**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER**

<table>
<thead>
<tr>
<th>DATE OF DECISION</th>
<th>10 June 2015</th>
<th>DECISION MAKER</th>
<th>Steve Moore</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECISION REFERENCE</td>
<td>D04 (IP)</td>
<td>Head of Environmental Health</td>
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**RECORD OF THE DECISION**

a) **The Issue**
Annual Food Safety & Occupational Safety Service Plans are required under the Food Law Code of Practice (England) and S18 [Health and Safety at Work etc. Act 1974] Guidance issued by the Health and Safety Executive, respectively.

b) **The Decision**
To confirm the Food Safety & Occupational Safety Service Plans for 2015-16.

**REASON FOR THE DECISION**

To provide an operational and accountable framework for the work of the Business Regulation and Support Team in 2015-16 in the areas of food safety and occupational safety.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION**

Not to confirm the Service Plans.

**WARD RELEVANCE**

None.

**FINANCIAL AND BUDGET IMPLICATIONS**

Within existing budgets.

**CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS**

Consultation undertaken with the Cabinet Member for Health and Environment on 2 June 2015.

**ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE MEMBER CONSULTED**

None

**IN RESPECT OF ANY DECLARED CONFLICT, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE**

Not applicable
<table>
<thead>
<tr>
<th>IMPLICATIONS OF DECISION (e.g. LEGAL, RISK MANAGEMENT, HUMAN RESOURCES, ENVIRONMENTAL, EQUAL OPPORTUNITIES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensures the Council meets its statutory obligations to prepare and publish service plans covering food safety and occupational safety.</td>
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<tr>
<td>ANY OTHER COMMENTS</td>
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</tbody>
</table>

RETURN TO DIRECTOR – REGENERATION AND PUBLIC PROTECTION AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER