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

**Rhondda Cynon Taf County  
Borough Council**

**08 – 10 December 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](http://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](http://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 Rhondda Cynon Taf County Borough Council. The Authority was one of 10 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 it had 12 approved establishments, which matched the profile of this focused audit. The Agency wrote to local during January 2009 requesting copies of documentation relating to all food establishments approved by the authority under the provision of Regulation (EC) No. 853/2004. Complete and correct approval documents were not made available at the time they were requested and numerous attempts were made by the Agency to obtain all the relevant documents.
- 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](http://www.food.gov.uk/enforcement/auditandmonitoring) . Hard copies are available from Food Standards Agency Wales, 11<sup>th</sup> 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 food controls implemented by Rhondda Cynon Taf County Borough 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 authorities 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 (Wales) 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 Rhondda Cynon Taf County Borough Council is situated in the south east of Wales and has an estimated population of 233,900, and in terms of populations is the second largest of the 22 Unitary authorities in Wales.

The area covers 44,000 hectares and stretches from Treherbert to Maerdy at the top of the Rhondda Valleys to Penderyn in the Brecon Beacons National Park. The two main towns in the south of the authority are Pontypridd and Talbot Green.

- 1.1.6 As of 01 February 2009 the authority had 1,949 food premises in the food premises database. In the Authority's Food Service Plan for 2009/10 there were 1,153 premises, including 12 product approved premises, requiring food hygiene interventions.
- 1.1.7 The on-site element of the audit took place at the Authority's offices, Ty Elai, Dinas Powys Isaf East, Williamstown, Tonypany, CF40 1NY, between 08 and 10 December 2009. The on-site element also included reality checks at 2 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 identified variations from the 2008/09 plan and the area for improvement during the course of the year. The plan was subject to an annual review. The Food Service Plan had been approved by the appropriate member forum.
- 2.2 The Authority maintained a documented procedure for the authorisation of officers. A review of individual authorisations indicated that officers undertaking inspections / interventions at approved establishments were suitably qualified and experienced.
- 2.3 The Authority had set up and maintained a control system for all its documented policies and procedures. Documents could only be amended or updated by the Food and Health and Safety Manager or the Senior Environmental Health Officer, Food and Health and Safety. All enforcement staff had read only access to the documents.
- 2.4 The food sampling programme included in the sampling procedure, indicated that sampling would be undertaken in accordance with the sampling guidelines produced by the Welsh Food Microbiological Forum.
- 2.5 Auditors found little evidence in the majority of files reviewed of sampling at approved establishments being undertaken by the Authority or the Food Business Operator.
- 2.6 The Authority maintained records of training completed by all officers undertaking enforcement work in food premises. These indicated that the officers had received the minimum 10 hours food related training.
- 2.7 From the 2 reality checks undertaken it was evident that there was a marked difference in compliance in the two approved establishments. Officers were strongly advised by the auditors during the on-site audit that urgent enforcement action to achieve compliance was appropriate in one of the establishments.
- 2.8 Auditors found evidence that re-approval under Regulation (EC) No. 853/2004 had been undertaken in accordance with the legislation and centrally issued guidance in 3 of the 5 files reviewed. In the other 2 files, although re-approval had not been in accordance with the legislation, subsequent action had remedied this.



### **3.0 Audit Findings**

#### **3.1 Organisation and Management**

- 3.1.1 Food Law Enforcement was undertaken within the Food and Health and Safety Team of the Public Health and Protection Section of Rhondda Cynon Taf County Borough Council. The Team was also responsible for the enforcement of health and safety and communicable disease control.
- 3.1.2 The Authority had produced a Food Safety Plan for 2009/10 in accordance with the Service Planning Guidance in the Framework Agreement. The Plan had been approved by the appropriate member forum.
- 3.1.3 The aim of the service as identified in the Food Service Plan was: *“To protect and enhance the health, safety and economic well being of businesses and consumers by means of enforcement education and advice”*.
- 3.1.4 A review of the 2008/09 Food Service Plan had been carried out. This identified that 99.7% of high risk food hygiene inspections had been achieved. An administrative error was identified as being the reason why the target of 100% was not attained and the shortfall was included in the 2009/10 programme.

