



ENVIRONMENTAL HEALTH AND TRADING STANDARDS

FOOD & ANIMAL FEED SERVICE PLAN

2013/14

**Powys County Council
County Hall
Llandrindod Wells
Powys
LD1 5LG**

ENVIRONMENTAL HEALTH AND TRADING STANDARDS

FOOD & ANIMAL FEED SERVICE PLAN 2013/14

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EXECUTIVE SUMMARY

This Service Plan sets out the way in which food and feeding stuffs enforcement will be carried out in the County of Powys by the Environmental Health and Trading Standards services of the Authority in 2013/14. The Plan aims to ensure that national and local priorities and standards are addressed.

There are 2943 food premises and 583 registered feeding stuffs premises in Powys, ranging from major manufacturing businesses to small corner shops. There are also an estimated 6000 premises that may be subject to food and feed hygiene controls, ranging from large livestock and arable farms to small scale producers of fruit and vegetables.

The Service Plan is produced on an annual basis and is effective from 1st April. The Plan is published widely and is available on the Authority's website. Copies are also available from each area office. Comments on the Plan are invited throughout the year, and these are taken into account when the following year's Plan is produced. The Plan is approved by the Authority prior to publication.

INTRODUCTION

The Food Standards Agency (FSA) Framework Agreement¹ gives guidance to local authorities on how their Food Service Plan should be structured and what it should contain. Service plans developed under these arrangements will provide the basis on which local authorities will be monitored and audited by the Food Standards Agency.

Service plans are seen to be an important part of the process to ensure national priorities and standards are addressed and delivered locally. Service plans will also:

- focus debate on key delivery issues;
- provide an essential link with financial planning;
- set objectives for the future, and identify major issues that cross service boundaries;
- Take into account potential regional structures and changes to plans for the delivery of Trading Standards Services and
- provide a means of managing performance and making performance comparisons.

A Food Service Plan template is provided by the FSA to ensure that all the areas of the food and feeding stuffs enforcement service are included in the plan whilst allowing scope for the inclusion of any locally defined objectives. The template will ensure that local authorities will include in their service plans:

- information about the services they provide;
- the means by which they will provide those services, including the various requirements of the Standard;
- the means by which they will meet any relevant performance targets or performance standards;
- a review of performance in order to address any variance from meeting the requirements of the service plan.

¹ Framework Agreement www.food.gov.uk/enforcement/enforcework/frameagree/

1. SERVICE AIMS AND OBJECTIVES

1.1 AIMS AND OBJECTIVES

1.1.1 Aims

- To ensure that food (including drink) intended for supply for human consumption that is produced, stored, distributed, handled or consumed in Powys is accurately labelled, compositionally satisfactory and without risk to the health or safety of the consumer.
- To ensure that all animal feeding stuffs that are produced, stored, distributed, handled or fed to animals in Powys are accurately labelled, compositionally satisfactory and without risk to the health or safety of animals or consumers.

1.1.2 Objectives

- To maintain an accurate and current record of all food and feeding stuffs premises.
- To conduct a co-ordinated sampling programme of food and feeding stuffs supplied or produced in Powys.
- To conduct a planned risk based inspection programme of local businesses.
- To deal with complaints about food and feeding stuffs in a consistent and co-ordinated manner.
- To provide timely and informative advice to local food and feeding stuffs businesses.
- To investigate and control outbreaks and food related infectious diseases.
- To respond to food safety incidents in relation to the food hazard warning system.

1.2 LINKS TO CORPORATE OBJECTIVES AND PLANS ²

1.2.1 The Food and Feed Service Plan links to the key outcomes detailed in the One Powys Plan.

1.3 LINKS TO FOOD STANDARDS AGENCY (Wales) PRIORITIES

CONTROL OF FEED

In March 2013 the Food Standards Agency (Wales) set out recommended priorities for local authority feed law enforcement³ for 2013/14. The recommendations include:

- sampling of feed materials (in particular trace elements, additives and premixtures) which originate from outside the European Union.
- examination of written HACCP based feed safety management systems, especially where these have not been examined before or problems have been identified during past visits.
- identification of businesses involved in the supply of co-products and surplus food into the feed chain and include these in programmes of inspection.
- identification of all feed business operators in their area, including food businesses placing surplus food and co-products into the feed chain.
- giving priority to those businesses which manufacture or use coccidiostats, especially where batches contain high levels of these

² One Powys Plan 2011-14 www.powys.gov.uk/index.php?id=11215&L=0

³ letter from Food Standards Agency (Wales) dated 8/3/12 ref: [ENF/W/13/012](#)

substances, to ensure that appropriate systems are in place to prevent carry-over.

- undertaking documentary checks of feed materials which appear in Annex 1 of EC Regulation 669/2009 as amended by Regulation (EU) 1277/2011

FOOD

Following the problems relating to the presence of horsemeat in beef products the FSA have focussed this years priority area as the speciation of meat and fish products. Other areas may emerge from the FSA `emerging risks` team.

2. BACKGROUND

2.1 PROFILE OF THE AUTHORITY

2.1.1 Population and area

Powys is a rural area covering a quarter of the land mass of Wales.

