

The Vale of Glamorgan Council

Shared Regulatory Services Joint Committee: 18th December 2018

Report of the Director of Environment and Housing

Overview and Update on Shared Regulatory Services

Purpose of the Report

1. This report provides an update on the work undertaken by the Shared Regulatory Service (SRS).

Recommendation

1. The Committee is asked to consider, note and agree the contents of the report.

Reason for the Recommendation

1. The report appraises the Committee of the work of the service and the progress toward completing the SRS Business Plans.

Background

2. SRS Business Plans are developed in consultation with stakeholders. They inform and direct the work of the service and contribute toward the corporate priorities of each partner Council. The service has five key aims, namely:
 - Improving Health and Wellbeing
 - Safeguarding the Vulnerable
 - Protecting the Local Environment
 - Supporting the Local Economy
 - Maximising the use of our resources.
3. This report contains information outlining how the service is working to achieve better outcomes for the residents and businesses within the region through a series of different actions and work programmes. The report provides an overview of activities undertaken in the period September 2018 to November 2018.

Relevant Issues and Options

Human Resources

4. Throughout the summer, the Head of Service has been engaged in consultation with staff and the trade unions on the proposed budget savings for 2019/20. Members will have considered those budget proposals in an earlier report. Achieving those savings has required the deletion of 9.3 FTE posts from an establishment of 133 FTE. To date that has necessitated one compulsory redundancy, there have been two voluntary redundancy applications and the remaining posts have been deleted following resignations or a reallocation of roles and duties. This will have an inevitable impact upon service delivery. The management team will keep performance against agreed measures under review, but there will be a cessation of some activities to enable the focus to remain upon key issues.

Financial Position Quarter 1

5. The financial monitoring report for the period 1st April to 30th September is attached at *Appendix 1*. It has been prepared from the consolidated figures gathered from each Authority for this period. The service is currently projecting a £48k underspend against a gross revenue budget of £8.504m. The draft/proposed 2019-20 budget has been presented as a separate item on the agenda.

Performance Monitoring

6. Joint Committee Members are provided with data on activity levels to help reassure local Members at each Council that SRS activity continues to tackle issues across the region. Performance data for quarter 2 of 2018/19 is set out at *Appendix 2* and is reported to each Council in line with the legacy performance management regimes and existing service plans. A presentation on the current performance will be provided at the Joint Committee meeting.

Service Updates

The Vale Employers Engagement Project - VEEP

7. The Vale Employers Engagement Project ('VEEP') culminated in a business forum to support Golf Course Managers and Green Keepers throughout Bridgend, Cardiff and Vale of Glamorgan comply with relevant health and safety legislation. The forum, which took place on 7th November 2018, was organised by officers of the SRS and supported by HSE; Public Health Wales; external stakeholders and representatives from the golfing fraternity.
8. 'VEEP' involved a 3-phase health and safety intervention throughout the SRS area. The project was initiated following 2 fatalities associated with the management of contractors on golf courses in Newport, and a spate of golf-buggy related incidents in Monmouthshire. Targeted inspections focusing on contractor management / green keeper safety / golf buggy safety initially took place during 2016/2017, with revisits to assess compliance taking place during 2017/2018. In order to identify if improvements were being sustained, and greater business resilience being achieved, Officers carried out verification visits to all golf courses during 2018/2019; the outcomes of which informed the topic areas for the 'VEEP' business forum.
9. 'VEEP' targeted key topic areas which Golf Course Managers and Green Keepers were less confident with, and included:

- Tree management
 - Noise at work
 - Hand arm vibration
 - COSHH
 - Legionella
 - Management of contractors
 - Managing health and safety
 - Occupational health
 - Healthy Working Wales
10. A total of 95 delegates attended the 'VEEP' business forum, which included representatives from golf courses across SRS and some neighbouring Local Authority areas and external stakeholders.
11. All delegates were able to attend a maximum of 6 pre-selected workshops throughout the day which were run by professional key-note speakers (including: HSE; Public Health Wales; Vector Air & Water; South Wales Safety Consultancy; MHP Arboriculture; Capital People). Exhibitors from Bridgend College; IOSH; Insight Health Screening; Insync Corporate Health; Thomas Carroll and Xact also supported the event and of the 44 evaluation forms returned to SRS, 22 (50%) found the forum to be excellent value to their business; 19 (43%) found the forum to be very good value to their business; and 3 (7%) found the forum to be good value to their business. No negative comments were made on the evaluation forms.

Letting Agents and Property Manager Enforcement

12. Following on from the Letting Agent and EPC survey carried out last year SRS officers are developing a robust method to deal with letting agents and property managers that do not comply with the legislation that applies to them.
13. On 1st October 2014 new legislation came into force making it a requirement for all letting agents and property managers to belong to a Government approved redress scheme to provide a mechanism for complaints to be investigated and determined by an independent person. For the purposes of the legislation the Government has approved three redress schemes under section 87 of the Enterprise and Regulatory Reform Act 2013. These are:
- Ombudsman Services Property
 - Property Redress Scheme
 - The Property Ombudsman
14. On the 27th May 2015 new legislation came into force making a further requirement for all agents in England to publicise their relevant fees. This was extended to Wales on 21st October 2015 by virtue of the Consumer Rights Act 2015 (Commencement No.2) (Wales) Order.
15. The redress scheme Order places a duty on every enforcing authority to enforce the order within their local area and a requirement that letting agents display prescribed information.
16. SRS is working with Rent Smart Wales and providing a referral system to address breaches of legislation. Compliance in most cases has been achieved by advising

agents and landlords to assist them to understand their responsibilities and no further action has been required. However there are still a minority of agents that are failing to comply with the requirements of the legislation. Officers are proposing to develop within the SRS area a Penalty Charge Notice to address these issues.

Illicit tobacco

17. There has been a steady increase in the number of premises, particularly in Cardiff, supplying illicit and counterfeit tobacco to consumers. SRS officers regularly carry out inspections often involving partner agencies including South Wales Police and Wagtail who provide tobacco detection dogs to assist with the location of the product whilst on site. This allows officers to locate 'hides' that are used by retailers to conceal the product that often require specialist skills to detect and open.

Last month, an operation resulted in the seizure of a considerable number of illegal tobacco products. In one instance, officers removed illegal products from a property on Friday, they returned the following Monday to find that the retailer had restocked; that illegal product was removed. The profits associated with this illegal activity are significant and those involved in the supply chain are well organised. Further operations are planned in the near future to tackle the issue.

Members should be aware that the Welsh government have been asked to consider funding a Welsh unit to tackle this trade on a national basis. A report written by ASH Wales was submitted to Welsh Government earlier this year and recommends that investment is made to address two key areas.

Communications - there needs to be an awareness-raising programme to educate the public about the harms caused by illegal tobacco. In addition, work needs to be done with smokers of illegal tobacco with the aim of making them feel less comfortable in purchasing counterfeit or smuggled product. Allied to this work, a reporting portal is recommended whereby members of the public have a number of different ways in which to report the supply of illegal tobacco, for example via telephone, online reporting and social media.

Enhanced enforcement - there is recognition that Trading Standards services in Wales are insufficiently resourced to deal with the crime associated with illegal tobacco beyond the very local level. To address the complex regional and national supply chains for these products, ASH Wales recommends that a specialist Illegal Tobacco enforcement team be created, complete with Trading Standards Officers, Intelligence Analyst and Financial Investigators. This team would be hosted by a Local Authority but provide its services across Wales (much like the Wales Illegal Money Lending Unit), and would work closely with other partner agencies such as the Police and HMRC.

Welsh Government has yet to give its decision as to whether the recommendations of the ASH Wales report will be adopted and the three year programme funded.

Port Health Plan

18. Members will be aware that the SRS publishes a number of operational plans to advise stakeholders of the work to be carried out in certain environments.

The document set out at *Appendix 3* is the Port Health Plan, which outlines how the SRS seeks to prevent infectious disease coming into Cardiff, Barry and the surrounding areas via the ports and airports to protect the health of the public. The Plan also demonstrates how these statutory obligations in relation to food safety,

imported food control, ship sanitation, disinsection, waste control and animal health will be delivered.

19. A presentation will now be made to the Joint Committee providing further information on the scope of the Port Health Service.

Safeguarding/Scams

20. Our safeguarding work continues to identify criminals who target the most vulnerable residents in our communities with callous scams and incidents of doorstep crime. A number of such criminals have been prosecuted already this year and other cases are progressing through the court system.
21. Two brothers were prosecuted under the Fraud Act for taking money from residents for home improvement work which was not completed, and for false representations made. The Court heard how the defendants had acted fraudulently with the intention of deceiving customers, and the magistrates considered that the offences were serious enough to cross the custody threshold. One brother was given an 8 week custodial sentence suspended for 12 months, ordered to carry out 100 hours of unpaid work and ordered to pay £720 compensation to the affected complainants. The other received a 12 month community order, was ordered to carry out 200 hours of unpaid work and had to pay £720 in compensation to the complainants.
22. In another case, a rogue trader pleaded guilty to three charges under the Fraud Act arising from his taking of money from consumers for materials and work that were never supplied. In total, the residents were defrauded to the sum of £4950, and the Prosecution requested compensation in this amount. The Prosecution made claims for compensation for the 3 consumers who had been defrauded for a sum totalling £4950. However this was not the first occasion on which the defendant had been convicted of fraud and in an earlier case taken by South Wales Police, agreed compensation to the victim remained unpaid.
23. In the circumstances, the District Judge took the unusual step of giving the defendant 6 months in which to pay the original compensation at a rate of £1000 per month. However, should these payments not have been made in that time, the District Judge indicated that a custodial sentence would be imposed. When the case came back to court in November, the defendant failed to attend. In light of this and the fact that he had still not paid back the compensation arising from the earlier case, a warrant was issued for his arrest. Once he has been arrested he will be returned to court for sentencing.
24. A number of high value scam and rogue trader prosecutions are waiting to be heard in the court system; an update will be provided on progress against these at the February Joint Committee meeting.

Stop Loan Sharks Awards for Wales

25. The Proceeds of Crime Act (POCA) provides enforcing agencies with the power to seize cash and recover assets acquired by criminals through the proceeds of their crimes. As a result, the Act has the effect of deterring offenders, disrupting organised crime and demonstrating to the public that crime doesn't pay. Enforcing authorities are required to use any monies returned to prevent or detect crime. The SRS uses such money to train officers, purchase surveillance equipment, but also to fund suitable community projects to raise awareness and encourage reporting of community crime.

26. Last year, the Wales Illegal Money Lending Unit (WIMLU) awarded a total of £48,000 to ten community based initiatives under the first Stop Loan Sharks Awards for Wales. The purpose of the initiatives is to raise awareness of the problems caused in our communities by loan sharks, and how those affected and the wider public can report concerns. Over the course of the year, the successful initiatives included fun days and other events to highlight the problem of illegal money lending; the publication of newsletters and other materials aimed at target groups, and the production of a Welsh language film.

One initiative has really captured the imagination and looks set to leave a lasting legacy. This was a PETRA (Parents Engaging to Raise Aspiration) project which was run in a South Wales community. Parents and children worked alongside a professional storyteller, an illustrator and a designer to develop a picture book for children on the theme of illegal money lending.

With assistance from WIMLU staff, the theme and story line were developed and the story book was produced. The result is the amazing story of Dave and Doris Duck who get the better of evil lender Sid the Swan, narrated and beautifully illustrated in "*A Fistful of Feathers*". Recently, the book has been published in bilingual format, and a copy sent to each library and primary school in Wales meaning that children and parents will have opportunity to take from the story the powerful messages around reporting loan sharks and taking steps to avoid falling into a cycle of debt and misery that inevitably follows the taking out of an illegal loan.

Knives Project in Cardiff

27. Following a spate of tragic incidents involving the use of knives, Cardiff has been identified as one of two areas of concern in Wales with regard to the prevalence of knife crime. In order to play a key role in tackling this disturbing trend, SRS has successfully bid for nearly £20,000 of Home Office funding. This will enable a range of Trading Standards compliance checks to be undertaken to identify the extent to which young people are able to purchase knives and other bladed instruments across the city.

Knife test purchasing work in other areas of the country has shown that nearly 30% of all attempts by young volunteers to purchase knives resulted in a sale. The Home Office funding will enable problem sectors of the trade to be identified and appropriate interventions carried out to address the problem for the longer term. An update report on the outcome of this Home Office funded work will be brought to the Joint Committee in due course.

Minimum Unit Pricing of Alcohol

28. In August, the Public Health (Minimum Price for Alcohol) (Wales) Act 2018 received Royal assent. The legislation will take effect in 2019, making it a requirement that alcohol sold in Wales is priced in accordance with the statutory minimum unit price provision.

The Act has been introduced in response to concerns over the impact of alcohol harm on the economy of Wales and on the health and wellbeing of the nation. To put this into context, in 2017 there were over 500 alcohol-related deaths and nearly 55,000 alcohol-related hospital admissions in Wales. The direct health care costs attributable to alcohol during this period amounted to an estimated £159 million.

The aim of the legislation is to protect the health of hazardous and harmful drinkers who consume greater amounts of low-cost and high-strength alcohol. Evidence suggests that those who drink within the lower risk drinking guidelines of no more

than 14 units per week will be only marginally affected by the change. This is because this group consumes a smaller amount of alcohol and also because they do not tend to purchase the cheaper alcohol that will be most affected by a minimum price.

29. Welsh Government has recently consulted upon the setting of the minimum price at 50p, after research estimated this would be worth £783m to the Welsh economy over 20 years in terms of reducing alcohol-related illness, crime and workplace absence attributed to alcohol. In responding to the consultation, SRS was supportive of the 50p minimum price as providing the right balance between on one hand having a positive effect on tackling harmful drinking and on the other inadvertently penalising responsible drinkers.

The purchase price will be calculated using the formula

$$\text{purchase price} = \text{minimum unit price} \times \text{alcohol strength} \times \text{volume}$$

meaning that while a 50p minimum unit price will have little effect on the cost of a bottle of wine, there will be a near trebling in the cost of a 3 litre bottle of strong cheap cider which currently retails for as little as £3.59.

Air Quality

30. The annual Air Quality progress reports, as required by Welsh Government were presented to the respective Cabinets of Bridgend, Cardiff and the Vale of Glamorgan Councils in the autumn. The indicative position in each of the three Council areas is as follows
31. **Bridgend** - As reported at the September Joint Committee meeting, monitoring at a new location in Bridgend during 2017 and 2018 has identified average nitrogen dioxide levels (NO₂) that breach the annual objective set for NO₂. As a result of this finding, on 20th November, a further report was taken to the Cabinet of Bridgend County Borough Council setting out the need for an Air Quality Management Area (AQMA) to be designated at that location. Cabinet approved the recommendation and the Order is due to take effect on 1st January 2019.

As there are a number of residential and commercial properties included in the boundary of the AQMA, engagement with residents will begin prior to Christmas and continue through the spring. While the Cabinet decision to create the AQMA is final, the engagement exercise with residents will set out the reasons for and the implications of the AQMA, and seek comments and suggestions on a range of possible mitigation measures to improve air quality in the area.

An Action Plan will be formalised in order to implement appropriate measures to improve/ reduce the NO₂ levels within the AQMA. This will require a co-ordinated approach with SRS working with a number of BCBC departments and other agencies to identify the most appropriate solutions to improve air quality in the area.

