

**ENVIRONMENTAL AND CONSUMER
PROTECTION DIVISION**

**FEED, FOOD AND SAFETY
SERVICES PLAN
2015 - 2016**

Feed, Food and Safety Services Plan 2015-16

1. Service Aims and Objectives

1.1 Aims and Objectives

1.1.1 Food Safety and Standards

The Service aims to protect public health and contribute to a safe and healthy community in the Angus area by ensuring the safety, wholesomeness and quality of food and water made available to our residents, communities and visitors through education and enforcement.

The Service seeks to deliver its aims by following the objectives of the Food (Scotland) Act 2015 and forthcoming Food Standards Scotland strategy documents.

- To protect public from risks to health which may arise in connection with the consumption of food.
- To improve the extent to which members of the public have diets which are conducive to good health.
- To protect the other interests of consumers in relation to food.

1.1.2 Feeding Stuffs

The Council will maintain a system of inspections and sampling programmes to ensure compliance with all relevant legislation and Code of Practice

1.1.3 Health and Safety

It is the Council's objective to make adequate arrangements for the enforcement of the relative statutory provisions of the Health and Safety at Work etc. Act 1974. The Act requires employers and where applicable the self employed to protect the health, safety and welfare of employees and safeguard others, principally the public, who may be exposed to risks from work activity carried out on premises for which the Council is required to enforce the Health and Safety at Work etc. Act 1974 (as amended) and associated legislation.

The Service will inspect premises on the basis of risk as outlined in the National Local Authority Enforcement Code and its supplementary guidance.

1.2 Single Outcome Agreement

The Single Outcome Agreement is the means through which the Community Planning Partnership has agreed its strategic priorities for Angus. The priorities outlined in the Agreement are expressed in terms of outcomes to be delivered by the partners involved in the Community Planning Partnership. The Agreement clearly demonstrates how the outcomes link with, and, contribute to the Scottish Government's National Outcomes.

Although the operational activities of the Feed, Food and Safety Services are not referred to as an Outcome in the Agreement, the Plan associated with these Services clearly supports the principles of the Agreement through the "below the line" performance management information expressed in this Operational Plan. The

delivery of these Services, on target, gives a clear line of sight to the higher level strategic outcomes expressed within the Single Outcome Agreement for Angus.

1.3 Corporate Vision

“Angus is a place where a first class quality of life can be enjoyed by all”

The Feed, Food and Safety services provided by the Regulatory and Protective Services Section will play a major role in the Council attaining this corporate vision. The staff providing these services are accessible, effective and efficient in the delivery of the services to the people of Angus.

1.4 The Regulatory and Protective Services Section`s Priorities

Within the context of the Corporate Vision and objectives the following commitments have been defined for the Regulatory and Protective Services Sections. The staff delivering the Feed, Food and Safety Services will play a proactive role in meeting these commitments.

1.5 Commitments

We are committed to promoting the strategy of the Council through all its key priorities although our particular day to day concerns centre around public health and safety, fair trading and consumer protection; and delivery on these objectives for all those who work, visit or live in Angus.

We value our staff and, through good communication, training and team work and endeavour to provide quality services at all times within the resources allocated to our service.

We will encourage businesses to trade fairly and competently, business and citizens to respect the environment and we will encourage traders to co-operate in meeting their statutory responsibilities.

We are also committed to consulting with our stakeholders to help shape our planning with the view to delivering Best Value.

This Plan will be reviewed on a regular basis to demonstrate our commitment to delivering Best Value and to endeavour to comply with the HSE National Local Authority Enforcement Code and the Framework Agreement on Food Law Enforcement.

Our enforcement officers will pay due regard to the Scottish Regulators Strategic Code of Practice whilst carrying out enforcement duties.

2. Background

2.1 Profile of the Council

Brief Description of Angus

With a population of approximately 110,000 and an area of 2200 km² Angus has a varied topography combined with economic prosperity in which farming, fishing, manufacturing and retailing of food products play a crucial role.

2.2 Organisational Structure

2.2.1 Council's Organisational Structure

See diagram

2.2.2 Council's Committee Structure

See diagram

2.2.3 Departmental Structure

See diagram

2.2.4 Food and Safety Structure within the Service Context

See diagram

2.3 Brief Description of the Service provided by Tayside Scientific Services

The Service provides a comprehensive and quality scientific analysis and advice service to all who live and work and do business in Fife and Tayside.

