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Food Standards Agency Audit of Local Authority Official Controls and Food Business Operator Controls in Approved Establishments

Isle of Anglesey County Council

29 September – 1 October 2009

Foreword

Audits of local authority food law enforcement services are part of the Food Standards Agency Wales arrangements to improve consumer protection and confidence in relation to food. These arrangements recognise that the enforcement of UK food law relating to food safety, hygiene, composition, labelling, imported food and feedingstuffs is largely the responsibility of local authorities. These local authority regulatory functions are principally delivered through their Environmental Health and Trading Standards Services.

The attached audit report examines the official controls implemented in approved establishments by the Local Authority's Food Law Enforcement Service. The audit assessments included the Authority's policies, organisation and management and local arrangements for implementation of official controls in approved dairy, meat products and fish and shellfish establishments.

Agency audits assess local authorities' conformance against the Food Law Enforcement Standard ("The Standard"), which was published by the Agency as part of the Framework Agreement on Local Authority Food Law Enforcement. The Framework Agreement and the audit protocols are available on the Agency's website at: www.food.gov.uk/enforcement/auditandmonitoring

The main aim of the audit scheme is to improve and maintain consumer protection and confidence by ensuring that local authorities are providing an effective food law enforcement service. The scheme also provides the opportunity to identify and disseminate good practice and information to inform Agency policy on food safety.

The report contains some statistical data on food law enforcement activities undertaken by the Authority. The Agency's website contains enforcement activity data for all UK local authorities and can be found at: www.food.gov.uk/enforcement/auditandmonitoring

The report also contains an action plan, prepared by the Authority, to address the audit findings.

A glossary of technical terms used within the audit report can be found at Annex C.

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1.0 Introduction

1.1 Background and Scope of the Audit

- 1.1.1 This report records the results of an audit of Isle of Anglesey County Council. The Authority was one of ten Authorities selected for the audit programme of local authority official controls and food business operator controls in approved establishments being undertaken between September 2009 and March 2010. The Authority was selected for audit on the basis that the Authority had a range of approved establishments suitable for the focused audit programme. In addition, none of the approved establishments had an 'A' risk category.
- 1.1.2 The audit was carried out under relevant headings of the Food Standards Agency Food Law Enforcement Standard and the report has been made publicly available on the Agency's website at: www.food.gov.uk/enforcement/auditandmonitoring. Hard copies are also available from Food Standards Agency Wales, 11th Floor, Southgate House, Wood Street, Cardiff CF10 1EW.
- 1.1.3 The power to set standards, monitor and audit local authority food law enforcement services was conferred on the Food Standards Agency by the Food Standards Act 1999 and the Official Feed and Food Controls (Wales) Regulations 2007. This audit of official controls implemented by Isle of Anglesey County Council's food service was undertaken under section 12(4) of the Act and Regulation 7 of the Regulations.
- 1.1.4 The audit examined the Local Authority's arrangements for implementing official controls at approved establishments, with a focus on approved dairy, meat products and fish and shellfish establishments. In considering the effectiveness of these controls, the audit evaluated the appropriateness of approvals; compliance of the approvals process with legal requirements; the Food Law Code of Practice and official guidance; delivery of routine official controls in approved establishments; the reactive elements of the Authority's approved establishments responsibilities and related aspects of the Service.
- 1.1.5 The Isle of Anglesey lies in the North West of Wales and is unique in being the only island unitary authority in Wales. The Authority covers an area of 71,511 hectares and has 201km of coastline. The population of Anglesey at 65,400 is less than half the average population of the unitary authorities and is the second smallest in Wales.
- 1.1.6 There are approximately 1006 registered food businesses in Anglesey including 19 approved establishments.

1.1.7 The on-site element of the audit took place at the Authority's offices at Llangefni, Isle of Anglesey LL77 7TW between 29 September and 1 October 2009. The on-site element also included reality checks at two approved establishments.

