



BRIDGEND COUNTY BOROUGH COUNCIL

PUBLIC PROTECTION DEPARTMENT

FOOD LAW ENFORCEMENT SERVICE PLAN

2007/2008

FRAMEWORK AGREEMENT ON LOCAL AUTHORITY

FOOD LAW ENFORCEMENT

APPENDIX A

1. SERVICE AIMS AND OBJECTIVES

1.1 Public Protection Department's Aims and Objectives

When the new Unitary Authority was created in 1996, Bridgend County Borough Council combined the Environmental Health and Trading Standards regulatory functions within the Public Protection Department, which in turn is part of the Environmental and Planning Services Directorate.

The Public Protection Department has sole responsibility for food law enforcement within the County Borough, with specialist officers responsible for food hygiene and food standards enforcement.

The Public Protection Department's aims and objectives are to:

- Provide a fair, safe and equitable trading environment in the County Borough to the benefit of both the consumer and business community.
- Protect public health by ensuring that food supplied for human consumption, which is produced, stored, distributed, handled or consumed within the County Borough is without risk to the health and safety of the end consumer and is labelled and described accurately.

The objective is fully inclusive farm to plate and includes involvement in animal feeding stuff legislation, the basic building block of the human food production process, which can have a major impact on food safety and quality. This objective will be met by a programme of work, consisting of:

- risk based inspections;
- food and animal feed sampling and analysis;
- advice and education of both businesses and consumers;
- investigation of food borne infectious diseases;
- investigation of complaints regarding food and animal feeds;
- staff development and training.

1.2 Links to Corporate Objectives

During 2003, Bridgend County Borough Council established the Bridgend Local Strategic Partnership with the objective of establishing dialogue with local communities to develop Bridgend's Community Strategy for 2004-2016. The Partnership involves public services such as the Council, Community Councils, the Police, health and environmental bodies and representatives from the voluntary, business and community sectors. The Partnership's mission statement is:

"steering the County Borough's natural, human and financial resources to help residents lead independent lives to the full".

and their aims are:

- To improve quality of life for all;
- To protect and enhance our environment;

- To increase prosperity by investing in lifelong learning, improving skills and supporting new business;
- To achieve a healthier County Borough;
- To work towards a more inclusive County Borough.

1.3 In order to progress their aims after consultation and debate, the Local Strategic Partnership has focused on seven key issues that will help achieve its vision for the future of Bridgend County Borough, which are:

- (1) Community safety;
- (2) Employment and economic regeneration;
- (3) Children and young people;
- (4) Older people;
- (5) The environment;
- (6) Health and well-being;
- (7) Access.

1.4 The Council decided at its meeting on 28 September 2005 that since the sentiments behind both the Community Strategy Aims and the then Corporate Objectives were so similar, it made sense to use one or the other. It was, therefore, resolved that from September 2005, the Council adopts the wording of the Community Strategy Aims as the Corporate Objectives.

The following paragraphs show the linkage of the service plan to the Corporate Objectives contained in the 2007-2010 Corporate Improvement Plan.

Improved Quality of Life for All

The quality of an individual's life is impacted on by a number of factors including the quality of the workplace, leisure environment and good health. The quality of the food we eat, the standards to which they are prepared and the environment in which they are prepared, combined with a person's knowledge of nutrition can have a major impact on their quality of life.

Food hygiene and food standards enforcement allows consumers to make informed choices when purchasing food, from premises where food is sold or prepared safe in the knowledge that the food or drink is accurately described and labelled, meets the required food standards and is prepared in a safe environment. This knowledge combined with nutritional information can allow them to minimise the development of health problems in the future, such as heart disease which is linked to poor diet. Food hygiene controls and inspections minimise the risk to consumers of food borne infection.

Increased Prosperity

The provision of timely advice and guidance on food safety and food standards legislation can benefit the economic viability of business. Failure of a food producer to correctly label foods can, for example, lead to costly re-labelling of inaccurately described foods and it is essential for producers to be fully acquainted with the legislation that applies to their products and the hygiene standards they need to comply with when producing the food. It is the policy of the department to provide help, assistance and guidance to both new and established food businesses in the County Borough. The enforcement of regulations helps to

maintain a level playing field, allowing business to compete on equal terms and consumers to use the businesses in the knowledge that their products are safe to eat and drink.

Healthier County Borough

Good nutrition and safe food can have a major impact on the long-term health and wellbeing of an individual. The enforcement of food safety and food standards legislation allows consumers to purchase food in the knowledge that it meets compositional and safety standards, accurately described and labelled. Allowing consumers to make informed choices concerning the food and drink they consume leading to long-term health benefits with decreased diet related illnesses in the longer term.