The service provided to Environmental and Consumer Protection includes:

- Analysis of consumer products, water and environmental pollutants.
- EU authorised food law enforcement laboratory
- Microbiological examination of food and water
- Scientific advice and interpretation of scientific reports
- Food Surveillance System
- Analysis of feeding stuffs and fertilisers

2.4 Brief Description of the Scope of the Feed, Food and Safety Services

The Services provided deal with all aspects of food, feeding stuffs, sampling, health and safety, complaints, enquiries, investigation of accidents, labelling and control of communicable disease.

2.4.1 Demands on the Feed, Food and Safety Services

* Health and Safety Categories	Number of Premises
Retail Shops	501
Wholesale Shops and Warehouses	30
Offices	105
Catering	313
Hotels, Camp Sites and Short Stay Accommodation	44
Residential Care Homes	22
Leisure and Cultural Services	162
Consumer Services	278
Others	1

* Food Hygiene Categories	Number of Premises
Primary Producers	82
Manufacturers and Packers	88
Importers / Exporters	Nil
Distributors / Transporters	22
Supermarket / Hypermarket	34
Small Retailers	170
Retailers - Other	38
Restaurant / Café / Canteen	216
Hotel / Guesthouses	60
Pub / Club	150
Takeaway	79
Caring Establishments	185
School / College	64
Mobile Food Unit	24
Restaurant and Caterers - Other	108

* Food Standards Categories	Number of Premises
Primary Producers	49
Manufacturers and Packers	82
Importers / Exporters	Nil
Distributors / Transporters	16
Supermarket / Hypermarket	34
Small Retailers	150
Retailers - Other	30
Restaurant / Café / Canteen	186
Hotel / Guesthouse	49
Pub / Club	147
Takeaway	79
Caring Establishment	122
School / College	62
Mobile Food Unit	20
Restaurant and Caterers - Other	47

* Feeding Stuff Categories	Number of Premises
Farm	551
Intermediaries (Agents)	13
Mobile Mixers	1
Approved Intermediaries	0
Transport/Hauliers	19
Other Businesses	37

- Source of figures APP database.

2.4.2 Feeding Stuff Service Profile

Enforcement of the feeding stuffs legislation is carried out by staff employed in the Consumer Protection section of the Regulatory and Protective Services section. The legislation is enforced under the terms of the Agriculture Act 1970 and the Animal Health Act 1981. Staff will provide advice on the legislation to both producers of feeding stuffs and any other individual requiring assistance.

The legislation in question is:

- i) The Feed (Hygiene and Enforcement) (Scotland) Regulations 2005 (as amended) and
- ii) The Official Feed and Food Controls (Scotland) Regulations 2009 (as amended)

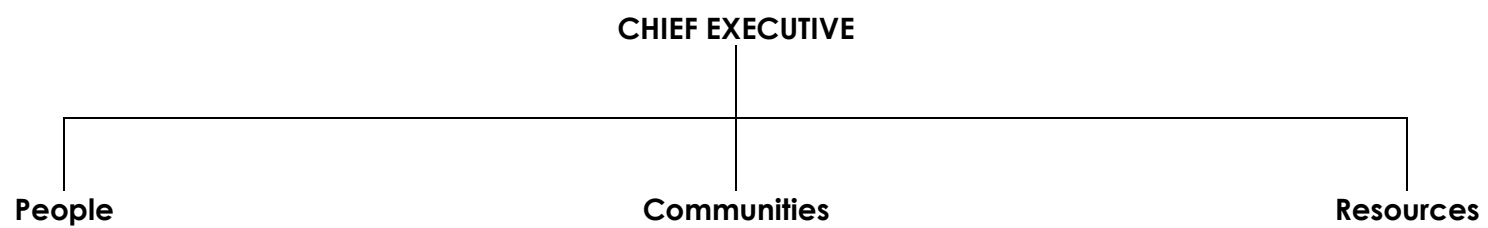
The Consumer Protection Section currently holds sufficient equipment capable of taking samples of feed stuff within the terms of the appropriate legislation. Any additional equipment identified through the provision of the service as being necessary can, if funds permit be obtained. (Source – Service Delivery – Feeding Stuffs Manual Quality Procedures)

