

ACTIONS FROM THE MEETING HELD ON 4.7.17

Action	Description	Status and last updated	Contact Officer
ACTION 1	Chief Officer Environmental and Operational Services to advise when a vehicle was classed as abandoned.	<p>There is no legal definition of “abandoned”. It is down to the expert opinion of the officers to deem abandonment. The DEFRA guidance advises the following characteristics are generally common to abandoned vehicles and one or a combination of the following can assist in making a decision on abandonment:</p> <ul style="list-style-type: none">• Untaxed, with• No current vehicle keeper on the Driver and Vehicle Licensing Agency’s (DVLA) record.• Stationary for a significant amount of time.• Significantly damaged, run down or not road-worthy.• Burned out.• Lacking one or more of its registration plates.• Containing waste.	Richard Wilson Ext. 7067

ACTION 2	Chief Officer Corporate Services to circulate the number of Vacant Positions in the Council and the number of staff employed in Customer Services.	<p>There are currently 25 vacant positions within the Council.</p> <p>The current number of staff employed in Customer Services is 12.85 FTE.</p>	Jim Carrington-West Ext. 7218
ACTION 3	Chief Officer Environmental and Operational Services to advise what higher risk categories A & B were	<p>When food businesses are registered with Sevenoaks, they are risk assessed and given a category. The risk assessment looks at the size of the business, potential numbers of customers, whether vulnerable groups will eat there (elderly, young and immunosuppressed), type of food to be produced/served, the condition of the property and facilities for food preparation and the management of food safety there. The category determines how often a food business will be visited and inspected by the team.</p> <p>Category A is the highest risk food business. These will be inspected every 6 months. Category B premises are the next highest risk and will be inspected every 12 months.</p>	Richard Wilson Ext. 7067

		It is worth remembering that just because a premises is measured as being “high risk” this does not necessarily mean that it is a poor premises. It may be of high risk because it is a major manufacturer or provides food to those who are more vulnerable to food poisoning/allergens. E.g. a hospital”.	
ACTION 4	Chief Finance Officer to investigate whether there was a final deadline for information to be received from claimants.	Email circulated to Members of the Committee on 7.8.17	Adrain Rowbotham Ext. 7153