

**Report on the Audit of Imported Food Controls
on Foods of Non-Animal Origin (FNAO) at
Smaller Points of Entry and Inland on
FNAO and Products of Animal Origin**

Rochford District Council
24-25 February 2014



Foreword

Audits of local authorities' feed and 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 and feed 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 their Environmental Health and Trading Standards Services.

Agency audits assess local authorities' (LA) conformance against the Food Law Enforcement Standard ("The Standard"), which was published 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:

www.food.gov.uk/enforcement/auditandmonitoring.

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 devolved countries comprising the UK.

This programme of focused audits has been specifically developed to address one of the main priorities identified in the Food Standard Agency's Strategy for 2010-2015 in meeting the outcomes that imported food is safe to eat and that regulation is effective, risk-based and proportionate. The strategic priority is to ensure risk-based, targeted checks at ports and local authority monitoring of imports throughout the food chain.

The attached audit report examines the Local Authority's Food Law Enforcement Service. The assessment includes the local arrangements in place for the implementation and effectiveness of food import control activities both at points of entry and inland, including inspection, sampling and enforcement, internal service monitoring arrangements and liaison arrangements for food and feed activity.

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

The report contains some statistical data, for example on the premises profile of the district. The Agency's website contains enforcement activity data for all UK local authorities and can be found at:

www.food.gov.uk/enforcement/auditandmonitoring.

For assistance, 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 This report records the results of an audit at Rochford District Council with regard to the enforcement of imported food controls, under relevant headings of the Food Standards Agency Food Law Enforcement Standard. The audit focused on the Authority's arrangements for the control of imported foods of non-animal origin (FNAO) from non-EU countries at smaller points of entry. The arrangements for inland controls of products of animal origin (POAO) and FNAO were also examined as part of the audit scope. The report has been made publicly available on the Agency's website at www.food.gov.uk/enforcement/auditandmonitoring/auditreports. Hard copies are available from the Food Standards Agency's Operations Assurance Division at Aviation House, 125 Kingsway, London WC2B 6NH, Tel: 020 7276 8428.

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 the Food Standards Act 1999 and the Official Feed and Food Controls (England) Regulations 2009. This audit of Rochford District Council was undertaken under section 12(4) of the Act as part of the Food Standards Agency's annual audit programme.
- 1.3 Regulation (EC) No. 882/2004 on official controls performed to ensure the verification of compliance with feed and food law, includes a requirement for competent authorities to carry out internal audits or to have external audits carried out. The purpose of these audits is to verify whether official controls relating to feed and food law are effectively implemented. To fulfil this requirement, the Food Standards Agency, as the central competent authority for feed and food law in the UK has established external audit arrangements. In developing these, the Agency has taken account of the European Commission guidance on how such audits should be conducted.¹
- 1.4 The Authority was included in the Food Standards Agency's programme of audits as it was responsible for imported food controls at a smaller point of entry and was representative of a geographical mix of five LAs or Port Health Authorities selected across England.

¹ Commission Decision of 29 September 2006 setting out the guidelines laying down criteria for the conduct of audits under Regulation (EC) No. 882/2004 of the European Parliament and of the Council on official controls to verify compliance with feed and food law, animal health and animal welfare rules (2006/677/EC)

Scope of the Audit

- 1.5 The audit examined Rochford District Council's arrangements for the enforcement of controls on imported FNAO at London Southend Airport and inland controls of both FNAO and POAO. This included the assessment of local arrangements for service planning, delivery and review, provision and adequacy of officer authorisations and training on imports, and the implementation and effectiveness of imported food control activities, including inspection, sampling and enforcement. The audit also covered the maintenance and management of records in relation to imported food, internal service monitoring arrangements and liaison with other organisations in relation to imported food and feed.
- 1.6 The on-site element of the audit took place at the Council Offices, South Street, Rochford on 24-25 February 2014. The audit also included a 'reality check' visit to assess the effectiveness of official controls implemented by the Authority at the airport and, more specifically, the checks carried out by the Authority's officers to verify compliance with imported food law requirements.