Population:	130,700
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Area (hectares):	519,700
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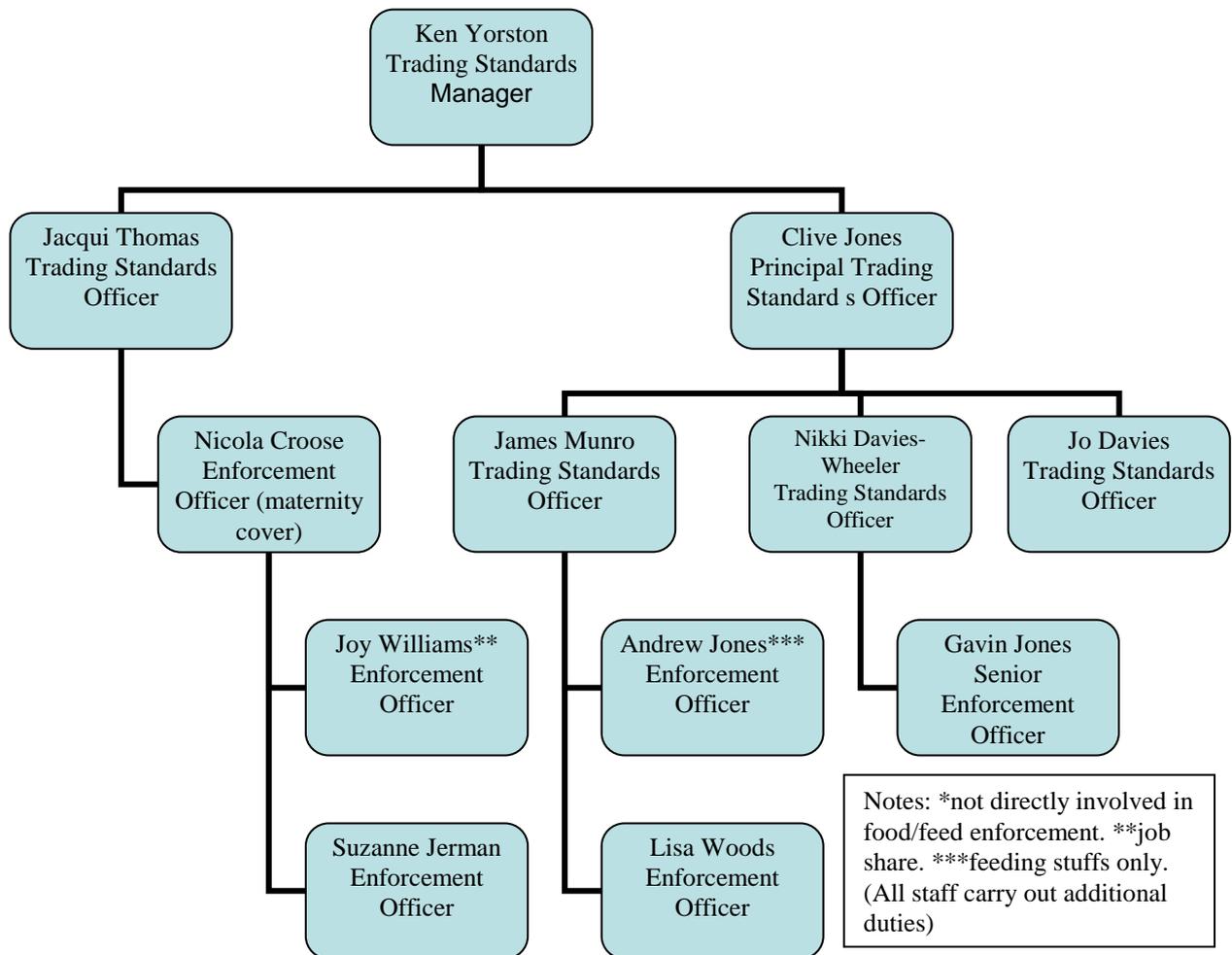
2.1.2 Administration

The Authority's headquarters is located in County Hall, Llandrindod Wells. Service delivery points are located around the County.