2.5 Enforcement Policy

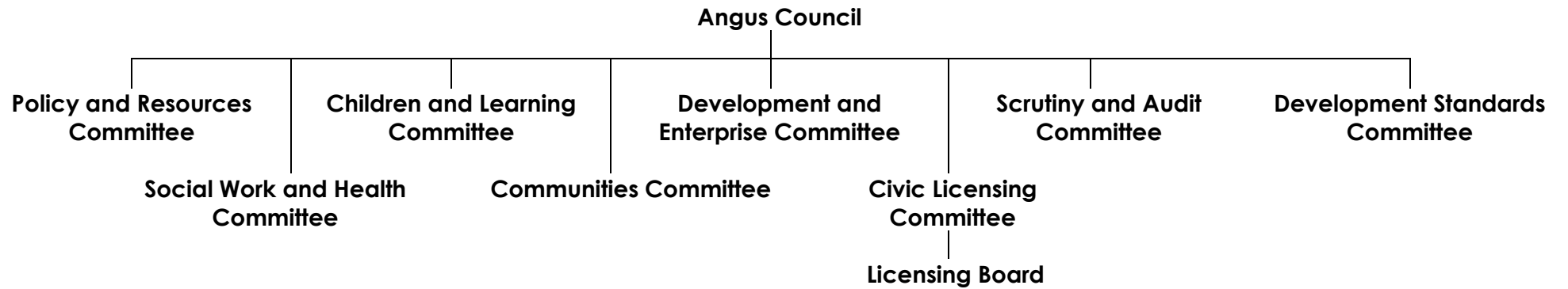
Details of the Council's approach to enforcement are referred to in the enforcement policies relating to health and safety, food hygiene, food standards and food sampling.

The Council's approach to the enforcement of Feeding Stuffs is referred to in the Service Delivery – Feeding Stuffs Manual Quality Procedures.