Background

- 1.7. Rochford District Council is situated in the south east of Essex within a peninsula between the rivers Thames and Crouch, with the North Sea to the east. The district has boundaries with Basildon, Castle Point and Southend-on-Sea councils. The Council forms part of the South East Thames Gateway.
- 1.8. The area is predominantly rural and covers an area of 170 square kilometres. The population of approximately 83,300 is concentrated in the three main urban areas of Rayleigh, Rochford and Hockley, along with some smaller villages.
- 1.9. London Southend Airport lies within the Council boundary and straddles the District's southern boundary. The airport predominantly handles short haul passenger flights to UK and European destinations. Baltic Wharf, a commercial port specialising in the handling of timber, stands on the south bank of the River Crouch at Wallasea Island.
- 1.10. The 2012/13 Local Authority Enforcement Monitoring System (LAEMS) return for the Authority indicated that there were 598 premises for food hygiene, the profile of which was as follows:

Type of Food Premises	Number
Primary Producers	2
Manufacturers/Packers	9
Importers/Exporters	0
Distributors	5
Retailers	168
Restaurants/Caterers	414
Total Number of Food Premises	598

1.11. The food service was delivered by the Environmental Health Team within the Council's Environmental Services Department. Officers were also responsible for carrying out general environmental health enforcement work including pollution control, health and safety, public health, infectious disease and licensing controls. Food standards enforcement was the responsibility of Essex County Council.

2.0 Executive Summary

- 2.1 The Authority was selected for audit as it was responsible for inland controls of foods of non-animal origin (FNAO), and products of animal origin (POAO), and because there was a small point of entry within the district (London Southend Airport), for which the Authority would have responsibility for the control of imported FNAO from non-EU countries. The audit confirmed that the Service was aware of its responsibilities for inland controls and had procedures in place to prompt officers to consider imported food as part of interventions at premises. Such actions were not however being routinely recorded.
- 2.2 The audit confirmed that there were no imports of FNAO taking place at the points of entry within the district and no immediate plans to expand trade into this area. Auditors gained assurance that there were effective liaison arrangements in place in the event that a consignment was received, which would then enable effective and proportionate controls to be carried out by the Service.
- 2.3 **Strength:**
Checks on first points of entry: The Service had established effective routine links with the airport and port to confirm on a quarterly basis that there were no imports of food from non-EU countries taking place. Checks were also carried out against the Food Standards Agency's (FSAs) published list of external temporary storage facilities (ETSF) to ensure that there were none within the district. The results of all the checks were documented.
- 2.4 **Key areas for improvement:**
Authorisation of officers: Authorisation documents did not set out individual limits of authorisation based on consideration of an officer's level of training, qualifications and competence. In addition the documents did not specify the legislation under which officers were authorised.
Inspection records: In general officers were not routinely recording sufficient detail of their inspection findings, including basic details of food activities and any imported food checks that had taken place as part of the inspection.

3.0 Audit Findings

3.1 Organisations and Management

Strategic Framework, Policy and Service Planning

- 3.1.1 The Service had published a Food Service Plan for 2013/14 which had received approval from the relevant portfolio holder. The Plan provided details of the Service's food law enforcement activities for the year and included a review of performance from the previous year. Whilst the Plan was broadly in line with the Service Planning Guidance in the Framework Agreement, auditors suggested that it could be usefully improved by the addition of information on the Service's arrangements for the control of imported foods. In addition the Plan could more clearly set out the planned inspection programme for the year to provide a breakdown of the premises categories, and detail the alternative enforcement strategy for the inspection of lower risk establishments.
- 3.1.2 The Plan was effectively linked to the Council's corporate objectives and vision, which was 'To make Rochford District a place which provides opportunities for the best possible quality of life for all who live, work and visit here', and to achieve the corporate objectives of 'making a difference to our community, our environment and our local economy'.
- 3.1.3 The Plan confirmed that there were sufficient officer resources to deliver the planned food law enforcement activities, however it emphasised that it would be difficult to deliver any additional work unless further resources were provided.
- 3.1.4 Auditors were advised that the Service had undergone a reorganisation in 2013 and the Environmental Services Manager post had been vacant since September. The additional managerial responsibilities of this post were being carried out by managers and officers within the Department, and it was reported that this had impacted on the ability of the team to carry out day-to-day food law enforcement responsibilities.