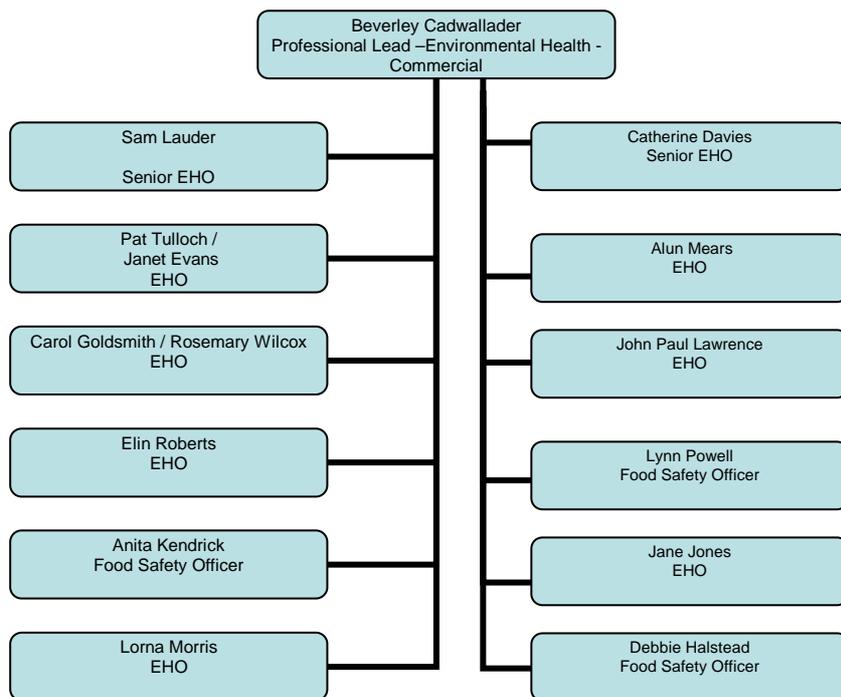
2.2 ORGANISATIONAL STRUCTURE

2.2.1 Environmental Health and Trading Standards were UNTIL 30TH April 2013 services within the Public Protection Function, headed by a Public Protection Manager. From 1st May 2013 a corporate restructuring exercise has removed the post of Public Protection Manager. Services will now report to a Senior Manager (Regeneration, Property and Regulatory Services). At the time of updating this plan, this post had not been filled. Temporarily reporting will be to the Head of Local and Environmental Services who, in turn, will report to the Strategic Director of the new `Place` Directorate. The Strategic Director is part of the Corporate Management Team.

2.2.2 Trading Standards staff structure



2.2.3 Environmental Health staff structure



2.2.4 Analytical Arrangements

Due to the large geographical area of the County a selection of Analysts have been appointed as follows:

Public Analysts

Mr M Dalling , Mr J Robinson and Mrs S Brookes Minton, Treharne and Davies Ltd Unit 5, Llwyn-yr-Eos Cross Hands LLANELLI SA14 6RA	Ron Ennion, Gary Burton, Jeremy Wootten and Duncan Arthur Eurofins Ltd. Consulting Chemists and Microbiologists, Woodthorne, Wergs Road, Wolverhampton, WV6 8TQ
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Public Health Laboratory Service

Public Health England Food, Water & Environmental Microbiology Laboratory, Birmingham	National Health Protection Service Cardiff
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2.3 SCOPE OF THE FOOD AND FEEDING STUFFS SERVICE

2.3.1 Inspections and Joint Working Arrangements

The Environmental Health and Trading Standards services split their responsibilities for food enforcement in line with the Food Law Code of Practice and accompanying guidance⁴. Feeding stuffs enforcement is carried out by the Trading Standards service in accordance with the Feed Law Enforcement Code of Practice⁵.

2.3.2 Environmental Health

The Service holds responsibility for food hygiene inspections and complaints, microbiological food sampling, food safety promotional work, food poisoning investigations and management and handling of food hazard warnings. Other services delivered alongside the food hygiene service include some health and safety and very occasionally licensing inspections.

2.3.3 Trading Standards

The Service holds responsibility for food standards inspections and complaints, feeding stuffs inspections and complaints, food hygiene at primary production premises, feed hygiene requirements, food and feed sampling for compositional and labelling requirements and chemical contamination, and food standards promotional work. Other services delivered alongside the service include animal health and welfare, intellectual property crime, weights and measures, prices, descriptions, product safety, credit and fair trading.

2.3.4 Contractors

External contractors are occasionally employed by the Environmental Health Service to carry out some food hygiene inspections. Analytical and testing functions are carried out by external Public Analyst and testing laboratories.

2.4 DEMANDS ON THE FOOD SERVICE

2.4.1 Premises Profile

There are 2943 food premises in Powys, of which 2289 are registered food premises.

	FSA Code/Category	Total
A	Primary producers	103
B	Slaughterhouses	3
C	Manufacturers/Processors	63
D	Packers	13
E	Importers/Exporters	0
F	Distributors/Transporters	52
G	Retailers	652
H	Restaurants/Other caterers	2051

⁴ Food Law Code of Practice Wales & Food Law Practice Guidance Wales
www.food.gov.uk/enforcement/enforcework/foodlawcop/codepracticewales/

⁵ Feed Law Enforcement Code of Practice Great Britain www.food.gov.uk/enforcement/enforcework/feedlawcop/

2.4.2 Approved Premises

The breakdown above includes approved premises under product specific regulations of which there are currently the following number:

TYPE OF PREMISE	TOTAL
Minced Meat Products	2
Meat Products	5
Milk Products	0
Fishery products	0
Egg Products	7

There are also a total of 4 water-bottling plants within the County which require specific application of legislation.

2.4.3 Environmental Health (Food Hygiene) premises profile by risk rating

Category	Minimum Inspection Frequency	No. of premises
A	At least every 6 months	32
B	At least every 12 months	197
C	At least every 18 months	897
D	At least every 2 years	294
E	Alternative enforcement strategy	1176

2.4.4 Trading Standards (Food Standards) premises profile by risk rating

RISK	NO. OF PREMISES
High	46
Medium	980
Low	696

2.4.5 Feeding Stuffs Premises

There are 4269 (of which 586 are actually registered) feeding stuffs premises subject to inspection by the Trading Standards service. They are broken down into the following FSA categories and are based on the self declaration:

FEEDING STUFFS PREMISES *		
FSA Code/Category		TOTAL
R1	Manufacture/market feed additives	7
R2	Manufacture/market premixtures	4
R3	Manufacture/market bioproteins	1
R4	Manufacture compound feeds	9
R5	Market compound feeds	27
R6	Manufacture pet foods	1
R7	Manufacture/market feed materials	28
R8	Transport feed and/or feed products	74
R9	Store feeds and/or feed products	161
R10	Mixing feed on farm using premixture/additives	101
R11	Mixing feed on farm using compounds/concentrates	167
R12	Food businesses selling co-products destined for feed	4
R13	Livestock farms feeding but not mixing	283
R14	Arable farms growing feed materials	195
TOTAL ACTIVITY CODES		1062

(as at 20th may 2013 – M3 D/b) * Some premises appear under two categories within the table

There are also a further 3681 feed premises which have been allocated an assumed activity code of R13, as per Food Standards Agency guidance.