#### **3.2 Review and updating of Documented Policies and Procedures**

- 3.2.1 The Authority had undertaken a review and update of the following policies and procedures during 2009:
- Approval and inspection of Establishments handling Products of Animal Origin – June 2009
  - Food Hygiene Inspection Procedures – July 2009
  - Sampling and Analysis or Examination Procedures – October 2009
  - Food Incidents and Hazards Procedure – July 2009
  - Enforcement Procedure – July 2009
  - Corporate Enforcement Policy – July 2009
- 3.2.2 The Authority had set up and maintained a control system for all documented policies and procedures. All Enforcement staff had access to the documents on a read only basis and they could only be amended or updated by the Food and Health and Safety Manger and the Senior Environmental Health Officer, Food and Health and Safety.



### **3.3 Authorised Officers**

- 3.3.1 The Authority had set up and maintained an authorisation procedure for the authorisation of officers and it included references to the Authority's Scheme of delegation. Powers of authorisation had been granted to the Authority's Chief Officers.
- 3.3.2 Under the requirements for the authorisation of officers Chief Officers were to consider the level of authorisation for each individual officer on the basis of the officer's qualifications and level of experience in food related matters.
- 3.3.3 In accordance with the Food Service Plan for 2009/10, the Authority had appointed a sufficient number of suitably qualified enforcement officers to deliver its food safety enforcement service. The Authority had also appointed an acting lead officer for food hygiene who, in the absence of the substantive post holder, had the appropriate qualifications and experience to undertake that role.
- 3.3.4 A review of qualifications, experience and training records of the 10 officers undertaking enforcement in approved establishments indicated that they were appropriately authorised to undertake the enforcement work as outlined in their individual authorisations.
- 3.3.5 The Authority's authorisation procedure required that training was identified on an annual basis via each officer's personal development interview and the agreed training needs incorporated into the section plan. Auditors reviewed the plan for 2009/10 and it included a training programme for individual enforcement officers.
- 3.3.6 A review of training undertaken by officers involved in enforcement work in approved establishments indicated that they had completed the requisite 10 hours of food related training during 2009. All training had been documented and kept on individual files.

### **3.4 Food Premises Database**

- 3.4.1 The Authority had set up, maintained and implemented a database of the food premises in its area.
- 3.4.2 The Authority had developed a procedure, which was electronically based, for its documented policies and procedures to ensure that the food database was up to date.
- 3.4.2 A review of records of the 5 approved establishments files was conducted using the Authorities electronic database. The information 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 Plan included the registered premises profile for the Authority by premises type. Approved establishments were included within the profile, and reference was made to the fact that the Authority had 12 approved establishments. During 2009, 2 establishments had their Approvals withdrawn and the Agency had been notified .
- 3.5.2 Approval information supplied on the pre-visit questionnaire was consistent with the information held by the Agency.
- 3.5.3 It was evident from the 5 files examined that 2 had only been approved under Regulation (EC) No. 853/2004 in 2009 and not at the first programmed inspection after 1<sup>st</sup> January 2006 as they should have been. In December 2005 the Agency had issued guidance to all local authorities on the new regulation and the requirement to undertake re-approvals on the first inspection post 01 January 2006. The Authority had undertaken inspections at the premises since initial approval in accordance with the Code of Practice, but had not formally re-approved the establishments as required under the new legislation. The food business operators were subsequently notified of the change in legislation in October and November 2009.
- 3.5.4 The Authority had developed a Food Hygiene Inspection Procedure (updated July 2009) for the inspection of all food premises, and a separate procedure for the approval and inspection of establishments handling products of animal origin which was updated in June 2009. The Authority had also produced comprehensive aides-memoir in order for enforcement officers to undertake a full assessment of approved establishments during inspections / interventions.
- 3.5.5 Auditors undertook visits to 2 approved establishments with enforcement officers from the Authority during the on-site visit. The purpose of the visits was to verify information gathered from the file records checks and officer interviews and to assess the official controls implemented by the Authority at the establishments.
- 3.5.6 From the evidence of the files and the visits to the 2 approved establishments It was noted that officers involved in enforcement at the establishments undertook assessment of the food safety management systems based on HACCP principles.
- 3.5.7 However, the difference in compliance with food law in the 2 establishments visited was marked. In the first of the two premises visited auditors noted issues of non-compliance, and in particular, unsatisfactory level of cleanliness and unacceptable structural defects. From the review of the file auditors noted that the premises had been the subject of enforcement action by the Authority, including prosecution and the service of hygiene improvement notices. The structural condition of the premises had been noted on numerous occasions by enforcement officers.