2.0 Executive Summary

- 2.1 The Authority had produced a Food Service Plan for 2009/10 in line with the Service Planning Guidance in the Framework Agreement. The Plan was received annually when any variance and associated resource issues were addressed.
- 2.2 The Authority maintained a documented procedure for the authorisation of officers. Auditors were advised that there was an amended document but this amended document was not available for the auditors. A review of individual authorisations indicated that some officers were authorised for matters in which they were not currently qualified or experienced.
- 2.3 The Authority had developed and implemented a control system relating to the food service policies and procedures. The Authority had a documented procedure for internal monitoring, however it was not fully in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance.
- 2.4 The Authority had developed a comprehensive procedure specifically relating to the approval of establishments, including actions to be taken where a food business was found to be non-compliant.
- 2.5 Auditors reviewed a selection of approved establishments records and found comprehensive documentation and appropriate action undertaken in all establishments, except one. The auditors were of the opinion that further enforcement action should have been considered to secure appropriate improvements in that particular establishment.
- 2.6 The Authority maintained records of training undertaken by officers undertaking enforcement work in approved establishments. Training records did not indicate in all cases the element of food hygiene training undertaken in certain multi-discipline training events. The Authority had a training programme for enforcement officers, including those undertaking inspections in approved establishments.

3.0 Audit Findings

3.1 Organisation and Management

- 3.1.1 Food law enforcement was undertaken within the Environmental Services Division of the Environment and Technical Services Department, the service being carried out by the Environmental Health and Trading Standards Sections. In addition to food hygiene law enforcement the Commercial Team also undertook work relating to health and safety at work, infectious disease control and port health work at Holyhead port.
- 3.1.2 The Principal Environmental Health Officer was also the nominated lead officer with responsibility for food safety which included responsibility for approved establishments.
- 3.1.3 The Authority had produced a Food Service Plan for 2009/10 which was generally in accordance with the Service Planning Guidance in the Framework Agreement. The Plan was subject to an annual review when any variance and associated resource issues would be addressed.
- 3.1.4 The aim of the service, as stated in the Food Service Plan 2009/10 was:

“to ensure the safe production, storage, transport and retailing of foods produced or sold on the Isle of Anglesey in order to prevent the transmission of food borne infections”.
- 3.1.5 The Plan also confirmed the service’s commitment to undertaking risk based food hygiene and enforcement decisions in line with the Food Law Code of Practice (Wales):

“it is the policy to undertake programmed inspections of food premises on a risk based frequency, as determined by the Food Law Code of Practice (Wales)”.
- 3.1.6 The service delivery plan did not contain a specific reference to the inspection of approved establishments. However, the plan specifies that inspections of approved establishments are only undertaken by suitably qualified, experienced and competent officers.
- 3.1.7 The guidance in the Framework Agreement relating to the content of the service delivery plan requires the Authority to include the number of approved establishments. Auditors found no evidence of this requirement in the service delivery plan.

Recommendation

3.1.8 The Authority shall:

Draw up, document and implement a service delivery plan to include the number of approved establishments in accordance with the service planning guidance in Chapter 1 of the Framework Agreement. [The Standard – 3.1]

3.2 Review and Updating of Documented Policies and Procedures

3.2.1 The Authority had established and implemented a document control system in relation to relevant legislation and its own documented food service policies and procedures. Officers had access to the documents, and the Principal Environmental Health Officer, Commercial Services held overall responsibility for the control of the Authority's policies and procedures and authorised all necessary amendments.

3.2.2 All procedures which were examined during the audit demonstrated evidence of recent review in line with the Authority's document control procedure.

3.3 Authorised Officers

3.3.1 The Authority maintained a scheme of delegation in respect of officer authorisation. The Council's Standing Orders delegated power to the Head of Environmental Services to authorise staff under applicable legislation, which included the Food Safety Act 1990, the Official Feed and Food Controls (Wales) Regulations 2007 and the Food Hygiene (Wales) Regulations 2006.

3.3.2 The Authority had developed a documented procedure for the authorisation of officers based on their qualifications and food related experience and included the means by which officers' competency was assessed prior to deciding individual levels of authorisation.

3.3.3 Auditors were advised that the documented procedure had been amended by a senior manager and new authorisations issued in September 2009. However, due to the long term absence of the senior manager auditors were unable to access the amended authorisation procedure.

- 3.3.4 The document made available at the time of audit was out of date, but did contain appropriate legislative references, including authorisation of officers undertaking inspections/ interventions at approved premises.
- 3.3.5 The Authority had appointed a sufficient number of suitably qualified competent and experienced officers to undertake its food law enforcement work. However, one officer was authorised for duties which were not consistent with that officer's competency in relation to the requirements of the Food Law Code of Practice (Wales) although there was no evidence that any recent enforcement activity had been taken by this officer.
- 3.3.6 Officer training requirements were identified in the Environmental Health Section's training programme. Training records of the three officers responsible for official controls in approved establishments were examined during the audit. Evidence of update training was maintained although in some instances the element of food related training in a particular training course could not be identified due to lack of detailed information. There was no evidence that one officer had received a minimum ongoing training of 10 hours per year based on the principles of continuing professional development.

