



**DEVELOPMENT SERVICES**

**ENVIRONMENTAL HEALTH**

**FOOD ENFORCEMENT  
SERVICE DELIVERY PLAN**

**2008-2009**

# THE MORAY COUNCIL

## FOOD LAW ENFORCEMENT SERVICE PLAN

### 1. SERVICE, AIMS AND OBJECTIVES

#### 1.1 The Service

The service has three main aims:

1. To maintain and improve the public health within Moray by carrying out the Council's food safety enforcement responsibilities in a consistent, planned and accountable manner ensuring that:-

- ❖ Food is being handled and produced hygienically.
- ❖ Food is safe to eat.
- ❖ Foreseeable incidents of food poisoning or injury as a consequence of the consumption of food are identified.
- ❖ The quality, composition, labelling, presentation and advertising of food and materials in contact with food are satisfactory.

2. To provide an effective efficient advice service to the public and commercial sector and other internal and external agencies on food safety matters.

Due regard is given to guidance issued by the Food Standards Agency, (FSA(S)) the Scottish Executive, the Local Authorities Coordinators of Regulatory Services (LACORS), the Royal Environmental Health Institute of Scotland (REHIS), Health Protection Scotland (HPS) and the Scottish Food Enforcement Liaison Committee (SFELC).

These aims will be achieved by:

- ❖ Implementing and maintaining a documented programme of food hygiene, food standards inspections and ensuring as far as practicable that the inspection visits are carried out in accordance with that programme. Premises posing a higher risk to the consumer will be inspected more frequently than those posing a lower risk.
- ❖ Carrying out visits/re-visits between programmed inspections where significant contraventions are found or following complaints.
- ❖ Implementing a documented policy on food enforcement, based on the Enforcement Concordat, which is published and available to businesses and consumers.
- ❖ Preparing and publishing a microbiological and chemical food sampling policy and making it available to businesses and consumers.

- ❖ Preparing a microbiological and chemical sampling programme in consultation with the Public Analysts, Aberdeen City Council and Dundee City Council identifying sampling priorities.
- ❖ Implementing a documented policy in relation to food complaints ensuring timeous and proportionate action.
- ❖ Implementing the “Outbreak Plan” produced in conjunction with NHS Grampian and neighbouring local authorities.
- ❖ Implementing and documenting the procedures for responding to "food alerts" received from FSA(S).
- ❖ Providing “drop in” advice and advice during inspections.
- ❖ Subsidising food hygiene training as resources permit.
- ❖ Liaising with other local authorities i.e.:
 

North of Scotland Food Liaison Group, the Scottish Food Enforcement Liaison Committee and The Society of Chief Environmental Health Officers in Scotland.
- ❖ Participating in food safety initiatives.
- ❖ Provide assistance to businesses through leaflets, seminars and training.
- ❖ Promoting the implementation of CookSafe, a written food safety management system designed to assist caterers comply with new food safety law which came into force on 1<sup>st</sup> January 2006.

## 1.2 Links to Corporate Plans

The Food Enforcement Service Delivery Plan is linked to The Environmental Health Service Team Plan, The Moray Community Plan, and the Corporate Development plan.

There are other links to corporate plans as follows:

<b>Issue</b>	<b>Corporate Link</b>
Developing and maintaining a safe, clean, pleasant and sustainable environment.	Moray Council Corporate Development Plan 2004 – 2007 – Programmed Aims and Priorities 3 (Environmental Programme).
Support local businesses and consumers within an environment of sustainable growth by providing training and advice for businesses on legislation and regulatory requirements.	Moray Council Corporate Development Plan 2004 – 2007 – The Environmental Programme – Plans for the Future - Priority 3

Issue	Corporate Link
Joint Health Improvement Plan – linked to joint approach by NHS Grampian, Moray Council, and other agencies to develop a Food and Health Implementation Plan targeting activity where they can most improve the health of people in Moray.	Moray Community Plan 2006 – 2010

## 2. BACKGROUND

### 2.1 Profile of the Local Authority

The population of Moray is 89,030 and is expected to increase to 90,000 over the period to 2014. Most people (almost 60%) live in the 5 main towns of Elgin, Buckie, Forres, Keith and Lossiemouth. The area of the authority is 861 square miles and the overall population density is low at 10 persons per square mile. Fishing, agriculture, whisky distilling, food processing and tourism are the main industries.

