

# **Food Standards Agency in Wales**

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

**Torfaen County Borough Council  
08 – 11 November 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](http://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 5<sup>th</sup> 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 Torfaen 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](http://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 Torfaen 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 Local authorities are required to submit enforcement monitoring returns to the Agency on an annual basis. The information is collated and submitted to the European Commission and the information is also utilised to inform policy.
- 1.4 The Authority did not submit its enforcement monitoring return for the year 2008/09 and therefore there are no published figures for the Authority's food law enforcement activities for that period and thus making the FSA's dataset incomplete.

### **Scope of the Audit**

- 1.5 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.
- 1.6 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.
- 1.7 Auditors undertook during the onsite audit visit to assess how funds provided by the Agency had increased compliance with food safety management systems based on HACCP principles.
- 1.8 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. Auditors found evidence from records examined that enforcement was managed and delivered effectively.
- 1.9 The on-site element of the audit took place at the Authority's offices at County Hall, Cwmbran on 08 – 11 November 2010.

## **Background**

- 1.10 Torfaen County Borough Council is situated in South-East Wales. It has 3 major population centres with a total population of around 90,000.
- 1.11 The Council adopted a Cabinet style structure from its inception as a unitary authority.
- 1.12 The Torfaen area is dominated by the new town of Cwmbran, which has a mix of housing, light industry and retail areas. The towns of Pontypool and Blaenavon are older and subject to various improvement strategies.
- 1.13 The Food Hygiene Service sits under the Executive Member for Housing, Planning and Public Protection, reporting to the Scrutiny and Overview Committee.
- 1.14 Responsibility for the delivery of the Food Service Plan rests in the Planning and Public Protection Service.
- 1.15 The profile of Torfaen County Borough Council's food businesses, as indicated in the Food Service Plan for 2010/11 was as follows:

Type of food premises	Number
Primary Producers	2
Slaughterhouse	0
Manufacturer	9
Packer	0
Importers	0
Distributors	12
Retailer	214
Restaurant/Caterer	490
Other Food Premises	15
Un-allocated	5
<b>Total number of food premises</b>	<b>747</b>

- 1.16 Included in the above table are 8 premises approved under the provisions of Regulation (EC) No.853/2004.
- 1.17 The Food / Health & Safety Enforcement Team consists of 6 officers and 1 manager, all but one of whom are qualified to carry out food hygiene enforcement. The staffing allocation available to undertake food law enforcement at the time of audit was 3.0 Full time Equivalent Officers. Of the 3 other officers, 1 undertakes food sampling and investigations of sporadic cases of food poisoning and 2 undertook Health and Safety enforcement.
- 1.18 The focus of the food law enforcement service as set out in the Food Service Plan is on ensuring that all food produced and sold in Torfaen is safe and wholesome to eat.

## 2.0 Executive Summary

- 2.1 The Authority had developed and implemented a detailed Food Service Plan for 2010-2011 which satisfied the Service Planning Guidance in the Framework Agreement. The plan had been submitted to the appropriate member forum.
- 2.2 Officers had been authorised in accordance with their qualifications, training and experience.
- 2.3 Individual Officers' training needs were identified as part of their annual performance review. 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. These documents were available to all Officers in electronic format on a central directory and those evaluated during the audit contained up to date references to legislation and official guidance, but not all had been reviewed in accordance with the Authority's policies and procedures.
- 2.5 Auditors reviewed 7 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. Various aides memoire were being utilised during interventions/inspections and therefore it was not always possible to assess that all aspects of the inspection had been adequately addressed.
- 2.6 The Authority had undertaken a full range of enforcement from warning letters to hygiene improvement notices to prosecutions, including ensuring compliance with Article 5 of Regulation (EC) No.852/2004. During the verification visits undertaken as part of the onsite audit process it was evidenced that officers paid particular attention to compliance with food safety management systems based on HACCP principles.
- 2.7 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.
- 2.8 The Manager of the Food and Health and Safety Enforcement Team carried out random file checks to ensure consistency. However, not all internal monitoring was carried out as described in the Authority's draft internal monitoring policy and records were not kept for a minimum of 2 years.

## **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 Service 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 submitted for appropriate member approval in May 2010.

3.1.3 Performance against the Food Service Plan is monitored on a quarterly basis and reported to the senior management team. Any variance is flagged up and action is taken to address the variance. There was no variance from the 2009/10 plan as the Authority had achieved all its programmed inspections due in that year.

