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FEED & FOOD SERVICE PLAN

2015 – 2016

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SECTION 1: SERVICE AIMS AND OBJECTIVES

1.1 Food Service Aims and Objectives

- 1.1.1 Local Authorities have a statutory duty to enforce food and feed law as part of the UK's national "Official Controls" overseen and audited by the Food Standards Agency. Local Authorities must produce a plan setting out how they will deliver that function. This document discharges that duty for Rhondda Cynon Taff County Borough Council and has been written in accordance with The Food Standards Agency's Framework Agreement, which is based on statutory Codes of Practice.
- 1.1.2 In producing this plan, Rhondda Cynon Taff County Borough Council has included a range of strategies, activities and interventions to discharge its statutory duties and to support the achievement of the Council's wider strategic objectives and relevant National Enforcement Priorities. We seek to balance a risk-based, proactive inspection programme (and, where necessary, proportionate enforcement action) with tailored advice and support for local businesses to help them comply. We compliment this by providing information to the general public to enable them to make informed choices about the food they consume.
- 1.1.3 This plan is integrated with the Public Health and Protection Department's Strategic and Operational Business Plans (2015 -16).

The Strategic Action Plan sets out what we are trying to achieve:

"Services that protect and improve health, promote safety and well being"

Which contributes to the strategic objective to implement "Better Regulation" to support legitimate businesses to thrive and contribute to the economy.

This supports all three core themes of the Single Integrated Plan namely Safety, Health & Prosperity. It also contributes to one of the eight Improvement Objectives listed in the Wales Programme for Improvement Plan i.e. "protecting people from harm".

The [Operational Plan 2015-16](#) describes how we will effect these strategic objectives. The Plan briefly reflects on the previous year's activity and includes the following observations on the feed and food function:

- In 2014 the Food Standards Agency –carried out an audit of the Food Safety and Standards Service to test our response to the findings of the Public Inquiry into the Outbreak of E. coli O157 in South Wales and our Management of Interventions at New Food Businesses. Auditors were able to verify from the records examined that all Professor Pennington's recommendations had been implemented in full by the authority and that overall, the authority had arrangements in place to manage interventions at

new businesses. However, the auditors recognised that we had identified a number of process improvements in advance of the audit to ensure that new businesses were inspected within 28 of opening. These improvements had already been started at the time of the audit and they have now been completed.

- We have seen an improvement in food hygiene levels in our food premises. In 2013/14, 88.23% of our food premises were 'broadly compliant' with legislation. This figure has risen to 90.41% at the end of 2014/15.
- We have improved the number of food businesses that we inspect within 28 days of opening, from 28% at the start of 2014/15 to 55% at the end of 2014/15. Earlier intervention at these premises ensures that non compliance is remedied sooner and that consumers are protected.
- We worked with the Food Standards Agency to devise and implement an all-Wales delivery mechanism for the Official Controls of Animal Feed.

The overall objectives in relation to the feed and food function are as follows:

- To protect and improve food safety, health & safety at work and investigate and control infectious diseases. To maintain the standard of food safety in the County by targeting activity at new businesses and existing food premises that have an unsatisfactory standard of compliance with food law.
- To provide services to protect health and promote safety and well being, in particular to protect the rights of the consumer and maintain a fair trading environment.

These objectives are broken down into the following Critical Improvement Actions:

- Maintain the percentage of food establishments which are broadly compliant with food law
- Carry out proactive, risk based programme of inspection of food premises in accordance with the Food Law Code of Practice (Wales)
- Continue implementing the Food Hygiene Rating (Wales) Act 2013 and the Food Hygiene Rating (Wales) Regulations 2013 to provide informed consumer choice and to drive up food hygiene standards in food premises
- Provide advice to help focus investment to support safe and viable businesses
- To promote a fair trading environment by effective regulation targeting rogue traders whilst protecting vulnerable consumers and helping local businesses comply

- Continue to monitor the safety standards of food and feed products manufactured, imported and supplied within the Authority, with particular emphasis on food fraud, chemical contamination, allergens, GM and pesticides
 - To contribute to the quality and consistency of Trading Standards law enforcement in Wales through inter authority collaboration.
 - Delivery of collaborative arrangements for Trading Standards Services with the Cwm Taf Region
- 1.1.4 A [Trading Standards Framework Service Delivery Plan 2015/16](#) exists which in order to deliver the wider Trading Standards Regional Collaboration imperative, has been jointly produced for the third year with Merthyr Tydfil County Borough Council. The Plan links Trading Standards functions with local and national objectives and aims to improve efficiency and increase resilience through collaboration. The plan covers many Trading Standards issues (such as good practice and enforcement) generically and specifically identifies issues that relate specifically to the food and feed function.