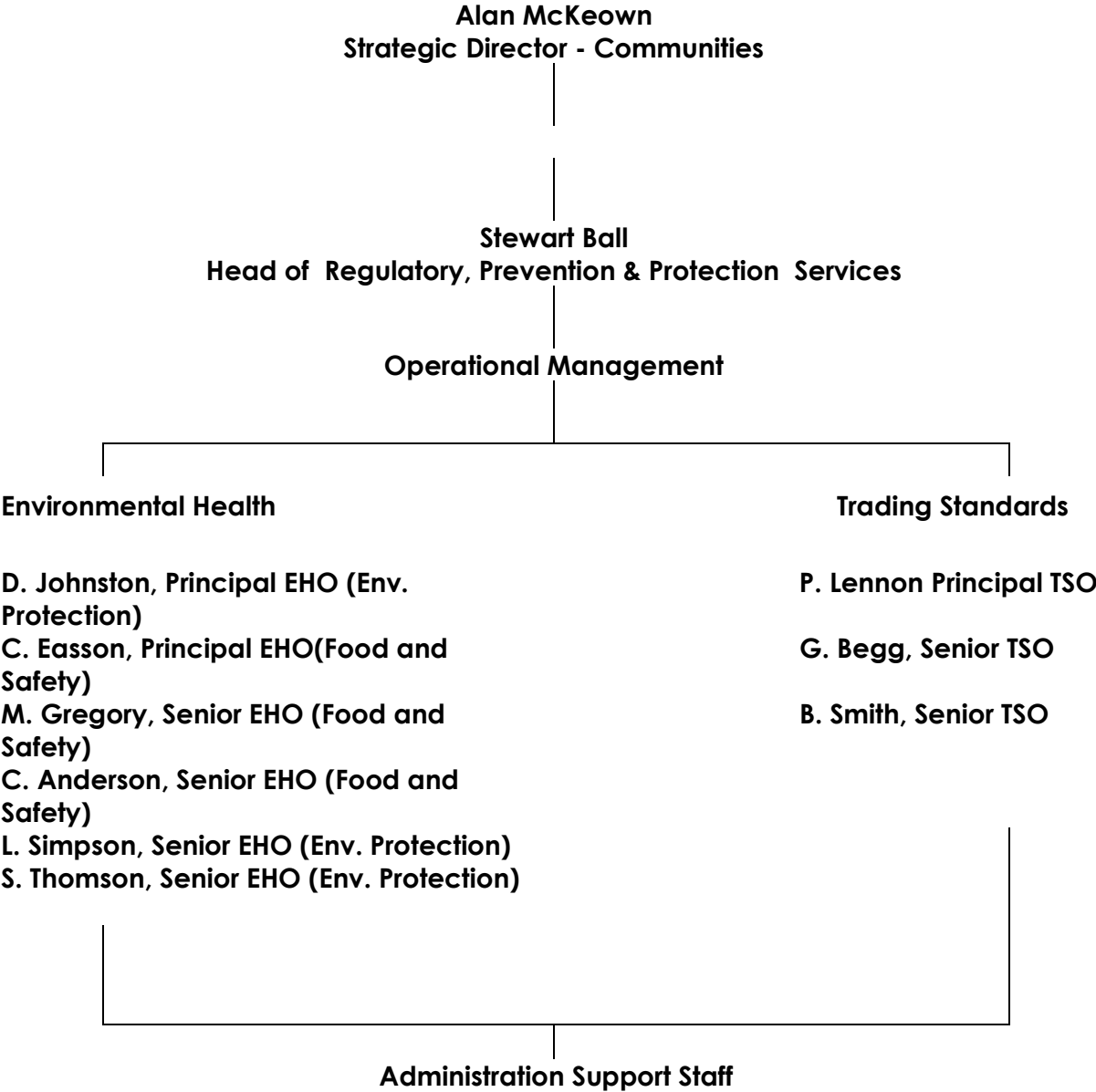
STRUCTURE OF THE COUNCIL'S ORGANISATION



COMMITTEE STRUCTURE



**Operational Management
(Environmental & Consumer Protection Division within Communities Department)**



FOOD AND SAFETY UNIT MANAGEMENT STRUCTURE AND LINES OF COMMUNICATION

ANGUS COUNCIL

Communities Committee



Strategic Director - Communities

Head of Regulatory, Prevention & Protection



Principal EHO (1)



Senior EHO (2)



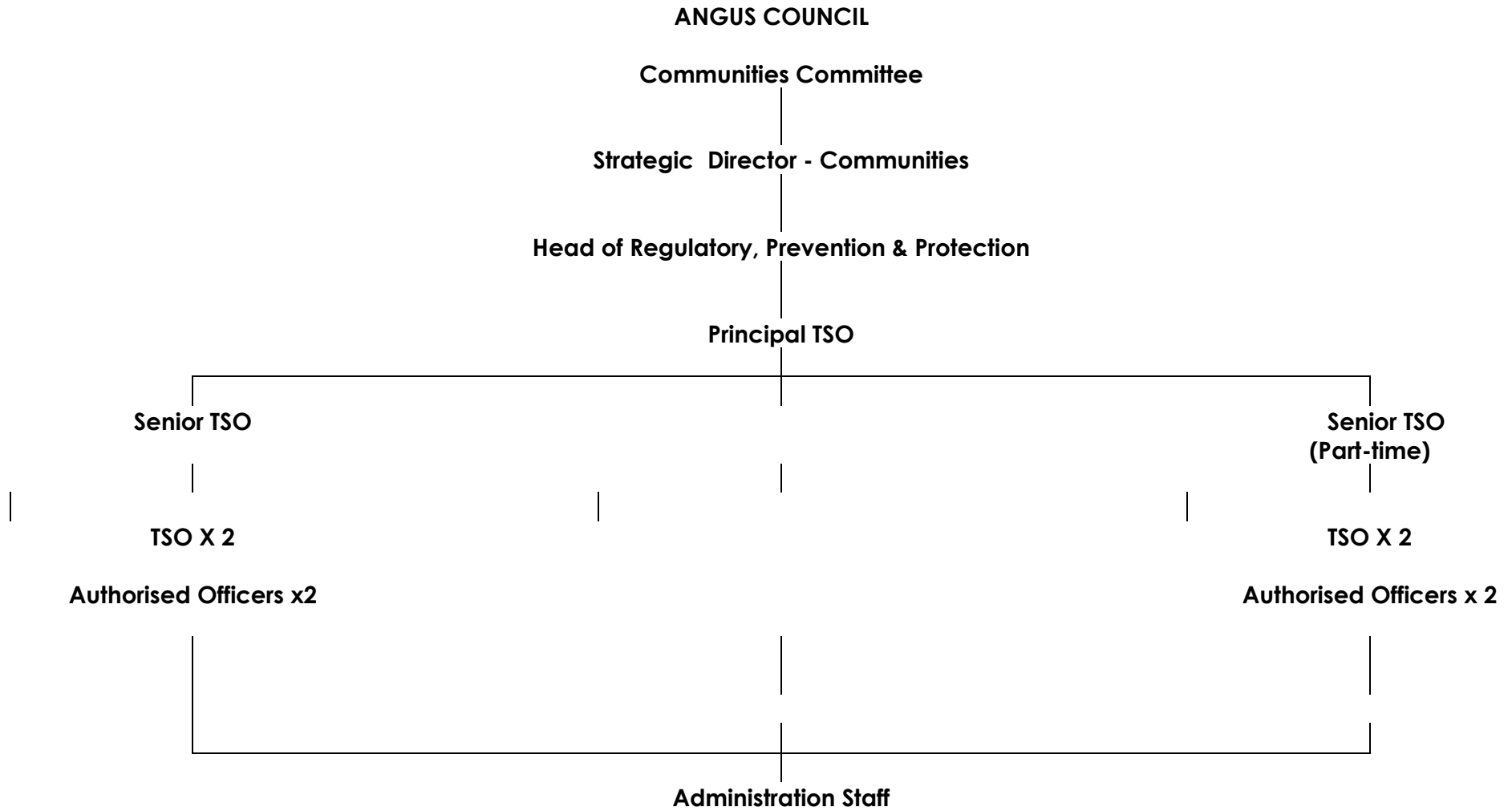
EHO (7)