Documented Policies and Procedures

- 3.1.5 The Authority had developed and implemented documented policies and procedures relevant to the scope of the audit. There was also a document control procedure in place and it was evident that procedures were undergoing review as part of an annual process.

Officer Authorisations

- 3.1.6 Documented procedures on the authorisation of officers had been developed and implemented by the Service. The procedures clearly set out the limit of authorisations based on an assessment of the officers' individual levels of qualification, training and experience. There was also a detailed knowledge and skills profile record and tailored training plans to reflect different stages of officer experience, including officers new or returning to food law enforcement.
- 3.1.7 The Council's Scheme of Delegation set out responsibility for the authorisation of officers as delegated to the Head of Environmental Services. Whilst the procedure detailed the limits of officer authorisations, this was not reflected in the authorisation documents for officers. These were generic and did not specify any limits for authorisation based on officers' individual levels of experience, qualifications and training. References to key legislation were also omitted from the documents, including imported food legislation. This had been recognised by the Service as requiring improvement and auditors were advised that it was intended to pursue this corporately to ensure that officers were appropriately authorised taking into account the full range of food law enforcement options and legislation.
- 3.1.8 The Authority had appointed a lead officer for food who could demonstrate that they had the necessary experience and qualifications for the role. Two officers were undergoing refresher training at the time of the audit with a view to being more actively involved in the team's work following the reorganisation of the Service.
- 3.1.9 Officers' training needs were identified as part of an annual performance review process. Records of training were maintained and these confirmed that officers were in general receiving a broad range of food training and had met the 10 hours minimum training in food law required by the Food Law Code of Practice. There was evidence of officers attending past training on imported food enforcement and it was noted that officers were also booked onto an upcoming FSA course.

Recommendation

3.1.10 The Authority should:

Ensure that officers are authorised to carry out duties at a level consistent with their individual qualifications, training and experience in line with the Food Law Code of Practice. This should include reference to the specific legislation each officer is authorised under. [The Standard – 5.3]

3.2 Imported Food Control Activities

Food Premises Database

- 3.2.1 The Authority had arrangements in place to keep the food premises database up to date, accurate and secure.
- 3.2.2 The Service used information gained from new food business registrations to keep the database up to date in addition to local knowledge, officers' observations on the district and information received from other Council departments. Auditors discussed activity in relation to an importer of food identified from an internet search, who was known to the Authority but had not been identified as requiring specific attention with regard to any activity as a potential first destination inland. Evidence was provided of routine checks against the Agency's database of external temporary storage facilities (ETSF, formerly known as ERTS) to confirm there were none within the district.
- 3.2.3 Arrangements to ensure the accuracy and security of the database included the use of passwords, mandatory fields, data audits and restrictions on closing premises records.
- 3.2.4 The Authority had submitted an imported food return on the local authority enforcement monitoring system (LAEMS) for 2012/13 which reflected the Authority's sampling and enforcement activity. This confirmed that eight inland imported food samples had been taken during the year. There was a nil return on imported food activity at points of entry into the UK and there had been no enforcement actions taken relating to imported food in the period.

Facilities and Equipment

- 3.2.5 Auditors were advised that the Service had suitable equipment for the inspection and sampling of foods and some limited laboratory facilities available. Facilities and equipment were not currently necessary at the airport as no inspection of imported food took place there.

Food Premises Interventions

- 3.2.6 The Service had developed and implemented a documented procedure on the inspection of food premises. This included reference to officers needing to check imported foods during interventions. An accompanying work instruction also referred to the need to check for illegal imports and to examine traceability procedures as part of routine interventions at food premises.

