

Food Standards Agency in Wales

Report on the Focused Audit of Local Authority Assessment of Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs in Food Business Establishments

**Blaenau Gwent County Borough Council
06 – 09 December 2010**

Foreword

Audits of Local Authorities food law enforcement services are part of the Food Standards Agency's arrangements to improve consumer protection and confidence in relation to food and feed. These arrangements recognise that the enforcement of UK food law relating to food safety, hygiene, composition, labelling, imported food and feeding stuffs is largely the responsibility of Local Authorities. These Local Authority regulatory functions are principally delivered through Environmental Health and Trading Standards Services. 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 attached audit report examines the Local Authority's Food Law Enforcement Service. The assessment includes the local arrangements in place for Officer training, competency and authorisation, particularly on Hazard Analysis and Critical Control Point (HACCP) principles, inspections of food businesses and internal monitoring. The audit focused on the Local Authority's training provision to ensure that all Officers who check HACCP and HACCP based plans, including those responsible for overseeing the work of those Officers, have the necessary knowledge and skills. Also, that existing inspection arrangements and processes to assess and enforce HACCP related food safety requirements in food businesses are adequate, risk based, and able to effect any changes necessary to secure improvements.

Agency audits assess Local Authorities' conformance against the Food Law Enforcement Standard ("The Standard"), the 5th revision of which was published in April 2010 by the Agency as part of the Framework Agreement on Official Feed and Food Controls by Local Authorities and is available on the Agency's website at: <http://www.food.gov.uk/multimedia/pdfs/enforcement/frameworkagreementno5.pdf>

It should be acknowledged that there may be considerable diversity in the way and manner in which Local Authorities may provide their food enforcement services reflecting local needs and priorities.

The main aim of the audit scheme is to maintain and improve 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 provide information to inform Agency policy on food safety, standards and feeding stuffs. Parallel Local Authority audit schemes are implemented by the Agency's offices in all of the countries comprising the UK.

For assistance, a glossary of technical terms used within this audit report can be found at Annex C.

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1.0 Introduction

- 1.1 This report records the results of an audit at Blaenau Gwent County Borough Council with regard to food hygiene enforcement, under relevant headings of The Standard in The Framework Agreement on Official Feed and Food Controls by Local Authorities. The audit focused on the Authority's arrangements for the management of food premises inspections, enforcement activities and internal monitoring. The report has been made available on the Agency's website at:
www.food.gov.uk/enforcement/auditandmonitoring/auditreports.

Reason for the Audit

- 1.2 The power to set standards, monitor and audit Local Authority food law enforcement services was conferred on the Food Standards Agency by Section 12 the Food Standards Act 1999 and Regulation 7 of The Official Feed and Food Controls (Wales) Regulations 2009. This audit of Blaenau Gwent County Borough Council was undertaken under section 12(4) of the Act, and Regulation 7(4) of the Regulations as part of the Food Standards Agency in Wales audit programme.
- 1.3 Blaenau Gwent County Borough Council was selected as one of the smaller urban unitary authorities. The enforcement officers work from a home base and the authority was selected to enable an assessment to be made as to how the service is delivered and to consider the wider issues of consistency and monitoring.

Scope of the Audit

- 1.4 The audit covered the Local Authority services for the delivery of official controls in relation to Regulation (EC) No 852/2004 on the hygiene of foodstuffs. In particular:
- The provision and adequacy of officer training on HACCP principles and the validation and verification of food safety management systems based on HACCP principles;
 - The means by which the Local Authority ensures that officers are competent to effectively assess food safety management systems based on HACCP principles;
 - The implementation and effectiveness of intervention activities including food safety management systems based on HACCP principles at food business premises;
 - The maintenance and management of appropriate records in relation to enforcement activity at food businesses, including the detailed assessment of food safety management systems based on HACCP principles;

- Internal monitoring arrangements.
- 1.5 The audit examined the Authority's arrangements for authorisation and training of officers, interventions and internal monitoring. It looked specifically at the assessment of food safety management systems based on HACCP principles. In addition reality or verification checks at selected food premises were carried out to observe how the Authority's officers assessed HACCP compliance.
 - 1.6 During the onsite audit visit, Auditors undertook an assessment of how funds provided by the Agency had increased compliance with food safety management systems based on HACCP principles.
 - 1.7 The audit examined key food hygiene law enforcement systems and arrangements to determine that they were effective in supporting business compliance, and that local enforcement was managed and delivered effectively.
 - 1.8 The onsite element of the audit took place at the Authority's offices at Anvil Court, Church Street, Abertillery on 6th – 9th December 2010.

