
Report on the Re-approval of Coldstores by the Food Law Enforcement Service

Dungannon and South Tyrone Borough Council

26-27 October 2006

Foreword

Audits of local authorities' food law enforcement services are part of the Food Standards Agency's arrangements to improve consumer protection and confidence in relation to food. These arrangements recognise that the enforcement of UK food law relating to food safety, hygiene, composition, labelling, imported food and feeding stuffs is largely the responsibility of local authorities. These local authority regulatory functions are principally delivered through their Environmental Health and Trading Standards Services.

Agency audits assess local authorities' conformance against the Food Law Enforcement Standard "The Standard", which was published by the Agency as part of the Framework Agreement on Local Authority Food Law Enforcement and is available on the Agency's website at www.food.gov.uk/enforcement.

The main aim of the audit scheme is to maintain and improve consumer protection and confidence by ensuring that local authorities are providing an effective food law enforcement service. The scheme also provides the opportunity to identify and disseminate good practice and provide information to inform Agency policy on food safety.

This audit formed part of a programme that specifically examined the food law enforcement activities, in relation to standalone coldstores, of 5 District Councils in Northern Ireland.

In January 2006 the Food Hygiene Regulations (Northern Ireland) 2006 came into operation to provide for the execution and enforcement in relation to certain Community instruments referred to in those Regulations as "the Community Regulations". The Community Regulations relate to the hygiene of foodstuffs, specific rules for food of animal origin, specific rules for the organisation of official controls on products of animal origin intended for human consumption, microbiological criteria for foodstuffs and specific rules on official controls for *Trichinella* in meat. The Food Hygiene Regulations (Northern Ireland) 2006 provide for the delegation by the Food Standards Agency for execution and enforcement of the Community Regulations by district councils in certain food establishments.

The attached audit report considers the District Council's Food Law Enforcement Service, focusing on the local arrangements in place for re-approving standalone coldstores, as required by the Community Regulations and for taking formal enforcement action in such premises.

The report also contains an action plan, prepared by the Council, to address the audit findings.

The Agency's website contains enforcement activity data for all UK local authorities. A summary report of the findings of the focused audit programme on re-approval of coldstores and arrangements for taking formal enforcement action, as well as the 5 individual audit reports, will be made available on the Agency's website at www.food.gov.uk/enforcement.

For assistance, a glossary of technical terms used within this audit report can be found at Annex B.

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1.0 Introduction

- 1.1 This report records the results of an audit of the food law enforcement activities undertaken by Dungannon and South Tyrone Borough Council in respect of standalone coldstores. This report has been made publicly available on the Agency's website at: www.food.gov.uk/enforcement. Hard copies are available from the Food Standards Agency Northern Ireland at 10A-C Clarendon Road, Belfast, BT1 3BG, Tel: 028 9041 7700.

Reason for the Audit

- 1.2 The power to set standards, monitor and audit local authority food law enforcement services was conferred on the Food Standards Agency by the Food Standards Act 1999 and the Official Feed and Food Controls Regulations (Northern Ireland) 2006. The audit of the food law enforcement activities of Dungannon and South Tyrone Borough Council, in respect of standalone coldstores, was undertaken under Section 12(4) of the Act and Regulation 7 of the Regulations as part of the Food Standards Agency's annual audit programme.
- 1.3 Prior to January 2006, responsibility for approval of standalone coldstores used for the storage of fresh meat and poultry and requiring licensing under the hygiene regulations in force at that time, lay with the Food Standards Agency. The Department of Agriculture and Rural Development for Northern Ireland, Veterinary Service – Veterinary Public Health Unit (DARD VS-VPHU) undertook enforcement of the relevant food hygiene legislation in such premises on behalf of the Agency. The Food Hygiene Regulations (Northern Ireland) 2006, which came into force on 11 January 2006, provide for the execution and enforcement of certain new Community Regulations relating to the hygiene of foodstuffs and official controls.
- 1.4 The Food Hygiene (Northern Ireland) Regulations 2006 make district councils in Northern Ireland responsible for execution and enforcement of new Community Regulations (EC) No 852/2004 on the hygiene of foodstuffs and EC No 853/2004 laying down specific hygiene rules for food of animal origin, in certain food establishments to which both of these regulations apply. This includes standalone coldstores used for the storage of meat. There has therefore been a transfer of responsibility for execution and enforcement of food hygiene regulations, in Northern Ireland, from the Food Standards Agency to district councils.
- 1.5 The Food Law Code of Practice for Northern Ireland requires establishments to which Regulations (EC) No 852/2004 and (EC) No 853/2004 apply to be assessed for re-approval, in accordance with the requirements of these Regulations, at the time of the next primary food hygiene inspection of the establishment. However, because of alleged serious breaches of food hygiene regulations, uncovered

