

**Report on the Audit of Local Authority Feed Law
Enforcement Controls of Imported Feed
Not of Animal Origin**

Sunderland City Council
8-9 February 2011



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. The Agency's website contains enforcement activity data for all UK local authorities and can be found at: www.food.gov.uk/enforcement/auditandmonitoring.

This Great Britain (GB) wide programme of focused audits has been specifically developed to address two of the priorities identified in the Food Standard Agency's Strategy for 2010-2015 in meeting the outcomes that feed meets the legislative requirements for animal consumption and is safe to enter the human food chain and that regulation is effective, risk-based and proportionate. The strategic priority is to ensure risk-based, targeted checks at ports and effective local authority monitoring of imports throughout the feed chain. The audits will also be an opportunity for the Agency to establish the level of controls being implemented by Local Authorities (LAs) and Port Health Authority's (PHAs) following the FVO Mission to the United Kingdom on animal feed controls which took place from 16-26 June 2009. The report entitled 'The Implementation of Measures Concerning Official Controls on Feed Legislation' is available from the Europa website at: http://ec.europa.eu/food/fvo/rep_details_en.cfm?rep_id=2335.

The audits examined Port Health Authority (PHA) and Local Authority (LA) systems and procedures for control of imported feed and where relevant inland imported feed, at ports of entry (sea and air) and at inland authorities, in 10 geographically representative PHAs and LAs in GB. The audits were confined to feed not of animal origin (FNAO). As part of the programme, meetings have been organised with four additional authorities to further establish whether appropriate imported feed checks and liaison between ports and inland LAs are being undertaken.

Agency audits assess local authorities' conformance against the Feed and 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 (amended April 2010) and is available on the Agency's website at: www.food.gov.uk/enforcement/auditandmonitoring.

It should be acknowledged that there will be considerable diversity in the way and manner in which local authorities may provide their feed 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 feed law enforcement service. The scheme also provides the

opportunity to identify and disseminate good practice and provide information to inform Agency policy on feeding stuffs. Parallel local authority audit schemes are implemented by the Agency's offices in all devolved countries comprising the UK.

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

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1. Introduction

- 1.1 This report records the results of an audit of Sunderland City Council with regard to feed law enforcement, under relevant headings of the Food Standards Agency Feed and Food Law Enforcement Standard. The audit focused on the Authority's arrangements for controls of imported feed of non-animal origin at the Port of Sunderland and at inland premises. The audit was undertaken as part of the Agency's focused GB audit programme of imported feed controls. This report has been made publicly available on the Agency's website at:

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

<http://www.food.gov.uk/enforcement/auditandmonitoring/auditreports>

Hard copies are available from the Food Standards Agency's Local Authority Audit and Liaison 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 feed and 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 Sunderland City Council was undertaken under section 12(4) of the Act as part of the Food Standards Agency's annual audit programme. 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
- 1.3 Sunderland City Council was included in the Food Standards Agency's programme of audits of local authority feed law enforcement services because it had not been audited in the past by the Agency and was representative of a geographical mix of 10 PHAs and LAs selected across Great Britain.

Scope of the Audit

- 1.4 The audit examined Sunderland City Council's arrangements for imported feed controls in respect of imported feed not of animal origin

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)

(FNAO). Products of animal origin (POAO) are subject to veterinary control checks and separate auditing regimes.

- 1.5 The audit scope included the assessment of local arrangements for service planning, delivery and review, provision and adequacy of officer training on imports and authorisations, implementation and effectiveness of imported feed control activities, including inspection, sampling and enforcement. Maintenance and management of appropriate records in relation to imports activity at the port and internal service monitoring arrangements were also covered.
- 1.6 The on-site element of the audit took place at the Authority's Civic Centre, Burdon Road, Sunderland on 8-9 February 2011. The audit included a reality check to assess the effectiveness of official controls implemented by the Authority at the port and, more specifically, the checks carried out by the Authority's officers to verify compliance with imported feed law requirements.
- 1.7 The audit also afforded the opportunity for discussion with officers involved in imported feed law enforcement with the aim of exploring key issues and gaining opinions to inform Agency policy. A set of structured questions were used as the basis for discussions which sought views and information on areas related to imported feed controls such as:
 - service planning and the strategic framework of controls
 - training and support
 - criteria used to determine the level of checks
 - issues affecting the imported food control programme
 - sampling, surveillance and enforcement approaches.
- 1.8 The information gained during interviews will be incorporated into a summary report on the imported feed inspection and control activities audit programme.

