

MINUTES of the meeting of the **BUCKINGHAMSHIRE COUNTY COUNCIL AND SURREY COUNTY COUNCIL JOINT TRADING STANDARDS SERVICE COMMITTEE** held at 11.00 am on 2 March 2016 at Room G44, County Hall, Kingston upon Thames, KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on 14 September 2016.

Elected Members:

- * Councillor Martin Phillips
- * Councillor Richard Walsh

In attendance

Steve Ruddy, Head of Trading Standards

Amanda Poole, Assistant Head of Trading Standards

Yvonne Rees, Strategic Director for Customers and Communities Surrey County Council

Phil Dart, Service Director, Localities and Community Safety, Buckinghamshire County Council

1/16 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Kay Hammond, Margaret Aston and Andy Tink.

2/16 MINUTES OF THE PREVIOUS MEETING [Item 2]

The minutes were agreed as an accurate record of the meeting.

3/16 DECLARATIONS OF INTEREST [Item 3]

There were no Declarations of Interest.

4/16 PROCEDURAL ITEMS [Item 4]

4a MEMBERS' QUESTIONS [Item 4a]

There were no Member questions.

4b PUBLIC QUESTIONS [Item 4b]

There were no public questions.

5 PETITIONS [Item 5]

No petitions were received.

6/16 PERFORMANCE AND JOINT SERVICE BUDGET [Item 6]

Declarations of Interest:

None

Witnesses:

Steve Ruddy, Head of Trading Standards,
Amanda Poole, Assistant Head of Trading Standards,
Yvonne Rees, Strategic Director for Customers and Communities Surrey
County Council
Phil Dart, Service Director, Localities and Community Safety

Key points raised during the discussion:

1. The Assistant Head of Trading Standards introduced the item and highlighted that the report recommended performance indicators for 2016/17 remain the same as they were in the previous year due to the fact that the process of establishing the Joint Service was still being finalised.
2. It was noted that both Primary Authority Partnerships (PAP) and Checktrade Partnerships continued to develop well. A question was raised regarding whether work had been undertaken to link PAP schemes with the fire services; officers responded by stating that a formal partnership with Surrey Fire and Rescue Service (SFRS) already existed. A partnership had not been established with Buckinghamshire Fire and Rescue Service (BFRS) but that an event was being planned in an effort to create a partnership with BFRS as well as with other relevant agencies such as Environmental Health.
3. Members were informed that the Service had established a relationship with Bridgend County Borough Council in Wales around providing advice to companies in Wales and was in the process of seeking out a partner authority in Scotland.
4. Officers were asked how the Joint Service was collaborating with district and borough Joint Enforcement Teams (JET). Members stated that a representative from Trading Standards sat on the JET Board and that the hope was to become more closely involved with JET in areas such as intelligence sharing. The Head of Trading Standards advised Members that it would not be possible to delegate Trading Standards officers to become part of the JET programme.
5. Officers indicated that the intention was for the Service to improve on its performance against targets from the previous year. Members commented that the format of the KPIs in the report made it challenging to get an accurate picture of how Trading Standards was performing as it did not specify what the targets were that the Service was aiming for. The Committee requested that a report be brought to the next Buckinghamshire and Surrey Trading Standards Joint Board meeting which demonstrates the KPIs and the targets that the Service is aiming to achieve
6. Officers advised the Committee that private sector companies had started to move into the PAP arena and that at of these companies had secured an endorsement from the Chartered Institute of Trading Standards (CTSI). Members requested that a report be brought to the next Joint Committee meeting outlining how the Services can effectively compete in the PAP sector with private companies.

7. The Committee agreed that a letter would be sent to volunteers who had worked with Trading Standards in Buckinghamshire and Surrey thanking them for their work with the Service.

RESOLVED:

The Buckinghamshire and Surrey Joint Trading Standards Service:

- i. noted the Service's performance from 1 April 2015;
- ii. agreed the Performance Indicators for 2016/17;
- iii. agreed the revised joint service budget to include an additional 1.5% marginal efficiency saving over and above the previously agreed efficiency savings.

