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Tuesday, 21 June 2016

To: The Members of the **Licensing Committee**  
(Councillors: Bill Chapman (Chairman), Ian Sams (Vice Chairman), Nick Chambers, Mrs Vivienne Chapman, Surinder Gandhum, Ruth Hutchinson, Paul Ilnicki, Rebecca Jennings-Evans, Oliver Lewis, Jonathan Lytle, Bruce Mansell, Nic Price, Joanne Potter, Pat Tedder and Valerie White)

**In accordance with the Substitute Protocol at Part 4 of the Constitution, Members who are unable to attend this meeting should give their apologies and arrange for one of the appointed substitutes, as listed below, to attend. Members should also inform their group leader of the arrangements made.**

Substitutes: Councillors Ian Cullen, David Lewis, Max Nelson and Wynne Price

Dear Councillor,

A meeting of the **Licensing Committee** will be held at Council Chamber, Surrey Heath House on **Wednesday, 29 June 2016 at 7.00 pm**. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

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## AGENDA

### Part 1 (Public)

Pages

**1 Apologies for Absence**

**2 Minutes**

**3 - 4**

To confirm and sign the minutes of the Licensing Committee meeting held on 16 March 2016.

**3 Declarations of Interest**

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

**4 Statement of Gambling Policy 5 - 30**

To consider a report seeking approval of the Council's Statement of Gambling Policy before it is submitted to Council for adoption.

**5 Food Safety Service Plan 2016/17 31 - 54**

To consider a report setting out the Council's proposed Food Safety Plan for 2016/17.

**6 Licensing Act 2003 - Summary of Decisions 55 - 64**

To receive and note a report setting out the licensing decisions taken by officers under delegated powers.

**Date of Next Meeting**

The next scheduled meeting of the Licensing Committee will take place on Wednesday 7<sup>th</sup> September 2016 at 7pm.

**Minutes of a Meeting of the Licensing  
Committee held at Council Chamber,  
Surrey Heath House on 16 March 2016**

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- + Cllr Bill Chapman (Chairman)
- + Cllr Ian Sams (Vice Chairman)

- |                               |                       |
|-------------------------------|-----------------------|
| + Cllr Nick Chambers          | + Cllr Jonathan Lytle |
| - Cllr Mrs Vivienne Chapman   | + Cllr Bruce Mansell  |
| + Cllr Surinder Gandhum       | + Cllr Nic Price      |
| Cllr Ruth Hutchinson          | + Cllr Conrad Sturt   |
| + Cllr Paul Innicki           | + Cllr Pat Tedder     |
| + Cllr Rebecca Jennings-Evans | + Cllr Ian Cullen     |
| - Cllr Oliver Lewis           | + Cllr David Lewis    |

- + Present
- Apologies for absence presented

Substitutes: Cllr Ian Cullen and Cllr David Lewis

**19/L Minutes**

**RESOLVED** that the minutes of the Licensing Committee meeting held on 8 February 2016 be approved as a correct record and signed by the Chairman.

**20/L Gambling Act 2005 - Draft Statement of Principles**

Councillor Sturt declared an interest for the record as he was a Personal Licence Holder and the Designated Premises Supervisor for the Half Moon Public House in Windlesham.

Under the Gambling Act 2005, the Council is required to prepare and publish a Statement of Gambling Policy, setting out the general approach of the licensing authority when making decisions in relation to gambling, every three years. Surrey Heath's Statement had to be reviewed and re-published by 5 October 2016.

The current Statement had been reviewed and updated to reflect the contents of the latest Gambling Commission guidance and would be subject to a statutory twelve week consultation period. Consultation would take place with a range of groups including: the local police force, licence holders, the business community and local residents. The draft Statement would then be taken to Full Council for approval.

The Committee was informed that currently there were 9 licenced betting shops operating in the Borough, 52 permits and notifications had been issued for gaming machines and licences had been issued for 60 lotteries. Responsibility for administering the regime was split between the Council, which held responsibility for authorising Premises licences, and the Gambling Commission, who had responsibility for issuing Operating and Personal Licences.

Arising from Members' questions and comments the following points were noted:

- Licensed premises automatically received a licence to have up to two gaming machines on the premises. A separate licence had to be applied for if additional gaming machines were wanted.
- A training session focused on the Gambling Act and the Council's responsibilities would be arranged for members of the Committee.
- A list of betting shops in the Borough would be circulated.
- Although raffles and tombolas were covered by the Gambling Act if they were incidental to an event then a licence was not required. Works raffles were exempt from the Act if the prize was below a certain limit.
- Betting shops were required to refuse entry to those less than 18 years of age.
- Private members clubs had to restrict the playing of gaming machines to those who were over 18 years old.
- It was questioned whether the Non Domestic Rates List could be used for other purposes and it was agreed that this would be clarified.
- The Citizens' Advice Bureau would be added to the list of consultees
- It was confirmed that Geraldine Sharman was the Council's Information Governance Manager.
- Details of the Hampton Principles governing enforcement principles would be circulated.

**RESOLVED** that the draft Statement of Gambling Principles 2016-2019, set out at Annex A of the report, be approved for public consultation.

## **21/L Licensing Act 2003 - Summary of Decisions**

The Committee received a report setting out the details of the decisions taken under delegated powers in respect of licence applications where no representations had been received from the responsible authorities or any other persons.

The Committee noted the report.

Chairman

**Gambling Act 2005 – Draft Statement of Principles 2016 – 2019**

Portfolio:	Community
Ward(s) Affected:	All

**Purpose**

**To consider the proposed draft Statement of Principles for 2016 – 2019 in relation to exercising functions under the Gambling Act 2005**

Background

1. The Council as a licensing authority has a duty to undertake various regulatory functions imposed by the provisions of the Gambling Act 2005.
2. Before exercising these functions the Council must first adopt a “Statement of Policy” indicating how the functions will be exercised.
3. The Statement can only be adopted after consultations on the draft document have taken place with various bodies/organisations including the chief officer of police, trade associations, trade unions, residents and tenants associations, county councillors, parish councils and the Member of Parliament for the Constituency.
4. The Council has a statutory duty to adopt a “Statement of Policy” for the purpose of exercising functions under the Gambling Act 2005, and to review it at least every 3 years.
5. The current “Statement of Policy” must be reviewed by 12 October 2016 in order to conform. This must be preceded by a period of public consultation.
6. A draft statement based on the current “Statement of Policy” was approved for consultation by Committee on 16 March 2016.
7. Public consultation took place for 12 weeks from 18 March to 12 June 2016. In addition to the list of consultees outlined at Annex 3 of the previous meeting, the following bodies were also consulted;
  - Camberley Chamber of Commerce,
  - The Citizens Advice Bureau,
  - Collectively Camberley.
 Details of the consultation were also placed on the Council’s website and Social Media

Current Position

8. Just one reply was received following the consultation process from Coral Retail. This is copied at Annex 1.
9. Officers have noted the comments made by the consultee and have given the points raised due consideration in relation to the licensing objectives and Gambling Commission Guidance in the production of a draft amended Statement of Principles.

10. Officers have also incorporated amendments brought about by the Gambling Commission's new Licence Conditions and Codes of Practice (LCCP) which were first published in February 2015 but came into effect from April. These included Local Risk Assessments which may be viewed at paragraph 6.41 in the 5<sup>th</sup> edition of Guidance issued in September 2015, appended at Annex 4 to the revised draft of Principles
11. The revised draft Statement of Principles is attached at Annex 2. One significant material change has been made to the draft statement following consultation. This has been highlighted in the revised Statement of Principles and is the insertion of paragraph 1.5 so that the Statement now makes reference to a local risk assessment which is a requirement of the Gambling Commission
12. Following approval of the revised draft Statement of Principles by the Licensing Committee, the final version of the Statement of Principles incorporating amendments will be submitted to the next meeting of the full Council on 20 July 2016. The Statement must be published at least 4 weeks before it takes effect.

#### Resource Implications

13. The only additional resource implication arising from the consultation process was postage and stationary costs. Well over half of the consultation letters were sent by electronic means. The total costs were met within the existing budget.

#### Options

14. Any amendments to the existing Statement of Principles are made at the discretion of the Council but due weight will have to be given to any representations made as a result of the consultation process.

#### Recommendation

15. The Committee is invited to make comments on the proposed revisions to the Statement of Principles for consideration by full Council.

Background Papers: None

Author: Derek Seekings 01276 707327  
e-mail: derek.seekings@surreyheath.gov.uk

Head of Service: Tim Pashen – Executive Head of Community Services

Derek Seekings  
Senior Licensing Offer Community Services  
Surrey Heath Borough Council  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

11<sup>th</sup> May 2016

Dear Mr Seekings,

**Consultation on Surrey Heath Borough Council's – Gambling Act 2005 Statement of Policy**

Coral Racing Limited is most grateful to be given the opportunity to respond to this consultation exercise. Coral was one of the first national bookmakers to be licensed under the Betting and Gaming Act of 1960, and so has been operating the length and breadth of the UK for over 50 years. Its premises comprise locations in the inner city, on the high street, in suburbs and in rural areas, and in areas of both high and low deprivation. It now operates c. 1800 betting offices across Great Britain, which comprise about 20% of all licensed betting offices. It is, therefore, a highly experienced operator.

Coral Racing Limited are supportive of the document; it again notes that the Board when considering applications are still required to 'aim to permit gambling' where this is 'reasonably consistent with the licensing objectives' additionally noting that it should not take into account of any moral objections to gambling.

Coral Racing Limited recognise the requirement to supply risk assessments with future applications & variations (requirement is from 6<sup>th</sup> April 2016) and note that there is no reference to this within your draft policy. Due to it being a key requirement in the future, we are of the opinion that information about this topic should be part of the policy. We have been progressing the new risk assessment requirements for over 9 months and have been discussing our proposals for applying the correct assessments with a number of councils (through consultation exercises) as well as in more detail with Westminster City Council. We are aware that in certain authority documents, they make a summary referral to it whereas in others (broadly speaking inner-city authorities), they list in detail what is required.

As we are sure you appreciate, with an estate as wide as ours, it is not sensible to have a bespoke template for each of the c.350 local authorities and we have agreed a comprehensive form for completion in conjunction with Westminster City Council which we are using for all our shops. I am pleased to report that our template and format for recording information, meets the requirements for all authorities who have provided guidance so far.

If you require any further information with regard to our risk assessment process, please do not hesitate to get in touch.