More Inclusive County Borough

The department will contribute to the Authority's commitment to achieving a more inclusive County Borough by ensuring that resources are targeted to disadvantaged communities of the County Borough to ensure they are not excluded from access to food which is of a good standard and nutritious because of personal budgetary restrictions. To achieve this aim, the department will include low cost food on its sampling programme and investigate the provision of healthy eating advice to low income families and the elderly.

2. BACKGROUND

2.1 Profile of the Authority

Bridgend County Borough Council is a Welsh Unitary Authority, which straddles the M4 corridor. To the north of the M4, the Authority consists of mainly ex-coal mining valley communities with Maesteg as the main centre of population.

To the south of the M4, the ex-market town of Bridgend is the largest town in the County Borough and the hub of the economy and employment base, with a Designer Village Retail Outlet, large industrial estate and Fords Bridgend Engineering Plant.

To the south west of the County Borough on the coast lies Porthcawl, a traditional seaside resort with a high proportion of elderly residents, which is subject to a major influx of tourists during the summer period.

The County Borough consists of an area of 28,500 hectares with a population of just over 130,000 residents. Several of the County Borough's wards score highly on the Welsh index of deprivation.

2.2 Council Services and Structures Chart

Bridgend County Borough Council consists of 54 elected members and operates the Cabinet style of Local Government. The Cabinet consists of the Leader of the Council, the Deputy Leader, who is appointed by the Leader from the Cabinet Members, and Cabinet Members who are each responsible for a specific subject area or portfolio.

Cabinet

The Council approves major policies, which are known collectively as the Policy Framework, together with the annual Budget. The Cabinet is responsible for most day to day decisions.

Overview and Scrutiny

There are five Overview and Scrutiny Committees which oversee the portfolios of the Cabinet Members. They monitor the decisions of Cabinet and produce reports and recommendations, which advise the Cabinet and Council on its policies, budget and service delivery.

Committees

Although the Cabinet system is intended to replace most of the traditional committee structure, some committees are still needed such as Development Control, Audit and Standards Committees.

Corporate Management

The Chief Executive leads the Corporate Management Team. This comprises the Chief Executive and the Directors of the six other Directorates. The Trading Standards Service is part of the Directorate of Environmental and Planning. See Appendix 1.

The Directorate is run by a management team consisting of the Director and four Assistant Directors, each representing an area of Service Delivery. See Appendix 2.

The Trading Standards Service is part of the Public Protection Department headed by the Assistant Director, Public Protection. See Appendix 3.

The Trading Standards Service structure is shown in Appendix 4.

2.3 Analytical Arrangements

Bridgend County Borough Council has appointed Minton Treharne & Davies Ltd, Unit 5, Llwyn-yr-Eos, Cross Hands, Llanelli, SA14 6RA, as both Public Analyst and Agricultural Analyst.

In addition, samples for bacterial examination are sent to the National Public Health Service for Wales, Llandough Hospital, Penylan Road, Penarth, CF64 2XX.

2.4 Scope of Food Service

Bridgend County Borough Council provides a comprehensive food and feeding stuffs service, combining enforcement, education and advisory elements. Although it has to be acknowledged that to date the department's involvement in education initiatives has been restricted due to resource difficulties.

The Public Protection Department has both Environmental Health and Trading Standards professionals who jointly provide the food service from within the

Trading Standards Section, allowing a more holistic approach to food legislation enforcement.

The Environmental Health Officers based in the Commercial Section are responsible for food hygiene inspections, investigation of food complaints, food poisoning investigations, microbiological food sampling and the management of food hazard warnings.

The section is also responsible for health and safety enforcement, which is primarily delivered by three specialist officers. The officers engaged in food hygiene inspections will on occasions, while in a premise, also conduct basic health and safety inspections.

The Trading Standards Section is responsible for food standards/feeding stuffs inspections and complaints, sampling for composition, labelling requirements and jointly with the food hygiene officers for food hazard notifications. In addition to the food standards work, the section delivers the full spectrum of Trading Standards legislation, including weights and measures, fair trading, pricing, trade description, product safety inspection and animal health and welfare.

On 1 April 2007, the Smoke Free Premises etc. (Wales) Regulations 2007 will be implemented. All officers will be responsible for enforcing the provisions of the new regulations at any premise visited.

2.5 Demands on the Food Service

There are 1181 food premises within Bridgend County Borough. The following tables provide a profile of the food premises by Food Standards Agency category.

	Food Premise	Premise Type
A	Primary Producers	8
B	Slaughterhouses	0
C	Manufacturers/processors	17
D	Packers	0
E	Importers/exporters	1
F	Distributors/transporters	17
G	Retailers	330
H	Restaurants and other caterers	764
I	Materials and articles manufacturers and suppliers	0
J	Manufacturers selling mainly by retail	19
	TOTAL	1181

The enforcement of the Food Safety Act 1990 and associated regulation are governed through a code of practice. It specifies a risk assessment scheme to be used to assess the risk associated with each food business and determines its priority for inspection.