Background

- 1.9 Blaenau Gwent County Borough Council is one of the smallest of the 22 Welsh Unitary Authorities. Its boundary stretches from the Heads of the Valleys in the north to Llanhilleth in the south. It shares boundaries with Caerphilly County Borough Council in the south and west, Monmouthshire County Council in the east and Powys County Council in the north and west.
- 1.10 The County Borough provides services for approximately 68,900 people who live in an area covering around 10,876 hectares. The area incorporates the towns of Tredegar, Ebbw Vale, Brynmawr, Nantyglo, Blaina and Abertillery with a number of smaller villages and is predominantly rural uplands and hills, bordered in the north west by the moorlands of the Brecon Beacons National Park.
- 1.11 Food hygiene enforcement is carried out by officers of the Food and Occupational Health Service which sits in the Public Protection Division of the Environment Corporate Directorate. The Team Leader – Food and Occupational Health Team reports directly to the Head of Environmental Health and Private Sector Housing, one of 4 Heads of Service in the Public Protection Division. Since reorganisation in 1996 the County Borough has a Cabinet Style structure, with the Cabinet member for Environment having responsibility for the Public Protection Division.
- 1.12 The profile of the County Borough's food businesses by risk rating for food hygiene only, as indicated in the Food Law Enforcement Service Plan for 2010/11 was as follows:

Risk Rating Category	Number of premises
A	8
B	62
C	227
D	88
E	156
Unrated	23
Total number of food premises	564

and by Category of Premises was as follows:

Premises category	Number of Premises (at 01/04/10)
Primary Producers	1
Manufacturers & Packers	13
Importers/ Exporters	0
Distributors/Transporters	4
Retailers	154
Restaurants/Caterers	392
Total	564

- 1.13 The number of staff in the Food and Occupational Safety Team authorised to undertake food law enforcement at the time of audit was 3.85 Full Time Equivalent Officers are home based and have full access to the Authority's online network and procedures from their laptops.
- 1.14 The overall aim of the food safety service, as indicated in the Food Service Delivery Plan for 2010/11 is to ensure that *"all food produced and/ or sold within the County Borough is safe to eat, and does not involve any unfair trading practices which prejudice the consumer or other businesses"*.

2.0 Executive Summary

- 2.1 The Authority had developed and implemented a detailed Food Law Enforcement Service Plan for 2010-2011 which satisfied the Service Planning Guidance in the Framework Agreement. The plan had been approved by the appropriate member forum.
- 2.2 Most officers had been authorised in accordance with their qualifications, training and experience. However 1 officer had been authorised to undertake work at a level above their experience and competence in a deviation from the Authority's documented procedure on the authorisation of officers. Auditors were unable to evidence that the officer was only allocated work at a level commensurate with their experience and competence as required by the Food Law Code of Practice (Wales). However, the Authority provided auditors with a list of premises assigned to that officer after the onsite visit. The list did not contain any premises with a Category A or B risk rating.
- 2.3 Individual officers' training needs were not identified as part of their annual performance review as these had not been conducted recently. However, training records contained evidence that each Officer had completed the required minimum 10 hours relevant training in the last year.
- 2.4 The Service had developed and implemented a wide range of documented policies and procedures covering its food law enforcement responsibilities, including the authorisation of officers. However, at the time of the audit there was no documented policy for internal monitoring. Auditors were unable to evidence any records of internal monitoring being undertaken
- 2.5 These documents were available to all Officers in electronic format on a read only basis to ensure that only latest and most up to date documents were available. However, none of the documents had been reviewed on a regular basis as indicated in the documented procedure for the control and review of documented policies and procedures.
- 2.6 Auditors reviewed 7 food premises files during the onsite audit. Food business operators were provided with clearly worded reports or letters confirming the findings from inspections, differentiating between legal requirements and advice. The aide-memoire used for capturing information during an inspection/intervention was comprehensive and appropriate. Some revisits were not recorded and therefore auditors were unable to evidence if any legally required works had been completed.
- 2.7 The Authority had undertaken a full range of enforcement from warning letters to Hygiene Improvement Notices to prosecutions. During the verification visits undertaken as part of the onsite audit process it was evidenced that officers paid particular attention to food safety management systems based on HACCP principles. This was recorded on the premises file.