Actions/further information to be provided:

- i. The Head of Trading Standards and Assistant Head of Trading Standards to provide an update for the Service Director, Localities and Safer Communities, Buckinghamshire County Council on Trading Standards PAP links with Surrey Fire and Rescue Service and other partner agencies for upcoming event at Buckinghamshire County Council;
- ii. Physical targets to be drafted and presented by the Head of Trading Standards and Assistant Head of Trading Standards at the next meeting of the Buckinghamshire and Surrey Joint Trading Standards Service Board;
- iii. Send private sector PAP website details to Committee members;
- iv. The Head of Trading Standards and Assistant Head of Trading Standards to identify how the Joint Trading Standards Service can compete effectively with private organisations and provide paper at the next Buckinghamshire and Surrey Joint Trading Standards Service Board meeting;
- v. Draft a thank you letter to Trading Standards volunteers for signature by Committee members.

7/16 PROCEEDS OF CRIME UPDATE [Item 7]

Declarations of Interest:

None.

Witnesses:

Steve Ruddy, Head of Trading Standards,
Amanda Poole, Assistant Head of Trading Standards,
Yvonne Rees, Strategic Director for Customers and Communities Surrey
County Council
Phil Dart, Service Director, Localities and Community Safety,
Buckinghamshire County Council

Key points raised during the discussion:

1. The Head of Trading Standards introduced the report and informed the Committee that the intention was to use money gained through the Proceeds of Crime Act 2002 (POCA) to tackle local crime priorities in Surrey and Buckinghamshire. It was noted that, for next year £80,000 was likely to be available. Members were asked for their perspective on where the £80,000 in funding would be most effectively used. Officers said that community safety teams in both Buckinghamshire and Surrey would be given the opportunity to outline where they felt POCA money would be most appropriately used to meet community safety and local crime priorities.
2. A discussion took place about the possibility of using money gained through POCA in order to tackle domestic abuse. The Cabinet Member for Community Engagement and Public Health at Buckinghamshire County Council stated that a pilot project had taken place in Buckinghamshire aimed at reducing instances of domestic abuse through intervention with perpetrators but that funding would be withdrawn from this scheme as it had proven to be ineffective. The Cabinet Member stated that domestic abuse advocates were a highly effective means of reducing domestic abuse by supporting victims. He suggested putting a portion of POCA money into funding more domestic violence advocates across Buckinghamshire and Surrey.
3. The Committee further suggested putting some of the money gained through POCA to tackling problems related to drug and alcohol abuse. The Head of Trading Standards stated that this would meet the Home Office criteria for spending POCA money as it would reduce crime or the fear of crime. It was requested that Community Safety leads provide a report to the next meeting of the Trading Standards Joint Committee putting forward proposals for where POCA money can be used to tackle local crime priorities..

RESOLVED:

The Trading Standards Joint Committee considered the options for using the additional assets that have been recovered under the scheme and agreed that these resources are targeted at issues identified in partnership with the local Community Safety teams tackling local crime priorities.

Actions/further information to be provided:

A report providing options on where to spend money gained through the Proceeds of Crime Act to be considered by the Buckinghamshire and Surrey Joint Trading Standards Service Committee to its meeting on 14 September 2016.

8/16 UPDATE ON THE NATIONAL REVIEWS OF TRADING STANDARDS SERVICE DELIVERY [Item 8]

Declarations of Interest:

None.

Witnesses:

Steve Ruddy, Head of Trading Standards,
Amanda Poole, Assistant Head of Trading Standards, Yvonne Rees, Strategic
Director for Customers and Communities Surrey County Council
Phil Dart, Service Director, Localities and Community Safety,
Buckinghamshire County Council

Key points raised during the discussion:

1. The Head of Trading Standards informed the Committee that the Joint Service had provided advice to Suffolk and Norfolk County Councils who were in the process of merging their Trading Standards services. The Committee stated that they were happy for the Joint Service to provide free advice to public sector organisations in regard to best practice for undertaking mergers but that remuneration should be sought from private sector organisations which request advice on mergers from the Service.
2. The Committee were told that the Service had been nominated for an Improvement and Efficiency Award, and that an update on the outcome of this nomination would be provided at the Joint Board meeting. Members congratulated officers on achieving recognition for their work in successfully bringing Bucks and Surrey CC Trading Standards services together

RESOLVED:

That the Buckinghamshire and Surrey Joint Trading Standards Service Committee:

- i. note the outcomes from the Local Government Association (LGA) review of Trading Standards and;
- ii. Request that officers continue to assist the work of the Local Government Association in helping to support and promote the benefits of larger more strategic Trading Standards services.

Actions/ further information to be provided:

None

9/16 **DATE OF NEXT MEETING [Item 9]**

The next Trading Standards Joint Committee will be held at 11.00am on 14 September 2014 at Buckinghamshire County Council, Aylesbury.

Meeting ended at: 12.20 pm

Chairman

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