32. **Vale of Glamorgan** - the annual Local Air Quality Management Progress Report was approved by Cabinet on 5th November. One of the recommendations made in the report was the revocation of the Windsor Road, Penarth, AQMA, as a result of the improvement in the results of monitoring air quality in the area over a number of years. A public consultation will now follow to capture the views of residents and to ensure that the reasons for revocation are understood. The communications plan will make it clear that monitoring of air quality will continue in the area to ensure that the greatly improved standard of air quality is maintained.

33. **Cardiff** - SRS continues to play a significant role in assisting the City of Cardiff Council as it identifies the most effective way to improve air quality going forward. The SRS Team Manager Specialist Services Environment has recently been seconded to Cardiff Council for a period of at least nine months in the role of Project Manager for the Council's Air Quality Strategy.

As part of the overall piece of work around Air Quality in Cardiff the Licensing team is reviewing the emission standards of the licenced taxi fleet in the City. The intention is to take a report to the Public Protection Committee in the New Year proposing a consultation takes place on the age emission and vehicle testing standards for taxis and private hire vehicles. This will form part of a wider strategy to implement a phased policy of vehicle improvement, beginning with removing the oldest and more polluting vehicles from the city's roads and transitioning to the long-term target of achieving a 100% zero emission fleet of licensed vehicles.

Housing Enforcement

34. At the last Committee, elected Members were advised that within Cardiff there are a number of privately owned high-rise buildings that have been constructed using ACM materials similar to that used at Grenfell.

Working with the Fire Service and Welsh Government, the SRS has begun to take a more prominent role in respect of the affected high-rise buildings in the private sector with a view to using powers contained in the Housing Act 2004 and the Housing Health and Safety Rating System (Wales) Regulations 2006.

A new addendum to the Housing Health and Safety Rating System guidance (HHSRS) has been placed before parliament and is scheduled to become part of the HHSRS in January 2019. The addendum is intended to clarify how an HHSRS assessment of fire risk where aluminium composite material (ACM) cladding is present in high rise buildings should be conducted, giving confidence to Local Authorities in carrying out their enforcement actions.

The SRS is taking further expert advice and remains in consultation with Welsh Government and the Fire Service as to the potential changes in policy and practice as a consequence of Grenfell, but in the short term, the focus is upon remediation of some of the high rise buildings in the City. Currently, the developers responsible for two of the affected sites have written to the residents and stated that they will replace the cladding even though it had "*received regulatory sign off*" for the use of Aluminium Composite Material (ACM) - the type of cladding used at Grenfell. The developers expect the work to start in summer 2019. Another developer has confirmed that the ACM cladding on a commercial property in the City has been replaced.

35. The Minister for Housing and Regeneration has recently convened an Expert Group, to develop a 'road map' that will assist Welsh Government in its response to the issues raised by the Independent Review of Building Regulations and Fire Safety (the 'Hackitt' review). The Head of Service attends this group as a representative of the Regulatory services in Wales.
36. Finally, the Equality, Local Government and Communities Committee: report on fire safety in high-rise buildings - (private sector) was published in November 2018. Of note to the committee is the following commentary with respect to the resourcing of Regulatory services with respect to building safety.

"We acknowledge that after nine years of austerity, local authorities have had to make difficult decisions about resources, and that regulatory services, such as

Building Control; Environmental Health and Trading Standards have faced the brunt of some of those decisions. We also highlight the importance of regulatory services, and how they play a key role in the preventative agenda that is at the heart of the approach all public services should be taking, and which is a legislative duty placed on them by the Well-Being of Future Generations (Wales) Act 2015."

"We believe that as part of the roadmap that the Building Safety Expert Group is drawing up, further detailed consideration is needed on how local authority regulatory services can be supported to ensure that they are able to provide more regular and unannounced inspection visits".

Animal Welfare

37. SRS has been recognised in the 2018 RSPCA Cymru Paw Prints awards in both the Dog Warden service and Animal Licensing categories. The hard work of our Animal Wardens and Animal Health and Welfare Officers throughout the year means that we were not only able to maintain the silver standard achieved in 2017 for Animal Licensing, but built upon our previous performance in respect of Dog Warden services by achieving the gold standard for the first time. This achievement is made all the more remarkable given the fact that during the course of the year a new kennelling provider was appointed, and the RSPCA Cymru awards really are a reflection of the success of the new arrangements.

The aim of RSPCA Cymru in giving these annual awards is to shine a light on organisations across Wales who have 'gone the extra mile' for animals, and entries are judged by an external panel of animal welfare experts. Two of the SRS team, together with the Chair of the Joint Committee attended the RSPCA annual dinner and awards ceremony in Cardiff Bay on 5th November, where Lesley Griffiths AM, Welsh Government Cabinet Secretary for Energy, Planning and Rural Affairs presented the awards.

Enforcement Activity

38. Details of recent cases investigated by the SRS that have resulted in prosecution are set out in *Appendix 4* to this report.

Resource Implications (Financial and Employment)

39. The Participants' contribution towards the Shared Regulatory Service is recharged on a quarterly basis, based upon the approved budgets for 2018/19. Accounting for the full year will be reported to the Committee at the Annual General Meeting.

Sustainability and Climate Change Implications

40. There are no immediate sustainability or climate change implications associated with this report.

Legal Implications (to Include Human Rights Implications)

41. There are no immediate legal implications associated with this report

Crime and Disorder Implications

42. There are no immediate issues contained in this report.

Equal Opportunities Implications (to include Welsh Language issues)

43. There are no immediate issues contained in this report.

Corporate/Service Objectives

44. The key service and improvement objectives contained in the SRS Business Plan identify and link to the Corporate Plans of each Council.

Policy Framework and Budget

45. The adopted Scrutiny regime will engage in the review and developments of plans, policies and strategies that support the corporate objectives of each Council.

Consultation (including Ward Member Consultation)

46. No specific consultation has been undertaken in relation to this report, although Members will appreciate that considerable consultation and engagement on the work of the service has been and continued to be undertaken with a range of stakeholders

Relevant Scrutiny Committee

47. The SRS is currently scrutinised through the arrangements in place at each partner Council.

Background Papers

None.

Contact Officer

Head of Shared Regulatory Services

Officers Consulted

Head of Legal and Regulatory Services, Bridgend County Borough Council
Assistant Director Streetscene, City of Cardiff Council
Legal Services, the Vale of Glamorgan Council
Financial Services, the Vale of Glamorgan Council

Responsible Officer:

Miles Punter - Director of Environment and Housing - Vale of Glamorgan Council

The Vale of Glamorgan Council

Report of the Director of Environment and Housing

Revenue Monitoring for the Period 1st April to 30th September 2018 for the Shared Regulatory Services

Purpose of the Report

1. To provide a report as at 30th September 2018 on the Shared Regulatory Service.

Recommendation

It is recommended that: -

2. The position with regard to the 2018/19 revenue budget is noted.

Reason for the Recommendation

3. That the members are aware of the position with regard to the 2018/19 monitoring relevant to the Board and relevant scrutiny committee.

Background

4. On the 19th December 2017, the Shared Regulatory Service (SRS) Committee approved the SRS Gross Revenue Budget for 2018/19.

Relevant Issues and Options

1. The Gross Revenue Budget and projected outturn for 2018/19 are shown in the tables below, with the position in respect of each of the partners detailed to include both Core and Authority Specific expenditure positions. The service is currently anticipating an underspend of £48k against the gross revenue budget of £8.504m, as shown in the table below.

Authority	Gross Budget £'000's	Projected Outturn £'000's	Outturn Variance £'000's
Bridgend	1,774	1,709	65
Cardiff	4,978	5,040	(62)
Vale	1,752	1,707	45
Total Gross Expenditure	8,504	8,456	48

However, it should be noted that the Service continues to re-position itself in readiness to meet the agreed savings target of future years. As a result, it is anticipated that the position will continue to improve as the year progresses and the savings strategy is implemented, and opportunities present themselves.

An unanticipated consequence of the consultation on the budget savings has been the departure of officers, who were not at risk, to take up employment elsewhere. Recruitment is underway, but it is likely that a further in year underspend will be incurred while these posts remain vacant.

2. A full breakdown of the projected gross outturn position is shown in Appendix A.

Implementation

3. Provision was made in the 2016/17 accounts for items that were yet to be realised within the accounts. Funding for the remaining two items has been carried forward into the 2018/19. These include;

- £46k to cover the anticipated cost of setting up the SRS as a separate employer within the Cardiff & Vale Pension Fund as agreed by the Joint Committee on 20th December 2016.

- £10k in respect of partially completed additional IT consultancy work.

Core Services

4. The approved gross Core Services budget for 2018/19 is £6.261m, and is projected to achieve an overall underspend of £146k. The Core Services budget is allocated in line with the population split across the participating authorities.

Authority	%	Gross Budget £'000's	Projected Outturn £'000's	Outturn Variance £'000's
Bridgend	22.39%	1,401	1,367	34
Cardiff	57.51%	3,601	3,521	80
Vale	20.10%	1,259	1,227	32
Total Core		6,261	6,115	146

5. Employee costs are anticipated to achieve a £34k underspend which may in part be due to maternities in the service, plus a number of recently vacated posts that will be contributing to achieving the future years savings target. There have also been some issues in attracting suitable cover within particular disciplines that do not form part of the savings initiative. Agency cover is anticipated to be accessed where issues arise within the service. Also included are the salary costs of the two staff supporting the Public Space Protection Order initiative, the costs of which will be recharged directly back to the two instructing Authorities.
6. Transport Costs are expected to achieve an £11k overspend as a result of an anticipated spend in excess of budget on vehicle repairs and fuel. Some of these costs will be met by grant funding.
7. Supplies and Services are predicting a £37k overspend, which includes an overspend of £22k on legal costs, £5k overspend on printing costs plus an overspend of £8k on the delivery of services which relates directly to Works in Default and will be recharged back to Cardiff. The legal fees are offset by income received via a Monetary Order resulting from a Trading Standards case heard at Crown Court. There is an anticipated £2k overspend on internal recharges.
8. £160k over recovery of income is anticipated, which is made up of £90k recharged staff costs from the Public Open Space projects to Cardiff and the Vale of Glamorgan Councils, plus recovery of costs from Welsh Government in respect of the Special Procedures Project which is to be incorporated into the Public Health (Wales) 2017 Act. Income has been reduced as one of the Public Space Protection Order projects is scheduled to finish early October, with the remaining project at Cardiff anticipated to continue for the full financial year. Compensation of £47k has been received from the case heard at Crown Court. Also expected to be received are £23k Primary Authority income plus income from other paid for services.
9. The 2018/19 Welsh Government Rentsmart Grants of £66k has been built into the SRS budget. The Service will recoup 100% of the costs incurred from the grant payable from the participating Authorities.

Authority Specific Services

10. The approved gross budget of £2.243m in respect of Authority Specific Services is projecting an overspend of £98k as detailed in the table below.

Authority	Gross Budget £'000's	Projected Outturn £'000's	Outturn Variance £'000's
Bridgend	373	342	31
Cardiff	1,377	1,519	(142)
Vale	493	480	13
Total Authority Specific Services	2,243	2,341	(98)

11. The £31k underspend in Bridgend is the result of an £4k underspend within the Licensing section which is made up of smaller variances across the headings. There is an anticipated £27k underspend within the Kenneling and Vets section where activity is below budget, and is consistent with previous years and the national trend of the reduction of dogs being presented as homeless.

12. The £142k anticipated overspend within Cardiff predominantly relates to an anticipated £144k overspend in the Licensing section. There are £64k of unbudgeted Employee costs which will be offset through License Fee income received by Cardiff.

13. There is an estimated overspend of £80k within Supplies and Services which includes unbudgeted Printing, Disclosure & Barring Service costs plus unbudgeted Taxi Plate Costs. It is understood that this position will be fully met by Licensing income in excess of budget, and is in line with income levels achieved in previous years.

14. The £5k anticipated overspend within Night Time Noise relates directly to activity levels in excess of budget.

15. HMO Plasnewydd and Cathays are projecting a combined balanced position.

16. The £3k underspend in Cardiff Port Health Authority is the result of small underspends across the headings.

17. Student Liaison is anticipated to achieve a £4k underspend at year end. The post is currently vacant, however, it is anticipated that the position will be addressed in the third quarter of 2018/19, with the outcome expected to be reported to the December Committee.

18. The projected underspend of £13k in the Vale of Glamorgan is the result of an anticipated £7k underspend within Pest Control which is made up of smaller variances across the headings. Kenneling and Vets is anticipating a £6k underspend, which is

due to a lower than budgeted uptake in the service, and is consistent with the reducing pressures felt in Bridgend. The Additional Licensing Scheme which is located within the Castleland Ward in Barry has now expired and will not be renewed, thus resulting in a £4k underspend. The £1k anticipated underspend within Licensing is the result of smaller variances across the headings.

19. The cost of the Public Health Funerals is anticipated to exceed budget by £5k, however this may at least in part be met by income recovered from the estate of the deceased.

Net Position

20. In accordance with the Joint Working Agreement (JWA), income budgets remain the responsibility of each Participant Authority and are shown in this report for completeness.

21. The table below illustrates an anticipated overspend of £184k at year end against a net budget of £6.146m, having taken into consideration the projected income received by the Participant Authorities. It has been prepared using income figures provided by the Authorities.

Net Expenditure Authority	Gross Budget £'000's	Projected Outturn £'000's	Outturn Variance £'000's
Bridgend	1,328	1,321	7
Cardiff	3,410	3,646	(236)
Vale	1,408	1,363	45
Total Net Expenditure	6,146	6,330	(184)

22. A full summary of the projected net outturn position is illustrated in Appendix B.

23. Income received by the date of the report may include income relating to annual fees and charges, or where multiple year licenses have been purchased by the date of the report. Adjustments were administered by the legacy Authorities at both 2016/17 and 2017/18 year ends, with income in respect of both Taxi and HMO received in year but relating to future periods being adjusted for at year end.

24. The net position for Bridgend is an overall underspend of £7k against a net budget of £1.328m, which is the result of anticipated income recovery being £58k below target overall. Licensing income is anticipated to achieve a shortfall against target of £65k, this may be due to an in year £48k increase to the associated income budget. This is then offset by Core income which is anticipated to over recover by £7k.

25. The net position for Cardiff is an anticipated overspend of £236k, against a net budget of £3.410m. Income projections overall are projected to achieve a shortfall of £174k.

This may in part be due to the historic pattern of income receipts falling off from year 2 onwards of the 5 year HMO License cycle. HMO Plasnewydd will finish its current cycle in Oct 2019, with HMO Cathays finishing in Dec 2021. 2016-17 was the first year that adjustment for income in advance had been administered to the account, with no consideration within the accounts made for periods prior to 2016-17. At this time it is anticipated that there will be a combined £116k under recovery of income on this element of the budget.

26. The Licensing section is anticipated to achieve a shortfall in income of £59k against budget of £959k, which is marginally lower than the performance achieved in 2017-18.

27. It is also anticipated that Core will be £45k below the annual target of £251k.

28. These under recovery of budgeted income streams will then be partially offset by £46k of unbudgeted income from the Student Liaison Support Service which will be recharged out to the Universities within the City.

29. The Vale of Glamorgan is reporting an underspend of £45k against a net budget of £1.408m. Income is anticipated to meet target, with no variances projected at this time.