3.1.4 The Food Service Plan for 2010/11 confirmed the Service's role in relation to Food enforcement and detailed its contribution to the Council's Strategic Objectives of:

- "A safe, prosperous, sustainable place where everyone has the opportunity to be the best they can. "

#### **Documented Policies and Procedures**

3.1.5 The Authority had a documented policy for reviewing and updating its policies and procedures. The Food and Health and Safety Manager had editorial rights on the documents and officers could gain access to the updated documents on a read only basis to ensure that the latest documents only were accessible. Superseded documents were removed from the system

3.1.6 The Authority had reviewed most of its documented policies and procedures in accordance with the policy. However, the policy for the authorisation of officers (dated June 2009) was under review and in a draft form. The Authority was also in the process of introducing an internal monitoring policy which at the time of the onsite visit was in the form of a discussion document.



### **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 and in accordance with the Authority's own policies and procedures.

[The Standard – 4.1]

### **Officer Authorisations and Training**

- 3.1.8 The Authority's documented procedure for the authorisation of Officers based on their competence (dated June 2009) was in draft form as it was being reviewed. The Food and Health and Safety Manager is responsible for reviewing performance and ensuring that each Officer has the appropriate level of authorisation based on their competence.
- 3.1.9 Auditors were advised Officers' training needs were either identified during annual performance review or discussed during Team meetings. Auditors were able to evidence discussions on training undertaken in team meetings from minutes of the meetings. Auditors did not evidence records from individual performance reviews. Officers were allocated onto appropriate training courses in accordance with the training needs of the officer.
- 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 proof 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).
- 3.1.13 The Authority's Lead Officer in Food Hygiene is a member of FSA in Wales' Food Safety Management Steering Group.

## **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. Most had undertaken a 3 day HACCP assessment course. The Lead Officer in Food Hygiene and another senior officer have attended a 5 day course in HACCP assessment.
- 3.1.15 In addition all Officers had attended the recent “Evaluation of HACCP Systems” course sponsored 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 had taken the decision to continue to carry out inspections as their preferred choice of intervention.
- 3.2.2 The Food Service Plan detailed the Authority’s intervention programme which prioritised interventions at higher risk premises over lower risk premises. The Authority implements an alternative enforcement strategy for lower risk premises which auditors found to be an appropriate method of enforcement for that category of premises.
- 3.2.3 From the files checked, premises were inspected at the appropriate frequency required by Annex 5 of the Food Law Code of Practice (Wales) and inspections were undertaken in accordance with the Code. Records on file including correspondence with food business operators indicated that officers had assessed compliance with HACCP and had clearly informed the food business operator of the steps required to achieve compliance. All communications were completed in a timely manner and without undue delay.

## **Inspection Reports and Records**

- 3.2.4 The Authority had drawn up various versions of inspection aides-memoire to record inspection findings. The aides-memoire had been amended over time in order to capture further information. Files audited showed that the different versions were on the whole being used within the same visit time-frame with a short overlap of use between versions in order to use-up pre-printed aide-memoires. At the time of the audit the most recent version of the aide-memoire was found in use and had been developed from guidance produced by the All Wales Food Safety Technical Panel. Auditors discussed the importance of ensuring that comprehensive information on all inspections was recorded in order to provide a full picture of the premises and to inform officers undertaking the next inspection.

- 3.2.5 Auditors advised the Authority that comprehensive information should be recorded at the time of inspection; the information should be accurate and show clearly how the determination of compliance with legal requirements was arrived at. Records should be in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance. The Standard requires that records are retrievable. However, not all files were kept in an orderly fashion and auditors had on occasion to request for further information held on separate files or held electronically.
- 3.2.6 Food business operators were provided with clearly worded reports confirming the main findings from inspections with appropriate timescales for the required works to be completed. The reports also consistently differentiated between legal requirements and recommendations of good practice. Revisits were made to premises in accordance with the enforcement policy to ensure that compliance had improved.
- 3.2.7 The Authority used a coversheet on the inside cover of files, to highlight action taken in the inspection and any issues that required attention at the next inspection. However it was not completed on all occasions.
- 3.2.8 Auditors examined 7 files and found that records had been kept for at least 6 years as required in The Standard.

### **Verification Visits to Food Premises**

- 3.2.9 Prior to the on-site audit visits auditors had selected premises from the list submitted by the Authority. Authorities 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 visits to the selected premises were to be undertaken as inspections and auditors accompanied the officers and observed how the implementation and compliance with HACCP principles was addressed.