- 3.2.7 In addition the Service had produced a documented procedure on 'Imported Food Control'. This focused on inland controls and included guidance on ensuring that FNAO and POAO from non-EU countries is identified as part of inspections, food complaint investigations and food sampling activities, and to confirm the food is legitimately imported and meeting food safety requirements. The procedure also contained reference to controls at points of entry.
- 3.2.8 The procedure was appended by a useful checklist based on Agency guidance which prompted officers to identify and examine imported foods, including documentary and physical checks.
- 3.2.9 The inspection aide-memoire contained a section on imported foods that included prompts for officers to record traceability checks made on imported foods. The form had been recently revised following a liaison group initiative. Auditors suggested that the form could be usefully expanded to prompt officers to also carry out checks on some high risk FNAO in addition to the POAO highlighted on the form.
- 3.2.10 Checks on a selection of recent food premises inspection records confirmed that premises were in general being inspected at the minimum frequencies set out in the Food Law Code of Practice. However, in general the aides-memoire were not routinely being completed in sufficient detail, in particular there was a lack of information on officers' findings on the imported food section of the form, details of the size and scale of the business and any traceability checks carried out.

Recommendation

3.2.11 The Authority should:

Ensure records of interventions provide full details of officers' findings on inspections including details of food operations and any imported food checks carried out, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 16.1]

Imported Food Inspection and Sampling

- 3.2.12 The Service had developed and implemented a general food sampling policy and procedure. A sampling programme had been developed and agreed in association with the Food Liaison Group and Public Health England, however this had not been documented. Whilst the programme took account of imported foods sold in the Authority's area it was discussed that the Service could usefully adopt a more targeted approach to local sampling, selecting smaller independent

businesses and higher risk imported food products as part of the programme.

- 3.2.13 The official laboratories used by the Authority for food sampling activities were properly accredited. All of the samples submitted in the last six months, which were checked during the audit had provided satisfactory results.
- 3.2.14 The audit did not include any checks on the Authority's food sampling and inspection activities at the points of entry as there had been no imports of food in the past two years.

Recommendation

3.2.15 The Authority should:

Document the agreed sampling programme, reflecting national and regional co-ordinated programmes, and taking into consideration the nature of food establishments and imported foods within the district. [The Standard – 12.4]

Verification Visit at the Point of Entry

- 3.2.16 During the audit, a verification visit was undertaken to the airport with an officer from the Authority. The purpose of the visit was to confirm that no foods from non-EU countries were routinely imported through the airport and to verify that in the event that this did happen that effective liaison would take place between the local authority and airport operator to enable appropriate risk-based, proportionate checks to be carried out on any consignments.
- 3.2.17 The visit confirmed that no imported food from non-EU countries was entering through the airport. Effective arrangements were in place so that the Authority would be made aware in the unlikely event of any consignments being received. Auditors were also assured that the operator would liaise with the Service should there be any consideration of the airport expanding into trade in food cargo.

Imported Food Complaints and Referrals

- 3.2.18 The Service had produced an appropriate combined food complaint policy and procedure document.
- 3.2.19 There had been no complaints directly relating to imported foods in the six months preceding the audit. In the absence of specific

complaints, checks were made on the process for the investigation of two recent general food complaints which confirmed that thorough investigations had been carried out with appropriate liaison with other interested parties as necessary.

Enforcement

- 3.2.20 An Environmental Services Enforcement Policy had been produced in 2009. This set out the Authority's graduated approach to enforcement and observance of the Regulators' Compliance Code. Whilst still relevant, the policy would benefit from a review to ensure it takes account of legislative changes such as the Authority's obligations under the Regulatory Enforcement and Sanctions Act with regard to Primary Authority Partnerships, and to consider changes that will be brought about by the impending introduction of the new Regulators' Code.
- 3.2.21 The Service had produced a number of appropriate procedures relating to general enforcement actions of relevance to imported food. In addition there was a separate procedure on imported food controls which detailed specific enforcement actions for both POAO and FNAO.
- 3.2.22 Auditors were advised there had been no enforcement actions taken in the past two years with regard to imported food issues.

Records of Imported Food Activities

- 3.2.23 Records of all imported food activities were found to be easily retrievable. Whilst scanned records were legible on the system, printed records were not always clear, however the Service had a system of retaining original copies of documents where it was known that future activity such as a revisit was anticipated. Other records were retained for two weeks after scanning before destruction.