Resource Implications (Financial and Employment)

30. As detailed in the body of this report.

Sustainability and Climate Change Implications

31. There are no direct implications arising from this report.

Legal Implications (to Include Human Rights Implications)

32. There are no legal implications.

Crime and Disorder Implications

33. There are no crime and disorder implications.

Equal Opportunities Implications (to Include Welsh Language Issues)

34. There are no equal opportunities implications.

Corporate/Service Objectives

35. Effective monitoring assists in the provision of accurate and timely information to officers and members, and in particular allows services to better manage their resources.

Policy Framework and Budget

36. The report is in accordance with the Policy Framework and Budget.

Consultation (Including Ward Member Consultation)

37. The appropriate Chief Officer has been consulted. This report does not require Ward Member consultation.

Background Papers

None

Contact Officer

Carolyn Michael (Operational Manager – Accountancy) (01446 709778)

Officers Consulted

Director of Environment and Housing
Head of Service for Shared Regulatory Services

Responsible Officer

Miles Punter

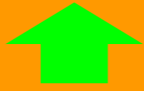
	Bridgend 2018/19			Cardiff 2018/19			Vale 2018/19			Total Gross Expenditure 2018/19		
	Budget	Outturn	Variance	Budget	Outturn	Variance	Budget	Outturn	Variance	Budget	Outturn	Variance
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<u>Authority Specific</u>												
Bridgend Licensing	326	322	4							326	322	4
Kennelling & Vets fees (Bridgend)	47	20	27							47	20	27
Cardiff Licensing				666	810	(144)				666	810	(144)
HMO Cathays				192	194	(2)				192	194	(2)
HMO Plasnewydd				258	256	2				258	256	2
Student Liason				62	58	4				62	58	4
Night Time Noise				60	65	(5)				60	65	(5)
Cardiff Port Health				139	136	3				139	136	3
Vale Licensing							363	362	1	363	362	1
Burials (Vale)							2	7	(5)	2	7	(5)
Additional Licensing (Vale)							8	4	4	8	4	4
Pest Control Service (Vale)							100	93	7	100	93	7
Vets & Kennelling Fees (Vale)							20	14	6	20	14	6
<i>Sub total</i>	373	342	31	1,377	1,519	(142)	493	480	13	2,243	2,341	(98)
<u>Core Services</u>												
Animal Services	92	89	3	237	228	9	83	80	3	412	397	15
Environmental	67	49	18	173	126	47	60	44	16	300	219	81
Food	348	344	4	894	884	10	313	309	4	1,555	1,537	18
Housing	173	172	1	444	451	(7)	155	155	0	772	778	(6)
Health & Safety + Communicable Disease	145	143	2	372	368	4	130	128	2	647	639	8
Pollution	186	194	(8)	478	498	(20)	167	173	(6)	831	865	(34)
Trading Standards	390	376	14	1,003	966	37	351	338	13	1,744	1,680	64
<i>Sub total</i>	1,401	1,367	34	3,601	3,521	80	1,259	1,227	32	6,261	6,115	146
Gross Expenditure Budget	1,774	1,709	65	4,978	5,040	(62)	1,752	1,707	45	8,504	8,456	48

	2018/19 Expenditure Budget £000's	2018/19 Income Budget £000's	2018/19 Net Budget £000's	Sep-18 Profiled Net Budget £000's	Sep-18 Actual Expenditure £000's	Sep-18 Actual Income £000's	Sep-18 Net Position £000's	Net Variance To Date £000's	Projected £000's	Projected YE Variance Favour/(Adverse) £000's
	A	B	C = A - B	D	E	F	G = E - F	H = D - G	I	J = C - I
<u>Bridgend</u>										
Core	1,401	(48)	1,353	677	633	(26)	607	70	1,312	41
Authority Specific										
Licensing	326	(398)	(72)	(36)	147	(195)	(48)	12	(11)	(61)
Kenneling & Vets	47	0	47	24	8		8	16	20	27
	1,774	(446)	1,328	665	788	(221)	567	98	1,321	7
<u>Cardiff</u>										
Core	3,601	(251)	3,350	1,675	1,629	(95)	1,534	141	3,316	34
Authority Specific										
Cardiff Licensing	666	(959)	(293)	(146)	376	(347)	29	(175)	(90)	(203)
HMO Cathays	191	(55)	136	68	91	(55)	36	32	122	14
HMO Plasnewydd	258	(177)	81	41	123	(46)	77	(36)	211	(130)
Student Liason	62	0	62	31	16	0	16	15	12	50
Night Time Noise	61	0	61	30	28	0	28	2	65	(4)
Cardiff Port Health	139	(126)	13	6	67	(63)	4	2	10	3
	4,978	(1,568)	3,410	1,705	2,330	(606)	1,724	(19)	3,646	(236)
<u>Vale of Glamorgan</u>										
Core	1,259	(14)	1,245	623	568	(5)	563	60	1,213	32
Authority Specific										
Vale Licensing	363	(290)	73	37	155	(162)	(7)	44	72	1
Burials	2	0	2	1	2	(2)	0	1	7	(5)
Additional Licensing (Vale)	8	0	8	4	3	0	3	1	4	4
Pest Control Service (Vale)	100	(40)	60	30	43	(29)	14	16	53	7
Vets & Kennelling Fees (Vale)	20	0	20	10	6	0	6	4	14	6
	1,752	(344)	1,408	705	777	(198)	579	126	1,363	45
Grand Total	8,504	(2,358)	6,146	3,075	3,895	(1,025)	2,870	205	6,330	(184)


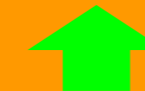
	Target achieved or exceeded		Well below target but expected to improve
	Target not achieved but on target for end of year		Well below target - Urgent improvement required
	Target not achieved - Corrective action required		

Team	Authority	Ref	Title	Q2 Actual	RAG Status2	Q2 Comment	Annual target
Food - Combined total	Bridgend	SRS/FH/001 (PPN/001ii)	The number of high-risk inspections of Category A and B businesses that were carried out during the year.	42			
Food - Combined total	Bridgend	SRS/FH/001 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category A and B) during the year.	70			
Food - Combined total	Bridgend	SRS/FH/001 (PPN/001ii)	The percentage of high risk businesses (Category A and B) that were liable to a programmed inspection that were inspected, for food hygiene.	60.00%	Green	As this is a cumulative measure, it is expected to achieve at least 50% of the annual inspection programme at the end of Qtr 2 which on this occasion has been exceeded.	100%
Food - Combined total	Cardiff	SRS/FH/001 (PPN/001ii)	The number of high-risk inspections of Category A and B businesses that were carried out during the year.	115			
Food - Combined total	Cardiff	SRS/FH/001 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category A and B) during the year.	231			
Food - Combined total	Cardiff	SRS/FH/001 (PPN/001ii)	The percentage of high risk businesses (Category A and B) that were liable to a programmed inspection that were inspected, for food hygiene.	49.78%	Amber 	As this is a cumulative measure, it is expected to achieve at least 50% of the annual inspection programme at the end of Qtr 2. On this occasion the result is fractionally below target and relates to one premises that was outstanding at the end of the quarter.	100%
Food - Combined total	Vale of Glam	SRS/FH/001 (PPN/001ii)	The number of high-risk inspections of Category A and B businesses that were carried out during the year.	36			
Food - Combined total	Vale of Glam	SRS/FH/001 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category A and B) during the year.	71			
Food - Combined total	Vale of Glam	SRS/FH/001 (PPN/001ii)	The percentage of high risk businesses (Category A and B) that were liable to a programmed inspection that were inspected, for food hygiene.	50.70%	Green	As this is a cumulative measure, it is expected to achieve at least 50% of the annual inspection programme at the end of Qtr 2 which on this occasion has been exceeded.	100%
Food - Combined total	SRS	SRS/FH/001 (PPN/001ii)	The number of high-risk inspections of Category A and B businesses that were carried out during the year.	193			
Food - Combined total	SRS	SRS/FH/001 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category A and B) during the year.	372			
Food - Combined total	SRS	SRS/FH/001 (PPN/001ii)	The percentage of high risk businesses (Category A and B) that were liable to a programmed inspection that were inspected, for food hygiene.	51.88%	Green	As this is a cumulative measure, it is expected to achieve at least 50% of the annual inspection programme at the end of Qtr 2 which on this occasion has been exceeded.	100%

Team	Authority	Ref	Title	Q2 Actual	RAG Status2	Q2 Comment	Annual target
Food - Combined total	Bridgend	SRS/FH/002 (PPN/001ii)	The number of high-risk inspections of Category C businesses that were carried out during the year.	153			
Food - Combined total	Bridgend	SRS/FH/002 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category C) during the year.	398			
Food - Combined total	Bridgend	SRS/FH/002 (PPN/001ii)	The percentage of high risk businesses (Category C) that were liable to a programmed inspection that were inspected, for food hygiene.	38.44%	Amber	As this is a cumulative measure, it is expected to achieve at least 45% of the annual inspection programme at the end of Qtr 2 which on this occasion this has not been achieved. This is largely due to a number vacancies within the Food team which resulted in priority being given to premises with a category A or B risk rating. Recruitment to these vacant posts is currently underway.	90%
Food - Combined total	Cardiff	SRS/FH/002 (PPN/001ii)	The number of high-risk inspections of Category C businesses that were carried out during the year.	337			
Food - Combined total	Cardiff	SRS/FH/002 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category C) during the year.	890			
Food - Combined total	Cardiff	SRS/FH/002 (PPN/001ii)	The percentage of high risk businesses (Category C) that were liable to a programmed inspection that were inspected, for food hygiene.	37.87%	Amber	As this is a cumulative measure, it is expected to achieve at least 45% of the annual inspection programme at the end of Qtr 2 which on this occasion has not been achieved. This is largely due to a number vacancies within the Food team which resulted in priority being given to premises with a category A or B risk rating. Recruitment to these vacant posts is currently underway.	90%
Food - Combined total	Vale of Glam	SRS/FH/002 (PPN/001ii)	The number of high-risk inspections of Category C businesses that were carried out during the year.	122			
Food - Combined total	Vale of Glam	SRS/FH/002 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category C) during the year.	310			
Food - Combined total	Vale of Glam	SRS/FH/002 (PPN/001ii)	The percentage of high risk businesses (Category C) that were liable to a programmed inspection that were inspected, for food hygiene.	39.35%	Amber	As this is a cumulative measure, it is expected to achieve at least 45% of the annual inspection programme at the end of Qtr 2 which on this occasion has not been achieved. This is largely due to a number vacancies within the Food team which resulted in priority being given to premises with a category A or B risk rating. Recruitment to these vacant posts is currently underway.	90%
Food - Combined total	SRS	SRS/FH/002 (PPN/001ii)	The number of high-risk inspections of Category C businesses that were carried out during the year.	612			
Food - Combined total	SRS	SRS/FH/002 (PPN/001ii)	The number of inspections due on high-risk food businesses (Category C) during the year.	1598			
Food - Combined total	SRS	SRS/FH/002 (PPN/001ii)	The percentage of high risk businesses (Category C) that were liable to a programmed inspection that were inspected, for food hygiene.	38.30%	Amber	As this is a cumulative measure, it is expected to achieve at least 45% of the annual inspection programme at the end of Qtr 2 which on this occasion has not been achieved. This is largely due to a number of vacancies within the Food team which resulted in priority being given to premises with a category A or B risk rating. Recruitment to these vacant posts is currently underway.	90%

Team	Authority	Ref	Title	Q2 Actual	RAG Status2	Q2 Comment	Annual target
Food - Combined total	Bridgend	SRS/FH/003 (PN/008ii)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to Food Hygiene during the year.	67			
Food - Combined total	Bridgend	SRS/FH/003 (PN/008ii)	The total number of new businesses identified by food hygiene.	71			
Food - Combined total	Bridgend	SRS/FH/003 (PN/008ii)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for food hygiene.	94.37%	Green	Target exceeded.	90%
Food - Combined total	Cardiff	SRS/FH/003 (PN/008ii)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to Food Hygiene during the year.	200			
Food - Combined total	Cardiff	SRS/FH/003 (PN/008ii)	The total number of new businesses identified by food hygiene.	261			
Food - Combined total	Cardiff	SRS/FH/003 (PN/008ii)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for food hygiene.	76.63%	Red	As previously advised in the last Joint Committee, the shortfall of inspections is as a result of a number of vacancies within the Food team. Recruitment into the posts is currently underway.	90%
Food - Combined total	Vale of Glam	SRS/FH/003 (PN/008ii)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to Food Hygiene during the year.	69			
Food - Combined total	Vale of Glam	SRS/FH/003 (PN/008ii)	The total number of new businesses identified by food hygiene.	82			
Food - Combined total	Vale of Glam	SRS/FH/003 (PN/008ii)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for food hygiene.	84.15%	Amber 	As previously advised in the last Joint Committee, the shortfall of inspections is as a result of a number of vacancies within the Food team. Recruitment into the posts is currently underway.	90%
Food - Combined total	SRS	SRS/FH/003 (PN/008ii)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to Food Hygiene during the year.	336			
Food - Combined total	SRS	SRS/FH/003 (PN/008ii)	The total number of new businesses identified by food hygiene.	414			
Food - Combined total	SRS	SRS/FH/003 (PN/008ii)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for food hygiene.	81.16%	Amber	As previously advised in the last Joint Committee, the shortfall of inspections is as a result of a number of vacancies within the Food team. Recruitment into the posts is currently underway.	90%

Team	Authority	Ref	Title	Q2 Actual	RAG Status2	Q2 Comment	Annual target
Food	Bridgend	PAM/023 (formerly PPN/009)	The number of food establishments within the local authority deemed to be 'Broadly Compliant' during the year as at 31 March.	1248			
Food	Bridgend	PAM/023 (formerly PPN/009)	The total number of food establishments as at 31 March.	1293			
Food	Bridgend	PAM/023 (formerly PPN/009)	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	96.52%	Green	Target exceeded.	93%
		PAM/023 (formerly PPN/009)					
Food	Cardiff	PAM/023 (formerly PPN/009)	The number of food establishments within the local authority deemed to be 'Broadly Compliant' during the year as at 31 March.	3097			
Food	Cardiff	PAM/023 (formerly PPN/009)	The total number of food establishments as at 31 March.	3296			
Food	Cardiff	PAM/023 (formerly PPN/009)	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	93.96%	Green	Target exceeded.	93%
Food	Vale of Glam	PAM/023 (formerly PPN/009)	The number of food establishments within the local authority deemed to be 'Broadly Compliant' during the year as at 31 March.	1166			
Food	Vale of Glam	PAM/023 (formerly PPN/009)	The total number of food establishments as at 31 March.	1218			
Food	Vale of Glam	PAM/023 (formerly PPN/009)	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	95.73%	Green	Target exceeded.	93%
Food							
Food	SRS	PAM/023 (formerly PPN/009)	The number of food establishments within the local authority deemed to be 'Broadly Compliant' during the year as at 31 March.	5511			
Food	SRS	PAM/023 (formerly PPN/009)	The total number of food establishments as at 31 March.	5807			
Food	SRS	PAM/023 (formerly PPN/009)	The percentage of food establishments which are 'broadly compliant' with food hygiene standards	94.90%	Green	Target exceeded.	93%