during an investigation, in late 2005 by DARD, into the activities in a standalone licensed coldstore in Northern Ireland, the Agency requested district councils to give priority to the re-approval of such establishments. District councils were requested to assess relevant establishments for the purpose of re-approval by 31 March 2006 where possible.

- 1.6 A programme of focused audits of 5 Northern Ireland district councils was developed to audit the arrangements for the execution and enforcement of food hygiene regulations with a particular emphasis on standalone coldstores requiring approval under the new Community Regulations.
- 1.7 Dungannon and South Tyrone Borough Council was included within the audit programme on the basis that the Council had within its area standalone coldstores requiring approval and had not previously been subject to audit by the Agency. This approach is consistent with the requirements for audit by competent authorities laid down in Community Regulation (EC) No 882/2004 on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules and associated EC Guidance on Audit by Competent Authorities.

Scope of the Audit

- 1.8 The audit covered Dungannon and South Tyrone Borough Council's food hygiene law enforcement service. The on-site element of the audit took place at the Council's offices at Circular Road, Dungannon, BT71 6DL, and at a standalone coldstore in the Council's area, on 26 and 27 October 2006.
- 1.9 The audit assessed the Council's conformance with the relevant requirements of the Standard. The Standard was adopted by the Food Standards Agency Board on 21 September 2000, (amended March 2002, June 2003, July 2004), and forms part of the Agency's Framework Agreement with local authorities throughout the United Kingdom. The Framework Agreement can be found on the Agency's website at: www.food.gov.uk/enforcement.
- 1.10 The audit also afforded the opportunity for discussion with officers in relation to food law enforcement in standalone coldstores with the aim of gaining opinions to inform Agency policy in this area.
- 1.11 A 'reality check' was also carried out as part of the audit. The auditors, accompanied by an authorised officer of the Council, visited a standalone coldstore within the Council's area. The purpose of the visit was to determine whether the Council's decision to approve the establishment was correct and also provided an opportunity for the authorised officer to demonstrate the food safety systems that the food business operator of the establishment had put in place.

Background

- 1.12 The Borough of Dungannon and South Tyrone covers an area of 315 square miles and is the 6th largest council area in Northern Ireland. It has an estimated population of 47,735 people. Occupying a central location in Northern Ireland, the Borough has a classic mix of urban and rural with Dungannon and Coalisland representing the major centres of population. In sharp contrast with its urban centre the Borough also incorporates eleven towns and a number of sparsely populated areas within its boundaries.
- 1.13 There are 546 registered food establishments in the Borough of which 23 are manufacturers. Several of the manufacturing establishments are premises to which both (EC) Regulation 852/2004 and (EC) Regulation 853/2004 apply and there are two standalone coldstores to which these Regulations apply.
- 1.14 Food hygiene enforcement is carried out by officers of the Environmental Health Department that is part of the Environmental Services Department of the Council. The Environmental Services Department is accredited to ISO 9001:2000 Quality Management Standard.
- 1.15 Following local government reorganisation in Northern Ireland in 1973 a statutory grouping system was set up to support district councils. This system consists of 4 regional groups covering the 25 smaller district councils in Northern Ireland. Dungannon and South Tyrone Borough Council is a constituent council of the Southern Group Environmental Health Service (Group), being one of these regional groups. As part of its role Group undertakes responsibility for co-ordination of the investigation of food related infectious disease and the issue of and response to Food Alerts issued by the Agency. The Group also provides advice and carries out qualitative monitoring of the food law enforcement service provide by the Council.
- 1.16 The Food Safety Service is based in the Council Offices, Circular Road, Dungannon, BT71 6DT.

