIVES

1.1 Aim

It is the Councils' aim to:

- Support and assist businesses to comply with legislation
- Provide consistent, accurate and up-to-date information aimed at providing protection to employees and customers
- [Provide effective and efficient regulatory services that meets customer needs](#)

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1.2 Objectives

The Councils will aim to achieve these aims in the following ways:

- To protect people by providing information, training and advice, promoting a goal-setting system of regulation and undertaking enforcement in accordance with this policy and Government guidance
- Develop partnerships and approaches to service delivery to enhance services, increase impact and reduce costs through innovation;
- To support businesses to adopt best practice and to recognise their contribution towards economic growth and social benefits;
- Develop new ways to establish and maintain an effective health and safety culture in a changing economy, so that all employers take their responsibilities seriously, the workforce is fully involved and risks are properly managed;
- Exemplify our own corporate health and safety practice in managing our resources.

1.3 Service Delivery

The service will be delivered through:

- i) Risk-based targeting of inspections of high risk businesses based on national and local intelligence, with appropriate follow-up action;
- ii) Project based intervention programmes based on the HSE's key priority areas;
- iii) Investigation of complaints with appropriate follow-up action;
- iv) Investigation of accidents with appropriate follow-up action;
- v) Suitably trained and experienced officers who are effectively monitored;
- vi) Provision of information to businesses about legal requirements, good practices and what to expect of the inspecting officer/authority;
- vii) Promotional activities to inform and encourage high standards in businesses.

1.4 Priorities

It is recognised that resources are finite. Therefore it is particularly important that resources for health and safety are targeted at activities that pose the greatest risk and that will allow for the most effective and efficient use of resources in delivering outcomes.

Priority will be given to targeting those activities that pose the greatest risk to employees

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and members of the public. In particular, priority will be given to those issues within the HSE Strategy identified as the greatest causes of accidents within the local authority enforced sector. In setting priorities and the local authorities' work plan, due regard will be given to the National Local Authority Enforcement Code published by the HSE. This will consist of having regard to national priorities and sector specific strategies set by the HSE; local priorities informed by local intelligence, workplace accidents and complaints, Matters of Evident Concern and Matters of Potential Major Concern; and Primary Authority inspection plans.

These key priorities will determine the approach taken towards individual inspections and the overall intervention programme itself. Officers will focus on these key priorities during interventions in the following way:

- the correct and uniform identification of high-risk areas with particular attention being given to the key priorities during inspections and as a result of complaint and accident investigation and to concentrate efforts to reduce these risks;
- ensuring compliance with the law and;
- engaging in those promotional activities for businesses and employees, which are most likely to foster improved health and safety;
- working with other agencies to improve health and safety standards either through enforcement or promotional activities.

2.0 STANDARDS FOR HEALTH AND SAFETY RELATED WORK

2.1 Authorisations

The Councils will set standards for the qualifications, experience and competence of its officers.

In the context of the Health and Safety at Work Act 1974, an authorised officer's powers include the inspection of premises, the examination, sampling and seizure of substances, articles and equipment, the service of notices and taking emergency action. Authorised officers will be authorised in accordance with Section 18 guidance issued by the HSE.

Under the Chiltern District Council Constitution reviewed on 12 February 2008, the Head of Healthy Communities has the following delegated authority:

- i) to appoint Inspectors for all purposes in connection with the Health and Safety at Work etc Act 1974 and subordinate and related enactments;
- ii) to exercise or to authorise appointed Inspectors to exercise any of the powers specified within the enactments referred to above, including powers of:
 - a) Entry and inspection of premises, equipment and articles;
 - b) Service of improvement and prohibition notices;
 - c) Seizure and detention;

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- d) Taking of samples and;
 - e) Waiver of notification periods for control of asbestos at work.
- iii) to authorise appointed Inspectors to institute prosecution proceedings or issue formal cautions in connection with any offences created by the enactments above;
 - iv) To agree the transfer or assignment of enforcement responsibilities under the Health and Safety Enforcing Authority Regulations.

Under the South Bucks District Council Constitution adopted on 25th February 2015, the Director of Services has the following delegated authority:

- i) to appoint authorised officers and inspectors for functions Director of Services and issue new authorisations and powers of entry under all Acts of Parliament and Regulations within the terms of reference of the Executive, subject to any exercise of the powers being reported to the next meeting.
- ii) The authority for enforcement of the Health and Safety at Work etc. Act 1974 in premises and activities listed in Schedule 1 of the Regulations.
- iii) Authority to sign transfer documents (Regulations 5 and 6). (and Head of Healthy Communities
- iv) Health & Safety Enforcement — Shared Functions - authority to undertake enforcement work in the South Bucks District, with specific reference to the Local Government Act 1972 and the Health and Safety (Enforcing Authority) Regulations 1998 (Authorised Officers /Appointed Inspectors of: Aylesbury Vale DC, Wycombe DC, Milton Keynes C and Health & Safety Executive.
- v) Prosecutions: Food Safety Act 1990; Health and Safety at Work Act 1974; Control of Pollution Act 1974; Environmental Protection Act 1990; Building Act 1984 and similar Public Health Legislation - Authority to prosecute or take proceedings where a notice has been served and not complied with or where there is an immediate risk to public health and safety (Services Director of Services in consultation with the Head of Legal)

The Director of Services and Head of Healthy Communities in exercising his/her authority to appoint authorised officers will apply the standards contained in this Policy.

2.1.1 Inspections

Inspection of premises will only be undertaken by officers who are suitably qualified, experienced and competent in accordance with the requirements of Section 18 Guidance. This will equally apply to those employed on a contract basis.

Newly appointed officers or currently employed officers who are extending their duties will not be authorised unless they possess the appropriate competencies, skills, qualifications and experience to undertake their duties and that they have undergone a period of structured training in accordance with Section 18 Guidance. The assessment of competency etc. will be undertaken by the Senior Specialist Environmental Health Officer (Business Support) or the Principal Environmental Health Officer.

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2.1.2 Enforcement Notices

Service of Improvement Notices will only be undertaken by qualified officers with experience in health and safety law enforcement, and after consultation with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

The service of notices by hand will be by any person who is capable of explaining the meaning and legal status of the notice. Notices served by other methods will be in accordance with current legal guidance.

Officers will be authorised to serve Prohibition Notices in accordance with the standards within the Policy. ~~In each instant~~ Where practicable, he/she will be accompanied by another authorised EHO to corroborate the proceedings and ~~will~~ consult with the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer. If this is not possible, then the Environmental Health Manager is to be notified as soon as possible after service.

2.1.3 Seizure and Detention

Officers will be authorised to inspect, detain and seize articles and equipment subject to experience and competence.

All officers will be assessed for the necessary practical skills, experience and competency by the Senior Specialist Environmental Health Officer (Business Support) or Principal Environmental Health Officer.

2.1.4 Competency

The Principal Environmental Health Officer has been given specific responsibility for health and safety matters and managing the health and safety service. This will be in accordance with the documented 'Inspection Monitoring Management System'.

Environmental Health Officers and Technical Officers will carry out inspections and exercise their powers in accordance with the Health and Safety at Work etc. Act, associated Regulations and ~~accompanying~~ Codes of Practice and within the restrictions of their authorisation.

The Senior Specialist Environmental Health Officer (Business Support), (or in his/her absence, the Principal Environmental Health Officer) will be responsible for the supervision and training of officers and for the maintenance of auditable records. A training and development plan will be used to establish current qualifications and competencies and to identify future training needs in order that officers can effectively carry out their duties.

Recommendations will be made by the Principal Environmental Health Officer to the Head of Healthy Communities in respect of the powers to be given to officers and the nature of premises to be inspected.

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A list of the officers, their powers and the nature of premises which the officer may inspect, will be maintained and regularly updated together with records of training.

2.1.5 Authorisation of Persons with Expert Knowledge.

Under Section 20(2) (c)(i) of the Health and Safety at Work etc. Act 1974 an authorised officer may take another person with them on the inspection e.g. a person with an expert knowledge of the type of activity being inspected. Authorisation of such persons is necessary to ensure the right of entry to the premises concerned. Where it is necessary to be accompanied by another person, an officer will ensure they are duly authorised in writing and empowered under Section 19 to perform such activities as are necessary under Section 20 of the Act. Such authorisation is given under the authority of the Head of Healthy Communities.

2.2 Guidance

The authorities will have regard to Codes of Practice and guidance issued by the Health and Safety Executive, other advice issued by the Government and advice issued by Health and Safety Executive/Local Authority Enforcement Liaison Committee.

2.3 Uniformity

The Authorities acknowledge the need to act in a consistent and uniform manner and advocates a common-sense approach to the selection of enforcement action and activities.

The following areas are all considered important in achieving uniformity. These are detailed in the 'Inspection Monitoring Management System':

- i) the awareness, adherence to and review of the health and safety policy document and further development of office procedures;
- ii) training, qualifications, supervision of staff. Regular practical training and update sessions will be essential to ensure uniformity;
- iii) cross monitoring visits of staff and monitoring of letters, inspection records and notices by senior officers;
- iv) use of the Primary Authority Partnership Scheme, specified in HELA Guidance and by the Better Regulation Delivery Office;
- v) liaison with local health and safety groups/adjointing authorities. Use of joint training initiatives. Co-operation and joint working on uniformity issues;
- vi) compliance with relevant Codes of Practice and guidance from LAU;
- vii) Consistent application of the Enforcement Management Model (EMM) when making enforcement decisions.

2.4 Advice to Businesses

The authorities are committed to ensuring that businesses are aware of their legal

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obligations and to supporting businesses in achieving best practice by providing information and guidance to assist businesses. In particular, it is recognised that small businesses do not have access to specialist health and safety knowledge or information and so initiatives will be developed to target information for these businesses within the districts. The authorities will be committed to helping small businesses.

Where opportunities arise to provide advice and guidance to businesses over and above that required to ensure legal compliance, then a charge may be made.

- i) The Councils' websites will be the primary source of information to assist businesses with interpretation of legislation or good practice. The Councils also provide services for ethnic minority groups through 'Language Line', translation services and courses in languages other than English. Where the Councils do not provide the service itself, information will be given to businesses about other providers.
- ii) A chargeable advice service will be available to new and existing businesses to support them in achieving high standards of safety and compliance.
- iii) Businesses will be supported and encouraged to participate in the Primary Authority partnership scheme where applicable.
- iv) Where there is sufficient demand occasional talks will be given to businesses. Charges to cover costs will be made for out of hour's sessions.

2.5 Advice to Members of the Public

The Councils' websites will be the primary source of advice and information on safety issues and will be reviewed on a quarterly basis. The authorities will participate in national health and safety activities and local events. Talks to voluntary organisations and groups will be given free of charge where resources permit.

2.6 Conduct

Inspecting officers will at all times act and dress in a professional manner. Protective clothing will be worn that is appropriate to the premises being inspected and equipment will be maintained and calibrated where appropriate.

Officers will not act in such a way as to pose a risk to safety or health either to themselves, employers and employees and members of the public.

2.7 Information Sharing

Where the legislation permits, the authority will share information via agreed secure mechanisms with other regulatory agencies and local authorities about businesses to help target resources and activities and to minimise duplication.