Team	Authority	Ref	Title	Q2 Actual	RAG Status2	Q2 Comment	Annual target
Trading Standards - Combined total	Bridgend	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were inspected during the year by trading standards.	2			
Trading Standards - Combined total	Bridgend	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were selected for inspection at the beginning of the year by trading standards.	8			
Trading Standards - Combined total	Bridgend	SRS/TS/001 (PPN/001i)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.	25.00%	Green	No inspections were due in Qtr 2.	100%
		SRS/TS/001 (PPN/001i)					
Trading Standards - Combined total	Cardiff	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were inspected during the year by trading standards.	23			
Trading Standards - Combined total	Cardiff	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were selected for inspection at the beginning of the year by trading standards.	47			
Trading Standards - Combined total	Cardiff	SRS/TS/001 (PPN/001i)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.	48.94%	Amber 	As this is a cumulative measure, it is expected to achieve at least 50% of the annual inspection programme at the end of Qtr 2 which on this occasion has not been achieved. This result relates to two premises that are overdue an inspection. These are both petrol filling stations and will be visited with other forecourts in due course	100%
Trading Standards - Combined total	Vale of Glam	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were inspected during the year by trading standards.	1			
Trading Standards - Combined total	Vale of Glam	SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were selected for inspection at the beginning of the year by trading standards.	2			
Trading Standards - Combined total	Vale of Glam	SRS/TS/001 (PPN/001i)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.	50.00%	Green	As this is a cumulative measure, it is expected to achieve at least 50% of the annual inspection programme at the end of Qtr 2 which on this occasion has been achieved.	100%
Trading Standards - SRS Combined total		SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were inspected during the year by trading standards.	26			
Trading Standards - SRS Combined total		SRS/TS/001 (PPN/001i)	The number of high-risk businesses that were selected for inspection at the beginning of the year by trading standards.	57			
Trading Standards - SRS Combined total		SRS/TS/001 (PPN/001i)	The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.	45.61%	Amber 	As this is a cumulative measure, it is expected to achieve at least 50% of the annual inspection programme at the end of Qtr 2 which on this occasion has not been achieved. This results relates to two premises that are overdue an inspection. These are both petrol filling stations and will be visited with other forecourts in due course	100%

Team	Authority	Ref	Title	Q2 Actual	RAG Status2	Q2 Comment	Annual target
Trading Standards - Combined total	Bridgend	SRS/TS/003 (PPN/008i)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to trading standards during the year.	110			
Trading Standards - Combined total	Bridgend	SRS/TS/003 (PPN/008i)	The total number of new businesses identified by trading standards.	121			
Trading Standards - Combined total	Bridgend	SRS/TS/003 (PPN/008i)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for trading standards.	90.91%	Green	Target exceeded.	80%
Trading Standards - Combined total	Cardiff	SRS/TS/003 (PPN/008i)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to trading standards during the year.	422			
Trading Standards - Combined total	Cardiff	SRS/TS/003 (PPN/008i)	The total number of new businesses identified by trading standards.	457			
Trading Standards - Combined total	Cardiff	SRS/TS/003 (PPN/008i)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for trading standards.	92.34%	Green	Target exceeded.	80%
Trading Standards - Combined total	Vale of Glam	SRS/TS/003 (PPN/008i)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to trading standards during the year.	91			
Trading Standards - Combined total	Vale of Glam	SRS/TS/003 (PPN/008i)	The total number of new businesses identified by trading standards.	119			
Trading Standards - Combined total	Vale of Glam	SRS/TS/003 (PPN/008i)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for trading standards.	76.47%	Amber	On this occasion, the target was not achieved due to 6 visits outstanding for Q2. Two of these are farms and the others commercial premises which will be picked up in Q3.	80%
Trading Standards - SRS Combined total		SRS/TS/003 (PPN/008i)	The number of new businesses identified which were subject to a risk assessment visit by or returned a self-assessment questionnaire to trading standards during the year.	623			
Trading Standards - SRS Combined total		SRS/TS/003 (PPN/008i)	The total number of new businesses identified by trading standards.	697			
Trading Standards - SRS Combined total		SRS/TS/003 (PPN/008i)	The percentage of new businesses identified which were subject to a risk assessment visit or returned a self-assessment questionnaire during the year, for trading standards.	89.38%	Green	Target exceeded.	80%

Team	Authority	Ref	Title	Qtr 2 Actual	RAG Status2	Qtr 2 Comment	Annual Target
Pollution	Bridgend	SRS/LC/008	No. of domestic noise and air complaints responded to within 3 working days	358			
Pollution	Bridgend	SRS/LC/008	No. of domestic noise and air complaints received.	373			
Pollution	Bridgend	SRS/LC/008	Percentage of domestic noise and air complaints responded to within 3 working days.	95.98%	Green	Target exceeded.	90%
Pollution	Cardiff	SRS/LC/008	No. of domestic noise and air complaints responded to within 3 working days	834			
Pollution	Cardiff	SRS/LC/008	No. of domestic noise and air complaints received.	875			
Pollution	Cardiff	SRS/LC/008	Percentage of domestic noise and air complaints responded to within 3 working days.	95.31%	Green	Target exceeded.	90%
Pollution	Vale of Glam	SRS/LC/008	No. of domestic noise and air complaints responded to within 3 working days	161			
Pollution	Vale of Glam	SRS/LC/008	No. of domestic noise and air complaints received.	178			
Pollution	Vale of Glam	SRS/LC/008	Percentage of domestic noise and air complaints responded to within 3 working days.	90.45%	Green	Target exceeded.	90%
Pollution	SRS	SRS/LC/008	No. of domestic noise and air complaints responded to within 3 working days	1353			
Pollution	SRS	SRS/LC/008	No. of domestic noise and air complaints received.	1426			
Pollution	SRS	SRS/LC/008	Percentage of domestic noise and air complaints responded to within 3 working days.	94.88%	Green	Target exceeded.	90%

Team	Authority	Ref	Title	Qtr 2 Actual	RAG Status2	Qtr 2 Comment	Annual Target
Pollution	Bridgend	SRS/LC/009	No. of commercial and industrial noise and air complaints responded to within one working day.	123			
Pollution	Bridgend	SRS/LC/009	No. of commercial and industrial noise and air complaints received.	138			
Pollution	Bridgend	SRS/LC/009	Percentage of commercial and industrial noise and air complaints responded to within one working day.	89.13%	Green	Target exceeded.	75%
Pollution	Cardiff	SRS/LC/009	No. of commercial and industrial noise and air complaints responded to within one working day.	198			
Pollution	Cardiff	SRS/LC/009	No. of commercial and industrial noise and air complaints received.	260			
Pollution	Cardiff	SRS/LC/009	Percentage of commercial and industrial noise and air complaints responded to within one working day.	76.15%	Green	Target exceeded.	75%
Pollution	Vale of Glam	SRS/LC/009	No. of commercial and industrial noise and air complaints responded to within one working day.	68			
Pollution	Vale of Glam	SRS/LC/009	No. of commercial and industrial noise and air complaints received.	80			
Pollution	Vale of Glam	SRS/LC/009	Percentage of commercial and industrial noise and air complaints responded to within one working day.	85.00%	Green	Target exceeded.	75%
Pollution	SRS	SRS/LC/009	No. of commercial and industrial noise and air complaints responded to within one working day.	389			
Pollution	SRS	SRS/LC/009	No. of commercial and industrial noise and air complaints received.	478			
Pollution	SRS	SRS/LC/009	Percentage of commercial and industrial noise and air complaints responded to within one working day.	81.38%	Green	Target exceeded.	75%

Team	Authority	Ref	Title	Qtr 2 Actual	RAG Status2	Qtr 2 Comment	Annual Target
Pollution	Bridgend	SRS/LC/010	No of alarm complaints responded to within one day.	4			
Pollution	Bridgend	SRS/LC/010	No. of alarm complaints received.	5			
Pollution	Bridgend	SRS/LC/010	Percentage of alarm complaints responded to within one day.	80.00%	Amber	One complaint was not responded to within one day. This is due to the complainant requesting that a letter be sent out to the home owner advising them of their responsibilities rather than an immediate response.	90%
Pollution	Cardiff	SRS/LC/010	No of alarm complaints responded to within one day.	56			
Pollution	Cardiff	SRS/LC/010	No. of alarm complaints received.	57			
Pollution	Cardiff	SRS/LC/010	Percentage of alarm complaints responded to within one day.	98.25%	Green	Target exceeded.	90%
Pollution	Vale of Glam	SRS/LC/010	No of alarm complaints responded to within one day.	4			
Pollution	Vale of Glam	SRS/LC/010	No. of alarm complaints received.	4			
Pollution	Vale of Glam	SRS/LC/010	Percentage of alarm complaints responded to within one day.	100.00%	Green	Target exceeded.	90%
Pollution	SRS	SRS/LC/010	No of alarm complaints responded to within one day.	64			
Pollution	SRS	SRS/LC/010	No. of alarm complaints received.	66			
Pollution	SRS	SRS/LC/010	Percentage of alarm complaints responded to within one day.	96.97%	Green	Target exceeded.	90%

Team	Authority	Ref	Title	Qtr 2 Actual	RAG Status2	Qtr 2 Comment	Annual Target
Licensing	Bridgend	SRS/LC/004	Number of applications determined within 2 months	28			
Licensing	Bridgend	SRS/LC/004	Number of applications received	28			
Licensing	Bridgend	SRS/LC/004	% of licensed premises applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%
Licensing	Cardiff	SRS/LC/004	Number of applications determined within 2 months	155			
Licensing	Cardiff	SRS/LC/004	Number of applications received	155			
Licensing	Cardiff	SRS/LC/004	% of licensed premises applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%
Licensing	Vale of Glam	SRS/LC/004	Number of applications determined within 2 months	22			
Licensing	Vale of Glam	SRS/LC/004	Number of applications received	22			
Licensing	Vale of Glam	SRS/LC/004	% of licensed premises applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%
Licensing	SRS	SRS/LC/004	Number of applications determined within 2 months	205			
Licensing	SRS	SRS/LC/004	Number of applications received	205			
Licensing	SRS	SRS/LC/004	% of licensed premises applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%

Team	Authority	Ref	Title	Qtr 2 Actual	RAG Status2	Qtr 2 Comment	Annual Target
Licensing	Bridgend	SRS/LC/005	Number of applications determined within 2 months	18			
Licensing	Bridgend	SRS/LC/005	Number of applications received	18			
Licensing	Bridgend	SRS/LC/005	% of licensed personal applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%
Licensing	Cardiff	SRS/LC/005	Number of applications determined within 2 months	118			
Licensing	Cardiff	SRS/LC/005	Number of applications received	118			
Licensing	Cardiff	SRS/LC/005	% of licensed personal applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%
Licensing	Vale of Glam	SRS/LC/005	Number of applications determined within 2 months	27			
Licensing	Vale of Glam	SRS/LC/005	Number of applications received	27			
Licensing	Vale of Glam	SRS/LC/005	% of licensed personal applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%
Licensing	SRS	SRS/LC/005	Number of applications determined within 2 months	163			
Licensing	SRS	SRS/LC/005	Number of applications received	163			
Licensing	SRS	SRS/LC/005	% of licensed personal applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%

Team	Authority	Ref	Title	Qtr 2 Actual	RAG Status2	Qtr 2 Comment	Annual Target
Licensing	Bridgend	SRS/LC/006	Number of applications determined within 2 months	0			
Licensing	Bridgend	SRS/LC/006	Number of applications received	0			
Licensing	Bridgend	SRS/LC/006	% of Gambling Premises applications received and determined within 2 months.	0.00%	Green	No applications received.	100%
Licensing	Cardiff	SRS/LC/006	Number of applications determined within 2 months	1			
Licensing	Cardiff	SRS/LC/006	Number of applications received	1			
Licensing	Cardiff	SRS/LC/006	% of Gambling Premises applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%
Licensing	Vale of Glam	SRS/LC/006	Number of applications determined within 2 months	0			
Licensing	Vale of Glam	SRS/LC/006	Number of applications received	0			
Licensing	Vale of Glam	SRS/LC/006	% of Gambling Premises applications received and determined within 2 months.	0.00%	Green	No applications received.	100%
Licensing	SRS	SRS/LC/006	Number of applications determined within 2 months	1			
Licensing	SRS	SRS/LC/006	Number of applications received	1			
Licensing	SRS	SRS/LC/006	% of Gambling Premises applications received and determined within 2 months.	100.00%	Green	Target achieved.	100%

Shared Regulatory Services



Port Health

Port Health Service Plan

2018/19



Contents

1. Introduction

2. Background

- 2.1 Profile of Cardiff Port
- 2.2 Profile of Barry Port
- 2.3 Profile of Cardiff Airport
- 2.4 Aims and objectives
- 2.5 Links to Corporate Plan
- 2.6 Enforcement Policy

3. Service Delivery

- 3.1 Responsibilities
- 3.2 Organisational structure
- 3.3 Interventions
 - 3.3.1 Shipping ports of Cardiff and Barry, and Penarth Marina
 - 3.3.2 Cardiff Airport
- 3.4 Liaison with other organisations

4. Resources

5. Assessment and Review

- 5.1 Assessment and review mechanisms
- 5.2 Summary of achievements from previous year
- 5.3 Performance for previous year
- 5.4 Performance targets for 2017/18

6. Action Plan

Appendix A – Corporate priorities and key outcomes of partner local authorities

1. Introduction

The Ports of Cardiff and Barry, and Cardiff International Airport provide entry points from within and outside the EU and require Shared Regulatory Services to carry out a range of health controls at these UK borders. These controls are provided by Commercial Services Officers specialising in Port Health Officers from Shared Regulatory Services who enforce regulations on behalf of central government. The responsibilities of these officers include; monitoring the safety of imported food and feed at the point of import, undertaking ship inspections, enforcing food safety and hygiene standards and general public health. The control of infectious disease is managed jointly by the Port Health Officers and Lead Officers in Communicable Disease.

This Operational Plan is produced to inform interested parties of the arrangements Shared Regulatory Services have in place to regulate Port Health. It explains how the Port Health Team will fulfill its purpose of preventing and controlling infectious disease coming into Cardiff, Barry and the surrounding areas via the ports and airport to protect the health of the public. The Plan also details how the statutory obligations in relation to food safety, imported food control, ship sanitation, disinsection, waste control and animal health will be delivered.

Christina Hill

Operational Manager Commercial Services

1. Background

2.1 Profile of Cardiff Port

The district of Cardiff Port Health Authority extends from Sully Island to the River Rhymney, from low water mark to a point three miles seaward, including all docks, harbours and vessels within these limits

Cardiff Port Health Authority was originally established by a Provisional Order in 1882, becoming permanently constituted by the Cardiff Port Order (1894) and consolidated by the Cardiff Port Order (1938) and the Port Health Authorities (Wales) Order (1974).

The history of Cardiff docks began in 1794 with the completion of the Glamorganshire Canal which linked Merthyr to the small town of Cardiff. A small basin was built which linked the canal to the Bristol Channel and this provided a means for exporting the rich coal and iron reserves present in the South Wales Valleys.

The export of coal and iron grew rapidly during the early 19th century and led to the construction of West Bute Dock (1839), East Bute Dock (1859), Roath Dock (1887) and the Queen Alexandra Docks (1907). By 1913, Cardiff had become the biggest coal exporting dock in the world.

A fall in the demand for Welsh coal, the Great Depression in the 1930s and the outbreak of World War II contributed to the gradual decline of the Port. Today, however, the port of Cardiff remains active and is a mixed cargo port.