3.5.8 In the second establishment visited auditors found that there was evidence from both the file and the visit itself, of an excellent working relationship between the Food Business Operator and the Authority's Officers undertaking inspection/intervention at the establishment. Competent and comprehensive inspections were being undertaken with matters drawn to the attention of the Food Business Operator being addressed appropriately.

3.5.9 From the 5 establishment files reviewed the auditors were satisfied that observations made during inspections had been recorded in a timely manner and that inspection records were retrievable.

#### 3.5.10 Recommendations

The Authority shall:

(i) inspect and approve the relevant premises in accordance with the relevant legislation, Food Law Code of Practice (Wales), centrally issued guidance and the Authority's policies and procedures.

[The Standard – 7.2]

(ii) assess the compliance of premises and systems in their area to the legally prescribed standard

(iii) take consistent action on any 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 a documented policy for the investigation of complaints relating to both food and food premises.

3.6.2 In the approved premises files reviewed Auditors found that complaints regarding food or approved establishments had been dealt with appropriately and in accordance with the Food Law Code of Practice (Wales), centrally issued guidance and the Authority's policies and procedures.

### 3.7 Food Safety Incidents

3.7.1 The Authority had developed a documented Food Incidents and Hazards Procedure which set out how it would respond to food alerts and other food incidents in accordance with the Food Law Code of Practice (Wales). The procedure detailed the out of hours service. Officers undertaking out of hours work possess contact numbers for all officers within the Food Safety Team.

3.7.2 Auditors did not find any incidents in the approved premises files reviewed That necessitated a report to the Agency. Any incidents are entered onto the Authority's computer system which holds the premises database.

3.7.3 Food Alerts from the Agency were received by all operational managers and staff within the Food Safety Team. Responsibility for dealing with Food Safety Alerts rested with Senior Environmental Health officer in the Food Safety Section who determined the course of action to be taken. Details of action undertaken were stored in hard copy and then entered onto the electronic database system.

### 3.8 Enforcement

3.8.1 The Authority had developed a corporate Enforcement Policy to which all authorised enforcement officers had to have regard. In addition the Authority had developed an enforcement procedure for the Public Health and Protection Section which covered the day to day enforcement activities such as written warnings and service of The corporate enforcement policy was in accordance with the Food Law Code of Practice (Wales), the Enforcement Concordat and other official guidance. It had been approved by the relevant members forum.

3.8.2 A review of a Hygiene Improvement Notice issued in respect of one of the approved premises confirmed that it had been correctly served by an appropriately authorised officer. However, the wording in one of the items in schedule A of the notice where reference was made to “cleaning and keeping clean” was inappropriate and the remedy in schedule B was therefore also inappropriate, and had not therefore been written in accordance with the Food Law Code of Practice (Wales).

3.8.3 In one of the approved premises files reviewed and which was also the subject of a reality check auditors noted from the premises history, that a number of contraventions had been raised on more than one occasion with the business operator.

