



FOOD
STANDARDS
AGENCY

SCOTLAND

Buidheann
Inbhe-Bidhe
an Alba

Report on the Food Law Enforcement Service

East Renfrewshire Council

27-30 August 2007

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.

The full audit examines the Local Authority's Food Law Enforcement Service. The assessment includes the local arrangements in place for inspections of food businesses and foodstuffs, sampling and analysis, internal management, food safety promotion and educational activities. It is acknowledged that there will be considerable diversity in the way and manner in which Local Authorities may provide their food enforcement services reflecting local needs and priorities.

Agency audits assess Local Authorities' conformance against The Framework Agreement on Local Authority Food Law Enforcement "The Standard", which was published by the Agency and is available on the Agency's website at: <http://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.

The report contains some statistical data. The Agency's website contains enforcement activity data for all UK Local Authorities and can be found at: <http://www.food.gov.uk/enforcement/>

For assistance a Glossary of technical terms used within the audit report can be found in the Annex to this report.

Contents

	Page
1.0 Introduction	3
Reason for the Audit	3
Audit Scope	3
Background	3
Resources	4
2.0 Executive Summary	5
3.0 Audit Findings	6
3.1 Organisation and Management	6
3.2 Review and Updating of Documented Policies and Procedures	7
3.3 Authorised Officers	8
3.4 Facilities and Equipment	9
3.5 Food and Feeding Stuffs Premises Inspections	10
3.6 Food, Feeding Stuffs and Food Premises Complaints	11
3.7 Food and Feeding Stuffs Premises Database	12
3.8 Food and Feeding Stuffs Inspection and Sampling	13
3.9 Food Safety Incidents	14
3.10 Enforcement	15
3.11 Records and Inspection Reports	17
3.12 Internal Monitoring	18
4.0 Previous Audits	19
Action Plan for East Renfrewshire Council	21
Annex : Glossary	23

1.0 Introduction

- 1.1 This report records the results of the audit under the headings of the Food Standards Agency Food Law Enforcement Standard. It is publicly available on the Food Standards Agency website at: <http://www.food.gov.uk/enforcement/audits>

Reason for the Audit

- 1.2 The power to set standards, and monitor and audit Local Authority food law enforcement services was conferred on the Food Standards Agency by the Food Standards Act 1999 (the Act) and Regulation 8 of The Official Feed and Food Controls (Scotland) Regulations 2005 (the Regulations). The audit of the food service at the East Renfrewshire Council was undertaken under section 12(4) of the Act and regulation 8(4) of the Regulations as part of the Agency in Scotland's core audit programme.

Audit Scope

- 1.3 The audit covered East Renfrewshire Council's official control services for food hygiene, food standards and feeding stuffs. The on-site element of the audit took place at the Authority's offices at 14 Lowndes Street, Barrhead between 27 and 30 August 2007.
- 1.4 This core audit covered the following elements of The Standard:
- Organisation and Management
 - Review and Updating of Documented Policies and Procedures
 - Authorised Officers
 - Facilities and Equipment
 - Food and Feeding Stuffs Premises Inspections
 - Food, Feeding Stuffs and Food Premises Complaints
 - Food and Feeding Stuffs Premises Database
 - Food and Feeding Stuffs Inspection and Sampling
 - Food Safety Incidents
 - Enforcement
 - Records and Inspection Reports
 - Internal Monitoring

Background

- 1.5 East Renfrewshire is situated directly to the South of the City of Glasgow, approximately two thirds of the area being rural farmland encompassing the villages of Neilston, Uplawmoor, Waterfoot and Eaglesham. The remaining area is made up of the mainly suburban residential areas of Thornliebank, Giffnock, Clarkston, Newton Mearns and the town of Barrhead.

- 1.6 The area covers approximately 67 square miles (174 square kilometres). However, although it is one of the smallest Local Authority areas in Scotland, its population is one of the most ethnically diverse in the country.
- 1.7 East Renfrewshire has a growing population, with a rising percentage of older citizens, increasing school numbers, and the highest proportion of families in Scotland.
- 1.8 The area has good transport links, including the M77, and its geographical proximity to Glasgow means that there is a high level of commuting from East Renfrewshire into the City.