Food Safety Officers (3)



(a) Addition to Appendix 2.2.4



* TSO denotes a Trading Standards Officer

3. Service Delivery

NB The attached Annex to this Plan contains the performance targets for the period.

3.1 Food and Feeding Stuffs Premises Inspections

The Council will attempt to attain the objectives defined in Part One of this Plan through the effective use of the resources at its disposal. These resources however, maybe used for other enforcement activities if and when the need arises.

3.2 Premises Profile

The following details are based on the risk assessment principles defined in the relevant Food and Feed Safety Codes of Practice and HELA Guidance LAC 67/2(Rev.4). The Guidance aligns with the Local Authority National Enforcement Code.

	Risk Category	Number of Premises (01/05/2014)
Food Hygiene	A	6
	B	108
	C	506
	D	168
	E	447
Food Standards	A	0
	B	40
	C	1045
Feeding Stuffs	Primary Producers	1305
Health and Safety	A	0
	B1-2	376
	C	1064

* Above figures obtained from the Civica information system.

3.3 Complaints/Requests

Based on previous year's statistics the projected figures for the period are contained in the Annex to this Plan.

3.4 Home Authority Principle

The Home Authority Principle (HAP) helps effective communication between authorities and businesses and ensures the consistent application of legislation and advice. The voluntary Principle provides a single point of contact for businesses to access local authority experience and advice and creates a more coordinated approach to business locally and nationally. The application of HAP encourages good enforcement practices and is also effective in minimising duplication and reducing public expenditure.

3.5 Imported Food and Feeding Stuffs

The only Port in Angus which is involved with the importation of goods etc is the Port of Montrose. The Port however, handles Feeding Stuffs on a very occasional basis and no processed foods are imported. The Service Delivery – Feeding Stuffs Manual Quality Procedures incorporates details for the enforcement of feeding stuffs legislation and is in compliance with the Guidance issued by Food Standards Scotland.

3.6 Health and Safety – The Primary Authority Scheme

Effective local regulation requires confidence and mutual trust. Businesses should be able to rely on Environmental Health and Trading Standards advice, in the knowledge that it is expert opinion and a secure basis for investment and business decisions. The Primary Authority Scheme commenced on 6th April 2009 and drives and supports progress towards this outcome.

Companies have the right to form statutory partnerships with a local authority, which then provides robust and reliable advice to other councils to take into account when carrying out inspections or dealing with non-compliance. The Scheme builds on the foundation created by the Lead Authority Partnership Scheme (LAPS).

3.7 Advice to Businesses

The provision of advice to businesses is clearly linked to the corporate vision of the Council as indicated in Part 1 of this Plan.

The focus of the Council's Food and Feeding Stuffs and Health and Safety Inspection regimes is based on hazard and risk assessment of businesses and the identification of contraventions of the legislation. As part of this focus the enforcement officer will give advice and guidance where appropriate.

Within the Health and Safety Service provision the high level of achievement of programmed and other inspection targets ensures that contact is made with businesses that are rated as high at pre-determined intervals. Low and medium risk rated businesses however, are no longer part of the Service's pro-active inspection regime and will only receive advice on request or during a complaint, accident investigation or planned intervention.