2.0 Executive Summary

- 2.1 The Council's current Food Service Plan (2006/07) was generally in accordance with the requirements of the Service Planning Guidance in the Framework Agreement. The plan did not however include a clear statement of the Council's approach to identification of any variation from the Service Plan and areas for improvement.
- 2.2 The Council had reviewed the authorisation of its officers, engaged in Food Law Enforcement, to ensure that they were appropriately authorised to exercise the powers within the Food Hygiene Regulations (NI) 2006 and the Official Feed and Food Control Regulations (NI) 2006, which provide for enforcement of the new Community Regulations relating to Food Hygiene and Official Controls. Officers had been authorised correctly in accordance with the Food Law Code of Practice (Northern Ireland).
- 2.3 The Council had revised its documented procedures relating to Formal Food Law Enforcement activities to reflect the requirements of the new Hygiene Regulations; however, procedures were not in place to cover the full range of enforcement activities.
- 2.4 The Council had developed and implemented a procedure for the approval of premises that require approval under Community Regulation (EC) 853/2004 and had approved the standalone coldstores in its area in accordance with the requirements of the Community Regulations and the Food Law Code of Practice (Northern Ireland), and associated Practice Guidance.
- 2.5 File records maintained by the Council in respect of standalone coldstores were detailed in nature and contained all of the information recommended in the Food Law Practice Guidance (Northern Ireland).
- 2.6 A reality check conducted at a standalone coldstore in the Council's area indicated that the decision to approve that premises was correct and the responsible officer had a sound understanding of the Food Business Operator's food safety systems.

3.0 Audit Findings

3.1 Organisation and Management

Strategic Framework, Policy and Service Planning

3.1.1 The Council's business policy framework included an annual Food Service Plan, which provided a strategic framework for the delivery of customer services and integrated with other aspects of Environmental Health Department work.

3.1.2 The Food Service Plan recognised that its objectives were in harmony with the strategic themes of the Council's Corporate Values and Objectives.

3.1.3 The Council's Corporate Plan, included a mission statement:-

"The Borough Council of Dungannon will provide efficient, effective and accountable leadership to the people of the Borough, stimulate and enhance the sustainable development of the district."

The plan indicated that this would be achieved through the following Council Corporate Values:

"The Borough Council will:

- Deliver high quality services in line with the needs of the people
- Ensure it acts in a fair, equitable and accountable manner
- Develop the Borough to promote vibrant economy
- Build partnerships with organisations that can enhance its well being
- Represent the interests of all communities in its dealings with other organisations
- Promote the activities of the Council
- Ensure that the Borough is viewed as an attractive area in which to invest, live and work"

3.1.4 The stated aim of the Food Service was:

"To reduce the risk to consumers by striving to ensure that all food produced, manufactured, processed, imported or sold within the district is fit for human consumption, is of genuine quality and composition, correctly labelled and free from contamination. To engage fully in the Investing for Health Strategy regarding input in respect of health and well-being issues."

- 3.1.5 The Council's current Food Service Plan (2006/07) was generally in accordance with the requirements of the Service Planning Guidance in the Framework Agreement and had been approved by Members. The plan did not however include a clear statement of the Council's approach to identification of any variation from the service plan and areas for improvement identified through the performance review against the Service Plan.
- 3.1.6 The plan recognised that the Food Service had new responsibilities in respect of coldstores and had anticipated an additional workload associated with the approval and re-approval of establishments as required by (EC) Regulation 853/2004.
- 3.1.7 The financial allocation for food control activities for 2006/2007 was not detailed in the plan. The plan indicated that 2.5 FTE officers had been made available for food control duties. The plan indicated that the resource available was sufficient to meet the demands on the Food Service in full.

Liaison with other Organisations

- 3.1.8 Appropriate arrangements were in place with neighbouring councils aimed at facilitating consistent enforcement. This was primarily through the Council's regular participation in the Southern Group Environmental Health Service Food Officers Group (FOGS) and representation from that Group on the Northern Ireland Food Liaison Group (NIFLG), which is a sub group of the Northern Ireland Chief Environmental Health Officers Group.