Resources

- 1.9 The 2007-2008 Food and Feeding stuffs Service Plan indicates that Environmental Health and Food Safety Officers are responsible for carrying out official controls relating to food safety and standards. Trading Standards Officers carry out official controls relating to feeding stuffs.
- 1.10 The food safety and standards official control service has an establishment of 3.5 Full Time Equivalent (FTE) posts. The feeding stuffs service has 0.25 FTE posts
- 1.11 The Authority's budgets for the food safety and standards and the feeding stuffs official control services for 2007-2008 are stated in the Service Plan as:

	Food	Feeding Stuffs
Staffing	Not stated	Not stated
Travel and Subsistence	Not stated	Not stated
Sampling and testing	£25,000	£1000
Equipment	Not stated	Not stated
Income	(£200)	
Total	Not stated	Not stated

Executive Summary

- 2.1 East Renfrewshire Council is a Scottish Unitary Local Authority and therefore has responsibility for conducting food hygiene, food standards and feeding stuffs official controls within the Authority's area;
- 2.2 The Authority has a 2007-2008 Food and Feeding stuffs Service Plan covering food hygiene and food standards law official controls that generally meets the requirements of the Service Planning Guidance in the Framework Agreement;
- 2.3 An annual performance review based on the 2006-2007 Service Plan has been carried out, and both this and the Service Plan had been reported to, and approved by, the relevant Director at the time of the audit;
- 2.4 According to the 2007-2008 Service Plan, 445 businesses in the Authority's area are subject to food hygiene and standards official controls. There are also 16 registered establishments under feeding stuffs legislation;
- 2.5 The Authority has appointed authorised officers and inspectors to carry out food safety, standards and feeding stuffs official controls, and qualification and training records for officers who are responsible for food law official controls generally demonstrate that officers are appropriately qualified, trained and experienced;
- 2.6 Food hygiene and food standards premises inspections are being conducted at the minimum frequencies required by the Food Law Code of Practice, and audit and inspection records are sufficiently detailed to demonstrate that inspections and audits have assessed compliance with relevant legislation;
- 2.7 Food complaints and complaints about the hygiene of food business premises are being investigated appropriately, although in some cases complainants and food business operators are not being updated about the progress and outcome of investigations;
- 2.8 Sampling policies, procedures and programmes for food and feeding stuffs have been developed and are being implemented, and adverse food and feeding stuffs sample results are being followed-up appropriately;
- 2.9 Officers use a range of official control options to secure compliance, including letters, voluntary surrenders of food for destruction, hygiene improvement notices, voluntary closures of food business premises, hygiene emergency prohibition procedures, and reports to the Procurator Fiscal. However, the Authority is not completely following the Food Law Code of Practice and centrally issued guidance in relation to the use of some official control options;
- 2.10 Service performance is being monitored in accordance with required standards, and any non-conformities that are identified are being followed-up appropriately.

3.0 Audit Findings

3.1 Organisation and Management

- 3.1.1 The Authority has a 2007-2008 Food and Feeding stuffs Service Plan covering official controls for food hygiene, food standards and feeding stuffs.
- 3.1.2 The Service Plan refers to the Authority's corporate objectives and plans, and generally meets the requirements of the Service Planning Guidance in the Framework Agreement
- 3.1.3 The Service Plan also takes account of variances in service delivery that were identified in the performance review of the 2006-2007 Service Plan. The performance review and the service plan had been reported to, and approved by, the relevant Director.
- 3.1.4 The Authority explained that this was due to the Authority's Cabinet style of corporate governance under which many of the Authority's powers and duties had been delegated to Directors and other officers.
- 3.1.5 The Service Plan indicates that the Authority has adopted an alternative enforcement strategy for food businesses in the lowest risk category for food hygiene. This strategy comprises a visit to the premises and the delivery of a package of food safety information that is relevant to the food business concerned.