### 2.2 Organisational Structure

The structure of Development Services, which was formed during 2000, is attached (Appendix 1). The Food Safety Service is contained within the Environmental Health Section which forms part of the Development Services Division. The Head of Development Services has overall managerial responsibilities for all Development Services functions. The Environmental Health Manager has responsibility for management of the Food Service and a Principal Environmental Health Officer is designated as having special responsibility for food hygiene and food standards

### 2.3 Scope of the Food Service

The Food Safety Service is provided through three multi disciplinary teams. In addition to food hygiene, officers have responsibilities for other aspects of Environmental Health including health and safety at work, public health, environmental protection, housing, and contaminated land.

### 2.4 Demands on the Food Service

There are 1134 food businesses. All of which are included in the inspection programme or the Alternative Enforcement Strategy (see page 7) and are subject to the Enforcement Policy.

The Moray area has a relatively large number of food manufacturing companies within its boundaries. 7% of premises are manufacturers and Moray is the "Home Authority" for major food manufacturers including Baxters of Speyside and Walkers of Aberlour. In addition there are 25 premises in the process of being Approved in terms of the Food Hygiene (Scotland) Regulations 2006 for producing/manufacturing products of animal origin. These premises include an

egg processor, a cheese manufacturer, a dressed crab manufacturer, a tripe processor, several meat and primary fish processors.

### Egg Packing Centres

There are 7 registered egg producers and packers located within Moray. The responsibility for enforcement of the egg packing activities has been transferred from the Scottish Executive Egg and Poultry Unit to Local Authority Environmental Health Services. Due to the packing activity involved, these businesses require to be approved in accordance with EC Hygiene Regulation 853/2004 and have a transitional period until 31 December 2009 to attain this approval.

A programme of approval has been developed over this transitional period and intervention with the targeted businesses may place an additional burden on the inspection programme.

### Primary Product Enforcement

EC Regulation 852/2004 Annex 1 deals with the enforcement of primary producers such as livestock, crop and horticulture farm premises. Enforcement of these businesses is shared between SGRIPD Agricultural Inspections and Local Authority Environmental Health and Consumer Protection enforcement officers. The enforcement regime for primary producers is driven by the Food Standards Agency Scotland who are responsible for developing a premises database and issuing the required inspection programme.

No details of programmed inspections during 2008/2009 are available at this time. However, these inspections will encroach on the proposed workload throughout the year.

The number of dairies (production holdings) continues to reduce and now only 11 remain.

### Official Controls of Wild Pectinidae (Scallops)

The official sampling controls for harvested wild scallops have been transferred from offshore to the first point of arrival at the processor and is now the responsibility of Local Authority Environmental Health services. Three approved establishments who process scallops within Moray have been identified as falling under the official control regime for which a sampling programme will require to be developed and implemented.

The frequency of the official control sampling is determined by assessing the current compliance of each establishment in respect of food safety management control documentation, training standards of operatives and in-house testing checks of product. Sampling frequencies can range from every 1-2 weeks to twice a year dependant on establishment compliance and this work will encroach on the current workload.

## Shellfish Sampling

In accordance with EC Regulations 854/2004 shellfish harvesting sites may require to be sampled to ensure compliance with official controls. There are two sites within Moray namely Culbin Sands and Findhorn Bay. No sampling at present is being carried out because harvesting from these sites is subject to restriction by Scottish Natural Heritage. In view of the resource constraints within Moray an agreement has been entered into with Highland Council for them to undertake the sampling on Moray beaches should this be required.