The authorities will share information about businesses with the Primary Authority as

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appropriate and with other authorities when acting as a Primary Authority.

The authorities will, where feasible, follow the principle of 'collect once, use many times' when requesting information from businesses.

3.0 HEALTH AND SAFETY INTERVENTIONS

3.1 Premises

~~Efforts will be made to keep a~~An up to date record ~~will be kept and~~ maintained on a computer database of all known premises. As necessary, businesses will be assessed for the need to be included within an intervention programme based on information obtained from the proprietor or following inspection.

3.2 Frequency of inspections

The Government Report "*Good Health and Safety, Good for Everyone*", following Professor Lofstedt's review of health and safety legislation, aims is to improve the targeting of relevant and effective interventions and preserving inspection for higher risk premises and issues. The National Local Authority Enforcement Code and HELA guidance note LAC 67/~~12~~-(Rev4.1) 'Advice to Local Authorities on Inspection Programmes and a Rating System' provide advice as to the prioritisation of inspections. Proactive inspection will be used only for the activities identified within the HSE's published list of higher risk activities or where there is local intelligence that risks are not being effectively managed. It is recognised that 'inspection' may not necessarily be the most effective means of dealing with a particular situation and that other types of interventions may be more suitable. The current guidance is that '*there should be no inspection without a reason*'.

Risk ratings alone will not be used to determine the use of a particular intervention or to decide an intervention frequency. However, whilst it is likely that premises rated Category A have been rated such because they have been judged as not managing their risks effectively, sufficient evidence will be required to justify the risk rating; confidence in management considered in isolation is not sufficient to justify an A rating.

In recognition of the HSC/HELA Strategy priorities, inspections will be programmed on a project based basis. Each project will be identified in relation to the impact it will have in addressing the key priorities and will either be a cross-cutting project targeting a single priority e.g. slips and trips across a wide range of businesses or will be sector specific targeted at those activities that have been identified as being high risk e.g. warehousing, or those sectors where inspections will address a number of the key priorities at the same time e.g. residential care homes.

This project based approach will provide for a more efficient use of resources and be more effective in targeting the priorities that have been identified as giving rise to the highest number of accidents. Statistical data, both nationally and locally, will be used to identify those activities which require the most attention.

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Category B1, B2 and C premises will not form part of the inspection programme and so will not be subject to any proactive interventions unless they come within one of the priority subject areas.

Revisits to check on outstanding issues will be made where necessary. Where health and safety interventions coincide with food hygiene inspections, a joint inspection will be undertaken. All visits will be recorded on the computer-based system and documents scanned to the corporate Electronic Document Management System.

3.3 Inspection Procedure

3.3.1 Approach

The authorities will work to standards set within HELA Guidance and internal inspections procedure documents.

The main purpose of inspections is to identify potential risks to employee's and the public's safety or health and to ensure that the business understands the risks and has put the necessary measures in place to minimise them. When undertaking an inspection, officers will pay particular emphasis to risk assessment based management systems and the HSE key priorities.

A systematic approach to risk assessment will be adopted. Where businesses have identified their significant risks and have introduced controls, the inspection will focus on the accuracy of the assessment and on the effectiveness of the controls. Written assessments will normally be expected in high risk or complex businesses and where they employ 5 or more employees. Businesses with less than 5 employees will not be expected to have written ~~elaborate~~ assessments.

Where no assessment by the business can be demonstrated the inspection will focus on the officer's own assessment and examination of controls.

The whole of a premise may not necessarily be inspected at each inspection; those areas of greatest risk will be given priority. Officers will have regard to the key priorities and the focus will be on those which are significantly pertinent to the activities of the business being inspected.

Computer records will be updated following every visit.

3.3.2 Communication

Every inspection (including those where no defects are identified) will result in a written report to the employer. This will take the form of either a letter or carbonated inspection report left at the premises at the time of the inspection. Copies of the report will be sent to the Manager or other relevant persons, including employee and safety representatives.

A standard format will be used. The report will cover the important issues noted during the inspection in priority order and will clearly distinguish between legal requirements

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and recommendations. It will give details of the person carrying out the inspection, date, time, the areas inspected and the procedure if the proprietor disagrees with the issues raised in the report.

Good communication between inspector and employer is essential wherever possible, including ensuring that the purpose and scope of an inspection is understood and the "works" needed following the inspection with an agreed time limit. The impact of the advice should be considered so that it does not impose unnecessary burdens upon businesses.

The role of Safety Representatives in preventing injuries and ill health at work and promoting good standards of health and safety in the workplace is recognised. Therefore their role will be promoted and officers will effectively consult and communicate with them where appropriate.

Section 28(8) of the Health and Safety at Work etc. Act places a duty on inspectors to provide factual information where it is necessary to do so for the purposes of assisting in keeping employees or their representatives informed about matters that affect their health and safety. This factual information will also be provided to employers. This will include correspondence, enforcement notices, results of sampling and monitoring and intentions to prosecute.

3.3.3 Timing of Inspections

Programmed inspections will be carried out at all reasonable hours. It is recognised that some businesses operate outside normal office hours of work and so the timing of interventions will take this into account. Interventions will normally be by appointment to facilitate better communication with the most appropriate person at the business. However, when circumstances dictate the use of contract staff, appointments may not be possible. Notice will not be given where poor standards are likely to be found, the nature of the project work dictates an alternative approach or where complaints or accidents are being investigated.

Revisit dates may be notified in advance as an aid to ensuring that works are completed and to facilitate further discussions with the employer. Appointments may also be made when there is a need to discuss specific issues.

Where alternative dates for visits are requested by a business the inspector may agree, if suitable justification is given, and the inspector is satisfied that the purpose behind the request is not to conceal a major risk. Where the officer suspects that the intention is to hide a serious offence he/she should agree to have a quick look around and then agree a full visit at a later date.

3.3.4 Revisits

Revisit inspections will be arranged to check on matters raised in an inspection (and any obvious extra defects) where there are **significant** contraventions and/or serious risks to public health and to check on compliance with statutory notices. They will not turn into a

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further full inspection except where a major risk is identified. Where significant breaches of regulations have been identified, the re-visit should whenever practicable be undertaken by the same officer who undertook the initial visit particularly where formal notices have been served. After initial inspections, employers must be made aware that a revisit will be made and appropriate dates discussed.

Revisits will not always result in a written report (unless further work is required) to the employer although the employer will always be advised of the outcome verbally, and in writing if requested. However, detailed records of revisits will be made and kept on the property database. Clear records will be maintained of formal and informal notices which have been complied with.

4.0 ENFORCEMENT POLICY

This section sets out the policy relating to [the general principles of enforcement in relation to health and safety and is drafted in accordance with the overarching Corporate Enforcement Policy](#). It details the general principles of enforcement and embraces those set out in the 'Regulators' Code' issued by the Better Regulation Delivery Office and Section 18 Guidance issued by the HSC.

More specific procedures concerned with statutory notices, emergency action, formal cautions and prosecutions are detailed in enforcement procedures. These procedures take account of all Codes of Practice and guidance issued by HSE and 'The Code for Crown Prosecutors'.

Enforcement officers by necessity as professional officers have considerable discretion in decision making and initiating enforcement action. Such action can range from informal advice, information and support through to formal enforcement mechanisms, including the use of statutory notices and prosecution.

This part applies to all dealings, formal and informal, between officers and businesses – all of which contribute to securing compliance with the law. It will provide policy standards, aid professional judgements and decision making and ensure both consistent and effective enforcement.

4.1 Principles of Enforcement

The core expectation for those we deal with, quite reasonably, is for us to be professional, fair, co-operative and consistent in our approaches. Businesses and the public also expect local authority actions to result in the remedying of potentially risky situations and for those guilty of serious offences to be adequately punished.

We will adopt a positive and proactive approach towards ensuring compliance by:

- Helping and encouraging businesses to understand and meet regulatory requirements more easily; without imposing unnecessary additional cost;
- Assess whether other social, environmental and economic outcomes can be achieved by less burdensome measures, and

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- Responding proportionately to regulatory breaches.

Enforcement should be informed by the principles of **proportionality** in applying the law and securing compliance; **consistency** of approach; **targeting** of enforcement action, **openness** about how we operate and what businesses may expect and **helpfulness** in providing advice and assisting with compliance.

Appendix 1 sets out the standards of service you should expect to receive.

It will be expected that enforcement officers, when making decisions and communicating with businesses will follow these principles, together with relevant codes of practice and guidance. The Primary Authority partnership scheme will be used where applicable.

When considering formal action, officers will perform an assessment in accordance with the Health and Safety Executive's Enforcement Management Model (EMM). Where the proposed enforcement action deviates from the EMM, a management review will be undertaken by the Principal Environmental Health Officer.

Any departure from this must only occur when the following criteria are complied with:

- i) in exceptional circumstances;
- ii) where actions are capable of justification;
- iii) where there has been full consultation with the Principal Environmental Health Officer or Environmental Health Manager

In ~~exceptional~~ circumstances when officers become aware that they are considering measures which may be inconsistent with those adopted by other local authorities, formal action ~~should~~ may be delayed to allow the matter to be discussed at the local liaison group. Reference will also be made to the Primary Authority where appropriate. However this would not be applicable in cases where there is a serious risk to public health.

~~Any In considering any~~ sanctions or penalties ~~considered, regard should be given to the principles set out in the Macrory Review. These are that any sanctions~~ should:

- aim to change the behaviour of the offender;
- aim to eliminate any financial gain or benefit from non-compliance;
- be responsive and ~~consider what is~~ appropriate for the particular offender and regulatory issue
- be proportionate to the nature of the offence and the harm caused;
- aim to restore the harm caused by regulatory non-compliance, where appropriate; and
- aim to deter future non-compliance

This policy will be reviewed periodically in response to new legislation and guidance issued by central government and HELA.

4.1.1 Proportionality

All enforcement actions and advice must be proportional to the risks posed to the

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public/~~employees~~ and the seriousness of any breach of legislation. When considering enforcement action, consideration should be given to the cost of measures required to reduce the risk weighed against the benefit to be gained by reducing the risk.

In addition, there should be a staged approach to enforcement action with increasing degrees of enforcement as management of businesses fails to respond to previous ~~requirements~~ requests. Officers should provide an opportunity for dialogue in relation to the advice, requirements and decisions.

The only exceptions to the above approach would be where a serious and/or imminent risk to safety or health exists.

The staged approach to enforcement is further detailed in the enforcement procedures.

4.1.2 Consistency

Consistency of approach does not mean uniformity. It means taking a similar approach in similar circumstances to achieve similar ends.

Businesses expect consistency from enforcing authorities in advice given, the use of statutory notices, decisions on prosecution and responses to complaints.

It is recognised however, that in practice it is not simple, due to the wide range of variables faced. Therefore it is expected that officers will use their professional judgement and exercise discretion, in conjunction with this policy, when coming to a decision on appropriate action.