Yours faithfully,



John Liddle  
Director of Development – Coral Retail



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a  company



coral.co.uk 0800 242 232

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# **GAMBLING ACT 2005 STATEMENT OF POLICY**

**05 October 2016 to 04 October 2019**

This statement of principles has been prepared following reference to guidance from the Gambling Commission to licensing authorities (5<sup>th</sup> edition) published in September 2015

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- 3.4 Club gaming and club machine permits

## **1. Introduction**

### **1.1 General**

The Gambling Act 2005 ('the Act') imposes a duty on licensing authorities to exercise various regulatory functions in relation to gambling. Surrey Heath Borough Council ('the Council') is a licensing authority for the purposes of the Act. The main functions of licensing authorities are:

- Licensing premises for gambling activities
- Considering notices given for the temporary use of premises for gambling
- Granting permits for gaming and gaming machines in clubs and miners' welfare institutes
- Regulating gaming and gaming machines in premises licensed for the supply of alcohol
- Granting permits to family entertainment centres for the use of certain lower stake gaming machines
- Granting permits for prize gaming
- Considering occasional use notices for betting at tracks
- Registering small societies' lotteries

Details of gaming machine classifications as dealt with later in this statement are set out in Annexe 1

The Gambling Commission will have responsibility for dealing with personal licences and operating licences.

### **1.2 Licensing Objectives**

The licensing objectives as set out in Section 1 of the Act are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

### **1.3 Description of Surrey Heath Borough**

The Borough of Surrey Heath is situated in the County of Surrey, which contains a total of eleven District Councils. The population of Surrey Heath, according to the 2011 Census, is 86,144. The Borough covers an area of 36.5 square miles which is comprised of a mixture of residential, rural, urban, and heathland areas. These areas are shown on the map attached as Annexe 2.

### **1.4 Obligation to Publish Statement of Principles**

Licensing authorities are required by the Gambling Act 2005 to prepare and publish before each successive period of three years a statement of the principles that they propose to apply in exercising their functions during that period.. This statement must be published before a "Licensing Authority" at least every three years. The statement must also be reviewed from "time to time" and any amended parts re-consulted upon. The statement must be then re-published.

## **1.5 Local Risk Assessment**

The Gambling Commission's Licence Conditions and Code of Practice (LCCP) require gambling premises to undertake a risk assessment taking into consideration their local information. Further details may be seen at Annex 4 of this document.

## **1.6 Consultation**

This statement of principles has been prepared in consultation with the following persons/bodies:-

- The Chief Officer of Police
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

A full list of consultees is attached as Annexe 3.

This statement of policy will take effect from 05 October 2016. It will remain in force for no more than 3 years, but may be reviewed at any time.

## **1.7 Declaration**

This statement of policy has been prepared with due regard to the licensing objectives, the guidance to licensing authorities issued by the Gambling Commission, and with due weight attached to any responses received from those consulted.

This statement of policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

## **1.8 Responsible Authorities**

The contact details of all the Responsible Authorities under the Act are available via the Council's website at [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk)

In exercising the Council's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm, the following principles have been applied:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc

Having regard to the above principles, the Council designates the Surrey Children's Service for this purpose.

## 1.9 Interested parties

Interested parties can make representations about licence applications, or apply for a review of an existing licence. The Act defines interested parties as persons who, in the opinion of the licensing authority;

- a) live sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) have business interests that might be affected by the authorised activities; or
- c) represent persons who satisfy paragraph (a) or (b) \*

Whether or not a person is an interested party is a decision that will be taken by the Council on a case-by-case basis. However, the following factors will be taken into account:

- the size of the premises;
- the nature of the premises;
- the distance of the premises from the location of the person making the representation
- the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment);
- the nature of the complainant. This is not the personal characteristics of the complainant but the interests of the complainant which may be relevant to the distance from the premises. For example, it could be reasonable for an authority to conclude that “sufficiently close to be likely to be affected” could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) residential hostel for vulnerable adults;
- the ‘catchment’ area of the premises (i.e. how far people travel to visit); and whether the person making the representation has business interests in that catchment area, that might be affected.

This list is not exhaustive and other factors may be taken into consideration in an individual case.

\*The Council considers the following bodies/ associations to fall within the category of those who represent persons living close to premises, or having business interests that might be affected by the authorised activities:-

- trade associations;
- trade unions;
- residents and tenants associations;
- ward/ county/ parish councillors
- MP's

This list is not exhaustive and the Council may consider other bodies/ associations & persons to fall within the category in the circumstances of an individual case.

The Council may require written evidence that the person/ association/ body represents an interested party.

## 1.10 Exchange of Information

The Council regards the lawful and correct treatment of information as very important to the successful and efficient performance of the Council's functions, and to maintaining confidence between the people/ bodies we deal with and ourselves. We ensure that our organisation treats information lawfully and correctly.

The Council may share information in accordance with the following provisions of the Act: -

- Sections 29 & 30 (with respect to information shared between the Council and the Gambling Commission)
- Section 350 (with respect to information shared between the Council and the other persons listed in Schedule 6 to the Act)

In the exercise of the above functions, consideration shall also be given to the common law duty of confidence, the law relating to defamation, the guidance issued by the Gambling Commission and to the Council's policies in relation to data protection and freedom of information.

*The Council will adopt the principles of better regulation.*

Any information shared between the Council and Surrey Police must also be carried out in accordance with the Surrey Information Sharing Protocol produced by the Surrey Community Safety Unit.

Any person wishing to obtain further information about their rights under the Data Protection Act 1998 or the Freedom of Information Act 2000 may view the Council's policies at [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk) or alternatively contact the Information Governance Manager, Surrey Heath Borough Council, Surrey Heath House, Knoll Road, Camberley GU15 3HD – Tel No. 01276-707100 – e-mail [foi@surreyheath.gov.uk](mailto:foi@surreyheath.gov.uk)

### **1.11 Equality and Diversity**

The Council encourages the promotion of a culturally diverse range of entertainment, which is available to all the community.

The Equality Act 2010 applies to all licensed premises and those who operate them. It also places a legal duty on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It is discriminatory to treat a person less favourably than another person, because that person has one or more of those protected characteristics.

Operators and applicants are obliged by the Act to make reasonable adjustments to help disabled persons access their goods, services and facilities where those persons would be at a substantial disadvantage compared to non-disabled persons and this extends to persons who are workers.

The Council has an Equality Strategy which sets out its approach to equality and diversity and how it implements the public sector equality duty.

### **1.12 Enforcement**

The Council will adopt a risk-based approach to the inspection of gambling premises. This will allow for the targeting of high-risk premises, or those where a breach would have serious consequences. Premises that are low risk and/ or well run will be subject to a less frequent inspection regime.

Where necessary, appropriate enforcement (including prosecution under section 346 of the Act) will be carried out in a fair and consistent manner in accordance with

- The Enforcement Concordat (which the Council signed up to in 1998).
- The Better Regulation and Hampton Principles
- Surrey Heath Borough Council enforcement policies

Copies of the above documents are available to view on the Council's website at [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk)

The Council will endeavour to avoid duplication with other regulatory regimes so far as possible.

Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Council but will be notified to the Gambling Commission.

## **2. Premises Licences**

### **2.1 Decision making - general**

In accordance with Section 153 of the Act, the Council shall aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the authority's statement of licensing policy

The Council will not have regard to the expected demand for the facilities which it is proposed to provide, nor the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal.

Moral objections to gambling will not be considered by the Council, as they are not a valid reason for rejecting an application for a premises licence.

Each case will be considered on its individual merits. However, in order to assist applicants and objectors alike, this section sets out the general factors that will be taken into account by the Council when considering applications for premises licences.

### **2.2 Location**

The location of premises may be relevant to the promotion of the licensing objectives. In particular, premises located in close proximity to the following may give rise to concern

- schools
- vulnerable adult centres
- residential areas with a high concentration of children

Much will depend upon the type of gambling that it is proposed will be offered on the premises. The Council will, where appropriate, consider the location on a case-by-case basis. If the proposed location does pose a risk to the promotion of the licensing objectives, the applicant will be invited to show how they propose to overcome such concerns.

## 2.3 Multiple licences/ layout of buildings

Premises are defined in the Act as including 'any place', but no more than one premises licence can apply in relation to any one place. A single building can be subject to more than one premises licence, provided they are for different parts of the building and those parts can reasonably be regarded as being different premises.

Where multiple licences are sought for a building (or a discrete part of a building used for other non gambling purposes), specific issues will need to be considered by the Council before such application(s) can be granted. These include

- the ability of children to gain access to or observe gambling facilities (even accidentally) – entrances and exits from parts of a building covered by more than one premises licence should be separate and identifiable so that the separation of different premises is not compromised and that people (and in particular, children) do not drift into a gambling area.
- the compatibility of the 2 or more establishments; and
- the ability of the establishments to comply with the requirements of the Act.

In accordance with the Gambling Commission guidance, an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

## 2.4 Conditions

Conditions may be imposed upon a premises licence in a number of ways. These are

- (a) **Mandatory** – as set out in the Act and by the Secretary of State as prescribed in regulations, for all, or classes of licence;
- (b) **Default** – to be prescribed in regulations made by the Secretary of State, to be attached to all or classes of licences unless excluded by the licensing authority;
- (c) **Specific** – conditions that can be attached to an individual licence by the licensing authority.

Conditions imposed by the Council will be proportionate to the circumstances that they are seeking to address. In particular, this Council will ensure that premises licence conditions are:

- relevant to the need to make the proposed building suitable as a gambling facility
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects

Certain matters may not be the subject of conditions. These are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes

## **2.5 Door Supervisors**

It is not a mandatory requirement of the Act to impose a condition relating to door supervision. However, if the Council do consider it necessary to impose a condition on a premises licence requiring the presence of door supervisors, such persons would normally need to hold a licence from the Security Industry Authority (SIA).

This requirement does not apply to door supervisors at licensed casino or bingo premises, who are exempt from the licensing requirements of the Private Security Industry Act 2001. The Council may however impose specific requirements on door supervisors at such premises if considered appropriate in an individual case.

## **2.6 Adult gaming centres**

Persons operating an adult gaming centre must obtain an operating licence from the Commission and a premises licence from the Council. This will allow the operator to make category B, C & D machines available to their customers. No one under the age of 18 is permitted to enter an adult gaming centre.

In considering licence applications for adult gaming centres, weight will be given to the need to protect children and vulnerable persons from harm or being exploited by gambling. The Council will therefore expect applicants to demonstrate that there will be sufficient measures in place to promote this objective.

Applicants are encouraged to consider the following steps:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Location of and entry to premises (so as to minimise the opportunities for children to gain access)
- Notices / signage
- Training for staff on challenging persons suspected of being under-age
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

Please see paragraph 3.4 for details of conditions that may be attached to premises licences authorising adult gaming centres.

## **2.7 Licensed family entertainment centres**

Operators of licensed family entertainment centres will require an operating licence from the Gambling Commission, and a premises licence from the Council. This will allow the operator to make category C & D machines available to their customers.

Children and young persons will be able to enter licensed family entertainment centres and play on the category D machines. They will not be permitted to play on category C machines.

As family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues. Where category C machines are available in licensed family entertainment centres the Council will normally require that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

Applicants are therefore encouraged to consider the steps set out at paragraph 2.6 of this statement in order to prevent children and young persons from gaining access to category C machines. In addition, applicants are encouraged to consider the following

- Physical separation of areas
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

Please see paragraph 3.4 for details of conditions that may be attached to premises licences authorising licensed family entertainment centres.