- 2.8 It was evident from audit checks that Officers were taking a graduated approach to enforcement and actively worked with businesses to achieve compliance. The information reviewed relating to Hygiene Improvement Notices and prosecutions identified that the enforcement decisions reached were appropriate to the contraventions identified and secured appropriate improvements in compliance.
- 2.9 The Authority had received Agency funding over the last 3 years for a number of specialised projects such as 1:1 coaching for selected FBO's as well as producing a county wide newsletter for all FBO's. Of 5 files checked by auditors, in terms of overall compliance, 1 premises had improved, 2 remained the same and 2 were less compliant.

3.0 Audit Findings

3.1 Organisation and Management

Strategic Framework, Policy and Service Planning

- 3.1.1 The Authority had drawn up, developed and implemented a detailed Food Safety Service Delivery Plan for 2010/11, which satisfied the Service Planning Guidance in the Framework Agreement.
- 3.1.2 A performance review of its service plan had been undertaken by the Authority. It had been approved by the appropriate member forum in November 2010.
- 3.1.3 In the review, the variance from the previous year's plan had been highlighted i.e. the lack of documented procedures and quality management systems. The plan indicated that this would be rectified by the beginning of the next financial year (April 2011).

Documented Policies and Procedures

- 3.1.4 The Authority had not reviewed all of its documented policies and procedures.
- 3.1.5 Auditors were presented with a documented procedure for the updating and reviewing of its documented policies and procedures during the onsite visit. The procedure was dated 7th December 2010. There had not been regular reviews of the Authority's documented policies and procedures and this had been highlighted as a variance in the Authority's Food Safety Service Delivery Plan for 2009/10. Auditors found that in some cases policies and procedures had not been reviewed for 3 years, for example the enforcement policy and the internal monitoring policy.
- 3.1.6 The Food Safety and Occupational Health Manager had editorial rights on the documents and officers could gain access to documents on a read only basis to ensure that the latest documents only were accessible.

Recommendation

3.1.7 The Authority shall:

Ensure that all documented policies and procedures for each of the enforcement activities covered by The Standard are reviewed at regular intervals, and whenever there are changes to legislation or centrally issued guidance.
[The Standard – 4.1]

Officer Authorisations and Training

- 3.1.8 The Authority had set up, maintained and implemented an appropriate documented procedure for the authorisation of officers based on their competence and in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance.
- 3.1.9 The Authority, having responsibility for the enforcement of food hygiene had appointed an appropriately qualified officer with specialist knowledge to have lead responsibility for food hygiene.
- 3.1.10 From the records checked, all officers including the Manager had received the required minimum of 10 hours relevant food training in the last year based on the principles of continuing professional development in accordance with the Food Law Code of Practice (Wales).
- 3.1.11 Audit checks confirmed that records of all Officers' qualifications were maintained and copies of relevant qualification and training certificates had been retained by the Authority.
- 3.1.12 Checks on the training records and evidence seen of officers' qualifications confirmed that officers were appropriately authorised in accordance with their qualifications, training and experience and in accordance with the Food Law Code of Practice (Wales). However, 1 officer had been authorised to undertake duties for which they were not appropriately experienced or qualified. This deviated from the Authority's own policy on authorisations. At the time of the audit visit auditors were unable to evidence any information to indicate whether or not this officer had carried out official controls in premises which were appropriate for their qualifications and experience. However, following the visit the Authority provided auditors with a list of premises assigned to that officer. None of the premises were within Category A or B risk rating.

Recommendation

3.1.13 The Authority shall:

- (i) ensure that the level of authorisation and duties of officers shall be consistent with their qualifications, training, experience and the Food Law Code of Practice (Wales).

[The Standard – 5.3]

- (ii) implement the Authority's documented procedure for the authorisation of officers based on their competence and in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance.

[The Standard – 5.1]

Training in HACCP

- 3.1.14 Auditors found evidence that all officers involved in undertaking official controls in food premises had undergone training in HACCP principles. One of the officers had attended a 5 day training course, others had attended an Agency funded 3 day course or had attended HACCP courses which included auditing of HACCP systems.
- 3.1.15 In addition all officers had attended the "Evaluation of HACCP Systems" course funded by the Food Standards Agency.