The following arrangements will be in place in order to promote consistency of approach:

- i) officers will perform validation exercises relating to joint inspections ~~on an annual basis;~~
- ii) the Senior Specialist Environmental Health Officer (Business Support) will accompany all officers ~~on a minimum of one initial inspection per year~~ to assess the consistency of approach between officers;
- iii) officers openly discuss cases at team meetings and/or with the Principal Environmental Health Officer or Senior Specialist Environmental Health Officer (Business Support) to provide a consensus of opinion;
- iv) all formal action will be 'signed off' by the Principal Environmental Health Officer
- v) correspondence, file records and enforcement notices will be checked and monitored on a regular basis;
- vi) where inconsistencies arise, appropriate training/coaching will be given by the Senior Specialist Environmental Health Officer (Business Support);
- vii) ~~in the event of differences of opinion or~~ where there is a need for clarification, approaches will be made to the Bucks Health and Safety Liaison Group ~~and the Primary Authority where applicable;~~
- viii) officers will participate in inter-authority consistency exercises and change working practices, if necessary, to achieve consistency;

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- ix) Chiltern and South Bucks District Councils will take an active role in the Bucks Health and Safety Liaison Group;
- x) reference will be made to appropriate central government guidance;
- xi) reference will be made to appropriate guidance issued by a Primary Authority.

4.1.3 Targeting

Inspections and enforcement action will be targeted primarily at those activities giving rise to the most serious risks or where hazards are least controlled and that action is focussed on those responsible for the risk and who are best placed to control it.

The prioritisation of inspections will be based on guidance issued by the HSE and informed by the HSE Strategy.

4.1.4 Openness

Enforcement officers will help businesses to understand what is expected of them (and what would not be expected) and what they should expect from the enforcing authorities.

Confirmation of all work (initial inspections, revisits and complaints) will be given in writing to business managers and as appropriate to head offices. Information will clearly explain what the non-compliant item or activity is, the advice being given, actions required or decisions taken and the reasons for these.

There will be a clear distinction between legal requirements and good practice recommendations (either verbally or written).

Where notices have been served and are on a Public Register, this will be available for viewing free of charge.

If formal requests for information are received from a third party, advice will be sought from the ~~Freedom of Information~~Data Protection Monitoring Officer ~~within or~~ the Legal Department prior to replying.

Businesses will be made aware of how to access copies of procedures, the Corporate Complaints Procedure when appropriate, the informal appeals procedure to the Principal Environmental Health Officer in the first instance and any statutory appeals procedure against enforcement. This is to be included in correspondence to businesses following inspections.

4.1.5 Helpfulness

The principle is to actively work with businesses to advise on and assist with compliance wherever possible. To this end, officers will identify themselves by name and provide a contact point and telephone number for further dealings. Businesses will be encouraged to seek advice/information; information will be freely available on the Councils' website with links to those produced by central government. When appropriate, training

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courses/seminars will be provided for businesses on specific issues.

4.2 Prosecution of Individuals

Subject to the general provisions of this Enforcement Policy, recommendations for prosecutions of individuals will be made if warranted. The role played by individual directors, ~~managers and other employees and the management~~ chain will be taken into account, ~~particularly~~ when investigation reveals that the offence was committed with their consent or connivance or ~~to have been~~was attributable to neglect on their part.

~~4.3 Enforcement against Employees~~

~~Enforcement action may be taken against employees and others, including managers, company officers etc. under the Health and Safety at Work etc. Act 1974, Sections 7, 8, and 37(1). Prosecution will only be considered against the employee if they have been warned before, either by an authorised officer or by the business, or the employer can demonstrate that they have taken all reasonably practicable steps to ensure that safety devices were in place and the offence by the employee was flagrant.~~

4.4.3 Death at Work

Any authorised officer called upon to investigate a fatality should ensure that early contact with the bereaved family is made and/or arrangements made to meet the bereaved as soon as they wish in order to explain the local authority's roles and responsibilities and to provide them with relevant information. The Principal Environmental Health Officer will normally take responsibility for conducting the meeting with the bereaved family and act as the Family Liaison Officer, supported if necessary, by another officer but not necessarily the investigating officer. This should take place as soon as possible, bearing in mind the convenience and wishes of the family. Officers should also keep relatives informed of the progress and outcome of the investigation. The policy on the disclosure of information to bereaved relatives will be in accordance with HELA LAC 45/19 'Contact With, and Disclosure of Information to, the Relatives of People Killed Through Work Activities'.

Where there has been a breach of the law leading to a work related death, consideration will be given whether the circumstances of the case might justify a charge of manslaughter. To this end, the investigating officer will liaise with the Police, Coroner and the Crown Prosecution Service (CPS) in accordance with 'Work-Related Deaths – A Protocol for Liaison'. If they find evidence suggesting manslaughter, this will be passed to the Police or where appropriate, the CPS. If the Police or CPS decides not to pursue a manslaughter case, the local authority should consider prosecution under health and safety legislation.

5.0 POLICY WITH RESPECT TO COMPLAINTS

5.1 Background

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Requests for service in respect of health and safety either relate to:

- i) Complaints received from employees or safety representatives concerning workplace issues;
- ii) complaints received from members of the public or visitors to businesses concerning the impact of a business' activity on others;
- iii) Requests for advice and information.

The purpose of investigating complaints is:

- i) to identify possible causes for and to resolve any problems which pose a risk to health and safety;
- ii) to substantiate complaints and to provide a service to the public;
- iii) to provide information to the industry in order to raise and maintain standards;
- iv) to perform a duty of enforcement and;
- v) to prevent further complaints.

Complaints that relate to issues that may pose a serious and/or imminent risk to health and/or safety are considered of utmost importance and therefore require an immediate response upon notification in order to investigate as thoroughly as possible. In cases involving issues that do not pose a serious and/or imminent risk to health and/or safety, these will be investigated within the departmental response time of 3 working days. Officers will conduct their investigations and visits in accordance with previously detailed policies and guidance.

All investigations shall be performed in accordance with HELA guidance and Codes of Practice and the Primary Authority principles shall prevail throughout the investigation.

Where it is determined that the HSE is the responsible enforcing authority, then appropriate liaison and transfer of the complaint will take place.

Enforcement action will be in accordance with the Enforcement Policy.

6.0 POLICY WITH RESPECT TO ACCIDENT INVESTIGATION

Local authorities are under a duty to investigate accidents that are notified to them under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The purposes of investigating an accident are:

- i) To identify the cause of the accident, to make the situation safe and to prevent further accidents occurring;
- ii) To identify whether there have been any breaches of legislation;
- iii) To provide information to the industry in order to raise and maintain standards;
- iv) To inform local and national statistics and hence the planned inspection priorities.

6.1 Decision to Investigate

Classification: OFFICIAL

All accidents which occur at premises enforced by the local authority and involve one or more of the following shall be investigated by an authorised officer:

- i) The accident results in a fatality, except when the circumstances indicate that an investigation is inappropriate i.e. death from natural causes unrelated to a work activity;
- ii) The accident results in a serious injury or a case of ill health or a dangerous occurrence;
- iii) The accident results in a serious injury or a case of ill health to a member of the public except accidents when it is clearly unrelated to a work activity;
- iv) There is a degree of public concern. This will often be linked to an actual or perceived risk of injury or ill health;
- v) The accident is related to local special surveys or campaigns or to the HSE key priority areas;
- vi) A complaint has been made regarding an accident that has occurred;
- vii) A serious breach of the law is involved;
- viii) An accident is a recurrence or is likely to recur;
- ix) A young person or child is involved (under the age of 18);
- x) The accident indicates a more general management failure.

The initial decision whether to investigate an accident or not and how far to carry that investigation will depend upon a number of factors. The following will be taken into consideration when deciding to investigate:

- i) severity and nature of the accident;
- ii) seriousness of the breach;
- iii) track record of the duty holder;
- iv) the relevance of event to a wider range of premises;
- v) practicality of achieving a satisfactory outcome;
- vi) legal considerations;
- vii) resource constraints.

In addition to informing the decision for the initial investigation, these factors will also determine the approach to be adopted and the extent of the investigation itself. This approach will ensure that resources are effectively targeted at the most serious accidents and which will result in the greatest effect on improving standards of health and safety.

7.0 POLICY WITH DISCLOSURE OF HEALTH AND SAFETY INFORMATION

7.1 Introduction

The purpose of this policy is to describe practices in dealing with the disclosure of information under legislation and good practice note 'Open Government: a Good Practice Note on Access to Local Authority Information'. The policy is intended to ensure consistency with the policy and practices of the Health and Safety Executive (HSE).

Classification: OFFICIAL

The good practice note requires local authorities to draw up and follow their own policy statements. This policy document seeks to fulfil that aim. It does not seek to replace any statutory requirements on disclosure where the law requires the local authority either to withhold or to disclose. Local authorities and the HSE must follow the same legislation on disclosure of health and safety information namely:

- i) Section 28 of the Health and Safety at Work etc Act 1974;
- ii) Environmental Information Regulations 2004;
- iii) Environment and Safety Information Act 1988;
- iv) Freedom of Information Act 2000.

This policy is fully retrospective, i.e. it applies to information acquired by both Chiltern District Council and South Bucks District Council before it came into effect.

7.2 Freedom of Information Act 2000

On 1st January 2005 the Freedom of Information Act 2000 (FOI Act) created two important rights of access for any person making a request for information to a public authority:

- To be informed by the public authority whether it holds the **information** of the description specified in the request; and
- If that is the case, to have the **information** communicated to them.

The Councils have published a Freedom of Information Act Publication Scheme that will be followed should requests for information be made. These will be registered and responses monitored by the Councils' Data Protection Officer.

7.3 Section 28 of the Health and Safety at Work etc Act 1974

Section 28 of the Health and Safety at Work Act has been amended to bring restrictions on giving information into line with FOI Act.

HSWA section 28 deals with how we manage information that we have obtained using statutory powers. Until 1 January 2005, there were only limited circumstances in which this information could be disclosed.

The section 28 restrictions have now been removed and requests for this type of information can now be considered under the FOI Act.

Subject to the exemptions in the FOI Act (or EIR exemptions), the local authority can release information:

- proactively - because it is in the public interest for us to put that information into the public domain, or
- in response to a request under the FOI Act or the Environmental Information Regulations 2004

Classification: OFFICIAL

We are not required to disclose information when the public interest for making the information available is outweighed by a greater public interest in protecting it. However, applying the public interest requires us to exercise our skill and judgement and document our reasoning and decision making.

7.4 Environmental Information Regulations 2004

Chiltern District Council and South Bucks District Council recognise that these Regulations impose responsibilities in respect of the environment, environmental information held and the release of such information, subject to exempted classes of information.

Chiltern District Council and South Bucks District Council further recognise that the Regulations disapply all other statutory provisions on disclosure where those other provisions conflict with the Regulations. Section 28 in accordance with this will not normally apply to requests made for environmental information as defined in the Regulations.

For the purposes of the policy, environmental information is regarded as information relating to:

- i) the state of any water, air, flora, fauna, soil, natural site or other land;
- ii) any activities or measures (including activities that give rise to noise or other nuisance) which adversely affect or are likely to adversely affect anything in i);
- iii) any activities or other measure (including environmental management programmes) which are designed to protect anything in i).

This policy will not require the release of information about human health and safety except where human health and safety have been, or could be, affected through environmental media (e.g. air, water or soil). For example, information that workers were directly harmed in the manufacture of a substance is not releasable under the Regulations as environmental media are not involved. However, if fish were harmed, or could have been harmed, because a substance got into the food chain, such information would have to be released on request as environmental media are involved.