The following table gives a breakdown of the food hygiene premises by risk factor.

Category		
A	22)
B	132) High risk
C	521)
D	142)
E	339) Low risk
Unclassified	25)
	1181	

In the table above, the risk factor A-F is shown for Bridgend County Borough food premises and the minimum inspection level is as follows:

- A every 6 months
- B 12 months
- C 18 months
- D 24 months
- E subject to alternative enforcement strategy, once in every 5 years.

The risk assessment scheme ensures that the highest priority is given to premises where conditions are below standard or premises that cater for vulnerable groups (e.g. hospitals and residential homes).

Approved Premises

Specific premises which are engaged in the production and processing of high risk food products are subject to specific regulations and controls under EC Regulation 853/2004. These premises are required to gain approval from the Local Authority in order to conduct their business. The businesses which require approval are producers of meat products, dairy products and fish products. Bridgend County Borough has approved five premises under the regulations, three for meat products and two premises for dairy products.

The food service is operated from the Civic Offices, Angel Street, Bridgend. The service primarily operates normal office hours from Monday to Friday, but officers of the service do work evenings and weekends where the need arises. An out of hours emergency service is operated via the Council's emergency 24 hour contact number.

2.6 External Factors which impact on Service

Porthcawl is home to the largest caravan park in Europe, which attracts a large influx of tourists during the summer months. This results in a number of food premises which operate on a seasonal basis, both at the caravan site, the funfair and within the town. Inspections and other enforcement activity at these premises takes place during the restricted trading period.

2.7 Enforcement Policy

Bridgend County Borough Council has signed up to the Enforcement Concordat. The principles contained in the Concordat and the code of practice for the Crown Prosecution Service were combined to produce the Public Protection Department's Overarching Enforcement Policy. The policy was subject to

consultation with the public, business and Members before being formally adopted by the Council. Under the umbrella of the Overarching Enforcement Policy there is a specific Food Safety Enforcement Policy which was formally adopted by Council in 2004. A review has recently been completed and is to go out for consultation during the forthcoming year.

3. SERVICE DELIVERY

3.1 Premises Inspection

3.1.1 Food and Feeding Stuffs Premises Inspection

It is the policy of Bridgend County Borough Council to inspect food premises within the County Borough in accordance with the Food Safety Act 1990 Code of Practice made under Section 40 of the Food Safety Act 1990. The most recent version of which is the Food Law Code of Practice (Wales) 2006.

3.1.2 Food Hygiene Inspections

Food hygiene inspections will be conducted in accordance with the risk rating scheme defined in the Food Law Code of Practice (Wales) 2006. The code specifies the frequency of inspection based on the risk score of the food business. Section 2.5 of this plan gives a breakdown of the food premises by risk and inspection frequency. The service will concentrate on high risk premises in categories A and B. When a premise is inspected its risk assessment will be recalculated based on the inspector's findings. This will result in some movement of premises between risk categories. Premises with improved performance will move to lower risk categories and under-performing business will move to higher risk categories and receive more frequent inspections.

Based on the risk assessment on 1 April 2007, 616 inspections will need to be carried out during the period 2007/2008. In addition, 12 overdue inspections from 2006/2007 will need to be carried out.

It is anticipated that the inspection programme will generate the need to carry out 300 revisits necessary to ensure that corrective action, identified by inspections, has been carried out by the food business involved.

The ongoing investigation into the September 2005 E.coli 0157 outbreak, which affected 157 people in South Wales and was the sixth largest outbreak recorded in the world, continued to impact on service delivery. The investigation was resource intensive requiring the preparation of a large number of witness statements and the preparation of prosecution reports. It is anticipated that the impact on resources will continue in the year ahead with the extra work necessary to meet the Authority's response to the Welsh Assembly Government's Public Inquiry into the outbreak headed by Professor Hugh Pennington.

3.1.3 Food Standards Inspections

The Commercial Practices Section has responsibility for food standards enforcement. The section has suffered during the past from an inability to retain and recruit suitably qualified officers, which seriously affected service delivery.

However, recent successes in recruiting suitably qualified officers have improved the situation.

Food standard inspections are targeted using the Local Authority Co-ordination of Regulatory Services (LACORS) risk assessment model. Premises are risk factored into high, medium, low and no inspectable risk categories. Inspection is targeted at high and medium risk premises.

The analysis of premises liable for inspection at 1 April 2007 has identified the following number of inspections for 2007/2008.

	Total Premises	Premises Due for Inspection in 2007/2008
High (A)	40	40
Medium (B)	392	198
Low (C)	634	127
	-----	-----
	1066	365

The programmed inspections included 1 high risk, 7 medium risk and 1 low risk premise which are overdue from the 2006/2007 inspection programme.

