

**REPORT TO: ENVIRONMENTAL AND CONSUMER PROTECTION COMMITTEE  
- 19<sup>th</sup> August 2002**

**REPORT ON: SECOND FOOD STANDARDS AGENCY AUDIT (FSA)**

**REPORT BY: DIRECTOR OF ENVIRONMENTAL AND CONSUMER PROTECTION**

**REPORT NO: 598-2002**

**1.0 PURPOSE OF REPORT**

- 1.1 To advise the committee of the outcome of the second audit, including the final report, executive summary, five areas of non conformance in terms of the Framework agreement on Local Authority Food Law Enforcement and proposed follow up action.

**2.0 RECOMMENDATIONS**

- 2.1 That the committee notes the contents of the report which were placed on the FSA website on 1<sup>st</sup> August 2002.

**3.0 FINANCIAL IMPLICATIONS**

- 3.1 All costs will be contained within the existing Environmental and Consumer Protection Department Revenue Budget.

**4.0 DUNDEE 21 IMPLICATIONS**

- 4.1 Ongoing audits by the FSA will ensure that the City Council's food law enforcement service complies with the Framework Agreement on Food Law Enforcement (The Standard).

**5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None.

**6.0 BACKGROUND**

- 6.1 Reference is made to report No. 106-2002 submitted to this committee on 18<sup>th</sup> February 2002.
- 6.2 The above report outlined the findings of the first audit of the Council's food law enforcement activities, wherein four areas of non-conformance were identified.
- 6.3 A second audit has now been carried out by the FSA examining different aspects of The Standard from those examined in the audit described above.

- 6.4 The second audit also considered the four non-conformances identified in the first audit, and the auditor confirmed that all of these were rectified in the specified timescale.
- 6.5 As stated, the second audit undertaken on 30<sup>th</sup> April and 1<sup>st</sup> May 2002, concentrated on different aspects from the first audit.
- 6.6 Those elements covered by the second audit were as follows: -
- Organisation and Management (The Standard 3)
  - Review and Updating of Documented Policies and Procedures (The Standard 4)
  - Food and Feeding Stuffs Premises Inspections (The Standard 7)
  - Advice to Businesses (The Standard 10)
  - Enforcement (The Standard 15)
  - Internal Monitoring (The Standard 19)
  - Food and Feedingstuffs Safety and Standards Promotion (The Standard 21)
- 6.7 The Environmental and Consumer Protection Department's Food Law Enforcement Team's strengths were identified in the Executive Summary and these are shown at Appendix 1.
- 6.8 Six Key Areas for Improvement were identified in the Executive Summary and these are shown at Appendix 2. As the current Service Plan expires in 2002, it was known that a new plan would require to be produced. Five areas of non-conformance in current practice were therefore identified, and two of these were in the process of implementation before the audit was conducted.
- 6.9 Details of the Action Plan are shown at Appendix 3.

## **7.0 CONSULTATIONS**

- 7.1 The Chief Executive  
The Director of Finance  
The Director of Support Services

## **8.0 BACKGROUND PAPERS**

- 8.1 Food Standards Agency Audit Report – 1<sup>st</sup> July 2002

## **9.0 SIGNATURE**

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Director of Environmental and Consumer Protection

Date: 25<sup>th</sup> July 2002

## **APPENDIX 1**

### **Environmental and Consumer Protection Department Food Law Enforcement Team - Strengths**

***Authorisation and Training*** – Staff in the food team are correctly authorised and the Authority continues to have good arrangements in place for staff training.

***Food Hygiene Inspections*** – From the files checked it appears that premises are inspected at the minimum frequency required by the Food Safety Act Code of Practice No. 9: Food Hygiene Inspections.

The files relating to those premises that require to be licensed as a Butchers' Shop are particularly detailed.

***Advice to Business*** – It is evident that the Authority is providing comprehensive information and advice to local businesses.

***Food Premises Database*** – A check on the accuracy of the database showed that 15 out of 15 businesses randomly selected had been entered. The information contained is both constructive and comprehensive.

***Food Safety Promotion*** – The Authority are actively implementing food safety promotion.

***Follow Up Action to Year 1 Non-Conformances*** – These have been completed within the specified time-scale.

## **APPENDIX 2**

### **Environmental and Consumer Protection Department Food Law Enforcement Team - Key Areas for Improvement**

***Service Plan*** – A Service Plan for 2002/2003 requires to be produced.

***Reports*** – Reports to proprietors are inconsistent and the contents didn't fully meet the requirements of Code of Practice No: 9.

***Product Specific Premises*** – The files for premises approved by the Authority under product specific legislation are not detailed enough. However this is currently being addressed.

***Documented Procedures*** – A procedure for document control has recently been approved, this requires to be fully implemented.

***Internal Monitoring*** – A procedure has recently been approved, this requires to be fully implemented.

***Enforcement*** – The Authority need to review the administration of their formal notices. There is a need for additional staff training in this area and an increased level of internal monitoring.

### **APPENDIX 3**

#### **Environmental and Consumer Protection Department Food Law Enforcement Team – Action Plan Following Up April/May Audit**

<b>NON CONFORMANCE UNDER THE FRAMEWORK AGREEMENT ON LOCAL AUTHORITY FOOD LAW ENFORCEMENT</b>	<b>FOLLOW-UP ACTION</b>	<b>AGREED COMPLETION DATE</b>
(The Standard 3.1)	A Service Plan will be provided by 27 August 2002 for approval at Environmental and Consumer Protection Department Committee on 16 September 2002.	16 September 2002
(The Standard 4.2)	a) All Officers to conduct a self-audit by end of August 2002.  b) Phased review of documents to begin September 2002 and completed by September 2003.	August 2002  September 2003
(The Standard 11.2)	The documented procedure will be finalised and issued by 31 July 2002.	31 July 2002
(The Standard 15.2)	All officers will be instructed by e-mail to ensure a letter is sent to proprietors confirming compliance on expiry of Improvement Notice by 1 July 2002. The Enforcement Policy Operating Procedures will be amended by 31 July 2002 to include such a requirement.	31 July 2002
(The Standard 16.1)	All Officers will be instructed by e-mail to ensure that all proprietors are given written reports covering all the heading specified in Annex 3 of COP 9 by 1 July 2002.  Special briefings on improving consistency of reports will be held by mid August 2002 and this topic will thereafter be a standing item in Food Safety team meetings.	1 July 2002  Mid August 2002

(The Standard 19.1)	<p>The procedure will be implemented through the following actions in the year 2002-2003.</p> <p>The period August 2002-November 2002.</p> <ol style="list-style-type: none"> <li>1. Monitoring Officer to carry out 1 Document Check per officer.</li> <li>2. Each officer to carry out 1 self-check.</li> </ol> <p>From September 2002 to March 2003.</p> <p>Monitoring Officer to carry out 1 accompanied visit per officer.</p>	March 2003
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