Local Authorities are within scope of the Regulations as we have environmental responsibilities and hold environmental information. We may obtain environmental information in carrying out any of our functions or in any area of our responsibilities and such information is subject to the requirements of the Regulations. For example, information could be obtained on noise, Legionnaires' disease, ionising or non-ionising radiations and may be disclosable to the extent that it relates to the environment.

7.5 Environment and Safety Information Act 1988

In order to comply with the provisions of the Act Chiltern District Council and South Bucks District Council will maintain public registers of information on improvement or prohibition notices having public safety or environmental implications.

The register entries will include brief details of the breach of legislation and action

Classification: OFFICIAL

required and will consist of the first page of the notices.

No charge will be raised for the inspection of the register.

7.6 Enforcement Notices, Inspection Reports and Convictions

7.6.1 Enforcement Notices

Information on only some notices is on the public registers kept under the Environment and Safety Information Act 1988. Under this policy Chiltern and South Bucks District Councils will also provide enquirers with information on any other health and safety notice it has served. The information provided will include the name and address of the premises, the date of the notice, the statutory breach and the date by which the breach must be remedied.

7.6.2 Inspection Reports

Requests for inspection reports will be considered in accordance with the Councils' FOI Publication Scheme and the Environmental Information Regulations 2004.

7.6.3 Convictions

Chiltern District Council and South Bucks District Council may hold on public registers the names and addresses of firms/individuals convicted of breaches of health and safety legislation.

Classification: OFFICIAL

Appendix 1. Service Standards

Our Commitment

- We will give you verbal feedback at the end of each inspection and aim to give you written confirmation either at the time of the inspection or within 5 working days.
- If we receive a request for service we will investigate and respond within 10 working days.
- We will answer letters within 10 working days of receiving them and if we cannot give a full reply within that time, we will let you know when you can expect one and why there is a delay.
- We will answer emails within 10 working days of receiving them.
- We will answer the telephone within 20 seconds (6 rings).
- If we cannot give you a satisfactory reply when you telephone, we will call back at an agreed time.
- We will provide you with a contact name and number.

What to do if you are unhappy with the service?

The Council has a Corporate Complaints Procedure which can be found at:

<http://www.chiltern.gov.uk/complaints>

<http://www.southbucks.gov.uk/complaints>

These pages explain how to make a complaint against any Council Service.

**CHILTERN DISTRICT COUNCIL
and
SOUTH BUCKS DISTRICT COUNCIL**

Environmental Health Section

**Joint Food and Health and Safety Service
Business Plan**

2017-2018



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1.0 INTRODUCTION

The joint Food and Health and Safety Service Business Plan outlines the nature, objectives and influences on the services and the statutory and policy framework within which the services are delivered. It sets out the key service priorities and objectives for 2017/18 and identifies the main issues planned to be addressed during the period. It also fulfils the requirements set down by the Food Standards Agency (FSA) in its 'Framework Agreement on Local Authority Food Law Enforcement' and the Health and Safety Executive (HSE) in its 'Section 18 Guidance to Local Authorities'.

2.0 SERVICE AIMS AND OBJECTIVES

2.1 Links to Corporate Objectives and Plans

The food service contributes towards the Chiltern District and South Bucks Councils' *Joint Business Plan 2015 – 2020* and *Sustainable Community Strategy, 2009-2026*, performance measures and key objectives:

- Delivering cost-effective, customer-focused services;
- Working towards safe and healthier local communities ; and
- Striving to conserve the environment and promote sustainability.

2.2 Healthy Communities Service Plan

The key objectives within the Healthy Communities Service Plan that specifically relate to the food and health and safety service for 2017/18 are:

- Improve service quality to enable communities, residents and businesses to resolve their service requests at the first point of contact or close to the first time of asking
- Provide effective and efficient regulatory services that meets customer needs
- Provide effective partnership working to protect and improve public health and environmental quality

The Division has to find substantial cost savings over the coming years, achieved by:

- Reducing costs through innovative use of technology;
- Reducing back office handling costs;
- Transferring avoidable costs of delivery along the supply chain;
- Raising income through charging for discretionary services;

- Developing the new shared service and employing lean thinking principles to review processes;
- Developing systems that will improve the ability of business to manage regulatory compliance whilst reducing the frequency of inspection by the Council.

An Environmental Health, Sustainability & Resilience service review was undertaken in 2015 with project objectives of cost savings, greater resilience and improved service quality. The outcome of the review was a single shared environmental health service between Chiltern and South Bucks District Councils with the following key features:

- a) A single team delivering a holistic service based in both Chiltern and South Bucks utilising mobile working technology to enable officers to access and retrieve information as required in external locations.
- b) A team that is able to trade with other Councils to deliver services and is structured to deliver services to businesses such as training and advice to support regulatory improvements.
- c) Administration for both Councils' areas based at Amersham supporting the delivery of the wider Healthy Communities Division.
- d) Regulatory interventions for Food and Health and Safety delivered through a dedicated team within Environmental Health that will also be responsible for the development of business and partnership working to improve regulatory compliance. The team whilst based at Denham will require being co-located and utilising mobile working technology to minimise additional mileage costs.
- e) A public protection team responsible for the Councils' response to consultations and enforcement of all matters involving; ASB, nuisance, high hedges, and public health etc. will be required to work closely with Licensing, Planning, Community Safety and the Police and RSL's.
- f) The service will maximise opportunities for channel shift to enable customers to self-serve via the website allowing access to information or to submit data (images, forms, sound files) in relation to the particular service request.
- g) The service will also seek to deliver a 'lead officer approach' to service delivery ensuring effective communication and timely case management.
- h) The team will develop joint policies in relation to enforcement, health and safety, sustainability and business continuity.

2.3 Service Aims and Objectives

The Environmental Health Section has a significant role to play in improving quality of life, predominantly through providing a proactive, accessible and efficient service that protects and promotes the health of those who work, live and visit the area. This role directly supports the Councils' Key Objective 2 (*Working towards safe and healthier local communities*).

It is the Councils' aims to:

- Support and assist businesses to become food safety compliant
- Provide consistent accurate up-to-date information aimed at providing protection to customers
- Support and assist businesses to comply with legal obligations to ensure that food is safe

The Councils will achieve this aim in the following ways:

- Targeted current relevant information to businesses
- Ensure officers are equipped with tools to effectively support businesses
- Ensure that poor performing businesses are proportionately targeted with enforcement action
- Adopt a "light touch" approach to compliant businesses, organisations and customers
- Proactive campaigns to promote food hygiene ratings
- Consider innovative opportunities and approaches to working with other regulatory stakeholders to improve businesses contact with local authorities.

2.4 Key Service Standards and Performance

As part of the Authorities' key objectives, service standards and performance measures have been set.

Services are prioritised and resources targeted at issues of greatest concern in terms of food and health and safety. The service covers inspections of businesses, complaint and accident investigation and developing schemes to assist and motivate businesses to achieve compliance and good practice. The key corporate performance measure used is: '*Percentage of food businesses that are 'broadly compliant'*' and will focus on

the highest risk categories of A – C. As well as the overall percentage of businesses broadly compliant, the success of officer's interventions in moving those businesses which are not broadly compliant to becoming broadly compliant and above will also be measured and reported as a Departmental performance indicator.

Performance monitoring has been established with reports to relevant Committees, in addition to departmental monitoring meetings and to Management Team.

Food safety carries a high priority for the Authorities and the targets set for 2017/18 (96% broadly compliant businesses within the Chiltern District and 93% broadly compliant businesses within the South Bucks District) reflect that priority and ensures that the authority complies with current government guidance in measuring outcomes rather than inputs.

The Food Standards Agency will continue to collect data on broadly compliant businesses and as part of our continual service improvement; the intention is to collect data in respect of customer satisfaction following inspections.

As a consequence of Government's aims for health and safety reform including reducing the inspection burden on business and focussing on better health and safety outcomes, proactive inspections will be targeted at high risk premises where the national priorities identifies them as being an at risk group or local intelligence identifies businesses with poor compliance records.

3.0 BACKGROUND

3.1 Profile

The Chiltern District is located in the centre of the Chiltern Hills, approximately 25 miles North West of London. The District covers an area of 19,635 hectares and has a population of approximately 93,980. It is predominantly a rural area with towns and villages set in countryside which is part of the greenbelt around London. A large part of the District forms part of the Chilterns Area of Outstanding Natural Beauty.

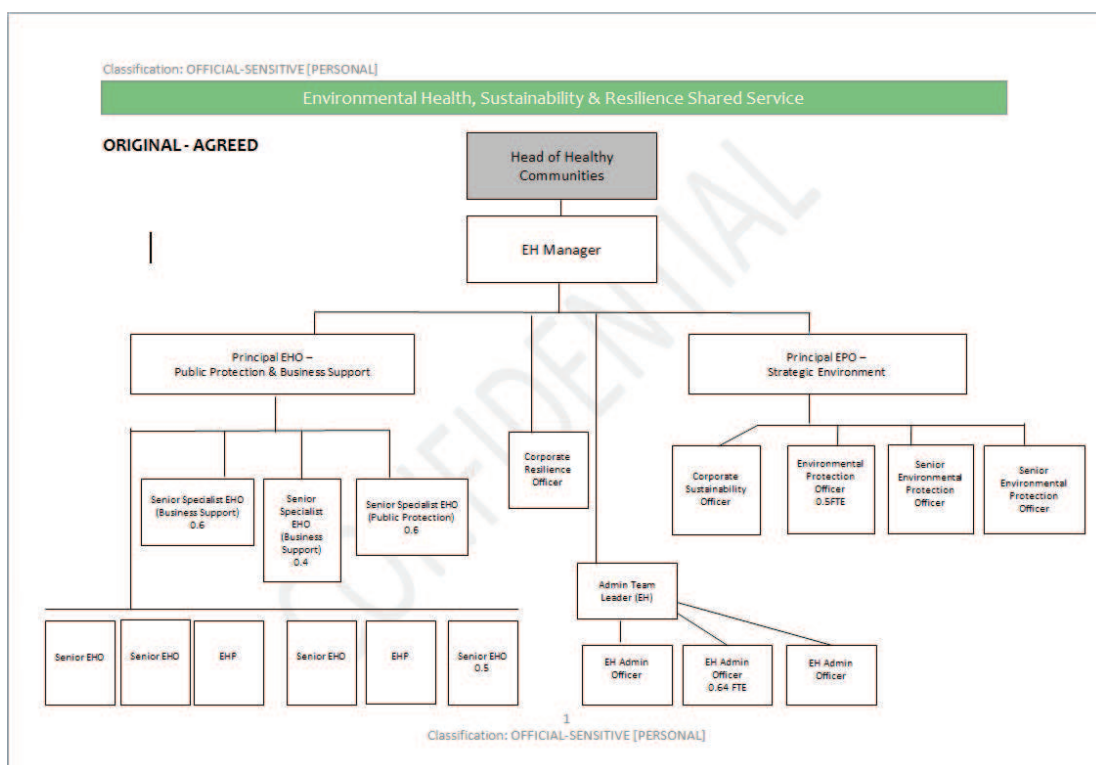
The South Bucks District covers an area of 14,150 hectares immediately to the west of Greater London with a population of approx. 68,560. The district is mainly rural in nature and large areas are within the Greater London Green Belt. The main towns in the district are Beaconsfield, Gerrards Cross Denham, Iver and Burnham.