3.8.4 In 2 of the approved premises files reviewed auditors found correspondence dated October and November 2009 respectively, sent to Food Business Operators informing them of a change in legislation in 2006. Both premises should have been re-approved at the first inspection / intervention after 01 January 2006.

3.8.5 Auditors noted that revisits had been carried out on a number of occasions to assess remedial work required to address issues of non-compliance. However, in one instance it was noted that the Food Business Operator had been informed that a revisit was not to be undertaken, even though significant issues of non-compliance had been identified during the inspection. Officers in considering revisits were to refer to Appendix 5 of the Food Safety Inspection Policy in order to inform their decision. Revisits should always be considered. The reason for the deviation from policy had not been noted.

### 3.8.6 Recommendation

The Authority shall:

- (i) ensure that Hygiene Improvement Notices are written in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance [The Standard – 15.3]
- (ii) undertake appropriate enforcement action in line with its own enforcement policy [The Standard – 15.4]

## 3.9 Food Sampling

3.9.1 The Authority had developed a Sampling for Analysis and Examination procedure for food sampling, the latest version of which was October 2009.

3.9.2 The Procedure indicated that samples were taken for several reasons including sampling from approved premises for end testing, durability testing, or any other requirements deemed necessary by the inspecting officer. However, in the 5 approved premises files reviewed, there was little evidence of sampling either by the Food Business Operator the Authority.

3.9.3 The Sampling for Analysis or Examination Procedure referred to the shopping basket sampling programme and LACORS sampling programme. However, a sampling programme for the Authority was not available to the Auditors.

### 3.9.4 Recommendation

The Authority shall:

carry out sampling in its approved establishments in accordance with its documented sampling procedure.  
[The Standard – 12.6]

## 3.10 Records and Inspection Reports

3.10.1 The Authority's records which related to approved establishments were stored utilising both electronic and paper based filing methods. The 5 file records considered by the auditors were well presented and generally contained the necessary information as required in Annex 12 of the Food Law Code of Practice (Wales). Inspections had been conducted at appropriate intervals as required by the Food Law Code of Practice (Wales). Records had been kept

for the minimum 6 year period.

3.10.2 A review of 5 of the approved establishment files confirmed that food safety management systems based on HACCP principles were a core element of inspections. Relevant information on food hygiene training for staff was also recorded. Other significant issues considered during inspections included pest control, temperature control and the identification marking of products.

3.10.3 The file reviews confirmed that a report form was routinely left with Food Business Operators at the end of an inspection. Where appropriate, letters were sent to the Food Business Operator following an inspection setting out those matters that required attention in order to secure compliance. Letters clearly distinguished between legal requirements and recommendations on good practice.

### 3.11 Internal Monitoring

3.11.1 The Authority had drawn up and implemented a management system to monitor the quality, consistency and nature of enforcement work that was undertaken by officers. The document was in accordance with the Food Law Code of Practice (Wales) and had been reviewed in July 2009.

3.11.2 Internal monitoring was undertaken by Senior Management on a monthly basis. Details of the monitoring findings were recorded on an internal monitoring sheet and retained on file for a minimum of two years. The policy required a review of 10% of officer workload (including approved establishments) to be undertaken during the course of a year. In addition to this a Senior Manager undertook an accompanied visit with an officer at least annually. Records of the accompanied visits were also kept on file and auditors reviewed completed monitoring forms of the 5 files reviewed.