Last year the port received 275 ships from all over the world; mainly handling cat litter, steel, forestry products, dry and liquid bulks and occasional large cruise ships. Since 25th September 2017 there has been an absence in containers arriving at the container terminal.

The port has no Border Inspection Post (BIP) or Designated Point of Entry (DPE) status and therefore products of animal origin (POAO) and higher risk products not of animal origin (PNOAO) from outside the European Union are not permitted entry.

2.2 Profile of Barry Port

The Port of Barry is nine miles west of Cardiff. In the second half of the 19th century the Port of Cardiff, the main coal exporting port in Wales became too small to handle all exports other than those of the owners. In 1883 a group of mine owners, sought permission to build a dock at Barry, serviced by a new railway. Work began on the new dock at Barry on 14 November 1884, along with the construction of the new railway link. The dock opened for trade in 1889.

In due course, further docks were added and while exports in the first year were just one million tons, by 1903 they had multiplied to over nine million. By 1913, the year before the outbreak of World War One, Barry had surpassed both Cardiff and Penarth to become the largest coal exporting port in the country.

The collapse of the Welsh coal trade after the war left Barry Port struggling for survival. In 1959 bananas were imported from the West Indies but moved out in the 1980s.

The docks, whose road links were dramatically improved with the opening of the Docks Link Road in 1981, now have direct road access with the M4 motorway. The docks can handle vessels up to 23,000 tones and the first-class tidal position close to the deep-water channel of the Severn Estuary, allows for scheduled sailings. In the previous year there were 62 incoming vessels.

The majority of vessel movements are associated with handling liquid bulks for the local chemical industry Dow Corning. In addition, the commencement of construction of the new Hinckley Point Power Station has resulted in an increase in vessel movements from work boats transporting materials to and from it. There is no longer any container activity associated with this port.

2.3 Profile of Cardiff Airport

Cardiff International Airport is a relatively small international airport located on the outskirts of the village of Rhoose, in the Vale of Glamorgan, approximately 12 miles (19km) south-west of the Welsh capital, Cardiff. The airport is a major facility for the area serving all business and tourist traffic for south and mid Wales. The nearest comparable international airport is at Bristol. The airport is multi-purpose and versatile, being served by scheduled, low-fare and charter carriers and also supporting corporate and general aviation as well as having maintenance facilities.

Cardiff is the only airport in Wales offering international scheduled flights. In spring 2018 Qatar airlines commenced scheduled flights from the airport to Hamad International Airport in Doha which has opened a gateway to long haul destinations and resulted in the import of goods.

The maintenance hangar is one of the largest in the world (at 250m x 175m / 820ft x 574ft) and provides heavy airframe and engineering maintenance for the British Airways fleet and third-party carriers.

The port has no Border Inspection Post (BIP) or Designated Point of Entry (DPE) status and therefore products of animal origin (POAO) and higher risk products not of animal origin (PNOAO) from outside the European Union are not permitted entry.

In 2018 the airport is looking to achieve diversion status and has therefore invested in additional facilities to safely support aircraft during an emergency landing.

2.4 Aims and objectives

The Commercial Services section, consisting of Port Health, Communicable Disease and Food Safety is committed to preventing and controlling the import of infectious and animal disease into the UK, ensuring ships and aircraft comply with international agreed public health standards and improving the safety and quality of the food chain.

The overall aim of the Service is:-

Protect the citizens of Cardiff, Penarth, Barry and the surrounding areas from the import of infectious disease and ensure the health and wellbeing of crew and passengers aboard ships and aircraft entering the Ports of Cardiff, Barry, Penarth Marina and Cardiff Airport

To support this, the Port Health Service has adopted the following 5 delivery priorities:-

- Ensure that food and feed imported through the ports is identified and checked to ensure it is permitted to enter at the point of entry and that it meets legal requirements.
- Control and investigate cases of notifiable communicable disease including food poisoning and other infectious disease on-board ships and aircraft.
- Investigate and respond to incidents of international public health concern to safeguard public health.
- Protect the public health and wellbeing of crew present on ships.
- Prevent the spread of animal health diseases from vessels entering the ports.

2.5 Links to Corporate Plan

As a regional organisation providing regulatory services across three local authority areas, we place the corporate priorities and outcomes of the three councils at the heart of all that we do. In developing our own strategic priorities for Shared Regulatory Services, we have considered the priorities of all the three authorities, together with the needs and aspirations of our partners and customers so they translate into priorities that meet local needs.

Our priorities



<p>Improving health and wellbeing</p>	<p>Safeguarding the vulnerable</p>	<p>Protecting the environment</p>
<ul style="list-style-type: none"> • The food chain is safe and free from risks; • Risks in the workplace are managed properly; • Noise and air emissions are controlled; • A safe trading environment is maintained; • Licensed premises operate responsibly; • The quality of private rented property is improved; • Infectious disease is controlled and prevented. 	<ul style="list-style-type: none"> • Children are protected from harmful substances and products; • Older and vulnerable people are protected from rogue traders and scams; • Illegal money lending activities are prevented; • Taxi provision is safe and fair; • Vulnerable people are not subject to exploitation, slavery or trafficking. 	<ul style="list-style-type: none"> • The environment is protected from harmful emissions to land, air and water; • People will use energy efficient buildings and products; • Communities are protected from nuisance and are safer; • Animals are treated humanely.
	<p>Supporting the local economy</p>	<p>Maximising the use of resources</p>
	<ul style="list-style-type: none"> • A fair trading environment is maintained; • Informed and confident consumers; • Improved business practices and operation; • Accessible services responsive to business needs. 	<ul style="list-style-type: none"> • SRS operates effectively and efficiently across all 3 areas; • Public and stakeholders are able to access our services; • Income generation underpins sustainable service delivery; • Staff are effective in their roles.

Improving health and wellbeing – Amongst other factors impacting on health, the quality of the food we eat, the standards to which it is produced and the environment in which it is prepared, are central to people’s health.

Food hygiene and food standards enforcement strives to ensure that food and drink is accurately described and labelled, meets the required food standards and is prepared in a safe environment. Food hygiene controls and inspections seek to minimise the risk to consumers of food borne infection.

The work of the Port Health Officers prevents the import of infectious and animal disease into the UK and ensures ships and aircraft comply with internationally agreed public health sanitation standards and that the safety and quality of the food chain is improved.

Nationally, the service also contributes to the Welsh National Enforcement Priorities for Wales for local regulatory delivery which highlight the positive contribution that regulatory services, together with local and national partners, can make in delivering better outcomes:-

- Protecting individuals from harm and promoting health improvement
- Ensuring the safety and quality of the food chain to minimise risk to human and animal health
- Promoting a fair and just environment for citizens and business
- Improving the local environment to positively influence quality of life and promote sustainability.

2.6 Enforcement Policy

Fair and effective enforcement is essential to protect the economic, environmental and social interests of the public and business. Decisions about enforcement action and in particular the decision to prosecute, has serious implications for all involved and for this reason, the Shared Regulatory Service has adopted a Compliance and Enforcement Policy.

The Compliance and Enforcement Policy sets out the standards that will be applied by the Service when dealing with issues of non-compliance, and what residents, consumers and businesses can expect. Such a policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, and balances the need for improvement in regulatory outcomes with minimising unnecessary burdens on business.

Traditionally based upon the principles of the Enforcement Concordat and the Regulators Compliance Code, local authority Enforcement Policies must now reflect the Regulators Code of 2014 and the regulatory principles required under the Legislative and Regulatory Reform Act 2006

The Regulators Code is based upon six broad principles:

- 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

Service Delivery

3.1 Responsibilities

The key responsibilities of Shared Regulatory Service's Port Health Team is to prevent the import of infectious disease via the ports and to protect the health and wellbeing of the crew and citizens of the surrounding areas by carrying out statutory obligations in relation to food safety, imported food control, ship sanitation, aircraft disinsection and animal health. This encompasses the following activities:-

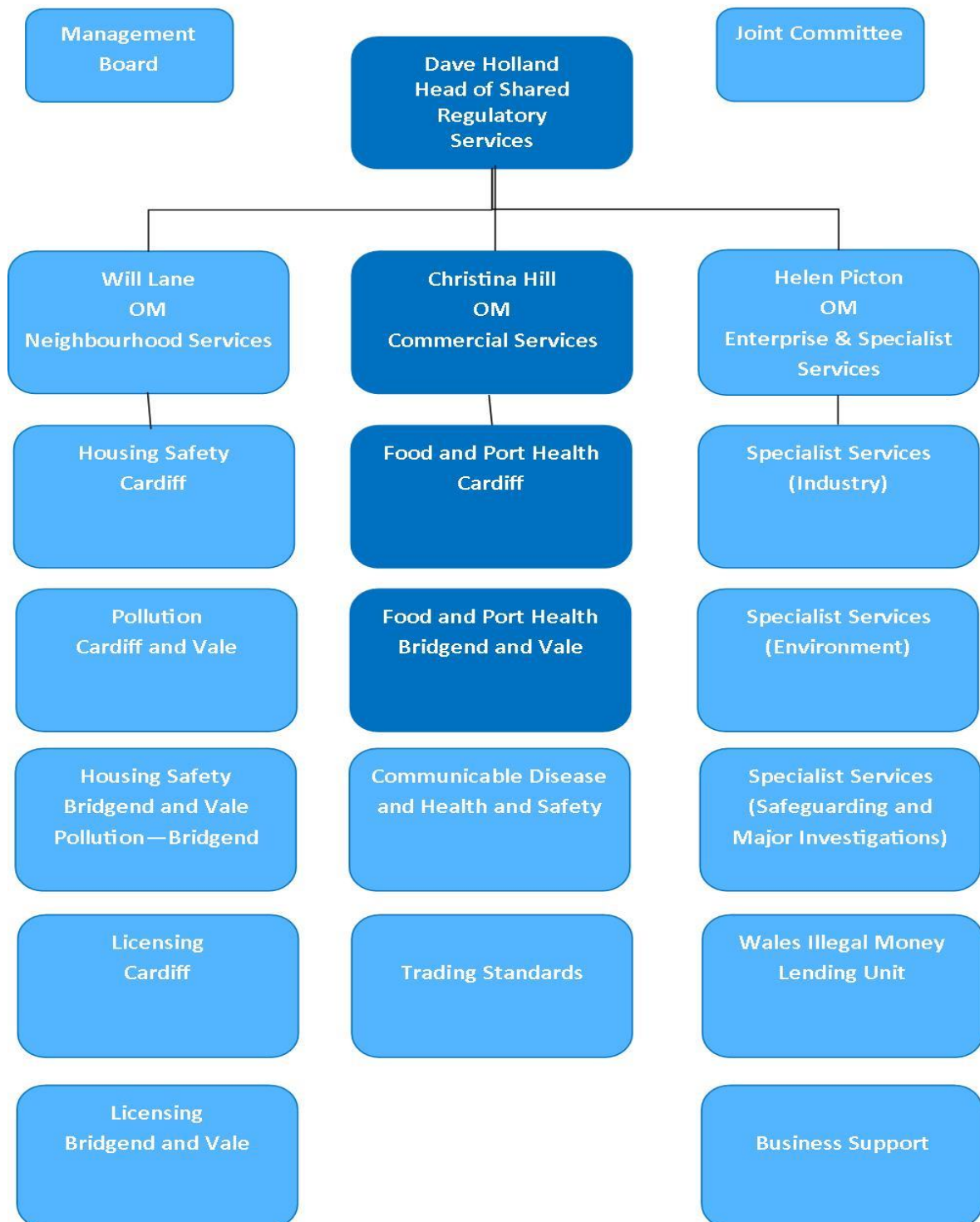
- Close monitoring of ship (vessel) and aircraft movements within the port authorities for the purposes of preventing the spread of infectious human and animal disease, ship and aircraft inspection and imported food controls.
- Responding to reports of food poisoning and infectious disease and implementing required control measures to safeguard public health.
- Checking ship manifests and aircraft cargo to identify imports of food originating from within and outside the EU.
- Identifying food and feedstuffs which are not permitted to enter through the ports and arranging for their destruction, re-export, re-direction as necessary.
- Undertaking documentary, identity and physical checks of imported food as necessary to ensure fitness and compliance with EU and UK legislation.
- Sampling foodstuffs for chemical and microbiological examination.
- Protecting animal health by ensuring vessels and aircraft correctly dispose of International Catering Waste.
- Inspecting the Port Health Authority areas and boarding ships and aircraft to check on sanitary conditions and take action in accordance with the International Health Regulations and domestic legislation.
- Issuing Sanitation control or exemption certificates following a thorough inspection of a ship and extending a ship sanitation certificate if appropriate.
- Checking the water quality on board vessels and aircraft to ensure there are no risks to health.
- Undertaking food hygiene inspections of the galley and implementing any required measures to safeguard food safety.
- Checking the water quality standards of quayside and airport water supplies used by ships and aircraft.
- Act as Category 1 responders under the Civil Contingencies Act 2004.

- Liaising with other port health authorities, Food Standards Agency; Maritime & Coastguard Agency; Border Agency; cargo and baggage handling agents, cleaning services, airline operators, Welsh Government; port operator, airfield operations manager and shipping agents to ensure the efficiency of the service.

3.2 Organisational structure

Responsibility for delivering port health falls within the Food and Port Health Teams of Commercial Services Team within Shared Regulatory Services.

Shared Regulatory Services Organisational Chart



3.3 Interventions

3.3.1 Shipping Ports of Cardiff and Barry and Penarth Marina

Control and Investigation of Outbreaks and Infectious Disease

Masters have a statutory duty under the Public Health Ships Regulations to notify the authority when illness and mortality occur on board their vessel. In such instances, health clearance is required “Free Pratique” in order for the crew to disembark.

Port Health Officers will respond urgently to notifications of illness and will consult with colleagues in the communicable disease section and Port Medical Officer as necessary to ensure health controls are implemented to protect public health.

Vessel Boarding

Officers board vessels arriving within its district to undertake boarding checks and inspections under the Public Health (Ships) Regulations.

Shared Regulatory Services will closely monitor vessel movements and will board vessels on a risk basis. Priority will be given to boarding vessels which have arrived from outside the European Union.

A boarding check will involve recording the ships particulars, ensuring adequate provisions for the welfare of the crew, checking public and animal health related documentation and reviewing the potable water management system. Vessels arriving from foreign ports will also need to show a valid sanitation certificate.

Sanitation Inspection

The authority has a legal requirement to carry out a sanitation inspection and issue a certificate upon request by a Master. Cardiff and Barry Port Health Authorities are listed by the World Health Organisation as ports authorised for issuing sanitation control certificates, sanitation exemption certificates and extending sanitation certificates.

A sanitation control certificate will be issued when the inspection reveals dangers to public or a risk of infection. The controls required to remove the risk to health will be clearly written on the certificate and the Master will be requested to undertake the work as quickly as possible. The progress of work will be monitored and the next port of call will be notified if the vessel leaves before the work can be completed.

The Master will be charged for the issue of a certificate based on the Association of Port Health Authorities Ships Inspection Charges.

The association of Port Health Authorities reviewed the tariff for ship sanitation charges in and set the following national scale for 2018/2019:

Gross tonnage	(£) Charge
Up to 1,000	90
1,001-3,000	125
3,001-10,000	190
10,001-20,000	245
20,001-30,000	320
Over 30,000	375
With the exception of:	
-vessels with the capacity to carry between 50 and 1000 persons	375
-vessels with the capacity to carry more than 1000 persons	640
Issuance of Extension Certificates	60
Further exceptional charges may be added for costs such as launch hire, lengthy journeys to the vessel or laboratories, out-of hour's visits, re-inspections of vessels subject to control measures and any samples taken.	