1.2 Links to Corporate Objectives and Plans

1.2.1 The Rhondda Cynon Taff's Community Strategy 2010 - 2020 "Live, Grow, Aspire, Achieve" set out the ambitions and aspirations for the Borough but this has been superseded by the Single Integrated Plan. The Single Integrated Plan is arranged around three core themes namely Health, Safety and Prosperity.

1.2.2 The contribution made by the Food & Feed Service to the realisation of the Community Strategy remains unaltered:-

a) Children and Young People

1.2.3 A healthy diet is essential for the proper physical and mental development of children. Regulation of the supply and local production of food and supporting partners in healthy eating initiatives for school children and infants will help to develop healthy dietary patterns for adulthood. This will benefit individuals and also reduce the high levels of diet related ill health, which are currently prevalent in the Borough. A healthy diet makes it easier for children to maximise their educational and career attainments and reduces their chances of developing debilitating illnesses which reduce their earning potential and their capacity to stay economically active throughout their lives.

b) Healthier Adults and Communities

1.2.4 The levels of obesity and related ill health in the Borough are above the Welsh average and increasing. Environmental Health and Trading Standards Officers have previously worked with partners to reverse this trend through supporting healthy eating initiatives designed to encourage the provision of healthy menu options and to encourage people to adopt healthier eating habits. Nonetheless, regulation of the supply and local production of food remains a priority to protect

local consumers from food poisoning from biological and chemical contamination or adulteration of food.

- 1.2.5 We will raise awareness of food allergies and food intolerances and identify how and which products/ingredients affect certain vulnerable groups in our society.
- 1.2.6 We will work with our food manufacturers to provide advice where businesses wish to reduce the levels of fat, sugar and salt in their products.
- 1.2.7 We will monitor animal feed for chemical contamination and reduce the risk of such contamination entering the food chain.

c) Economic Regeneration

- 1.2.9 Our regulatory approach should lead to fewer burdens on local businesses, which will be better placed to survive the economic down-turn. It will enable us to focus our enforcement effort on the highest risk premises and rogue food business operators. We will take robust action to ensure that these businesses do not profit or gain a commercial advantage over responsible, broadly compliant food businesses. In this way we aim to provide a fair trading environment for local businesses as well as protection for consumers.
- 1.2.10 We will continue to implement the Food Hygiene Rating legislation to enable consumers to make informed choices about which food outlets to use or avoid. We believe this will drive up standards in the industry and provide a commercial advantage to broadly compliant businesses.
- 1.2.11 We will aim to raise awareness of the food standards requirements in relation to authenticity, traceability, allergies and labelling.

SECTION 2: BACKGROUND

2.1 Profile of Rhondda Cynon Taf

- 2.1.1 Rhondda Cynon Taf County Borough Council was formed in April 1996 as a result of Local Government Reorganisation. Based on the most recent population estimates from the Census conducted in 2011, Rhondda Cynon Taf is the third largest local authority in Wales with a population of 234,410. Our population growth is following national trends with more people aged over 65 years old, but no major increase in other age groups. Within this we have an ethnic minority population of less than 3%, which is below the Welsh average of over 4%. We are the third most deprived local authority overall and this is reflected by the high levels of unemployment, inequalities in health and low educational achievement in the County Borough. But we do have big differences in deprivation at a local level. This can be illustrated by the differences in health and affluence across Rhondda Cynon Taf. There are significant differences in healthy life expectancy across the County Borough.
- 2.1.2 The area covers 44,000 hectares and stretches from Treherbert and Maerdy at the top of the Rhondda Valleys, to Penderyn in the Brecon Beacons National Park. The Heads of the Valleys road and the A470 link the top of the Cynon Valley to the large town of Pontypridd to the south at Taff's Well, close to the M4 Corridor, which passes through the south west of the County Borough near Talbot Green.
- 2.1.3 The area is quite distinct with three valleys in the north where communities have historically been built around coal mining to the southern areas centred around the two main towns of Pontypridd and Talbot Green. Rhondda Cynon Taf is bordered by seven other Unitary Authorities; Powys and Merthyr to the north, Caerphilly to the east, Cardiff and the Vale of Glamorgan to the south and Bridgend, Neath and Port Talbot to the west.
- 2.1.4 There are a significant number of deprived areas in Rhondda Cynon Taf, particularly concentrated in the Valley areas with 8 Communities First Areas. The 2011 Census highlighted an unemployment rate of 6.1% for males and 3.4% for females. The ethnic population comprises 97.4% white, 0.6% mixed, 0.6% black, 1.3% Asian and 0.1% for Chinese and other ethnic groups.