Background

- 1.9 Sunderland City Council is a district of Tyne & Wear located in the North East of England and covers approximately 137 square kilometres. The area includes the towns of Hetton le Hole, Houghton le Spring and Washington along with a range of suburban villages, and has a population of around 281,000 people. The Port of Sunderland (hereafter 'the Port') is located on the River Wear and is owned by Sunderland City Council.
- 1.10 Sunderland City Council is a unitary authority and is responsible for all local government services in the area. The Council acts as the Port Health Authority.

- 1.11 Environmental Health, Licensing and Trading Standards Division was within the City Services Directorate and had responsibility for all food and feed law enforcement at the Port. This included the inspection of imported FNAO. However, at present there were no FNAO imports arriving at the Port. The Service was also responsible for a range of other port health functions, including the inspection of vessels and work relating to environmental protection and infectious disease control.
- 1.12 The Port did not have the status of a designated point of entry (DPE) for certain high risk food and feed products.
- 1.13 Sunderland City Council operated on a 5 day a week basis from the Civic Centre Offices. However, the Authority also operated 24 hour 7 day a week emergency cover.

2. Executive Summary

- 2.1. The Authority had developed a Food Service Plan for 2010/11 that was broadly in line with Service Planning Guidance in the Framework Agreement. The Plan should be expanded to include monitoring activities at the Port. The Plan had been approved by the appropriate Member Forum.
- 2.2. The Authority had recently developed and implemented procedures involving imported feed which provided useful guidance for officers carrying out imported feed law enforcement activities. The Authority had also developed and implemented a procedure to ensure that imported feed procedures were reviewed and updated on a regular basis.
- 2.3. Not all officers, including the Lead Officer for feed, had completed a full 10 hours of Continuing Professional Development (CPD) training in accordance with the Feed Law Enforcement Code of Practice (Great Britain). Auditors were informed that relevant courses had been identified to address the shortfall. Records of qualifications and CPD were generally available. However, not all training records had been retained in line with the Framework Agreement.
- 2.4. There were systems and arrangements in place in relation to the control of imported feeds. The Authority had developed a system, in co-operation with the Port, for the identification of incoming consignments of feed through the systematic checking of ship arrival lists. Auditors discussed the benefit of expanding the system to include the systematic checking of ship's manifests and developing and implementing a procedure to cover the monitoring arrangements.
- 2.5. As part of the audit a reality visit was carried out at the Port. Although there were no relevant feed imports arriving at the Port there were suitable facilities and equipment for the inspection and sampling of imported feed available should they be required.
- 2.6. No documentary checks, identity checks or random physical checks had been carried out due to the lack of relevant imported feed activity at the Port.
- 2.7. The Authority had 12 farms in the annual inspection programme for feed premises. None of the premises had been in receipt of imported feed products.
- 2.8. Records in relation to imported feed were maintained and easily retrievable.
- 2.9. There were extensive liaison arrangements with central government, other enforcement bodies, professional organisations and other

external stakeholders. The Authority had ensured that the Port and businesses using the Port facilities had been advised in regard to imported feed control requirements.

- 2.10 The Authority had carried out some quantitative and qualitative monitoring of its imported food and feed activities, annual officer performance and development appraisals, regular documented team meetings, and officer 'one to one' meetings. Auditors discussed the benefit of extending the monitoring procedure to ensure that risk based monitoring of all areas of imported feed enforcement was carried out on a regular basis. Records of such monitoring should be maintained.

