



# **Food Safety Law Enforcement Plan 2014/15**

**Appendix 1 to Committee Report  
PPSL Committee 18<sup>th</sup> June 2014**

## 1. SERVICE AIMS AND OBJECTIVES

### 1.1 Aims and Objectives

The Council's Regulatory Services is **committed to the protection of the public.**

**As a competent authority under Regulation (EC) 882/2004 and a statutory food authority under the Food Safety Act 1990, the Official Feed and Food Controls (Scotland) Regulations 2009 the Council seeks to ensure that all food and drink intended for sale for human consumption or for animal consumption which is produced, stored, distributed, handled or consumed within Argyll and Bute is without risk to the health or safety of the consumer. Food, for the purposes of this plan, includes feed.**

Regulatory Services achieve this through the following aims and objectives:-

- Undertaking the statutory enforcement role of the "Food and Feed Authority", working with and in accordance with service standards and specific requirements and guidance from the Food Standards Agency Scotland. This includes the Framework Agreement which outlines the responsibilities of the "food authority", the Food Law Code of Practice and the Feed Law (Enforcement Code of Practice (Scotland & Wales)).
- Provision of an effective, quality food and feed service focusing resources on a risk-based approach and ensuring that all enforcement activity is proportionate, consistent and undertaken by competent and authorised officers.
- Developing, and working to a service plan, which will describe the work to be undertaken and identify the resources available to the service.
- Working with local businesses in an open and transparent manner, to improve the safety of food and feed and the level of compliance with relevant legislation, in line with the Service's Food and Feed Safety Enforcement Policy, and the draft Scottish Regulators Statutory Code.
- Provision of food safety and feed advice and respond appropriately to requests from the public, voluntary groups and businesses.
- Ensuring the effective management of the Council's food and feed safety law enforcement service through effective performance management and reporting.
- Contributing as a participant where it is relevant and appropriate having regards to local and national food and feed safety issues as a member of a range of national and regional working groups recognising their role in the promotion of consistency and best practice among local authorities.
- Maintaining adequate systems including a computer-based inspection and reporting system, designed to improve the quality of food and feed law enforcement activity data, management information and reporting.

## **1.2 Links to Corporate Objectives**

This plan links to the Council's Single Outcome Agreement and the outcomes of promoting a sustainable economy; protecting the vulnerable in our communities and the wider health protection agenda. It also links into the Councils Corporate plans via the departmental, or specific Regulatory Services, Environmental Health, Animal Health and Welfare and Trading Standards service plans for 2014-15.

## **2. BACKGROUND**

### **2.1 Profile of the Local Authority**

Argyll and Bute Council is a unitary authority, with a resident population of 89,590 and a geographical area of 690,889 hectares, including 23 inhabited islands, located within the west highlands of Scotland.

### **2.2 Organisational Structure**

Regulatory Services delivers the Councils statutory food safety law enforcement role in a team which provides the range of services within environmental health, animal health, trading standards and licensing standards. This service is located within the Development and Infrastructure Directorate in a Planning and Regulatory Service.

Regulatory Services is managed at a third tier level through the Regulatory Services Manager with operational management being provided by the Environmental Health Manager (East); Environmental Health Manager (West) and the Trading Standards Manager. There is no specific food or feed safety law enforcement team as officers undertake generic work relating to their profession, although management lead for food safety is taken by the Environmental Health Manager (West) supported by the Environmental Health Officer (Food Control and Service Support) and the management lead for feed safety is taken by the Trading Standards Manager.

The work of Regulatory Services can be directed to the Planning, Regulatory Services and Licensing Committee or the full Council as determined by the nature of the report. In addition, the service has access to the Area Committees and the Argyll and Bute Licensing Boards.

The statutory appointments required under Regulation (EC) 882 2004 and the Food Safety Act 1990 are:-

Head of Food Safety	Regulatory Services Manager
Lead Officer Food Hygiene and Standards	Environmental Health Officer (Food Control and Service Support)
Lead Officer- Feed	Trading Standards Manager

## **2.3 The Scope of the Food and Feed Service**

Food safety law enforcement is undertaken principally by authorised Environmental Health staff, although some work is undertaken by Animal Health and the feed aspects by Trading Standards professionals. We have been, and continue to, review roles and responsibilities in respect of food and feed, as far as the code allows, to integrate work across disciplines so we can make better use of the wider service resource.