2.4.5 Service Delivery Points

Service is delivered from a number of locations throughout the County as detailed below. Normal office hours are 8.30am - 4.45pm Monday to Thursday and 8.30am - 4.15pm Friday. The Authority operates a 24-hour 'Careline' and a separate manned emergency service is operated out of normal office hours.

Trading Standards

The service has a delivery point in the following areas:

The Gwalia Ithon Road Llandrindod Wells Powys LD1 6AA	The Park Newtown Powys SY16 2NZ	Neuadd Brycheiniog Cambrian Way Brecon Powys LD3 7HR
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Environmental Health

The service has a delivery point in the following areas:-

The Gwalia Ithon Road Llandrindod Wells Powys LD1 6AA	Neuadd Maldwyn Severn Road Welshpool Powys SY21 7AS	Neuadd Brycheiniog Cambrian Way Brecon Powys LD3 7HR
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Service delivery points are also located throughout the County in the majority of outlying towns.

2.4.6 External factors which impact on the service

A seasonal activity that impacts considerably on the food service is the Royal Welsh Agricultural Show, which is held annually at Llanelwedd, near Builth Wells. As one of the largest agricultural shows in Europe with more than 200,000 visitors it demands a lot of proactive work prior to and a considerable amount of enforcement and reactive work during the week-long show. Routine work during this period is curtailed and officers' attentions centred on the event. The showground is also used during the year for many other special events.

Other major annual events impacting on routine work are the Brecon Jazz Festival and the Hay on Wye Literature Festival.

Due to the rural nature of the County it has become a target for groups involved in the illegal slaughter and supply of meat. A substantial amount of officer time has been taken up investigating these activities. Officers are also actively involved in partnership work with the Police and the Wales Food Fraud Unit in relation to these issues.

It is estimated that less than 1% of all food premises have owners whose first language is not English.

2.5 ENFORCEMENT POLICY

2.5.1 The Authority has signed up to the Enforcement Concordat. An Enforcement policy has been produced and approved by the Authority.

2.5.2 Trading Standards and Environmental Health enforcement officers receive ongoing training on RIPA and PACE procedures.

3. SERVICE DELIVERY

3.1 FOOD AND FEEDING STUFFS INSPECTIONS

3.1.1 Trading Standards

Food Standards

The primary aim of food standards inspections is to ensure that the legal requirements are met covering:

- the quality, composition, labelling, presentation and advertising of food, and
- materials or articles in contact with food.

Annual targets are set for enforcement officers to carry out inspections to high, medium and low risk premises. These are agreed and reviewed at regular Staff Review and Development meetings. Overall targets are placed in the Trading Standards Service Delivery Plan⁶ for the forthcoming year. This Plan is approved by the Director and then by Members of the Authority.

The number of food standards inspections potentially due for 2013/14 is as follows:-

Risk Category	HIGH	MED	LOW	Total
No. of inspections	40	482	134	656

The above figures are based on those supplied pre an IT update to M3 which has affected the risk categories adversely. It is extremely unlikely that this number of visits will be achieved but the emphasis will be on achieving our 'high' risk targets.

Feeding Stuffs

The primary aim of feeding stuffs inspections is to ensure that the legal requirements are met covering:

- the quality, composition, labelling, presentation and advertising of feeding stuffs, and
- the safety of feeding stuffs in accordance with feed hygiene requirements

The number of inspections to feeding stuffs premises targeted for 2013/14 are as follows:-

Risk Category	HIGH	MED	LOW	Total
No. of inspections	3	10	0	13

*Risk ratings are changing during 2013/14 to reflect the new ACTSO TS Risk rating scheme which will mean that there will be an increase in no's of premises requiring inspection. For example it is anticipated that High risk premises will increase from 3 to 22 under the new risk codes.

⁶ available from www.powys.gov.uk/tradingstandards

REVISITS

It is estimated that around 50 revisits will be carried out to food and feeding stuffs premises in 2013/14, based upon a figure of 46 revisits carried out in 2012/13

Food Hygiene at primary production

A number of feed hygiene inspections have been carried out. Proactive inspections under food hygiene legislation have been carried despite zero funding being allocated to the TS Service by the Authority for this purpose.

3.1.2 Environmental Health

The primary aim of all food safety interventions shall be to:-

- Identify potential hazards and assess their risks to public health arising from activities within the food business;
- Assess the effectiveness of management control to achieve safe food;
- Identify specific contraventions of food hygiene law.

The service will ensure that interventions are carried out in accordance with the Food Safety Act Code of Practice. The Inspection Rating System will be used to determine the frequency of programmed interventions within a range of 6 months to 3 years. Programmed inspections alone shall be used for the purpose of determining the frequency of further programmed interventions.