2.2.0 Organisational Structure

2.2.1 Part 3 of The Council's Constitution sets out the Elected Members' responsibilities. The Leader's Scheme of Delegation of Executive Functions sets out the responsibilities of the nine Cabinet Members and is covered in Part 3A.

2.2.2 County Borough Councillor Mike Forey is responsible for the Feed and Food Official Controls exercised through The Group Director Community and Children's Services and The Service Director Public Health and Protection. Cllr Forey's full portfolio is as follows:

- Champion for Older People
- Liaison with the Health Service and its Partnerships Arrangements
- Health Education
- Well-being services
- Care Strategies
- Older People
- Community Health Care
- Community Day Centres
- Residential Care
- Home Care
- Physical Disability Services
- Mental Health
- Mental Health Champion
- Environmental Health

2.2.3 The Council's Management Structure is set out in Part 7 of the Constitution, which is reproduced in Appendix 1.

2.2.4 The Food Service is located within the Public Health & Protection Department of the Council and is delivered by the Food and Health and Safety Team (dealing with food hygiene and food safety) and the Food Standards and Farm Enforcement Team (dealing with food and agricultural standards, feed hygiene and food hygiene at primary production and Animal Health & Welfare).

2.2.5 The Food and Health and Safety Manager and the Food Standards and Farm Enforcement Manager are Officers with special responsibility as they manage the food hygiene and food standards elements of the food service. Their areas of responsibility fall within the remit of the Head of Environmental Health, Trading Standards and Community Safety.

2.2.6 Appendix 2 shows the management structure of the Public Health & Protection Department.

2.2.7 Provision of Specialist Services

Food and water samples may be analysed for bacteriological levels at:

Public Health Wales – Microbiology Lab
Llandough Hospital
Penlan Road
Penarth
CF64 2XX

Faecal samples are analysed at:

Public Health Wales – University Hospital of Wales
Heath Park
Cardiff
CF14 4XW

Royal Glamorgan Hospital
Ynysmaerdy
Pontyclun
CF72 8XR

Food and animal feed will be analysed for complaints, composition, authenticity and nutrition by the Public Analyst based at:

Public Analyst Scientific Services Limited
Valiant Way
Wolverhampton
WV9 5GB

2.3.0 The Scope of the Feed and Food Service

2.3.1 The food service for Rhondda Cynon Taf is provided by the following teams located within Public Health & Protection –

- Food and Health & Safety
- Trading Standards

2.3.2 The following functions are undertaken by the Food Service;

- Food premises registration;
- Approval of premises covered by product specific legislation;
- Undertake a programme of food hygiene and standards interventions and re-visits;

- Enforcement activities such as warning, formal notices and closures, cautions and prosecutions in line with the Corporate Enforcement Policy;
- To implement the Food Hygiene Rating Scheme for food businesses;
- Food sampling (for microbiological quality, composition, authenticity and nutrition);
- Investigation of complaints concerning the hygiene of food premises, unfit or contaminated food;
- Investigation of complaints concerning food fraud, quality, composition, authenticity and nutrition of food;
- Provision of Safer Food Better Business coaching;
- Investigate suspected and confirmed cases of communicable disease including food poisoning in liaison with the Consultant in Communicable Disease Control (CCDC);
- Respond to Food Standards Agency Food Incidents and Alerts as appropriate;
- Examine and respond to planning and licensing applications in relation to food premises where appropriate;
- Provide advice and assistance to local businesses in relation to food hygiene and standards legal compliance;
- Voluntary surrender of foods;
- Provide and review systems and procedures in line with FSA Framework Agreement;
- Imported food control

2.3.3 Feed Hygiene and Food Hygiene at primary production work is also undertaken by the Food Standards and Farm Enforcement Team. Visits to farms have been planned to coincide with Animal Health work in order to reduce the enforcement burden on businesses.

2.3.4 The managers of these two teams work closely together in order to facilitate cohesive, joint working between the two teams and outside bodies. Also, as and when required, they will liaise with the Food Standards Agency and other regulatory bodies to co-ordinate any responses required.