## Imported Food

New guidance on imported food control was provided by the Food Standards Agency (Scotland) in January 2007. There are currently no requirements for most non-animal product imports to be inspected at the point of entry into the country. It is important therefore, that checks are carried out by inland authorities such as Moray to maintain public health safeguards. This will be achieved by ensuring imported food is inspected for fitness and legitimate import during routine inspections and by ensuring that imported food control legislation is enforced in accordance with the Enforcement Policy.

## Changes in Local Authority Enforcement (CLAE)

Following the publication of the Hampton Report on the subject of reducing administrative burdens and effective inspection and enforcement the Food Standards Agency has set up a CLAE Policy Board to look at fundamental changes to the whole approach to Food Law Enforcement by Local Authorities. Four separate projects have been agreed within the review:

- ❖ Food Law enforcement policy
- ❖ Food law performance monitoring system
- ❖ Local authority audit arrangements
- ❖ The Framework Agreement on Local Authority Food Law Enforcement

The Food Law Code of Practice and Practice Guidance are currently under revision and a consultation exercise has been completed.

The revised Code of Practice and Practice Guidance are programmed to be published in June 2008 and will contain details of a new enforcement regime of "official control interventions".

This will allow enforcement officers to select the most appropriate choice of intervention, dependent on the level of compliance of specific premises, which is not mandatorily based on inspection.

Due to the current year's inspection programme having been issued for 2008/2009 prior to 1 April the official control intervention regime will not commence until 2009/2010 at the earliest.

The official control intervention choice for 2008/2009 has been agreed as inspection only.

The revised Food Law Code of Practice requires premises requiring approval under Product of Animal Origin to be returned to the risk rating scoring scheme.

Enforcement Officers will, therefore, require to inspect and score all approved premises and allocate them a risk category.

The Food Standards Agency has also effected changes to the Food Law Performance Monitoring System (LAEMS) which requires enforcement officers to record additional information in respect of intervention outcomes, enforcement actions taken and the reasons for the enforcement action during premises inspections and food sampling.

This additional information requires to be recorded on the electronic premises database and input procedure guidance has been produced and circulated to all enforcement officers.

The adoption of the new monitoring requirements will increase the administration burden currently placed on enforcement officers.

### Service Delivery Points

All authorised food safety officers are based at the Council Office, High Street, Elgin. Trading Standards is based at 232 High Street, Elgin. Service delivery points are based at Moray Council Access Points in the towns of Elgin, Keith and Buckie. The Access Points are available from 8.45am until 5pm Monday to Friday. Authorised food safety officers however provide a Service from 8am until 6pm. Officers are available outwith these hours should the situation demand The Council's emergency line is available 24 hours.

## 2.5 **Enforcement Policy**

The Moray Council has adopted the Enforcement Concordat, which sets out the Council's commitment to the principals of good enforcement. The Enforcement Policy provides detailed enforcement procedures with action taken being proportionate to the scale of the identified problem. The Enforcement Policy was approved by Committee on 29 March 2000 and is currently in the final stages of a review.

A detailed Food Safety Enforcement Decision Procedure has been implemented to ensure compliance with Food Law, the Framework Agreement on Local Authority Food Law Enforcement, Food Law Code of Practice and associated Guidance.

The Enforcement Decision Procedure was reviewed following the publication of the Food Law Code of Practice on 12/09/06 and will be subject to a further review following the publication of the new Food Law Code of Practice which is due this year.

The Enforcement Policy and the Enforcement Decision Procedure apply to establishments owned and operated by The Moray Council. In addition all breaches of food law in these establishments will be brought to the attention of the Chief Executive. Serious breaches will be brought to the Chief Executives attention without delay.

### 3. SERVICE DELIVERY

#### 3.1 Food Premises Inspections

##### General

The Food Hygiene and Food Standards Inspection Programme is set annually on 1 April.

The annual programme includes the name and address of the premises, the risk category, the due date and the number of inspections programmed.

