

**London Authorities, London Connects and the
Greater London Authority**

“Roles and Responsibilities”

**For the provision of a
London Food Premises website**

INTRODUCTION

London Councils is supporting the development of the London Food Premises website on behalf of the Association of London Environmental Health Managers Steering Group. This pilot project funded by the Food Standards Agency (FSA) will run for two years. The pilot project will involve the development of a voluntary scheme to provide information to the public about food premises. London Councils will be working with London Connects to deliver the results of food inspections on the "Your London" website that is managed by the Greater London Authority (GLA). The Food Standards Agency are financing this project by the payment of a grant to London Councils which will fund start up and maintenance costs for the website.

It is envisaged that the provision of this information, will better inform the public and raise awareness. London consumers would be able to exercise choice about where they eat based not only on the menu but also on knowledge about the level of food hygiene standards maintained at each food premises.

London Councils on behalf of London Authorities fully support this pilot project and ask that Local Authorities demonstrate their commitment to the project by signing up to this joint agreement.

This document, details the commitment and roles and responsibilities of the London Authority, London Councils, the named agency London Connects, and the GLA, covering the period from **January 2007 to June 2009**.

The key **project officers** are:

- Michael Ojo London Councils
- Bharat Jain London Connects
- Katherine Kane Greater London Authority

The key contact officers for **[LA Name]** are:

1) EH: Tel:

Email address:

2) IT: Tel:

Email address:

London Local Authorities and London Councils agree:

1. To participate within the project as a pilot and agree to the publication of food premises data on the Your London Website for the London “Scores on the Doors” Project
2. To provide a lead officer to interface and coordinate the internal resources and activities within the local authority
3. To provide a lead officer to interface the technical coordination between Tagish (Interface Developer), the Back Office application provider, the IT Facilities Management Team (internal or external) and the GLA Technology Group
4. That any internal IT costs associated with this activity is borne by the Local Authority. (This will be relevant to those Authorities who have outsourced their IT to other organisations and are charged for any IT jobs undertaken)
5. Timely approval of project designs and other guidelines can be gathered within the timescales given in the plan
6. To sign-off of each detailed design specification, which will enable Tagish to do the initial configuration of the software to meet the requirements and specific needs of the London Food Safety Premises Website
7. To ensure access to information (and individuals where appropriate) regarding functional requirements, priorities and related information as required to successfully complete the tasks described in the plan
8. To ensure that those asked to review and approve project outputs have both the skills and the authority to carry out such reviews and give approval
9. To plan and undertake system acceptance testing in a timely manner consistent with the project plan
10. To agree to host on their network the solutions’ SOAP interface utility to the Your London Website
11. To agree that Tagish will be able to establish relevant connectivity to maintain the appropriate interfaces and utilities to extract data and the extraction of data
12. Local marketing will be the responsibility of the Local Authority. Regional marketing will be undertaken in conjunction with Scores on the Doors Steering Group the Food Standards Agency and the GLA
13. To promptly notify Tagish and Your London GLA Team and any operational staff if there are problems with the local authority system, network connection and any planned down time through maintenance or other activity affecting the delivery of information

14. To communicate the project to other key stakeholders e.g. FOI Team, whom may benefit from the information which is being provided (who will have responsibility for responding to requests for information under the FOIA regarding the administration or operation of the site, or statistics taken from the site (if any))
15. That the relevant Borough retains responsibility for publication of the information under their own FOIA obligations - through their Publication Scheme
16. That the relevant Borough will retain full responsibility for the content of the information published regarding inspections undertaken by them, including: the scores and any representations made in reply by the food business, including those moderated or summarised by the Borough
17. That it is the responsibility of the Borough to ensure the food business is informed that their comments in reply may be published in full, moderated or summarised by the Borough
18. That the Boroughs will be responsible for responding to any complaints submitted by the public through the site and redirected to the relevant Borough

London Connects agree:

19. To ensure that each authority understand the nature of the project and the IT components
20. To consult and seek advice from the GLA over all aspects of the design and technical specifications and standards for the project and ensure compliance with the GLA technical requirements as advised
21. Work with the authorities to ensure there are effective communication channels between London Connects, Local Authorities and the GLA
22. To take the lead in providing a strategic view over the co-ordination of and access to information regarding functional requirements, priorities and related information as required
23. To promptly notify Local Authorities and the GLA of any issues that may arise that may have a significant impact on the progress of the project
24. To liaise with the Your London Advisory Group over requisite levels of Local Authority engagement necessary to make a successful project and strive to meet that agreed level

Greater London Authority agree:

25. To upload the completed project onto the Your London Website

26. To provide a prominent link to the 'Scores on the Doors' web pages on the home page of Your London Website
27. To manage the relationship with the site hosting facility with the aim that the Your London Website is available 24/365
28. To maintain the operational software and hardware environment to aim for continuous site up time of at least 99.95%
29. To promptly notify London Councils and London Connects of any planned disruption to the service. In the event of any unplanned downtime the GLA will contact the affected stakeholders as to the planned resolution and provide an incident report within ten working days
30. To provide of regular reports to the Project Group on visitor traffic to the 'Scores on the Doors' pages of the Your London Website
31. To undertake regular auditing of the integrity of data feeds of relevance to the project
32. To track and report back to the Project Group on all relevant industry developments that could enhance or expand the services relevant to the project
33. To liaise with the Project Group Members to ensure efficient data management processes are maintained

SIGNATURES

This Agreement is signed on behalf of the **Local Authority** by:

Signature: _____

Print Name: _____

Post Designation: _____

Date: _____

This Agreement is signed on behalf of **London Councils** by:

Signature: _____

Print Name: _____

Post Designation: _____

Date: ___/___/___

This Agreement is signed on behalf of **Greater London Authority** by:

Signature: _____

Print Name: _____

Post Designation: _____

Date: ___/___/___

This Agreement is signed on behalf of **London Connects** by:

Signature: _____

Print Name: _____

Post Designation: _____

Date: ___/___/___