3.2 Food Premises Inspections

- 3.2.1 File and database checks confirmed that the Authority was implementing a risk based food premises intervention programme in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance. The Authority had achieved 100% of food premises inspections that should have been carried out for higher risk (Categories A – C) in 2009/10.
- 3.2.2 A total of 7 food premises files were examined during the onsite visit. The hand written records of inspection were generally kept in hard copy only and the FBO letter was in both hard copy and electronic formats. The Authority had assessed the compliance of establishments and there was evidence of an effective assessment of food business operator (FBO) compliance with Article 5 of Regulation (EC) No 852/2004.
- 3.2.3 The assessments had a clear focus on relevant food safety hazards, including temperature control, cross contamination, cleaning materials and cleaning methods.

Inspection Reports and Records

- 3.2.4 The Authority had drawn up an inspection aide-memoire to record inspection findings. This facilitated a structured approach to the inspection and information gathering in order for a full assessment of the premises to be undertaken. In relation to the inspection gathering the Auditors would encourage completion of the comment box in order that comprehensive information on all inspections was recorded providing a full picture of the premises and to inform officers undertaking the next inspection. In addition a question to ascertain whether the premises is on mains or private water supplies would be advisable.
- 3.2.5 Food business operators were provided with clearly worded reports confirming the main findings from inspections. Inspection report letters were in accordance with Annex 6 of the Food Law Code of Practice (Wales).
- 3.2.6 Some reports had ambiguously worded timescales e.g “as soon as possible” for the food business operator to undertake remedial works or corrective actions. In other reports the FBO was asked to complete the works required “immediately” or “within 2 weeks” but no record was on file to show auditors if this was ever checked upon or ever having been dealt with.
- 3.2.7 Auditors undertook a review of 5 food complaints received by the Authority. The complaints had been dealt with appropriately and promptly. However, the template for the standard letter to the complainant did not contain details of the date the complaint was received by the Authority nor the date the investigation was concluded.
- 3.2.8 Auditors examined 7 paper based food files and found that records had been kept for at least 6 years as required by The Standard.

Recommendation

3.2.9 The Authority shall:

maintain up to date accurate records in retrievable form on all food and feed establishments in its area, and for all relevant checks on imported food and feed, in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance. These records shall include reports of all interventions/inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, details of any complaints and any action taken, and also relevant food and/or feed registration and approval information. The authority should also record, with reasons, any deviations from set procedures.

[The Standard – 16.1]

Verification Visits to Food Premises

- 3.2.10 Prior to the onsite audit visits, Auditors had selected premises from the list submitted by the Authority. Authorities selected for audit were requested to submit a list of premises inspected in the last 12 months. Auditors selected the premises on the basis of premises type, risk category and date of last inspection. The Authority had decided that the verification visits to the selected premises were to be undertaken as inspections and auditors accompanied the officers and observed, in particular, how the implementation and compliance with HACCP principles was addressed.
- 3.2.11 During the audit, verification visits (reality checks) were undertaken to 4 food businesses, 2 of which were carried out as early evening visits. Officers from the Authority had taken the decision that the visits were to be unannounced in accordance with the Food Law Code of Practice (Wales). The visits were carried out with 3 authorised officers from the Authority who had conducted the most recent programmed food hygiene inspection of each premises. The main objective of the visits was to assess the effectiveness of the Authority's implementation of food business compliance with the food law requirements of Regulation (EC) No 853/2004, and in particular with Article 5 and the requirement for a documented food safety management procedure based on HACCP principles.
- 3.2.12 Preparation for the inspections included an appraisal of the establishment's history and issues identified during the previous programmed inspection were noted.

- 3.2.13 In the premises visited the officers spent a considerable time with the FBO or manager discussing the implementation of Article 5. This included a review of the implementation of the Agency's Safer Food Better Business pack in 3 of the premises and the bespoke HACCP documentation in the other premises.
- 3.2.14 Officers reinforced the need to keep all records up to date in order to improve compliance as part of the verification checks in their food safety management system. During the visit officers also discussed cleaning and cleaning methods, food preparation and food storage.
- 3.2.15 Officers took the opportunity to speak to the food business operator or manager during the verification visit and also spoke to members of staff to assess their knowledge of food safety issues such as temperature control and cleaning methodology.
- 3.2.16 At the end of the interventions the officers explained verbally in some detail the findings and the action that would follow as a result of the inspection findings.