## **2.8 Tracks**

Tracks are sites (including racecourses and dog tracks) where sporting events take place. There are currently no tracks located in Surrey Heath. Operators proposing to provide a track within the Borough will require a premises licence from the Council, but they do not need to obtain an operating licence from the Gambling Commission (although they may have one).

Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track.

It will be a mandatory condition of all track licences that children and young persons are excluded from any areas where facilities for betting are provided, and any area where a gaming machine, other than a category D machine, is situated. Special dispensation from this rule is provided for dog tracks and horse racecourses, on days when racing takes place, in relation to the areas used for betting. On these days families will be entitled to attend the track or racecourse, and children enter the areas where facilities for betting are provided. This race day dispensation does not apply to the areas where gaming machines of category B & C are provided, and the Council will therefore wish to ensure that suitable measures are in place to prevent children from entering such areas.

Applicants are encouraged to consider the steps set out at paragraph 2.6 in order to prevent the access of children and young people to machines of category B & C. In addition, applicants are encouraged to consider the following

- Physical separation of areas

- Measures/training for staff on how to deal with suspected truant school children on the premises

#### Gaming machines **at tracks**

Holders of betting premises licences in respect of tracks who also hold a pool betting operating licence may make available up to 4 gaming machines (categories B2 to D) on the track. The Council will therefore expect the applicant to demonstrate that suitable measures are in place to ensure that children are prevented from entering areas where machines (other than category D machines) are made available.

#### Betting machines at tracks

The Council will apply similar considerations to those set out in paragraph 3.11 (in relation to betting machines made available at off-course betting premises) to betting machines made available at tracks.

#### Condition on rules being displayed

The Council will attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.

#### Applications and plans

The Council will require the following information from applicants for premises licences in respect of tracks: -

- detailed plans for the racetrack itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”)
- in the case of dog tracks and horse racecourses, details of the fixed and mobile pool betting facilities operated by the Tote or track operator, as well as any other proposed gambling facilities

plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

## **2.9 Casinos**

This licensing authority submitted a bid to the Independent Casinos Advisory Panel to license a large casino but this bid was unsuccessful. The bid can be viewed on the Council’s web site on the following link - [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk) The Council is not proposing to pass a resolution under Section 166 of the Gambling Act 2005 stating that no casino premises will be licensed in the Borough, but is aware that it has the power to do so. Any such decision would be made by the Full Council. Should this licensing authority decide in the future to pass such a resolution or the Council is granted authority to issue a casino licence this statement of principles will be updated accordingly.

Potential licence applicants should note that the Council is not authorised to grant a casino licence and that no applications for casino premises licences can be considered. Any applications received will be returned with a notification that the Council is not at present authorised to issue casino licences.

## **2.10 Betting Premises**

This paragraph deals with off-course betting, that is betting that takes place other than at a track (commonly known as a licensed betting office). Operators of betting premises will require an operating licence from the Gambling Commission and a premises licence from the Council.

The holder of a betting premises licence may make available for use up to 4 gaming machines of category B (B2, B3 or B4), C or D.

The Council may, in accordance with section 181 of the Act, restrict the number of betting machines, their nature, and the circumstances in which those machines are made available for use. When considering whether to impose such a condition, the Council will take into account the following: -

- the size of the premises;
- the number of counter positions available for person-to-person transactions; and
- the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people

Please see paragraph 3.4 for details of conditions that may be attached to betting premises licences.

## **2.11 Bingo**

Operators of premises offering bingo (cash or prize) will require a bingo operating licence from the Gambling Commission, and a premises licence from the Council.

The holder of a bingo premises licence may, in addition to bingo in all its forms, make available for use up to 4 category B gaming machines (B3 & B4) and any number of category C & D machines.

It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted the Council will normally require that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

Please see paragraph 3.4 for details of conditions that may be attached to bingo premises licences.

## 2.12 Temporary Use Notices

Temporary use notices allow the use of premises for gambling where there is no premises licence but where a person or company holding a relevant operators licence wishes to use the premises temporarily for providing facilities for gambling.

There are a number of statutory limits in regards to temporary use notices.

If objections are received to a temporary use notice (from the Police, Gambling Commission, HM Revenues & Custom or any other licensing authority in whose area the premises are situated), the Council must hold a hearing to consider the representation (unless all the participants agree that a hearing is unnecessary).

If the Council, after a hearing has taken place or been dispensed with, considers that the temporary use notice should not have effect, it must issue a counter-notice which may:

- prevent the temporary use notice from taking effect;
- limit the activities that are permitted;
- limit the time period of the gambling; or
- allow the activities to take place subject to a specified condition

The Council will apply the principles set out in paragraph 2.1 of this statement to any consideration as to whether to issue a counter-notice.

### **3. Permits**

#### **3.1 Unlicensed Family Entertainment Centre gaming machine permits**

Unlicensed family entertainment centres will be able to offer category D machines if granted a permit by the Council. If an operator of a family entertainment centre wishes to make category C machines available in addition to category D machines, they will need to apply for an operating licence from the Gambling Commission and a premises licence from the Council.

The Council can grant or refuse an application for a permit, but cannot attach conditions.

As unlicensed family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues.

The Council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures/training for staff as regards suspected truant school children on the premises, measures/training covering how staff should deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises. The Council will also expect applicants to demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed family entertainment centres; that the applicant has no relevant convictions (those that are set out in Schedule 7 to the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

#### **3.2 (Alcohol) Licensed premises gaming machine permits**

Premises licensed to sell alcohol for consumption on the premises, can automatically have 2 gaming machines, of categories C and/or D. The holder of the premises licence authorising the sale of alcohol will simply need to notify the Council, and pay the prescribed fee.

The Council can remove the automatic authorisation in respect of any particular premises if;

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Act;
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

If a premises wishes to have more than 2 machines, then the holder of the premises licence will need to apply for a permit. The Council shall consider that application having regard to the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Act, and any other matters that are considered relevant.

The Council shall determine what constitutes a relevant consideration on a case-by-case basis, but weight shall be given to the third licensing objective i.e. protecting children and vulnerable persons from being harmed or being exploited by gambling. To this end, the Council will expect applicants to demonstrate that there will be sufficient measures in place to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult

machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be of help.

With respect to the protection of vulnerable persons, the Council will expect applicants to provide information leaflets / helpline numbers for organisations such as GamCare.

It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

The Council can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

The holder of a permit to must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

### **3.3 Prize gaming permits**

Applicants for prize gaming permits should set out the types of gaming that he or she is intending to offer. The applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations; and
- that the gaming offered is within the law.

In making its decision on an application for this type of permit the Council does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance. Weight will be given to child protection issues, and relevant considerations are likely to include the suitability of the applicant (i.e. if the applicant has any convictions which would make them unsuitable to operate prize gaming) and the suitability of the premises. Applicants for prize gaming permits must disclose any previous relevant convictions to the Council.

The Council can grant or refuse an application for a permit, but cannot attach any conditions. However, there are 4 conditions in the Act that permit holders must comply with. These are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

### **3.4 Club gaming and club machine permits**

Members clubs (but not commercial clubs) may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (3 machines of categories B4, C or D), equal chance gaming and games of chance.

If a club does not wish to have the full range of facilities permitted by a club gaming permit or if they are a commercial club not permitted to provide non-machine gaming (other than exempt gaming under section 269 of the Act), they may apply for a club machine permit, which will enable the premises to provide gaming machines (3 machines of categories B4, C or D).

Members clubs must have at least 25 members and be established and conducted “wholly or mainly” for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members’ club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men’s clubs, branches of Royal British Legion and clubs with political affiliations.

An application may only be refused on one or more of the following grounds;

- the applicant does not fulfil the requirements for a members’ or commercial club or and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant’s premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a condition of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or;
- an objection has been lodged by the Gambling Commission or the Police

The Council shall have regard to the guidance issued by the Gambling Commission and (subject to that guidance), the licensing objectives.

There is a ‘fast-track’ procedure available for clubs which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police, and the grounds upon which an authority can refuse a permit are reduced.

The grounds on which an application under the fast track procedure may be refused are;

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

The Council can grant or refuse an application for a club gaming or club machine permit, but cannot attach any conditions. However, there are a number of conditions in the Act that the holder must comply with.

**ANNEX 1 – MACHINE CATEGORIES**

**ANNEX 2 – MAP OF SURREY HEATH BOROUGH (to be attached to the consultation document)**

**ANNEX 3 – LIST OF CONSULTEES**

**ANNEX 4 – LOCAL RISK ASSESSMENTS**

Draft

## MACHINE CATEGORIES

Summary of gaming machine categories and entitlements.

Category of Machine	Maximum Stake	Maximum Prize
A	Unlimited No category A gaming machines are currently permitted	
B1	£5	£10,000
B2	£100	£500
B3A	£2	£500
B3	£2	£500
B4	£1	£400
C	£1	£100
D – non-money prize	30p	£8
D – non-money prize (crane grab machines only)	£1	£50
D – money prize	10p	£5
D – combined money prize and non-money prize	10p	£8 (of which no more than £5 may be a money prize)
D – combined money prize and non-money prize (coin pusher or penny falls machines only)	20p	£20 (of which no more than £10 may be a money prize)

## Summary of machine provisions by premises.

Premises Type	Machine Category						
	A	B1	B2	B3	B4	C	D
Regional casino (machine/table ratio of 25 - 1 up to maximum)	Maximum of 1250 machines Any combination of machines in categories A to D, within the total limit of 1250 (subject to machine/table ratio)						
Large casino (machine/table ratio of 5 - 1 up to maximum)	Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)						
Small casino (machine/table ratio of 2 - 1 up to maximum)	Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)						
Pre-2005 Act casinos (no machine/table ratio)	Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead						
Betting premises and tracks occupied by Pool Betting	Maximum of 4 machines categories B2 to D (except B3A machines)						
Bingo Premises				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4		No limit C or D machines	
Adult gaming centre				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4		No limit C or D machines	
Family entertainment centre (with premises licence)						No limit on Category C or D machines	
Family entertainment centre (with permit)							No limit on Category D machines
Clubs or miners' welfare institutes with permits					Maximum of 3 machines in categories B4 to D		
Qualifying alcohol licensed premises						1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol licensed premises with gaming machine permit						Number as specified on permit	
Travelling fair							No limit on Category D machines
	<b>A</b>	<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>	<b>C</b>	<b>D</b>

**GAMBLING ACT 2005**  
**POLICY STATEMENT - LIST OF CONSULTTEES**

Chief Officer of Police for Surrey Heath

Clubs

Licensing Committee

Member of Parliament

Citizens Advice Bureau (CAB)

Parish Councils

Public Houses and Betting Shops

Residents Associations

Selection of Groups, Clubs and Organisations

Surrey Heath Business Association

Surrey Heath Community Panel

Surrey Children's Service

The consultation document will be placed on the Council's web site. The document will not be enclosed with letters seeking comments and recipients will be asked to refer to the document via the web site. In addition to seeking comments directly by letter, publicity will also be given to this matter via the media.

### Local Risk Assessments

From 6 April 2016, it has been a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under Part 2, section 10.1, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.

