

Notice of Meeting

Buckinghamshire Council and Surrey County Council Joint Trading Standards Service Committee

**Date & time**

Monday, 4 April
2022 at 11.00 am

Place

Woodhatch Place, 11
Cockshot Hill, Reigate,
Surrey, RH2 8EF

Contact

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If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 07929 724773 or email angela.guest@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place. For further information please contact: Angela Guest on 07929 724773 or at angela.guest@surreycc.gov.uk

Members of the Committee

Kevin Deanus (Co-Chairman) and Nick Naylor (Co-Chairman)

Advisory Members:

Scott Lewis and Beville Stanier

AGENDA

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence and substitutions.

2 MINUTES OF THE PREVIOUS MEETING - 22 SEPTEMBER 2021

(Pages 5
- 10)

To agree the minutes of the previous meeting.

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or

- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest

- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)

- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 PROCEDURAL ITEMS

a Members' Questions

The deadline for Member's questions is 12pm four working days before the meeting (29/03/2022).

b Public Questions

The deadline for public questions is seven days before the meeting (28/03/2022).

5 PETITIONS

The deadline for petitions was 14 days before the meeting.

6 ACTION TRACKER AND FORWARD PLAN

(Pages
11 - 16)

The Committee is asked to monitor responses, actions and outcomes against actions and recommendations from previous meetings and to review and agree the Forward Work Programme.

- 7 PERFORMANCE AND JOINT SERVICE BUDGET** (Pages 17 - 40)
The Trading Standards Joint Committee are asked to note the Service's performance and the joint service budget for 2022/23.
- 8 TRADING STANDARDS ENFORCEMENT POLICY** (Pages 41 - 78)
The Trading Standards Joint Committee is asked to review and endorse an updated Enforcement Policy and agrees the Financial Penalty Guidance as required under the Tenant Fees Act and the Fixed Monetary Penalty Guidance for various food legislation.
- 9 TRADING STANDARDS TOBACCO WORK** (Pages 79 - 86)
The Trading Standards Joint Committee are asked to note the report.
- 10 TRADING STANDARDS CURRENT AND EMERGING ISSUES** (Pages 87 - 96)
The Trading Standards Joint Committee are asked to note the current and emerging issues.
- 11 DATE OF THE NEXT MEETING**
The next meeting of the Buckinghamshire Council and Surrey County Council Joint Trading Standards Service Committee will be held on 22 September 2022.

Joanna Killian
Chief Executive
Published: Friday, 25 March 2022

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