3.3 Enforcement

- 3.3.1 The Authority had set up, maintained and implemented a documented enforcement procedure and regulatory and enforcement charter, in accordance with the Food Law Code of Practice (Wales) and other official guidance. The procedure was dated February 2008 but the content had not been amended since 2001 when it was presented to the relevant local authority member forum. The enforcement procedure and regulatory and enforcement charter were not readily available. They were signposted on the Council's website but not attached.
- 3.3.2 The Authority demonstrated its use of a variety of enforcement options including simple cautions, hygiene improvement notices, hygiene emergency prohibition notices, voluntary closures and prosecutions. The use of simple cautions, Hygiene Emergency Prohibition notices and prosecutions were all found to be in accordance with the Food Law Code of Practice (Wales), centrally issued guidance and the Authority's policies and procedure
- 3.3.3 It was evident from audit checks that the Authority was using its documented procedure for all formal food law enforcement actions. Officers were taking a graduated approach to enforcement and actively worked with businesses to achieve compliance in line with the enforcement procedure. This process was evident in some cases with e-mail and file correspondence. The Authority had instigated formal enforcement action where required by the enforcement procedure and this included successfully prosecuting food business operators where there was no food safety management system based on HACCP principles. From the files examined the actions had achieved better compliance in most cases.

- 3.3.4 The Authority had used funding from the Agency to provide coaching sessions to food businesses on the Agency's Safer Food Better Business pack. The Agency was supplied with compliance scores before and after the training in relation to 5 establishments, with 1 showing an improvement in compliance in their confidence in management risk rating. Information from the Local Authority Enforcement Monitoring System (LAEMS) indicated that the percentage of broadly compliant premises was similar for 2008/09 and 2009/10.
- 3.3.5 The Hygiene Improvement Notices had been drafted in accordance with centrally issued guidance and had been appropriately served. The procedure required details of service of notice to be entered into the officer's PACE notebook but this was not always adhered to.

Recommendation

3.3.6

The Authority shall:

ensure that all decisions on enforcement action shall be made following consideration of the Authority's enforcement policy. Any reasons for any departure from the criteria set out in the enforcement policy shall be documented.

[The Standard 15.4]

3.4 Internal Monitoring

- 3.4.1 The Authority had not set up a documented internal monitoring procedure in accordance with the Food Law Code of Practice (Wales), centrally issued guidance and The Standard in the Framework Agreement. Auditors were informed that there is currently no formal verification of conformance with the standard, Food Law Code of Practice (Wales) and centrally issued guidance.
- 3.4.2 There was no third party or peer review process or any quantitative or qualitative evaluation being conducted. A draft internal monitoring procedure dated 5th December 2010 was seen during the audit. The draft document required further development before it can be fully implemented. The procedure must include the need to record and retain all internal monitoring for a minimum of 2 years.
- 3.4.3 Internal monitoring activity was not recorded by the Authority.

Recommendation

3.4.4 The Authority shall:

- (i) set up, maintain and implement documented internal monitoring procedures in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance.

[The Standard – 19.1]

- (ii) verify its conformance against 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) record all internal monitoring activity and keep all records for a minimum of 2 years.

[The Standard – 19.3]

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ANNEX A

Action Plan for Blaenau Gwent County Borough Council

Audit date 6th -9th December 2010

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
		<p>3.1.7 The Authority shall:</p> <p>Ensure that all documented policies and procedures for each of the enforcement activities covered by The Standard are reviewed at regular intervals, and whenever there are changes to legislation or centrally issued guidance and in accordance with the Authority's own policies and procedures</p> <p>[The Standard – 4.1]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
		<p>3.1.13 The Authority shall:</p> <p>(i) ensure that the level of authorisation and duties of officers shall be consistent with their qualifications, training, experience and the Food Law Code of Practice (Wales).</p> <p>[The Standard – 5.3]</p> <p>(ii) implement the Authority’s documented procedure for the authorisation of officers based on their competence and in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance.</p> <p>[The Standard – 5.1]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
		<p>3.2.9 The Authority shall:</p> <p>maintain up to date accurate records in retrievable form on all food and feed establishments in its area, and for all relevant checks on imported food and feed, in accordance with Codes of Practice and centrally issued guidance. These records shall include reports of all interventions / inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, results of any sampling, details of any complaints and any action taken, and also relevant food and/or feed registration and approval information. The authority should also record, with reasons, any deviations from set procedures.</p> <p>[The Standard – 16.1]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
		<p><i>Recommendation</i></p> <p>3.3.6</p> <p>ensure that all decisions on enforcement action shall be made following consideration of the Authority's enforcement policy. Any reasons for any departure from the criteria set out in the enforcement policy shall be documented.</p> <p>[The Standard 15.4]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
		<p>3.4.4 The Authority shall:</p> <p>(i) set up, maintain and implement documented internal monitoring procedures in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance.</p> <p>[The Standard – 19.1]</p> <p>(ii) verify its conformance against The Standard, relevant legislation, the Food Law Code of Practice (Wales), relevant centrally issued guidance and the Authority’s own documented policies and procedures.</p> <p>[The Standard - 19.2]</p> <p>(iii) record all internal monitoring activity and keep all records for a minimum of 2 years.</p> <p>[The Standard – 19.3]</p>	