<http://www.gamblingcommission.gov.uk/pdf/Latest-LCCP-and-Extracts/Licence-conditions-and-codes-of-practice.pdf>

Licensees must review (and update as necessary) their local risk assessments:

- a) to take account of significant changes in local circumstances, including those identified in a licensing authority's statement of licensing policy;
- b) when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- c) when applying for a variation of a premises licence; and
- d) in any case, undertake a local risk assessment when applying for a new premises licence.

Licensees must share their risk assessments with the Council when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise on request.

The Council will expect the local risk assessment to consider as a minimum:

- whether the premises is in an area of deprivation
- whether the premises is in an area subject to high levels of crime and/or disorder
- the ethnic profile of residents in the area
- the demographics of the area in relation to vulnerable groups
- the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather

Where specific local risks are identified, the risk assessment should set out how the operator proposes to mitigate and monitor these risks. The risk assessment should also show how vulnerable people, including people with gambling dependencies, are protected.

Other matters that the assessment may include:

- The training of staff in brief intervention when customers show signs of excessive gambling, the ability of staff to offer brief intervention and how the manning of premises affects this.
- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of persons using the premises.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those persons using the premises.
- Arrangements for monitoring and dealing with under age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by etc.

- The provision of signage and documents relating to games rules, gambling care providers and other relevant information is provided in both English and any other prominent first language for that locality.

- Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.

Such information may be used to inform the decision the council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

Draft

**Food Safety Service Plan 2016/2017**

Portfolio: Community
Ward(s) Affected: All

**Purpose**

The Food Standards Agency requires all food authorities to have a Food Safety Service Plan to ensure that national priorities and standards are addressed and delivered locally. The Framework Agreement on Local Authority Food Law Enforcement which provides guidance on Food Safety Service Plans advises that they should be submitted to the relevant member forum for approval to ensure local transparency and accountability. This report presents the Food Safety Service Plan for 2016/2017.

**1. Background**

- 1.1 The Food Standards agency requires all food authorities to have a Food Safety Service Plan to ensure that national priorities and standards are addressed and delivered locally. The Framework Agreement on Local Authority Food Law Enforcement which provides guidance on Food Service Plans advises that they should be submitted to the relevant member forum for approval to ensure local transparency and accountability.
- 1.2 The draft Food Safety Service Plan 2016/2017 is at Annex A
- 1.3 The Licensing Committee will be reviewing progress against the objectives contained within the 2016/2017 Food Safety Service plan later in the year. The headlines for 2015/2016 are as follows:
  - a. The number of Food Businesses in the Borough which are “Broadly Compliant” with food hygiene law remains high at 97%. This figure is particularly good as there were approximately 50 new businesses inspected over the course of the last year.
  - b. Officers carried out 380 food safety interventions with 100% completed within the due date. All interventions completed were of the correct standard and quality.
  - c. We continue to support our two Primary Authority Partnerships (PAPs) with Exclusive Hotels, the owners of Pennyhill Hotel, and Krispy Kreme Doughnuts.
- 1.4 In 2016/2017, the Council intends to build on the success of the Food Hygiene Rating System and maintain the proportion of food businesses which are “Broadly Compliant” with food hygiene laws to at or above 97%. The number and percentage of broadly compliant food businesses has increased consistently since 2009/10. In 2009/10 83% of food businesses were broadly compliant. Officers have done a significant amount of work with the non-broadly compliant businesses to achieve these improvements. Over the next year focus will be on sustaining the improvements in the businesses and continuing to take action in non-compliant businesses.
- 1.5 We will continue to focus resources on conducting the first inspection at premises within 28 days of registering and conducting programmed interventions within 14 day before or after the due date target.

- 1.6 Officers continue to regulate food hygiene standards consistently and in accordance with the Council's Enforcement Policy.
- 1.7 The sampling and environmental swabbing programme will continue in 2016/2017 and will include foods of animal origin or non-animal origin.

## 2. Options

- 2.1 The options are to approve or to amend the attached Food Safety Service Plan for 2016/2017.

## 3. Proposal

- 3.1 The proposal is for the Licensing Committee to approve the attached Food Safety Service Plan for 2016/2017.

## 4. Resource Implications

- 4.1 There are no additional resource implications arising from this report.
- 4.2 The Council employs 2.5 FTE officers to enforce food safety in 634 food businesses.

## 5. Recommendation

- 5.1 The proposal is for the Licensing Committee to approve the attached Food Safety Service Plan for 2016/2017.

## Background Papers

- 5.2 Further information on the requirement and contents of Food Safety Service Plans can be found at <http://www.food.gov.uk/multimedia/pdfs/frameworkjuly04.pdf>.

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# FOOD SAFETY SERVICE PLAN 2016-17

## ENVIRONMENTAL HEALTH COMMUNITY SERVICES SURREY HEATH BOROUGH COUNCIL

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## Section 1 – Service Aims and Objectives

### 1.0 Aims and Objectives

- 1.1** The purpose of **Community Services is to build and encourage communities where people can live happily healthily** in Surrey Heath. The food safety team significantly contribute to achieving this objective.
- 1.2** The overall aim of the food safety team is help ensure that food and drink intended for human consumption, which is produced, stored, distributed, handled or consumed within the Borough is without risk to the health or safety of the consumer. The aspiration will be met by the appropriate and proportionate enforcement of food safety legislation, carrying out inspection of food and food premises, sampling and analysis of foodstuffs, the investigation of complaints regarding food and food premises, including cases of food poisoning, and the provision of advice to businesses and the public on legislative requirements and good food hygiene practice.

The objectives are:

- To discharge food safety inspection and enforcement responsibilities in accordance with the Environmental Health Enforcement Policy.
- To meet statutory responsibilities in a cost effective manner in accordance with guidance from the Food Standards Agency.
- To investigate complaints about food premises.
- To investigate suspected and confirmed cases of food poisoning.
- To implement national and local food and environmental sampling programmes.
- To provide advice and guidance to businesses on food safety and Food Safety Training.

### 2.0 Links to corporate objectives and plans

- 2.1** The aims of the Food Safety Plan can be clearly linked to the overall aims and objectives of the Council.

### 3.0 Annual Plan 2016 /17

- 3.1** The Annual Plan sets out how the Council will deliver its objectives for 2016/17 as defined in its 2020 Strategy. Each objective breaks down into key priorities; key management projects and service specific milestones. The Council's Objectives and key priorities for 2016/17 are:

**Objective 1:** We want to make Surrey Heath an even better place where people are happy to live.

**We will do this by:**

- Redevelopment of the A30 frontage;
- Regeneration of the Town Centre;
- Provision of civic, leisure and theatre facilities at Knoll Road.

**Objective 2:** We will sustain and promote our local economy so that our people can work and do business across Surrey Heath.

**Key Priority 2:** Working with partners to deliver 'Transport for Surrey Heath'

- Support economic development in Camberley;
- Deliver an access strategy for Camberley Town Centre;
- Continue to work closely with train and bus providers to improve marketing Camberley as a destination of choice.

**Objective 3:** We will deliver our services better, faster and cheaper.

**Key Priority 3:** Securing the future of local public services in Surrey Heath through a variety of strategies including:

- Service rationalisation;
- Headquartering Surrey Heath's local public services in Camberley by entering into discussions with other public and voluntary agencies to locate into the Council's current facilities, and/or construct public facilities adjacent to Surrey Heath House on a partnership basis
- Partnership working

**Objective 4:** We will build and encourage communities where people can live happily and healthily.

**Key Priority 4:** Delivering with partners the Sustainable Community Strategy priority action plans to improve: community safety, transport, health, children and young people and economic wellbeing.**3.2** The Annual Plan contains the following service specific objective:

“Food establishments in the area which are broadly compliant with food hygiene law (Annual) – 90%”

#### **4.0 Portfolio Holder Performance Meetings**

4.1 The Executive Head of Community and the Community Portfolio Holder have meetings monthly to discuss progress with the targets set in the annual plan.

#### **5.0 Licensing Committee**

5.1 The Environmental Health Manager reports annually to the Licensing Committee on the food safety activities that have taken place over the last year and on the plans for the forthcoming year.

#### **6.0 Annual Appraisals and Monthly one-to-one meetings**

6.1 Targets from the annual plan are included as objectives in individual team member's annual appraisals and monitored throughout the year in one-to-one meetings.

#### **7.0 The Surrey Heath Sustainable Community Strategy**

7.1 The Strategy is built around five themes of which two listed below have links to the Food Safety Plan.

- Children and Young People – improve learning, health and employment outcomes for children and young people, particularly the vulnerable and disadvantaged
- Health and Wellbeing – promote healthy lifestyles, particularly targeting groups and communities most at risk.

#### **8.0 Equality Scheme**

8.1 The Council's Equality Scheme demonstrates its commitment to equality internally and externally and ensures that all sections of the community are given an opportunity to contribute to the wellbeing of the community. An equality impact assessment has been carried out on this Policy and Procedure.

8.2 The Council ensures that consultation is representative of the community and that consideration is given on how to consult hard to reach groups and will positively learn from responses.

### **Section 2 – Background**

#### **9.0 Profile of the Borough**

9.1 Surrey Heath covers 36.5 square miles in North West Surrey. It is an attractive mix of urban and rural environments and is one of the safest districts in the safest county in England. Surrey Heath shares boundaries with other Surrey authorities as well as those in Hampshire and Berkshire.

**9.2** Much of the rural part of the Borough is within the green belt and includes extensive areas of heath and woodland and includes habitats for endangered bird species.

**9.3** Surrey Heath has a population of 83,400 with 20,900 under the age of 19 and 42,800 aged 40 and over. Surrey Heath has an ageing population which mirrors that of the country as a whole. Around 7% of the Borough's residents are from a range of ethnic minorities. Of the inflow of residents into Surrey Heath 21% are from overseas. The percentage of economically active disabled people in the Borough stands at 8.19%.

**9.4** There are 34,499 homes with an average occupancy of 2.48. 80% of homes are 'owner occupied', significantly higher than the national average, with 9% social housing and 11% privately rented.

## **10.0 Organisational Structure**

**10.1** Attached in Appendix 1 is a chart showing the organizational structure of the Environmental Health Department and Appendix 2 Committee Structure.

**10.2** The Lead Officer for Food Safety:  
Richard Haddad, Environmental Health Manager, who is shared with Mole Valley DC.

**10.3** Consultant in Communicable Disease Control (CCDC):  
(Duty CCDC) Kent, Surrey and Sussex, Public Health England (PHE)

**10.4** Public Analyst:  
Hampshire Scientific Services

**10.5** Food Examiner:  
Food Water and Environmental Microbiology Network (Porton Down Laboratory)

## **11.0 Scope of Food Service**

**11.1** To fulfil statutory and implied obligations of the Authority in relation to food safety through:

- The conduct of the programmed intervention, approval and registration schemes.
- The investigation of complaints relating to food items, premises or related illness, and food alerts.
- The promotion of understanding, appreciation for, and application of high standards of hygiene and safety in connection with food provision and consumption through various advice, information and education activities.

