

# Environmental Health Departmental Service Plan 2011/12



| Code & Title   | Due Date    | Lead Officer                | Outcome Measure(s)   |
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| SP11_PEN1.01 Public Health: Manage the Lewes Air Quality Management Area   | 31 Mar 2012 | Principal EHO (Environment) | Actions in Air Quality Action Plan completed   |
| SP11_PEN1.02 Public Health: Finalise whether an Air Quality Management Area (AQMA) is required in Newhaven   | 31 Mar 2012 | Principal EHO (Environment) | Agreement reached with DEFRA on necessity for AQMA   |
| SP11_PEN1.03 Public Health: Investigate land contamination at third Lewes site   | 31 Mar 2012 | Principal EHO (Environment) | Current risk from contamination assessed and remediation strategy documented   |
| SP11_PEN1.04 Public Health: Monitor Environmental Impact of Peacehaven Sea Defence Project   | 31 Mar 2012 | Principal EHO (Environment) | All public complaints investigated, Ward Councillors informed of progress of project                                 |
| SP11_PEN1.05 Public Health: Complete Landport and Malling Brooks flood defence scheme  | 31 Mar 2012 | Principal EHO (Environment) | Flood defence scheme constructed   |
| SP11_PEN1.11 Public health: Implement action plan for the regulation of Houses in Multiple Occupation (HMOs) that fall outside of the licensing scheme | 01 Jul 2011 | Principal EHO (Housing)     | New action plan to target unlicensed HMOs agreed by Head of Department and first inspection completed by target date |
| SP11_PEN1.12 Public Health: Investigate the Use of Empty Properties for Private Leasing  | 31 Mar 2012 | Principal EHO (Housing)     | Viability of private leasing scheme reported to Corporate Management Team and decision on whether to progress taken. |
| SP11_PEN1.13 Public Health: Develop a Private Sector Housing Enforcement Policy  | 01 Dec 2011 | Principal EHO (Housing)     | Policy agreed by Cabinet and published   |
| SP11_PEN1.14 Public Health: Conduct a private sector house condition survey of the District's housing stock  | 01 Jul 2011 | Principal EHO (Housing)     | Survey completed and results reported to Head of Department  |
| SP11_PEN1.15 Public Health: Target fuel poverty in deprived communities via insulation and energy efficiency grants                                    | 31 Mar 2012 | Principal EHO (Housing)     | Number of grants available to be finalised dependant on financial assistance policy                                  |
| SP11_PEN1.16 Public Health: Manage the move of Disabled Facilities Grants from Anchor to new arrangements  | 01 Jul 2011 | Principal EHO (Housing)     | 100% of former Anchor clients to have satisfactory alternative support in place.                                     |
| SP11_PEN1.21 Public Health: Ensure Health & Safety enforcement service meets the Health & Safety Executive's new national guidance                     | 01 Aug 2011 | Principal EHO (Commercial)  | Internal audit of service by Team Leader and Env Health Manager demonstrates compliance                              |
| SP11_PEN1.22 Public Health: Design & Implement Intervention to coincide with Food Safety Week  | 30 Jul 2011 | Principal EHO (Commercial)  | Food Safety coaching conducted with Seaford SureStart to at least 10 single parents                                  |