*Please note fees will be due to change in the new financial year.

The sanitation inspection involves a comprehensive inspection and covers the following matters:

- Ships Particulars
- Cargo information
- Potable Water Systems
- Food Safety
- Swimming & Spa Pools
- Waste Disposal & International Catering Waste
- Accommodation and Crew Welfare
- Pollution Control
- Animal Health
- Vermin and Pest Control
- Infectious Disease Controls

Ship Food Hygiene Inspections

The Food Safety (Ships & Aircraft) (Wales) Order 2003 amended the definition of food premises to include ships and therefore require ship galleys to comply with food hygiene and temperature control legislation.

A full hygiene inspection of the galley and related food areas will be undertaken as part of a Sanitation Inspection. A full inspection will also be carried out when a boarding visit reveals concerns about food hygiene on board.

The ports of Cardiff and Barry primarily receive merchant vessels and occasionally passenger vessels. Shared Regulatory Services is unable to develop an annual ship hygiene inspection programme as it is not possible to determine when a ship will next return to the port.

Food hygiene inspections will be undertaken in accordance with the relevant FSA and APHA guidance.

Land based premises within the port health district will form part of the Shared Regulatory Services Food Hygiene Intervention Programme.

Complaints

The port health service occasionally receives complaints, for example, a crew member may be concerned about water quality on board a ship. Port Health Officers will respond quickly to complaints in order to protect public health and will ensure the complainant is kept regularly updated about the progress of their complaint and final outcome.

Advice to Businesses

Shared Regulatory Services will provide advice and information for masters, agents, port operators, food importers, shipping companies, merchant navy welfare members and other stakeholders.

Shared Regulatory Services will proactively disseminate information to shipping agents and the port operator, marina management and other relevant parties when health protection controls need to be implemented to prevent the entry of infectious disease or in response to public health emergencies of international concern.

Food and Feedstuff Inspection

There have been no container ships arriving at the Port of Barry for a considerable length of time and none other than empty containers arriving at the port of Cardiff since September 2017. This means that the future importation of food and feedstuffs through these ports is unlikely. However, vessel movements will continue to be monitored and manifest checks made of any container ships identified, to establish if any food and/or feed are being imported. This will be of particular importance due to the potential for changes in trade patterns due to Brexit.

Products of Animal Origin and Higher Risk Foods not of Animal Origin from outside the EU are not permitted to enter through either port and Port Health Officers will take action to detain any such products. In the case of Products of Animal Origin the Border Agency will be notified. Food not falling into either of these categories will be monitored, inspected and sampled on a risk basis. Any action taken will have due regard to guidance issued by the Food Standards Agency and European Commission.

Port Health Officers will liaise with Trading Standards colleagues with regard to the importation of feedstuffs and chemical contaminated foods.

Food Incidents and Hazards

Shared Regulatory Services will respond to any warnings regarding imported food which is unfit for human consumption and requires action to ensure it is removed from the food chain.

No food incidents or hazards occurred during 2017/18 that required action at the ports.

Water Quality

Every port must be provided with a supply of potable water and this should be potable and comply with International Standards for drinking water. Suitable controls should be in place to prevent contamination and ensure adequate disinfection of tanks, distribution systems and hoses.

Vessels must have a water management plan in place not only to ensure that a suitable supply of potable water is available at all times, but also to identify and manage the risks of Legionella bacteria by removing or reduce possible sources of contamination through risk assessment, routine maintenance and regular cleaning, to reduce the chance of infection.

Sampling will be done on board vessels only by request or if the Port Health Officer has concerns about the suitability of the supply, or as part of a ship sanitation inspection. Requested samples will be charged as detailed below and an invoice raised for the shipping agent:

Type of sample	Analysis	No of sampling points	Sample cost	Labour cost per visit *
drinking water (bacteriological)	ACC, E coli and coliforms	2	£23.00	£55.00
Legionella	Legionella species	2	£56.00	£55.00
Water (chemical)	Various physio and chemical parameters	1	£136.00	£55.00

**Labour cost not applied if ship already being visited*

Note: Extra charges may be added for exceptional costs such as launch hire

A sampling plan has been devised to check the quality of water at shoreside as detailed in Appendix B. If water quality fails to meet legal requirements suitable remedial action will be taken if required.

Insects capable of transmitting disease

Increased global travel and trade means there is a greater chance of disease vectors entering the country through accidental importation. Climate change may also mean there is a greater risk that imported tropical species could colonise and establish local populations. Shared Regulatory Services has therefore undertaken a commitment to participate in a national survey co-ordinated by Public Health England to establish the distribution and type of mosquito found in and around the ports.

The purpose of this surveillance is to prevent any potential mosquito vectors of disease from entering and establishing populations within the UK to establish the potential for the spread of emerging diseases. This will involve the positioning of collection traps in high risk areas which will be collected and replaced fortnightly, during the summer period.

3.3.2 Cardiff Airport

Investigation of incidents of infectious disease

The Commander of an aircraft has a statutory duty to inform the airport if there is someone on board who may have, or may have been exposed, to an infection. In addition the Commander has the power to request a medical officer examine a person if there is good reason for believing that a passenger is suffering from an infectious disease or has been exposed to an infectious disease and the flight did not start within an expected area that is exempt from the controls of the Aircraft Regulations.

In such an instance the Port Health Officer will liaise with their colleagues in the Communicable Disease Team and the Port Medical Officer, Public Health Wales, to ensure appropriate action is taken in relation to the treatment of the patient/s, minimising the risk of the spread of infection and investigating the likely cause in accordance with Port Health Procedure for Cardiff International Airport. This may include:

- The collection of names, addresses and seat numbers of all passengers on board the aircraft
- Assist in arrangements to transfer of patient to clinical room and/or transfer to hospital
- Provision of faecal sample pots,
- Sampling food and water from aircraft
- Ensuring appropriate disposal or decontamination of soiled articles and sanitisation of aircraft

In the unlikely event that the Port Medical Officer deems that there is a threat to public health; the Port Health Officer will liaise with the Duty Manger of the Airport and the airline about detaining all other passengers and possibly the aircraft.

Last year there were no incidents requiring action.

Insects capable of transmitting disease

The World Health Organisation (WHO) has introduced regulatory requirements for disinsection of aircraft travelling from designated countries in which there is a risk of disease being spread by insects, e.g. Malaria, yellow fever, zika virus and dengue fever.

A Port Health Officer may require the Commander to assist in such steps as in the opinion of the Port Medical Officer are reasonably necessary for preventing the spread of infection, for disinsection and the destruction of vermin, and for the removal of conditions on the aircraft likely to convey infection, including conditions the existence of which might facilitate the harbouring of insects or vermin.

As for the seaports Shared Regulatory Services has undertaken a commitment to participate in a national survey co-ordinated by Public Health England to establish the distribution and type of mosquito found in and around the airport to establish the potential for the spread of emerging diseases. This will involve the positioning of collection traps in high risk areas which will be collected and replaced fortnightly, during the summer period.

In-flight Death

Deaths that occur during a flight must be reported to Port Health unless the death was accidental or the voyage commenced within the Expected Area and the aircraft did not touch down outside it.

If the death seems likely to be due to a communicable disease then liaison with the Port Medical Officer will be made to investigate the cause and ensure appropriate controls are put in place to prevent the spread of infection.

Food Safety on Aircraft

Aircraft are treated as food businesses for the purposes of food hygiene regulations and officers have a power of entry to carry out interventions. Port Health Officers may inspect aircraft and will take action in accordance with the Shared Regulatory Services Enforcement Policy if standards of food hygiene are not satisfactory.

Food and Feed Imports

Cardiff Airport is not a Border Inspection Post (BIP) or Designated Point of Entry (DPE) so cannot receive products of animal origin or higher risk products not of animal origin from third countries. Products of animal origin arriving at the airport cannot be redirected to an approved BIP, they will be treated as an illegal import and refused entry into Europe.

Potable Water

Every port must be provided with a supply of potable water and this should be potable and comply with International Standards for drinking water. Suitable controls should be in place to prevent contamination and ensure adequate disinfection of tanks, distribution systems and hoses.

It is proposed that in the coming year an intervention is undertaken to verify that the water supplied to aircraft continually meets legal requirements by sampling and assessing the suitability of the control measures in place.

3.4 Liaison with other organisations

Shared Regulatory Services will co-operate with its partners, organisations, working groups and associations to ensure the provision of an effective port health service. This will include:

The Food Standards Agency (FSA)
Welsh Government (WG)
Department of Environment, Food and Rural Affairs (DEFRA)
Public Health Wales (PHW)
Public Health England (PHE)
Association of Port Health Officers (APHA)
Maritime and Coastguard Agency (MCA)
Border Force (Customs/Revenue and Immigration Services)
Port Health Authorities
Water Utility Companies
Port Operator
Shipping Agents
Merchant Navy Welfare Board

A representative of the Port Health function will attend the Directors of Public Protection Port Health Expert Panel. This panel consists of representatives from other local authorities, Welsh Government and Public Health Wales and provides a forum for promoting consistency of approach and discussing matters of a technical nature.

Port Health Officers also attend meetings of Merchant Navy Welfare Board.

4. Resources

The Port Health Team forms part of Commercial Services for which overall responsibility lies with the Operational Manager Commercial Services. An organisation chart can be found within Section 3 of this Plan.

Any issue relating to infectious disease is reported to and managed by the Communicable Disease and Health and Safety Team who are experienced and competent in investigation and control of infectious diseases.

Any other issue is completed by a small team of officers taken from both Food Safety and Port Health Teams. Each officer is qualified to carry out the port health functions and educated to Degree or Diploma standard in environmental health and possesses EHORB Registration from the Chartered Institute of Environmental Health as required by the Food Standards Agency Food Law Code of Practice.

Officers are provided with on-going learning and development to ensure they are equipped with sufficient knowledge and skills to perform their duties which will include:-

- Port Health Induction Training
- Port Operator Induction Training
- Training needs identified through employee appraisal and team meetings
- Professional and technical training to satisfy CPD requirements

The competency of the Port Health Officers is continually assessed in accordance with the Internal Monitoring Procedure.

External Factors Impacting on the Service

Brexit-there is currently a level of uncertainty over the implication of Brexit on the function of Port Health due to the details of a deal (if any) not yet being known. However, in preparation for the eventuality of no deal the Government has issued Technical Advice Notes on relevant topics such as the exportation of genetically modified food and animal feed, health mark and identification marking, and importing high risk foods and animal feed. There are training programmes being developed to ensure the competence of officers in the regulation of imported food control and issue of export certificates and databases and pre-notification systems are being developed to assist with the replacement of current European Union systems that are utilised. It is therefore of paramount importance that communications are maintained with all stakeholders to ensure timely adoption of any new systems and the provision of adequate information to maintain compliance with the law.

Changing use of Ports- The second year of operation of Port Health under Shared Regulatory Services has identified a further reduction in the shipping movements into and out of the Ports of Barry and Cardiff particularly in relation to container ships. Paradoxically the flight movements at Cardiff Airport have escalated, with the addition of daily flights operated by Qatar Airlines since May 2018. This has required a change in resource allocation and training needs. The five port health officers and team managers have received training on imported foods and international health regulations at Merseyside this year and further practical training has been identified to be arranged in house to ensure competence of each officer at the vessel ports and airport.

Service delivery points

Port Health related services are delivered from 2 service delivery points and while the service primarily operates office hours from Mondays to Fridays, weekend and out of business hours duties are carried out as the need arises. Shared Regulatory Services also operates an out of hours duty officer scheme for emergency situations on 02920 871650.

Contact Information		
Locations	Service Area	Office Hours
<p>Cardiff Seaport <u>Contact:</u> Alexa Pieris, Team Manager Food Safety & Port Health <u>Address:</u> Shared Regulatory Services, Room 108, County Hall, Cardiff CF10 4UW <u>Tel:</u> 029 2087 1128 <u>Out of hours:</u> 029 2087 1650 <u>Email:</u> porthhealth-srswales@valeofglamorgan.gov.uk</p>	<p>Food and Feed Imports Food Hygiene Inspections & Ratings Food incidents and Hazards Potable Water Issues Vermin and Pest Control Waste Disposal Pollution Control</p>	<p>Mon - Thurs 08:30 - 17:00 Friday 08:30 - 16:30</p>
<p>Barry Docks/ Cardiff Airport <u>Contact:</u> Jane Peatey, Team Manager Food Safety & Port Health <u>Address:</u> Shared Regulatory Services, Civic Offices, Holton Road, Barry CF63 4RU <u>Tel:</u> 01446 709720 <u>Out of hours:</u> 029 2087 1650 <u>Email:</u> porthhealth-srswales@valeofglamorgan.gov.uk</p>	<p>Swimming Pools and Spas Sanitation Certificates Water Ballast</p>	
<p>Cardiff Seaport/Barry Docks/Cardiff Airport <u>Contact:</u> Sarah Jones, Team Manager Communicable Disease and health and Safety <u>Address:</u> Shared Regulatory Services, Room 108, County Hall, Cardiff CF10 4UW <u>Tel:</u> 02920 873819 / 02920 873832 <u>Out of hours:</u> 029 2087 1650 <u>Email:</u> porthhealth-srswales@valeofglamorgan.gov.uk</p>	<p>Death Infectious Disease</p>	

The Shared Regulatory Services website provides information on the services provided and the website address is www.srs.wales

5. Assessment and review

5.1 Assessment and Review mechanisms

Shared Regulatory Services recognises the need to measure the effectiveness of its services and strongly supports the ethos of continuous improvement. The Service therefore participates and undertakes a number of activities to ensure that work is of a high standard and opportunities to identify and implement improvements are taken.

Documented procedures

To ensure the quality and consistency of our activities, processes and procedures identify responsibility for the work carried out and ensure that all changes identified through audit are completed in accordance with improvement procedures.

Benchmarking

Shared Regulatory Services has made a commitment to benchmarking its service against the Chartered Institute of Environmental (CIEH) Best Practice Standards and identifying areas of improvement to develop an action plan to meet best practice requirements.

Food Standards Agency

The Food Standards Agency has powers to audit the Port Health Service in relation to food hygiene inspections and imported food. Port Health imported food data is supplied to this agency every year as part the Local Enforcement Monitoring System (LAEMS).

Complaints

The port health service is also covered by the Vale of Glamorgan Council's corporate process. Last year no adverse comments were received in relation to the port health service provided by the legacy authorities of the City of Cardiff and Vale of Glamorgan Councils.

Performance Measurement

A range of performance measures have been in place to monitor port health activity across the port health functions of Shared Regulatory Services.. These can be found in Section 5.3.

Assessment and audits

The monitoring of the quality of our policies and procedures is assessed in a number of ways, namely:-

- Audits undertaken by the Food Standards Agency
- Feedback from shipping agents and port operator and airline operators and airport manager.
- Corporate complaints and compliments about the service

Review

In order to ensure continuous improvement, it is essential that performance is regularly monitored. Shared Regulatory Services has developed an effective performance management infrastructure for delivering, monitoring and reviewing which is achieved through the following mechanisms:-

- The Port Health Plan and associated statistical information is reviewed on an annual basis to ensure the service remains effective. Where variation is identified, reasons are investigated and improvements put in place.
- The Shared Regulatory Services Joint Committee are provided details of this Service Plan which sets out the work programme for the service and reviews performance against the programme on an annual basis.
- Performance of the service is reviewed quarterly.
- Performance of individuals is further strengthened through the Personal Performance and Development Scheme recently rebranded to #it's about me.