Recommendations

- 3.3.7 The Authority should:
- (i) Ensure that officers are authorised on the basis of their competence and in accordance with the Food Law Code of Practice (Wales) and any centrally issued guidance. [The Standard – 5.1]
 - (ii) Ensure that officers authorised to carry out the work set out in the approved service delivery plan have suitable training and appoint a sufficient number of authorised officers to carry out the work set out in the approved service delivery plan ensuring they have suitable qualifications, training and experience consistent with their authorisation and duties in accordance with the relevant Food Law Code of Practice. [The Standard – 5.3]

- (iii) Set up, maintain and implement a documented training programme. The Authority shall ensure the training of all authorised officers and appropriate support staff in the technical and administrative aspects of the work in which they will be involved. Where training is provided, details of the content and objectives of the course, the duration and any assessment made of that training shall be maintained on file. The training given shall depend on the ability, qualifications, experience and responsibility of persons involved and their level of authorisation.
[The Standard – 5.4]

3.4 Food Premises Database

- 3.4.1 The Authority had developed a documented procedure to ensure that the food premises database was accurate and up to date.
- 3.4.2 A review of records of seven approved establishments was conducted utilising the Authority's database. The information held was consistent with that contained in the paper files. No other database checks were carried out.

3.5 Approved Establishment Inspections

- 3.5.1 The Authority's food service delivery plan included the registered premises profile for the Authority by premises type. Approved establishments were included in the profile, although not specifically referred to. The plan referred to frequency of inspection in terms of risk category of all food premises. A review of intervention records of seven approved establishments confirmed that the establishments had been correctly risk rated and inspected at the minimum frequency set out in the Food Law Code of Practice (Wales).
- 3.5.2 Approval Information supplied on the pre-visit questionnaire was consistent with the information held by the Agency.
- 3.5.3 The Authority had developed documented procedures for food hygiene inspections, which detailed operational guidance for the inspection of food premises in the Authority's area. The Authority had also developed a specific procedure for officers to follow when considering approval at an establishment under the requirements of Regulation (EC) No. 853/2004. The comprehensive procedure included guidance for officers to follow when considering conditional approval and refusal of establishment approval.

- 3.5.4 The Service had produced two inspection forms to assist officers in recording relevant information specific to premises subject to the requirements of Regulation (EC) No. 853/2004. Officers used the two forms for inspections, at their discretion. The shorter of the two forms did not contain adequate information relating to Article 5 compliance. Auditors were advised that this form was under review. The more comprehensive inspection form referred to legislation which had been superseded.
- 3.5.5 Intervention records of seven approved establishments were examined. From the files reviewed, auditors identified one establishment where compliance with Article 5 had been raised. It is considered that the Authority should have been more proactive in undertaking follow-up action to ensure compliance at this establishment.
- 3.5.6 Auditors made joint visits with the Authority's officers to two approved establishments. The purpose of the visits was to verify the information gathered from file records checks and officer interviews and to assess the official controls implemented by the Authority at the establishment. The visits to the establishments confirmed that the approvals had been correctly granted and covered all business activity. It was also confirmed that the Authority was effectively carrying out its official controls at the establishments and had developed a supportive working relationship with the food business operators.

Recommendation

- 3.5.7 The Authority should:
- Take appropriate follow-up action in respect of all Article 5 non-compliance found in accordance with the Authority's enforcement policy. [The Standard – 7.3]

3.6 Food and Food Premises Complaints

- 3.6.1 The Authority had developed and implemented documented procedures for the investigation of food complaints relating to both food and food premises. These outlined the steps that should be followed by officers when accepting and investigating complaints referred under food safety legislation.

3.6.2 Auditors did not find any evidence of complaints with reference to the seven approved establishment files received.

3.7 Food Sampling

3.7.1 The Authority had a policy for food sampling.

3.7.2 Sampling results in the seven approved establishment files reviewed indicated that, with one exception, sampling results were acceptable.

3.7.3 Auditors found evidence on the establishment files that sampling results had been communicated to the food business operator.

3.7.4 The Authority in its food service delivery plan undertook to procure food samples in line with their statutory duty, any LACORS sampling programmes, the Welsh Sopping Basket Survey (devised by the Welsh Food Microbiological Forum) and in accordance with specific local needs

3.8 Food Safety Incidents

3.8.1 The Authority had developed and implemented a detailed procedure that set out the process for initiating and responding to food alerts and other incidents.