3. Audit Findings

3.1 Organisation and Management

Strategic Framework, Policy and Service Planning

- 3.1.1 The Authority had developed a 'Food Law Enforcement Service Plan 2010/11, which included some references to imported feed and general feed law enforcement duties, and was broadly in line with Service Planning Guidance in the Framework Agreement. However, although there is relatively little general feed and no imported feed activity within the Authority's boundaries, auditors discussed the benefits of further developing the Service Plan to include imported feed monitoring arrangements at the Port and highlight the potential demands on the Service should import activity commence. The Service Plan had been approved by an appropriate Member Forum.
- 3.1.2 The main duties and responsibilities of the Authority were to carry out monitoring checks for imported food and feed through the Port, inspect dock related food and feed premises and carry out ship sanitation duties. However, no FNAO imports had been received at the Port in the last two years.
- 3.1.3 Due to the lack of relevant product arriving at the Port the Authority's resource commitment to the port for FNAO duties was relatively small compared to their other duties. The Authority acknowledged that it would need to reassess Full Time Equivalent (FTE) numbers if the Port should start receiving FNAO imports. The Authority was able to confirm that the following FTE officers were available to carry out FNAO enforcement work as required:

Officer Designation	Number of staff*
Principal TSO	0.01
Senior TSO	0.01
Senior TSO	0.01
TOTAL	0.03

*Full Time Equivalent

Recommendation

3.1.4 The Authority should:

Further develop the Service Delivery Plan and ensure that it covers all areas of the Service Planning Guidance in the Framework Agreement, including the monitoring, inspection and enforcement arrangements for imported feeds.
[The Standard -3.1]

Documented Policies and Procedures

3.1.5 The Authority did not operate a system of controlled documented procedures for all enforcement activities. However, the Authority had recently reviewed their operational procedures relevant to the scope of the audit, and had developed and implemented specific procedures for imported feed control arrangements, which contained useful guidance for feed law enforcement officers. The Authority had also developed the 'Monitoring of Imported Feed Procedures' to ensure that its documented imported feed procedures were reviewed and updated regularly to keep them up to date with current legislation and centrally issued guidance. Although outside the scope of this audit, auditors discussed the benefit of expanding the review system to cover all policies and procedures for food and feed law enforcement activities.

Authorised Officers

3.1.6 The Scheme of Delegation for the authorisation of officers was contained within the Authority's constitution. At the time of the audit the Authority was undergoing a reorganisation and acknowledged that the delegation scheme would need reviewing once this had been completed.

3.1.7 The Authority had recently developed and implemented a documented procedure for the authorisation of feed officers. This set out the means by which officers were authorised based on their qualifications, experience and competency. Auditors discussed the benefit of linking the authorisation process to officer competency requirements to help ensure that Continuing Professional Development (CPD) is maintained and to identify gaps in officer training.

3.1.8 File checks showed that not all officers, including the Lead Officer, authorised for feed law enforcement had completed the minimum ongoing 10 hours of feed related training per year based on CPD in accordance with the Feed Law Enforcement Code of Practice. The Authority informed auditors that training courses had been identified

to bring officer CPD up to date. The level of the Lead Officer in the organisational structure of the Service was discussed in relation to the maintenance of competency levels. The Authority acknowledged that it was difficult for the Lead Officer to maintain CPD levels due to other managerial and organisational responsibilities.

- 3.1.9 Officer's training needs had been identified through the Corporate Appraisal Scheme and when there were changes to legal requirements and centrally issued guidance. Audit checks confirmed that all officer qualification records had been maintained by the Authority and that most officer training records were accurate and easily retrievable. However, complete officer training records had not been maintained by the Authority in line with the Framework Agreement.
- 3.1.10 A Senior Trading Standards Officer was interviewed during the audit, and was able to demonstrate a detailed knowledge of imported feed controls, including FNAO, and their implementation at the port.

Recommendation

3.1.11 The Authority should:

Ensure that all authorised officers complete the necessary ongoing 10 hours CPD feed training per year and that records of training are maintained in accordance with the legislation and relevant Codes of Practice.

[The Standard - 5.4 and 5.5]

Facilities and Equipment Including Verification Visit

- 3.1.12 A verification visit was carried out at the Port's imported feed inspection facilities. The purpose of the visit was to verify that required facilities were in place to carry out appropriate risk based proportionate checks on consignments of imported feed at the Port.
- 3.1.13 At present there are no consignments of animal feed being landed at the Port. The Port did have a storage facility which had in the past been utilised for the storage of grain. The Port indicated that the storage facility may be used for the storage of animal feed in the future. The Authority indicated that any feed law enforcement activities required would be carried out at this facility.
- 3.1.14 Auditors were satisfied that the facilities were appropriate for feed law enforcement activities. In addition, the Authority was able to demonstrate that it had access to suitable feed sampling equipment to carry out a range of sampling activities at the Port.

