

ANGUS COUNCIL

INFRASTRUCTURE SERVICES COMMITTEE – 24 NOVEMBER 2009

FEED, FOOD AND SAFETY SERVICES PLAN 2009 - 2010

REPORT BY THE DIRECTOR OF INFRASTRUCTURE SERVICES

ABSTRACT

The Council is required annually to devise and implement a plan for the enforcement of legislation regarding the Services associated with Feeding Stuffs, Food and Health and Safety.

1. RECOMMENDATIONS

- 1.1 It is recommended that the Committee adopt the Feed, Food and Safety Services Plan 2009-2010.

2. BACKGROUND

- 2.1 The Plan is in sufficient detail to enable the Council to comply with the requirements of the Food Standards Agency and the Health and Safety Executive.

3. THE PLAN

- 3.1 In accordance with the requirements issued by the Food Standards Agency and the Health and Safety Executive the following elements of the Service provision are contained in the Plan.

- Description of the duties relating to the various areas of enforcement carried out by the staff.
- Brief description of the Council's Committee Structure.
- Description of the Division's Management Structure designed to deliver the Plan.
- The resources available to deliver the Schedules of work defined within the Plan.

- 3.2 The Plan is divided into the following Sections:

Section 1	-	Aim and Objectives
Section 2	-	Background Information
Section 3	-	Service Delivery
Section 4	-	Resource Allocation
Section 5	-	Quality Assurance
Section 6	-	Review Provision
ANNEX	-	Performance Targets

- 3.3 A copy of this Plan is attached to this report.

4. FINANCIAL IMPLICATIONS

- 4.1 The financial resources allocated for the implementation of the Plan are contained within the Environmental and Consumer Protection Division's Revenue Budget for the financial year 2009 - 2010.

5. STRATEGIC ENVIRONMENTAL ASSESSMENT

- 5.1 On consideration of the plan, I have concluded that this plan is likely to have no or minimal environmental effect and have notified the SEA Gateway accordingly, as required by the Environmental Assessment (Scotland) Act 2005. This notification will be published by the Gateway on the Public Register maintained to that end.

6. EQUALITIES IMPLICATIONS

- 6.1 The issues dealt with in this Report have been the subject of consideration from an equalities perspective (as required by legislation). An [equalities impact assessment](#) has been undertaken.

7. HUMAN RIGHTS IMPLICATIONS

- 7.1 There are no Human Rights implications associated with the Plan.

8. CONSULTATION

The Chief Executive, Director of Corporate Services, Head of Law and Administration and Head of Finance have been consulted on the contents of this report.

9. CONCLUSION

The Feed, Food and Safety Plan 2009 - 2010 fulfils the Council's obligation to a number of Agencies and defines a programme of work for operational staff.

Eric Lawson
Director of Infrastructure Services

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

ECP/JB/LS
21/10/09

**ECONOMIC DEVELOPMENT &
ENVIRONMENTAL AND CONSUMER
PROTECTION DIVISION**

**FEED, FOOD AND SAFETY
SERVICES PLAN
2009 - 2010**

Feed, Food and Safety Services Plan 2009-10

1. Service Aims and Objectives

1.1 Aims and Objectives

1.1.1 Food Safety

It is the Council's policy to strive to ensure that food and drink intended for sale, for human consumption, which is produced, stored, distributed, handled or consumed within the Council's area of administration is without risk to health or safety of the consumer.

1.1.2 Food Standards

The Council will endeavour to ensure that foods and food packaging meet relevant legal standards for quality, composition and labelling and that reputable food businesses are not prejudiced by unfair competition.

1.1.3 Food Sampling

Council will implement a food sampling programme to verify the safety of food which is produced, manufactured, prepared or sold within Angus.