3.1.6 <i>Non Conformity</i>

None in this section

3.2 Review and Updating of Documented Policies and Procedures

- 3.2.1 The Authority has a system for controlling standard documents, including policies, procedures and standard forms relating to the official control activities covered by the Standard in the Framework Agreement.
- 3.2.2 Officers have access to up to date copies of relevant documents, including legislation, the Food Law Code of Practice and Practice Guidance, Industry Guides, and other appropriate documentation. These are available both in hard copy and online via the Internet.
- 3.2.3 Master copies of internal policies, procedures and standard documents are held centrally on the corporate network and are available to officers for use as and when required. Up to date copies of other documents are available online via the Internet.
- 3.2.4 However, it was evident during the course of the audit that some officers had in the past changed and then used some standard documents inappropriately, that this had been recognised by the authority and instructions issued to control the practice. However evidence was found that subsequent to the instructions being issued the practice was still continuing to occur.
- 3.2.5 Internal policies and procedures have been updated to take account of the Food Law Code of Practice and Practice Guidance, and the EC Hygiene and Official Control Regulations that came into force in January 2006.

3.2.6 *Non Conformity*

The Authority has a control system in place for documents, however in one instance it has not ensured that changes to controlled documents are correctly authorised.

[The Standard – 4.2]

3.3 Authorised Officers

- 3.3.1 The Authority has a documented procedure for the authorisation of officers in accordance with the Food Law Code of Practice.
- 3.3.2 Delegated powers give the Director the authority to authorise officers for the performance of statutory duties. This includes the appointment and authorisation of officers to conduct official controls for food safety, food standards and feeding stuffs.
- 3.3.3 Officers are issued with authorisation documents that list the legislation under which they are authorised in accordance with the documented procedure and the Scheme of Delegation.
- 3.3.4 Trading Standards staff are authorised under the Agriculture Act, the European Communities Act, and Regulations made under those Acts, which includes feeding stuffs legislation.
- 3.3.5 Environmental Health and Food Safety Officers are authorised under the Food Safety Act, the Food and Environment Protection Act, and Regulations made under the European Communities Act.
- 3.3.6 Qualification and training records for the environmental health staff that were examined during the course of the audit demonstrated that officers are appropriately qualified for the range of official controls and other duties they are authorised to perform.
- 3.3.7 However, some officers currently not working in food law enforcement who have been authorised by the Authority to conduct occasional official controls for food safety and standards are not achieving the minimum 10 hours continuing development training per year required by the Food Law Code of Practice
- 3.3.8 Officers' training needs are being identified, and training records including the duration of the training that has been undertaken, are being kept as required by the Food Law Code of Practice.
- 3.3.9 The Authority has appointed appropriate lead Officers with responsibility for food safety and food standards official controls as required by the Food Law Code of Practice, and for official controls for feeding stuffs.

3.3.10 *Non Conformity*

Some officers who are authorised to conduct food safety and standards official controls are not achieving the minimum 10 hours per year continuing development training required by the Food Law Code of Practice;
[The Standard – 5.3]

3.4 Facilities and Equipment

- 3.4.1 The Authority has provided the facilities and equipment that are necessary to enable the food and feeding stuffs official control services to function effectively.
- 3.4.2 There is a documented procedure for the calibration and checking of equipment, and relevant equipment is being calibrated and checked in accordance with the documented procedure. Calibration certificates and other records are available.
- 3.4.3 It was evident from reports that were requested and produced during the course of the audit that the computer system is capable of providing information required by the Food Standards Agency.
- 3.4.4 The Authority has security and backup systems that it is satisfied are sufficient to minimise the risk of corruption or loss of information held on the databases.

3.4.5 *Non Conformity*

None in this section

3.5 Food and Feeding Stuffs Premises Inspections

- 3.5.1 The Authority has documented inspection procedures and record forms covering food safety, food standards and feeding stuff premises inspections. Food hygiene inspection procedures have been updated to take account of Regulations EC 852/2004 and EC 853/2004.
- 3.5.2 Trading Standards inspection procedures have been updated to take account of new legislation relating to feeding stuffs.