3.3 Liaison with other Organisations

Liaison

- 3.3.1 Evidence was provided of routine quarterly checks being made with the operators at both London Southend Airport and Baltic Wharf to confirm that there were no changes and still no trade in imported food.
- 3.3.2 The Service actively participated in the Essex Food Liaison Group, and auditors were advised that there were effective liaison links between the Service and the relevant public analysts and microbiology laboratory with regard to food sampling. In addition there was routine exchange of information between the Service and colleagues at Essex County Council Trading Standards Service with regard to any relevant imported food and feed matters.

Primary Authority Scheme and Home Authority Principle

- 3.3.3 The Authority had no formal primary or home authority arrangements with food businesses although there were informal arrangements in place with a small chain of bakers shops. Auditors were advised that officers routinely accessed the primary authority database before inspections or formal enforcement actions to confirm if there was a relevant partnership agreement in place.

Imported Food Alerts and Incidents

- 3.3.4 The Authority had developed and implemented a documented Food Incidents and Alerts procedure which had been recently reviewed. Auditors suggested that procedures should include reference to considering RASFF notifications and EC Decisions when targeting imported food activities.
- 3.3.5 Arrangements were in place for officers to be contacted should incidents occur out of hours. The Authority advised that they had not had any serious localised incident in relation to imported food in the last two years. Records were examined of follow-up on a potential issue with regard to nuts found at a local food business. These confirmed that an appropriate investigation was carried out including effective liaison arrangements with Trading Standards at the County Council.

Advice to Business

- 3.3.6 The Service Plan made reference to the Service's provision of advice to business. This was mainly carried out at the time of inspection, in response to food alerts or in response to direct enquiries to the team as service requests. There had been no specific initiatives to provide advice to businesses on imported food in the past two years. Auditors

suggested that the Authority could usefully inform both port operators when changes to imported food legislation are made to ensure that the operators remain aware of the most up to date import requirements.

3.4 Internal Monitoring, Third Party or Peer Review

Internal Monitoring

- 3.4.1 An internal monitoring procedure had been developed which covered some of the areas in the Framework Agreement such as inspections, enforcement actions and food complaints. The procedure could be usefully expanded to ensure it covers all food law enforcement activities and to set out the frequency at which monitoring should take place.
- 3.4.2 Evidence was provided of close monitoring of performance against the interventions programme, including quarterly calculations of achievement against the annual target. Records were provided of some qualitative internal monitoring activities that had taken place, however these in the main related to a contractor who had been employed by the Service. Discussions confirmed that other internal monitoring activities had been carried out but were not necessarily being recorded. These included:
- audit checks on database records
 - review of draft notices prior to service
 - agreement to formal enforcement actions such as prosecutions
 - checks on all inspection paperwork
 - team meetings.
- 3.4.3 Auditors were advised that it was intended to fully implement the internal monitoring procedures once the two officers currently undergoing refresher training were fully authorised. It was suggested that the lead food officer's work could be monitored as part of a peer review process, as this is not currently carried out within the arrangements.

Recommendation

3.4.4 The Authority should:

Expand on the current internal monitoring activities carried out to verify its conformance across the whole of the Standard, relevant legislation, the Food Law Code of Practice, relevant centrally issued guidance and the Authority's own documented policies and procedures. Records of all monitoring activities should be maintained for at least two years. [The Standard – 19.2 and 19.3]

Third Party or Peer Review

- 3.4.5 There had been no relevant inter-authority audit (IAA) schemes within the Food Liaison Group within the past two years. Auditors were advised that IAA had been discussed at a recent liaison group meeting but there were no firm plans to carry out an exercise in the near future.
- 3.4.6 The Authority had not participated in any other third party or peer review exercises in the last two years relating to imported food controls.