1.1.4 Feeding Stuffs

The objectives of the service are:

- To identify and maintain records via the Flare system, those premises which produce and market feeding stuffs within the Council's boundaries.
- To meet the requirements of the Feed Law Code of Practice.
- To introduce and maintain a system of inspections and sampling programmes of those premises identified to ensure compliance with all relevant legislation.
- To ensure as far as is possible that all staff involved are kept up-to-date with the latest developments.
- There will be no restriction to the access of the service which is open to anybody or group wishing to use the service.

1.1.5 Health and Safety

- It is the Council's objective 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.
- Angus Council intends to adopt an advisory/educational role to ensure businesses and the self employed comply with the health and safety legislation. If necessary, however a more formal approach will be adopted to ensure compliance.
- In endeavouring to fulfil the aims of this Plan the Environmental and Consumer Protection Service will co-operate and work with other Departments, Agencies and organisations.
- When selecting the appropriate approach to enforcement the Environmental and Consumer Protection Service will ensure that the approach selected will be in accordance with the Council's Corporate objectives, also within the Service's enforcement policy and the Health and Safety Commissions' principles of proportionality, consistency, targeting and transparency.

1.2 Single Outcome Agreement

The Single Outcome Agreement for Angus 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 will be a place where a first class quality of life for all can be enjoyed in vibrant towns and pleasant villages set in attractive and productive countryside. The area will be dynamic and outward looking, contributing to the culture, environment and economy of Scotland."

The Feed, Food and Safety services provided by the Environmental and Consumer Protection Service will by their very nature and form of delivery 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.

The following table indicates how the services link to the objectives which underpin the corporate vision.

Article I. Linkage to Corporate Objectives

Service Role in Meeting Objectives	The Objective
The staff will endeavour to foster the concept of Active Citizenship within Angus through proportional and regulatory activities in the local economy.	Customer Centred Services
Through promotional activities it is hoped to provide a range of training opportunities to various sectors of the local economy. The staff will also work with the Council's Community Partners to help the Council fulfil this corporate objective.	Promote Learning for all Ages and Abilities
The services provided will play an active role in advising and promoting good practices thereby supporting a vibrant and diversified economy.	Maximise the Economic Potential of Angus
It is hoped to maximise the impact of the services provided through working in partnership with other organisations thereby improving the health and safety service role in meeting objectives of the individual citizen in Angus.	Promote Safe and Caring Communities and Healthy Lifestyles
Through the enforcement of Feeding Stuffs, Food and Health and Safety legislation it will help to improve the quality of the environment enjoyed by the citizen in the Angus community.	Improve the Environment and Quality of Life

1.4 The Environmental and Consumer Protection Service's Priorities

Within the context of the Corporate Vision and objectives the following commitments have been defined for the Environmental and Consumer Protection Service. The staff delivering the Feed, Food and Safety Services will play a pro-active 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 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 HELA Strategic Plan and the Framework Agreement on Food Law Enforcement.

2. Background

2.1 Profile of the Council

Population: 108,400 (2001 Census)
Area: 2200km²

Brief Description of Angus

In an area of 2200 km² there is a varied topography including mountains, glens, rivers, cliffs, seaside and rural market towns. Remarkable scenic beauty is combined with economic prosperity in which farming, fishing, manufacturing and retailing of food products play a crucial and vibrant 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

2.2.5 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 Environmental and Consumer Protection Service provided 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
- Agriculture Analyst

2.3 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 food poisoning investigation.

The staff delivering these services have other duties e.g. Trading Standards officers enforce 37 Acts of Parliament and their accompanying subordinate legislation. Feedstuffs are only one element of that. No staff are currently employed full time on Feedstuffs enforcement.