- Organising regular CIEH approved Food Hygiene Training for food handlers.
  - The gathering and processing of information including the completion of official returns.
  - The sampling of foodstuffs and application of imported food controls.
  - The implementation of other orders, directions or duties as may be required or apply from time to time.
- 11.2** The food safety service is delivered by the Environmental Health team located within Community Services.
- 11.3** Responsibility for Food Standards enforcement including fertilizers, feeding stuffs, and Food Hygiene Standards for primary production, e.g. farms, rests with Surrey County Council Trading Standards department based at Redhill, with which there are established links.
- 11.4** Formal liaison takes place at the quarterly meetings of the Surrey Food Liaison Group, or on an ad hoc basis. Examples of the latter have included liaison on food alerts, food labelling issues and Eat Out, Eat Well Scheme.
- 12.0 Demands on the Food service**
- 12.1** The food safety service is based within the Environmental Health Team which covers all areas of Environmental Health except for private sector housing. The Environmental Health Team forms part of Community Services and is located at Surrey Heath House, Knoll Road, Camberley. The team can be accessed via the Council's Contact Centre during normal office hours. Individual officers can be contacted by direct dial or email.
- 12.2** The public can also e-mail general food related service enquiries to [environmental.health@surreyheath.gov.uk](mailto:environmental.health@surreyheath.gov.uk). Information regarding the Service is also available on the Environment section of the Council's website.
- 12.3** The Environmental Health Team provides a 24 hour, 365 days a year out of hours service which allows for dealing with emergency food poisoning outbreaks and contact with the PHE, if required.
- 12.4** In Surrey Heath, as of the 1<sup>st</sup> April 2016, there were 634 food businesses subject to inspection. These range from national fast food restaurants to residential care homes and a hospital kitchen producing hundreds of meals daily to a sandwich café run by an independent trader. There are no specific local requirements associated with specialist or complex processes.
- 12.5** Separate regulations (Regulation (EC) 853/2004) lay down specific hygiene rules and approval requirements for businesses that conduct

certain processes involving foods of animal origin. There is currently one such approved premises operating in the Borough: a cooked meats re-wrapping plant premises.

- 12.6** The majority of interventions are conducted during office hours however officers regularly carry out routine inspections in the evening when businesses are normally open.
- 12.7** The service continues to respond to requests for advice and guidance from persons who are interested in starting new food businesses. In addition this has also led to a number of new businesses requiring first inspections.

### **13.0 Enforcement Policy**

- 13.1** An enforcement policy has been approved by the Executive. All actions taken at food businesses to comply with food hygiene legislation is taken in accordance with the enforcement policy
- 13.2** The policy is currently in the process of being reviewed and it is anticipated that this will come into effect during the latter part of the year.

### **Section 3 – Service Delivery**

This section provides details of how service will be delivered.

### **14.0 Food Premises Interventions**

- 14.1** Food premises are inspected in accordance with the Food Safety Code of Practice as published by the Food Standards Agency. The profile of Surrey Heath businesses as at 1<sup>st</sup> April 2016 is at Table 1, below:

**Table 1 – Profile of Food Businesses as at 31<sup>st</sup> March 2015**

Risk Category	Frequency of Inspection	Total
A	Every 6 months	0
B	Once a year	8
C	Every 18 months	97
D	Every 2 years	260
E	Alternative enforcement every 3 years – questionnaire	269

- 14.2** School kitchens that are managed by Surrey Commercial Services come under an alternative intervention strategy agreed across all Local Authorities in Surrey. It was agreed in 2010 by the Surrey Food Liaison

Group that as the majority of the schools that are managed by Surrey Commercial Services are broadly compliant they would be a suitable group for an alternative intervention. Schools received a full inspection and then the following visit is a monitoring visit where a defined set of areas are examined and documented. There are standard forms to complete to ensure a consistent approach.

- 14.3** Child minders are initially inspected when they register as a food business and in most circumstances then come under the alternative enforcement strategy for low risk businesses.
- 14.4** All E rated businesses are sent a self-assessment questionnaire when they are due for an intervention except those included in the food hygiene rating scheme who are inspected to allow the premise to be rated. The returned questionnaires are reviewed, risk assessed by officers and followed up by an intervention if necessary.
- 14.5** The food inspections due in 2016/17 are listed in Table 2 below. Revisits are conducted in a number of premises each year and are targeted at premises with a significant risk, vulnerable groups and non-broadly compliant premises. The Council employs 2.5 FTE staff work in food hygiene enforcement this covers all areas of the service from interventions to sampling to advice to complaint investigation.

**Table 2 Food Inspections Due in 2016 /2017**

Risk Category	Number of Inspections due
A	0
B	6
C	54
D	121
E	55
Total	236

- 14.6** The numbers above do not include new businesses registered during the year. The council has a statutory duty to inspect all newly registered food businesses within 28-days. In 2015/2016 the council inspected 78 new food businesses.
- 14.7** Currently two officers are authorised to approve premises that are subject to 853/2004. These regulations require that certain businesses who produce foods of animal origin require approval.

## **15.0 Food Complaints**

- 15.1** The Council has a written policy for the investigation of all complaints about food or a food premises.
- 15.2** In 2015/16, 65 complaints were received from the public. Of these 25 related to food and 40 related to hygiene in premises. All complaints were investigated.
- 15.3** It is expected that a similar number of complaints will be received during 2016 /2017. It is not possible to estimate the resource required as the nature and type of investigation vary greatly on a case by case basis however during 2015/16 approximately 30 officer days were spent investigating complaints.

## **16.0 Primary Authority Partnership Scheme**

- 16.1** The Local Authority supports The Primary Authority Partnership Scheme (PAPS) set up by LBRO (Local Better Regulation Office).
- 16.2** Officers contact Primary Authorities when investigating food complaints and if there are matters of policy and procedures following interventions. Officers have received training in Primary Authority and are aware of the legal framework of the scheme. For example Primary Authorities have to authorise the service of Hygiene Improvement Notices and Prosecutions and follow inspection plans if they have been produced.
- 16.3** All Officers have access to the LACORS and Primary Authority database and check the databases for inspection plans.
- 16.4** The Council is Primary Authority to Krispy Kreme, Exclusive Hotels who own Pennyhill Hotel and most recently, Kerry Foods, who are large multi-national food manufacturer. Activity includes meetings with representatives and providing advice and assistance to other Local Authorities who have queries following inspections and when investigating food complaints. Discussions have started about transferring to a Primary Authority agreement.
- 16.5** Approximately 8-10 days per year is currently spent on this activity, where Surrey Heath can recharge the business.

## **17.0 Advice to Business**

- 17.1** The service provides free advice to potential and existing food business operators via information on the website, verbal advice at premises and in the Council offices or on the telephone.
- 17.2** Advice and guidance is given on a number of areas to help them comply with food safety law.

Meetings with food business operators prior to a premises opening also occur to help ensure that the design, layout and equipment complies with food safety legislation.

- 17.3 In 2015/16 there were 7 visits to Food Businesses where officers provided advice and education. In addition telephone advice was given to a number of Food Business Operators.
- 17.4 The Council is a registered Chartered Institute of Environmental Health (CIEH) training centre and provides low cost food hygiene training to businesses in the Borough. There are 4 planned courses per year held at the Council and courses are also held at food premises if requested. However, over the last few years we have faced fierce competition from the internet which can provide courses more conveniently and more competitively priced.
- 17.5 The service has a link to the three pub watch groups across the Borough and Surrey Chamber of Commerce.

#### **18.0 Food Inspection and Sampling**

- 18.1 The Council takes part in routine sampling and swabbing of food premises based on local intelligence and as part of county and national sampling programmes. Sampling and swabbing also takes place during food complaint and outbreak investigations.
- 18.2 Samples for examination are submitted to the Public Health England laboratory in Porton Down. The laboratories currently hold UKAS accreditation for microbiological examination of food samples.
- 18.3 Samples for analysis are submitted to, UKAS accredited, Hampshire Scientific Services located at Portsmouth. A courier service is employed to take these samples to the laboratory when required.
- 18.4 During 2015/16, samples were collected from 24 food businesses. In some cases repeat sampling was undertaken which. A total of 97 samples were taken for bacteriological examination. The results showed that 40% of the samples were classified as unacceptable or unsatisfactory. The majority of premises that sampling or swabbing took place in had food hygiene ratings of 1 or 2 which correlated with poor food hygiene standards. All unacceptable/unsatisfactory results are followed up with advice by letter or visit. An estimated 17 days are allocated to this activity.
- 18.5 Public Health England provided Surrey Heath BC with a sampling credit allocation of £3,386 for 2016/17 and a courier service for delivering samples to the laboratory.

## **19.0 Control and Investigation of Outbreaks and Food Related Infectious Diseases**

**19.1** The Service works in partnership with Public Health England (PHE) to investigate cases of food poisoning and related illnesses. Our aim is to try to locate the source and ensure infection is contained.

**19.2** On receipt of notification of food poisoning a risk-based approach is adopted when carrying out investigations to decide where further information is required. Officers aim to identify cases involving high-risk groups or occupations such as food handlers or children attending playgroups. Relevant statutory powers are used, where necessary, to exclude patients from work or playgroups, to prevent the spread of the disease within the community. In 2015/16 Surrey Heath was notified of 98 cases of infectious disease which Officers spent approximately 25 days investigating.

**19.3** In addition to the infectious diseases contracted by residents in the Borough which are investigated the Environmental Health department were involved in an outbreak investigation as the source of the outbreak was within the Borough.

**19.4** Officers attend the Surrey Infection and Environmental Health Group, which include representatives from other Local Authorities, PHE and water utilities. There are four half day meetings a year which can take up to six days of officer time including travel and preparation. Officers attend meetings if there are matters of interest. The meetings allow officers to share best practice and changes to legislation plus discuss cases of interest and investigations that involve multiple Local Authorities.

## **20.0 Food Safety Incidents**

**20.1** The Service has a procedure for the implementations of the Food Law Code of Practice in respect of product withdraw notice, product recall notice and food alerts for action.

**20.2** The Food Standards Agency from time to time issue Food Alerts via email. Actions vary from circulation to staff for information, issuing press releases to sending information to business to visiting premises and removing items from sale.

**20.3** The time taken to action food alerts varies on a case by case basis depending on the nature of the alert. In 2015/16 there were 29 reported incidents by the FSA and approximately 4 to 5 days of officer time.