It is estimated that the inspection programme will generate approximately 100 revisits to food premises during the year.

3.1.4 Feeding Stuff Inspections

Due to the mainly urban nature of the County Borough, the inspection process for feeding stuffs relates primarily to low risk retail premises selling pet foods and similar items. There are no feeding stuff producers based in the County Borough.

Since 2006/2007, officers involved in animal health and welfare enforcement have included examination of the practises at farms in the County Borough to establish if any farms are mixing or producing their own feeding stuffs. Premises who are involved in the production or supply of animal feeding stuffs have to be registered with the department under EC Feed Hygiene Regulation 185/2005. Currently within the County Borough there are six farms registered as on farm mixers and four businesses registered as intermediaries under the regulations. The ten premises will be inspected during the year and, where appropriate, samples of feeding stuffs will be taken for submission to the Agricultural Analyst.

In addition, officers will be conducting preparatory work for enforcing food hygiene legislation at primary producers for the 392 farms and agricultural premises in the County Borough.

3.2 Food and Hygiene Complaints

It is the policy of Bridgend County Borough Council to investigate every food and feeding stuff complaint brought to its attention and to determine the most appropriate course of action to be taken. The following table contains details of the number of food complaints received by the service over the last five years.

Year	Food Hygiene	Food Standards
2006/2007	182	22
2005/2006	175	19
2004/2005	234	25
2003/2004	239	31
2002/2003	260	19

From these figures, it is estimated that for the period 2007/2008 there will be 180 food hygiene complaints and 40 food standards complaints.

Food complaints can vary from the straightforward to the complex and the time necessary to investigate them varies considerably and will quite often require the complaint sample to be sent to the Public Analyst for a detailed report on the nature and possible origin of the complaint. The complaints received vary from foreign bodies, mould to compositional standards or the perception the food is off.

3.3 Home Authority

Bridgend County Borough Council's Public Protection Department has signed up to the LACORS Home Authority Principle. The principle applies to businesses that operate on an international, national or regional basis and whose operation can, therefore, fall within the scope of more than one Local Authority. The principle encourages the Local Authority, that has the decision making base of the business within its boundary or may have a significant production base within its boundary, to establish a 'Home Authority' relationship with the business.

The Home Authority will act as a central point of contact for the business, providing advice and guidance on legal compliance and act as a reference point for other Authorities who may have complaints or enquiries concerning the business.

Bridgend County Borough Council currently has five food businesses for which it acts as Home Authority.

3.4 Advice to Business

The Public Protection Department provides a free advice service to local businesses on all aspects of food legislation. Advice may be provided following a specific request from a business or may be proactively issued to update business on changes of legislation. During 2006/2007, the service responded to 215 requests for advice from businesses.

Since 1 April 2005, the Food Safety Section has participated in the Welsh Food Hygiene Award Scheme supported by the Food Standards Agency. The award is given at the discretion of the Council following an unannounced programmed inspection when required standards have been achieved.

The scheme has three levels of award – Gold, Silver and Bronze. The scheme gives recognition to those food premises attaining high standards of cleanliness and food hygiene practices. Those food businesses that are given a Gold award must have achieved the highest standards in all the required areas.

During 2006/2007, 1 Gold, 37 Bronze and 28 Silver awards were made to businesses.

Following a successful grant application to the Food Standards Agency for a project entitled 'Better Food Bridgend', officers will be working on the project in the year ahead. This project recognises that a poor diet is one of the main causes of ill health and premature death. With the consumption of food and drink outside the home having increased, it has been devised to ensure the availability of safe, nutritious food, prepared using good hygiene practices within the catering industry.

This will be achieved by a series of planned workshops, targeting approximately 400 catering businesses, which will promote the use of the Safer Food Better Business Food Safety Management System, in conjunction with healthy menu options. To ensure the effectiveness of this project, follow up visits will be made to catering businesses with the incentive of the proposed Healthy Options Award Scheme offered.

3.5 Food and Feeding Stuffs Sampling

3.5.1 Food Standards and Feeding Stuffs

The Food Standards and Feeding Stuffs programme is planned at the start of the year and delivered locally on a monthly basis by Trading Standards staff.

The sampling programme concentrates on local food producers and their products and is produced in consultation with the Public Analyst. In order to increase the effectiveness of the sampling programme, the department works in partnership with the Public Analyst and the user group consisting of other Authorities who use the same Public Analyst. This enables a number of joint projects to be undertaken achieving significant cost savings on analysis and collation of test results, which allow more meaningful conclusions to be drawn from the increased number of samples taken.