Food Hygiene and Standards

- 3.5.3 Files relating to ten premises that are subject to Regulation EC 852/2004, ten premises that are subject to food standards regulations, one establishment subject to Regulation EC 853/2004, and two dairy farms were checked during the course of the audit.
- 3.5.4 All had been inspected at the correct frequency, having regard to the risk-rating scheme in the Food Law Code of Practice, and primary and secondary inspections are clearly differentiated in reports, letters and database records.
- 3.5.5 Spreadsheets that were produced from the database during the course of the audit indicated that no food hygiene and food standards inspections were overdue

Feeding Stuffs

- 3.5.6 Sixteen feeding stuffs premises have been registered under feeding stuffs legislation, all of which have been risk-rated under the LACORS scheme and included in the Trading Standards inspection programme

3.5.7 <i>Non Conformity</i>

None in this section

3.6 Food, Feeding Stuffs and Food Premises Complaints

- 3.6.1 The Authority has documented procedures covering the investigation of consumer complaints about food, feeding stuffs and the hygiene of food premises.
- 3.6.2 Records of three food hygiene complaints, four food standards complaints, and four complaints about the hygiene of food premises were examined during the course of the audit and compared with the Food Law Code of Practice, centrally issued guidance, and the Authority's own documented procedures.
- 3.6.3 It was evident from the records examined during the course of the audit that officers are generally carrying out investigations in accordance with relevant documented procedures and centrally issued guidance. However, in some cases, complainants and food business operators have not been updated and informed about the progress and outcome of investigations.
- 3.6.4 There had been no complaints about feeding stuffs in the twelve months prior to the audit.

3.6.5 *Non Conformity*

In relation to keeping complainants and food business operators updated and informed about the progress and outcome of investigations, the Authority is not completely following an internal policy, the Food Law Code of Practice and other centrally issued guidance.

[The Standard – 8.2]

3.7 Food and Feeding Stuffs Premises Database

- 3.7.1 The Authority has set up a database of premises in its area that are subject to food and feeding stuffs official controls, and has documented procedures for keeping the database accurate and up to date.
- 3.7.2 Twelve addresses of businesses that appeared to be food businesses in the Authority's area were randomly selected from the local business directory and checked against the food premises database.
- 3.7.3 Ten of the addresses were recorded on the database, the other two being outside the area. Of the ten that were within the area, one business was recorded as being closed, nine were included in the food hygiene inspection programme, and six were in the food standards programme.
- 3.7.4 Two spreadsheets that were produced from the database during the course of the audit indicated some apparent anomalies in the data, although these were all explained satisfactorily on further investigation

3.7.5 *Non Conformity*

None in this section

3.8 Food and Feeding Stuffs Inspection and Sampling

- 3.8.1 The Authority has documented policies and procedures covering the sampling of food for microbiological examination and chemical analysis and for the sampling of feeding stuffs.
- 3.8.2 These documented policies and procedures relate to planned food and feeding stuffs sampling programmes covering participation in co-ordinated sampling surveys, sampling of locally produced food and feed, and sampling in connection with consumer complaints and other incidents.
- 3.8.3 Eight records that had been logged as food samples and two of feeding stuffs were examined, all of which had been taken in accordance with documented procedures, centrally issued guidance, and the Authority's planned food and feeding stuffs sampling programmes.
- 3.8.4 Sample results were recorded on the UK Food Surveillance System database and the Authority's own database. Hard copy records were also retained in central files.
- 3.8.5 Sample results that had been reported as unsatisfactory had been notified to the business concerned and had generally been followed-up appropriately.

3.8.6 *Non Conformity*

None in this section

3.9 Food Safety Incidents

- 3.9.1 The Authority has an e-mail system that is capable of receiving Food Alerts that are issued by the Food Standards Agency Scotland.
- 3.9.2 There is also a documented procedure for dealing with Food Alerts and Food Safety Incidents that takes account of the Food Alert system in the Food Law Code of Practice.
- 3.9.3 The auditors examined records of ten Food Alerts that had been issued by the Food Standards Agency Scotland in the weeks prior to the audit, all of which were for information.
- 3.9.4 Records of all ten were available in electronic format and generally met the requirements of the Food Law Code of Practice and centrally-issued guidance, although in some cases the Authority's response to the food alert was not specifically recorded.