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**Annex A**

**ACTION PLAN FOR: RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL**

**Audit Date: 08 – 10 December 2009**

<b>IMPROVEMENTS PLANNED</b>	<b>BY DATE</b>	<b>TO ADDRESS (RECOMMENDATIONS INCLUDING STANDARD PARAGRAPH)</b>	<b>COMMENTS</b>
<p>(i) Inspections and approval of relevant premises are undertaken in accordance with relevant policies.</p> <p>(ii) Compliance of premises and systems is assessed to the prescribed standards</p> <p>(iii) Appropriate action is taken on any non-compliance in accordance with the Council's Enforcement Policy</p>	<p>Action undertaken</p>	<p>3.5.10 Recommendations</p> <p>The Authority shall:</p> <p>(i) inspect and approve the relevant premises in accordance with the relevant legislation, Food Law Code of Practice (Wales), centrally issued guidance and the Authority's policies and procedures. [The Standard – 7.2]</p> <p>(ii) assess the compliance of premises and systems in their area to the legally</p>	<p>We plan and aim to do so.</p> <p>An inspection programme is in place and is delivered on time.</p> <p>Only appropriately qualified and authorised officers carry out inspections and they do so in accordance with the legislation and statutory guidance.</p> <p>Officers have been trained on and have access to the Council's Enforcement Policy.</p> <p>All infringements are reported to SEHO and 10% checks are made on files to test whether infringements are being</p>



		<p>prescribed standard.</p> <p>(iii) take consistent action on any non-compliance found in accordance with the Authority's enforcement policy. [The Standard – 7.3]</p>	<p>reported when they should be.</p> <p>Prosecution files are checked by SEHO. PEHO and Head of Community Protection and referred to Legal prior to information being laid.</p>
<p>(i) Hygiene Improvement Notices are written in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance</p> <p>(ii) enforcement action is undertaken in line with the Council's Enforcement Policy</p>	Action undertaken	<p>3.8.6 Recommendation</p> <p>The Authority shall:</p> <p>(i) ensure that Hygiene Improvement Notices are written in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance [The Standard – 15.3]</p> <p>(ii) undertake enforcement action in line with its own enforcement policy [The Standard – 15.4]</p>	<p>We plan and aim to do so.</p> <p>Officers are properly trained and authorised to draft Food Hygiene Notices and they refer to Statutory Guidance.</p> <p>All Food Hygiene Notices are checked by a SEHO before they are dispatched.</p> <p>Officers have been trained on and have access to the Council's Enforcement Policy.</p> <p>All infringements are reported to SEHO and 10% checks are made on files to test whether infringements are being reported when they should be.</p> <p>Prosecution files are checked</p>

			by SEHO. PEHO and Head of Community Protection and referred to Legal prior to information being laid.
A sampling programme will be introduced for relevant Approved Premises.	End of February 2010	<p>3.9.4 Recommendation</p> <p>The Authority shall:</p> <p>carry out sampling in its approved establishments in accordance with its documented sampling</p>	<p>We are satisfied that the in house sampling undertaken by 9 of the 10 approved premises in the Borough is adequate and that there is no need for us to duplicate sampling.</p> <p>There is a need to intervene in one premises. We shall</p>

		procedure. [The Standard – 12.6]	carryout a sampling programme for these premises
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## **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;
- Food Incidents and Hazards procedure;
- The Authority's Corporate Enforcement policy;
- Food Law Enforcement procedure;
- Food Complaints Investigation procedure;
- Internal Monitoring procedure;
- Food Sampling policy and plan.

(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 visits 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"><li>• increasing the role of local people in deciding the priorities for local government services</li><li>• improving the way authorities manage and review their business</li><li>• building on the experience and expertise of staff.</li></ul> <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	<p>The Framework Agreement consists of:</p> <ul style="list-style-type: none"> <li>• Food Law Enforcement Standard</li> <li>• Service Planning Guidance</li> <li>• Monitoring Scheme</li> <li>• Audit Scheme</li> </ul> <p>The <b>Standard</b> and the <b>Service Planning Guidance</b> set out the Agency's expectations on the planning and delivery of food law enforcement.</p> <p>The <b>Monitoring Scheme</b> requires local authorities to submit quarterly returns to the Agency on their food enforcement activities i.e. numbers of inspections, samples and prosecutions.</p> <p>Under the <b>Audit Scheme</b> 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.</p>
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.