3.8.2 A review of the records of seven of the approved establishments did not identify any incidents that required notification to the Agency.

3.9 Enforcement

3.9.1 The Authority had developed a detailed Food Safety Enforcement Policy supported by associated procedures in accordance with the relevant Food Law Code of Practice and other official guidance and had been approved by the relevant member forum.

3.9.2 The Authority had not served any Remedial Action Notices, Hygiene Improvement Notices or Hygiene Emergency Prohibition Notices in relation to approved establishments. A review of the files from seven premises did not generally indicate that formal enforcement action should have been taken. However, in one premises the Authority should have been more proactive in its follow-up action to ensure compliance with Article 5.

- 3.9.3 From the review of the seven approved establishment files, auditors were satisfied that the Authority clearly differentiated between legal requirements and recommendations in correspondence to food business operators in accordance with Annex 6 of the Food Law Code of Practice (Wales).

Recommendation

- 3.9.4 The Authority should:

Carry out food law enforcement in accordance with the relevant Food Law Code of Practice, centrally issued guidance and the Authority's own Enforcement Policy. All decisions on enforcement action, including any reasons for the departure from the criteria set out in the Authority's enforcement policy should be documented.
[The Standard – 15.3 & 15.4]

3.10 Records and Inspection Reports

- 3.10.1 The Authority's records which related to approved food establishments were stored utilising both paper based and electronic database filing methods. File records of seven approved establishments were examined and the records which were available generally contained an appropriate level of detail, including relevant business operation records and information as specified in Annex 12 of the Food Law Practice Guidance (Wales).
- 3.10.2 The paper file records of the seven approved establishment files were well organised and in chronological order.
- 3.10.3 The Authority has in place two methods of reporting on an inspection to the establishment's food business operator. The method was dependant on the number and nature of contraventions. There was no issue with this dual approach as it appeared to be used appropriately. Both forms complied with the requirements of Annex 6 of the Food Law Code of Practice (Wales).
- 3.10.4 Communications with food business operators clearly distinguished between statutory requirements and advice on good practice. There was evidence in the premises files reviewed that the Authority was issuing relevant guidance to the food business operators.

3.10.5 All records in the premises files reviewed had been kept for at least six years.

3.11 Internal Monitoring

3.11.1 The Authority had an internal monitoring procedure. However, it was not fully in accordance with the Food Law Code of Practice or centrally issued guidance.

3.11.2 Auditors were advised that verification checks were undertaken on accompanied visits to approved establishments. However, the auditors did not find any documented evidence of the verification checks and their outcome.

3.11.3 Auditors were informed that the individual performance of officers undertaking enforcement at approved establishments was undertaken during one to one performance review meetings. There was no evidence to verify performance monitoring.

3.11.4 Where the risk rating of an approved establishment was to be changed following an intervention, officers would agree any such changes with the appropriate senior officer.

Recommendations

3.11.5 The Authority should:

- (i) Set up, maintain and implement documented internal monitoring procedures in accordance with the relevant Food Law Code of Practice and centrally issued guidance.
[The Standard – 19.1]
- (ii) Verify its conformance with The Standard, relevant legislation, the Food Law Code of Practice (Wales), relevant centrally issued guidance and the Authority's own documented policies and procedures. [The Standard – 19.2]
- (iii) Ensure that a record be made of all internal monitoring. This should be kept for at least 2 years.
[The Standard – 19.3]

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ANNEX A

ACTION PLAN FOR: ISLE OF ANGELSEY COUNTY COUNCIL

Audit Date: 29 September – 01 October 2009

IMPROVEMENTS PLANNED	BY DATE	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH	COMMENTS
Review and update the current documented procedure for the authorisation of Officers	30 April 2010	3.3.7 (i) The Authority should: Set up, maintain and implement a documented procedure for the authorisation of officers based on their competence and in accordance with the relevant Food Law Code of Practice and any centrally issued guidance. [The Standard – 5.1]	No Comments
Review the current authorisations of officers	30 April 2010	3.3.7 (ii) The Authority shall: Appoint a sufficient number of authorised officers to carry out the work set out in the approved service delivery plan and they shall have suitable qualifications, training and experience consistent with their authorisation and duties in accordance with the relevant Food Law Code of Practice. [The Standard – 5.3]	In a small local authority the ability of management to react to varying environmental health problems is imperative