The Food Service attends the Central, Fife and Tayside Health and Safety Liaison Group and worked in partnership to develop a programme of interventions aimed at areas of specific concern. This is an area of work where it is hoped that further innovative methods will be used to enable the Plan to comply with the range of guidance etc issued by the Health and Safety Executive.

3.8 Workplace Accident Investigation

All reportable accidents received by the Environmental and Consumer Protection Service, which meet the following criteria, should be investigated on the basis of the HSE Incident Selection Criteria Guidance.

Criteria are as follows:

- All fatalities arising out of a work activity.
- All accidents which result in a major injury.

- All accidents relating to a serious type of dangerous occurrence.

However accident reports may not be investigated due to the following:

- Insufficient resources to investigate due to other priorities.
- Impracticality of investigation due to lack of witnesses or other sources of evidence.
- No reasonable practicable precautions available for risk reduction.

The above criteria will not prevent an enforcement officer from investigating a minor reported accident if he or she is of the opinion that the accident requires to be investigated.

3.9 Complaint Investigation

Complaints received by the Division will be investigated in accordance with the guidance and practices advocated by Central Government, the Health and Safety Executive and the Food Standards Agency. The work undertaken by Tayside Scientific Services regarding analysis of complaint specimens will be funded through the existing Division's budgetary arrangements. For details of the estimated complaints for the period of this Plan see the attached annex.

3.10 Food and Feeding Stuffs Inspection and Sampling

The targets for the Food Safety Inspection programme for the period of the Plan are defined in the ANNEX to the Plan. The Food Hygiene inspection programme for 2014 – 15 has been produced to take account of the Food Law Code of Practice (Scotland). The targets for the Feeding Stuffs inspection programme are referred to in the ANNEX to the plan.

Due to the increase in food premises selling food waste products to feeding stuffs producers for animal feed, Food Officers will identify such practices during their inspections of food premises and will advise the Trading Standards unit for follow up action.

The inspection of the majority of food and feed businesses will be carried out during normal office hours, however, there will be occasions during the period of the Plan that staff will be required to carry out inspections out with normal office times in accordance with the Food Law Code of Practice (Scotland).

Samples taken will be submitted to Tayside Scientific Services, Dundee for analysis or examination. The cost of these programmes will be met from the existing Division Budget.

3.11 Control and Investigation of Outbreaks and Food Related/Infectious Disease

The Division's Food Poisoning Outbreak Contingency Plan shall be followed in the event of a food poisoning outbreak. The objective of the Plan is to ensure that all staff involved are well briefed and have access to the necessary equipment and information. By following the Plan it should ensure that investigations are carried out in a co-ordinated and consistent manner while responding to the directions of the Outbreak Control Team established in accordance with the current Tayside Major Incident Plan.

3.12 Food Safety Incidents

In managing Food Safety Incidents reference shall be made to the relevant Code of Practice and to the Incident/Hazard System documentation provided for the use of staff.

3.13 Liaison with Other Organisations

3.13.1 Food Safety

The Council is a member of the East of Scotland Food Liaison Group. The Group is one of four Liaison Groups in Scotland and plays a very active role in the enforcement of food legislation. Members of the Group have roles on the Scottish Food Enforcement Liaison Committee.

Through the Council's approach to partnership working regarding Health and Community Safety the officers involved in delivering these services have regular contact with colleagues in Tayside Health Board. The staff also have regular contact with various organisations in the voluntary sector in Angus and with Dundee and Angus College personnel.

3.13.2 Feeding Stuffs

The Authority has informal links with those other Councils who share a common border i.e. Aberdeenshire, Perth and Kinross and Dundee. Liaisons are also made with Fife Council who utilise the same Agricultural Analyst.

Feeding stuffs matters may be channelled through SCOTSS, (a Chief Officer Group for Heads of Trading Standards in Scotland). A member of the Trading Standards unit currently sits on the North of Scotland Quality Liaison Group and also on the SFELC sub committee for feeding stuffs.

3.13.3 Health and Safety

The principal vehicle for inter-authority liaison is the Central, Fife and Tayside Health and Safety Liaison Group on which the authority is represented by the Senior Environmental Health Officer (based in Forfar). This forum facilitates consistency of enforcement across the Council areas covered by the Group. As this Group is attended by personnel from the Health and Safety Executive Local Authority Unit this is an important forum for updates on political and strategic developments, and is also an opportunity to contribute local experience and views directly to the HSE.