ANNEX B

Audit Approach/Methodology

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

(1) File reviews

The following Local Authority file records were reviewed during the audit:

- Training files & Qualifications of officers
- Food Premises Inspections and Inspection Reports
- Hygiene Improvement Notices
- Files relating to Prosecutions

(2) Officer interviews

The following Officers were interviewed:

- Audit Liaison Officer
- Authorised Officer carrying out interventions in premises subject to Regulation (EC) No 852/2004

Opinions and views raised during officer interviews remain confidential and are not referred to directly within the report

(3) On-site verification check:

Verification visits were made with the Authority's Officers to 4 local food businesses. The purpose of the visits was to verify the outcome of the last inspection carried out by the Local Authority and to assess the extent to which enforcement activities and decisions met the requirements of relevant legislation, the Food Law Code of Practice (Wales) and other official guidance, having particular specific regard to Local Authority checks on FBO compliance with HACCP based food safety management systems.

ANNEX C

Glossary

Article 5	Article 5 of Regulation (EC) No 852/2004 requires food business operators to put in place, implement and maintain a permanent procedure or procedures based on the HACCP principles The HACCP principles include the identification of hazards, identifying critical control points, establishing critical limits, implementing effective monitoring procedures, establishing corrective actions and establishing procedures to verify the measures identified in the HACCP principles
Audit	means a systematic and independent examination to determine whether activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives
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
Food Law Code of Practice (Wales)	Government Codes of Practice issued under Section 40 of the Food Safety Act 1990, Regulation 24 of the Food Hygiene (Wales) Regulations 2006 and Regulation 6 of the Official Feed and Food Controls (Wales) Regulations 2009, as guidance to Local Authorities on the enforcement of food legislation
FBO	Food Business operator
Food Hygiene	The legal requirements covering the safety and wholesomeness of food
Food Standards Agency	<p>The Food Standards Agency is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food</p> <p>Everything we do reflects our vision of Safe food and healthy eating for all</p>
Framework Agreement	<p>The Framework Agreement consists of:</p> <ul style="list-style-type: none">• Chapter One Service Planning Guidance• Chapter Two The Standard• Chapter Three Monitoring of Local Authorities

- Chapter Four Audit Scheme for Local Authorities

The **Standard** sets out the Agency's expectations on the planning and delivery of food law enforcement

The **Monitoring Scheme** requires Local Authorities to submit an annual return to the Agency on their food enforcement activities ie 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 / FSMS	Hazard Analysis and Critical Control Point – a food safety management system (FSMS) 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
LAEMS	Local Authority Enforcement Monitoring System is an electronic system used by local authorities to report their food law enforcement activities to the Food Standards Agency
Member forum	A local authority forum at which Council Members discuss and make decisions on food law enforcement services
Risk rating	A system that rates food premises according to risk and determines how frequently those premises should be inspected For example, high risk premises should be inspected at least every 6 months
Regulation 852/2004	This regulation lays down general rules for food business operators on the hygiene of foodstuffs With particular reference to this audit programme it contains the provisions of Article 5 on HACCP principles
Regulation 853/2004	This regulation lays down specific rules on the hygiene of foodstuffs, in addition to those in regulation 852/2004 The Regulation applies to food of animal origin, both

unprocessed and processed All such premises require approval prior to operating

Service Plan

A document produced by a Local Authority setting out their plans on providing and delivering a food service to the local community