The probable number of premises to be targeted for inspection for 2013/14 are as follows:-

Risk Category	A	B	C	D	Total
No. of inspections due in 2013/14	64	198	548	120	930
No. of inspections overdue from 12/13	0	0	0	0	0

The number of food hygiene inspections to be carried out by the food hygiene service in total during 2013/14 is therefore 930.

Premises rated as Category E no longer need to be subject to primary inspection but must be subject to an alternative enforcement strategy not less than once in any 3 year period. It is therefore intended to target those premises by letter where they do not receive any visit to verify that there have been no significant changes within the business. A proportion will also be verified via spot checks. Other triggers for inspections of such premises would be consumer complaints, new proprietors identified via planning/licensing, or where other inspectors trigger an inspection (such as Health and Safety or Licensing Officers). Other intelligence-based projects may also be adopted during the year based on sampling results or new regulations or guidance.

In addition to the programme of inspections it is anticipated that approximately 745 revisits will be required in 2013/14 based on figures of 746 for 2011/12 and 745 for 2012/13.

To ensure adequate expertise is available to enable competent inspections of specialised processes, officers are generally given a specialism in a product specific field, e.g. milk products, meat products, etc. and concentrate on the development of consistent and thorough inspections in these specific fields of food safety. These officers are then identified for appropriate training available in these fields.

Furthermore should a situation arise where expertise was not available in-house this would either be achieved by the necessary training or by identifying and bringing in the necessary expertise.

3.1.3 Officers will carry out inspections of those businesses open outside office hours as required.

3.2 FOOD AND FEEDING STUFFS COMPLAINTS

3.2.1 Trading Standards

The service is responsible for dealing with complaints about the labelling and composition of food, and the fitness of feeding stuffs. Complaints are dealt with in accordance with documented procedures which require a response within one working day of receipt.

COMPLAINTS RECEIVED		
	Food	Feeding stuffs
2007/08	53	16
2008/09	32	18
2009/10	4	6
2010/11	10	2
2011/12	4	1
2012/13 estimated	4	2

Of the food and feeding stuffs complaints received in 2011/12 investigations resulted in 3 samples being sent for analysis.

It is estimated that 4 food and 2 feeding stuffs complaint samples will be submitted for analysis in 2012/13. This will require the following resources:

- Food complaints (4 samples analysed):

Analyst fees (4 x £100) = £400
Officer time (8 days) + expenses = £2400
Total = £2800

- Feeding stuffs complaints (2 samples analysed):

Analyst fees (2 x £100) = £200

3.2.2 Environmental Health

The service is responsible for investigating complaints of contamination of food by micro-organisms or toxins and the contamination of food by mould or foreign matter. Chemical contamination of the food will be investigated if the food poses an imminent risk to health.

Food complaints are dealt with in accordance with departmental procedure and Codes of Practice and guidance.

The number of food complaints received is as follows:

Year	No. of food complaints
2010/11	66
2011/12	74
2012/13	63
2013/14 (estimate)	65

Resources required to deal with food complaints can vary dramatically from the straightforward to the more complex requiring significant research and analytical fees.

3.3 PRIMARY/HOME AUTHORITY PRINCIPLE

3.3.1 The service supports the Primary/Home Authority Principle and currently acts as Home Authority for 15 food and 1 feeding stuffs businesses in the area. Each of these businesses is classified as a high priority and receives at least one visit per year. These arrangements are being reviewed in the forthcoming period.

Estimated resources required - half a day per visit x (Officer and Assistant) x number of visits + miles.

3.4 ADVICE TO BUSINESSES

3.4.1 Scope of Advice Service

The Environmental Health and Trading Standards services both provide a free advice service for local businesses. Advice may be provided following a specific request, or may be given proactively to update businesses on changes in legislation. A range of nationally produced guidance leaflets is available from each of the service delivery points.

3.4.2 Contacts from Business

An estimated total of 135 advisory visits by Environmental Health will be carried out during 2013/14, based on previous year's figures of 94 in 2010/11, 144 in 2011/12 and 137 in 2012/13.

An estimated total of 40 requests for advice on food and feeding stuffs issues will be received by Trading Standards in 2013/14 based upon the figure of 38 for 2012/13 .

3.5 FOOD AND FEEDING STUFFS SAMPLING

3.5.1 Trading Standards

The food standards and feeding stuffs sampling programme is planned at the start of the financial year and delivered locally on a monthly basis. The programme is developed after reviewing previous sampling results and taking into account current issues. Participation in national and regional sampling surveys is included wherever possible. A contingency is made for complaint samples, which are dealt with as and when received. Monitoring of the sampling programme occurs on a monthly basis. A service level agreement with the Public Analyst is in place that covers the storage and transportation of samples, reporting times and payments.

The Service will bid for additional food and feed sampling programmes where the opportunity arises and when the FSA (Wales) requests authorities to do so.

Year	no. of food samples	no. of feed samples
2008/09	196	76
2009/10	173	63
2010/11	133	62
2011/12	114	58
2012/13	72	39
2013/14 (predicted)	155*	20

* includes FSA funded samples

3.5.2 Environmental Health

The service participates in the All Wales Shopping Basket Survey and is represented on the Welsh Food Microbiological Forum. As part of this initiative monthly sampling is carried out of items included within the Shopping Basket from a random selection of premises.

