

ANGUS COUNCIL

COMMUNITIES COMMITTEE

27 SEPTEMBER 2016

FOOD STANDARDS SCOTLAND AUDIT DECEMBER 2015

Background

- 1.1 Food Standards Scotland carried out an Audit of Angus Council's Food and Feed Safety Service in December 2015. This report outlines the Agency's approach to the Audit and summarises their findings.
- 1.2 Food Standards Scotland requires the Council to meet its obligations in terms of the Framework Agreement on Local Authority Food Law Enforcement. This Agreement is underpinned in legal terms by Section 12 of the Food Standards Act 1999 and The Official Feed and Food Controls (Scotland) Regulations 2009.
- 1.3 The primary purpose of a Food Standards Scotland audit is to provide assurance that local delivery of official controls for feed and food is compliant with EC and UK legal requirements and official guidance.

The Audit was carried out over a three day period from 8 to 10 December 2015 and focussed on:-

- The provision and adequacy of Officer training on HACCP (Hazard Analysis and Critical Control Point) 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.
- 1.4 The Audit programme involved the submission of a detailed pre audit questionnaire in addition to substantial supporting documentation. During the Audit structured assessments and evaluation of service planning and related enforcement activities took place, along with interviews of Enforcement Officers. Finally, reality and verification checks at food businesses were carried out for comparison against service records held by the Food and Safety Unit.

SUMMARY OF AUDIT FINDINGS

2.1 The Senior Environmental Health Officer (Food and Safety), and the Chief Executive received the Audit Report and the agreed action plan generated by the Audit from Food Standards Scotland in February.

2.2 The following are the recommendations made in the Audit report:

- The authority should carry out interventions in accordance with the relevant legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.
- The authority should carry out food law enforcement in accordance with the relevant centrally issued guidance.

2.3 The two recommendations raised covered non compliances of a minor nature.

2.4 Concern was, however, raised at the reduction in staffing levels across the Environmental Health service and the potential impact on the provision of the Food Safety Service. Food Standards Scotland has intimated that they will monitor the situation.

Action Plan

3.1 Following the audit an action plan designed to address the recommendations was agreed between Food Standards Scotland and the Senior Environmental Health Officer (Food Safety). All actions identified in the plan have now been completed and the audit file has been formally closed.

A copy of the action plan is shown in Appendix 1, and the full audit report is available at <http://www.foodstandards.gov.scot/sites/default/files/Audit%20-%20762%20-%20%20Final%20Report.pdf>

Conclusion

4.1 This Audit Report is considered to be extremely positive and reflects well on the enforcement work being carried out by the Food and Safety Unit of Environmental Health.

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Appendix 1

ANNEXE A

Action Plan for Angus Council

Audit date: 8-10 December 2015

**TO ADDRESS
(RECOMMENDATION
INCLUDING STANDARD
PARAGRAPH)**

3.2.7 The Authority should:
Carry out interventions in
accordance with the relevant
legislation, Codes of Practice,
centrally issued guidance and the
Authority's policies and
procedures.
[The Standard – 7.2]

BY (DATE)

31/03/16

PLANNED IMPROVEMENTS

Authorisation documents will be updated to reflect current legislation.
Ensure that business profile document is available in each premises file. This will be drawn to the attention of staff at the next team meeting.
Ensure that letters comply with Annex 6 of the Code of Practice. This will be drawn to the attention of staff at the next team meeting and monitored during letter check audits.
Ensure that aide memoire is available in the relevant premises file. This will be drawn to the attention of staff at the next team meeting.

ACTION TAKEN TO DATE

A request has been made to the Head of Law and Administration to amend the authorisation documents to ensure they reflect current legislation.
8/02/16 – date of next team meeting. This item has been included in the agenda.
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TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.2.15 The Authority should: Carry out food law enforcement in accordance with the relevant centrally issued guidance. [The Standard – 15.3]	31/03/16	<p>Review and amend Section 3 of Food Safety Manual to reflect Code of Practice in relation to extension of notices.</p> <p>The review of Section 3 of the Food Safety Manual and content of the Code of Practice will be drawn to the attention of staff at the next team meeting.</p> <p>The Code of Practice and Food Safety Manual procedures in relation to the follow up of the Hygiene Emergency Prohibition Notice will be drawn to the attention of staff at the next team meeting.</p>	<p>15/01/16 - review completed and amendment made.</p> <p>8/02/16 - date of next team meeting. This item has been included in the agenda.</p> <p>8/02/16 - date of next team meeting. This item has been included in the agenda</p>