- 3.2.10 During the audit, verification visits were undertaken to 3 food businesses, 1 of which was carried out as an early evening visit. Officers from the Authority had taken the decision that the visits were to be unannounced. Two of the visits were carried out with the Officer from the Authority who had conducted the most recent programmed food hygiene inspection of the 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 food safety management system based on HACCP principles..
- 3.2.11 Prior to the visit the officers had undertaken a file review in order to familiarise themselves with findings of the previous intervention. Auditors took the opportunity to discuss the format and objectives of the verification checks with the Authority's officers prior to the onsite verification visits.

- 3.2.12 All 3 visits confirmed that inspections carried out by Officers were detailed, thorough and had adequately assessed business compliance with structure and hygiene practice. Officers had assessed HACCP compliance and discussed with the food business operator. In all 3 premises the officers committed a considerable amount of time to explain the requirements of Article 5 and the use of the Agency's Safer Food Better Business (SFBB) pack.
- 3.2.13 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.
- 3.2.14 At the end of the interventions the officers explained verbally, in some detail the findings and the action that would follow with an approximate timetable agreed with the food business operator.
- 3.2.15 In 1 of the premises visited the inspecting officer formed the opinion that the findings merited the service of Hygiene Improvement Notices which was the most appropriate form of enforcement in the circumstances. In the remaining 2 premises the officers found there had been improvements since the last inspection and considered that further advice to the business concerning food safety management was the most appropriate action

### **3.3 Enforcement**

- 3.3.1 The Authority had set up, maintained and implemented a documented enforcement policy, in accordance with the Food Law Code of Practice (Wales) and other official guidance. The policy had been updated in June 2010 and had been presented to the relevant local authority member forum that month.
- 3.3.2 The Authority had used a wide range of enforcement options including advice, written warnings, statutory notices and prosecutions in line with the enforcement policy. All decisions on enforcement had been made following consideration of the enforcement policy and after consultation with the Food and Health and Safety Manager.
- 3.3.3 It was evident from audit checks that the Authority was using its documented procedures 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 policy. The Authority had instigated formal enforcement action where required by the enforcement policy 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.
- 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 and had

also held seminars for butchers. Auditors interrogated the Authority's database and evidenced a reduction in the number of premises with a Category A and Category B risk rating (highest risk) over the last twelve months indicating a rise in compliance levels.

### **3.4 Internal Monitoring**

- 3.4.1 The Authority was in the process of reviewing their internal monitoring procedure which indicated the way it was to monitor the consistency and quality of food hygiene inspections. The procedure, at the time of the onsite visit, was in the form of a discussion document and included the use of file checks and joint visits.
- 3.4.2 Auditors were shown completed aides-memoire for file checks for 2007, 2008 and 2009, but none for 2010. Auditors were advised that peer reviews were undertaken during joint inspections. However, no evidence of any peer review, as required by the draft internal monitoring procedure, was evidenced by the auditors in the files reviewed.
- 3.4.3 Not all internal monitoring activity was recorded by the Authority and records were not kept for at least 2 years.

#### ***Recommendation***

3.4.4 The Authority shall:

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]

3.4.5 The Authority shall:

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 Torfaen County Borough Council

Audit date: 08-11 November 2010

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
<p>All documented food hygiene policies and procedures are now under review.</p> <p>Our policies and procedures will be reviewed when there are significant changes to legislation and / or guidance.</p> <p>We will also review our policies and procedures if complaints are made against the service.</p>	<p>Completion by April 2011</p>	<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>	<p>The Authorisation, Competency and Quality Monitoring policy for the FHS team requires all documented policies and procedures to be reviewed as required by the Standard 4.1.</p> <p>All documented food hygiene policies and procedures are now under extensive review, and the review of procedures for inspections and service requests is nearing completion.</p>

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
<p>The Authorisation, Competency and Quality Monitoring policy for the FHS team has been substantially reviewed, and the new version is now passing through the adoption process.</p> <p>The required records have now been located, and a new filing system established so that these can be retained as required.</p>	<p>Completion by March 2011.</p> <p>Completed</p>	<p>3.4.4 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>3.4.5 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>	<p>The Authorisation, Competency and Quality Monitoring policy for the FHS team has been substantially reviewed, and the new version is now passing through the adoption process.</p> <p>The required records have now been located, and a new filing system established so that these can be retained as required.</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 3 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"><li>• Chapter One Service Planning Guidance</li><li>• Chapter Two The Standard</li><li>• Chapter Three Monitoring of Local Authorities</li><li>• Chapter Four Audit Scheme for Local Authorities</li></ul>

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 i.e. 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.