- Environmental Health professionals are responsible for the Council's food safety law enforcement work, which encompasses food hygiene, food standards and control, (which includes food premises inspection, food quality, composition and labelling inspection and certification). In the event of systems failures, the team will respond by investigating and controlling communicable disease, investigating complaints and reports and withdrawing unsafe/unsound food.
- Trading Standards staff undertake work in relation to animal feeding-stuffs controls although there are links into food standards through misleading claims.
- Animal Health Officers undertake primary production activities which include integrating food hygiene and feed into the animal health inspection for targeted businesses.

The service priorities detailed in the Food Safety Law Enforcement Service Plan, which are determined through statutory activities; the Food Law Code of Practice; national, local and service priorities. The Council's Enforcement Policies, food safety procedures and internal monitoring and standards inform the standards for this work.

## **2.4 Laboratory Arrangements**

The Council has a formal Service Level Agreement with Glasgow Scientific Services (GSS) for the provision of laboratory services, including the microbiological examination of foodstuff including feed. We are required to provide specialist support services and this plan seeks approval of Glasgow Scientific Services and named staff to meet the requirements for a public analyst; food examiner and agricultural analyst. Formal arrangements are in place for 2014-15 and these appointments (Appendix II) form part of the formal endorsement of this plan

## **2.5 Professional Support Network**

The service works closely with the Food Standards Agency Scotland, the Scottish Food Law Enforcement Liaison Committee, the Crown Office (Procurators Fiscal) and NHS Highland. The service benefits from the support of the Royal Environmental Health Institute of Scotland, the Society of Chief Officers of Environmental Health in Scotland, and the Society of Chief Officers of Trading Standards in Scotland.

The service values and participates as is appropriate and relevant to do so, within established inter-authority liaison and professional network mechanisms operating within Environmental Health and Trading Standards in Scotland. Of specific note are the FSA Shellfish Enforcement Group, the SFELC Approved business Inspection Working Group, the Food Hygiene Information Scheme Working Group, West of Scotland Food Liaison Group; Environmental Health/ NHS Highland Liaison Group; the Scottish Fish and Shellfish Hygiene Working Group and SCOTSS Animal Feedstuff Group. The Service is also a subscribing member of Camden BRI.

## 2.6 Food and Feed Safety in Argyll and Bute

The nature, type and scale of food and feed businesses in Argyll and Bute are influenced by its geography and infrastructure and these factors can create some difficulties in delivering the statutory work. Examples of these are:-

- A high number of incidents and trade withdrawals with a regional and international scope. This also has a significant impact on the work of the service.
- An atypical high number of approved manufacturing and processing food establishments, utilising specialist processing techniques and technology and Home Authority requests for assistance and advice.
- A significant seafood industry, which has a significant impact on the work of the service and includes a separate shellfish team, which delivers the monitoring programmes for biotoxin and classification of shellfish harvesting waters through a contract with the Food Standards Agency.
- Decentralised area offices pose specific challenges to ensure that there is adequate support provided to field staff and to ensure and promote consistency. This support includes training, specialist support, quality auditing and the management and direction of staff within the decentralised area offices.
- There is a significant officer time spent travelling as part of their operational work. The service is seeking to reduce this through the flexible and mobile working, through integrating roles where practical with other officers, and the improved use of information technology, with the objective of improving productivity.

## 2.7 Uniqueness of Argyll and Bute Council as a “food authority”

- 2.7.1** The Service has responsibility for 2020 food premises and an estimated 1500 feed premises in Argyll and Bute excluding the businesses which operate on a temporary or ad-hoc basis. The premises are divided into risk inspection bands.

### Food

Category	Minimum Inspection Frequency	Number of Establishments
A	Every 6 months	14
B	Every 12 months	107
C	Every 18 months	583
D	Every 2 years	261
E	Use other intervention strategies	717
Unrated		338

### Feed

Category	Minimum Inspection Frequency	Number of Establishments
A	Yearly	7
B1	2 yearly	29
B2	5 yearly	251
C	Use other intervention strategies	32 recorded, but true figure expected to be in excess of 1200

**2.7.2** We have a strategy in place to deliver the national E.coli 0157 cross contamination guidance. To allow us to meet this with our limited resource, we have an exemption from the Food Standards Agency from the programmed inspections for category C and D premises which enable us to visit these premises when our strategy specifies, rather than using the Code of Practice. High risk premises are visited in accordance with the Code of Practice.