3.9.5 *Non Conformity*

None in this section

3.10 Enforcement

- 3.10.1 The Authority has documented Enforcement Policies covering official controls for food hygiene, food standards and feeding stuffs, although these had not yet been approved by the relevant Member forum at the time of the audit.
- 3.10.2 It was evident that officers make use of a range of informal and formal enforcement options, including letters, voluntary surrenders of food for destruction, hygiene improvement notices, voluntary closures, hygiene emergency prohibition procedures, and reports to the Procurator Fiscal.
- 3.10.3 Records of ten hygiene improvement notices that were examined indicated that notices themselves generally met statutory requirements and centrally issued guidance, in particular LACORS guidance on the drafting and service of hygiene improvement notices.
- 3.10.4 However the address of the local Sheriff court was not included with notices, and in some cases there was no timely check on compliance, no written application for an extension of time where an extension had been given, and no letter to confirm that measures taken had been satisfactory.
- 3.10.5 The one file relating to a report to the Procurator Fiscal that was examined included a comprehensive officer report and other evidence to justify the decision to refer the matter to the Procurator Fiscal for consideration of prosecution.
- 3.10.6 The voluntary surrender of food for destruction is not being processed and recorded in accordance with the Food Law Code of Practice and centrally issued guidance. In particular, the certificate did not state that food was being “voluntarily surrendered for destruction”, was not countersigned by the person surrendering the food, did not record the time, place or method of destruction, and the file did not include a copy of the waste transfer note.
- 3.10.7 Procedures for dealing with the voluntary closure of food businesses generally met the requirements of the Food Law Code of Practice and centrally issued guidance. However, in one case records were missing which meant it was not possible to determine whether the Authority’s procedures had been followed in that case.
- 3.10.8 Hygiene emergency prohibition notices are drafted, served and processed in accordance with statutory requirements and centrally issued guidance, although it was noted that, following advice from the Authority’s legal department, an application for a hygiene emergency prohibition order had not been made within the statutory period.
- 3.10.9 The alternative enforcement strategy for businesses in the lowest risk category for food hygiene appeared to be working effectively, with initial letters having been sent to all relevant businesses and follow-up visits undertaken.

3.10.10 Decisions on official control options had evidently taken account of the particular circumstances of each case, and in the cases that the auditors examined the decisions appeared to have been proportionate and correct.

3.10.11 *Non Conformity*

In relation to approval of the Enforcement Policies, follow-up of hygiene improvement notices, application for an hygiene emergency prohibition order, voluntary surrender of food for destruction, and voluntary closure of food businesses, the Authority is not completely following the Food Law Code of Practice and centrally issued guidance.

[The Standard – 15.2]

3.11 Records and Inspection Reports

- 3.11.1 Records and reports of inspections and audits of food businesses under Regulation EC 852/2004 and under food standards regulations are sufficiently detailed to demonstrate both the scope and the outcome of official controls.
- 3.11.2 Records and reports of inspections and audits carried out at establishments subject to Regulation EC 853/2004 are based on the relevant inspection form.
- 3.11.3 These records and reports also include sufficient detail, including the current operation of the business, operations carried out, products produced, the effectiveness of CCPs, CCP records, and the use of identification marks and commercial documents.
- 3.11.4 Post-inspection reports that meet the requirements of Annex 6 of the Food Law Code of Practice are left at the conclusion of each inspection or audit and are followed-up by a letter in all cases.