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ANNEX A Action Plan for Rochford District Council

Audit date: 24-25 February 2014

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.1.10 Ensure that officers are authorised to carry out duties at a level consistent with their individual qualifications, training and experience in line with the Food Law Code of Practice. This should include reference to the specific legislation each officer is authorised under. [The Standard – 5.3]	30/06/14	The new scheme of delegation will be implemented when Annual Council approve this years arrangements on 03/06/14.	<p>The Lead Food Officer has sought assistance from Essex Food Group as to their schemes of delegation.</p> <p>The delegation scheme has been drafted and is currently in progress with the legal team.</p>
3.2.11 Ensure records of interventions provide full details of officers' findings on inspections including details of food operations and any imported food checks carried out, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 16.1]	Completed and ongoing	The Lead Food Officer will undertake checks of all completed food inspection forms and highlight any areas not completed to be referred back to appropriate officers.	<p>The inspection form has been revised and implemented for all inspections to include more detail on the extent of the business and checks on imported foods not of animal origin.</p> <p>Officers have been made aware of the need to complete these forms thoroughly, as part of the audit process.</p> <p>This was reinforced at a team meeting held on 01/04/14.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.2.15 Document the agreed sampling programme, reflecting national and regional co-ordinated programmes, and taking into consideration the nature of food establishments and imported foods within the district. [The Standard – 12.4]</p>	<p>30/06/14</p>	<p>The national sampling plan from Public Health England is to be available from 09/06/14. We will document our involvement in national and regional sampling as appropriate. Planned sampling activities for Rochford District Council will be included in our sampling programme.</p>	<p>Discussed the inclusion of imported foods not of animal origin, from catering premises to be included in the local sampling programme from 2014/15.</p>
<p>3.4.4 Expand on the current internal monitoring activities carried out to verify its conformance across the whole of the Standard, relevant legislation, the Food Law Code of Practice, relevant centrally issued guidance and the Authority's own documented policies and procedures. Records of all monitoring activities should be maintained for at least two years. [The Standard – 19.2 and 19.3]</p>	<p>31/05/14</p>	<p>To include a frequency for internal monitoring of all food activities within the food service plan and quality monitoring procedure (SOP 20).</p> <p>To implement documented internal monitoring using the management quality audit form at the agreed frequency.</p> <p>To keep records of all monitoring activities for two years.</p>	<p>Management Quality Audit form has been amended to include sampling activities.</p>

ANNEX B Audit Approach/Methodology

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

(1) Examination of LA policies and procedures.

The following relevant LA policies, procedures and linked documents were examined before and during the audit:

- Food Service Plan 2013/14 and associated Member approval
- Document Control system procedure
- Authorisation procedure
- Extracts from Scheme of Delegation
- Food Hygiene Inspections procedure
- Inspection aide-memoire
- Food Compliant policy and procedure
- Imported Food Control procedure
- Sampling Programme and Policy and Procedures document
- Food Sampling Advisory leaflet
- Food Incidents and Alerts procedure
- Environmental Services Enforcement Policy and associated Member approval
- Voluntary Surrender, Seizure, Detention and Destruction of Unfit Food procedure
- Prosecution, Hygiene Prohibition Orders and Simple Cautions procedure
- Prosecution Progress Sheet
- Example minutes from Essex Food Liaison Group meetings
- Management Quality Audit checklist
- Quality monitoring of EHOs procedure

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

- Officer authorisation and training
- Internal monitoring checks
- Food premises inspections and reports
- Food complaints/referrals
- Food samples

(3) Review of database records:

- To review and assess the completeness of database records of food hygiene inspections, imported food complaint investigations and referrals, samples taken by the authority, formal enforcement and other activities and to verify consistency with file records.

- To assess the completeness and accuracy of the food premises database.

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

- Lead food officer
- Senior EHO
- Database manager
- Administrative officer

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

(5) On-site verification check:

A verification visit was made with an officer from the Authority to London Southend Airport. The purpose of the visit was to confirm the extent of imports of food from third countries through the point of entry and to verify that appropriate liaison arrangements were in place to enable any necessary appropriate risk-based, proportionate checks to be carried out on consignments of imported FNAO at the airport.