Food Standards Inspections are carried out jointly with Food Hygiene Inspections. Where the Food Standards Risk Assessment requires a more frequent visit than the Food Hygiene Risk Assessment the date of the Food Standards Inspection determines the programmed inspection date.

##### Food Hygiene

The minimum frequency for Food Hygiene Inspections is determined by the risk rating scheme in accordance with the new Food Law C.O.P. introduced on 12 September 2006 and the revised frequency is as follows:-

Category	Point Range	Minimum Frequency
A	92-196	(at least) every 6 months
B	72-91	(at least) every 12 months
C	42-71	(at least) every 18 months
D	31-41	(at least) every 2 years
E	0-30	Alternative Enforcement Strategy

#### Food Hygiene Inspections Due 1/04/08 – 31/03/09

Category	Number of Inspections
A	38
B	145
C	270
D	116
E	*

\*An Alternative Enforcement Strategy for food hygiene consisting of a self explanatory letter, and an assessment questionnaire was introduced during 2007 for low risk (Category E) businesses for food hygiene. These premises need not be subject to routine primary inspections, however primary inspections of these businesses will be triggered in the following circumstances:

- Applications for registration'

- Consumer complaints;
- Changes in management;
- Significant changes in activities;
- Civic Government licensing requirements.
- Information received from completed questionnaire.
- Food poisoning outbreak.
- Food alerts.
- Visits by other non Food trained inspectors (e.g. sampling, health and safety visits).
- New legislation or guidance.

Revisits will be carried out when an officer gives an inspected premises a score of 15 or more in either of the three compliance elements of the food hygiene inspection rating scheme contained in the Food Law Code Of Practice Scotland annex 5. This score will act as a trigger value for a secondary inspection to be scheduled.

Businesses Approved for producing/manufacturing products of animal origin were not previously subject to the risk rating scheme. Following the draft Food Law Code of Practice these premises are now subject to the same risk rating scheme as other food premises and inspection of these premises are incorporated into the table above.

#### Approved Premises Inspection Due 01/04/08 – 31/03/09

Premises	07/08	08/09
Fish Products	10	8
Meat Products	3	5
Fish/meat product	0	2
Egg Products	1	1
Dairy Products	2	2
Egg Packing Stations	7	7

#### Food Standards

The minimum frequency for Food Standards Inspections is also determined by the risk rating scheme in the Food Law C.O.P. The risk rating scheme is as follows:

Category	Point Range	Minimum Frequency
A	101-180	At least every 12 months
B	46-100	At least every 24 months
C	0-45	Alternative enforcement strategy

#### Food Standards Inspection Due 1/04/08 – 31/03/09

Category	Number of Inspections
A	10
B	235
C	Alternative enforcement strategy

### 3.2 **Food Complaints**

All food complaints are investigated in accordance with the Council's Food Complaint Policy having due regard to LACORS Guidance and the Food Law Code of Practice (Scotland).

Complainant's details are confidential unless otherwise agreed. Where the complainant has agreed to have their name and address divulged this will only occur once the investigation had been concluded.

All complaints are investigated. Officers must however consider the priority to be placed in investigating complaints when compared with the pro-active inspection of food premises where concentration on the improvement of hygiene and food standards controls may result in more effective public protection.

Investigation of complaints places an additional demand on resources.

### 3.3 **Home Authority Principle**

A home authority is the local authority where the relevant decision making base of a business is located. This Authority supports the LACORS Home Authority Principle. This Principle has been developed by Food and Trading Standards Authorities to provide contact points for advice and guidance to encourage good enforcement practice. The Principle aims are to protect the consumer, encourage fair-trading, consistency and common sense by:

- ❖ Encouraging authorities to place special emphasis on goods and services originating within their area.
- ❖ Providing businesses with a Home Authority source of guidance and advice.
- ❖ Supporting efficient liaison between local authorities.
- ❖ Providing a system for the resolution of problems and disputes.

The Principle is supported by local authorities, central government, trade and industry associations, consumer and professional regulatory bodies.

The Moray Council has informal agreements with 16 local businesses to act as Home Authority.