Both Districts have good transport links with adjoining areas. Both areas are served by good national and motorway networks. Direct rail-links to central London or Northwest to Aylesbury or High Wycombe and the Midlands are provided by Chiltern Railways, Great Western Railways and London Underground Ltd.

3.2 Organisational Structure

Since April 2014, a shared senior management structure has been in place between Chiltern District Council and South Bucks District Council, comprising a Chief Executive, directors and heads of service. The Head of Healthy Communities is the head of service for environmental health across both authorities and reports to the Director of Services. The shared environmental health service came into effect on 1st December 2015 with the service being delivered from both Council offices. The food and health and safety service is delivered by specialist Environmental Health Officers within a single Business Support Team. Health promotion is delivered by the Community Team who provide links to community development, adult learning and Learning and Skills although the Business Support Team will have an increasing role in delivering promotional activities.

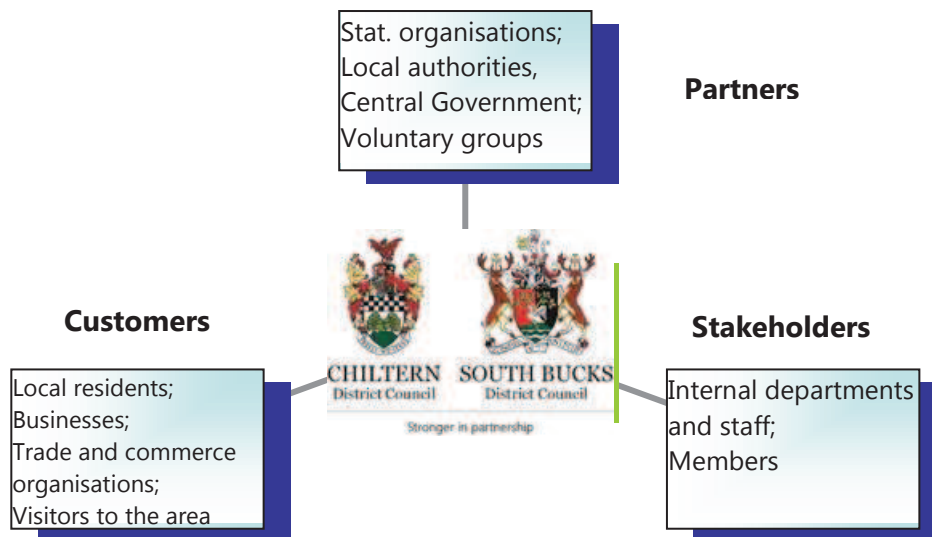
As of the March 2017, the Healthy Communities Division (inclusive of housing and licensing) comprised of 35.1 full time equivalents. The Division also employs specialist officers for Housing, Environmental Protection, Licensing, Emergency Planning and Business Continuity and Corporate Health and Safety, supported by a central administration team. In addition, the pest control service is provided on a contracted basis.



Dr Jill Morris is the appointed Consultant in Communicable Disease Control at Thames Valley Public Health England and is the 'Proper Officer' for the Authority.

The specialist officer for food safety as required by the Code of Practice is shared between the Principal Environmental Health Officer and a job shared Senior Specialist EHO post, and the Public Analyst is Anne Scarett at Hampshire Scientific Services.

3.3 Customers, Stakeholders and Partners



3.4 Scope of the Service

3.4.1 The scope of the service is:

- i) The enforcement of legislation relating to safety, welfare and hygiene;
- ii) Routine auditing of businesses in accordance with current Government requirements;
- iii) Providing support, training and advice for food handlers and businesses, either free of charge or as part of a paid-for advice service;
- iv) Investigation of consumer complaints relating to food safety and hygiene;
- v) Investigation of employee and public complaints and requests for information relating to working environments and standards;
- vi) Investigation of reportable accidents;
- vii) Health education and promotional activities to educate the consumer.

3.4.2 The scope of infectious disease control aspects of the service are:

- i) Investigation of sporadic cases and outbreaks of infectious disease within the District, in consultation with the Consultant in Communicable Disease Control;
- ii) Health education/promotion activities;
- iii) Drawing up and implementing appropriate contingency outbreak control plans;

In addition, officers also enforce the smoke-free provisions and contribute to the Safety Advisory Group.

3.5 Demands on the Food Service

As at 1st April 2017 there were 790 food premises requiring inspection in the Chiltern District and 573 in the South Bucks District. The premises profile is given in Table 1, whilst the number of premises falling into each risk category is given in Table 2 below. Classification of premises is in compliance with Food Standards Agency Code of Practice. Category A businesses, either because of the nature of their operation or poor standards of hygiene, pose a greater risk than category E. Those premises within category E are subject to an alternative enforcement strategy which takes the form of a self-assessment questionnaire. Similarly, a Category D premise will alternate every 24 months between an inspection and self-assessment questionnaire. Category C premises that are broadly compliant will have a monitoring visit every other visit. Non-rated businesses are those whose risk rating has not yet been assessed.

Table 1 Number of establishments by premise type

Premises Type	Primary producers	Manufacturers and packers	Importer Exporter	Distributor	Retailer	Caterers
Number (Chiltern DC)	4	16	1	21	137	611
Number (South Bucks DC)	2	13	1	5	116	436

Table 2 Number of premises falling into risk categories

	A	B	C	D	E	Non - rated	Outside programme	Total
Number of premises (Chiltern DC)	1	30	153	204	385	6	11	790
Number of premises (South Bucks DC)	0	16	132	218	198	3	6	573
Interval between inspections (months)	6	12	18	24	AES			

- AES – Alternative Enforcement Strategy

Within the premises profile, there are five food businesses that are approved.

One of the strengths of the service is that of promoting and educating food businesses. This tends to be targeted at new businesses and those businesses that have got a history of poor hygiene standards and has proved effective in raising and maintaining standards. Those with a food hygiene rating of 0-2 are particularly targeted.

3.6 Demands on the Health and Safety Service

As at 1st April 2017 there were 2223 premises within the Chiltern District and South Bucks District areas which are eligible for health and safety enforcement. Classification of premises is in compliance with Health and Safety Executive/Local Authorities Enforcement Liaison Committee (HELA) Local Authority circular (LAC) 67/2 (rev6).

The assessment of the risk rating is dependent upon the identified health and safety hazards and their associated risks and the ability and confidence in the management to control them.

The service is delivered from both the Council offices in Amersham and Denham during normal office hours of 9.00 – 17.30. It is recognised that businesses operate outside normal office hours of work and so the inspection programme will take this into account. Officers are therefore expected to work outside these hours when circumstances require, for example, for food poisoning investigations and accident investigations, where the nature of the business dictates evening or early morning visits and upon request by businesses.

3.7 Enforcement Policy

The Healthy Communities Division has a generic enforcement policy that covers the majority of the work performed by the Division. However a more specific enforcement policy has been adopted and is detailed within the Food and Health and Safety Enforcement Policies, together with Enforcement Procedures that set out the actions to be taken when formal action is required.

Regard is given to the Regulator's Code published by the Department for Business Enterprise and Regulatory Reform, the Primary Authority Scheme and the Councils' overarching enforcement policy.

4.0 SERVICE DELIVERY and REVIEW

4.1 Delivery and Priorities – 2017/18

The service will be delivered through:

- i) Routine programmed inspection of food businesses, with a frequency determined by a risk assessment, with appropriate follow-up action;

- ii) Proactive targeted inspections of businesses and service sectors where there is likely to be a greater risk of injury from those activities identified by national accident statistics and local intelligence with appropriate follow-up action.
- iii) Assessment of relevant food hygiene premises to determine their food hygiene score in terms of the national Food Hygiene Rating Scheme and which will be published on the Food Standards Agency website;
- iv) Routine self-assessment questionnaires to low risk premises;
- v) Investigation of complaints with appropriate follow-up action;
- vi) Investigation of accidents with appropriate follow-up action
- vii) Participation in national and local sampling programmes;
- viii) Appropriate training, development and monitoring of officers;
- ix) Provision of information, coaching and advice to businesses about legal requirements and good practices;
- x) Provision of relevant food safety courses for food handlers and a chargeable advice service to businesses;
- xi) Promotional activities to inform and encourage high standards in businesses;
- xii) Promotional activities to educate the consumer in food hygiene and safety.

Priority will be given to targeting those activities that pose the greatest risk to the members of the public and employees:

- i) the correct and uniform identification of high-risk areas during programmed inspections and as a result of complaint and accident investigation and to concentrate efforts to reduce these risks;
- ii) focussing enforcement efforts on those businesses who pose the greatest risks e.g. those that are not broadly compliant;
- iii) ensuring efforts are focussed on persistent offenders;
- iv) ensuring compliance with the law and;
- v) engaging in those promotional activities for businesses and consumers, which are most likely to foster improved safety.

Revisits to businesses will be undertaken in accordance with the relevant policy.

4.2 Food Safety Interventions

The policy relating to the inspection of food premises is detailed in the Food Policy.

The number of premises programmed for inspection in 2017/18 has the following profile:

Risk category	A	B	C	D	E Alternative Enforcement Strategy	Non-rated	TOTAL
Number (Chiltern DC)	1	31	85	106	98	0	321

Number (South Bucks DC)	0	15	89	97	71		272
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Currently 89% of food businesses risk rated A-C in the Chiltern District and South Bucks District are broadly compliant with legislation. Those that are not broadly compliant will be subject to full inspections and included within the food sampling programme. For all risk categories (A-E), 96.3% (CDC) and 96.9% (SBDC) of food businesses are broadly compliant.

A self-assessment scheme is undertaken for the lower risk premises whereby a questionnaire is sent to the business and on return an assessment is made as to its continued business use and risk. Dependent upon the outcome, the business will either be inspected or re-assessed when due another inspection. In creating more efficient, customer focused services, these questionnaires are sent out by email and an online form has been produced which enables easy completion and submission.

The revised Code of Practice introduced the opportunity to carry out alternative interventions where it is found that standards of food safety are generally good and do not warrant a full or partial inspection. Category A, B and C premises which are rated as being not broadly compliant businesses will be subject to a full or partial inspection or audit whilst category C and D food businesses that are broadly compliant could be subject to alternative interventions alternating with full or partial inspections every 18 months and 2 years respectively.