The partnership working is further extended by participation in joint food sampling programmes with neighbouring Authorities in the Glamorgan Group and projects on an all Wales basis under the co-ordination of the Welsh Heads of Trading Standards Quality Lead Officer.

The department's sampling programme for feeding stuff has in the past been restricted, primarily due to the nature of the businesses based in the County Borough and it is anticipated that in 2007/2008 the service will increase the number of feeding stuff samples taken.

3.5.2 Food Hygiene Sampling

The department's Commercial Section has a written Sampling Programme for each year. This encompasses various national and local initiatives. The national sampling programmes participated in during 2006/07 were the All Wales Shopping Basket Survey and the All Wales School Meal Survey. The School Meal Survey involved the sampling of high risk foods from a number of both public and private schools. 68 samples of food were taken from 16 schools and submitted to microbiological testing. One sample was found to be unsatisfactory and the appropriate remedial action was initiated.

In addition to the Shopping Basket, samples are obtained from manufacturing premises within the County Borough and submitted for microbiological examination to the National Public Health Service for Wales (NPHS) at Llandough.

Where appropriate, the Authority will participate in national sampling initiatives proposed by LACORS and the FSA.

The following list contains a breakdown of the number of samples sent to NPHS for microbiological examination in the previous years:

2002-2003	381
2003-2004	331
2004-2005	285
2005-2006	1136
2006-2007	555

The increased number of samples submitted to NPHS during 2006/2007 was as a direct result of continued sampling generated by the September 2005 E.coli 0157 outbreak. The number of microbiological samples that can be submitted to NPHS for examination is laid down in an agreement between the NPHS and Bridgend County Borough Council for 2007/2008. The agreement specifies that they will examine 474 samples for the Authority.

3.6 Food Poisoning

The Commercial Section conducts food related infectious disease investigations in accordance with the policies and procedures agreed with the Consultant in Communicable Disease Control of the National Public Health Service for Wales (NPHS). This joint working is outlined in the Communicable Disease Business Plan produced in partnership with NPHS. All notifications of illness will be investigated, the necessary details collected and advice given on precautionary measures to prevent the spread.

Historical data shows that for the periods listed below, the department received the following notifications for possible food related infectious diseases.

Year	Notifications
2002-2003	118
2003-2004	129
2004-2005	88
2005-2006	200
2006-2007	138

Based on the above information, it is estimated the department could receive 134 notifications of possible food related infectious diseases for 2007/2008.

During 2006/2007, three outbreaks were investigated. One affecting the prison was identified to be attributed to Norovirus. The implementation of suitable control measures ensured that the spread of the infection was minimised. An outbreak affecting a nursery school resulted in half of the pupils becoming ill within 24 hours, whilst the exact cause of the illness was not identified, it is thought that this

too was attributed to a viral infection. Two cases of E.coli 0157 in school children were diagnosed at the same time. These infections were identified as having been attributed to separate sources, but required detailed investigation to ensure there was no link.

As a result of the report on the E.coli 0157 outbreak by the Chief Medical Officer (Wales), a number of meetings were attended with Education Services to ensure that appropriate hygiene standards were achieved in schools to minimise the spread of any infection arising.

The department was successful in securing the resources from the Food Standards Agency to participate in the project 'Mission Possible' during 2007/2008. This modern project is targeted at 9 to 10 year old children and provides them with a case of gadgets to help educate them in the importance of food hygiene. Schools within Objective 1 areas are to be targeted.

3.7 Food Safety Incidents

3.7.1 Food Safety Incidents may be drawn to the attention of the Trading Standards Section in the form of a food alert notification from the Food Standards Agency or by identification of a food officer.

3.7.2 The Trading Standards Section will respond, as appropriate, on receipt of any food alert notification. Any action taken will be in accordance with the Food Safety Enforcement Policy and Food Incident Procedure and the Food Safety Act 1990 Code of Practice. Emergency cover is provided as set out in paragraph 2.5 of this Service Plan.

3.7.3 Where the Authority identifies that food is a non localised food hazard, the service will notify the Food Standards Agency Wales with a view to issuing a food alert notification.

3.7.4 In the period 2006-2007, 60 food alert notifications were received from the Food Standards Agency.

3.8 Liaison

3.8.1 The Authority is committed to ensuring the enforcement approach it takes is consistent with other Authorities. To ensure enforcement is consistent, the service participates in a range of local food enforcement forums.

3.8.2 Food Standards and Feeding Stuffs

The Wales Quality Panel acts as a forum for Welsh Authorities to discuss issues relating to food standards and feeding stuffs enforcement and directly links with LACORS. The service is represented on the panel By the Head of Trading Standards who chairs the group on behalf of the Welsh Heads of Trading Standards. The minutes of the panel meetings are circulated to food standards officers and the service participates in surveys co-ordinated by the panel and training organised by the panel.