Recommendations

- 3.1.9 The Council should:
- (i) Ensure that its Service Delivery Plans are prepared in accordance with the Service Planning Guidance in the Framework Agreement.
[The Standard - 3.1]

3.2 Officer Authorisation and Training

Scheme of Delegation

- 3.2.1 The Council's "Scheme of Delegation" was coherent and complete, with provision for the delegation of all relevant food law enforcement powers. The power to authorise officers had been delegated to the Chief Executive and the Director of Environmental Health. The power to issue and revoke approvals of establishments and to instigate legal proceedings under food law had been retained by the Council.
- 3.2.2 The Food Safety and Food Standards Enforcement Policies specified the Director of Environmental Health, the Deputy Director of Environmental Health and the Senior Environmental Health Officer as the officers empowered to issue Formal Cautions on behalf of the Council.

Authorisation Procedures

- 3.2.3 The Council had a document which described how district councils can appropriately authorise enforcement officers on the basis of their qualifications, training and competency. However, this document was in the format of generic guidance issued by Southern Group Environmental Health Service and was not a procedure specific to Dungannon and South Tyrone Borough Council.
- 3.2.4 The records of authorisations were specific and confirmed the limitations of each officer's powers under the Food Safety (Northern Ireland) Order 1991, the Food Hygiene Regulations (Northern Ireland) 2006 and the Official Feed and Food Control Regulations (Northern Ireland) 2006. In addition authorisations had also been conferred generally under the European Communities Act 1972 and specifically under the Regulations relating to food made under that Act.
- 3.2.5 The Council participated in an 'out of hours' scheme operated by Group. The scheme involved officers from the 5 constituent Councils within the Group and officers from the Group and officers from the other Council's and Group that participated in the scheme had been authorised by the Council in accordance with the above procedure.
- 3.2.6 The Council had appointed a sufficient number of authorised officers to carry out the work specified in the Food Control Service Plan for 2006/2007.

Officer Qualification and Training

- 3.2.7 The Council had a policy on training of food control officers and prepared a training programme on an annual basis that was detailed in the Food Service Plan. The training programme for 2006/2007

included comprehensive training on the application of the Community Regulations and formal food law enforcement activities.

- 3.2.8 Records of officers' qualifications and training were maintained as part of the Council's authorisation process; however the records did not contain details of the content and objectives of training received.

Recommendations

- 3.2.9 The Council should:

(i) Devise and implement a documented procedure for the authorisation of officers based on their qualifications, training and competency and in accordance with the Food Law Code of Practice (Northern Ireland), June 2006

[The Standard - 5.1]

(ii) Ensure that records of training of each authorised officer contain details of the content and objectives of training received.

[The Standard – 5.5]

3.3 Facilities and Equipment

- 3.3.1 The Council had identified the facilities and equipment necessary to permit the activities associated with food law enforcement in coldstores to be carried out.
- 3.3.2 A documented procedure had been developed for the calibration of relevant equipment and checks on records indicated that the procedure had been fully implemented.

3.4 Documented Enforcement Policies and Procedures

Enforcement Policies

- 3.4.1 The Food Service could not confirm that the Council had formally adopted the Enforcement Concordat. This is a Cabinet Office and Local Government Association Scheme that sets the principles of good enforcement practice based on the following criteria:
- Standards of service and performance
 - Openness and clarity
 - Helpfulness
 - Effective complaints procedures
 - Proportionality of enforcement actions
 - Consistency
- 3.4.2 The Council had 2 policies that referred to food law enforcement; however the current policies had not been approved by the relevant member forum. The Food Safety and Food Standards Enforcement Policies, introduced in November 2003, were specific in nature and detailed the decision making process within the Council in respect of food law enforcement. The policies had not been reviewed since the Food Hygiene Regulations (Northern Ireland) 2006 came into operation and they did not therefore contain reference to the enforcement options provided for in those regulations, however the Council had identified that its Enforcement Policies required review.
- 3.4.3 In addition the policies did not contain details of the internal appeals mechanism within the Council, reference to the Human Rights Act 1998 or the Councils approach to enforcement where it is the proprietor of the food business.
- 3.4.4 The Enforcement Policies had been made available to the public and business through availability on the Council's website and their availability was referred to in inspection reports provided to business following each inspection.