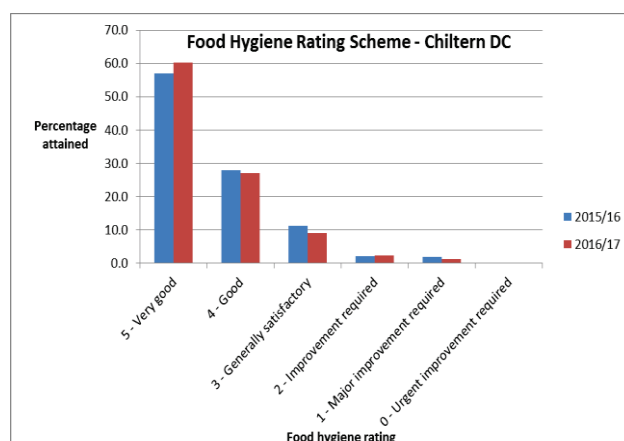
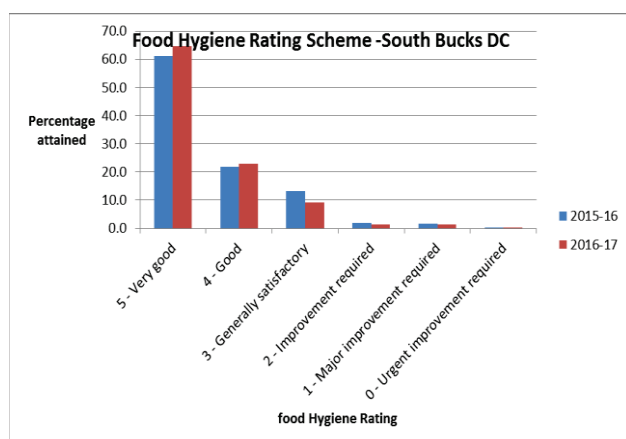
During 2015, an Environmental Health service review took place with the aim of improving service quality and resilience and identifying potential savings through sharing services between Chiltern DC and South Bucks DC. A shared Environmental Health, Sustainability & Resilience service came into effect on 1st December 2015 that introduced a new structure and incorporated a specific Business Support Team whose role it would be to deliver Official Control interventions, respond to food and health and safety related complaints and accidents and to provide training and support for local businesses. Previously these functions were delivered by generic EHOs who also responded to environmental protection service requests. The new structure has enabled officers to develop more specialist knowledge and expertise in food hygiene and health and safety and provided capacity to develop tools to support businesses to improve standards and contribute to local economic growth. Additionally, income generation opportunities will be explored in the delivery of training courses and advice to businesses outside of the Chiltern and South Bucks areas and in providing support for other local authorities.

During 2016/17, the focus has been on the successful implementation of the shared service. To this end, policies and procedures of both authorities were reviewed and developed, taking the best practice from each. As part of an ongoing programme of service transformation, improved and more efficient and effective ways of working and delivering the service will continue to be explored using 'lean thinking' principles

to increase capacity to more effectively deal with non-compliant food businesses. This will be augmented by a corporate mobile working project across both authorities.

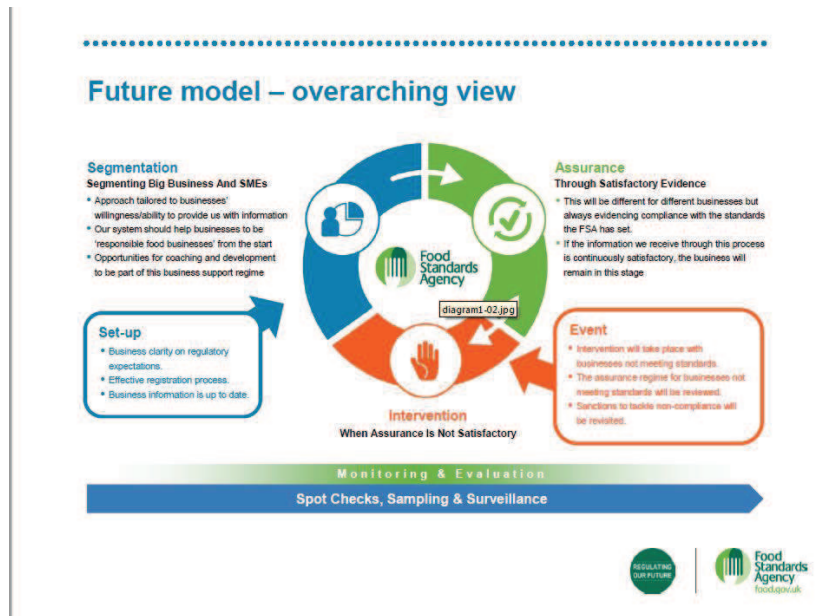
The national Food Hygiene Rating Scheme (FHRS) continues to be well received by both the public and businesses. Businesses wishing to improve their rating following an inspection can apply for a re-inspection. From the 1st April, local authorities have been able to charge for re-inspection requests to cover their costs; this is currently set at £150.

The graphs below show the percentage breakdown of food hygiene rating distribution across all rated food businesses within each authority. The aim is to increase those businesses that achieve a 5 rating to above the national average, currently at 65.8%. Both authorities have a greater percentage of broadly compliant food businesses than the national average of 94.2%. 85.2% of food businesses in Chiltern DC and 85.5% of those in South Bucks DC improved their rating or stayed the same since their last inspection.



The Food Standards Agency has embarked on a four year programme 'Regulating Our Future' to introduce a more effective system for food regulation. The two overriding priorities will be preparing for the UK leaving the European Union and regulatory reform. With increasing pressure on resources and complexity of food supply, the FSA are currently consulting on how food businesses are regulated in the future so that consumers continue to have confidence in the food that is produced. This includes the mandatory display of the food Hygiene Rating Scheme scores in England, 'Permit to Trade' arrangements for new food business registrations, examining the role of third party audits and assurance schemes to inform the regulatory process and a greater use of the primary authority scheme.

The FSA are proposing a new regulatory model which will move away from a 'one-size-fits all' inspection approach to regulation and the development of a regulatory framework that can be adapted according to different types of food businesses. Officers, through the Bucks Food Liaison Group, will continue to engage with the FSA in the new developments.



4.3 Health and Safety Interventions

In the Government Report *“Good Health and Safety, Good for Everyone”*, following Professor Lofstedt’s review of health and safety legislation, protecting people in the workplace and wider society is still a Government key priority whilst reducing the inspection burden on businesses. The Government’s aim is to improve the targeting of relevant and effective interventions and preserving inspection for higher risk premises and issues.

Last year, the HSE launched their new strategy for health and safety *‘Helping Great Britain Work Well’* which set out 6 key themes:

A new strategy for health and safety
The six key areas

<p>Acting together Promoting broader ownership of health and safety in Great Britain</p>	<p>Supporting small employers Giving SMEs simple advice so they know what they have to do</p>	<p>Managing risk well Simplifying risk management and helping business to grow</p>	<p>Sharing our success Promoting the benefits of Great Britain’s world-class health and safety system</p>
<p>Tackling ill health Highlighting and tackling the costs of work-related ill health</p>	<p>Keeping pace with change Anticipating and tackling new health and safety challenges</p>		

To support the strategy, guidance has been published for local authorities (LAC 67/2 (rev 6)) to aid the prioritisation of health and safety interventions. This identifies the

national priorities based upon accident statistics and the associated high risk activities and business sectors. These will form the focus of our work during 2017/18. The guidance is clear however, that there should not be an inspection without a reason and that other alternative interventions may be more suitable, for example advisory visits, publicity campaigns and seminars.

List of activities/sectors for proactive inspection by LAs ¹ – only these activities falling within these sectors or types of organisation should be subject to proactive inspection			
No	Hazards	High Risk Sectors	High Risk Activities
1.	Legionella infection	Premises with cooling towers/evaporative condensers	Lack of suitable legionella control measures
2.	Explosion caused by leaking LPG	Premises (including caravan parks) with buried metal LPG pipework	Buried metal LPG pipe work (For caravan parks to communal/amenity blocks only)
3.	E.coli/ Cryptosporidium infection esp. in children	Open Farms/Animal Visitor Attractions	Lack of suitable micro-organism control measures
4.	Fatalities/injuries resulting from being struck by vehicles	High volumes Warehousing/Distribution	Workplace transport
5.	Fatalities/injuries resulting from falls from height/ amputation and crushing injuries	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Workplace transport/work at height/cutting machinery /lifting equipment
6.	Industrial diseases (occupational deafness/cancer/ respiratory diseases)	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants/ in-store/craft bakeries, stone wholesalers	Noise (steel stockholders), use of loose flour(in-store/craft bakeries-), exposure to respirable crystalline silica (outlets cutting/shaping their own stone)
7.	Falls from height	High volumes Warehousing/Distribution	Work at height
8.	Manual Handling	High volume Warehousing/Distribution	Lack of effective management of manual handling risks
9.	Unstable loads	High volume Warehousing/Distribution Industrial Retail/Wholesale/builders/timber merchants	Vehicle loading and unloading
10.	Crowd management & injuries/fatalities to the public	Large scale public gatherings e.g. cultural events, sports, festivals & live music	Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behaviour as they arrive, leave and move around a venue
11.	Carbon monoxide poisoning	Commercial catering premises using solid fuel cooking equipment	Lack of suitable ventilation and/or unsafe appliances
12.	Violence at work	Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/hospitality-) and where intelligence indicates that risks are not being effectively managed	Lack of suitable security measures/procedures. Operating where police/licensing authorities advise there are local factors increasing the risk of violence at work e.g. located in a high crime area, or similar local establishments have been recently targeted as part of a criminal campaign

In 2015, three fatalities were reported to Chiltern DC and resulted in Coroner's Inquests. Following an extensive investigation, one of the companies involved in the accidents, Decco Ltd, Chesham was prosecuted at Aylesbury Crown Court where a fine of **£2.2 million** was issued with £21,000 costs awarded to the Council. This was an unprecedented sentence and received both local and national media interest. As a consequence, during 2017/18, projects will be developed relating to health and safety measures to protect employees from falls from height and workplace transport accidents.

Category B and C premises will not form part of the inspection programme and so will not be subject to any proactive interventions unless they come within one of the priority subject areas or local intelligence suggests the need for targeted interventions.

4.4 Service Requests

The Food and Health and Safety Enforcement Policies detail the policy relating to the investigation of complaints, whether they are about hygiene standards at premises, complaints about food purchased within the Districts, safety standards at premises or welfare issues. In 2016/17 across both authorities, 58 food related service requests were received, 38 concerning the hygiene of premises and 20 in relation to food itself. Of the 60 health and safety related service requests, 16 were requesting advice whilst 21 concerned standards at premises. Both Chiltern and South Bucks Councils have established Safety Advisory Groups, the purpose of which is to collate information about an event to enable the emergency services to gauge its potential impact upon the local community and to identify beforehand any issues or concerns which may potentially arise. In 2016/17 144 consultations were held for a variety of events.

4.5 Accident Notifications

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, employers and self-employed are required to notify the enforcing authority of any notifiable injury etc. The table below indicates the level of accident notifications for 2016/17. The policy for the investigation of accidents is detailed in the Health and Safety Enforcement Policy and accidents are investigated according to the criteria within it.

Number of accidents 2016/17

Type of Accident	2016/17 Chiltern DC	2016/17 South Bucks DC
Fatal Injuries	0	0
Non-fatal major injuries	4	9
Over 7 day injuries	20	22
Public injuries	20	28
Dangerous Occurrence	0	1
Total	44	60

4.6 Primary Authority Scheme

In July 2009, the Regulatory Enforcement and Sanctions Act introduced the concept of a 'Primary Authority' for the majority of regulatory functions. At the request of a business, a local authority is compelled to act as that company's Primary Authority. The role of the Primary Authority will be to act as a point of contact for other local authorities on policy issues, inspection programmes and when considering taking any enforcement action. The Primary Authority is able to prohibit that local authority from taking their enforcement action subject to an appeal process to the Better Regulation Delivery Office against the decision of the primary authority. The Business Support Team will actively pursue primary authority partnerships with local businesses and trade associations.