Finally, the staff members have an extensive informal working network of contact with employers and other stakeholders including the Economic Development Service of the Council and the Business Gateway Network.

3.14 Food, Feeding Stuffs and Health and Safety Promotion

The Food Safety Service will build on its previous years work with the Voluntary Sector and will endeavour to provide subsidised Food Hygiene courses for volunteers who are required to prepare food for others.

The Service is involved in the delivery of low cost training courses which are targeted at local businesses and at our own Council services. This initiative is intended to

concentrate our limited training and promotional resources in areas where it is most required.

The Service's staff will also work with the Council's Health and Community partners in promoting the health and safety agenda in Angus.

3.15 Primary Production

This inspection regime requires a programme of feed and food hygiene inspections to be carried out by the Division. It is also a requirement that only one Officer carries out the inspection for both feed and food hygiene. This approach has been facilitated by the Food Standards Scotland (FSS) through the application of the Feed and Food Law Codes of Practice.

The target number of Primary Producers to be inspected for feed and food hygiene requirements is described in the ANNEX to this Plan. The number of visits programmed to be carried out in 2014-15 has been maintained at the level of the previous year.

3.16 Food Hygiene Information Scheme (FHIS)

The Food Hygiene Information Scheme provides consumers with information relating to the last food hygiene visit carried out by an officer. Information is available through the FSS website and through certification left at the business premises. The Food and Safety Unit intend to further publicise this scheme throughout the period covered by this plan.

4. Resources

4.1 Budget

Details of the Environmental and Consumer Protection Service's Budget relating to the services outlined in this Plan are contained in the attached Annex.

4.2 Staff Training and Development

The overall objective of the Training and Development Plan is to maintain and improve systems for formal assessment and planning of staff development and training. This objective is clearly linked to the Framework Agreement and to the HSE's National Local Authority Enforcement Code in terms of the Health and Safety at Work etc. Act 1974 (as amended). The Plan's criteria are:

- To target training and development to meet the needs of the job and individual.
- To improve staff skills to do the job.
- To help provide a value for money service.
- To meet IIP criteria.

To meet the above criteria enforcement officers will be given an opportunity to attend courses, seminars, etc to meet their training needs which have been identified by the Service's Training and Development Appraisal process.

5. Quality Assessment

At present a management audit of inspections and the administrative work associated with the inspection services provided is undertaken by Line Managers. This auditing is undertaken with each enforcement officer at least twice a year. Line managers check correspondence, the keeping of records etc on a regular basis as part of their management function. This practice enables managers to manage the quality of the inspection activity undertaken by staff.

Finally, consulting with stakeholders through the use of a post inspection questionnaire has been implemented for some time and responses concerning the Food and Safety Services provided have, to date, been very positive. A similar system for inspections made by Trading Standards staff has also been implemented.

6. Review

6.1 Review of the Service Plan

It is the intention of management to carry out a Review of the Plan during the first quarter of the following financial year.

6.2 Identification of Any Variation from the Plan

If the review highlights variances from the Plan the reason for these will be clearly noted.

Any variance however, will only be addressed within the context of the Service's Budget.

6.3 Areas of Improvement

If the Quality Assessments carried out in the context of this planning process indicate certain improvements the cost of these will have to be financed from within the current Service's Budget.

1. Food Hygiene Inspection Programme

What	How	Where	Who
Inspection of risk rated food premises in Categories A to D for compliance with Food Hygiene legislation.	Monthly inspection programme based on local intelligence and previous risk score. Targets for 2015-2016 A = 12 B = 90 C = 231 D = 208	Category A risk score of 92+ Category B risk score of 72-91 Category C risk score of 52-71 Category D risk score of 31-51	Inspections are allocated to individual officers via a monthly inspection programme.
Category E food premises.	Use of an alternative Enforcement Strategy which is not inspection based.	This category of premises has a risk score range of 0-30.	This work is undertaken by the Administrative staff with the advice of enforcement officers.
Statutory Performance Indicator (SPI) Targets: Category A – 100%; Category B – 100%; Category C – 95%; Category D – 80% and Category E – Alternative Enforcement Strategy.			