In addition to the Shopping Basket samples are obtained as part of the Welsh Food Microbiological Forum initiative and further targeting of local producers not included within this initiative is also carried out to monitor the quality of locally produced foods. In addition to these locally driven sampling programmes the

Authority also participates in national microbiological food surveys. It is anticipated that a total of approximately 270 food samples will be taken during the year 2013/14 based on previous year figures of 248 in 10/11 , 277 in 2011/12 and 268 in 2012/13. All such samples are submitted via the NPHS/HPA as detailed earlier in the plan for analysis.

3.6 CONTROL AND INVESTIGATION OF OUTBREAKS AND FOOD RELATED INFECTIOUS DISEASE

The Council works with the National Public Health Service (NPHS) in managing cases and outbreaks of food related infectious diseases. The Management and organisational arrangements for dealing with outbreaks of infectious disease are contained in 'The Powys Plan for Handling Cases and Outbreaks of Food Poisoning and Other Related Conditions'. This plan is based on an All Wales model, agreed by the NPHS and Local Authority, and subject to annual review.

All cases are contacted, the necessary details collected, and advice given on precautionary measures to prevent the spread. Where necessary, exclusions are placed on persons considered to be within a high risk category to ensure control of the organism in accordance with the Powys Plan.

It is anticipated that approximately 310 cases of infectious diseases are likely in 2011/12 based on statistics from previous years of 304 in 2010/11, 225 in 2011/12 and 307 in 2012/13. The Authority is committed to the 'lead officer' concept introduced across Wales through which each Authority has a nominated officer undertaking more detailed training in communicable disease control. These officers not only provide a well-informed resource for their own Authority but could be called upon should a serious incident arise in another Authority to assist in the investigation and control.

The number of bovine tuberculosis reactor herds has substantially increased in recent times, and this has involved considerable officer time in investigations on the farms concerned to ensure no risk exists with milk production and consumption.

3.7 FOOD SAFETY INCIDENTS

The Authority recognises its obligations under section 40 of the Food Safety Act 1990 and the Code of Practice in relation to the food alerts and incidents system. Where the Authority identifies that food fails to comply with food safety requirements they will inform all other potentially interested Authorities. The Authority will assess the scale, extent and severity of the hazard. In the event of it being a serious incident or a wider problem then they will liaise/notify the appropriate Central Government Department and formulate a food incident report that will be forwarded immediately to the relevant Government Department.

In incidences where Food Alerts are issued by the Food Standards Agency Wales, these are received by email at County Hall and in the three area offices

for Environmental Health attention. They are then given the attention required as determined by their category. Where the incidence has relevance to the Trading Standards service, responsibility for action is agreed between the two services.

Powys County Council has appointed Authorised Officers who are available for out of hours contact. Several officers also receive Food Alerts via mobile SMS.

3.8 LIAISON WITH OTHER ORGANISATIONS

3.8.1 Trading Standards

The Wales Food and Agriculture Standards Group acts as a forum for Welsh Authorities to discuss issues relating to food and feeding stuffs enforcement. An officer from this authority acts as a support officer for Food and Agriculture standards. This Group reports to the Wales Heads of Trading Standards (WHoTS). Resource allocation is four officer days per year.

The new regional set up places Powys County Council in the Mid and West Wales region along with Pembrokeshire, Ceredigion and Carmarthenshire and it is anticipated that a new regional food service plan may emerge with regional targets and bids for additional work for the year 2014 onwards.

A liaison meeting is held at least twice a year with the Public Analyst and other South West Wales Authorities who also use the same laboratory. The meeting provides a forum to discuss current enforcement issues and co-ordinated sampling programmes.

3.8.2 Environmental Health

To ensure enforcement action taken in the County is consistent with neighbouring Authorities a representative attends the SW Wales Regional Food Safety Group and the SW Wales Regional Communicable Disease Group. These are sub-groups of the Directors of Public Protection Wales (DPPW).

Attendance is also present on the following groups leading to further consistency in approach:

- All Wales Food Safety Technical Panel
- All Wales Communicable Disease Panel
- Welsh Food Microbiological Forum.

Regular liaison is undertaken with the National Public Health Service in relation to the investigation and control of food poisoning incidents, and with DEFRA in relation to zoonoses issues.

3.9 FOOD AND FEEDING STUFFS SAFETY AND STANDARDS PROMOTION

3.9.1 The department will participate in National Food Safety Week. This annual event, held to promote the importance of good food hygiene in the home, will focus on how people can ensure that they keep their food safe when trying to save money.

This will be promoted across the County through various initiatives.

3.9.2 The department participate in the Food Hygiene Rating Scheme, which helps consumers choose where to eat out or shop for food by giving them information about the hygiene standards in restaurants, cafés, takeaways, hotels and food shops. The schemes also encourage businesses to improve hygiene standards. Over 1000 premises across Powys have been rated so far and work continues with rating the remainder. The overarching aim is to reduce the incidence of food borne illness. Promotional work will continue to be carried out to promote the scheme.

3.9.3 The Environmental Health Service in Powys routinely works with food business operators to highlight the importance of and assist with the implementation of suitable food safety management systems. The Safer Food Better Business (SFBB) food safety management system has been recommended during programmed inspections since the pack was launched.