## **21.0 Liaison with Other Organisations**

- 21.1** The Council takes steps to help ensure consistency of enforcement with other Food Authorities in Surrey.
- 21.2** Actions to promote consistent enforcement, facilitate best practice, exchange information and coordinate activity are achieved through the following:
- Representation on the Surrey Food Liaison Group
  - Representation on the Surrey Environmental Health Managers Group
  - Representation on the Surrey Infection & Environmental Health Group
  - Contact with the Consultant in Communicable Disease Control
  - Contact with the FSA nationally and via the regional office representative office
  - Contact with Surrey County Council Trading Standards
  - Representation at Pub Watch Groups across the Borough when necessary
  - Liaison and joint visits with the Fire Safety Officer from Surrey Fire and Rescue
  - Liaison and joint visits with the Private Sector Housing team within the Authority regarding housing above food premises
  - Notification and liaison with planning and building control within Council on applications
  - Liaison with Licensing service within Council
  - Liaison when necessary with Approvals team at FSA, egg marketing inspectorate (DEFRA), plant and seed inspectorate (DEFRA)
  - Liaison and referrals with the UK Border Agency on immigration
  - Access to EHCnet, EHMS, FSA, LGR, CIEH, LBRO and other, similar interest websites
  - Notification from Veolia when commercial water supply is to be disconnected at businesses within the Borough.
- 21.3** In order to maintain such necessary links some officer time is given over to attendance at meetings and any support work or activity that results. An estimated 10 days are allocated to these activities.

## **22.0 Food Safety Promotion**

- 22.1** Food Safety promotion is a small area of work due to limited staff resources available. However in 2015/16, we successfully took part in the 'The Chicken Challenge' national campaign.
- 22.2** The Service participates in a Surrey County Council Trading Standards led initiative 'Eat Out, Eat Well' enabling customers to make healthier choices when eating out. Officers refer businesses for the scheme and one officer has been on nutrition training and is able to assess applications. One officer represents the Environmental Health team at the quarterly meeting.
- 22.3** Advice to businesses is available on the website and at certain times of the year advice is provided on the website to consumers about food

safety at home. For example barbecue safety and Christmas dinner cooking.

- 22.4** CIEH accredited Food Hygiene Training courses are taught regularly at the Council. The teaching and preparation of the courses takes approximately 8 days of officer and administrator time per year. The pass rate is on average above 90%.

## **Section 4 – Resources**

### **23.0 Financial Allocation**

2016/17

Direct staff costs:	£117,840
Overheads and support	£ 40,310
Total	£158,150

### **24.0 Staffing Allocation**

- 24.1** Currently there are six members of the team authorised and competent in food safety. The time dedicated by officers in the area of food safety equates to 2.3 FTE. In addition there is 0.2 FTE available in administration. The Council also has a contact centre which receives all the initial telephone calls, emails and other correspondence for the service. The current resource allocation is adequate to deliver the Council's statutory food service for 2016/17.
- 24.2** All officers are authorised to inspect all categories of food businesses as well being authorised to serve hygiene improvement notices. However, where there is imminent risk of safety four officers are authorised to serve hygiene emergency prohibition notices.
- 24.3** All officers are authorised to investigate complaints, enter premise and take samples.
- 24.4** The Environmental Health Manager is responsible for assessing the quality of inspections and monitoring competency through the monitoring policy and recommending levels of authorisation to the Executive Head of Community in line with the authorisation policy.

### **25.0 Staff Development Plan**

- 25.1** All officers receive annual appraisals which highlight the specific development training and training needs of each officer. The Environmental Health Manager monitors to ensure that the training and development needs are completed during the six month appraisal review and monthly one to one meetings.
- 25.2** The training and development of staff is achieved through attending training courses, on-line training, information updates in monthly team meetings and mentoring. The Environmental Health Manager maintains a training log for all officers and ensure that they achieve the required 20 hours a year CPD in food safety.
- 25.3** The monitoring policy ensures that all officers are following the intervention policy and enforcement policy.
- 25.4** Corporate training is also provided for general subjects such as IT skills, health and safety, and customer skills.
- 25.5** EHOs are encouraged to become Chartered Members of the CIEH, in order to demonstrate competence and professional accreditation.

## **Section 5 – Quality Assessment**

### **26.0 Quality Assessment**

- 26.1** The Authority was subject to a Food Standards Agency audit in June 2015. The audit covered:
- service planning
  - documented policies and procedures for incidents and alerts
  - qualifications, training and authorisation of officers
  - interventions
  - enforcement
  - internal monitoring
- 26.2** The Food Standards Agency were generally happy with the findings of the audit and made very few recommendations to improve the service. These have now been implemented.
- 26.3** The food premises database used to record all activities in food enforcement is regularly updated and systems are in place to check data to ensure that is correct. A number of reports can be produced electronically to regularly monitor actions in relation to interventions, complaints, queries and enforcement action.
- 26.4** The EH Manager monitors activity in food safety and reports activity to the Executive Head of Community, the Community Services Scrutiny Committee and annually to the FSA via the LAEMS report.

- 26.5** There is the ability for Surrey Local Authorities to exchange statistics annually to benchmark food safety resources and activities and these statistics are discussed at the Surrey Food Study Group and Surrey Environmental Health Manager's Group. There are also national and regional data.
- 26.6** There is an authorisation and monitoring procedure in place to ensure consistency and staff competency.
- 26.7** Newly qualified officers, students training and officers who are returning to work in food safety undergo a monitoring procedure which is supervised by the Environmental Health Manager.
- 26.8** The EH Manager is responsible for the implementation of an Authorisation Policy and Monitoring of Interventions Policy which ensures that officers are only authorised for tasks that they have the necessary qualifications and experience to perform.
- 26.9** Staff performance is monitored in monthly one-to-one meetings when current work load is discussed and case management.
- 26.10** Satisfaction of businesses with local authority regulatory services is monitored on a quarterly basis. The results are monitored by the Environmental Health Manager and any negative feedback is investigated.

## **Section 6 – Review**

### **27.0 Review of Performance**

- 27.1** Performance for 2015/16 has been monitored by the Executive Head of Community, the Community Portfolio Holder and the Licensing Committee. In 2015/16 the team completed 380 interventions which included 270 food hygiene inspections/audits and the remainder were food hygiene revisits, sampling and advisory visits. warning notices and letters were issued to businesses and 3 hygiene improvement notices were served. There were 65 complaints during the year; 40 complaints were regarding hygiene in premises and 25 were concerning a specific food product.
- 27.2** The proportion of food businesses broadly compliant with food hygiene laws as at 31<sup>st</sup> March 2016 was 97%.  
This has improved from the previous year's performance (2014/15) of 95%. There has been a steady increase in the proportion of broadly compliant from 2010 when there were 87% broadly compliant food businesses in the Borough.

**27.3** All food businesses should be inspected no later than 28 days after the due date. During 2015/16 there was a 100% compliance with this target.

### **28.0 Identification of any Variation from the Service Plan**

**28.1** The number of interventions due and completed is 100%, which is the position the Local Authority aspires to be.

**28.2** Procedures are updated but ideally more frequent refresher training for staff would be of benefit. This should be conducted during team meetings throughout the year.

**28.3** The enforcement policy is to be Council wide and a Council wide group has not been formed to develop this objective and it has been carried forward to the next financial year.

### **29.0 Areas of Improvement**

**29.1** We will continue to focus on conducting the first inspection at premises within 28 days of registering and conducting programmed interventions within 14 days before or after the due date target. Agency staff will be appointed to complete the outstanding inspections.

**29.2** We will continue to maintain and if possible increase the number of broadly compliant premises from 97%.

## **Section 7 - Plan for 2016/17**

### **30.0 Interventions**

**30.1** All inspections will be carried out within 28 days after the due date as stipulated in the Food Law Code of Practice. Priority will be given to High Risk A and B category food businesses.

**30.2** Agency staff will be appointed to aid us if targets are likely to be missed.

### **31.0 Non- Broadly Compliant**

**31.1** The aim will be to maintain and if possible increase the proportion of broadly compliant food businesses at 97% which is well above the national average.

**31.2** The National Food Hygiene Rating Scheme is a motivation for some businesses to maintain or improve food hygiene standards however more intervention is required in other businesses. During 2015/16 Environmental Health focused on improving the standards in non-

broadly compliant premises in an attempt to move them into the broadly compliant category. Increased interventions and the use of informal and formal methods will continue to be used in 2016/17.

### **32.0 Review of Procedures and Implement**

**32.1** The food service procedures were reviewed in 2015/16 but more staff training is required to ensure that they are fully implemented.

### **33.0 Eat Out Eat Well**

**33.1** Surrey Trading Standards is the lead agency of the Eat Out Eat Well scheme and Borough Councils are a partner agency. Officers promote broadly compliant businesses to apply for the award. The target for the 2016/17 is for 15 businesses in Surrey Heath to join the scheme.

### **34.0 Sampling and swabbing**

**34.1** The sampling and environmental swabbing programme will continue in 2016/17 and will include foods of animal origin or non-animal origin.

**34.2** A swabbing programme which the department is going to take part in has been agreed across the Surrey Authorities and results reported to the Surrey Food Liaison Group.

### **35.0 Officer Competency and Consistency Training**

**35.1** All food officers must receive 20 hours of food CPD over the year to retain their competency. The EM Manager will ensure that all staff complete the required CPD in 2016 /2017.

