

Action Plan for City and County of Swansea

Audit date: 22-25 November 2010

Action plan updated 12 June 2013

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
1. Devise and implement a programme to review all documented policies and procedures at regular intervals, and whenever there are changes to legislation or centrally issued guidance, and to record those reviews.	Completed	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 and in accordance with the Authority's own policies and procedures [The Standard – 4.1]	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
Carry out interventions/inspections at the required frequency.	30.03.2012	<p>3.2.4. The Authority shall:</p> <p>The Authority shall carry out interventions/inspections (as required by the Food Law Code of Practice(Wales)) at all food hygiene establishments in their area at a frequency which is not less than that determined under the intervention rating schemes set out in the relevant legislation, Code of Practice and centrally issued guidance [The Standard – 7.1]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
<p>(a) 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>(b) Devise and implement a programme to verify conformance with the Standard, relevant legislation, the Food Law Code of Practice (Wales), relevant centrally issued guidance and the Authority's own documented policies and procedures.</p> <p>(c) Record all internal monitoring activity and keep all records for a minimum of two years.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>3.4.3 The Authority shall:</p> <p>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>3.4.4 The Authority shall:</p> <p>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>3.4.5 The Authority shall:</p> <p>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.
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