The Environmental Health Service has used previous funding provided by the Food Standards Agency to run a number of Safer Food Better Business training events for food business operators and to undertake individual coaching sessions with a CMI consultant to assist further with the introduction of a system. The service has been successful again this year in its bid to the FSA for additional funding for such work which is planned to be completed by the end of December.

3.9.4 The Trading Standards Service will be supporting the Young Consumer of the Year competition in the forthcoming year. The competition is aimed at young people all over the UK and includes elements on food labelling and composition. The Wales final is held every year in Powys.

3.9.5 Business advice to micro businesses and website improvement links to Erwin (Everything Regulation When Its Needed) and the promotion of `ts broadcast`, offering a bilingual business advice service will continue to support and help local businesses within Powys to grow..

3.9.6 Nutrition content of food in care home - Powys Trading Standards participated in an all Wales survey, taking a full days menu from 10 care homes in the county and had them analysed for their nutritional content. Further samples were taken in 2012 and a report made to the Senior Management Team of the Adult Social Services Department of PCC. The result of this report will lead to training on nutritional values of food of staff involved in preparation of food in Care Homes, further surveys following this training and potentially adopting of nutritional standards as a core contact issue in future.

4. RESOURCES

4.1 FINANCIAL ALLOCATION

4.1.1 Details of the budgets allocated for 2013/14 can be found in the Appendices.

4.2 STAFFING ALLOCATION

4.2.1 Trading Standards

Number of FTE involved in Food:	3.4*
Number of FTE involved in Feeding Stuffs:	0.1*

*estimated

Officer	Qualifications			
	DTS (or equiv)	DCA (inc Paper IV)	DCATS	Lead Auditor
Suzanne Jerman		✓		
Jacqui Thomas	✓			✓
Ken Yorston	✓	✓		✓
Joy Williams		✓		
James Munro	✓			✓
Kelly Edwards	✓			
Nikki Davies	✓			✓
Clive Jones	✓			✓
Gavin Jones		✓		
Lisa Woods		✓		
Jo Davies	✓			
Nicola Croose			✓	

* feeding stuffs sampling/enforcement only

4.2.2 Environmental Health

Number of FTE involved in Food Hygiene:	8.4*
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*estimated

Officer	Qualifications
Beverley Cadwallader	EHO/EHORB Registered
Carol Goldsmith	EHO/EHORB Registered
Pat Tulloch	EHO/EHORB Registered
Janet Evans	EHO/EHORB Registered
Rosemary Wilcox	EHO/EHORB Registered
Elin Roberts	EHO/EHORB Registered
Alun Mears	EHO/EHORB Registered
Catherine Davies	EHO/EHORB Registered
John Paul Lawrence	EHO EHORB Registered
Jane Hope	EHO EHORB Registered
Sam Lauder	EHO/EHORB Registered
Lorna Morris	EHO/EHORB Registered
Anita Kendrick	Higher Certificate in Food Premises Inspections
Debbie Halstead	Higher Certificate in Food Premises Inspections
Lynn Powell	Higher Certificate in Food Premises Inspections

In addition to these professional qualifications all officers are trained in HACCP and the auditing of HACCP and a number of officers have the lead auditor qualification.

4.3 STAFF DEVELOPMENT PLAN

4.3.1 Steps have been taken in Trading Standards over the past few years to ensure that enforcement staff obtain the necessary formal qualification and all staff currently involved in food enforcement have now achieved this. All staff undergo a minimum of 10 hours CPPD training each year on Food Standards and those that require it also attend 10 hours training on Feed Law enforcement. There was a shortfall in CPPD training provided last year due to cancellation of training courses. This is being addressed in the 2013/14 period

4.3.2 Ongoing training requirements are identified in both Trading Standards and Environmental Health annual Employment Review and Development meetings and reviewed every six months. Staff apply to attend training events in order to consolidate or update their knowledge. Whenever practicable, they feedback to their peers at office or other staff meetings on their new found knowledge. Additional internal training courses are also arranged where appropriate to ensure that officers attain the required amount of continuous professional development stipulated in the Food Law and Feed Law Codes of Practice.

4.3.3 Training identified at present for 2013/14

Officer(s)	Course/training	Organised By	Cost
Trading Standards enforcement staff	Food Information Regs, FIR implementation and Nutrition and Health Claims	Ceredigion/ PASS	Free
Trading Standards enforcement staff	Feed hygiene, sampling, labelling	TSI Welsh Branch	£50x4 =£200
Trading Standards enforcement staff & EH staff	<ol style="list-style-type: none"> 1. Evidence Gathering and Interview Skills 2. Local Authority Investigation Skills 3. Feed safety management systems at food businesses 4. Feed safety management systems 5. Import controls on feed of non-animal origin 6. Sampling of animal feed 7. Food Standards Update 	Food Standards Agency Wales (ref: letter to LA's DPPW/2012/046,)	nil
Trading Standards enforcement staff	Law & Evidence update	TSI Welsh Branch	£45 pp TBC

All enforcement staff	PACE / RIPA/ Prosecution manual	TBA	TBC
Environmental Health food safety staff	Consistency training	In-house	Nil

5. QUALITY ASSESSMENT

5.1 MONITORING ARRANGEMENTS

The Authority supports the system of local authority audits organised by DPPW in Wales. The Food Standards Agency have carried out a number of audits of the Authority and copies of reports are published on the Food Standards Agency website.