Appendix 1

**E Health  
Manager  
(0.1 FTE  
Food)**

**SEHO  
Food  
Safety /  
Health &  
Safety  
(0.4 FTE  
Food)**

**EHO  
Food  
Safety /  
Health &  
Safety  
(0.4 FTE  
Food)**

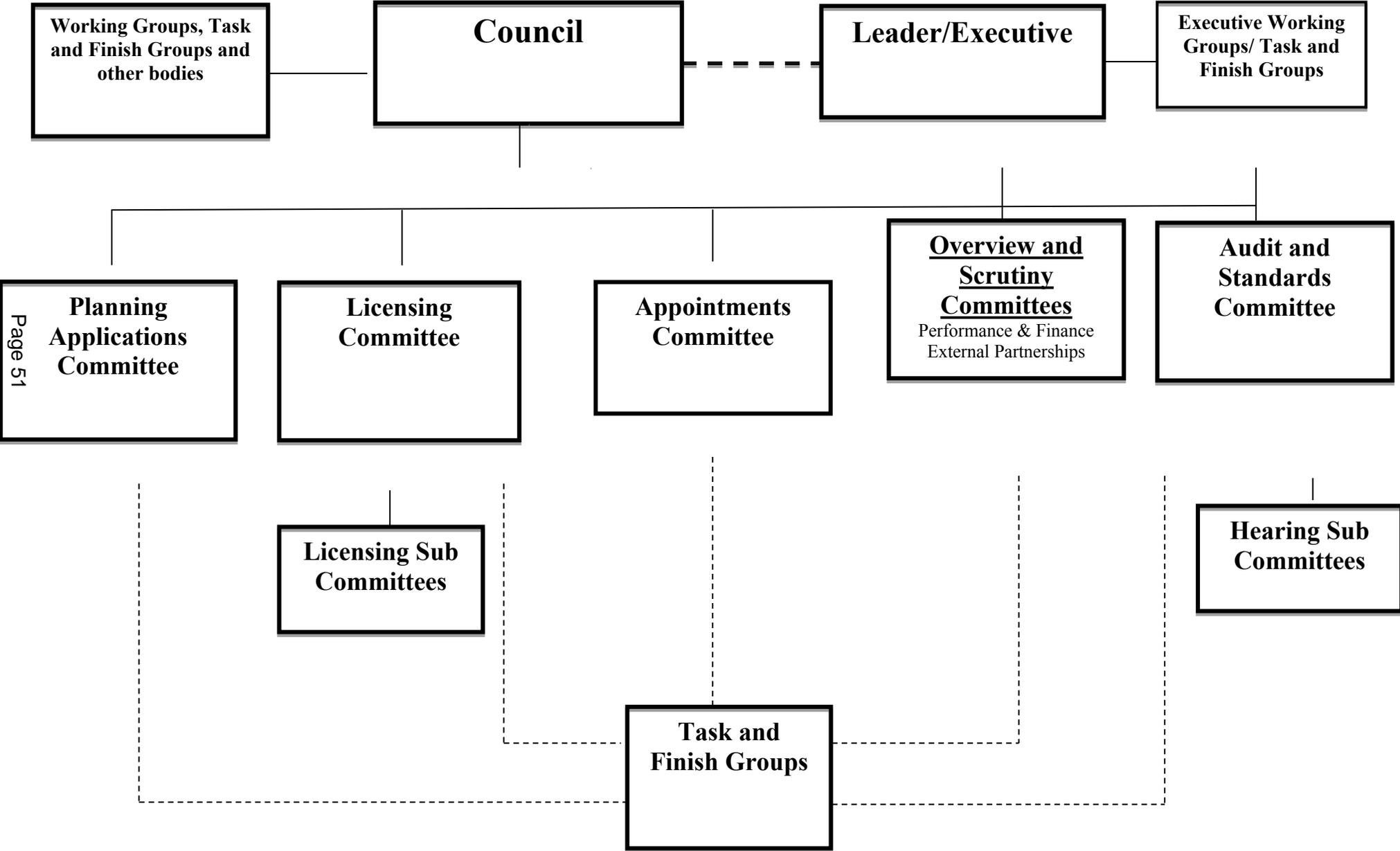
**EH  
Technical  
Officer  
Food  
Safety  
(1.0 FTE  
Food)**

**SEHO  
Pollution**

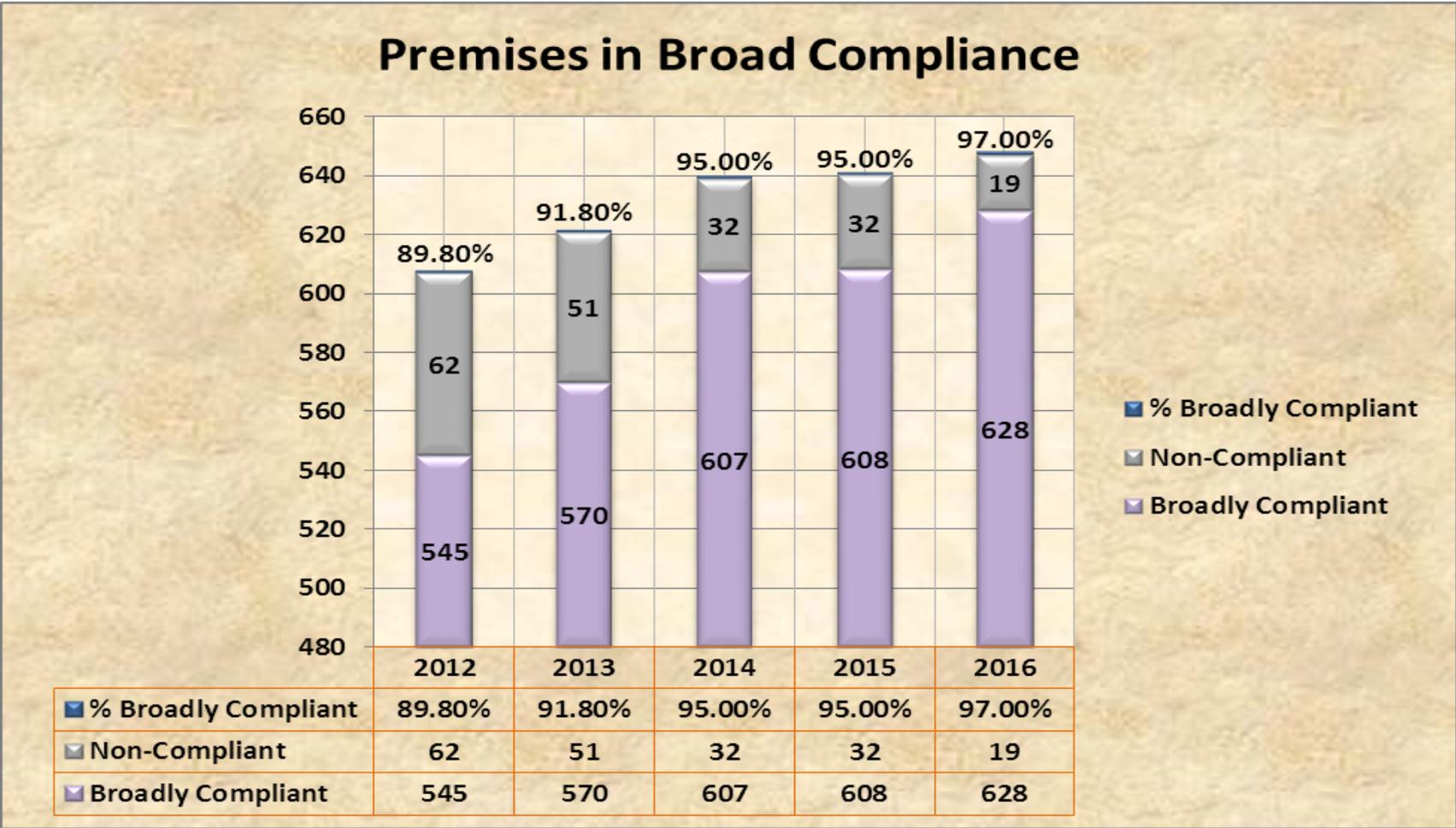
**EHO  
Pollution**

**EH  
Technical  
Officer  
Food  
Safety/Do  
g Control  
(0.4 FTE**

Appendix 2 –Committee Structure



Appendix 3



## Appendix 4

### Glossary

APD Assessment of professional Development  
BERR Department for Business Enterprise and Regulatory Reform  
BRE Better Regulation Executive  
CIEH Chartered Institute of Environmental Health  
COP Food Law Code of Practice  
CPD Continuing Professional Development  
EC European Communities  
EHO Environmental Health Officer  
FSA Food Standards Agency  
FTE Full-time equivalent  
HAP Home Authority Principle  
IAA Inter-authority audit  
LA Local authority  
LACORS Local Authority Coordinators of Regulatory Services  
LAEMS Local authority enforcement monitoring system  
LBRO Local Better Regulation Office  
OCP Outbreak Control Plan  
PAS Primary authority scheme  
PEHO Principal Environmental Health Officer  
PHE Public Health England  
SCC Surrey County Council  
UKAS United Kingdom Accreditation Service

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**Licensing Act 2003 – Summary of Decisions**

Portfolio:	Community
Ward(s) Affected:	All

**Purpose**

**To report decisions that have been taken in respect of licence applications that have been dealt with under powers delegated to the Executive Head – Community and to the Senior Licensing Officer.**

Background

1. Details of decisions taken under delegated powers in relations to applications, representations etc have to be reported to the Licensing Committee in accordance with the provisions of the Licensing Act 2003.

Current Position

2. In accordance with the provisions of the Licensing Act 2003 powers have been delegated to the Executive Head of Community and to the Licensing Officer to determine applications for premises licences, club premises certificates and personal licences where no representations have been received from responsible authorities or interested parties.
3. If representations are received, consideration has to be given as to whether such representations are relevant, are not vexatious or frivolous and have been submitted in accordance with statutory requirements. No representations have been rejected on the grounds since the last report on these matters to the Committee.
4. When representations have been received powers are delegated to the Licensing Adjudication Sub-Committee to determine the licence following consideration of these representations.
5. A summary of the decisions that have been taken in respect of applications that have been considered and determined since the last meeting of the Committee is attached at Annex A. These details are submitted for information only and do not require ratification by the Committee.

Recommendation

6. The Committee is advised to NOTE this report.

Background Papers: None

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Head of Service: Tim Pashen – Executive Head of Community

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## **Premises Licences Approved Under Delegated Powers Between 29 February 2016 and 31 May 2016**

<b>Premises</b>		<b>Application Type</b>	<b>Application Date</b>	<b>Licence Number</b>
BELLA ITALIA	3 THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Variation of Premises Supervisor	22/04/2016	SHBCPR-08247
BRITISH HOME STORES - STORE AND FOOD HALL	23 PRINCESS WAY, CAMBERLEY, GU15 3SP	Transfer Premises Licence	28/04/2016	SHBCPR-0555
BRITISH HOME STORES - STORE AND FOOD HALL	23 PRINCESS WAY, CAMBERLEY, GU15 3SP	Transfer of Premises Licence Holder	04/04/2016	SHBCPR-0555
Bowlplex PLC	BOWLPLEX, 8 THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Minor Premises Variation	21/04/2016	SHBCPR-06215
Bowlplex PLC	BOWLPLEX, 8 THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Variation of Premises Supervisor	29/03/2016	SHBCPR-06215
CARPENTERS ARMS	CARPENTERS ARMS, 59 Park Street, Camberley, Surrey, GU15 3PE	Change of Address	17/03/2016	SHBCPR-0562
Camberley Heath Golf Club	CAMBERLEY HEATH GOLF CLUB, GOLF DRIVE, CAMBERLEY, GU15	Variation of Premises Supervisor	10/05/2016	SHBCPR-05149
EL PIC	177 LONDON ROAD, CAMBERLEY, GU15 3JS	Transfer of Premises Licence Holder	17/05/2016	SHBCPR-0587
FRANKIE AND BENNY'S	4 THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Variation of Premises Supervisor	07/04/2016	SHBCPR-07220
HARVESTER WINDLEBROOK	39 LONDON ROAD, BAGSHOT, GU19 5EG	Variation of Premises Supervisor	03/05/2016	SHBCPR-0598
HARVESTER WINDLEBROOK	39 LONDON ROAD, BAGSHOT, GU19 5EG	Minor Premises Variation	26/05/2016	SHBCPR-0598
Macdonald Frimley Hall Hotel	FRIMLEY HALL HOTEL, FRIMLEY HALL DRIVE, CAMBERLEY, GU15	Variation of Premises Supervisor	21/03/2016	SHBCPR-05160
Martins	38-40 FRIMLEY HIGH STREET, FRIMLEY, CAMBERLEY, GU16 7JF	Variation of Premises Supervisor	24/03/2016	SHBCPR-16339
RANDALLS	GROUND FLOOR, 1 THE SQUARE, LIGHTWATER, GU18 5SS	Variation of Premises Supervisor	22/04/2016	SHBCPR-12295
RANDALLS	GROUND FLOOR, 1 THE SQUARE, LIGHTWATER, GU18 5SS	Minor Premises Variation	04/05/2016	SHBCPR-12295
SAINSBURY'S	199 Guildford Road, Bisley, Woking, Surrey, GU24 9DL	Variation of Premises Supervisor	29/03/2016	SHBCPR-14308
SUGAR DUMPLIN	UNIT R7, THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3GP	Variation of Premises Supervisor	30/03/2016	SHBCPR-15333
THE FORESTERS ARMS	173 LONDON ROAD, BAGSHOT, GU19 5DH	Application for Premises Licence	08/03/2016	SHBCPR-16340
THE PARK	THE GREEN OLIVE, STATION ROAD, CHOBHAM, WOKING, GU24 8AQ	Variation of Premises Supervisor	21/03/2016	SHBCPR-0053
THE PARK	THE GREEN OLIVE, STATION ROAD, CHOBHAM, WOKING, GU24 8AQ	Transfer of Premises Licence Holder	21/03/2016	SHBCPR-0053