**2.7.3** There are 64 approved establishments (smokeries, shellfish processors and harvesters etc) compared to other Scottish local authorities, this amounts to the third highest number in Scotland. These operate processes that potentially pose a higher risk to food safety and fall to be inspected by the service more frequently and in greater depth. A significant proportion of them use critical ingredients within traditional 'artisan' style products. The technical challenge in approving such processes, together with the ongoing verification of safety, during inspections is significant. These establishments also embody increased political risks for the Council and commercial risks and opportunities for the local economy, in that they distribute high risk products throughout the UK and in fact globally.

<b>Fish processing</b>	<b>Shellfish Processing</b>	<b>Dairy</b>	<b>Meat / meat products</b>
28	23	7	6

Consistent with council policy in Argyll and Bute, the service will continue to work with these businesses to promote food safety standards.

**2.7.3** Argyll and Bute Council has 54 shellfish classified sites and 7 being considered. These waters are classified for the growing and harvesting of shellfish and there may be restriction in their use due to the microbiological quality of water or shellfish flesh. The service undertakes a monitoring programme which is designed to ensure that shellfish being harvested are safe in food safety terms. These also require businesses to continue trading, as there is a requirement for all waters to have a minimum of six samples annually to maintain their classification. This work is undertaken by a dedicated team of four officers who also carry out the shellfish biotoxin sampling work which is funded directly by the Food Standards Agency Scotland.

#### **2.7.4 Recognising Good Business**

We participate in the national awards relating to the Food Hygiene Information Scheme and the EatSafe Awards which are run by the Food Standards Agency Scotland. Both recognise good businesses in terms of food hygiene and provide information to allow the consumer to make an informed choice. In Argyll and Bute, we have 121 awards out of a total of 1095 in Scotland.

### **3. SERVICE PLANNING PROCESS**

#### **3.1 Service Plan**

The Food and Feed Safety Service Plan is submitted to the Planning, Regulatory Services and Licensing Committee for approval. The plan represents the recommendations of the Regulatory Services Manager as to the level of service and scope of work required to meet the statutory obligations placed on the Council.

It should be noted that the service does not have adequate resources in place to undertake the full requirements of the Food and Feed Safety Codes. We therefore adopt a risk based approach focussing resources to areas of highest risk. This approach allows us to focus on high and medium risk activities, service requests, food alerts and incidents where there are suspected or confirmed risks to food or feed safety or health. A key aspect of our work is alternative enforcement where we provide support to low risk businesses to allow them to make the right decisions in how they manage their businesses; and to consumers to allow them to make “informed choices”. Examples of the latter are the Food Hygiene Information Scheme and the EatSafe awards which are in place in Argyll and Bute

This approach to managing risk through the effective targeting of resources is wholly appropriate although the risk is that the Food Standards Agency are likely, through formal audit, to raise a major non-conformance that the Council do not have significant resources to deliver the Food Safety Code or the full feed safety intervention role or record-keeping requirements.

#### **3.2 Review**

The service plan is reviewed annually and otherwise in light of indicated need having regard to many issues including performance standards, service management and auditing; areas identified for improvement and emerging or new demands specific tasks and targets.

### **4. SERVICE REVIEW – PAST YEAR (2013-14)**

#### **4.1 Summary Food Service Plan Review 2013-2014**

The main achievements in 2013-14 were:

1. The service has met its programmed interventions target of 100% for high risk premises and we have implemented the E.coli 0157 cross contamination strategy 2014-2017
2. We have undertaken a range of alternative enforcement activities which are designed to support businesses who may not be the subject to formal inspection in the course of the year, and to provide more informed advice to consumers.
3. Our focus on developing our own staff and ensuring competency and currency continues. We have delivered the food training plan.

4. We continue to support the national Food Hygiene Information Scheme and the EatSafe award schemes, which reward businesses with good food safety systems in place and provide information to the consumer on food hygiene standards so they can make an informed choice where they eat.
5. We have supported the economy of Argyll and Bute through our regulatory work and in particular, we continue to certify consignments of food to China, Russia and other markets. This has significantly increased our workload, but is significant in assisting business develop into new markets.
6. Of significance operationally, has been a number of service related issues which have had an impact locally and nationally. These include:
  - Investigation of an outbreak of salmonella in a private school, which was food related. This is the largest outbreak of Salmonella. Hovit reported in the UK (rare strain) and the measures implemented through our public health incident plan, assisted in preventing wider spread of the illness within the wider community.
  - Working with other agencies, we are working to combat shellfish fraud and the placing of shellfish from unclassified waters onto the market. This included a successful seizure of razors with a value of £45,000 in Oban.
  - A major enforcement action and a series of national trade withdrawals relating to locally manufactured products including cheese with dangerously contaminated with *Listeria monocytogenes* bacteria, and the C.botulium risk from inadequately processed smoked fish.
  - Six new applications by prospective new local manufactures of high risk food products purified razor fish and vacuum packaged fin fish).
  - Support and monitor the Loch Fyne Oyster Company as it transitioned to ISO22000 accreditation.
  - Participation within a number of international 'Food Crime' investigations coordinated by the EU.
7. We successfully renegotiated the shellfish monitoring contract with the Food Standards Agency and met all the performance targets stipulated in the contract. This work supports the shellfish sector in Argyll and Bute, as well as protecting food safety.
8. We identified the feed premises currently recorded on our Uniform Trading Standards database & successfully updated the relevant risk ratings from the 2003 Lacors scheme to the 2013 NTSB scheme.
9. We undertook and completed a limited feed sampling programme at local feed transporters.