2.3.5 The Food and Health & Safety and Trading Standards teams are also responsible for other functions, including health and safety enforcement, petroleum certification, licensing and registration of skin piercing and tattoo establishments, licensing and registration of fireworks and explosives, animal health and welfare, fair trading, rogue traders and consumer fraud and metrology.

2.4 Demands on the Feed and Food Service

2.4.1 The demands on the food service vary from year to year as premises open and close. Interventions are chosen and programmed at a frequency dependent upon the risk that they pose to food safety and food standards. A breakdown of the establishments profiles that are located within Rhondda Cynon Taf , subject to food safety and/or food standards regulation (as at 1st April 2015) is provided below.

Type of Premises	Number of Premises Food Hygiene	Number of Premises Food Standards
Primary Producer	10	8
Manufacturer / Packer	66	70
Importer / Exporter (EU)	2	1
Distributer / Transporter	28	28
Supermarket / Hypermarket	36	36
Small Retailer	408	386
Retailer / Other	40	33
Restaurant / Café / Canteen	278	270
Hotel / Guest House	7	6
Pub / Club	324	328
Takeaway	225	225
Caring Premises	234	203
School / College	140	139
Mobile Food Unit	85	84
Restaurants and Caterers – other	85	73
Total number of premises	1968	1890

2.4.2 The total number of premises eligible for a Food Safety inspection and their risk category in 2015/16 is provided below.

Risk category	2015/16
A	16
B	194
C	834
D	256
E	630
Unrated	38
Total	1968

2.4.3 The total number of premises eligible for a Food Standards inspection and their risk category in 2015/16 is provided below.

Risk category	2015/16
A	54
B	1189
C	603
Unrated	44
Total	1890

2.4.4 215 premises are eligible for interventions in respect of Food Hygiene at Primary production.

2.4.5 The Authority has a high turnover of businesses, for example in 2014/15 approximately 267 premises closed on the database and in the same period 284 new business were added to the database and a significant proportion were found to have changed hands on inspection. This results in a high turnover of catering staff with varying food safety knowledge and experience. Last year 2014/15 over 250 new businesses were inspected and risk rated.

2.4.6 The Authority has 12 Approved Premises. These premises cover a wide range of activities including the preparation of sushi, the production of baby foods, the processing of gelatine for food and pharmaceutical production. The Approved Premises are listed below:

Authentic Curry Company	Bevan's Quality Meats	Cowley's Fine Foods
Cwm Taf LHB CPU	Ellis Eggs	Golden Choice @ Blakemore and Sons Ltd
Kealth Food's Ltd	Natural Baraka Foods Ltd	PB Gelatins UK Ltd
Something's Cooking	Sushi Day Ltd	The Welsh Pantry

2.4.7 In addition to the approved premises there are several other major manufacturing premises, including Hospitals with cook chill/freeze facilities, Subzero, Gregg's, Garth Bakery, Fruitapeel; Gwynt y Ddraig Cider Company, Micro Breweries, etc. who supply foods to outlets over a wide geographical area.

2.4.8 Inspection of these premises requires officers with specialist knowledge and skills and these establishments require considerable officer time to carry out inspections and deal with any associated issues, for example complaints, queries from other authorities.

2.4.9 We are not able to quantify with certainty the number of businesses whose owners' first language is not English. We communicate effectively with most using friends or family members to translate where necessary and using "Safer Food Better Business" available in many different languages. Where necessary we use the translators from the Welsh Interpretation and Translation Services.

2.4.10 We have no direct importers of food or feed. However, we have several businesses, which supply imported foods and they are included in our programmed inspections.

2.4.11 Two farms undertake seasonal slaughter of poultry, solely for the Christmas trade. These are inspected for Food Safety each year.

2.4.12 The delivery point for the Food Service is:

Ty Elai
Dinas Isaf (East) Industrial Estate
Williamstown
Tonypandy
CF40 1NY
Telephone: 01443 425001
Office Hours: Monday to Friday – 8.30am to 5.00pm
Emergency Out of Hours Number: 01443 425011

A 24 hour emergency out of hour's service is currently provided by Public Health & Protection. In the event of an out of hour's food issue, a qualified food officer would be contacted.

In addition officers conduct unannounced visits and investigations at other hours than those listed above. There are approximately 212 premises where unannounced evening inspections would be required.