IMPROVEMENTS PLANNED	BY DATE	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH	COMMENTS
Produce a more detailed Training Plan for authorised Officers, and ensure adequate records are maintained	31 March 2010	3.3.7 (iii) The Authority should: Set up, maintain and implement a documented training programme. The Authority shall ensure the training of all authorised officers and appropriate support staff in the technical and administrative aspects of the work in which they will be involved. Where training is provided, details of the content and objectives of the course, the duration and any assessment made of that training shall be maintained on file. The training given shall depend on the ability, qualifications, experience and responsibility of persons involved and their level of authorisation. [The Standard – 5.4]	A general Training Plan for Authorised Officers does exist, but as the training courses for Food Safety Officers are organised by the FSA, in the main, on an ad hoc basis throughout the year, detailed training information is not usually available at the start of the financial year. Additionally, there is usually a limit on the number of delegates per authority that can attend.
Food Safety Offices to address non compliance issues.	Immediate	3.5.7 The Authority should: Take appropriate follow-up action in respect of all Article 5 non-compliance found in accordance with the Authority's enforcement policy. [The Standard – 7.2 & 7.3]	Complied With

IMPROVEMENTS PLANNED	BY DATE	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH	COMMENTS
<p>Document in the premises file reasons for any departure from the authority's Enforcement Policy</p>	<p>Immediate</p>	<p>3.9.4 The Authority should: Carry out food law enforcement in accordance with the relevant Food Law Code of Practice, centrally issued guidance and the Authority's own Enforcement Policy. All decisions on enforcement action, including any reasons for the departure from the criteria set out in the Authority's enforcement policy should be documented. [The Standard – 15.3 & 15.4]</p>	<p>Documenting personal information regarding FBO may result in subsequent disclosure under the provisions of the Freedom of Information Act. However, in future a record of any departures from policies/procedures will be made in the premises file.</p>
<p>Produce a documented internal monitoring procedure</p>	<p>Immediate</p>	<p>3.11.4 (i) The Authority should: Set up, maintain and implement documented internal monitoring procedures in accordance with the relevant Food Law Code of Practice and centrally issued guidance. [The Standard – 19.1]</p>	<p>Internal monitoring procedure has been produced and is to be forwarded to the FSA. Premises files will not contain details of internal monitoring of staff – these will be kept separately by the PEHO in charge of food safety, as stated in the internal monitoring procedure.</p>

IMPROVEMENTS PLANNED	BY DATE	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH	COMMENTS
Implement formal Internal monitoring	31st December 2009	3.11.4 (ii) The Authority should: Verify its conformance with The Standard, relevant legislation, the Food Law Code of Practice (Wales), relevant centrally issued guidance and the Authority's own documented policies and procedures. The Standard – 19.2]	Record documentation has been produced, as per procedure. However, verification visits by PEHO have been recorded on CIVICA database for some time.
Internal monitoring records to be made and kept for 2 years	31st December 2009	3.11.4 (iii) The Authority should: Ensure that a record be made of all internal monitoring. This should be kept for at least 2 years. [The Standard – 19.3]	Monitoring documentation will be kept for a minimum of 2 years.

ANNEX B

Audit Approach/Methodology

The audit was conducted using a variety of approaches and methodologies as follows:

(1) Examination of LA policies, procedures and linked documents were examined before and during the audit:

- Food Service Delivery Plan 2009/10;
- Authorisation of Officers procedure;
- Food Hygiene Inspections procedure;
- Approved Premises procedure;
- The Authority's Food Law Enforcement procedures;
- Isle of Anglesey Food Sampling Policy and procedure;
- Isle of Anglesey Food Safety Enforcement Policy and related enforcement procedures;
- Monitoring the Quality of Food Hygiene inspections, visit and actions procedure (Internal Monitoring).

(2) File reviews – the following LA files were reviewed during the audit:

- Approved establishment files;
- Establishment inspection records;
- Officer training records;
- Food complaint records;
- Food sampling records.

(3) Database records

- Food premises database records relating to approved establishments and records of complaints relating to approved establishments.

(4) Officer interviews – the following officers were interviewed:

- Audit Liaison Officer (ALO);
- 1 Officer authorised to inspect approved establishments.

(5) On site verification check:

- Site visit with the Authority's officers to two approved establishments.

