

RECORD OF OFFICER DECISION

<p>This form must be completed by or on behalf of the relevant Officer immediately after any decision has been made. Please send to the Proper Officer for publication in accordance with the Council's Constitution.</p>	
NAME OF OFFICER MAKING DECISION (INCLUDING JOB TITLE)	Brian Planner Head of Service Delivery
TITLE OF REPORT	MKIP - Environmental Health Shared Services
DATE THE DECISION WAS TAKEN	21 st February 2014
SUMMARY OF REASONS FOR DECISION	<p>The project board consisting of; the Heads of Service at Maidstone, Swale and Tunbridge Wells, the Project Director Jonathan MacDonald (Tunbridge Wells), the Interim Shared Service Environmental Health Manager, Business Development Accountant and Human Resources Manager have meet regularly since the Tri-Cabinet meeting on 12 June 2013 to review the organisational and operational arrangements for the shared service.</p> <p>The organisational arrangements for the proposed service have been developed to meet the recommendations of the Cabinet report with the stipulation that Maidstone's be treated as a single territory has been met through the relocation of the Food & Safety team to Sittingbourne.</p> <p>To improve resilience and quality it is proposed that food inspections are brought within the service for each authority. The environmental permitting contracts at Swale and Tunbridge Wells will be reviewed, and a combined option of in service permitting and use of contractors for specialised and complex processes is proposed for all three authorities.</p> <p>A detailed report of the Project Board for the organisational arrangements and delivery of the shared service is attached as Appendix A. The report describes how the service will be delivered the culture it will have and the financial model considered.</p>
BACKGROUND	<p>A report was considered by a tri-cabinet report of 12 June and approval given in principle for the creation of a shared Environment Health Service between Swale, Maidstone and Tunbridge Wells Borough Councils. The agreement was for a two site model, located at Swale and Tunbridge Wells with the stipulation that Maidstone be treated as a</p>

	<p>single territory for the delivery of its food and commercial premises inspections.</p> <p>The final approval of the operational model was delegated to the Head of Service Delivery in consultation with the Cabinet member for Environment and Rural Affairs.</p> <p>The minutes of the tri-cabinet meeting can be found at: http://www2.swale.gov.uk/dso/viewminutes.asp?uid=1356</p>
DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	<p>Alternative options as to whether to enter into a shared service arrangement were considered in the report to the Tri-Cabinet report for 12 June 2013. The subsequent work of the Project Board has explored the options of delivering the food inspections and environmental permitting in house or under contract.</p>
DETAILS OF ANY CONSULTATION UNDERTAKEN	<p>Members of the Overview and Scrutiny Committee have been consulted and comments were dealt with satisfactorily at the meeting on 12 February. There were no substantive comments that would affect the design of the model.</p> <p>Formal staff consultations will occur following the decision made by Head of Service Delivery in consultation with the Cabinet Member for Environment and Rural Affairs.</p>
DETAILS OF ANY CONFLICTS OF INTERESTS	<p>None</p>
CONTACT FOR ENQUIRIES/FURTHER INFORMATION	<p>Brian Planner Head of service Delivery Tel: 01795 417357</p>
<p>A copy of this Notice will be published on the Council's website (http://www.swale.gov.uk)</p>	

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