Internal Formal Enforcement Procedures

- 3.4.5 The Council was in the process of revising its documented procedures relevant to formal enforcement actions to reflect the requirements of the Food Law Code of Practice (Northern Ireland) and associated Practice Guidance. The procedures were being produced in accordance with the ISO 9001:2000 Quality Management System in conjunction with Southern Group Environmental Health Service.
- 3.4.6 At the time of the audit the Council had working procedures, some in draft format, in respect of:

- Improvement Notices and Hygiene Improvement Notices
- Emergency Prohibition Procedures
- Use of Remedial Action Notices and Detention Notices
- Voluntary Surrender, Detention and Seizure
- Issuing of Formal Cautions
- Suspension/Withdrawal of Approval or Conditional Approval of premises to which (EC) Regulation 853/2004 applies.

These procedures were up to date and reflected the requirements of the Community Regulations, The Food Hygiene Regulations (Northern Ireland) 2006 and the Food Law Code of Practice (Northern Ireland); and associated Practice Guidance.

- 3.4.7 The Council did not have documented procedures to cover prosecutions or notices served to deal with illegally imported products of animal origin.

Reviewing and Updating of Documented Policies and Procedures

- 3.4.8 The Council had set up and implemented a document control system as part of its ISO 9001:2000 Quality Management System and all procedures covered by the system were stored in electronic format.
- 3.4.9 The system ensured that all changes and amendments to procedures were covered by the correct authorisation and there was evidence that the procedures were in the process of being reviewed to take account of the recent changes in Community and national legislation and guidance.
- 3.4.10 Officers had electronic access to up to date copies of legislation and official guidance documents relevant to food law enforcement through the Council's ISO Finder System and also to appropriate food related professional websites through the internet.

Recommendations

3.4.11 The Council should:

(i) Review its Enforcement Policies to ensure that they are consistent with the requirements of the Food Law Code of Practice (Northern Ireland), the Enforcement Concordat, and other official guidance and are approved by the relevant member forum.

[The Standard - 15.1]

(ii) Set up, maintain and implement documented procedures that include instructions for the full range of formal enforcement actions that may be required following inspection, in accordance with the Food Law Code of Practice (Northern Ireland) and official guidance.

[The Standard – 15.2]

3.5 Enforcement Activity

Food Premises Inspection

- 3.5.1 The Council's procedure for food hygiene inspections had been reviewed to reflect the Community Regulations and the Food Law Code of Practice (Northern Ireland) and associated Practice Guidance. A set of comprehensive inspection forms reflecting the requirements of the Community Regulations, prepared by NIFLG between January and March 2006, were being used by the Council.
- 3.5.2 The 2 coldstores within the Council's area that required re-approval under Community Regulation (EC) 853/2004 had been subject to a primary Food Hygiene inspection for the purpose of assessment of the establishments for re-approval. The primary inspections had been carried out by appropriately experienced and authorised staff and detailed inspection records were available on file. The inspections had been recorded on a comprehensive pro forma produced by NIFLG, which addressed all relevant aspects of the Community Regulations.
- 3.5.3 Following the primary inspections the establishments had been correctly risk-rated in accordance with the inspection rating scheme in Annex 5 of the Food Law Code of Practice (Northern Ireland).

Inspection Reports

- 3.5.4 The Council had drawn up a Food Business Establishment Inspection Report that was in accordance with the requirements of Annex 6 of the Food Law Code of Practice (Northern Ireland). However, in both cases an inspection report had not been issued following the primary inspection of the coldstores.

Record Keeping

- 3.5.5 In all cases the Council's files relating to approved coldstores contained the information detailed in Annex 12 of the Food Law Practice Guidance (Northern Ireland). All information relating to the application and approval process was included in the establishment files and was in the correct format.

Approval Procedures

- 3.5.6 The Council had set up and implemented a documented procedure to be followed when approving establishments subject to Community Regulation (EC) 853/2004. Examination of the establishment files indicated that the Council had adhered to this process with regard to the re-approval of coldstores and had notified the Agency of the re-approval of these establishments.