- 3.1.15 The Authority did not have an electronic database for the recording of feed law enforcement activities. Inspection records had been retained in a feed premises file which was organised according to annual activities. The file would benefit from reorganisation to ensure that risk ratings are taken into account to ensure the frequency of visits specified by the Feed Law Enforcement Code of Practice are maintained.
- 3.1.16 The Authority ensured that the Agency received accurate feed law enforcement statistics by manually copying the data onto an electronic spreadsheet.

Liaison with Other Organisations

- 3.1.17 The Authority had extensive liaison arrangements with central government, other enforcement bodies, professional organisations and other external stakeholders. Links to port management, to facilitate the imported feed monitoring regime, had been established and there was evidence of systematic communication.
- 3.1.18 The Authority was also pro-active in liaising with relevant central government organisations such as the Food Standards Agency, the Department for Environment, Food and Rural Affairs (Defra), HMRC and the UK Border Agency.
- 3.1.19 Locally the Authority was a member of the North East Trading Standards Association (NETSA) incorporating a virtual animal feed sub-group which was responsible for the dissemination of feed related guidance and correspondence from various sources, including the Agency. Additionally, there was an Animal Health Group which met three times a year which also discussed feed related matters concerning the monitoring role of Animal Health Officers.
- 3.1.20 The Authority was in receipt of information from Association of Port Health Authorities and the National Animal Feed Ports Panel which included representation from key central government agencies. The Authority was not represented at the meetings themselves due to the lack of relevant activity at the port.

3.2 Imported Feed Control Activities

Feed Inspection and Sampling

- 3.2.1 The Authority acknowledged that historically imported feed enforcement activities at the port had not been a priority as no feed products had ever been received and so a procedure for the monitoring of imported feed had not been developed. However, although presently there was no relevant product arriving at the Port the Authority had systems and arrangements in place in relation to the control of imported feed.
- 3.2.2 In practice the Authority systematically monitored and identified incoming consignments through the daily receipt of ship arrival lists received from the Port Authority. The Authority's checks were based on familiarity with the small number of vessels that repeatedly used the Port, their function and the type of cargo they were known to import. When an unknown ship was identified the Authority used the Call Sign and the International Maritime Organisation number to check the vessel's origin and function. If further information was required officers visited the Port to examine the ship's manifest documents. Auditors discussed further enhancing the controls to include the routine systematic checking of ship's manifests and the benefits of formally developing and implementing a procedure to cover the ongoing monitoring arrangements.
- 3.2.3 Additionally, the Authority visited the Port bi-annually to discuss the current arrangements and potential changes in port activity in regard to imported feed. These meetings had not been formally documented.
- 3.2.4 The audit confirmed that feed controls, including documentary checks, identity checks and random physical checks had not been carried out due to the lack of imported feed activity at the Port. However, the Authority had recently developed and implemented the necessary enforcement procedures should the need for more detailed enforcement checks be required in line with current legislation and centrally issued guidance.
- 3.2.5 The Authority had recently developed and implemented 'Feed Sampling Procedures'. The feed sampling policy was contained within the procedure and the Service Plan.
- 3.2.6 The Authority had not developed a feed sampling programme due to the lack of relevant feed product in the area. No samples of imported FNAO had been taken within the last two years.
- 3.2.7 The official laboratory that would be used by the Authority for feed sampling activities, should it be required, was properly accredited.

Feed Establishments Interventions and Inspections

- 3.2.8 There were premises located at the Port which had previously been used for the storage of grain for export and local distribution and the Port Authority had recently had the premises registered under Regulation (EC) No. 183/2005 for the feed activities. The Authority had visited the premises to assess its suitability for registered premises status and it had been added to the annual inspection programme. However, there were no plans at present to use it for the storage of imported feed. Auditors were also advised that the premises had the potential to be used as an Enhanced Remote Transit Shed.
- 3.2.9 There were 12 farms within the Authority's area which keep livestock, none of which were Approved Establishments under Regulation (EC) No.183/2005. None of the farms were in receipt of imported feed products. All the farms had been included in the annual inspection programme and had been inspected in accordance with their risk ratings.

