



**Licensing and
Regulatory Committee**

**Thursday, 19 June
2025**

**Matter for
Information**

Report Title: Food Service Delivery Plan (2025-2026)

Report Author(s): Jon Wells (Senior Strategic Development Manager)

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| Purpose of Report: | To highlight the plan for delivering the Food Service for the current year and to report progress on 2024/25. |
| Report Summary: | The Food Service is an important element of our Environmental Health work. This report sets out our work plan for the current year to ensure we comply with the Food Standards Agency (FSA) requirements |
| Recommendation(s): | That the content of the report and appendix be noted. |
| Senior Leadership, Head of Service, Manager, Officer and Other Contact(s): | David Gill (Head of Law and Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk Jon Wells (Senior Strategic Development Manager) (0116) 257 2692 jon.wells@oadby-wigston.gov.uk Hayley Mansfield (Senior Environmental Health Officer) (0116) 257 2674 hayley.mansfield@oadby-wigston.gov.uk |
| Strategic Objectives: | Our Council (SO1) Our Communities (SO2) Our Economy (SO3) Our Partners (SO5) |
| Vision and Values: | "Our Borough - The Place To Be" (Vision) Customer & Community Focused (V1) Proud of Everything We Do (V2) Resourceful & Resilient (V4) |
| Report Implications:- | |
| Legal: | There are no implications arising from this report. |
| Financial: | There are no implications arising from this report. |
| Corporate Risk Management: | Reputation Damage (CR4) Regulatory Governance (CR6) Decreasing Financial Resources / Increasing Financial Pressures (CR1) |
| Equalities and Equalities Assessment (EA): | There are no implications arising from this report. EA not applicable |
| Human Rights: | There are no implications arising from this report. |

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| Health and Safety: | There are no implications arising from this report. |
| Statutory Officers' Comments:- | |
| Head of Paid Service: | The report is satisfactory. |
| Chief Finance Officer: | The report is satisfactory. |
| Monitoring Officer: | The report is satisfactory. |
| Consultees: | None. |
| Background Papers: | <ul style="list-style-type: none"> Food Standards Agency, Food Law Code of Practice (England) issued June 2023 |
| Appendices: | 1. Food Service Delivery Plan (2025/26) |

1. Background and Overview of 2024/25

- 1.1 During 2024/25, the Council undertook all official controls and related activities to ensure food outlets were complying with food hygiene and food standards. Work was prioritised as follows:
- a) New business triaged to assess risk and the need for intervention;
 - b) Reactive work in response to managing incidents, hazards and investigating complaints;
 - c) Carried out inspections of high risk premises;
 - d) Ongoing proactive surveillance to obtain an accurate picture of local businesses in the area; and
 - e) Checks on low-risk premises to ensure contact details are up to date and businesses are still operating.
- 1.2 The Food Standards Agency (FSA) continue to restate the importance to all local authorities of maintaining delivery of the food service despite current and future financial pressures. We have a duty to undertake statutory functions on food and to resource accordingly to protect public health and the interests of consumers. The team provide a vital source of guidance and expertise to many local food businesses. At the end of the year the number of businesses that attained a satisfactory rating was 91%. The number that received a score of 5 (very good) was at 85%, an improvement from 70% the year before.
- 1.3 During the last year the following has been completed:
- a) Number of inspections – 99
 - b) New businesses triaged – 35
 - c) Food complaints investigated – 50
 - d) Food advice and guidance visits – 37
 - e) Suspected food poisoning notifications investigations – 9
- 1.4 Staffing resource is provided by a Senior Environmental Health Officer (0.8FTE) who is the Food Lead for the Council and an Environmental Health Officer (0.8FTE). Emergency

mutual aid is provided by Harborough District Council. Low risk premises can be checked by other members of the Environmental Health Team. The recently qualified Regulatory Compliance Officer will start a Higher Certificate qualification in September 2025. This two-year course will give the post holder the required competencies to conduct all food visits thereby building resilience and capacity for this work within the team.

1.5 Overall business performance is good. Interventions were only necessary for the poorer performers.

1.6 Two FSA returns completed during the year were confirmed as satisfactory.

2. Food Service Delivery Plan (2025/26)

2.1 The plan for the current year is based on FSA guidance with a primary focus on high risk premises. In addition, the two C inspections (moderate risk profile for the business meaning an inspection every 18 months), and 24 D inspections (an inspection every two years) will be carried forward from 2024/25 to this year. It is worth noting that all of the category C and D outstanding premises score a 5 (very good) on the Food Hygiene Rating Scheme and their inspection was only due in quarter four of 24/25. Food sampling will be carried out in accordance with national and local priorities and specific targeted sampling where necessary will ensure businesses are following their own procedures satisfactorily. Category E premises (low-risk businesses in this category are not included in the routine inspection program, but they are subject to alternative enforcement strategies at least every three years as they are the lowest risk e.g. newsagents, pharmacies, or visitor centres selling pre-packaged goods that don't require refrigeration) will be self-assessed by way of questionnaire.

2.2 The team will continue to use intelligence and registration information to inform risk and regardless of compliance levels will carry out inspections of establishments in Categories A, B, C and D. The poorer performers will continue to receive specific interventions.

2.3 This year's plan is shown at **Appendix 1**. The profile of businesses has been updated along with the key areas of work.