Approximately 20 Home Authority complaint referrals are received by Moray from other food authorities per annum.

### 3.4 **Advice to Businesses**

Support and advice to businesses will be provided in the following manner:

- ❖ Advice during programmed inspections.
- ❖ “Drop in” advice to businesses visiting Council Offices.
- ❖ The provision of advisory booklets/leaflets and business information sheets.
- ❖ Responding promptly to queries.
- ❖ Provision of training/seminars as resources permit.

CookSafe Project. This authority made a successful application for FSA(S) funding to assist businesses develop food safety management procedures based on HACCP (“CookSafe” project). The project provided food safety management assistance to catering businesses. The project finished on 31 March 2007 but this Authority will continue to promote CookSafe Management Procedures during inspections.

### 3.5 Food Sampling

This Authority has prepared a Chemical and Microbiological Food Sampling Policy in accordance with the Food Law C.O.P. which is made available to businesses and consumers. A Sampling Plan is agreed annually with the Aberdeen and Dundee Laboratories of the Public Analyst, the Environmental Health Section of Aberdeen City, Aberdeenshire and Moray Councils. Priority is given to sampling locally manufactured foodstuffs and includes:

- ❖ Routine final product monitoring.
- ❖ Monitoring as an integral part of the food hygiene/food standard inspection.
- ❖ Surveys, surveillance exercises and targeted exercises actioned by local intelligence, or by the North of Scotland Food Liaison Group, SFELC, LACORS or the Health Protection Agency.
- ❖ Imports/exports monitoring.

The Laboratory of the Public Analyst is included on the list of Official Food Control Laboratories in the United Kingdom as notified to the European Commission for both chemical analysis and microbiological examination.

The minimum target for samples to be taken is as follows:-

Chemical	3 per 1,000 population
Microbiological	1.5 per 1,000 population

Note In order to provide a better service the Aberdeen City Council Public Analyst is now working jointly with the Dundee City Council Public Analyst. A report confirming this agreement was submitted to the Environmental Services Committee on 30 May 2007.

### 3.6 Control and Investigation of Food Related Outbreaks and Infectious Disease

In order to control major outbreaks of food poisoning and communicable disease an "Outbreak Policy" has been developed in consultation with NHS Grampian, Aberdeen City, Aberdeenshire and Moray Councils. The document which is reviewed annually was developed in accordance with the Guidance on the Investigation of Outbreaks of Foodborne Disease in Scotland 2002 (as amended) issued by The Food Standards Agency (Scotland).

All cases of food related infectious disease notified "for action" by Grampian Health Board are contacted within 24 hours. There is monthly liaison between Grampian Health Board, Aberdeen City, Aberdeenshire and Moray Council. A documented procedure is available for the investigation of notifications of food related infectious disease.

### **3.7 Food Safety Incidents**

Food Alerts for "action" or "information" are regularly received from Food Standards Agency (Scotland) and are dealt with in accordance with the Food Law C.O.P.

Out of hours contact arrangements for authorised officers are arranged through the EH directory issued by the F.S.A. (S), the emergency planning provisions and the Moray Council's Emergency Out of Hours Contact Telephone Service.

There are documented procedures for responding to Food Alerts and Food Safety incidents.

### **3.8 Liaison with other Organisations**

Arrangements are in place to ensure that enforcement action taken is consistent with those of neighbouring local authorities. This includes:

- ❖ Representation on the North of Scotland Food Liaison Group.
- ❖ Representation on the Scottish Fish Hygiene Working Group.
- ❖ Representation on the Food Safety Sub-Group of the Scottish Food Enforcement Liaison Committee
- ❖ Representation on the FSA Illegal Meat Task Force
- ❖ Participation in the Scottish Food Surveillance System User Group
- ❖ Participation in the NHS Grampian Infectious Disease Group.
- ❖ Involvement with the Moray Food and Health Group.
- ❖ Liaison with other services within the Moray Council to review Building Warrant Applications, Planning Applications, Licensing Applications.