ANNEX C

Glossary

Agricultural Analyst	A person holding the prescribed qualifications, who is formally appointed by a local authority to analyse feedingstuffs samples.
Approved premises	Food manufacturing premises that has been approved by the local authority, within the context of specific legislation, and issued a unique identification code relevant in national and/or international trade.
Authorised officer	A suitably qualified officer who is authorised by the local authority to act on its behalf in, for example, the enforcement of legislation.
Best Value	<p>A Government policy which seeks to improve local government performance in the delivery of services to local communities – from education and care for the elderly through to environmental health and road maintenance. Best Value aims to ensure that the cost and quality of these services are of a level acceptable to local people by:</p> <ul style="list-style-type: none">• increasing the role of local people in deciding the priorities for local government services• improving the way authorities manage and review their business• building on the experience and expertise of staff. <p>* In Wales this has recently been replaced by the Wales Programme for Improvement</p>
Border Inspection Post	Point of entry into the UK from non-EU countries for products of animal origin.
Codes of Practice	Government Codes of Practice issued under Section 40 of the Food Safety Act 1990 as guidance to local authorities on the enforcement of food legislation.
Enforcement Concordat	Government guidance setting out principles and procedures of good enforcement which local authorities may adopt. Developed in consultation with businesses, local and central government,

consumer groups and other interested parties. It sets out what businesses and others being regulated can expect from enforcement officers.

Environmental Health Officer (EHO) Officer employed by the local authority to enforce food safety legislation.

Feedingstuffs Term used in legislation to describe feed mixes for farm animals and pet food.

Food Examiner A person holding the prescribed qualifications who undertakes microbiological analysis on behalf of the local authority.

Food Hazard Warnings This is a system operated by the Food Standards Agency to alert the public and local authorities to national or regional problems concerning the safety of food.

Food hygiene The legal requirements covering the safety and wholesomeness of food.

Food standards The legal requirements covering the quality, composition, labelling, presentation and advertising of food, and materials in contact with food.

Framework Agreement The Framework Agreement consists of:

- Food Law Enforcement Standard
- Service Planning Guidance
- Monitoring Scheme
- Audit Scheme

The **Standard** and the **Service Planning Guidance** set out the Agency's expectations on the planning and delivery of food law enforcement.

The **Monitoring Scheme** requires local authorities to submit quarterly returns to the Agency on their food enforcement activities i.e. numbers of inspections, samples and prosecutions.

Under the **Audit Scheme** the Food Standards Agency will be conducting audits of the food law enforcement services of local authorities against the criteria set out in the Standard.

Full Time Equivalents (FTE)	A figure which represents that part of an individual officer's time available to a particular role or set of duties. It reflects the fact that individuals may work part-time, or may have other responsibilities within the organisation not related to food enforcement.
HACCP	Hazard Analysis Critical Control Point – a food safety management system used within food businesses to identify points in the production process where it is critical for food safety that the control measure is carried out correctly, thereby eliminating or reducing the hazard to a safe level.
Home Authority	An authority where the relevant decision making base of an enterprise is located and which has taken on the responsibility of advising that business on food safety/food standards issues. Acts as the central contact point for other enforcing authorities' enquiries with regard to that company's food related policies and procedures.
Improvement Notice	A notice served by an Authorised Officer of the local authority under Section 10 of the Food Safety Act 1990, requiring the proprietor of a food business to carry out suitable works to ensure that the business complies with the requirements of food hygiene or food processing legislation.
Inter Authority Auditing	A system whereby local authorities might audit each others' food law enforcement services against an agreed quality standard.
Member forum	A local authority forum at which Council Members discuss and make decisions on food law enforcement services.
OCD returns	Returns on local food law enforcement activities required to be made to the European Union under the Official Control of Foodstuffs Directive.
Originating Authority	An authority in whose area a business produces or packages goods or services and for which the Authority acts as a central contact point for other enforcing authorities' enquiries in relation to the those products

Port Health Authority	A local authority within whose boundaries there is a point of entry into the UK for imported foods.
Public Analyst	An officer, holding the prescribed qualifications, who is formally appointed by the local authority to carry out chemical analysis of food samples.
Risk rating	A system that rates food premises according to risk and determines how frequently those premises should be inspected. For example, high risk hygiene premises should be inspected at least every 6 months.
Service Plan	A document produced by a local authority setting out their plans on providing and delivering a food service to the local community.
Trading Standards	The Department within a local authority which carries out, amongst other responsibilities, the enforcement of food standards and feeding stuffs legislation.
Trading Standards Officer (TSO)	Officer employed by the local authority who, amongst other responsibilities, may enforce food standards and feeding stuffs legislation.
Unitary Authority	A local authority in which all the functions are combined, examples being Welsh Authorities and London Boroughs. A Unitary Authority's responsibilities will include food hygiene, food standards and feeding stuffs enforcement.