3.11.5 <i>Non Conformity</i>

None in this section

3.12 Internal Monitoring

- 3.12.1 The Authority has documented monitoring procedures covering its food and feeding stuffs official control services.
- 3.12.2 There was evidence that performance is being monitored on a regular basis and that qualitative and quantitative monitoring is taking place through file checks, checks on the database, checks on reports, correspondence and other records, and accompanied inspections and other visits.
- 3.12.3 It was also evident that non-conformities that are identified are addressed so as to achieve a continuing improvement in service.

3.12.4 <i>Non Conformity</i>

None in this section

4.0 Previous Audits

- 4.1 East Renfrewshire Council's Food Standards Agency audit files for 2001, 2002 and 2003 have been closed. The Authority has fully implemented its action plans in relation to those audits.

Auditors:

Tony Wheale
Graham Forbes
Neil Leitch

Food Standards Agency Scotland
Food Law Enforcement Audit Branch
6th Floor, St Magnus House
25 Guild Street
Aberdeen
AB11 6NJ

Telephone: 01224 285192
Fax: 01224 285110
E-mail: graham.forbes@foodstandards.gsi.gov.uk

ACTION PLAN FOR EAST RENFREWSHIRE COUNCIL

TO ADDRESS (NON CONFORMITY INCLUDING STANDARD PARAGRAPH)	BY (date)	IMPROVEMENTS PLANNED	COMMENTS
<p>The Authority has a control system in place for documents, however in one instance it has not ensured that changes to controlled documents are correctly authorised.</p> <p>[The Standard – 4.2]</p>	<p>Had already been dealt with prior to audit.</p>	<p>Instructions, including minuted instructions had been issued to Officers about only using standard documentation and regular checks made to ensure compliance.</p>	
<p>Some officers who are authorised to conduct food safety and standards official controls are not achieving the minimum 10 hours per year continuing development training required by the Food Law Code of Practice.</p> <p>[The Standard – 5.3]</p>	<p>31 December 2007</p>	<p>Any Officers who have not achieved 10 hours continuing development training in food safety will not be authorised to enforce food safety legislation. This will be reviewed on an annual basis.</p>	
<p>In relation to keeping complainants and food business operators updated and informed about the progress and outcome of investigations, the Authority is not completely following an internal policy, the Food Law Code of Practice and other centrally issued guidance.</p> <p>[The Standard – 8.2]</p>	<p>29 Sept 2007</p>	<p>A standard letter has been compiled and placed in the common drive of the server to enable all Officers to access. At the Commercial Team meeting of 2nd October 2007, all Officers were instructed that follow up by this means must be used to advise food businesses and customers of the outcome of any food complaint</p>	

<p>In relation to approval of the Enforcement Policies, follow-up of hygiene improvement notices, application for an hygiene emergency prohibition order, voluntary surrender of food for destruction, and voluntary closure of food businesses, the Authority is not completely following the Food Law Code of Practice and centrally issued guidance.</p> <p>[The Standard – 15.2]</p>	<p>12 Sept and 15 Oct 2007</p>	<p>The Authority <u>had</u> complied with Section 15.2 in relation to setting up and maintaining documented procedures had been addressed prior to Audit. The non-conformance in relation to implementation was addressed at the Officers meeting of 2 October, 2007.</p> <p>The Legal advice given to the Section was in relation to application for an Emergency Hygiene Prohibition Order and indication was that this should be done through the Authority's Legal Department. Clear guidance has been inserted into the relevant Procedure to indicate that the Officers involved in the Emergency Prohibition Notice service should pursue the Order through the Court in future.</p> <p>The Voluntary Surrender Procedure has been altered to remove the requirement to issue a Regulation 27 Certificate and although the waste transfer note is inspected at the time of visit by Officers, the insertion of details regarding the transfer note has been added to the Voluntary Surrender Form</p>	
--	------------------------------------	--	--

