

SUMMARY OF PARTNERSHIP ARRANGEMENTS between Leicester City Council AND Navitas Group Ltd

1. Partnership expectations

Partnership Objectives

To provide assured advice with regard to Food Hygiene and Safety requirements:

To ensure that the services and advice provided by Navitas Group Ltd to their clients comply with all relevant Food Safety legislation and current best practice. This involves the correct application of HACCP and the development of an effective Digital Food Safety Management system.

The Navitas Group Ltd will:

- a) work constructively with the primary authority in relation to the provision of primary authority services;
- b) inform the primary authority as soon as possible of any significant change affecting the business that may impact on the provision of primary authority services;
- c) provide the primary authority with reasonable notice of its requirements for provision of primary authority services;
- d) provide the primary authority with information and assistance that the primary authority may require in order to provide a quality service; and
- e) act in accordance with Primary Authority legislation and the Primary Authority Statutory Guidance.

The Leicester City Council will:

- a) ensure that primary authority services are provided by competent officers with relevant skills and experience;
- b) respond to all notifications received via the Primary Authority Register promptly and within statutory timeframes;
- c) respond to queries from the business within agreed timeframes, and advise the business as soon as practicable where this is not possible; and
- d) act in accordance with Primary Authority legislation and the Primary Authority Statutory Guidance.

2. Focus of the partnership

The following regulatory function in scope of this partnership:

- Food Safety and Hygiene.

Food Safety and hygiene is in scope in England.

The partnership intends to be active in providing assured advice in respect of the above regulatory function.

3. Network approach

The business currently does not have any other primary authority partnerships in place

4. Arrangements for the provision of Primary Authority Advice

The Navitas Group Ltd will request Primary Authority Advice with regard to the Navitas Digital Solution for food safety management.

Leicester City Council will acknowledge the request for Primary Authority Advice within 3 working days and will inform the co-ordinator whether or not the timescale specified for the Primary Authority Advice can be met.

Leicester City Council will ensure that its Primary Authority Advice is clearly labelled with the following information:

- a) The name of the primary authority, and its contact details;
- b) The name of the co-ordinator, and its contact details;
- c) An indication, where applicable, of a supporting regulator's involvement in developing the advice;
- d) The date of issue of the advice;
- e) A clear explanation to businesses receiving the advice that it is 'Primary Authority Advice'; and
- f) A clear explanation to businesses that choose to follow the Primary Authority Advice as to what steps they should take in relation to their dealings with local authorities that regulate them, including an indication of the time limits that apply where the business is challenged by a local authority in relation to its compliance and wishes to rely on the Primary Authority Advice.
- g) and details of the Primary Authority Advice will be included in a schedule maintained by the primary authority.

Primary Authority Advice will be provided on behalf of Leicester City Council by:

Food Safety –

[REDACTED]

[REDACTED]

Assured advice will be signed off by the Food Safety Team Manager –

[REDACTED]

Requests for Primary Authority Advice will be made on behalf of Navitas Group Ltd by:

[REDACTED]

Navitas Group Ltd will advise the primary authority as soon as reasonably practicable of any change in circumstances which might affect the validity of the Primary Authority Advice provided will make available to the primary authority relevant guidance that it receives from any national regulator.

The partnership will generally not require publication of Primary Authority advice on the Primary Authority Register. The agreement is to review in full the operation of the Navitas

Digital Solution to ensure it meets with the principles of Article 5 Regulation (EC) No 852/2004 in putting in place, implementing and maintaining a permanent procedure or procedures based on the HACCP principles. This review will provide a general assurance that the digital solution when implemented appropriately meets legal requirements

Where the Leicester City Council or Navitas Group Ltd identifies circumstances in the operation of the Navitas digital solution that may give rise to inconsistent interpretation by other enforcing authorities consideration will be given to publishing clear specific advice on the Primary Authority Register.

5. Ownership of Advice

Leicester City Council retains ownership of the Primary Authority Advice it issues to the business.

Navitas Group Ltd has ownership of any documents it has provided to the primary authority for the purposes of assisting the primary authority in producing the Primary Authority Advice.

6. Sharing information

The partners agree that the primary authority may access information directly from the business' systems, rather than holding the information.

Leicester City Council agree to share its response to any freedom of information request with the business, before responding.

7. Arrangements for working with a supporting regulator

If there is a need identified to work with a supporting regulator, Leicester City Council and Navitas Group Ltd will agree with the supporting regulator:

- a) the reasons for requesting the support;
- b) the costs that might be incurred;
- c) the nature and extent of the desired support;
- d) whether and how information that the business has shared with the primary authority will be shared with the supporting regulator; and
- e) ownership of advice.

8. Contact details

The Leicester City Council and Navitas Group Ltd acknowledge the importance of maintaining current details on the Primary Authority Register.

The Leicester City Council will maintain the accuracy of its contact details on the Primary Authority Register and ensure that any necessary changes are made on the Register as soon as practicable.

Navitas Group Ltd will notify Leicester City Council of changes in its trading name, company number (where applicable), contact details, premises details and the nature of the legal entity and will make the changes on the Primary Authority Register as soon as practicable.

9. Cost recovery

The Leicester City Council will charge Navitas Group Ltd for the cost of providing primary authority services. Charges are based on Leicester City Council determined rates for officer time as set out in the annual Fees and Charges, Officers will record time spent in providing assured advice and responding to requests from Navitas Group Ltd. Fees and charges are subject to an annual review.

The primary authority will invoice the business for its charges on a Monthly basis. The invoice will detail the work carried out.

The business will pay any amounts due within 30 days of the date of the invoice.

The charges are intended to reflect the cost to Leicester City Council of providing primary authority services. Should there be a change affecting either party that materially impacts on the cost to the primary authority of providing primary authority services it will notify the business as soon as reasonably practicable and the parties shall discuss in good faith any amendment to the charges that may be required.

10. Resolving disagreements

The Leicester City Council and Navitas Group Ltd are committed to resolving any disagreements under this Summary of Direct Partnership Arrangements bilaterally.

11. Liability

Leicester City Council and Navitas Group Ltd will act in accordance with legislation and statutory guidance as published.

The Leicester City Councils liability is limited to the amount paid by the Navitas Group Ltd in that calendar year for the primary authority’s services.

12. Terminating the Primary Authority relationship

Should Leicester City Council or Navitas Group Ltd wish to terminate their partnership, they will notify the other party, giving a notice period of at least 3 Months to allow for any outstanding matters to be resolved. After this period Leicester City Council will submit a revocation request to the Secretary of State via the Primary Authority Register.

13. Review of the partnership

The Navitas Group Ltd and Leicester City Council agree to review the arrangements for the partnership annually or otherwise when significant changes arise.

Amendment to these arrangements may be made at any time by agreement between Leicester City Council and Navitas Group Ltd

Contacts

Primary Authority	Food Safety Team
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	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Navitas Group Ltd	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>