### **3.9 Food Safety and Standards Promotion**

The Environmental Health Section will have a limited involvement in food safety promotional work in view of the resource implications. There will be participation in Food Safety Week 2008.

## **4. RESOURCES**

### **4.1 Financial Allocation**

The current budget for 2008/2009 for food safety enforcement is contained in an overall budget for Environmental Health of £1,236,290.

### **4.2 Staff Allocation**

A total of 10 fully established Environmental Health Officers are involved in food safety enforcement and 1 Food Safety Officer. The Food Safety Officer post was previously temporary and was made permanent on 14 February 2008. A Systems Technical Assistant employed within the Admin Section assists with the food sampling programme. Most officers are multi disciplinary, with a range of Environmental Health duties, and it is therefore difficult to establish the exact number of full-time equivalent officers dedicated to food safety enforcement. A shortfall in Food Safety Enforcement staff was highlighted during a core audit of the Food Enforcement Service by the Food Standards Agency (Scotland) during April 06. This shortfall was addressed by The Moray Council on 14 February 2008 when the temporary Food Safety Officer post was made permanent and approval was granted for 1 additional Food Safety Officer. This post is presently being advertised. Monitoring of workload, priorities and resources helps provide the most effective service possible within staff resource limits.

### **4.3 Staff Development Plan**

This Authority is committed to the ongoing training of all officers involved in food safety enforcement through attendance at update courses and conferences organised by The Food Standards Agency (Scotland), the Royal Environmental Health Institute for Scotland, and Health Protection Scotland. All Environmental Health Officers and Food Safety Officer participate in the Continuing Professional Development Programme required by the Royal Environmental Health Institute for Scotland. Cascade training is provided and regular staff meetings have been re-introduced. All officers participate in the Employee Review and Development (ERDP) process, which identifies and addresses staff development needs. A record of staff training is retained and a training plan will be developed during 2008-2009.

This Authority shall ensure that authorised officers dealing with the specialist processes have access to adequate expertise to enable competent inspection. This includes releasing officers to relevant courses and providing relevant guidance and documentation and providing suitable resources to support CPD.

## **5. QUALITY ASSESSMENT**

5.1 The measures which will be taken to assess the quality of the food safety service will include:-

- ❖ An annual questionnaire to 10% of businesses subject to inspection.
- ❖ Fortnightly audits of the Food Hygiene Inspection Programme will be carried out by the Environmental Health Manager.
- ❖ Ad hoc monitoring of inspection reports and letters.
- ❖ Quarterly monitoring of risk assessments.

## **6. REVIEW**

### **6.1 Review against the Service Plan**

A review of the Environmental Health Service Team Plan is carried out at least on a quarterly basis. Due attention is paid to specific performance targets, performance standards, targeted outcomes. Stakeholders comments and complaints against the service are monitored regularly.

The annual review on the previous year's performance against the Food Enforcement Service Delivery Plan is appended to this Plan.

The status and adequacy of the Food Enforcement Service Delivery Plan in relation to new objectives resulting from changing circumstances will be revised annually.

### **6.2 Identification of any variation from the Service Plan/Areas for Improvement**

Variations and areas for improvement are incorporated into the Food Enforcement Service Delivery Plan Review.

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***THIS DOCUMENT MAY NOT BE ALTERED WITHOUT THE APPROVAL  
OF THE ENVIRONMENTAL HEALTH MANAGER***

**REVIEW OF PERFORMANCE AGAINST THE 2007/2008  
FOOD LAW ENFORCEMENT SERVICE PLAN**

# REVIEW OF PERFORMANCE AGAINST THE 2007/2008 FOOD LAW ENFORCEMENT SERVICE PLAN

## Demands on the Food Service (Section 2.4)

The number of food businesses by type:

Type	Number	
	1 <sup>st</sup> April 2007	1 <sup>st</sup> April 2008
Primary producers	40	28
Slaughterhouse	1	1
Manufacturing/processing	77	74
Packer	3	7
Importing/exporting	2	2
Distributing/transporting	45	32
Retailers	237	221
Restaurants and catering (inc street traders)	767	741
Manufacture mainly retail	32	29
<b>Total</b>	<b>1203</b>	<b>1134</b>

The number of premises requiring approval for production/manufacture of products of animal origin

1 <sup>st</sup> April 2007	1 <sup>st</sup> April 2008
23	25

Number now includes egg packaging stations. Most of these premises have been approved in terms of the Food Hygiene (Scotland) Regulations 2006 and EC Regulation 853/2004.