ANNEX C Glossary

Airway bill	Commercial document providing a general description of cargo items.
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.
Border Inspection Post	Point of entry into the UK from non-EU countries for products of animal origin.
CEDs/CVED	Common Entry Documents/Common Veterinary Entry Documents which must accompany certain FNAO food products and POAO to designated points of entry or import.
Code of Practice (Food Law)	A Government Code of Practice issued under Section 40 of the Food Safety Act 1990 as guidance to local authorities on the enforcement of food legislation.
Consignment	A unit of cargo that can consist of one or a number of different products.
County Council	A local authority whose geographical area corresponds to the county and whose responsibilities include food standards and feeding stuffs enforcement.
Defra	The Department for Environment, Food and Rural Affairs. The Government Department designated as the central competent authority for products of animal origin in England.
District Council	A local authority of a smaller geographic area and situated within a County Council whose responsibilities include food hygiene enforcement.
DPE	Designated point of entry. A port that has been designated for the entry of certain high risk feed and food products subject to enhanced checks.
DPI	Designated point of import. A port that has been designated for the entry of certain products subject to safeguard controls due to aflatoxin contamination.
Environmental Health Officer (EHO)	Officer employed by the local authority to enforce food safety legislation.

External Temporary Storage Facility (ETSF)	Formerly known as an enhanced remote transit shed or ERTS, this is an HM Customs and Excise designated warehouse where goods are held in temporary storage pending Customs clearance and release for free circulation.
Feeding stuffs	Term used in legislation on feed mixes for farm animals and pet food.
FNAO	Food of non-animal origin. Non animal food products that fall under the requirements of imported food control regime.
Food Examiner	A person holding the prescribed qualifications who undertakes microbiological analysis on behalf of the local authority.
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.
Formal samples	Samples taken in accordance with the requirements of the Food Law Code of Practice in accordance with the relevant sampling regulations and submitted to an accredited laboratory on the official list.
FPI	First Point of Introduction. A port that has been designated for the entry of certain polyamide and melamine plastic kitchenware from the People's Republic of China and Hong Kong subject to enhanced checks under Regulation (EU) No 284/2011.
Framework Agreement	<p>The Framework Agreement consists of:</p> <ul style="list-style-type: none"> • Service Planning Guidance • Food and Feed Law Enforcement Standard • Monitoring Scheme • Audit Scheme <p>The Standard and the Service Planning Guidance set out the Agency's expectations on the planning and delivery of food and feed law enforcement.</p>

The **Monitoring Scheme** requires local authorities to submit annual returns to the Food Standards Agency on their food law 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 and feed law enforcement services of local authorities against the criteria set out in the Standard.

Full Time Equivalent (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.
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.
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.
Informal samples	Samples that have not been taken in accordance with the appropriate sampling regulation (e.g. samples for screening purposes) and/or not sent to an accredited laboratory.
Member forum	A local authority forum at which Council Members discuss and make decisions on food and feed law enforcement services.
Metropolitan Authority	A local authority normally associated with a large urban conurbation in which the County and District Council functions are combined.
Non-EU Countries	Countries outside the European Union.
POAO	Products of animal origin. Animal derived products that fall under the requirements of the veterinary checks regime.
Primary Authority	An authority that has formed a partnership with a business.

Port Health Authority	An authority specifically constituted for port health functions including imported food control.
Public Analyst	An officer, holding the prescribed qualifications, who is formally appointed by the local authority to carry out chemical analysis of food samples.
RASFF	Rapid alert system for food and feed. The European Union system for alerting enforcement authorities of food and feed hazards.
Regulators' Compliance Code	Statutory Code to promote efficient and effective approaches to regulatory inspection and enforcement which improve regulatory outcomes without imposing unnecessary burdens on businesses.
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.
Service Plan	A document produced by a local authority setting out their plans on providing and delivering a food or feed 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 feed legislation.
Trading Standards Officer (TSO)	Officer employed by the local authority who, amongst other responsibilities, may enforce food standards and feed legislation.
Unitary Authority	A local authority in which the County and District Council functions are combined, examples being Metropolitan District/Borough Councils, and London Boroughs. A Unitary Authority's responsibilities will include food hygiene, food standards and feed enforcement.