Enforcement

- 3.2.10 The Authority had an 'Environmental Health, Trading Standards and Licensing Enforcement Policy' which had been approved by the appropriate Member Forum. The current Policy confirmed that the Authority was committed to implementing Enforcement Concordat in all enforcement action. However, the Policy required updating to take account of new legislation and the Regulator's Compliance Code. Auditors also discussed the need for the revised Policy to include potential appropriate enforcement options relevant to official controls carried out at the Port.
- 3.2.11 No formal enforcement had been carried out due to the lack of imported FNAO activity at the Port. However, the Authority had recently developed and implemented new procedures to cover the full range of enforcement activities in accordance with current legislation and the Framework Agreement to ensure the Authority was prepared for any possible increased imported FNAO activity that might occur in the future.

Recommendation

3.2.12 The Authority should:

Review and update the Enforcement Policy to ensure that it is in line with current legislation in accordance with the relevant Codes of Practice and centrally issued guidance. The Policy should be approved by the appropriate Member Forum or relevant delegated senior officer.
[The Standard -15.1]

Feed Complaints, Primary Authority Scheme and Home Authority Principle

- 3.2.13 The Authority had an Investigation of Feed Complaints procedure for dealing with imported feed complaints and referrals. Auditors were informed that, due to the lack of activity in the Authority's area very few complaints and referrals involving imported FNAO had been received.
- 3.2.14 The Authority confirmed support for the Home Authority Principle and the Primary Authority Scheme. The Service did not formally act as Home or Primary Authority for any imported feed businesses.

Feed Safety Incidents

- 3.2.15 The Authority had developed and implemented a 'Feed Incidents and Hazards' procedure for handling food and feed notifications in relation to the Rapid Alert System for Food and Feed (RASFF), emergency control notices and safeguard measures. In practice the Authority was able to demonstrate that an effective system was in place for the receipt and initiation of RASFF notifications.
- 3.2.16 The Authority had a procedure in place for the handling of 24 hour emergency feed incidents.

Advice to Business

- 3.2.17 Due the lack of imported feed activity within the Authority's area relevant to the scope of the audit relatively little business advice had been carried out. However, the Authority demonstrated that they were actively engaged with the Port management on a regular basis to ensure they were provided with relevant information and guidance in regard to imported FNAO.

3.3 Internal Monitoring and Third Party or Peer Review

Internal Monitoring

- 3.3.1 There was evidence that qualitative monitoring had been carried out, including regular officer 'one to one' meetings. Auditors were informed that the operation of the small team meant that officer work was constantly being checked and peer reviewed. However, auditors discussed the benefit of extending the procedures to ensure that all areas of imported feed monitoring and enforcement activities are covered, and that formal monitoring is carried out routinely and formally documented.
- 3.3.2 There was evidence of other qualitative and quantitative internal monitoring being carried out, including:
- Annual officer performance reviews
 - Twice weekly documented team meetings that included discussion of issues of relevance at the Port.

Recommendation

3.3.3 The Authority should:

Extend the documented internal monitoring procedure to include qualitative monitoring across the full range of imported feed law activities. A record should be maintained of internal monitoring activities carried out.

[The Standard - 19.1 and 19.3]

Records

- 3.3.4 Records of imported feed activity including port visits and monitoring were maintained on a combination of electronic records and hard copy papers. There were no records of inspection, sampling and formal enforcement action due to the lack of activity in these areas of work for FNAO. Records were generally retrievable and readily accessible.

