




Primary Authority Service

Partnering with Central Bedfordshire Council is a Primary Authority can save your business time and money. We provide robust and reliable advice on environmental health, licensing and trading standards for all your sites nationally. As your Primary Authority Partner, Central Bedfordshire Council will be the single point of contact providing advice to other local councils that also regulate your business.

And there are three different level of service we can provide for you from the bronze package up to the top end gold package. If you would like to discuss this information further with Central Bedfordshire Council please contact 0300 300 5060/5090/5091 or email PA@centralbedfordshire.gov.uk

Bronze 	Silver (In addition to the Bronze package) 	Gold (In addition to the silver package) 
Initial setup fee of £250.00 plus VAT.		
10 Hours of PA activity per year (£550 plus VAT)	30 Hours of PA activity per year (£1,650 plus VAT)	60 Hours of PA activity per year (£3,300 plus VAT)
PA Agreement	Up to 30 hours PA activity, advice and support	Provide comprehensive advice and guidance to ensure that any future developments to your systems represents the best possible solution from a legal, practical and commercial position
Up to 10 hours PA activity	Upload relevant documentation to BRDO website	
Familiarisation with company policies	Review all procedures	Review management systems: entire review, reports on patterns and revisit inspection plan.
Upload basic documents on to the BRDO website	Provide PA advice	Additional bespoke system and site audits program can be tailored to your needs and requirements, including legal and system compliance inspections, professional mystery shopper and industry best practise and new developments site advice.
Liaising with enforcement authorities and public	Liaise with enforcement authorities, the public and other organisations	
Allocated contact officer	Quarterly meetings	
Yearly review meeting		



Central Bedfordshire Council is committed to support its Primary Authority Partnerships from its own staff resource.

Introduction of Primary Authority

The Primary Authority (PA) scheme supports businesses to comply with environmental health, licensing and trading standards legislation. It can address issues such as inconsistent advice, duplication of resources and the lack of effective dispute resolution when councils disagree.

The scheme gives businesses the opportunity to form a statutory partnership with just one local authority for each regulated category. This local authority would then provide robust and reliable advice which other council must take into account.

The scheme, operated by Regulation Delivery (RD) has the following key features:

- Legal advice which applies to the specific circumstances of your business and must be respected by local regulators.
- A national inspection plan can be produced by the Primary Authority to improve the effectiveness of inspection, avoid repeat check and enable better sharing of information for your business.

- If a problem arises then the chosen Primary Authority can coordinate enforcement action to ensure that the business is treated consistently and that responses are proportionate to the issue.
- Access to a dispute resolution procedure operated by RD.
- You can choose which level of support you need from your Primary Authority.

Services provided by the Primary Authority partnership

Through the partnership your business would continue to have access to reliable information based on the detailed understanding we would have established. However, a PA agreement would prevent inconsistent interpretation of legislation and would apply regardless of the location of the business outlets.

Your Primary Authority partner would be able to provide other councils with evidence of compliance and recommendations about how to tackle broad issues quickly and efficiently, helping drive down business costs. **In addition, other services can be provided at the request of the business including:**

- Training
- Review of policies and procedures
- Audit of business systems
- Audit of business compliance
- Reviews and analysis of data to assist business planning.

Requests to enter into a Primary Authority Partnership

Request from businesses to enter into a Primary Authority Partnership are likely to come from the business itself but can be passes through RD.

Central Bedfordshire Council is committed to support its Primary Authority Partnerships from its own staff resource. This is to ensure that partner businesses benefit from the highest quality advice from highly trained and competent officers. **Requests from businesses will be prioritised on the following factors:**

- Previous history with Central Bedfordshire Council
- Location of the head office

Establishment and delivery of Primary Authority Partnerships

Establishment of a Primary Authority Partnership involves the following elements:

- Our acceptance of a request to form a partnership
- Agreement on the terms and conditions
- Agreement on costs and charges
- Acceptance by BRDO

Refusal of requests to join a primary authority partnership

Whilst we are committed to supporting legitimate businesses and providing services through the PA partnership we do reserve the right to accept or refuse requests to join the scheme where we feel it is in the best interest of Central Bedfordshire Council.





Further details and information on business advice can be found on Central Bedfordshire Council's website

Terms and conditions

PA partnerships will generally be based on the standard terms and conditions developed by RD and will be outlined in the application.

In certain circumstances, Central Bedfordshire Council will consider the need to modify the standard terms and conditions. This may result in additional costs as well as delays in establishing the partnership.

Fees and charges

We offer three levels of Primary Authority Partnership so you can choose the one that best meets your business requirements-

Bronze for	£550
Silver at	£1650
Or Gold at	£3,300

More details of each package above

Partnership Agreement

Each PA partnership agreement will specify where applicable the following information:

- Frequency of reviews of performance and fees charged
- Response times and performance levels of partners
- Details of any training Central Bedfordshire Council will provide
- Details of reviews of policies, audits data review and analysis.
- Details of any other activities either partner will perform under the partnership.

Further information and business advice

Further details and information on business advice can be found on Central Bedfordshire Council's website at www.centralbedfordshire.gov.uk/business/primary-authority/overview.aspx. There is also further information on the Primary Authority website. If you would like to discuss this information further with Central Bedfordshire Council please email PA@centralbedfordshire.gov.uk or call on 0300 300 5060/5090/5091