5.2 Summary of Achievements from the previous year

- Officers checked 100% of the manifests for container ships entering Cardiff Port until the end of such movement in September 2017. There were no manifests to check at Barry Port during 2017/18.
- Regular meetings were conducted by the Port Health Team where updates were provided by the Lead Officer. The team were kept up to date with changes to legislation, working practices and developments taking place at Port Health Expert Panel and Association of Port Health (APHA) meetings.
- During 2017/18, 275 ships arrived at Cardiff and 62 at Barry. 16 vessels from outside the EU arrived at Cardiff and none at Barry. Over 93% of vessels from outside the EU (excluding repeat arrivals) were boarded in Cardiff.
- An officer new to port health duties undertook a training programme and was subsequently validated as competent to improve the resilience of the Service.
- Biannual meetings were held with appropriate representatives from Cardiff Airport to ensure new procedures were agreed and effective lines of communication maintained. In February 2018 a mock exercise involving infectious diseases was hosted by Public Health Wales.
- During 2017/18 a programme of shoreside water sampling was undertaken to ensure its compliance with the relevant water quality standards.
- During 2017/18 significant work was completed to audit the cleaning procedures carried out on aircraft and at Cardiff International Airport to ensure that they were adequate for prevention of spread of infectious disease.

- Collaborative work with the Communicable Disease Team and Border Force ensured that a patient who had multidrug resistant TB was prevented from returning into the country due to posing public health risks .

5.3 Performance during previous year

Measurement of the Port Health Service was achieved through the recording and monitoring of all relevant activities on spreadsheets due to the continual development of the Tascomi database for the Port Health function.

Shipping Ports of Cardiff and Barry and Penarth Marina

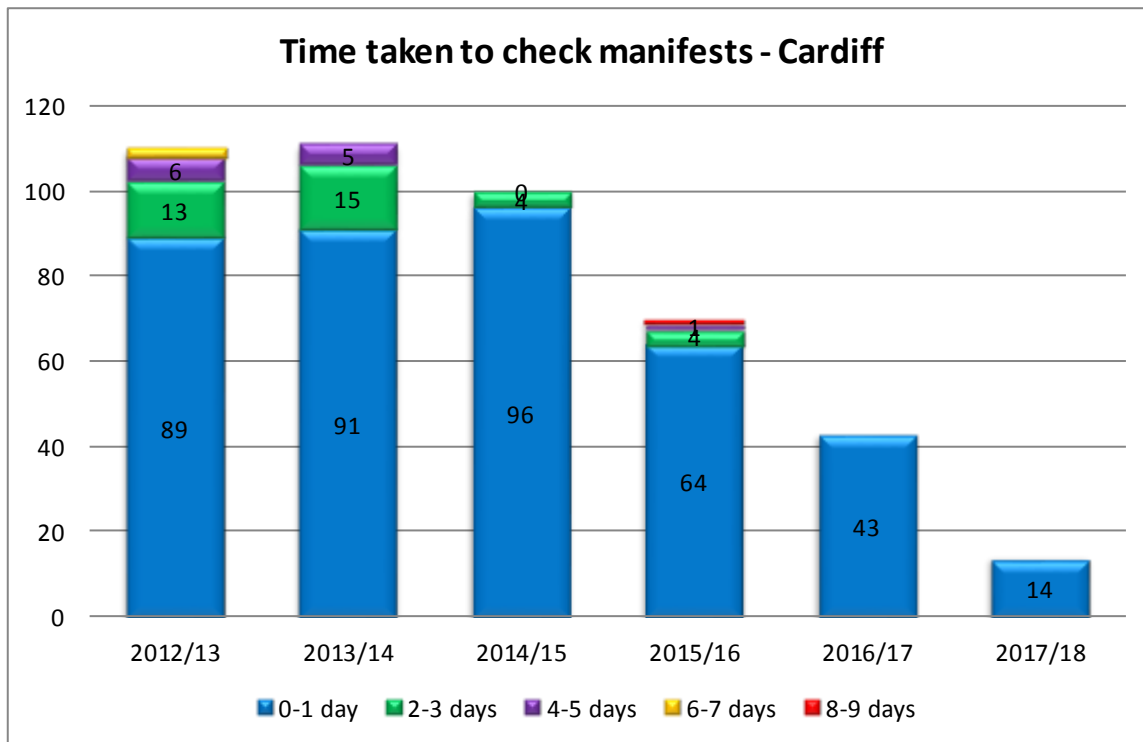
Monitoring of Ships and Manifest checks

The provision of an effective port health service is dependent on closely monitoring the arrival and departure of ships within the port health district. The type of vessel, cargo and previous port helps port health officers decide which vessels to board based on risk assessment. In 2017/18 there were 275 arrivals in the Port of Cardiff and 62 arrivals in the Port of Barry

The manifest for a container ship identifies the cargo which may include imported food and animal feed from countries outside the European Union. It is a requirement that the Port Health Team checks this document prior to a ships arrival in port. The Chartered Institute of Environmental Health Wales Best Practice Standards require manifests to be checked within one working day if best practice is to be achieved and the team endeavour to meet this requirement where possible.

During 2017/2018 two consignments of imported food were identified consisting of butter biscuits and orange pulp. These consignments did not fall into the category of higher risk products not of animal origin and were therefore permitted to enter through the port.

Since 27th September 2017 no further container ships have arrived at the Port of Cardiff. However, up until this time 100% of manifest checks were undertaken within one working day of the 14 container ships that arrived. This is a significant reduction in the number of container ships arriving at the Port of Cardiff from previous years as can be seen below by the number of manifest checks completed in previous years. Unless there is a significant change in trade patterns as a result of Brexit there are unlikely to be any future container ships arriving at Cardiff. There were no manifests to be checked at Barry Port.



Boarding of vessels

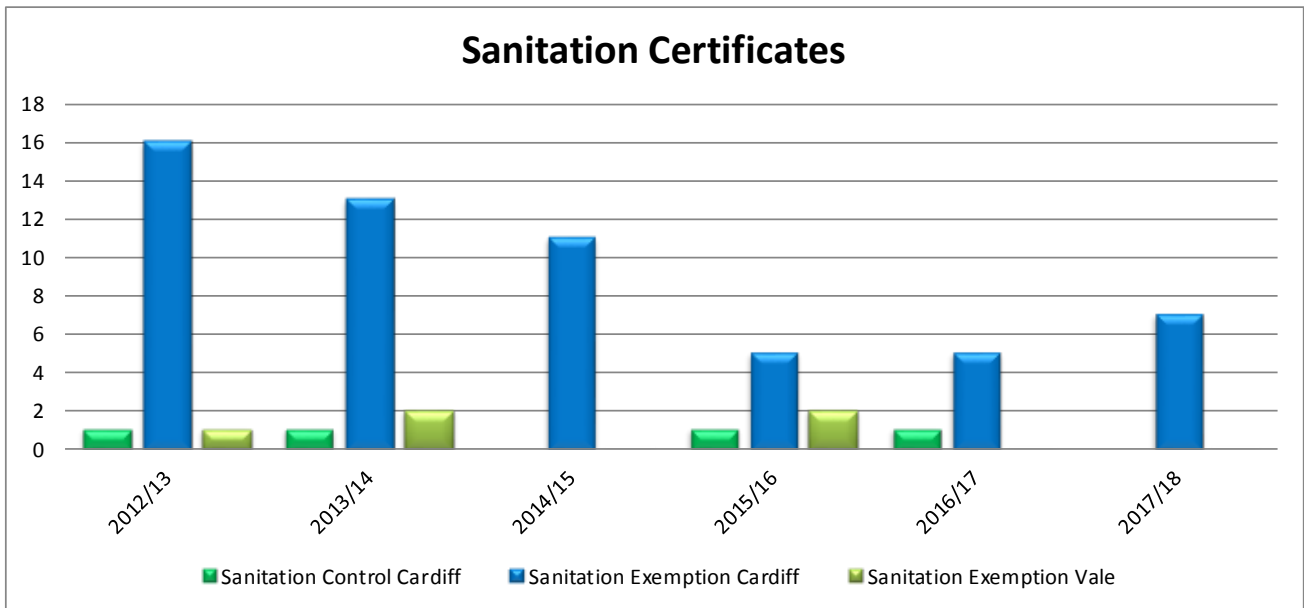
The team prioritise the boarding of vessels from outside the European Union in accordance with risk assessment principles. In Cardiff for 2017/18 26 boardings of the 275 arrivals were completed consisting of 93% (15 ships) of non EU vessels, 5 % (4 ships) EU vessels and 4 % (7 ships) UK vessels during 2016/17 . In Barry for 2017/18 no boardings were completed of the 62 arrivals which included 0 non EU vessels, 48 EU vessels and 14 UK vessels.

Issues identified at the time of boarding included inadequate temperature control for the storage of high risk products, inadequate cleaning procedures for the galley and in one instance the need for a sanitation exemption certificate due to the recent purchase of a vessel.

Sanitation Exemption Certificates

It is a requirement under the Public Health (Ships) Regulations 1979 (as amended) and the International Health Regulations, that any ship arriving from a foreign port must have a valid Sanitation Exemption Certificate which is issued by an authorised Port Health Authority for a period of 6 months. When a request is made, the authority is required to carry out a full inspection and issue a Sanitation Control Exemption Certificate. Where the inspection reveals dangers to public health a Sanitation Control Certificate will be issued. An officer may also decide to carry out a Sanitation Inspection if a valid certificate cannot be produced or dangers to public health exist on board.

From the table below it can be seen that during 2017/18 there was no significant change in the demand for sanitation exemption certificates from the previous year in each port with none being required in Barry and 7 in Cardiff. No sanitation control certificates were required to be issued in this period.



Ships and Shore-side Water Quality Checks

Water on board ships must be wholesome and comply with international standards. Port Health Officers will routinely check the microbiological water quality on board vessels and submit samples to the laboratory. The officer will require the Master to carry out remedial measures if the quality of the water is found to be unsatisfactory.

It is a requirement of the International Health Regulations 2005 that every port is provided with supply of pure drinking water. Sampling was completed at the Port of Cardiff, Cardiff Bay Yacht Club, Penarth Marina, Cardiff Marina, and Port of Barry as follows:

Sample location	Number of samples taken		Unsatisfactory Results	
	Bacteriological	Chemical	Bacteriological	Chemical
Cardiff Bay Yacht Club	3	0	0	N/A
Cardiff Marina	3	0	0	N/A
Cardiff Dock	5	5	0	1
Penarth Quay	5	0	0	N/A
Barry Docks	2	0	0	N/A
Penarth Pier	0	0	0	N/A

Notes:

- No access was able to be obtained to Penarth Pier or one water source at Barry Dock due to their limited operation and in future, arrangements are required to be made at the beginning of the season to establish suitable access times.
- No chemical water samples were taken from Cardiff Bay Yacht Club, Cardiff Marina and Penarth Quay due to the water being supplied from the mains in new alkathene pipework.
- No chemical sampling was completed at Barry Docks due to resource issues. This requires to be addressed in the future.

The unsatisfactory result at Cardiff Dock was due to excessive levels of iron and turbidity potentially due to the infrequency of use and low flow rate. This was taken out of use until the issues were remedied by Welsh Water flushing the pipe out and fitting a constant flow cap.

Notifications of Illness

This demand is variable and can range from responding to an isolated case of illness on board to managing a large outbreak of infectious disease on board a passenger vessel. The authority will respond quickly to notifications of illness, including infectious disease, in order to prevent the spread of infection and protect public health. Officers within Commercial Services will undertake investigations in accordance with national guidance and statutory provisions.

The ports provide a potential entry point for the introduction of infectious disease in to the UK. The authority must be ready to assess and react to public health emergencies of international concern such as pandemic flu, swine flu etc.

Although no notifications have been received during the last 7 years, the health status of vessels is actively monitored and the team would respond promptly to any notification of illness on board.

Cardiff International Airport

Investigation of incidents of infectious disease

In February 2018 a mock exercise involving infectious diseases was hosted by Public Health Wales which identified improvements to be made to procedures. These have since been implemented including the development of an algorithm to assist airport staff in identifying passengers with symptoms that may be of public health concern.

Whilst there were no incidents of infectious disease during 2017/18 it is important that all relevant stakeholders retain knowledge of the procedures in case they are required to be invoked. This risk of such an incident occurring has increased with the introduction of regular flights from the Middle East and the accreditation of the airport with “diversion status”.

It is proposed that such mock scenarios should therefore be repeated once every two years.

Insects capable of transmitting disease

Between April and November 2017 the Service participated in the surveillance organised by Public Health England to monitor for the presence of the Aedes mosquito that causes the transmission of Zika Virus. This involved the placement of 2 traps at Cardiff Docks and 4 traps at Cardiff Airport. None were identified to be present during this time which were sampled approximately every 3 weeks.

The survey did not identify any foreign mosquitoes present in any of the traps. There were a number of issues identified with the exercise including the destruction of traps by an airplane’s engine and a grounds man’s strimmer. In addition access problems were encountered due to overgrowth and collection of samples was made difficult by a nest of spiders in one and high winds.

The World Health Organisation (WHO) has regulatory requirements for disinsection of aircraft travelling from designated countries in which there is a risk of disease being spread by insects, e.g. Malaria, yellow fever, zika virus and dengue fever. In 2017/18 disinsection certification was checked for the various airlines coming in from Zika infected areas and all were satisfactory.

Food Safety on Aircraft

During 2017/18 the food safety management systems of three major airlines were reviewed to ensure that suitable controls were in place to maintain food safety until the point of consumption. Particular attention was given to procedures to maintain the cold chain in the event of a flight delay and for food prepared and transported from the airlines country of origin. Any issues identified were drawn to the attention of the airline to be addressed.

In the coming year the remaining airlines operating from Cardiff are programmed to be reviewed.

Food and Feed Imports

There were no food and feed imports made through Cardiff International Airport in 2017/18 other than those of personal affect. However, with the commencement of daily scheduled flights from Qatar in May 2018 including the importation of freight, steps have been taken to ensure the Port Health Team are able to meet their duties in relation to the monitoring of imports and the ability to take enforcement action if required.

Due to the airport currently not having the Border Inspection Post or Designated Point of Entry status, there is no pre-notification system to advise what type of freight is being imported. Therefore communications have been developed with the freight handler and Border Force to bridge this gap when flights commence. Unlike vessel movements, due to the short flight times the freight handler has little advance warning of the freight to be received, due to not knowing contents of the freight until the flight is just about to leave the departing airport.

In addition to developing communication networks considerable time has been spent on developing the competency of officers by completing work experience at Birmingham Airport which has similar characteristics. Staff here shared details of likely problems that would be encountered and how they can be overcome, including methods of enforcement.

It is hoped that such preparation will prepare the port health team for the change in duties required at Cardiff International airport over the coming year.

Potable Water

Bottled water is supplied to passengers on the plane for consumption. However, due to the water on planes being used for personal hygiene there is still a requirement for the water to be of potable quality not to cause a risk to health. In 2017/18 an audit was completed of the process of supplying water via bowser to the aircraft, to ensure all risks had been identified and suitable controls and monitoring put in place to maintain its quality.