**4.2** There has also been unplanned or reactive work which we have had to respond to, and in some cases this redeploys resources from our planned activities. These tend to be high priority as they may relate to national alerts; the need for formal enforcement action, and are necessary to protect food safety and public health. Some examples of this work include:

- Supported local manufacturing and processing in meeting a significantly increased demand for approval applications.
- Implemented our E.coli 0157 strategy.
- Represented the Council's interests in the development of the 'New Scottish Food Body', which will replace the FSA in 2014/15 which is a significant demand on resources.
- FSA audit of shellfish.
- Tackling shellfish fraud.
- Met significant service requests from the FSA in relation to resource questionnaires on food hygiene, food standards and shellfish as well as enforcement activity and further requests by the FSA to contribute to technical and professional fora.

**4.3** Areas which we did not deliver as planned are detailed below and where appropriate, they are carried forward into the 13-14 service plan:

1. We have a total of 342 unrated food businesses and we have been unable to make significant progress in rating them and bring them into our intervention programme. We believe that many are low risk businesses which do not require formal programmed inspections under the code, although they require to be rated. This has been raised at FSA board level and the recent report by Audit Scotland "Protecting Consumers" highlights this failing. A strategy is in place and this will be delivered in 2014/15. We have recruited a temporary EHO to undertake this work in 2014.
2. We were unable to meet all our anticipated milestones for our E.coli or food standards work as insufficient resources in terms of the Food Law Code of Practice results in the focus on hygiene.
3. We have a significant number of low risk feed premises that are not recorded or registered upon either our Trading Standards Uniform database or upon our Feed Registration Access database. As above, we believe that the vast majority are low risk businesses which do not require formal programmed inspections under the code, although they require to be rated.

### **4.3 Food Monitoring**

The focus of the monitoring was on locally produced high risk produce. This includes smoked produce and dairy produce manufactured locally and sold to national and international markets. Formal action, as appropriate, was initiated where the results were unsatisfactory. The table indicates that there was an increase in microbiological samples taken in 2013-14 but compliance levels were above 92%

<b>FOOD SAMPLES</b>	<b>2010/2011</b>		<b>2011/2012</b>		<b>2012/2013</b>		<b>2014-15</b>	
	No. Taken	No. satisfactory	No. Taken	No. satisfactory	No. Taken	No. satisfactory	No. Taken	No. satisfactory
Food – Composition	68	64	21	18	43	40	91	88
Food- Microbiological	199	187	65	52	97	93	98	91

## Shellfish

The shellfish biotoxin and classification of shellfish harvesting areas continues. This work has been funded by the Food Standards Agency Scotland and there is a team of four dedicated staff which has implemented and delivered this programme working in conjunction with the shellfish industry. The work undertaken in 2013-2014 was as follows:-

	Number of sampling sites	Number of samples taken	Number of satisfactory samples
<b>Shellfish Biotoxins/ Classification of shellfish waters</b>	62	1469	35
Narrative Shellfish is an important sector in the food industry in Argyll and Bute Council. Of the 1060 samples taken, 98% met the required standards for biotoxins and water classification. Of the samples which failed to meet the standards, action was taken by the service in conjunction with the harvesters or operators to ensure that the shellfish did not enter the food chain. This resulted in the service of 7 temporary closure notices (biotoxins) and 10 voluntary closure agreements. These sites remained closed until standards had improved and the shellfish did not pose a risk to food safety.			

### 4.4 Food Complaints Investigations

The service received 21 food related complaints which required action, a reduction of 38 from 12/13. These complaints ranged from the sale of out of date food to foreign bodies in food.