### Constraints

A shortfall in food safety enforcement staff was recognised during an audit on the Food Enforcement Service by the FSA(S) during April 2006.

Finance was found within the Environmental Health budget to fund 1 post temporary until 31 March 2008.

A report was submitted to the Environmental Services Committee and additional funding was not made available during 2007-2008. The minutes recorded that the Head of Development Services said that without additional staff there would not be a significant improvement in performance.

The shortfall was addressed by Moray Council on 14 February 2008 when approval was granted for 1 additional Food Safety Officer. This post has not yet been filled.

## Food Premises Inspections (Section 3.1)

### Original Food Hygiene Inspection Plan at 1<sup>st</sup> April 2007

Category	Due
A	44
B	147
C	305
D	151
E	Alternative Enforcement Strategy

### Food Hygiene Inspections Achieved 1/04/07 – 31/03/08

Category	Due	Achieved	%
A	12*	12	100.00%
B	139*	138	99.30%
C	305	154	50.50%
D	151	32	21.19%
E	Alternative enforcement strategy*		

\*Due figures corrected in accordance with Audit Scotland P.I. Criteria.

•The introduction of an Alternative Enforcement Strategy for low risk food premises (Category E) was introduced during the year.

### The total Approved Premises inspections achieved 01/04/07 – 31/03/08

	Primary Due Inspection	Achieved	Secondary Due Inspection	Achieved
Fish products	10	10	5	5
Meat products	4	4	8	8
Egg products	1	1	1	1
Dairy products	2	2	2	2
Dairy production holdings	11	1	0	0

Original Food Standards Inspection Plan at 1<sup>st</sup> April 2007

Category	Due
A	7
B	143
C	AES

Food Standards Inspection achieved 1<sup>st</sup> April 2006 – 31<sup>st</sup> March 2007

Category	Due	Achieved	%
A	7	2	28.60%
B	143	127	88.80%
C		AES	

**Food Complaints (Section 3.2)**

Food complaints received

Food complaints received 2006 - 2007		Food complaints received 2007-2008
Microbiological	6	9
Foreign Body	30	23
Chemical	2	1
Labelling	17	17
Complaints about premises hygiene	33	25
<b>Total</b>	<b>88</b>	<b>75</b>

**Home Authority Principle (Section 3.3)**

This Authority has informal agreements with 16 businesses in relation to the Home Authority Principle.

**Advice to Businesses (Section 3.4)**

CookSafe carried out 1<sup>st</sup> April 2007 to 31<sup>st</sup> March 2008

23 Businesses received CookSafe training during the year.

**Food Sampling (Section 3.5)**

Microbiological food samples achieved 1<sup>st</sup> April 2006 – 31<sup>st</sup> March 2007

Target	Achieved
133	168

### Chemical food samples achieved 1<sup>st</sup> April 2005 – 31<sup>st</sup> March 2007

<b>Target</b>	<b>Achieved</b>
267	306

### **Control and Investigation of Food Outbreaks and Food Outbreaks and Food Related Infectious Diseases (Section 3.6)**

<b>1<sup>st</sup> April 2006 – 31<sup>st</sup> March 2007</b>		<b>1<sup>st</sup> April 2007 – 31<sup>st</sup> March 2008</b>
<b>Disease</b>	<b>No of cases</b>	<b>No of cases</b>
Campylobacter	89	78
Salmonella	18	12
Cryptosporidium	12	10
Aeromonas	11	8
Ecoli	8	5
Giardia	4	1
Yersinia	0	1
Listeria	0	0
Dysentery	0	2
Food Poisoning (undefined)	1	0
<b>Total</b>	<b>143</b>	<b>117</b>

100% of all reports of infectious disease were contacted by Environmental Health staff within 24 hours of notification from NHS Grampian.