Third Party or Peer Review

3.3.5 The Authority had not been subject to any external audits recently in relation to FNAO duties.

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Local Authority Audit and Liaison Division

Action Plan for Sunderland City Council

Audit date: 8-9 February 2011

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.1.4 Further develop the Service Delivery Plan and ensure that it covers all areas of the Service Planning Guidance in the Framework Agreement, including the monitoring, inspection and enforcement arrangements for imported feeds. [The Standard -3.1]	31/05/11	Develop the Food Plan to address Imported Feed Control in a more focussed way, to address: <ul style="list-style-type: none"> • Programmed inspection and follow up • An estimate of demand for dealing with complaints • An estimate for resources required for dealing with Home Authority advice • An estimate of the number of contacts requiring business advice • A sampling programme and estimate of complaint samples • An estimate of likely demands on the service for dealing with control and investigation of outbreaks and food related infectious disease 	
3.1.11 Ensure that all authorised officers complete the necessary ongoing 10 hours CPD feed training per year and that records of training are maintained in accordance with the legislation and relevant Codes of Practice. [The Standard - 5.4 and 5.5]	30/06/11	Officers have attended training on “Import Controls on Feed of Non-Animal Origin” at Guisborough on 14 March 2011. Officers are registered for online training to be completed by June 2011. Records will be maintained and recorded as part of qualitative monitoring as per 3.3.4.	Training undertaken 14/03/11 Officers registered for online training.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.2.12 Review and update the Enforcement Policy to ensure that it is in line with current legislation in accordance with the relevant Codes of Practice and centrally issued guidance. The Policy should be approved by the appropriate Member Forum or relevant delegated senior officer. [The Standard -15.1]	31/12/11	The scope of the Enforcement Policy covers a number of regulatory functions. In order to address the needs and requirements of all parties and to receive the appropriate approval will require a team of officers to complete. The timeframe is therefore reasonably long.	
3.3.4 Extend the documented internal monitoring procedure to include qualitative monitoring across the full range of imported feed law activities. A record should be maintained of internal monitoring activities carried out. [The Standard - 19.1 and 19.3]	31/05/11	A documented procedure for qualitative monitoring will be developed to include the full range of imported feed law activities including training and CPD. Records of scheduled meetings will be maintained.	

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

- Food Law Enforcement Service Plan 2010/11
- Cabinet Minutes
- Community and Cultural Services Directorate Delegation Scheme
- Public Protection Structure
- Monitoring Imported Feed Procedures
- Inspection of Feed Premises Procedure
- Feed Sampling Procedure
- Feed Law Enforcement Procedures
- Enforcement Policy
- Advisory e-mails to businesses
- Minutes of Team Meetings

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

- Authorisation and training files
- Ship lists records
- Feed premises registration records
- Liaison records
- Internal monitoring records

(3) Interviews – the following officers were interviewed:

- Audit Liaison Officer (Principal TSO)
- Senior TSO
- Port of Sunderland management representatives.

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

(4) On-site verification check:

A verification visit was made with the Authority's officers to the Port of Sunderland. The purpose of the visit was to verify that appropriate risk based, proportionate checks are carried out to identify consignments of imported feed at the Port and that facilities and equipment are adequate should they be required.

Glossary

Agricultural Analyst	A person, holding the prescribed qualifications, who is formally appointed by a local authority to analyse feed samples.
Air Waybill	Commercial documents providing a general description of cargo items.
Audit	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.
Border Inspection Post	Point of entry into the UK from non-EU countries for products of animal origin.
CEDs	Common Entry Documents which must accompany certain food products to designated points of entry or import.
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.
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.
Environmental Health Officer (EHO)	Officer employed by the local authority to enforce food safety legislation.
ERTS	Enhanced remote transit shed. An HM Revenue and Customs 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	Feed not of animal origin. Products that do not fall under the requirements of the veterinary control regime.
Feed standards	The legal requirements covering the quality, composition, labelling, presentation and advertising of feed, and feed materials.
Food Standards Agency	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. Everything we do reflects our vision of Safe food and healthy eating for all.
Formal samples	Samples taken in accordance with the requirements of the Feed Law Code of Practice in accordance with the relevant sampling regulations and submitted to an accredited laboratory on the official list. Formal samples are those taken in strict accordance with procedures laid down in Directive 76/371/EEC
Framework Agreement	<p>The Framework Agreement consists of:</p> <p>Chapter One Service Planning Guidance Chapter Two The Standard Chapter Three Monitoring of Local Authorities Chapter Four Audit Scheme for Local Authorities</p> <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> <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.</p> <p>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.</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.
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.
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 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.
Primary Authority	An authority that has formed a partnership with a business.
Port Health Authority (PHA)	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 port 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 feed 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.
Third Country	Countries outside the European Union.
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.