2. Food Standards Inspection Programme

What	How	Where	Who
Inspection of risk rated food premises for food standards in Risk Categories A and B to ensure compliance with the law.	Monthly inspection programme based on local intelligence and previous risk score. Target for 2015-2016 B= 14	Category B risk score range is 46 to 100.	Inspections are allocated to individual officers via a monthly inspection programme.
Category C Food Premises.	This is the lowest category and an alternative enforcement strategy is used for this Category.	This category of premises has a risk score range of 0 to 45.	These premises are checked for food standards compliance during food hygiene inspections.

3. Food Sampling Programmes

What	How	Where	Who
Samples of food will be collected throughout 2015-2016 and submitted to the Public Analyst for analysis.	Monthly based sampling programmes for the microbiological and chemical quality of foods produced in Angus and other foods sold etc., in the Council's area.	Throughout the Angus area and this activity will be undertaken during 2015-2016.	The work will be shared between the two Food Standards Specialist officers.
<p>Target number of samples to be taken during 2015-2016 for Chemical Analysis is: 170</p> <p>Target number of samples to be taken during 2015-2016 for Microbiological Examination is: 200</p> <p>NB The above targets do not include all of the National or EU Surveys.</p>			

4. Other Relevant Feed/Food Safety Targets

What	How	Where	Who
Inspection of primary producers for feed and food hygiene – joint project with the FSS	Monthly inspection targets based on an annual total of 18 producers.	The target of 18 primary producers is broken down into a quarterly target of producers as agreed with FSS.	Inspections are allocated to individual officers via a monthly inspection programme.

What	How	Where	Who
Target those food premises where food waste is going to feeding stuffs establishments	Inspection of identified businesses	Appropriate businesses provided by the Food Section when identified	Lead Feed Officer

Complaints/Requests

Food Safety:

Target number of complaints/requests for 2015-2016 is 300

This figure is based on the number of complaints and requests dealt with in 2014 – 15.

Feeding Stuffs:

0 complaints were received during 2014/15.

It is not possible to predict if there will be any in 2015/2016.

Registration requests; approximately 10 per annum.

10 feeding stuffs samples are programmed to be taken in 2015/2016.

No of visits: 8 primary production premises.

5. Health and Safety Interventions Programmes

What	How	Where	Who
Carry out interventions at businesses following a service request or complaint.	Officers will contact the business to discuss and assess a service request or complaint. The officer will visit the premises to carry out further interventions if necessary	Category A, B1, B2 and C rated premises	Service requests and complaints will be allocated to individual officers by the relevant Senior EHO

6. Local and National Priorities

What	How	Where	Who
Identification of new businesses and ensuring health and safety related advice is available to those businesses .	Raise awareness of Health and Safety issues related small businesses.	Businesses within Angus identified as not being recorded on the Civica database.	All enforcement officers with responsibility for Health and safety enforcement
Asbestos Control	Raise awareness of Health and Safety issues relating asbestos within small businesses through provision of advice and information.	Premises within the Local Authority enforcement remit.	All enforcement officers with responsibility for Health and safety enforcement
Workplace transport.	Raise awareness of Health and Safety issues relating to the use of vehicles in service areas.	Builders merchants, warehousing, supermarkets.	All enforcement officers with responsibility for Health and safety enforcement

Other Relevant Health and Safety Targets.

Service Requests: 70 (estimated number based on previous years figures).

Accident Notifications: 35 (projected figure based on previous years figures).

7. Resources

Staffing Allocation

The allocation of full time equivalent (FTE) staff to the Food and Occupational Safety Services for 2014-15 is as follows:

	FTE Staff
Management	
Principal EHO	1.0
Senior EHO	2.0
Total	3.0
Operational Staff	
EHOs	6
Food Safety Officers	3
Animal Health Officer	1
Total	10
Cumulative Total	13

The allocation of full time equivalent (FTE) staff to Feedstuffs enforcement for 2015-16 is as follows:

	FTE Staff
TSO	0.15
Business Support Staff	0.10

8. Financial Allocation

The overall expenditure allocated to providing the Food and Health and Safety Services based on the 2014 - 15 budget allocation is estimated for the period of the Plan as follows:

Employee Costs - £542,000

Transport Costs - £17,252

Total **£ 542,000**

*The Employee Costs include a proportion of the costs for the Senior Service Manager but do not include the costs for the animal health officer as he is not involved in the food, feed and health and safety enforcement function.