### 4.5 Communicable Disease Investigations/Food Alerts

The service continued to respond to suspected or confirmed cases of food-borne disease and also to the formal food alerts issued by the Food Standards Agency.

### 4.6 External Audit and Internal Monitoring

An audit of our shellfish monitoring contract was undertaken by the Food Standards Agency in August 2013. The audit was generally positive but highlighted a number of areas for improvement. An action plan was developed and approved by the Councils PPSL Committee. The action plan is now complete and we are in the process of reporting this to the Food Standards Agency.

### 4.7 Enforcement Action

The Service seeks to achieve statutory compliance and protect food safety through the ethos of supporting business. In the period 2013-14, this work entailed –

	2010-11	2011-12	2012-13	2013-14
<b>Total number of visits:-</b>				
<b>Programmed inspections</b>	794	779	726	489
<b>Other inspections</b>	64	42	16	105
<b>Revisits</b>	47	44	55	35
<b>% of premises broadly complaint (excludes unrated)</b>	90.3%	90.7%	91.6%	91.4%
<b>Number of Hygiene Improvement Notices served</b>	34	13	12	8
<b>Number of Hygiene Prohibition Notices served</b>	0	0	0	0
<b>Number of Remedial Action Notices served</b>	1	3	10	6
<b>Number of prosecutions</b>	1	0	0	1

As a result of the E.coli strategy, our programmed inspections based on the code of practice have decreased as we have an exemption for medium risk (C and D) premises.

## **5. SERVICE PRIORITIES AND WORKPLAN 2014-15**

- 5.1 This service plan details the planned activities and priorities for 2014-15 although these are likely to change with the implementation of a new code of practice, which is anticipated in June and by the formation of the new Scottish Food Body, Food Standards Scotland. These will require us to review the Food and Feed Service Plan.

Notwithstanding this, there are a number of key priorities that our Food Safety Service Plan is founded upon:

- The principal food safety enforcement activity undertaken by the Council is that done by Officers in carrying out planned food hygiene and food standards inspections. This work is influenced by the codes of practice and the Councils E.coli cross contamination strategy.
- Monitoring of food and shellfish.
- Investigating of reactive work. This arises from a range of sources and may include communicable disease and food related illness, significant enforcement activity; national and local; food withdrawals and emerging issues.

These reactive demands will be assessed based on risk, and adequately resourced. Generally this work will be undertaken at the expense of planned activity.

- 5.2 The design of this service is based on the Council's statutory duties that devolve from Regulation (EC) 882/2004, the Food Safety Act, 1990, and the Official Feed and Food Controls (Scotland) Regulations 2009 to monitor and ensure minimum standards of food and feed safety within Argyll and Bute.
- 5.3 It is our intention to meet the requirements of the code of practice for high and medium risk food and feed safety work and that low risk premises will be subject to an alternative enforcement strategy. The implications of the E.coli guidance are likely to increase our workload although the implications of this are still to be determined. Where we have limited resources, we aim to deliver this service plan and to take a risk-based approach focussing resources of the higher risk priorities.

This approach does not, however, meet the requirements of the Framework Agreement and the Food Law Code of Practice from the Food Standards Agency. The targets set by the service for Members approval to be met as of 31<sup>st</sup> March 2015, are:-

- High risk visits 100%
- 70% completion of the alternative enforcement workplan
- 50% of the E.coli 0157 interventions plan (2014-17)
- Complete the rating of 338 unrated food hygiene

**5.4** The priorities for the food service plan for 2014-15, including 5.3 above, are:-

1	Continue to deliver our E.coli cross contamination strategy, which implements national guidance into the food sector and associated sectors.					
2.	Undertake the interventions programme for food hygiene, food standards; feed and primary production, which includes alternative enforcement targeted at low risk businesses					
		A	B	C	D	E
	Food Hygiene	13	54	234	114	52
	Food Standards	5	18			
	Feed	7	B1 – 15 B2 – 50	7		
3.	Build upon the work undertaken in 2013 and 2014, by continuing an investigation into the wider extent of non-compliance and Food Fraud within the wild shellfish sector,					
4.	Provide advice and support to the management of the Council's various catering operations, in relation to protection of the Councils customers and compliance with the FSA's Cross Contamination Guidance, in relation to the refurbishment of Council kitchens and the central validation of cleaning and disinfection regimes.					
5.	Improving our performance in meeting the COP. To review update and revise our food safety plans, policies and procedures, in accordance with our plan, to reflect emerging operational realities, new service delivery arrangements; pending audits and changes to the Food Law Code of Practice or internal service issues					
6.	Complete the work to rate the "unrated" food hygiene businesses					
7.	Seek to extend the contract with the FSA and continue to deliver the shellfish monitoring programme, developing working relationships with the sector.					
8.	Continued promotion of EatSafe and the Food Hygiene Information Scheme					
9.	Undertake a 'GAP Analysis' with the intention of developing a report and recommendations, in relation to the position of the Service in relation to the requirements of the revised Codes of Practice and the new Food Body for Scotland.					
10	Continued commitment to staff development and workforce planning to ensure a competent and authorised workforce. This will be delivered through our training plan; performance development review and targeted training/mentoring and coaching					
11	Implement and close Action Plan agreed with FSAS following audit of shellfish sampling activities in 2013.					
12	Participation within 'Operation Tacana' – The FSA/Police response to Food Fraud and Food Crime within the razor fish sector.					
13	Participate within and cooperate with the food safety arrangements supporting the Commonwealth Games 2014.					