2.5 Regulation Policy

2.5.1 "The Rhondda Cynon Taf Community Strategy 2010-20: Live, Grow, Aspire, Achieve" is a programme of change to create a better future. Our shared vision is that: Rhondda Cynon Taf will be a County Borough of Opportunity. The Single Integrated Plan 2014 confirms three core themes – Health, Safety and Prosperity. Increasing emphasis is being placed on the Prosperity theme, which underpins the others and which is a critical factor in removing social, economic and health inequalities.

2.5.2 To achieve this, the Council will support, direct and enhance its services to and with our local communities, working closely with our partners. We will encourage people to comply with the law in the interests of our wider communities. When this is undermined, and the Council has legal powers to protect our communities from harm, we will use them. The use of these legal powers is enforcement, and this ranges from serving notices requiring people to carry out certain actions, to prosecution which could result in fines, imprisonment, and being prohibited from carrying out certain activities.

2.5.3 The Corporate Enforcement Policy sets out the Council's approach to enforcement of its legal powers. It is intended to establish a uniform approach to enforcement throughout the Council, without placing too onerous a burden on local businesses, organisations, consumers, and the public. The policy has

been developed with the Enforcement Concordat's principles of good enforcement as its foundation as well as the principles of the Regulators' Code.

SECTION 3: SERVICE DELIVERY

3.1 Interventions at Food and Feedingstuffs establishments

- 3.1.1 Rhondda Cynon Taf County Borough Council will undertake food hygiene, food standards and feed hygiene interventions as specified in the Food Law Code of Practice (Wales). The frequency of the inspections will depend upon the risk rating of the premises. The purpose of these interventions is to ensure that legal requirements are being met. Where they are not being met, appropriate enforcement action will be undertaken in accordance with the Authority's Corporate Enforcement Policy.
- 3.1.2 All food safety high risk premises (category A, B and C) receive a full inspection/audit in order to attain the targets set locally and in order to issue a food hygiene rating to the business. Some approved/larger premises may receive a partial topic based inspection where appropriate. Low risk premises could be subject to an inspection or alternative intervention depending whether or not they fall into the scope of the food hygiene rating scheme and depending on the previous intervention type.
- 3.1.3 The food safety team also offers assistance to new and poorly rated food businesses in the form of coaching visits to help them improve their practices and develop a food safety management system, which in turn should improve the food hygiene rating awarded.
- 3.1.4 Food Standards interventions will be carried out by the Trading Standards team. All high risk premises (category A) will receive a full inspection and medium risk premises will receive a full inspection where possible. Low risk premises will be subject to alternative strategies, which may include trade audits, self-assessment questionnaires or visits by other officers.
- 3.1.5 All qualified food officers are appropriately trained and competent to fulfil their duties in accordance with the requirements of the Food Law Code of Practice and possess the appropriate expertise to enable competent inspection of any specialised processes with the Authority.
- 3.1.6 Rhondda Cynon Taf adopted the FSA's voluntary Food Hygiene Rating Scheme in October 2010 and has operated the subsequent mandatory scheme from November 2013, with the introduction of the Food Hygiene Rating Scheme (Wales) Act and Regulations. This introduced mandatory display of hygiene ratings for all businesses falling within the scope of the scheme.
- 3.1.7 The establishments profile is included in section 2.4.1. The programmed interventions for 2015/16 at food and feedingstuffs establishments are set out in the table below.

Inspection	Risk	2013/14	2014/15	2015/16
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type	band			
Food Safety	A	21	17	16
	B	247	200	194
	C	522	540	533
	D	140	145	131
	E	157	165	169
	Unrated	17	29	38
	Total	1084	1096	1081
Approved premises		12	12	12
Food Standards	A	32	38	54
	B	543	569	568
	C	309	132	74
	Unrated	55	71	43
Animal Feed Approved/Registered	A	2	3	1
	B	175	114	56
	C	57	19	6
	Unrated	26	27	1
Food Hygiene Primary Production	High	1	1	0
	Med	217	211	0
	Low			0
	Unrated	2	1	1

3.1.8 Of the 1,968 premises that are eligible for Food Safety inspections, 1081 require food hygiene inspections in 2015/16. In addition there are 12 product-approved premises that require inspections.

3.1.9 Of the 1890 premises that are eligible for Food Standards inspections, 739 require a food standards intervention and 64 premises require a feed hygiene intervention.