The Glamorgan Group comprising of representatives of Bridgend, Cardiff, Swansea, Rhondda Cynon Taff, Neath and Port Talbot, the Vale of Glamorgan and Merthyr Tydfil County Borough Councils Trading Standards Services has a food enforcement sub-group. The group produces a programme of joint sampling and enforcement activity. The chair of the group is a member of the Welsh Quality Panel and acts as the liaison officer between the two groups.

During 2006/2007 a new subgroup was formed within the Glamorgan Group to look at feeding stuff and food hygiene at farms and primary producers. Rhondda Cynon Taff is a member of the Food Standards Agency Pilot Project on food hygiene at primary producers. It is anticipated that this will allow the dissemination of good practice and procedures to be devolved to other members of the group, including Bridgend.

In addition the service attends liaison meetings held by the Public Analyst, which are attended by neighbouring Local Authorities who also use his services. The liaison meetings discuss all aspects of food law enforcement and produces a co-ordinated sampling programme in which Bridgend participates.

3.8.3 Food Safety

To ensure consistent enforcement action and improve service provision by partnership working, the Commercial Section is represented on the following technical and liaison groups.

South West Wales Food Safety Technical Panel
South West Wales Communicable Disease Technical Panel
All Wales Communicable Disease Panel
Welsh Food Microbiological Forum
National Assembly for Wales – Zoonoses Working Group.

In addition, the section liaises closely with the following organisations:

The Chartered Institute of Environmental Health
National Public Health Service for Wales
Care Standards Inspectorate for Wales.

3.9 Food and Feeding Stuffs Safety and Standards Promotion for 2007/2008

The Trading Standards Service will seek to participate in various promotional activities during 2007/2008. Projects under consideration include:

- National Food Safety Week
- Supporting the FSA Food Hygiene Campaign
- Participation in the All Wales Food Hygiene Award Scheme
- Regular press releases.

4. RESOURCES

4.1 Financial Allocation

4.1.1 For the year 2007/2008, the estimated expenditure for the food standards and food hygiene service is:

	Actual 2006/2007	Estimate 2007/2008
Staffing	£213,130.00	£211,589.00
Premise Costs	£ 1,309.00	£ 2,122.00
Transport Costs	£ 10,147.00	£ 10,000.00
Supplies and Services	£ 5,562.00	£ 8,594.00
Sampling	£ 22,210.00	£ 24,620.00
IT Provision	£ 11,592.00	£ 11,592.00
Support Costs	£ 81,653.00	£ 81,653.00
	-----	-----
Grand Total	£345,603.00	£350,170.00
Income	0	0
	-----	-----
Net Total	£345,603.00	£350,170.00
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4.2 Staffing Allocation

4.2.1 Since April 2001 all food law enforcement activities have been brought under the Trading Standards Service. Food safety enforcement is provided by the Environmental Health Officers within the Commercial Section. Food standards enforcement is provided by the Trading Standards Officers and Fair Trading Officers in the Commercial Practices Section. The following table lists the officers engaged in food enforcement, together with their qualifications.

Trading Standards Staff

	DTS or Equivalent	DCA Paper IV	Lead Auditor
Jeff Davies	✓		✓
Lee Jones	✓		
David Gregory		✓	
Mike Thomas	✓		
Jonathan Wood	✓		

Environmental Health Officers

Jane Donagh	EHO
Amy Lewis	EHO
Gemma Jones	EHO
Angela Coles	EHO
Patricia Pritchard	EHO
Rhian Evans	EHO
Catherine Davies	TO
Ella Barnes	TO

The following table summarises the estimated staff demand identified for the core functions within the Food Law Enforcement Service Plan. Staff numbers are shown in terms of full time equivalent posts (FTE).

Food Law Activity Staff Demand				
Para.	Function	Food Safety	Food Standards	Total (FTE)
3.1	Premises inspection	3.0	0.8	3.8
3.2	Food & Hygiene Complaints	0.5	0.05	0.55
3.3	Home Authority	0.2	0.2	0.4
3.4	Advice to Business	0.4	0.1	0.5
3.5	Food and Feedingstuffs Sampling	0.2	0.3	0.5
3.6	Food Poisoning	0.1	0.00	0.1
3.7	Food Safety Incidents	0.4	0.10	0.50
3.8	Liaison	0.2	0.05	0.25
3.9	Food & Feedingstuffs Safety/ Standards Promotion	0.5	0.10	0.60
	Totals (FTE)	5.5	1.7	7.2

The following tables indicate the actual number of staff working on food law enforcement and related matters (in terms of full time equivalents FTE). Levels of qualification are expressed in terms of reference to the appropriate Food Safety Act Food Law Code of Practice and Practice Guidance, including support staff.