2.4.1 Demands on the Feed, Food and Safety Services

* Health and Safety Categories	Number of Premises
Retail Shops	542
Wholesale Shops and Warehouses	30
Offices	122
Catering	349
Hotels, Camp Sites and Short Stay Accommodation	66
Residential Care Homes	12
Leisure and Cultural Services	166
Consumer Services	302
Others	Nil
* Food Hygiene Categories	Number of Premises
Primary Producers	34
Manufacturers and Packers	97
Importers / Exporters	Nil
Distributors / Transporters	14
Supermarket / Hypermarket	33
Small Retailers	160
Retailers - Other	26
Restaurant / Café / Canteen	195
Hotel / Guesthouses	63
Pub / Club	159
Takeaway	77
Caring Establishments	119
School / College	65
Mobile Food Unit	23
Restaurant and Caterers - Other	27
* Food Standards Categories	Number of Premises Inc. in the Inspection Programme
Primary Producers	31
Manufacturers and Packers	97
Importers / Exporters	Nil
Distributors / Transporters	14
Supermarket / Hypermarket	33
Small Retailers	158
Retailers - Other	26
Restaurant / Café / Canteen	195
Hotel / Guesthouse	63
Pub / Club	159
Takeaway	77
Caring Establishment	118
School / College	65
Mobile Food Unit	21
Restaurant and Caterers - Other	21
* Feeding Stuff Categories	Number of Premises
Farm	410
Intermediaries (Agents)	7
Mobile Mixers	1
Approved Intermediaries	2
Transport/Hauliers	17
Other Businesses	4

* Source of figures Flare database.

2.4.2 Feeding Stuff Service Profile

Enforcement of the feeding stuffs legislation is carried out by staff employed in the Trading Standards section of Environmental and Consumer Protection Service. The legislation is enforced under the terms of the Agriculture Act 1970 and the Animal Health Act 1981. The officers from the section are duly authorised under these Acts.

Staff will provide advice on the legislation to both producers of feeding stuffs and any other individual requiring assistance.

Advice will be provided on matters relating to the compliance of the legislation and all related matters.

Provision of the service is the responsibility of one Senior Trading Standards Officer and the three officers in the Business Regulation team. No additional staff have been allocated for the provision of this service which is in addition to the present duties carried out by the staff elsewhere.

Performance targets will be set with this situation in mind. Many premises involved in the scheme have not been inspected previously in relation to feeding stuff legislation. Initial visits will be required to be made to establish a level of compliance in those premises currently outstanding. Changes in the legislation have resulted in a considerable increase in the number of premises liable for inspection.

The legislation in question is:

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

A compulsory Code of Practice produced by the Food Standards Agency was introduced in January 2007. This has introduced a requirement for Trading Standards Officers to issue a report to each business following an inspection. This will result in additional administration work for each Officer. The Code of Practice has also introduced a different risk assessment regime for premises from that currently employed using the Local Authority Co-ordinators of Regulatory Service's (LACORS) Model. Premises currently registered with the Authority have increased dramatically over the past 12 months. All premises will require to be re-assessed. Time for this will be reflected in the target number of premises for 2009 - 2010. However the Food Standards Agency has introduced a regime that requires a five fold increase in the number of visits incorporating both Feed and Food legislation to be carried out at places of Primary Production. The process of "joint visits" and how best to implement them will be discussed by senior officers during the coming twelve months.

The Code of Practice also requires that each Officer involved in Feeds enforcement work must receive a minimum of ten hours training per year.

The Trading Standards 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)

2.4.3 Diversity of Premises

The tables contained in paragraph 2.4.1 above clearly demonstrate the diversity of premises which are the subject of the Services provided by Environmental and Consumer Protection Service. Obviously with this diversity of premises the Council is required to provide the staff involved in delivering this Plan with the knowledge and skills required to assess these premises in terms of the Food, Feed and Safety legislation. It is hoped that the ongoing training provision and promotion of CPD for the staff will provide the balance of knowledge and abilities to staff members delivering the Services.