- 3.1.10 Food Hygiene at Primary production will be carried out at premises when they are due for an Animal Health inspection where appropriate. 105 premises are due for animal health inspection in 2015/16.
- 3.1.11 In 2014/15 the food safety team carried out 840 revisits to food establishments. It is estimated that the figure for 2015/16 will be similar. In 2014/15 the trading standards team carried out 39 revisits to food establishments. It is estimated that the figure for 2015/16 will be similar.
- 3.1.12 We believe that these programmes of work can be competently delivered “in house”, in accordance with the Food and Feed Law Codes of Practice with the staff resources set out in Section 4 of this plan.
- 3.1.13 We aim to bid for any external funding that may become available throughout the year. The Food Standards Agency have, in previous years, invited local authorities to bid for grant funding to undertake targeted intervention activity in relation to food safety management systems and sampling. We intend to submit bids for such funding during 2015/16. This work will be carried out by existing members of the food safety and trading standards teams in addition to their existing workloads.
- 3.1.14 There is only one National Performance Indicator for food safety for 2015/16, this is the percentage of food establishments which are “broadly compliant” with food law. Local Performance Indicator targets exist in relation to both food safety and standards and are; The proportion of high risk inspections of food premises that are completed when due (target set at 100%), Percentage of new businesses inspected within 28 days of opening (target set at 75%).
- 3.1.15 Officers carrying out alternative enforcement strategies are not required to meet the qualification requirements set out in the Food Law Code of Practice. Their role must, however, be limited to information collecting and reporting back to a qualified food law officer. In order to make more effective use of resources, the Authority will utilise a Technical Officer (food hygiene) to collect information using a standard self-assessment questionnaire for D and E rated premises. A Fair Trading Officer will do the same for C rated food standards premises. The information collected will allow assessment of the current level of compliance with food legislation and highlight any changes to the business. Any action required following these assessments will be reviewed by a qualified food enforcement officer. Also, should activities have changed at the premises or the premises be given a higher risk category than D or E (food hygiene) or C (food standards), a full inspection will be carried out by a qualified officer. This optimises the use of staff resources without any reduction in service.
- 3.1.15 We will investigate instances of food fraud as they arise in conjunction with partner organisations. Food fraud is committed when food is deliberately placed on the market, for financial gain, with the intention of deceiving the consumer.

The Authority takes the issue of food fraud very seriously and when it does occur has a responsibility to protect the consumer. Incidents where there are concerns about the actual or suspected threat to the safety or quality of food that could require intervention to protect consumers' interests will be investigated.

3.1.16 Our routine food hygiene and food standards inspections/interventions and complaint investigation work will take account of importers and other businesses handling imported food and imported food related issues. Steps will be taken to assess the legality of imported food from non-EU countries and effective action taken on non-compliance in order to protect public health. We will aim to identify businesses importing food into Rhondda Cynon Taff, prioritising those imported from outside the EU. Risk based, systematic and proportionate checks on imported food will be carried out at a frequency that prioritises and reflects the risks presented by individual food businesses. We will pro-actively undertake food sampling at businesses that have been identified as either importing food directly or displaying for sale food which has been imported.

3.2.0 Feed and Food Complaints

3.2.1 The Food Safety team will deal with food complaints that relate to food hygiene and food safety. The Trading Standards team will deal with complaints that relate to the compositional, quality or incorrect labelling of food. Close working relationships exist between the two teams, which have access to a common computer database of premises. Liaison between the two teams in relation to the investigation of any food complaint will rely on the professional judgement of the investigating officer.

3.2.2 All feed and food complaints received by the Authority are investigated in accordance with the Food Law Code of Practice and the relevant policy, procedure and quality manual.

3.2.3 All complaints are recorded on the Civica database. In 2014/15 we received 898 food safety service requests (compared with 1184 the previous year) and 214 food standards complaints (compared with 119 the previous year). We received 6 complaints about feed (compared with 9 the previous year). We have no reason to expect any significant difference in the demand for service in 2015/16 and expect to be able to process these complaints with the available staff resource.

3.3 Home Authority Principle and Primary Authority Scheme

3.3.1 Rhondda Cynon Taf County Borough Council has adopted the Home Authority principle and remains committed to providing that service if required. However,

the Authority is not currently Home Authority or Originating Authority for any food business. Rhondda Cynon Taf recognises the legal status of the Regulatory Enforcement Sanctions Act 2008 and businesses operating under Primary Authority arrangements developed by the Better Regulation Delivery Office (BDRO). Regulatory and enforcement action is undertaken in a manner which is consistent with this. The Authority will consider participation in the Primary Authority Scheme if approached by a business.