Formal Enforcement Actions

- 3.5.7 It had not been necessary for any formal enforcement action to be taken by the Council in respect of the coldstore since the transfer of responsibility for enforcement of food hygiene regulations to the Council

Recommendations

- 3.5.8 The Council should:

(i) Ensure that Food Business Establishment Inspection Reports are completed and issued in accordance with the requirements of the Food Law Code of Practice (Northern Ireland).
[The Standard – 7.2]

3.6 Reality Check

3.6.1 The auditors visited one of the coldstores that had been approved by the Council accompanied by an authorised officer from the Council who had enforcement responsibility for that establishment. The objectives of this visit were:

- To assess, on the basis of the information in the Council's establishment file and through observations made by the auditors during the visit, whether the council's decision to approve the premises was correct.
- To establish the degree of understanding that the authorised officer had in respect of the food safety systems that the food business operator of the establishment had put in place.

Representatives of the food business operator also participated in the visit to provide documentation relating to the food safety systems.

3.6.2 Through the assessment the auditors were able to confirm that the requirements for approval of the establishment, as specified in the Community Regulations, had been fulfilled and were of the opinion that the Council's decision to approve the premises was correct.

3.6.3 The authorised officer was able to demonstrate a sound understanding of the food business operator's food safety systems. During the visit the auditors placed particular emphasis on the system in place to ensure compliance with the traceability requirements of Community Regulation (EC) 178/2002. The authorised officer was able to demonstrate the principles of this system and, through random checks conducted during the visit, demonstrate that the system was being implemented.

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Michael Jackson

**Audit and Monitoring Unit
Food Standards Agency Northern Ireland**

Action Plan for Dungannon and South Tyrone Borough Council**Audit date: 26-27 October 2006**

IMPROVEMENTS PLANNED	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
1. Re-format current layout of the Food Service Plan to specifically separate out the Review of the Food Service Plan from Areas of Improvement identified.	18 th May 2007	3.1.9 The council should ensure that its Service Delivery Plans are prepared in accordance with the Service Planning Guidance in the Framework Agreement. [The Standard – 3.1]	The financial allocation for food control can be included in the Food Service Plan for 2007-2008.
2. Revision of the current Authorisation procedure to be undertaken to take account of the Food Law Code of Practice (Northern Ireland)	30 th March 2007	3.2.9 (i) Devise and implement a documented procedure for the authorisation of officers based on their qualifications, training and competency and in accordance with the Food Law Code Of Practice (Northern Ireland), June 2006. [The Standard – 5.1]	<p>The existing authorisation guidance document issued by Southern Group will be personalised for Dungannon.</p> <p>The Authorisation procedure is currently being updated on a Northern Ireland basis. When finalised and made available, it will be personalised for Dungannon. The date for completion takes into account the timescale that the sub group working on this procedure anticipate it will be drafted.</p>

3. Introduction of new recording sheet for training of each authorised officer. To be completed by each officer on completion of a training course and checked/confirmed at monthly food team meetings.	01/01/07	3.2.9 (ii) Ensure that records of training of each authorised officer contain details of the content and objectives of training received. [The Standard – 5.5]	
4. Review of Council Enforcement Policies to be carried out to ensure consistency with the requirements of the Food Law Code of Practice (Northern Ireland), the Enforcement Concordat, and other official guidance. Once reviewed, the policies will be reported to council for approval.	Provisionally 30th March 2007	3.4.11 (i) The Council should review its Enforcement Policies to ensure that they are consistent with the requirements of the Food Law Code of Practice (northern Ireland), the Enforcement Concordat, and other official guidance and are approved by the relevant member forum. [The Standard – 15.1]	Enforcement policies are currently being reviewed and updated by a Northern Ireland sub group. When finalised and made available, the policies will be personalised for Dungannon. The date for completion takes into account the timescale that the sub group working on this procedure anticipate it will be drafted.