**5.5 Interim – Forecasting**

The longer term horizon is currently unclear, pending a number of significant developments, including the issue of a New Food Law Code of Practice, and a succeeding version of the Code, the advent of the Food Standards Scotland (superseding the Food Standards Agency Scotland) and the emergence of the Food Crime agenda, However a number of key new priorities can be anticipated for the Food Service plan

which will be considered in the course of this year. These are likely to include:

1	The emergence of 'Food Crime'. This is significant emerging operational agenda and is characterised by criminal intent, frequently on the part of international organised crime as well as criminal intent on the part of established Food business Operators.
2.	Revise Enforcement Policy and Procedure and also provide Officer training in preparation for the implementation of the Food Law Code of Practice 2014.
3.	Influence, develop and participate within new working relationships and new operational delivery models with Food Standards Scotland.
4.	Revise Enforcement Policy and Procedure and also provide Officer training in preparation for the implementation of enhanced enforcement powers, including statutory notices for Food Standards and possible the spot fines.
5.	Continue to participate within the Working Group developing the succeeding Food Law Code of Practice.
6.	Revise Enforcement Policy and Procedure and also provide Officer training in preparation for enforcement in relation to Food Crime and Food Fraud.
7.	Revise Enforcement Policy and Procedure and also provide Officer training in preparation for the enforcement of the Food Information Regulations.
8	Consider and prepare & report on the likely impact of the amalgamation of Food Hygiene and Food Standards into overarching concept of Food Control.
9	Consider and prepare a report on the anticipated impact of the Regulators Strategic Code in Scotland

## 5.6 Other service issues

We will continue to:-

- i. Works in partnership with NHS Highland in the investigation of reports of food communicable disease, and more specifically food-borne illness
- ii. Focus our sampling activity on high-risk locally produced goods
- iii. Work with partners including other local authorities, the business sector and the Food Standards Agency
- iv. Provide for an effective and appropriate response to Food Alerts and Food incidents issued by the Food Standards Agency Scotland where all alerts are considered immediately and appropriate action is taken.

## 6. RESOURCES

### 6.1 Financial Resources

The table below provides an indication of the Food Safety Law Enforcement budget for 2014-2015 and illustrates an increase of 8%. This excludes the shellfish biotoxin project which is wholly funded through a contract with the FSAS to the 31<sup>st</sup> March 2015

	FOOD	FEED
Employee costs	415,000	7,500
Training & Resource Materials	2000	500
Transport & Carriage Costs	Included in laboratory costs	Included in laboratory costs
IT & communications	1,000	
Laboratory costs	66,700	2000
Total	£484,700	£10,000

## **6.2 Staffing Allocation**

All Enforcement Officers hold the qualifications described in the Food Safety Codes of Practice for Food Safety; Food Standards and Feed under the Council's Scheme of Delegation. The Service has an established procedure for the Authorisation of Enforcement Officers and Appendix II details the specific authorisations for Officers. These fall to be reviewed on a regular basis depending, and may change in the course of the period of the Service Plan.

## **6.3 Staff Development Plan**

The Council operates a Performance Review Development scheme, designed to identify and progress training and development opportunities for its employees. To maintain the currency and competency of authorised officers, we meet the requirements within the COP in relation to Food specific CPD (minimum of 10 hours annually).

# **7. MANAGEMENT**

## **7.1 Quality Management**

Regulatory Services is committed to the provision of a quality service founded upon plans policies, procedures, training, education, mentoring and other support mechanisms allied with performance management and auditing.