Food Safety			
Position	Function	Qualification	FTE
Principal Environmental Health Officer	Public Protection, including management of food hygiene, food poisoning and health and safety	Environmental Health Officer	0.6
Senior Environmental Health Officer	Food safety management and liaison	Environmental Health Officer	1.00
Environmental Health Officer	Community health (food poisoning and infection control) food safety	Environmental Health Officer	2.4
Technical Officers	Food safety	Higher Certificate in Food Premises	1.0
Total			5.5

Food Standards			
Position	Function	Qualification	FTE
Principal Trading Standards Officer	Management of food standards and feedingstuffs functions	Trading Standards Officer	0.20
Trading Standards Officer	Food standards and feedingstuffs	Trading Standards Officer	0.25
Fair Trading Officer	Food standards and feedingstuffs	Diploma in Consumer Affairs	1.15
Fair Trading Officer – Animal Health	Feedingstuffs and primary producers		0.1
Total			1.7

4.3 Staff Development Plan

The Public Protection Department achieved the Investor in People Award in September 2002 for the full range of services provided, including the staff involved in food law enforcement.

Annual staff appraisals and six monthly reviews are used to construct individual staff development plans, which are then incorporated in the department staff development plan. Staff apply to attend training events in order to consolidate or update their knowledge. After attending training courses, officers are expected to cascade the knowledge gained to other staff members. In addition to attendance at training courses, the department provides access to up-to-date reference manuals and the internet to allow staff to develop their knowledge by personal research.

Training needs identified for 2007/2008 include:

Food Standards

Meat Product Labelling
Food Standards Update
Food Hygiene at Primary Producers.

Food Safety

Level 2 award in healthier food and special diets
Report writing skills
Lead auditor
Lead officer communicable disease
Audit of HACCP systems.

The department demonstrates its ongoing commitment to training by supporting the development of enforcement officers on the MSc conversion course to become qualified EHO's and development of competent officers.

The department currently supports the development of Trading Standards Officers by encouraging Fair Trading Officers to qualify as a Trading Standards Officer under the DCATS scheme.

5. QUALITY ASSESSMENT

5.1 The following procedures are in place to assist in the monitoring and assessment of the quality of the work carried out by the service.

- Review by Principal Environmental Health Officer and Senior Officer of post inspection paperwork.
- Monthly reporting of the section's work activities to the Head of Service.
- Monthly section meetings.
- Regular meetings with Line Managers to give monitoring feedback.

- Annual staff appraisals and target setting.
- 5.1.2 During the year ahead, the service plans to develop the monitoring arrangements and procedures to include accompanied inspections during which the Principal Environmental Health Officer will accompany the officer conducting the inspection. In addition, the service will develop a post inspection questionnaire for completion by the businesses inspected. The Authority has already participated in an All Wales Benchmarking exercise of the food service, conducted by SODPW and Syniad and an inter-Authority audit conducted in October 1999 and will support any proposals for similar exercises in the future.
- 5.1.3 The service was the subject of a Food Standards Agency Audit in February 2004. During the audit a number of problem areas were identified which required attention, together with evidence of the service's strengths.

The FSA published the audit report in October 2005 at the height of the E-coli 0157 outbreak. The majority of the issues raised had been addressed before the report was published.

6. REVIEW

The Public Protection Department produces an annual review document that reports on all aspects of the department's work, including food safety and food standards.

At the commencement of the year, the Principal Environmental Health Officer, with the assistance of the Senior Environmental Health Officer, prepares a work programme for the year with monthly inspection targets. The inspection targets are allocated to individual officers on a monthly basis. The inspections achieved by the officers are collated by the Principal Environmental Health Officer, who measures their achievements against targets and reports the section's performance to the Head of Service.

The performance of the section, with respect to food hygiene inspections, is reported on a quarterly basis to Cabinet for member approval and subject to examination by scrutiny committee. During the last year, the section achieved an inspection level of 98% for high risk premises liable for inspection, against an All Wales average of 91%.

Food standards inspections and the food standards sampling programme are prepared at the start of the financial year in April.

At the commencement of the year, the Principal Trading Standards Officer prepares a work programme for the year with monthly inspection targets. The inspection targets are allocated to individual officers on a monthly basis. The sampling programme is co-ordinated by the lead Fair Trading Officer with responsibility for food standards. The inspection programme and the sampling programme are both reviewed at monthly meetings with the Head of Trading Standards.

For the year 2006/2007, the section achieved 98% of all programmed high risk food standards inspections.

6.1 Variation from the Previous Year's Service Plan

There was no significant variation from the previous year's service plan. Targeted inspection levels were achieved despite the pressure on the service caused by the continuing investigation into the September 2005 E.coli 0157 outbreak and the Public Inquiry. However, development and review of policies and procedures had to play second place to the inspection programme and investigation.