5. Establish and implement documented procedures in respect of the full range of formal enforcement actions that may be required following inspections.	30 th March 2007	3.4.11 (ii) The Council should set up, maintain and implement documented procedures that include instructions for the full range of formal enforcement actions that may be required following inspection, in accordance with the Food Law Code of Practice (Northern Ireland) and official guidance. [The Standard – 15.2]	<p>Procedures to cover notices dealing with illegally imported products of animal origin have now been produced by the food sub-group for southern group and adapted for Dungannon.</p> <p>The remaining procedure to cover prosecutions is to be drafted by the Southern Group food sub-group, and will be adapted for Dungannon.</p> <p>The date for completion takes into account the frequency of the Food sub-group Meetings.</p>
6. Issue to be formally raised at January's Food Team Meeting following the FSA Audit, to ensure that Food Business Establishment Inspection Reports (Annex 6) are completed and issued in accordance with the requirements of the Food Law Code of Practice (Northern Ireland)	30th January 2007	3.5.8 The Council should ensure that Food Business Establishment Inspection Reports are completed and issued in accordance with the requirements of the Food Law Code of Practice (Northern Ireland). [The Standard – 7.2]	All completed files will be inspected by the Senior EHO (Food Control) following inspections.

Glossary

Alternative Enforcement Strategies	Strategies used as an alternative to primary inspections in respect of food businesses that present little or no risk to public health or safety for food hygiene purposes, or of prejudicing consumers or trading unfairly for food standards purposes.
Authorised Officer	A suitably qualified officer who is authorised by the district council to act on its behalf in, for example, the enforcement of legislation.
Enforcement Concordat	Government guidance setting out principles and procedures of good enforcement which district councils may adopt. Developed in consultation with businesses, local and central government, consumer groups and other interested parties. It sets out what businesses and others being regulated can expect from enforcement officers.
Environmental Health Officer (EHO)	Officer employed by the district council to enforce food safety legislation.
Food Law Code of Practice	Government Code of Practice issued under Article 39 of the Food Safety (NI) Order 1991, Regulation 22 of the Food Hygiene Regulations (NI) 2006 and Regulation 6 of the Official Feed and Food Control Regulations (NI) 2006, which district councils are required under that legislation to have regard to when discharging their duties relating to enforcement of food legislation.
Food Standards	The legal requirements covering the quality, composition, labelling, presentation and advertising of food, and materials in contact with food.

Framework Agreement	<p>The Framework Agreement consists of:</p> <ul style="list-style-type: none"> • Food Law Enforcement Standard • Service Planning Guidance • Monitoring Scheme • Audit Scheme <p>The Standard and the Service Planning Guidance set out the Agency's expectations on the planning and delivery of food law enforcement.</p> <p>The Monitoring Scheme requires local authorities to submit quarterly returns to the Agency on their food enforcement activities i.e. numbers of inspections, samples and prosecutions.</p> <p>Under the Audit Scheme the Food Standards Agency will be conducting audits of the food law enforcement services of local authorities against the criteria.</p>
Full Time Equivalent (FTE)	<p>A figure which represents that part of an individual officer's time available to a particular role or set of duties. It reflects the fact that individuals may work part-time, or may have other responsibilities within the organisation not related to food enforcement.</p>
Hygiene Improvement notice	<p>A notice served by an Authorised Officer of the district council under Regulation 6 of the Food Hygiene Regulations (NI) 2006, requiring the proprietor of a food business to carry out suitable works to ensure that the business complies with the requirements of food hygiene legislation.</p>
Member forum	<p>A district council forum at which Council Members discuss and make decisions on food law enforcement services.</p>
Practice Guidance	<p>Guidance issued by the Food Standards Agency to assist district councils with the discharge of their statutory duty to enforce the Food Safety (NI) Order 1991, Regulations made under it, and food law made under the European Communities Act 1972.</p>

Primary Inspection	An inspection of a food business in which the appropriate elements set out in the relevant inspection form that related to the type of business being inspected and the type of inspection being carried out are considered.
Risk rating	A system that rates food premises according to risk and determines how frequently those premises should be inspected. For example, high risk hygiene premises should be inspected at least every 6 months.
Service Plan	A document produced by a district council setting out their plans on providing and delivering a food service to their local community.