3.4 Advice to Business

3.4.1 The Authority recognises the importance of responding positively to all requests for advice or guidance from food businesses. Providing advice and guidance will promote compliance, reduces the need for formal enforcement action and will help build a positive working relationship between the enforcement officers and businesses. Advice to existing and new business is provided in the following ways:-

- In the course of routine inspections
- In response to a complaint
- In response to a service request from the business
- In response to information passed on by another local authority or agency.
- In the course of a Primary Authority/Home Authority liaison
- Signposting via the Internet
- At trade seminars e.g. promoting the Food Hygiene Rating Scheme at Licensing forums, promoting Food Information Regulations to local businesses

3.4.2 Wherever possible, to ensure the most efficient use of resources, advice will be provided over the telephone and through the provision of relevant advisory leaflets. Visits to premises will be made on request by the business.

3.4.3 In relation to food hygiene and standards, information and advice is given during every intervention. Reports are sent following food hygiene interventions, and in addition to detailing contravention and legal requirements, information is also supplied relating to best practice advice.

3.4.4 Every opportunity is taken to promote the introduction and use of the Hazard Analysis Critical Control Point System (HACCP) within food premises. Food Business Operators are given the option of utilising various Food Safety Management Systems including Safer Food Better Business. Training sessions on the implementation of Safer Food Better Business have been provided as a result of funding provided by the FSA. Coaching in the Safer Food Better Business pack is routinely provided to businesses on request or if deemed necessary by inspecting officers.

- 3.4.5 During 2014/15 we provided food hygiene training for 90 people who sat the Level 2 Food Safety in Catering Examination and 90 of those passed. Where there is a need for training to be provided in any language other than English, we provide a list of trainers who can deliver training in the appropriate language. Due to service cuts during 2014/15, we no longer have capacity within our existing resources to provide Level 2 training to businesses, however we intend to utilise any external funding opportunities in order to pay for additional capacity to provide this training. Information is made available for businesses to access other training courses, such as Level 2 or 3 food hygiene courses, run by other service providers. Information regarding contact details is also provided on the website.
- 3.4.6 In relation to food hygiene, in 2014/15 a total of 405 service requests for food advice were received, which included general food hygiene advice to business, advice on the Food Hygiene Rating Scheme and new business advice. Information in relation to the Food Hygiene Rating Scheme is also available on the Authority's website. In the same period, 185 requests for food standards / feed advice were received. A similar figure is anticipated for 2015/16. We intend to continue this level of activity in 2015/16 and are appropriately resourced to do so.
- 3.4.7 The amount of businesses requesting food standards advice has increased as a result of the introduction of the Food Information Regulations. In conjunction with the Food Standards Agency the Trading Standards team delivered a day of awareness sessions to business, over 150 people attended the event. A separate talk to Chinese takeaway businesses was also delivered by officers.
- 3.4.8 The Food Safety Team gives advice to businesses (especially new businesses). New entrants into the food business are unknown quantities. In Rhondda Cynon Taf many have proved to be inexperienced, untrained and under-funded. New businesses therefore pose a potentially high risk, which needs to be addressed. We believe that early advice (ideally at the planning and design stage) helps Food Business Operators appreciate the systems and investment that are needed to run a food business safely and to ensure that their financial outlay is planned, minimised and wisely targeted. This drives up structural standards and provides an opportunity for early engagement with the FBOs to establish good food safety management systems. This supports local business at their most vulnerable stage and increases their chances of survival and prosperity. A reduced turnover rate of food business also brings dividends to the enforcing authority. It drives up the rate of "broadly compliant" premises and builds competence and stability in the food business workforce. It reduces the need for us to start from scratch with new entrants to the business and hence saves officer time and reduces the need for enforcement intervention.

3.4.9 Whilst we would ideally like to inspect all new premises within 28 days of them opening, this is not always practicable due to other demands on our service. We have therefore set a target to inspect 75% within 28 days. In 2014/15 we were able to complete 55% food safety inspections of new businesses within 28 days, however overall, for food hygiene we inspected 232 out of 284 premises (82%) and for food standards we inspected 252 out of 315 (80%) and gave appropriate advice.

3.5 Feed and Food Sampling

3.5.1 We routinely take samples of food and drink intended for human consumption, as well as animal feeding stuffs, in accordance with the Authority's documented sampling policy and sampling programme.