### **Food Safety Incidents (Section 3.7)**

#### Food Alerts received

<b>01/04/06 – 31/3/07</b>	<b>01/04/07 – 31/3/08</b>
87	54

### **Liaison with Other Organisations (Section 3.8)**

There was regular representation on the North of Scotland Food Liaison Group, the Scottish Food Enforcement Liaison Committee Food Safety Sub-Group and the Scottish Fish Hygiene Working Group. There was also representation on the Moray Council Food Policy Development Group. This group may assume greater strategic importance following the Scottish Government paper "Choosing the Right Ingredients – The Future of Food in Scotland". Representation on other groups was limited due to resource constraints.

### **Food Safety and Standards Promotion (Section 3.9)**

This Authority participated in Food Safety Week 2007 by providing press releases, information and display boards and hand washing demonstrations at Moray Council Access Point, Elgin.

## **QUALITY ASSESSMENT (SECTION 5)**

No customer satisfaction questionnaire was sent to businesses subject to inspection during the year.

3 Staff meetings were held during the year.

### **Review of Specific Targets 2007 - 2008**

#### 1. Food Premises Inspection

##### 1a. Food Hygiene

100% 'inspection on time' target has been set for premises in categories A, B, C and for the Primary inspections of Approved Premises.

##### **Action Taken**

**The establishment is still short of one food safety enforcement officer. Priority was therefore given to the inspection of high risk (A and B) premises and approved premises. Only one of these premises failed to receive an inspection. Resources are now available for an additional food safety enforcement officer and efforts will be made to improve performance category C premises during the year April 2008 to March 2009.**

##### 1b. Food Standards

100% 'inspection on time' target has been set for premises in the highest risk category (A).

90% of food manufacturers in 'medium' category will be inspected. Other premises in 'medium' category will be inspected where resources permit.

##### **Action Taken**

**Although only 2 of the 7 high risk premises were inspected the remaining 5 related to separate outlets of the same manufacturer. In effect only one business failed to receive an inspection.**

**89% of the medium risk category premises were inspected.**

#### 2. Continuing Professional Development

The Employee Review and Development Programme will be reintroduced during the year to identify staff training needs.

##### **Action Taken**

**The ERDP was re-introduced on 9 May 2007.**

3. Alternative Enforcement Strategy

An Alternative Enforcement Strategy will be introduced for low risk businesses both for food hygiene and food standards.

**Action Taken**

**An Alternative Enforcement Strategy was introduced on 26<sup>th</sup> November 2007.**

## **AREAS FOR IMPROVEMENT (SECTION 6.2) 2008 – 2009**

### 1. Food Premises Inspection

#### 1a. Food Hygiene

100% 'inspection on time' target has been set for premises in categories A, B, C.

#### 1b. Food Standards

100% 'inspection on time' target has been set for premises in the highest risk category (A).

90% of food manufacturers in 'medium' category will be inspected. Other premises in 'medium' category will be inspected where resources permit.

#### 1c. The low risk premises on the database will be reviewed and updated.

### 2. Staff Development

A training plan linked to the ERDP programme will be introduced during the year to ensure that staff development needs for food safety are addressed.

### 3. Quality Assessment

A monitoring scheme will be introduced to verify conformance with the Food Law Framework Agreement, relevant legislation, the Food Law Code of Practice and Guidance.

### 4. Primary Production

Inspection regimes for primary production, fishing vessels and egg packing stations will be introduced.

### 5. Implementation of New Food Law Code of Practice

A new food law code of practice is due to be published during the year. Steps will be taken to ensure compliance with the new code of practice and the associated Local Authority Enforcement Monitoring System (LEAMS).