# **8. SUMMARY**

## **8.1 Key Priorities for 2014-15**

- Work with Scottish Government and the Food Standards Agency Scotland on the introduction of the new Scottish Food Safety Body 'Food Standards Scotland'. The current proposals are for Food Standards Scotland to be established in April 2015.
- Continue to deliver our E.coli 0157 cross contamination strategy.
- Engage with FSA on the EC review of official controls in 2014/15 and review our service plan accordingly.
- Conclude review of unrated premises.
- Conclude review of export certification procedures and charges in line with proposed national guidance that will be issued in 2014.
- Tackling reported shellfish fraud, including participating in 'Operation Tacana' with police and other partner agencies
- Implement and close action plan agreed with FSAS following audit of shellfish sampling activities in 2013.

**8.2** The service aims to meet the following inspection targets for food hygiene; food standards and feed for 31<sup>st</sup> March 2015 are:

- High risk visits 100%
- Medium risk visits 90%
- 70% completion of the alternative enforcement work plan
- 50% of the E.coli 0157 interventions
- Complete the rating of 342 unrated food hygiene

Approved	Regulatory Services Manager	
Endorsed by Council	PPSL Committee	

Regulatory Services Manager

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## REGULATORY SERVICES SERVICE CONTACT ARRANGEMENTS

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### Contact arrangements and details

Regulatory Services are accessible at offices of the Council located in all larger towns within the Council area. Service requests can be initiated by telephone, fax, video conference, e-mail or in person. The various office locations are as follows:

Offices where staff are based:

<b>EAST</b>	Dunoon Service Point, Hill Street, <b>Dunoon</b>
	Blairvadach, Shandon, <b>Helensburgh</b>
	Eaglesham House, Mount Pleasant Road, <b>Rothsay</b> (Environmental Health only)
<b>WEST</b>	Municipal Buildings, Albany Street, <b>Oban</b>
	Area Office, Manse Brae, <b>Lochgilphead</b>

Regulatory Services can be contacted by telephone on **01546 605519**.

Regulatory Services staff can also be seen by appointment at any location within Argyll and Bute or at the Council's other Customer Service points:

Islay Service Point, Jamieson Street, **Bowmore**, Isle of Islay, PA43 7HL

Campbeltown Service Point, Burnet Building, St John Street, **Campbeltown**, PA28 6BJ

Mull Service Point, Breadalbane Street, **Tobermory**, Isle of Mull, PA72 6NZ

Tiree Service Point, The Business Centre, **Crossapol**, Isle of Tiree, PA77 6UP

Colonsay Service Point, **Scalasaig**, Isle of Colonsay, PA61 7YW

Jura Service Point, Schoolhouse, **Craighouse**, Isle of Jura, PA60 7XG

Regulatory Services management can be contacted at Kilmory, **Lochgilphead**, PA31 8RT, telephone 01546 605519, fax 01546 604410.

The service can be contacted by email .

Advice and information on occupational health and safety is published on the Council's website [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk).

## FORMAL AUTHORISATIONS AND APPOINTMENTS

### PUBLIC ANALYST, FOOD EXAMINERS, AGRICULTURAL ANALYSTS

In terms of the Food Safety (Sampling and Qualifications) Regulations 1990, the following staff members hold the Mastership in Chemical Analysis qualifications awarded by the Royal Society of Chemistry and are eligible for appointment as Public Analysts:

<b>Gary Walker</b>	Scientific Services Manager
<b>Jane White</b>	Public Analyst

#### Food Examiners

In terms of the Food Safety (Sampling and Qualifications) Regulations 1990, the following staff members hold academic qualifications listed in Part 1 of Schedule 2 and have attained the minimum three year experience requirement in the laboratory listed in Part II of the Schedule:

<b>Gary Walker</b>	Scientific Services Manager
<b>Jane White</b>	Public Analyst
<b>Karen Platt</b>	Microbiologist
<b>Dawn Neeson</b>	Microbiologist
<b>Alison Laird</b>	Microbiologist

#### Agricultural Analyst

Under the terms of the Feeding Stuffs (Sampling and Analysis) Regulations 1999, the following staff members, holding the Mastership in Chemical Analysis awarded by the Royal Society of Chemistry and whose practical experience as agricultural analyst, has been attested, are eligible for appointment as Agricultural Analyst or Deputy Agricultural Analyst.