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

CHIEF EXECUTIVE

Education	Social Work and Health	Neighbourhood Services	Infrastructure Services	Corporate Services
		Community Services	Planning and Transport	Information Technology
		Housing	Roads	Property Services
			Economic Development and Environmental and Consumer Protection	Finance
				Law and Administration

COMMITTEE STRUCTURE

Policy Committees

Strategic Policy

Service Committees

Infrastructure Services

Education

Social Work and Health

Neighbourhood Services

Corporate Services

Other Committees

Civic Licensing

Development Standards

**Operational Management
(Economic Development and Environmental & Consumer Protection Division within
Infrastructure Services)**

Eric Lowson Director of Infrastructure Services			
David Valentine Head of Economic Development and Environmental and Consumer Protection Division			
Stewart Ball Senior Service Manager			
Operational Management			
Environmental Health		Trading Standards	
D. Johnston, Principal EHO (Env. Protection)		D. Shaw, Principal TSO	
J. Browne, Principal EHO(Food and Safety)		G. Begg, Senior TSO	
M. Gregory, Senior EHO (Food and Safety)		P. Lennon, Senior TSO	
C. Easson, Senior EHO (Food and Safety)		B. Smith, Senior TSO	
L. Simpson, Senior EHO (Env. Protection)			
S. Thomson, Senior EHO (Env. Protection)			
C. Anderson, Senior EHO (Env. Protection)			
Administration Support Staff			

**FOOD AND SAFETY UNIT MANAGEMENT STRUCTURE AND LINES OF COMMUNICATION
ANGUS COUNCIL**

Infrastructure Services Committee	
Director of Infrastructure Services	
Head of Economic Development and Environmental and Consumer Protection Division	
Senior Service Manager	
Principal EHO (1)	
Senior EHO (2)	
EHO (6)	
Food Safety Officers (3)	
Graduate Trainee EHO (1)	

ANGUS COUNCIL

	Infrastructure Services Committee		
	Director of Infrastructure Services		
Head of Economic Development and Environmental and Consumer Protection			
	Senior Service Manager		
	Principal TSO		
Senior TSO	Senior TSO	Senior TSO	
(Licensing and Investigation)	(Consumer Affairs)	(Business Regulation)	
TSO	Trading Standards Advisor	Trading Standards Advisor	
	Consumer Advisor	TSO x 2	
	Administration Staff		

* 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 limited human and other resources at its disposal. The 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 67/1.

	Risk Category	Number of Premises (1/4/09)
Food Hygiene	A	29
	B	169
	C	459
	D	160
	E	275
Food Standards	A	Nil
	B	52
	C	1026
Feeding Stuffs	Primary Producers	
Health and Safety	A	19
	B1-2	151
	B3, B4 and C	1419

* Above figures obtained from the Flare information system.

3.3 Complaints/Requests

Based on previous years' statistics the projected figures for the period of the Services provided by the Service are contained in the Annex to this Plan.

3.4.1 Home Authority Principle

The Food Standards Agency (FSA) through the application of the Framework Agreement requires the Council to support the Home Authority Principle with regard to the Food Safety Services it provides. The principle in essence seeks to ensure that

- special emphasis is placed on businesses in Angus.
- food businesses can depend on the Service for guidance and advice, and,
- other Authorities can be assured of co-operation on matters e.g. complaints relating to food produced in Angus.

The Council has made provision within its current budget for the Food and Feeding Stuffs Services that:

- the Services will be able to respond appropriately to all “home authority” queries made by local businesses, and,
- ensure appropriate resources are made available to meet all “home authority” queries made by other authorities relating to food and feeding stuffs businesses located in Angus.

3.4.2 Imported Food and Feeding Stuffs

In accordance with the Step Change Programme for Imported Foodstuffs the staff involved in the Food Safety and Feeding Stuffs service delivery will endeavour to comply with this programme and any guidance issued by the Food Standards Agency.

The only Port in Angus which is involved with this Programme 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 the Food Standards Agency.

3.4.3 Health and Safety – Lead Authority Partnership Scheme (LAPS)

A lead authority is a Local Authority (LA) which acts as focal point for liaison on health and safety issues between an organisation with outlets in a number of areas and the LAs in those areas.