Glossary

Agricultural Analyst	A person, holding the prescribed qualifications, who is formally appointed by a Local Authority to analyse feeding stuffs samples.
Approved premises	Food manufacturing premises that has been approved by the Local Authority, within the context of specific legislation, and issued a unique identification code relevant in national and/or international trade.
Authorised Officer	A suitably qualified Officer who is authorised by the Local Authority to act on its behalf in, for example, the enforcement of legislation.
Best Value	<p>A Government policy which seeks to improve local government performance in the delivery of services to local communities – from education and care for the elderly through to environmental health and road maintenance. Best Value aims to ensure that the cost and quality of these services are of a level acceptable to local people by:</p> <ul style="list-style-type: none"> • increasing the role of local people in deciding the priorities for local government services • improving the way authorities manage and review their business • building on the experience and expertise of staff.
Border Inspection Post	Point of entry into the UK from non-EU countries for products of animal origin.
Code of Practice	Government Code of Practice issued under Section 40 of the Food Safety Act 1990 as guidance to Local Authorities on the enforcement of food legislation.
Enforcement Concordat	Government guidance setting out principles and procedures of good enforcement which Local Authorities 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 Local Authority to enforce food safety legislation.
Feeding stuffs	Term used in legislation on feed mixes for farm animals and pet food.
Food Examiner	A person holding the prescribed qualifications who undertakes microbiological analysis on behalf of the Local Authority.
Food Alerts	This is a system operated by the Food Standards Agency to alert the public and Local Authorities to national or regional problems concerning the safety of food.
Food hygiene	The legal requirements covering the safety and wholesomeness of food.
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 set out in the Standard.</p>
Full Time Equivalent (FTE)	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.
HACCP	Hazard Analysis Critical Control Point – a food safety management system used within food businesses to identify points in the production process where it is critical for food safety that the control measure is carried out correctly, thereby eliminating or reducing the hazard to a safe level.

Home Authority	An authority where the relevant decision making base of an enterprise is located and which has taken on the responsibility of advising that business on food safety/food standards issues. Acts as the central contact point for other enforcing authorities' enquiries with regard to that company's food related policies and procedures.
Hygiene Improvement Notice	A notice served by an Authorised Officer of the Local Authority under Regulation 6 of The Food Hygiene (Scotland) Regulations 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 or food processing legislation.
Hygiene Emergency Prohibition Notices and Orders	A notice served by an Authorised Officer of the Local Authority under Regulation 8 of The Food Hygiene (Scotland) Regulations 2006 where the Officer is satisfied that the health risk condition is fulfilled with respect to any food business.
Improvement notice	A notice served by an Authorised Officer of the Local Authority under Section 10 of The Food Safety Act 1990 requiring the proprietor of a food business to carry out suitable works to ensure that the business complies with the requirements of food hygiene or food processing legislation.
Inter Authority Auditing	A system whereby Local Authorities might audit each others food law enforcement services against an agreed quality standard.
Member forum	A Local Authority forum at which Council Members discuss and make decisions on food law enforcement services.
Minded to Notice	A notice served by an Authorised Officer of the Local Authority under the Deregulation (Improvement of Enforcement Procedures) (Food Safety Act 1990) Order 1996. This notice is served prior to an 'improvement notice' and gives food business proprietors a specified period to make either a written or oral representation to the enforcement Authority about the enforcement action.
Monitoring/OCD returns	Returns on local food law enforcement activities required to be made to the European Union under the Official Control of Foodstuffs Directive.
Originating Authority	An authority in whose area a business produces or packages goods or services and for which the Authority acts as a central contact point for other enforcing authorities' enquiries in relation to the those products
Public Analyst	An Officer, holding the prescribed qualifications, who is formally appointed by the Local Authority to carry out chemical analysis of food samples.
Risk rating	A system that rates food premises according to risk and determines how frequently those premises should be inspected. For example, high risk premises should be inspected at least every 6 months.
Service Plan	A document produced by a Local Authority setting out their plans on providing and delivering a food service to the local community.
Trading Standards	The Department within a Local Authority which carries out, amongst other responsibilities, the enforcement of food standards and feeding stuffs legislation.
Trading Standards Officer (TSO)	Officer employed by the Local Authority who, amongst other responsibilities, may enforce feeding stuffs legislation.
Unrated premises	Food premises which have not yet been inspected to allocate a risk rating. These are often premises that have recently opened or are about to open.