<b>Gary Walker</b>	(Agricultural Analyst) Scientific Services Manager
<b>Jane White</b>	(Deputy Agricultural Analyst) Public Analyst

#### Continuing Professional Competence

For information. In keeping with the requirement that these appointees meet all relevant legal requirements and Food Safety Act Codes of Practice shall be satisfied, the Scientific Services Manager, Gary Walker, reports that the following holders of the Mastership in Chemical Analysis qualification have successfully satisfied the audits of the scheme operated by the Association of Public Analysts during the calendar year to December 2010.

<b>Gary Walker</b>	Scientific Services Manager
<b>Jane White</b>	Public Analyst



## ARGYLL AND BUTE COUNCILS AUTHORISED OFFICERS UNDER FOOD SAFETY ACT 1990

The following Officers are appointed under the Food Safety Act 1990 as “authorised food officer”. Their powers of authorisation vary depending upon qualifications, experience, post and competency. The undernoted details the specific authorisation levels for Authorised Officers.

### Food Hygiene and Food Standards

Powers		Visit, access and inspection		Sampling		Seizure and detention		Service of Hygiene Improvement Notice		Service of Temporary Closure Notice		Service of Remedial Action Notice		Service of Emergency Prohibition Notice		Approval of Businesses Regulation (EC) 853/2004
		Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene		Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	
Alan Morrison	Regulatory Services Manager	√	√	√	√	√	√			√	√			√	√	
Andy MacLeod	Lead Officer Food Control	√	√	√	√	√	√	√		√	√	√		√	√	√
Jo Rains	– Environmental Health Manager	√	√	√	√	√	√	√		√	√					
Vacant	Environmental Health Officer															
Richard Gorman	Environmental Health Officer	√	√	√	√	√	√	√		√	√	√				
Jacqui Middleton	Environmental Health Officer	√	√	√	√											

Powers		Visit, access and inspection		Sampling		Seizure and detention		Service of Hygiene Improvement Notice		Service of Temporary Closure Notice		Service of Remedial Action Notice		Service of Emergency Prohibition Notice	
		Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene	Standards
Christine McLachlan	Regulatory Services Officer	√	√	√	√					√					
Marci Gillan	Regulatory Services Officer	√	√	√		√	√	√		√					
Mary Watt	Environmental Health Officer	√	√	√	√	√	√	√	√	√		√			
Dave Chapman	Regulatory Services Officer	√	√	√	√	√	√	√		√					
Patrick Mackie	Environmental Health Officer	√	√	√	√	√	√	√	√	√					
Andrew Hill	Environmental Health Officer	√	√	√	√	√	√	√*	√*	√*					
Zaheer Qamar	Environmental Health Officer	√	√	√	√			√	√	√					
Ailleachd Vernon	Environmental Health Officer	√	√	√	√			√	√	√					
Wendy Lilico	Environmental Health Officer	√	√	√	√	√	√	√	√	√		√			
Iain MacKinnon	Environmental Health Manager – West	√	√	√	√	√	√	√	√	√					

Powers		Visit, access and inspection		Sampling		Seizure and detention		Service of Hygiene Improvement Notice		Service of Temporary Closure Notice		Service of Remedial Action Notice		Service of Emergency Prohibition Notice	
		Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene	Standards	Hygiene	Standards
Paul Reynolds	Environmental Health Officer	√	√	√	√	√	√	√	√	√		√			
Sue Stefek	Environmental Health Officer	√	√	√	√	√	√	√	√	√					
Karen MacLeod	Regulatory Services Officer	√	√	√	√	√	√	√		√		√			
Ian Campbell	Technical Officer	√	√	√	√										
Willie Macquarrie	Shellfish Sampling Officer	√	√	√	√										
Ewan McDougall	Shellfish Sampling Officer	√	√	√	√										
Allison Hardie	Shellfish Sampling Officer														
Karen Goodchild	Technical Officer	√	√	√	√										
David Kerr	Senior Animal Health and Welfare Officer	√	√	√	√										
William Young	Animal Health and Welfare Officer	√	√	√	√										
Mark Parry	Environmental Health Officer	√	√	√	√	√	√	√	√						

## Authorised Feed Officers

Powers		Level of Authorisation		
		No formal qualification – internal training only	Level 1	Level 2
Lee Roberts	Trading Standards Manager			√
Colin Sutcliffe	Trading Standards Officer (Fraud and Service Support)			√
Matthew Corns	Trading Standards Officer		√	
Kathleen Munro	Trading Standards Officer	√		
James Howard	Trading Standards Officer		√	
Francis McNutt	Trading Standards Officer		√	
Val Turnbull	Regulatory Services Officer	√		
Louise Potter	Regulatory Services' Officer	√		