The aims of the scheme are to promote consistency in the health and safety enforcement of organisations with multiple outlets within the LA enforced sector and to improve health and safety management systems within these organisations.

The Council may consider joining LAPS when a suitable business organisation decides to become a partner with the Authority in the Scheme.

3.4.4 Health and Safety – HSE/LA Partnership Working

The HSE has set up the Fit for Work, Fit for Life, Fit for tomorrow (Fit3) Strategic Programme based on the four key strands of HSE’s strategy for workplace health and safety in Great Britain to 2010 and beyond. What Fit3 aims to deliver is a reduction in work related deaths, ill health, injuries and days lost.

To achieve these aims we will focus on where we are best placed to make the most telling impact.

Research done by and for the HSE has shown that to achieve the 3% reduction in fatal and major injuries we will focus our efforts on:

- Workplace transport
- Falls; and
- Slips and trips.

To achieve the required 6% reduction in work related ill health we will focus on:

- Stress

- Musculoskeletal disorders
- Disease reduction – respiratory disease, skin disease and cancer, and
- Noise and Hand Arm Vibration.

We will do this by focusing on these topics when they are involved in any premises which are part of our programme of inspection. We will record this information separately on our database to provide input to the HSE at year end.

3.5 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.

The bulk of advisory work will be carried out during inspections and other visits.

The Trading Standards Service has recently implemented a Reputable Trader Scheme (ARTS). Members of the scheme will receive advice and training from officers as part of their membership.

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 who are rated as medium and above at pre-determined intervals. Low risk rated businesses however, are not part of the Service's pro-active inspection regime and so will only receive advice on request or during a complaint or accident investigation etc. This is an area of work where it is hoped innovative methods will be used to enable the Plan to comply with the range of guidance etc issued by the Health and Safety Executive.

In addition, leaflets, posters etc published by the Health and Safety Executive and Food Standards Agency etc will be used by enforcement staff when advising businesses.

3.6 Workplace Accident Investigation

All reportable accidents received by the Environmental and Consumer Protection Service, which meet the following criteria, should be investigated.

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 human resource to investigate due to other priorities, holiday leave or sick leave etc.

- 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.

3.7 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).

3.8 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. These targets are based on the scoring system outlined in ANNEX 5 of the Food Law Code of Practice (Scotland). The inspection of the majority of food 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 outwith 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.

Feeding Stuffs service provision will require additional Central Government Funding since to fully implement the legislation it would require the full time equivalent of 1.5 staff members. However, the Council has received approximately £13,000 for this service. This level of funding financed the setting up and maintenance of a database, travelling expenses, some administrative support, a proportion of the sampling costs and helped fund part of a full time post to undertake some of the work involved in this area of enforcement. It is obvious that this level of resource is inadequate to meet the funding of the staff needed to implement this vital area of feeding stuff safety in Angus.

3.9 Promotional Work

The staff of the Division associated with the Food and Safety Services will continue to build on previous work in this area of operation.

Through the inspection regimes the staff will promote greater awareness in Angus businesses of the issues associated with food safety, feeding stuffs and health and safety.

In addition, the staff will continue to play an active role in the Health and Community Partnership promoting the issues surrounding population health in Angus.

Finally, the Division will continue to work with other Council Services, DTI, OFT and business organisations to promote food, feeding stuffs and safety issues in the community.

3.10 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.

3.11 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.

3.12 Liaison with Other Organisations

3.12.1 Food Safety

The present food safety staff have a range of informal links in the form of their individual personal networking activity. This has a positive impact on the Service delivered to the people of Angus. The activity is obviously difficult to quantify due to its informal nature but provides the Service with a range of sources of information and aids the concept of consistency in enforcement.

On a more formal basis 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.

The officers involved in the delivery of the Food Safety Service have direct links with Local Authority Co-ordinators of Regulatory Services (LACORS).