4.7 Advice to Businesses



The authority is committed to ensuring that businesses are aware of the requirements of the law and good practice, and will wherever resources permit, provide advice to assist businesses. Information fact sheets have been developed for businesses which have received positive attention from other authorities.

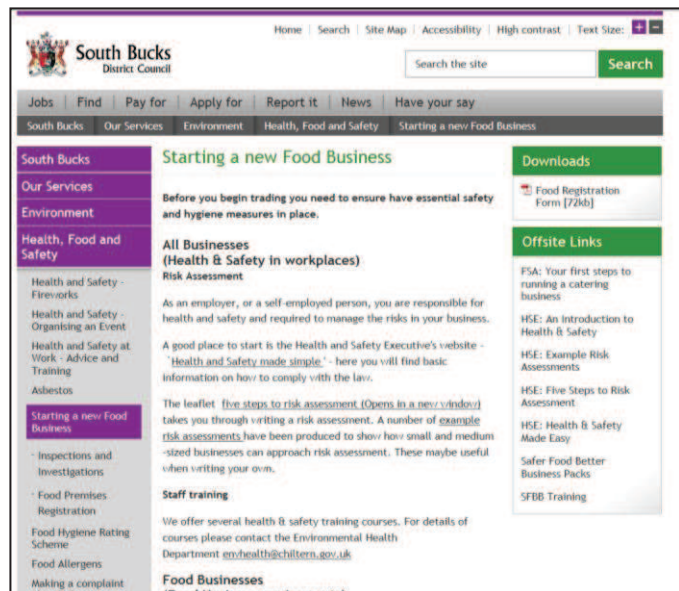
Greater links with local Chambers of Commerce and the Buckinghamshire Thames Valley Local Enterprise Partnership will be forged to support existing and new businesses and to improve awareness of the services Environmental Health can provide. For businesses, and in particular new start-ups, a 'one-stop' approach to regulatory services and compliance will be established in a bid to minimise the number of hand-ons a

business may experience.

The feasibility of providing a chargeable advice service will be explored aimed at new and existing businesses to support them in achieving higher standards of safety and compliance. A charge will be made for those businesses who wish to have a re-inspection under the Food Hygiene Rating Scheme.

Eight Level 2 'Award in Food Safety in Catering' courses are planned each year delivered by an external tutor alternating between the Chiltern DC and South Bucks DC offices. Administration staff administer the course provision and manage the bookings and payment. The authorities retain the net income. In 2016, the accrediting body, the Chartered Institute of Environmental Health, voluntarily gave up its accredited status and so we had to find another provider. Now all courses are accredited by QCA and the Highfield Awarding Body for Compliance Ltd. These courses can also to be run for organisations at their premises upon request. We also provide an online Level 2 refresher course. The Section is also able to provide a range of Institute of Occupational Health and Safety (IOSH) courses and in particular, Leading Safely, Managing Safely and Working Safely.

In addition to advice being given to businesses, information is also provided for the public in the form of information on the website and participation in National campaigns. As part of the inspection service review, the Environmental Health websites of both authorities have undergone significant development.



4.8 Food Sampling

The policy in relation to sampling is detailed in the Food Policy and covers sampling of food, water and faecal and food samples as part of food poisoning investigations.

An annual sampling programme has been drawn up to cover:

- i) Water – private supplies;
- ii) Food products manufactured locally;
- iii) National and regional co-ordinated sampling;
- iv) Imported foods;
- v) Locally co-ordinated sampling.

The sampling programme is based on the following objectives and an assessment of the potential risks associated with the particular activity:

- i) To obtain recognised and usable microbiological standards for foods, via a nationally co-ordinated sampling programme;
- ii) To fulfil legal and government driven obligations;
- iii) To monitor those businesses whose standards of hygiene are less than satisfactory;
- iv) To check that foods comply with statutory microbiological standards, where available;
- v) To check that locally manufactured and handled foods are microbiologically safe;
- vi) To identify specific foodstuffs which are more likely to be microbiologically unsound.
- vii) To form part of the non-inspection official control programme for broadly compliant food businesses.

It is recognised that good co-operation and co-ordination at a national and local level is necessary to achieve such objectives and the authorities are committed to:

- i) Participating in and co-operating with the Public Health England and Food Standards Agency's national sampling schemes;
- ii) Co-ordinating with adjoining local authorities and local PHE to agree locally co-ordinated sampling;
- iii) Ensuring 10% of samples come from third country imported foodstuffs, in line with the Food Standards Agency requirements.

Sampling is also performed on an adhoc basis as necessary, generally in response to a complaint from a member of the public, as part of a food poisoning outbreak or during a routine inspection. Where officers identify poor practices during inspections these will be incorporated into the sampling programme and inform future inspection approaches.

As part of the revised inspection processes the use of ATP analysis of hand and food contact surfaces provides rapid assessments of cleanliness and cross contamination. As well as demonstrating potential failures in hygiene arrangements, the visual nature of these tests also aids the educational aspect of the inspection.

Samples for microbiological analysis continue to be taken to the PHE laboratory at Colindale, London. The UK Food Surveillance System (UKFSS) is used to facilitate the electronic submission of samples data and receipt of results to a national database hosted by the FSA. Routine private water supply samples for chemical analysis are sent to Affinity Water and samples for examination will go to the Public Analyst.

4.9 Control and Investigation of Outbreaks and Food Related Infectious Disease

The policy for dealing with food related diseases is to:

“Prevent the spread of notifiable infectious disease in the community and particularly reduce outbreaks of food poisoning.”

a) To investigate all outbreaks of notifiable disease within the Districts in co-operation with Public Health England.

- i) to identify the cause of infection;
- ii) to prevent the spread of infection;
- iii) to educate and prevent re-occurrence.

b) Promote the training of food handlers.

Procedures have been developed in consultation with the Consultant in Communicable Disease Control and Thames Valley PHE Centre. These, together with the appropriate outbreak control plans are reviewed on a regular basis.

For 2016/17 140 sporadic cases of food related infectious disease were investigated across both authorities, an increase of 25% from the previous year. All notified cases are followed up to identify the source and cause, and to establish whether the case is within a high-risk group. The number of food poisoning outbreaks investigated during the past year remains low. Such outbreaks involve a considerable amount of time and effort to investigate and control and as a consequence, other proactive work tends to be held in abeyance until the outbreak is concluded.

4.10 Food Safety Incidents

Food Alerts are the Food Standards Agency's way of informing local authorities and consumers about problems associated with food and, in some cases, provide details of specific action to be taken. They are often issued in conjunction with a product withdrawal or recall by a manufacturer, retailer or distributor. Officers will carry out action specified in the Food Alert as instructed and in the most appropriate, expeditious and cost effective manner possible to safeguard public health. Action will be taken in accordance with guidance issued by central government. Action taken in relation to food alerts associated with chemical contamination will be in consultation with Buckinghamshire and Surrey Trading Standards.

Rapid Alert System for Food and Feed (RASFF) is primarily a tool to exchange information between competent authorities on consignments of imported food and feed in cases where a risk to human health has been identified and measures have been taken. As with the food alert officers will carry out any action specified in the RASFF.

If a Food Alert or RASFF needs to be issued following complaints or issues arise as part of the routine inspection programme, the guidance in the Code of Practice will be followed.

When necessary, the Consultant in Communicable Disease Control and Public Analyst will be consulted and advice sought as to the public health significance of particular issues. Specialist experts will also be called upon as necessary. Appropriate resources will be allocated to resolving any food safety incident and alternative measures taken to deal with other work.

In 2016/17, 76 Food Alerts were issued by the Food Standards Agency, the majority of which were for information. In instances where action was required of the local authority, contact was made either by contacting food businesses directly or visiting.

4.11 Liaison with other Organisations

The Authorities have a number of formalised liaison arrangements with various public bodies and neighbouring local authorities. These include:

- i) Buckinghamshire Food and Health and Safety Liaison Groups – bi-monthly meetings to discuss current enforcement issues and to develop action plans to progress food and health and safety promotion and enforcement. Also in attendance are representatives from Trading Standards to discuss joint initiatives and the Quality Manager from the PHE, Colindale to discuss sampling results and programmes and the Health and Safety Executive.
- ii) Thames Valley PHE Centre – meetings to discuss current infectious disease issues and to progress initiatives in outbreak control.
- iii) Chiltern District Council and South Bucks District Council Safety Advisory Group – meetings with event organisers to discuss event safety management and to highlight issues of particular concern.
- iv) Thames Water Utilities and Affinity Water – 6 monthly meetings to discuss current developments in water quality and monitoring and to develop closer links between organisations.
- v) The Division also has links with other Council services e.g. Planning and Building Control regarding new applications and Engineers regarding complaints.

4.12 Promotion

The value of safety promotions is recognised as an effective way of conveying safety information to both public and businesses and as a means to raising standards. Therefore officers actively participate in a number of promotions. These include Food Safety Week, Health and Safety Week and other local promotions organised on an adhoc basis through the Buckinghamshire Liaison Groups.

In 2016/17, officers publicised Food Safety Week using a variety of social media tools which focussed on food waste, including understanding of use by and best before dates and safe use of leftovers. Officers worked with the Waste Management Team to promote and publicise this campaign. Officers will also promote food hygiene at other times during the year at events such as the Senior Wellbeing Fair.

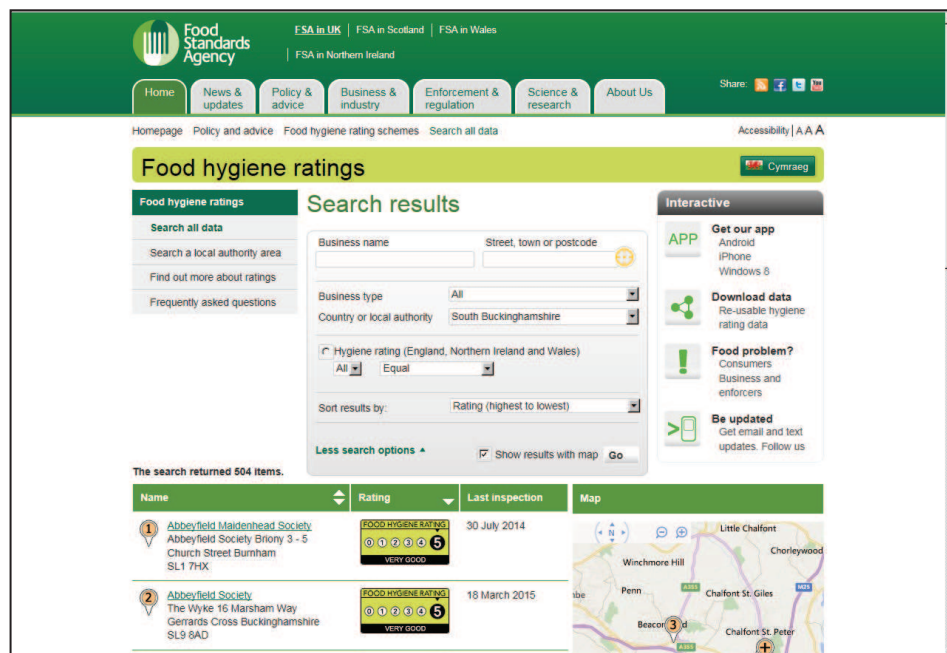
In 2014, Bucks Trading Standards introduced an 'Eat Out, Eat Well' scheme for businesses aimed at promoting healthier food choices for consumers through:

- using healthier catering practices, such as grilling instead of frying
- increasing fruit, vegetables, and starchy carbohydrates
- decreasing levels of fat (especially saturated fat), sugar and salt in food
- providing healthy options for children.