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| SP11_PEN1.23 Public Health: Workplace safety in Motor Vehicle Repair Project   | 28 Mar 2012 | Principal EHO (Commercial)    | At least 5 premises inspection completed via flexible warranting scheme with Health and Safety Executive  |
| SP11_PEN1.24 Public Health: Workplace Safety in Beauty Industry Project  | 28 Mar 2012 | Principal EHO (Commercial)    | Study on use of lasers in beauty industry complete, at least 50% of identified premises using lasers inspected. Awareness campaign on dermatitis in hairdressing completed in 100% of hairdressers. |
| SP11_PEN1.25 Public Health: Analyse Local Workplace accident data to identify priority actions for Lewes DC Safety Team                        | 31 Jul 2011 | Principal EHO (Commercial)    | Report to Env Health manager identifying top three local priorities   |
| SP11_PEN1.31 Public Health: Take part in Monthly Quality Streets CSP initiatives   | 31 Mar 2012 | Environmental Health Manager  | Animal Control and Public Health teams represented at a minimum of 10 events  |
| SP11_PEN1.33 Public Health: Participate in the Lewes and Wealden Health Improvement Programme (HIMP) sub-group                                 | 31 Mar 2012 | Environmental Health Manager  | Meetings attended and future strategy for HIMP agreed in light of Public Health move to County Council  |
| SP11_PEN1.34 Public Health: Establish working arrangements with new Public Health colleagues at ESCC   | 31 Mar 2012 | Environmental Health Manager  | Situation with Public Health transfer to County Council still very transient. Outcome measure to be determined later in year  |
| SP11_PEN2.01 Efficiencies: Implement changes to Council sandbag storage to decrease costs  | 01 Oct 2011 | Principal EHO (Environment)   | All external sandbag stores decommissioned. Spend on sandbags within new limit in adverse weather budgets   |
| SP11_PEN2.02 Efficiencies: Take inspection of Environmental Permitted Processes in house   | 31 Mar 2012 | Principal EHO (Environment)   | All permitted processes inspected at least once by Environment Team   |
| SP11_PEN2.31 Efficiencies: Continue expansion of use of electronic forms for high volume service requests                                      | 31 Mar 2012 | Environmental Health Manager  | Electronic Pest Control and Dog Fouling Complaint forms in use  |
| SP11_PEN2.31 Efficiencies: Revise the Summer Noise Patrol service to reduce costs  | 01 Oct 2011 | Principal EHO (Public Health) | Service delivered within new budget   |
| SP11_PEN2.32 Efficiencies: Review Audible Alarm nuisance procedures to allow more rapid silencing of nuisance alarms                           | 01 Oct 2011 | Principal EHO (Public Health) | New alarm procedure in place, duty officer training completed.  |
| SP11_PEN2.41 Efficiencies: Achieve remote access to MVM (Env Health database) and associated procedures for duty officers                      | 31 Mar 2012 | Environmental Health Manager  | Duty Officer equipment includes mobile device to access MVM   |
| SP11_PEN2.42 Efficiencies: Complete efficiency audit of Pest Control services  | 31 Jan 2012 | Environmental Health Manager  | Audit completed, efficiency action plan agreed by Head of Department  |
| SP11_PEN2.43 Efficiencies: Complete efficiency audit of Nuisance Services  | 31 Jul 2011 | Environmental Health Manager  | Audit completed, efficiency action plan agreed by Head of Department  |
| SP11_PEN2.44 Efficiencies: Complete efficiency audit of Dog Control services   | 01 Oct 2011 | Environmental Health Manager  | Audit completed, efficiency action plan agreed by Head of Department  |
| SP11_PEN2.45 Efficiencies: Support 2 further members of staff to achieve registration with the Environmental Health Officer Registration Board | 31 Mar 2013 | Environmental Health Manager  | Registrations completed   |
| SP11_PEN3.31 Economic support: Explore primary authority scheme with two local businesses  | 31 Mar 2012 | Principal EHO (Commercial)    | Options appraisal including financial study completed and reported to Head of Department.   |
| SP11_PEN3.32 Economic Support: Conduct Project to assist small businesses with Safety Standards in partnership with Economic Development       | 31 Mar 2012 | Principal EHO (Commercial)    | At least 4 business support sessions run, reaching at least 45 small or medium size businesses  |
| SP11_PEN3.34 Economic Support: Assist Chinese and Indian food businesses to attain better Food Hygiene Ratings                                 | 28 Dec 2011 | Principal EHO (Commercial)    | Reduce the number of Chinese and Indian run food businesses scoring two or less in the ratings scheme to under 10 premises  |
| SP11_PEN3.35 Economic Support: Continue Implementation of National Food Hygiene Rating scheme  | 30 Jun 2011 | Principal EHO (Commercial)    | All food premises issued with hygiene rating and associated promotional materials   |

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| EQ11_PEN4.01 Equality & Diversity: Review and consult on a revised enforcement policy for EH                                   | 31 Mar 2012 | Environmental Health Manager | Policy adopted  |
| EQ11_PEN4.02 Equality & Diversity: Conduct customer satisfaction surveys on our pest control, DFGs and Noise Nuisance services | 01 Dec 2011 | Environmental Health Manager | Surveys complete, results fed into efficiency reviews |
| EQ11_PEN4.03 Equality & Diversity: Equality Impact Assessment (EIA) - Commercial Enforcement & Licensing                       | 01 Oct 2011 | Environmental Health Manager | EIA completed, action plan finalised                  |