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 Angus College personnel.

3.12.2 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. The staff also has access to the LACORS network via the organisations website.

Feeding stuffs matters may be channelled through SCOTSS, (a Chief Officer Group for Heads of Trading Standards in Scotland) before passing to LACORS. Staff also

consults with the North of Scotland Quality Liaison Group. A member of the Trading Standards Unit is currently Chairman of this Group.

3.12.3 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 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 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.

3.13 Food, Feeding Stuffs and Health and Safety Promotion

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

The Service intends to evaluate projects to build on the previous initiatives. It is also hoped to forge closer links with Angus College in the provision of training to businesses on Food Safety matters during the period of this Plan.

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

Finally the Division within the limitations of its present budgetary constraints and finite human resources will endeavour to support the annual Food Safety Week initiative through various activities.

3.14 Primary Production

This new 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 Agency (FSA) through the application of a revised ANNEX 10 to the Feed and Food Law Codes of Practice. The FSA consulted on the ANNEX prior to publication in 2009.

The target number of Primary Producers to be inspected for feed and food hygiene requirements are described in the ANNEX to this Plan.

3.15 Food Hygiene Information Scheme

During the period of this Plan the management of the Division intend to report to Committee on the Food Hygiene Information Scheme requesting Council's consent to implement the Scheme in Angus.

The Food Hygiene Information Scheme is designed to provide consumers with information about the standards of hygiene in existence in food business premises found by food safety staff during their programmed inspections.

If Council consent is obtained the Food Safety Unit with the support of the Food Standards Agency will implement this National Scheme in Angus during the period of this and the next Food, Food and Safety 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 Section 18 Standard 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.
- 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 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. The review will then form the basis of a report by the Director of Infrastructure Services on the findings of the Review to the Council.

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.

1.1 Food Safety

The following programmed inspection targets are based on the Codes of Practice risk categories indicating the number of programmed inspections for the duration of the Plan.

Food Hygiene		
	Risk Category	Number (1/4/09)
	A	29
	B	169
	C	318
	D	87
	E	Alternative Enforcement Strategy
Food Standards		
	A	Nil
	B	24
	C	Alternative Enforcement Strategy
Primary Producers Project		
Feed and Food Hygiene - Number to be inspected -	51	
Feeding Stuffs		
Programmed Inspections -	12	
Food and Feeding Stuffs Sampling		
Food		
Microbiological (excl complaints and national surveys)		313
Chemical (excl complaints and national surveys)		224
Feeding Stuffs -	10	
Complaints/Requests		
Food Safety -	140	
Feeding Stuffs -	2	

1.2 Health and Safety

Programmed Inspections	Risk Category	Number
	A	19
	B 1-2	85
	B 3-4	96
	C	125

Service Requests – 90 (estimated number based on previous year's figure)

Accident Notifications – 45 (projected figure based on previous year's number)

1.3 Resources

Staffing Allocation

The allocation of full time equivalent (FTE) staff to the Food and Occupational Safety Services for 2009-10 is as follows:

	FTE Staff
Management	
Principal EHO	1.0
Senior EHO	2.0
Total	3.0
Operational Staff	
EHOs	6.0
Food Safety Officers	3.0
Total	9.0
Cumulative Total	12.0

1.4 Financial Allocation

Food Safety

+ Overall expenditure allocated to providing the Services estimated for the period of the Plan is as follows:

* Expenditure

	£
Employee Costs	£381,992
Transport Costs	£29,420
Supplies and Services Costs	£126,360
Total Gross Expenditure	£537,772

2. Health and Safety

The projected expenditure in providing this Service is estimated for the period of the Plan for Health and Safety as follows:

* Expenditure	
	£
Employee Costs	£138,782
Transport Costs	£5,865
Supplies and Services Costs	£30,852
Total Gross Expenditure	£175,499

* The Employee Costs include a proportion of the costs for Trainees.