5.1.1 Trading Standards

A review of the Trading Standards Service in 2013 may result in the restructuring of the service and greater officer specialism, which in turn will lead to more effective monitoring within the service. Monitoring of progress towards targets occurs at monthly Trading Standards Management Team meetings where a review of Key Management Stats is undertaken.

5.1.2 Environmental Health

The service is also committed to improving its services' and following best practice standards wherever possible.

In order to ensure uniformity of standards consistency training exercises are carried out at least annually and a system of monitoring is in place, which includes the following:

- regular meetings of the team to ensure consistency of approach throughout the County.
- in-house audits of a random sample of files, inspection documents etc.
- a random number of inspections carried out each year when the inspecting officer will be accompanied by another experienced officer in order to evaluate procedures and standards.

6. REVIEW

6.1 REVIEW AGAINST THE SERVICE PLAN

6.1.1 Trading Standards and Environmental Health

The plan is used as a means of reviewing performance and any variance in meeting the previous years plan is addressed within the current years plan. Performance is also measured via quarterly monitoring of key performance indicators and these are reported on and tracked throughout the year. Areas of variation from set targets are identified and reasons explored for such variations. An improvement plan is produced if necessary.

Annual returns to the FSA under the monitoring arrangements are scrutinised by the lead officers prior to being submitted.

6.2 VARIATION FROM THE PREVIOUS YEAR'S SERVICE PLAN

6.2.1 Environmental Health

The Environmental Health service has achieved well against food hygiene inspection targets this year. 100% of the high risk food premises targeted for inspection have been achieved..

The service have achieved particularly well against the target in relation to making contact with new businesses as regeneration is recognised as a key issue and this first contact is seen as a key step in business set up.

6.2.2 Trading Standards

The Trading Standards service has achieved many of its targets for 2012/13 in respect of inspections and samples.

TS aim to target new businesses within a specific time period in order to advise them on compositional, labelling and advertising/marketing requirements in order to support them and help them survive the first few months of operation.

6.3 AREAS FOR IMPROVEMENT

6.3.1 The Food Service has been audited by the Food Standards Agency and on these occasions has responded positively to the areas for improvement identified. Areas of improvement for the forthcoming year are detailed within the Appendix A.

Areas for Improvement	Appendix A
Action	Outcome
1. Make an electronic copy of the food safety service plan and enforcement policy available via email and the Authority's website	Provision of a fully transparent and accessible food safety service.
2. Produce various promotional articles including a newsletter for businesses etc.	Improved promotional work within the food safety service
3. To continue to carry out consistency training with officers in-house but also across boundary whenever available.	Ensure the food hygiene rating scheme is being applied fairly and consistently to all businesses.
4. Ensure we are in a position to apply to the FSA for additional funding for project work and to deliver such work	Deliver an extended service which benefits consumers and businesses within the County
5. To evaluate the food hygiene inspection requirements and implement a programme to develop enhanced delivery of this function through various means	Assessment of work involved in this area (for which limited funding is available), improved knowledge of premises and delivery of extended service given additional resources

Performance Measures

Appendix B

Description	Performance 2011/2012		Performance 2012/2013		Performance 2013/2014	
	Target	Actual	Target	Actual	Target	Actual
The percentage of high risk businesses that were liable to a programmed inspection that were inspected for:						
Food Hygiene	100%	100%	100%	100.0%	100%	
Trading Standards	100%	97.39%	100%	99.09%	100%	
The % of new businesses identified during the year which were :						
a)subject to an inspection by each of the following areas:						
Food Hygiene	85%	96.25%	55%	99.64%	90%	
Trading Standards	55%	57.55%	85%	57.55%	55%	
b) submitted a self assessment questionnaire for						
Food Hygiene	5%	0.42%	5%	0%	0%	
Trading Standards	10%	24.48%	10%	4.89%	10%	
Percentage of Broadly Complaint Food Premises	72.7%	81.35%	82%	83.61%	83%	

Environmental Health

	Working Budget 2011/12	Out- turn 2011/12	Original Budget 2012/13	Working Budget 2012/13	Original Budget 2013/14
<u>HE559 Infectious Diseases</u>					
Expenditure	53,480	53,498	52,690	47,200	49,080
Income	0	-17	0	0	0
Internal Recharges	4,400	4,400	4,430	4,430	6,390
Net Expenditure	57,880	57,881	57,120	51,630	55,470

HE552 Food Sampling Hygiene

Expenditure	392,380	440,987	376,060	365,190	363,050
Income	-8,000	-56,606	0	-6,150	-750
Internal Recharges	99,000	99,000	100,890	100,890	87,640
Net Expenditure	483,380	483,381	476,950	459,930	449,940

Trading Standards

	Working Budget 2011/12	Out- turn 2011/12	Working Budget 2012/13	Actuals 2012-13 (Month 11)	Original Budget 2013/14
<u>RC008 Food Enforcement</u>					
Expenditure	121,900	118,733	110,450	86,035	111,000
Income	-13,250	-10,083	-2,060	-1,688	-1,270
Internal Recharges	32,100	32,100	33,370	0	31,530
Net Expenditure	140,750	140,750	141,760	84,347	141,260

Extract from Budget book R520 PUBLIC PROTECTION