6.2 Areas for Improvement

The service needs to continue the development of a holistic approach to food enforcement by improving the integration and co-ordination of food standards and food safety enforcement.

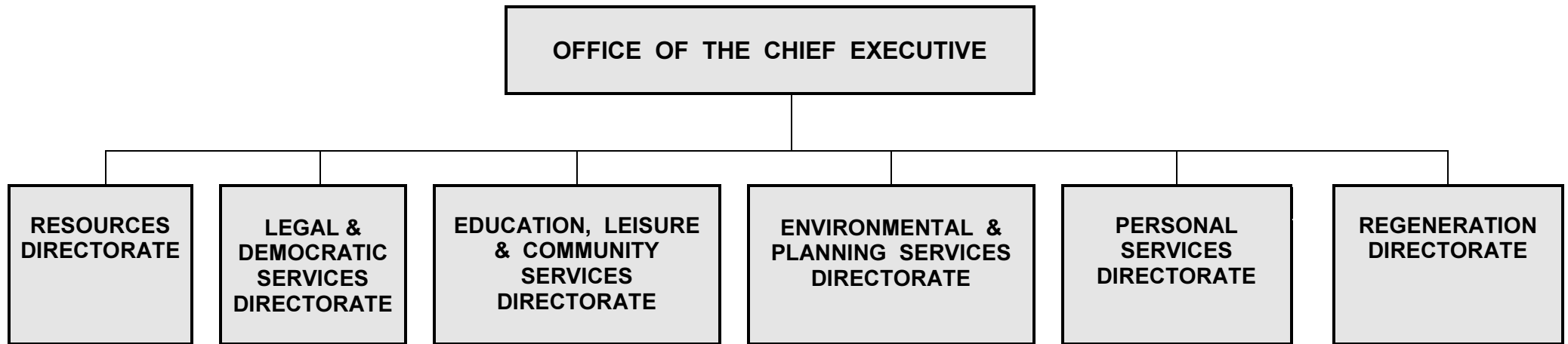
Improvements in service planning and performance measurement will continue to be the foundation for this process. The service will continue to review documented policies and procedures of the food enforcement service, some of which will be subject to public consultation and member approval before they are formally adopted. The last year has seen a major change in Food Safety and Feeding Stuff legislation, combined with a review of strategy and policy by the Food Standards Agency, which is likely to result in a new reporting mechanism for Local Authority Food Enforcement with a comprehensive review of enforcement activities. This will all be combined with the results of the Hampton Review and Central Government's desire to reduce burdens on business while maintaining public protection.

The provision of business advice and consumer education is becoming increasingly important and the service will be examining ways to expand its activities in this area. This links into the value of providing a healthy and nutritious diet to the long term health and wellbeing of the individuals and improving food safety standards in the catering sector and home.

The service will continue to closely monitor both local and national performance indicators applicable to the service and seek to put in place the mechanism necessary for continuous improvement in performance. In addition, the service will be subject to reassessment for the Investors in People Standard in 2007.

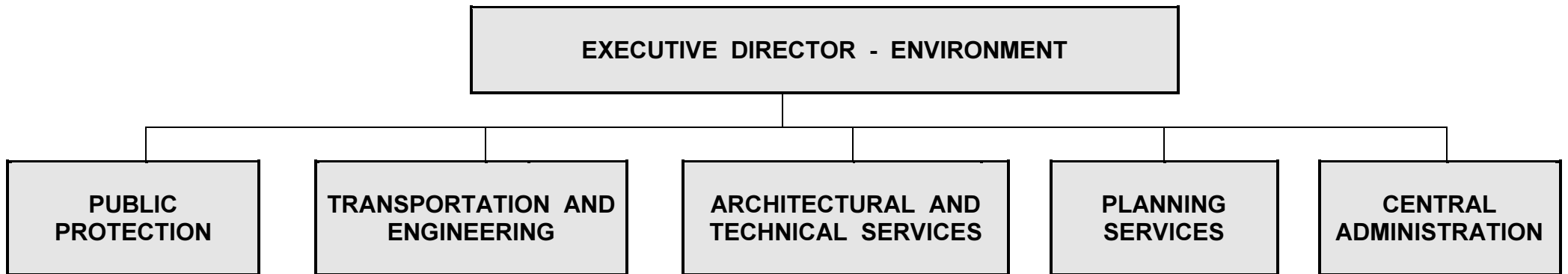
APPENDIX 1

BRIDGEND COUNTY BOROUGH COUNCIL
CORPORATE STRUCTURE



APPENDIX 2

BRIDGEND COUNTY BOROUGH COUNCIL
ENVIRONMENTAL AND PLANNING SERVICES DIRECTORATE STRUCTURE



APPENDIX 3

PUBLIC PROTECTION STRUCTURE

