

**ENVIRONMENTAL HEALTH FEES AND CHARGES**

**Cabinet Member:** Cllrs Colin Slade and Margaret Squires

**Responsible Officer:** Simon Newcombe, Public Health and Professional Services Manager

**Reason for Report:** To provide members with the revised fees and charges for statutory and discretionary functions within the Environmental Health team

**RECOMMENDATION(S):** That Cabinet approve the revised fees and charges for Environmental Health as set out in Appendix 1

**Relationship to the Corporate Plan:** Priority Area Community - Promoting physical activity, health and wellbeing. The statutory functions of Environmental Health directly protect the health and wellbeing of residents, workers and visitors across Mid Devon.

**Financial Implications:** The revised fees and charges are set out in Appendix 1 of the report. The fees have been updated to reflect current service delivery costs.

**Legal Implications:** There are no major legal implications. Where there are specific provisions under legislation, statutory functions or discretionary services for fees to be charged then these are indicated in the body of the report.

**Risk Assessment:** There are no major risks. A failure to update the relevant fees and charges could mean we are not able to adequately recover costs where we are able to do so.

**1.0 Introduction**

- 1.1 The Environmental Health team within Public Health Services carries out duties to ensure that private water supplies are safe and drinking water quality is acceptable to consumers under the Private Water Supplies (England) Regulations 2016. This includes the risk assessment of water supplies, the taking of and the analysis of water samples, and the investigation into the reasons why the results of some tests breach the regulatory standards.
- 1.2 Environmental Health are also responsible for issuing food export certification where a food business wishes to commercially export food outside the European Union. Food export certificates are issued to satisfy the particular requirements of each importing country that may require a detailed inspection of the consignment and processing requirements or simple documentation that the premises are subject to inspection by the local authority.
- 1.3 A food condemnation certificate may be issued where a food business has food that is no longer fit for purpose (for example freezer breakdown, out of date food, damaged stock). Environmental Health Officers will visit and certify the quantity of unfit food (often required for insurance purposes) and ensure that it is appropriately disposed of.

- 1.4 All food premises used for storing, selling, distributing or preparing food must register with the local authority as a food business establishment. Registration is free and enables environmental health to keep an up-to-date list of all premises operating in Mid Devon. The name and address of the food business and the nature of the food business will be held on the Public Register. A copy of the list or any entry on it may be provided to anyone who makes a request for such information under Article 31(1)(b) of Regulation 882/2004.
- 1.5 There is no legal obligation on part of the local authority to issue health certificates or food condemnation certificates and there is no requirement to make a particular charge for them or charge for any copy of entry in the food register.
- 1.6 Environmental Health enforce the standards at exhumations to ensure that respect for the deceased person is maintained, public health is protected and the conditions of the licence from the Ministry of Justice are met. There is currently no charge levied for this service.
- 1.7 A review of fees and charges is necessary to offset or cover the costs incurred by this authority in carrying out the above duties. Local Authorities can make reasonable charges to cover the costs of carrying out the duties in relation to private water supplies, subject to the maximum amounts set out in the Private Water Supplies (England) Regulations 2016. Section 93 of the Local Government Act 2003 contains powers for all local authorities to levy charges for 'discretionary services' i.e. where the authority has a choice whether or not to undertake the service such as the food related activities highlighted above.

## **2.0 Changes to the fees and charges**

- 2.1 A breakdown of the Council's current and proposed charges in respect of the relevant services provided by Environmental Health is included in Appendix 1.

## **3.0 Summary**

- 3.1 A review has been carried out of fees and charges and is necessary to offset or cover the costs incurred by this authority in carrying out its statutory duties under the Private Water Supplies (England) Regulations 2016 and for those discretionary services offered by the service as outlined above. This has resulted in the revised fees and charges schedule 1 as set out in Appendix 1. In order to compare fee structures a range of local authority service charges are benchmarked in schedule 2.

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**Circulation of the Report:** Cabinet Member for Community Well-Being (Cllr Colin Slade), Cabinet Member for Working Environment and Support Services/Public Health (Cllr Margaret Squires), Management Team

## Appendix 1

### Schedule 1 - Environmental Health Charges

<b>PRIVATE WATER SUPPLIES</b>				
<b>Activity</b>	<b>Maximum charge permitted</b>	<b>Current charge</b>	<b>Proposed charge</b>	<b>Comments</b>
Risk Assessment and provision of report	£500	£190	£220 for up to 2 hours + £40 hour thereafter	A risk assessment is required for all private water supplies except for single domestic dwellings
Sampling visit	£100	£75	£80	Charge for a visit and sample (£15 discount if sampling also takes place at time of risk assessment)
Investigation	£100	£100	£100	Carried out in the event of a sample failure
Authorisation	£100	£100	£100	Issued for a temporary basis whilst remedial work is carried out to improve the supply
<b>Gross Income over 12 months</b>		<b>£30,000</b>	<b>£34,000</b>	<b>Net income is roughly one third less due to South West Water analysis costs</b>

<b>FOOD SAFETY</b>				
<b>Activity</b>	<b>Current charge</b>	<b>Proposed charge</b> (*no maximum charge applies)	<b>Comments</b>	
Food Condemnation Certificate	£50	£100	Customer to arrange for removal of condemned food by approved contractor	
Food Export Certificates	£50	£50 each	Includes a visit, if required	
Food Export Certificate signing only	-	£23 each	No visit	
Food Premises Registration: Individual copy of entry in Public Register	-	£12		
Food Premises Registration: Copy of entire list	-	£550	Paper copy	
Food Premises Registration: Copy of entire list	-	£110	Electronic copy	
Refresher Course in Food Safety in Catering	£15	£15	2-hour food hygiene (refresher) training course	
<b>PUBLIC HEALTH</b>				
Exhumations	-	£600	Up to 7 hours of attendance (including an allowance for unsocial hours)	
<b>Income over 12 months</b>	<b>£300</b>	<b>£550</b>	<b>Infrequent demand for services other than export certification and food hygiene training</b>	

## Schedule 2 – Benchmarking Local Authority Charges

<b>PRIVATE WATER SUPPLIES</b>			
<b>Local authority</b>	<b>Activity</b>	<b>Charge</b>	<b>MDDC Proposed Charge</b>
Cornwall Council	Sampling visit	£100	£80
	Risk Assessment	£278 (2 hours + £39 per hour on site) & £113 report (1.5 hrs)	£220 for up to 2 hours + £40 hour thereafter
North Devon District Council	Sampling visit (programmed)	£75	£80
	Sampling visit (single request)	£100	£80
	Risk Assessment	£200	£220 for up to 2 hours + £40 hour thereafter
	Investigation	£100	£100
	Authorisation	£100	£100
<b>FOOD SAFETY and PUBLIC HEALTH</b>			
Cornwall Council	Food Condemnation Certificate	£70 (per hour)	£100
	Food Export Certificates (site visit)	£117	£50
	Food Export Certificate (signing only)	£58.50	£23
	Exhumations	£949	£600
South Somerset Council	Food Condemnation Certificate	£97 (per hour)	£100
	Food Export Certificates (site visit)	£58	£50
	Food Export Certificate (signing only)	£23	£23
	Food Premises Registration: request for copies	<ul style="list-style-type: none"> <li>• £12 (single)</li> <li>• £570 (paper copy entire list)</li> <li>• £114 (entire list electronic copy)</li> </ul>	<ul style="list-style-type: none"> <li>• £12 (single)</li> <li>• £550 (paper copy entire list)</li> <li>• £110 (entire list electronic copy)</li> </ul>
Teignbridge DC	Refresher Course in Food Safety in Catering	£31	£15