<b>Premises</b>		<b>Application Type</b>	<b>Application Date</b>	<b>Licence Number</b>
THE SUN INN	THE SUN, 45 HIGH STREET, CHOBHAM, WOKING, GU24 8AF	Variation of Premises Supervisor	10/05/2016	SHBCPR-14311
THE WHITE HART	52-56 HIGH STREET, CHOBHAM, GU24 8AA	Variation of Premises Supervisor	26/04/2016	SHBCPR-0526
The Cricketers	1 LONDON ROAD, BAGSHOT, GU19 5HR	Variation of Premises Supervisor	10/05/2016	SHBCPR-05130
Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS	Change of Address	29/03/2016	SHBCPR-0599
Valley End Cricket Club	VALLEY END CRICKET CLUB, WINDLESHAM ROAD, CHOBHAM,	Variation of Premises Supervisor	06/04/2016	SHBCPR-13304
Vue Cinema	VUE, THE ATRIUM, PARK STREET, CAMBERLEY, GU15 3PG	Variation of Premises Supervisor	08/04/2016	SHBCPR-08250
WHITE HART	FRIMLEY HIGH STREET, FRIMLEY, CAMBERLEY, GU16 7HU	Change of Address	17/03/2016	SHBCPR-0557

**Personal Licences Approved Under Delegated Powers  
Between 29 February 2016 and 31 May 2016**

<b>Name</b>		<b>Licence Number</b>
Bartlett	Stephen Alan	SHBCPER-16012
Butler	Michael David	SHBCPER-12751
Clarke	Kay Lesley	SHBCPER-14857
Cook	Tracie	SHBCPER-15937
Dean	Robert James	SHBCPER-15998
Elliott	Paul Anthony	SHBCPER-16000
Evans	Graeme	SHBCPER-05310
Flyn	Alan James	SHBCPER-16001
Hetzel	Marc Kerry Stephen	SHBCPER-08515
Kohout	Trudi	SHBCPER-16014
Kovacs-Tanacs	Krisztina	SHBCPER-16017
Moffatt	Hayley Jayne	SHBCPER-16004
Murphy	Elaine	SHBCPER-16007
Norman	Ian	SHBCPER-05238
Powell	Harriet	SHBCPER-16008
Prangnell	Darren Ian	SHBCPER-16013
Rai	Mani Kumar	SHBCPER-06362
Richardson	Emily	SHBCPER-16006
Sanders	George Elliot	SHBCPER-15999
Sellen	Jonathan	SHBCPER-07437
Selvathurai	Girishanth	SHBCPER-16009
Short	Sandra	SHBCPER-16015
Tata-Thomas	Brett	SHBCPER-15990
Thorniley	William	SHBCPER-16003
Turner	Tania Patricia	SHBCPER-16011
Tweeddale	Pasquale David	SHBCPER-16018
Unwin	Sophie	SHBCPER-16002
Whiting	Julie Diane	SHBCPER-16010
Yildirim	Ahmet	SHBCPER-16016

## **Temporary Event Notices Received Between 29 February 2016 and 31 May 2016**

*(No representations have been received from the Police in respect of any of the notices listed  
and all events have been authorised to take place)*

<b>Event Date</b>	<b>Premises Name</b>	
23-Apr-2016		0 CHURCH ROAD, BAGSHOT
19-Mar-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
21-May-2016	Temporary Event Notices	0 PARK STREET, CAMBERLEY
5-Mar-2016	FRENCHIES LTD	35 OBELISK WAY, CAMBERLEY, GU15 3SG
16-Apr-2016	FRENCHIES LTD	35 OBELISK WAY, CAMBERLEY, GU15 3SG
29-May-2016	Chobham Club	50 Windsor Road, Chobham, Woking, Surrey, GU24 8LD
24-Mar-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
28-Mar-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
31-Mar-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
2-May-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
30-May-2016	Tru	52 HIGH STREET, CAMBERLEY, GU15 3RS
9-Apr-2016	THE WHITE HART	52-56 HIGH STREET, CHOBHAM, WOKING
9-Mar-2016	DUKE OF YORK	88-90 HIGH STREET, CAMBERLEY, GU15 3RS
17-Mar-2016	DUKE OF YORK	88-90 HIGH STREET, CAMBERLEY, GU15 3RS
30-Apr-2016	CADET TRAINING CENTRE	CADET TRAINING CENTRE FRIMLEY PARK, FRIMLEY ROAD, FRIMLEY, CAMBERLEY, GU16 7HD
27-Mar-2016	Chobham Club	CHOBHAM CLUB, 50 Windsor Road, Chobham, Woking, Surrey, GU24 8LD
12-Mar-2016	Chobham Cricket Club	CHOBHAM CRICKET CLUB, 56A HIGH STREET, CHOBHAM, WOKING, GU24 8AA
9-Apr-2016	COLLINGWOOD COLLEGE	COLLINGWOOD COLLEGE, KINGSTON ROAD, CAMBERLEY, GU15 4AE
7-May-2016	Chobham Rugby Football Club	Chobham RFC, Fowlers Wells, Windsor Road, Chobham, Woking, Surrey

<b>Event Date</b>	<b>Premises Name</b>	
21-May-2016	Cross Farm County Infant School	Cross Farm County Infant School, Gresham Way, Frimley Green, Camberley, Surrey, GU16 6LZ
13-Apr-2016	Frimley Lodge Park	FRIMLEY LODGE PARK, STURT ROAD, FRIMLEY GREEN, CAMBERLEY, GU16 6HY
30-Apr-2016	Frimley Lodge Park	FRIMLEY LODGE PARK, STURT ROAD, FRIMLEY GREEN, CAMBERLEY, GU16 6HY
11-Mar-2016	Gordon's School	Gordon's School, Bagshot Road, West End, Woking, Surrey
19-May-2016	Gordon's School	Gordon's School, Bagshot Road, West End, Woking, Surrey
23-Apr-2016	High Cross Church Camberley	High Cross Church, Knoll Road, Camberley, Surrey, GU15 3SY
21-May-2016	Holy Trinity Primary School	Holy Trinity Church Of England School, 42 Benner Lane, West End, Woking, Surrey, GU24 9JQ
22-Apr-2016	Kings International College For Business and the Arts	Kings International College For Business And The Arts, Watchetts Drive, Camberley, Surrey, GU15 2PQ
4-Mar-2016		LYNDHURST SCHOOL, 36 THE AVENUE, CAMBERLEY, GU15 3NE
23-Apr-2016		Manor Farm, Sandpit Hall Road, Chobham, Woking, Surrey, GU24 8HA
15-Apr-2016	Heatherside Community Centre	Martindale Avenue Community Centre, Martindale Avenue, Camberley, Surrey, GU15 1BB
23-Apr-2016		Memoirs, Stafford Lake, Bisley, Woking, Surrey, GU24 9AY
21-May-2016	Mytchett Primary School	Mytchett County Primary School, Hamesmoor Road, Mytchett, Camberley, Surrey, GU16 6JB
14-May-2016	RECREATION GROUND	RECREATION GROUND, BROADWAY ROAD, LIGHTWATER, GU18 5SJ
5-May-2016	Friends of Sandringham School	SANDRINGHAM COUNTY INFANT SCHOOL, SANDRINGHAM WAY, FRIMLEY, CAMBERLEY, GU16 9YF
9-Apr-2016	St Peters Church Hall	ST PETERS CHURCH HALL, 1 PARSONAGE WAY, FRIMLEY, CAMBERLEY, GU16 8HZ
19-Apr-2016	St Peters Church Hall	ST PETERS CHURCH HALL, 1 PARSONAGE WAY, FRIMLEY, CAMBERLEY, GU16 8HZ
28-May-2016	St Peters Church Hall	ST PETERS CHURCH HALL, 1 PARSONAGE WAY, FRIMLEY, CAMBERLEY, GU16 8HZ
21-May-2016	Sandringham County Infant School	Sandringham County Infant School, Sandringham Way, Frimley, Camberley, Surrey, GU16 9YF
11-Mar-2016	St Augustine Roman Catholic Primary School	St Augustine Roman Catholic Primary School, Tomlinscote Way, Frimley, Camberley, Surrey, GU16 8PY
8-Apr-2016	Agincourt Nightclub	THE AGINCOURT, 487 LONDON ROAD, CAMBERLEY, GU15 3JA
27-Mar-2016	THE BEAR	THE BEAR, 23 PARK STREET, CAMBERLEY, GU15 3PQ

<b>Event Date</b>	<b>Premises Name</b>	
22-May-2016	LITTLE OAKS PRE-SCHOOL	THE GROVE COUNTY PRIMARY SCHOOL, CHOBHAM ROAD, FRIMLEY, CAMBERLEY, GU16 8PG
28-Mar-2016		TIMBER HILL, CHERTSEY ROAD, CHOBHAM, WOKING, GU24 8JF
8-May-2016		TIMBER HILL, CHERTSEY ROAD, CHOBHAM, WOKING, GU24 8JF
12-Mar-2016	The Briars Centre	The Briars Centre, Briar Avenue, Lightwater, Surrey, GU18 5YY
21-May-2016	The Briars Centre	The Briars Centre, Briar Avenue, Lightwater, Surrey, GU18 5YY
5-Mar-2016	Valley End Institute - Village Hall	VALLEY END INSTITUTE, HIGHAMS LANE, CHOBHAM, WOKING, GU24 8TD
23-Apr-2016	Chobham Village Hall	VILLAGE HALL, STATION ROAD, CHOBHAM, WOKING, GU24 8AQ
30-Apr-2016	Chobham Village Hall	VILLAGE HALL, STATION ROAD, CHOBHAM, WOKING, GU24 8AQ
21-Apr-2016		WEST END VILLAGE GREEN, BENNER LANE, WEST END, WOKING, GU24 9JP
21-May-2016	Windlesham Village County Infants School	WINDLESHAM VILLAGE COUNTY INFANT SCHOOL, SCHOOL ROAD, WINDLESHAM, GU20 6PD

**Club Certificates Approved Under Delegated Powers Between  
29 February 2016 and 31 May 2016**

**Premises**

**Application  
Type**

**Licence Number**

NIL

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