Outstanding Issues from 2017/2018

Due to a focus having been placed on training staff for port health functions and ensuring that they were competent the requirements of the internal monitoring procedure were not met for experienced staff or improving stakeholder awareness. In addition the sampling plan could not be completed in its entirety due to access issues. The outstanding issues to be completed in the coming years are therefore as follows:

Ensure the requirements of the Internal Monitoring Procedure are met to ensure consistency and quality of interventions performed by individuals within the team.

Ensure suitable potable water supply at shore side and airside.

- Complete chemical water sampling at Barry Dock and bacteriological and chemical water sampling of Penarth Pier and Barry Dock Volpack berth.

Improve stakeholder awareness of port health requirements.

- Make contact with Port operators regarding arrangements for introducing SRS port health officers and access to the port for water sampling and other port health duties.
- Collate articles of interest, prepare and disseminate information leaflet to stakeholders.

5.4 Performance Targets for 2017/18

Measure	Target
Check all vessel manifests	100% within 3 working days
Undertake boarding inspections of vessels	75% of all vessels arriving from outside EU
Ensure suitable potable water supply at shore side and airside	Meet requirements of sampling programme
Investigation of complaints	Investigation of complaints with significant health risk within 1 working day and any other within a minimum of 5 days
Investigation of infectious disease	Ensure adequate response 24 hours/day 352 days/year

6. Action Plan

Objectives	Milestones	
Adopt the Port Health Plan 2018/19	Q3	Prepare the Port Health Plan 2018/19 and circulate to Joint Committee Members
Improve stakeholder awareness of port health requirements.	Q1-4	Hold bi annual meeting at airport with appropriate stakeholders Collate articles of interest, prepare and disseminate information leaflet to stakeholders. Review SRS website
Continue to meet performance targets	Q1-4	Carry out 100% of container manifest checks.
	Q1-4	Undertake 75% boarding inspections of vessels arriving from outside the EU.
	Q1-4	Ensure requirements of sampling potable water are met.
Ensure the Port Health function is undertaken appropriately by ensuring authorised, trained and competent officers.	Q3	Undertake validation assessment of port officers in accordance with internal monitoring procedure
	Q4	Carry out a review to ensure the plan has been successfully implemented.

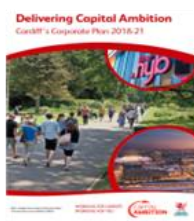
Objectives	Milestones	
<p>Ensure freight imported at Cardiff International Airport meets legal requirements</p>	Q1-4	<p>Continue to complete 100% of documentary checks of all imported freight to identify any imports of concern and complete a minimum of 1 physical check a quarter.</p>
<p>Ensure adequately prepared for any changes in duties required as a result of Brexit.</p>	Q1-4	<p>Engage with relevant working groups such as Port Health Expert Panel, Association of Port Health Authorities, Food Standards Agency etc. to identify changes, ensure adequate training to staff and implementation in procedures and policies.</p>

Appendix A

Bridgend County Borough Council

City of Cardiff Council

Vale of Glamorgan Council



Corporate Priorities

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • Supporting a successful economy; • Helping people to become more self reliant; • Smarter use of resources | <ul style="list-style-type: none"> • Working for Cardiff; • Working for Wales; • Working for the future; • Working for public services | <ul style="list-style-type: none"> • Reducing poverty and social inclusion; • Providing decent homes and safe communities; • Promoting regeneration, economic growth and employment; • Promoting sustainable development and protecting our environment; • Raising overall standards of achievement; • Valuing culture and diversity; • Encouraging and promoting active and healthy lifestyles; • Safeguarding those that are vulnerable and promoting independent living. |
|---|--|---|

Corporate Outcomes

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Supporting a successful economy; • Helping people to become more self reliant; • Smarter use of resources | <ul style="list-style-type: none"> • Cardiff is a great place to grow up; • Cardiff is a great place to grow older; • Supporting people out of poverty; • Safe, confident and empowered communities; • A Capital City that works for Wales; • Cardiff grows in a resilient way; • Modernising and integrating our public services. | <ul style="list-style-type: none"> • An inclusive and safe Vale; • An environmentally responsible and prosperous Vale; • An aspirational and culturally vibrant Vale; • An active and healthy Vale. |
|---|---|---|

Appendix B

Sampling Plan

Sampling Date	Location	Frequency of use	Type of sample
Apr -Sept	QA F Shed – Bollard 30	High	Micro & Chemical
	QA I Shed – Bollard 93	High	Micro & Chemical
	RD H Shed – Bollard 88	Medium	Micro & Chemical
	RD Coal Berth – Bollard 82	Medium	Micro & Chemical
	RB Britannia Quay	Low	Micro & Chemical
	Penarth Pier	Medium	Micro & Chemical
	Cardiff Bay Yacht Club		Micro
	Cardiff Marina		Micro
	Barry Docks Shed B	Medium	Micro & Chemical
	Barry Docks Scott Packaging	Low	Micro & Chemical
	Barry Docks Vopak	Medium	Micro & Chemical
Oct-Mar	QA F Shed – Bollard 30	High	Micro
	QA I Shed – Bollard 93	High	Micro
	RD H Shed – Bollard 88	Medium	Micro
	RD Coal Berth – Bollard 82	Low	Micro
	RB Britannia Quay	Low	Micro
	Cardiff Yacht Club		Micro
	Penarth Marina		Micro
	Barry Docks Shed B	Medium	Micro
	Barry Docks Scott Packaging	Low	Micro
	Barry Docks Vopak	Medium	Micro

Annex 5 - Summary of prosecution cases concluding between September and the end of November 2018

The following prosecution cases arising from investigations conducted across the Shared Service, have been concluded recently.

Case	Court date	Offence(s)	Outcome
1	6.9.18	The defendant pleaded guilty to one offence of plying for hire and one offence of not having insurance.	The magistrates fined him £100 in respect of the plying for hire charge & £150 for having no insurance. He was also ordered to pay £150 Prosecution costs & £30 Victim Surcharge. His licence was endorsed with 6 penalty points
2	6.9.18	On an earlier date, the defendant had been found guilty, in his absence, of one offence of plying for hire and one offence of having no insurance. Following the adjournment to 6 th September, the defendant was again absent.	He was fined £440 in respect of the plying for hire charge & £660 for the no insurance charge, he was also ordered to pay £150 prosecution costs & £30 Victim Surcharge. His licence was endorsed with 6 penalty points making a total of 15 and he was disqualified from driving for a period of six months under the totting rules.
3	11.9.18	The defendant pleaded guilty to one offence of plying for hire and one offence of not having insurance. A case was made to the court for the defendant to keep his licence on account of his caring responsibilities for his son and elderly parents.	The magistrates took the view that exceptional hardship would be caused to the defendant's son and parents if he lost his licence and decided not to revoke it. They imposed 6 penalty points and ordered him to pay a fine of £150 for the insurance offence. He was also ordered to pay costs of £85 and a victim surcharge of £30. No separate penalty was given for the plying for hire offence.
4	13.9.18	The defendant pleaded guilty to one offence of plying for hire and one offence of not having insurance.	The defendant was fined £300 and his licence endorsed with 8 penalty points. Prosecution costs of £150 and a victim surcharge of £30 were imposed for the offence of driving without insurance. He was also fined £100 for the offence of plying for hire.

5	20.9.18	<p>The two defendants pleaded guilty to failing to licence a property as a house in multiple occupation, and a further 15 offences under the Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007 HMO. Their management failures included the following:</p> <p>Failure to maintain fire extinguishers</p> <ul style="list-style-type: none"> • Failure to maintain fire extinguishers • Failure to maintain the fire alarm system. • Failure to provide sufficient electrical sockets. • Unsafe kitchen layouts. • Failure to maintain structural fire protection and fire doors. • Inadequate space for dwellings. • Unsafe layout of dwellings. • Failure to protect tenants against low headroom. • Failure to protect tenants against falls. • Failure to maintain the gas installations. • Failure to maintain the electrical installations. • Failure to submit gas & electric certificates within 7 days. • Failure to maintain carpets in the first floor front bedsit and second floor flat. • Defective water heater to the first floor rear bedsit. • Damaged kitchen work surface to the ground floor front flat. 	<p>The magistrates fined both defendants a total of £8500 each, ordered them to both pay costs of £200 each and a victim surcharge of £100.</p>
6	8.10.18	<p>A catering company and its director were found guilty in their absence of four offences under the Food Hygiene Rating (Wales) Act 2013. A visit to the café premises by officers from the Shared Regulatory</p>	<p>Both defendants were fined £1000 each, ordered to pay costs of £240 and also a victim surcharge of £30.</p>

		<p>Service on the 6th March 2018 identified:</p> <ul style="list-style-type: none"> • A failure by the business to register as a food business • A failure to display a food hygiene rating sticker issued to it on the 19th July 2017 for a 3 rating • The business was displaying an invalid food hygiene rating sticker for a 5 rating which it did not have • The invalid food hygiene rating sticker of 5 had been defaced to remove correct business name 	
7	12.10.18	<p>The defendant entered guilty pleas to 12 offences under the Licensing and Management of Houses in Multiple Occupation (Additional Provisions)(Wales) Regulations 2007 in respect of his failures at one of his properties, namely</p> <ul style="list-style-type: none"> • Failure to provide an adequate fire alarm system. • Failure to maintain the fire alarm system. • Failure to provide structural fire protection to gas & electricity meters. • Failure to provide an adequate means of escape from fire. • Failure to prevent access to an unsafe roof. • Failure to provide a separate landlords electricity supply. • Provision of unsafe kitchen facilities. • Failure to maintain waste water pipes and rainwater goods. • Failure to provide regular inspections of the gas installations. • Failure to submit gas and electrical certificates within 7 days of a written request. • Failure to keep the front forecourt in repair, a clean 	<p>Following a lengthy deliberation the magistrates decided that they were minded to sentence the defendant without further information and advised him that these were serious offences. He was fined a total of £5000, ordered to pay costs of £275 and a victim surcharge of £50. He has to pay at the rate of £200 per month.</p>

		<p>condition and good order.</p> <ul style="list-style-type: none"> • Failure to keep the external fabric in good condition (removal of plant growth, spalling of chimney brick work, loose roof slates, etc.) <p>Six other offences were withdrawn by the prosecution.</p>	
8	19.10.18	The defendant pleaded guilty to one offence of selling hot food after 11pm at a take-away premises, without a licence to do so, contrary to s.136 Licensing Act 2003.	The magistrates gave him a conditional discharge for 12 months, ordered him to pay costs of £150 and a victim surcharge of £20.
9	19.10.18	<p>The defendant initially pleaded not guilty to one offence of failing to produce his certificate of insurance when requested to do so by council officers. He told the court that he had left the country before Christmas and had been wrongly imprisoned abroad over a child custodial dispute. The car had remained parked at the airport and was repossessed on the 25th April 2018. He did not receive the letters from the Council but had made no efforts regarding his mail or the vehicle in his absence.</p> <p>When the defendant was advised that he was still responsible for the vehicle and was still technically guilty of the offence he changed his plea to guilty.</p>	Having heard the mitigation put forward, the Magistrates decided to give the defendant a conditional discharge for 6 months, no costs were awarded to the Council (even though the magistrates were advised that a simple caution was offered but he had refused) and he was ordered to pay a victim surcharge of £20.
10	19.10.18	The defendant pleaded guilty to one offence of serving hot food after 11pm when he did not have a license to do so, contrary to s.136 Licensing Act 2003.	He was fined £40, ordered to pay costs of £150 and a victim surcharge of £30.

11	23.10.18	<p>The defendant company had already pleaded guilty on to eight offences under the Trade Marks Act 1994 of possessing with a view to selling counterfeit tobacco and to 3 offences under the Tobacco and Related Products Regulations 2016 for supplying tobacco and cigarettes which did not carry the required warnings. These charges arose as a result of searches of premises by officers of Shared Regulatory Services in July 2017 and again in March 2018.</p> <p>However, the director of the company had pleaded not guilty to all of those charges which were also brought against him. He claimed to have had no knowledge of the illegal product having been on the premises and wasn't present when the enforcement visits were carried out.</p> <p>Following deliberation, the District Judge found the defendant guilty of all 11 offences. He was satisfied, so that he was sure, that the defendant was involved in obtaining supplying the illegal product.</p>	<p>The director was given a 12 month community order with 120 hours of community service, a total fine of £750, ordered to pay costs of £650 and a victim surcharge of £85. The company was fined a total of £1000, ordered to pay costs of £100 and a victim surcharge of £100. A forfeiture order for the goods seized was granted.</p>
12	7.11.18	<p>The 77 year old defendant had previously pleaded guilty to offences of illegal money lending contrary to both the Consumer Credit Act and the Financial Services and Markets Act. He also pleaded guilty to money laundering. The investigation established that the illegal lending dated back some 20 years, during which time he charged interest of up to 500% and making a profit of nearly a quarter of a million pounds in the process.</p>	<p>The defendant was and was sentenced to 6 months imprisonment for each offence. All offences to run concurrently and were suspended for 12 months.</p> <p>A confiscation order was agreed as follows:</p> <p style="padding-left: 40px;">Benefit amount £469708.01</p> <p style="padding-left: 40px;">Realisable amount £16250.00 payable within 3 months</p> <p>A destruction order was obtained for all the ledgers and</p>

		The Proceeds of Crime investigation concluded with the court appearance on 7 th November.	associated documents seized from the defendant's home.
13	15.11.18	<p>The case was brought under the Management of Housing In Multiple Occupation (Wales) Regulations 2006 for failure to</p> <ul style="list-style-type: none"> • Display manager details • Take fire safety measures • Take safety measures to protect the occupiers from injury, by having regard for the design of the HMO • Maintain the gas and electric installation • Manage and maintain the common parts, fixtures, fittings and appliances • Ensure that each part of the HMO that is living accommodation is maintained in good repair 	The company was fined £1500 on the fire safety charge with no separate penalty on the other charges. A victim surcharge of £150 was imposed, together with costs of £350.00.
14	15.11.18	Following the recent SRS hallmarking survey and the investigation of a number of consumer complaints, a local jewellery firm faced a range of offences under the Trade Marks Act, the Consumer Protection from Unfair Trading Regulations and the Hallmarking Act.).	<p>The company was fined total of £1500 and ordered to pay compensation of £400 to one of the complainants, together with a victim surcharge of £150. The Director was fined £800 and ordered to pay costs of £350 and a victim surcharge of £80.00.</p> <p>A forfeiture and destruction order was made in relation to the seized jewellery.</p>
15	15.11.18	The defendant pleaded guilty to one offence of plying for hire and one offence of not having insurance.	He was fined £400 for no insurance with no separate penalty on the licensing offence, £40 VS and costs of £150.00.
16	29.11.18	The case followed two visits to an off licence in	The magistrates fined him a total of £500, ordered him to pay

		February and March and the discovery of counterfeit tobacco and clothing on the premises. The defendant pleaded guilty to fourteen offences under the Trade Marks Act 1994 and one offence under the Tobacco and Related Products Regulations 2016.	costs of £300 and a victim surcharge of £30. A Forfeiture Order was granted in respect of all of the goods seized.
17	29.11.18	The defendant pleaded guilty to two offences under the Environmental Protection Act 1990 of failing to comply in April 2018 with a noise abatement notice for loud amplified music.	She was fined £100, ordered to pay costs of £180 and a victim surcharge of £30.