Staff will actively promote this scheme during their hygiene inspections.



The national Food Hygiene Rating Scheme shows how well food businesses are complying with food hygiene law. The scheme applies to all caterers and retailers handling and preparing open food to the public. The food business is given a sticker to display that shows their food hygiene rating out of 5. The ratings are made publicly available on a national website so that customers can make informed choices about the places where they eat out and purchase food, and through this, to encourage businesses to improve hygiene standards. Businesses are encouraged to display their rating.



5.0 RESOURCES

5.1 Staffing allocation

As a consequence of the Environmental Health shared service review, the departmental structure has significantly changed, creating a designated Business

Support Team who are responsible for undertaking food safety and health and safety interventions, investigations of accidents and hygiene complaints, food poisoning outbreaks and sporadic infectious disease cases and provide support and advice to businesses and the primary authority partnership scheme. The Team is comprised of Principal Environmental Health Officer, a job shared Senior Specialist Environmental Health Officer post, who, with the Principal EHO jointly act as the Lead officers for food and health and safety and 2.6 Environmental Health Officers, supported by 0.1 FTE Administrative Officers. Additional Environmental Health Officer resources will be deployed from the Public Protection team as required.

All officers are authorised in accordance with an assessment of their individual competencies and qualifications and in accordance with the FSA Code of Practice and Section 18. A record of authorisation for each individual is kept and any training and competency issues are dealt with throughout the year.

Contractors engaged in food or safety interventions will be appointed and authorised in accordance with the authorisation procedures and must demonstrate their competence to the satisfaction of the relevant codes of practice. During 2016 a consultant was employed to undertake food hygiene inspections across both authorities to cover maternity leave.

5.2 Staff Development Plan

The Authorities are members of the Investors in People (IIP) Scheme and are regularly appraised through audit of its membership.

The Food Standards Agency, as part of their revision of the Code of Practice, has introduced a Competency Framework for officers who are responsible for undertaking official controls. All officers authorised to carry out official control interventions will be required to complete the Competency Framework and any gaps will form part of their personal development plan.

The Staff Development Plan serves to identify the training and development activities required enabling officers to perform their duties in an efficient and effective manner. Not only does the Plan reflect the business needs of the Division, it also provides for the personal development of individual officers. The Food Standards Agency's Competency Framework has been used to identify individual competencies and training and knowledge gaps.

All training undertaken is reviewed as to its usefulness and practical applications and feedback to other officers is done as necessary.

All staff are appraised on an annual basis at which time any training needs are identified and incorporated into the Staff Development Plan. Additionally, throughout the year, core courses are identified and staff allocated to attend as necessary.

Each officer is allocated individual aims and objectives. These comprise of general performance objectives relating to standards of work and targets to be achieved and

more specific 'projects' pertinent to their work and the overall aims of the service. These are reviewed on an on-going basis and as part of the annual appraisal.

5.3 Financial Allocation

The budget for the food service is comprised of a number of elements, the greatest of which is staffing costs. This is followed by support services comprised of costs for administration, corporate services (mainly financial income administration), office running costs and internal health and safety. Legal charges are based on the actual work that is performed and a contingency is available for expert advice.

A separate budget for sampling has been allocated which is available for food complaint analysis and other sampling work, e.g. for chemical analysis of food or water.

Microbiological analysis is undertaken by the PHE who has agreed an allocation of sampling units based on one food sampling unit per 1000 head residential population. Due to the extensive sampling programme, the Division tends to use its allocation of food sampling units.

5.4 Physical Assets

The officers involved in the food service are provided with any equipment that is deemed necessary for them to carry out their duties effectively and efficiently. A record of equipment allocated to staff is listed in an equipment inventory, which also includes a record of the necessary calibration and service checks. The value of these assets costed on a replacement value is estimated to be in the order of £2000.

5.5 Information Technology

The Division operates the Uniform database and management system supplied by IDOX and is used to log complaints, investigations and inspections. The system interfaces with the corporate Geographical Information System (GIS) and is based on the Local Land and Property Gazetteer. We also use Laserforms to provide consistency in enforcement notices.

All documents are scanned and linked to the Uniform record using the IDOX Electronic Document Management System which provides a more efficient management of information and data and improved access to information and business history. Additionally, the use of online application forms and payments improves both access to services by residents and businesses and efficiency. A corporate flexible mobile working project will be implemented during 2017 which will facilitate more efficient working across both authorities.

The ICT platform is Windows 7 using Microsoft Office 2010 software packages. These systems are supported by a dedicated ICT Department.

6.0 QUALITY ASSESSMENT

It is recognised that as well as ensuring that premises due for inspection are actually inspected, the quality of the inspection is of equal importance. By ensuring and maintaining the quality of an inspection, it becomes a more focussed, effective tool in securing food safety.

To this end, the quality of the service is monitored in accordance with the 'Inspection Monitoring Management System' in compliance with FSA Code of Practice. This sets out the measures that will be taken to ensure quality and consistency of approach to inspections, information provided and correspondence.

In order to attain and maintain a quality inspectorate, minimum qualifications and experience are set for enforcement officers. This is monitored regularly. Staff also undergo shadow inspections and peer review inspections/case studies. Regular file audits and action training sessions are also carried out to maintain quality, competency and consistency within the Section.

Additionally, Notices to be served and other enforcement work are verified by the Senior Specialist EHO (Business Support) or Principal Environmental Health Officer to ensure consistency with the Enforcement Policy and compliance with the Code of Practice and correspondence and files are monitored on a routine basis.

ACTION PLAN 2016/17

Task	Responsibility	Action	Success Criteria	Monitoring	Target
Participate in the implementation of the corporate flexible mobile working project	EHM, PEHO, SSEHO (FS), SEHO	<ul style="list-style-type: none"> • Identify processes related to commercial premises inspections, accident investigations and service requests • Identify service needs for mobile working and incorporate into existing and future IT solutions • Implement new processes and procedures in terms of flexible working 	<p>Flexible mobile working introduced across the Business Support Team</p> <p>More efficient, effective and streamlined service delivery.</p>	Monthly review against project plan.	December 2017
Review the inspection process to improve hygiene standards in food businesses	PEHO SSEHO (FS)	<ul style="list-style-type: none"> • Implement a project designed to improve hygiene standards within targeted food businesses using a variety of tools, including <ul style="list-style-type: none"> ○ Business Mentoring ○ Toolkit for businesses ○ Coaching and training ○ Web information ○ Score improver training • Increased face to face contact time with businesses 	Increased number of food businesses that are Broadly Compliant	Quarterly review against project plan. Report on the percentage of businesses that are 'broadly compliant'	March 2018
Develop links with businesses through local trade associations,	PEHO SSEHO (FS)	<ul style="list-style-type: none"> • Identify relevant Chambers of Commerce, Trade Associations and contacts 	Better communication between local business	Quarterly review against project plan.	March 2017

Chambers of Commerce and Bucks Local Enterprise Partnership (LEP) to improve support for businesses and provide an advisory service	EHM	<p>within the LEP.</p> <ul style="list-style-type: none"> Identify ways in which the service can work better with these organisations to better support local businesses. Develop service delivery in light of discussions with these organisations 	<p>representatives and the authorities.</p> <p>Changes in service delivery to better reflect business needs</p>	
Develop Primary Authority arrangements with local businesses for both food and health and safety	PEHO SSEHO (FS) SEHO	<ul style="list-style-type: none"> Actively pursue Primary Authority Partnerships In discussion with the particular business, develop the Primary Authority Principle in line with BRDO guidance. 	<p>Successful development and smooth implementation of the Primary Authority Principle.</p>	<p>Monitoring of food and health and safety complaints/enquiries and liaison with other local authorities</p> <p>March 2018</p>
To develop and enhance the authorities' websites in relation to food and health and safety	SEHO/IT	<ul style="list-style-type: none"> Identify ways in which the websites can be better used to provide information and guidance for businesses and to improve service delivery. Identify ways in which the websites can supplement the mobile/remote working project to provide more efficient and effective work practices. To review the content of the Councils' websites in relation 	<p>Websites enhanced – improved and readily accessible guidance and information available for businesses. Officers able to use website to improve their interaction with businesses and to enhance remote working. The relevant sections</p>	<p>Quarterly review against project plan. Quarterly review of website information to ensure that information is still current</p> <p>March 2018</p>

<p>Identify additional income streams for the department. Develop and deliver a chargeable advice service</p>	<p>PEHO SSEHO (FS) SEHO EHM</p>	<p>to food and health and safety and amend, remove or add new information as necessary in light of changes in legislation, government guidance and Council changes.</p> <ul style="list-style-type: none"> Identify sources of additional income that can be exploited. Develop projects that can be marketed to businesses and other local authorities as an additional service. Produce a marketing plan and identify ways in which new services can be publicised and promoted. 	<p>of the websites are up to date, relevant and readily accessible.</p>	<p>Increase in income generated. Projects identified and new services developed. Uptake of new services by businesses and local authorities. Business support valued by the community, active participation on training courses. Increased uptake of food and health and safety courses.</p>	<p>Quarterly review against project plan.</p>	<p>March 2018</p>
<p>Carry out customer service survey to identify areas for service improvement</p>	<p>All</p>	<ul style="list-style-type: none"> Send out questionnaires after each inspection by email to assess business's degree of satisfaction and identify areas where the service can be improved 	<p>Questionnaire sent out to businesses after each inspection. Returns show a high degree of business satisfaction.</p>	<p>Report on questionnaires posted and percentage of 'satisfied' returns received.</p>	<p>Ongoing</p>	

<p>Ensure a programme of priority campaigns are carried out</p>	<p>All</p>	<ul style="list-style-type: none"> In line with the HSE Strategy and guidance, identify and deliver appropriate intervention projects Work to include articles in Grub's Up, development of website information, business seminars and targeted visits in collaboration with the HSE representative, as appropriate. 	<p>Identified projects delivered according to the project plan. Businesses increasingly aware of the priority topic areas and implementing recommendations.</p>	<p>Review meeting at end of project period. Briefing note provided on successes and lessons learned for future projects.</p>	<p>Ongoing</p>
<p>Report to the Food Standards Agency via the statutory return the percentage of businesses that are broadly compliant</p>	<p>PEHO SSEHO (FS)</p>	<ul style="list-style-type: none"> Using the FSA's LAEMS report, identify the percentage of businesses that are/are not broadly compliant. Target appropriate food safety interventions to increase the percentage of businesses that are 'broadly compliant'. 	<p>Increasing percentage of businesses that are 'broadly compliant'.</p>	<p>Report on the percentage of businesses that are 'broadly compliant'.</p>	<p>On-going</p>

Appendix 4

By virtue of paragraph(s) 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