3.5.2 Sampling undertaken by the Food Safety Team (both surveillance and targeted) is undertaken to protect public health and to improve the microbiological quality of food. The sampling programme includes Welsh Food Microbiological Forum programmes, approved premises, risk based sampling, intelligence led, etc. The proactive sampling programme is based on a monetary allocation to cover food examination costs from Public Health Wales. Rhondda Cynon Taf has an allocation of £19,066 for 2015/16. It is anticipated that the food safety team will sample in excess of 250 samples in 2015/16 and are appropriately resourced to do so. A sampling plan outlining the workload for 2015/16 has been devised and is contained in appendix 4.

3.5.3 Programmed food safety sampling is undertaken weekly, unless circumstances dictate otherwise. Adverse sample results will require follow up visits / action. We use FSS Net and Civica to record sampling activity. Samples in connection with complaints and alleged outbreaks of food poisoning may be submitted to the laboratory at any time.

3.5.4 Microbiological samples are submitted to a Food Examiner at Public Health Wales, Llandough Hospital. Extraneous matter and chemical etc. samples are submitted to the Public Analyst (details contained within Section 2). Food complaints are only sent to the Analyst where formal action is likely.

3.5.5 Food Standards sampling is undertaken to protect public health, detect and deter fraudulent activities, verify that official control checks are effective, give customer's sufficient information to make informed choices, ensure that food standards are maintained, inform the enforcement approach, provide product quality advice to the producer, promote fair trade and deter bad practice. The sampling programme is discussed with the council's Public Analyst and will be informed by guidance from the FSA, liaison groups, intelligence, topical issues and public demands.

- 3.5.6 In 2014/15 we made 109 sampling visits and took 557 samples for food safety analysis compared with 756 samples the previous year. The Trading Standards team made 120 sampling visits compared with 170 the previous year and took 375 samples for testing against food standards compared with 439 the previous year. In addition product screening takes place in the course of the routine inspection programme at licensed premises to check the specific gravity of spirits using a hydrometer. Screening also takes place using commercially developed indicators to ensure lesser quality brands of spirits have not been substituted and passed off as better known brands.
- 3.5.7 Coordinated sampling is carried out in collaboration with respective regional groups. Where unsatisfactory results are obtained in relation to informal samples a follow up formal sample will be considered following discussion with the “Primary Authority” or “Home Authority”.
- 3.5.8 In 2015/16 we intend to carry out the sampling programme set out in appendix 3 for food standards and feed, which we are adequately resourced to procure and analyse.

3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

- 3.6.1 The Authority has a lead Officer for Communicable Disease who attends the Lead Officer training programme. Additional officers also attend the training when places are available.
- 3.6.2 All outbreaks and suspected outbreaks of food poisoning are investigated having regard to the All Wales Outbreak Control Plan.
- 3.6.3 The Authority investigates all reported cases of confirmed and suspected food poisoning, notifications of food related and zoonotic diseases. Appropriate arrangements are in place to liaise with health authorities and other related agencies. During investigations the department works closely with the Consultant in Communicable Disease Control. The Authority receives notifications primarily via the Information Bureau for Infectious Disease System (IBID), direct from GP surgeries and members of the public. All cases are recorded on the IBID database. Investigations range from telephone interviews, postal questionnaires, to personal / home visits and visits to food premises to collect faecal specimens and food samples respectively.
- 3.6.4 In undertaking investigations the Authority will offer advice on suitable control measures and will take enforcement action where appropriate to control further spread. Action may also be taken to exclude food handlers and other persons in high risk occupations from work.
- 3.6.5 In 2014/15 we received the following notifications of food related infectious disease. Data for the previous two years is included for comparison.

	2011/12	2012/13	2013/14	2014/15
Bacillus cereus	-	-	1	0
Campylobacter	293	294	301	247
Cholera	1	0	0	0
Cryptosporidium	10	22	11	18
Entamoeba histolytica	1	0	2	0
E.coli O157	4	1	2	2
Food poisoning	8	3	8	0
Giardia lamblia	23	11	11	12
Hepatitis A	0	1	0	2
Hepatitis E	-	-	2	1
Legionella	-	-	3	0
Listeria	0	1	1	1
Salmonella	20	25	24	17
Shigella flexneri	2	0	0	0
Shigella sonnei	2	0	2	0
Typhoid	1	1	1	0
Total for the year	366	359	369	300

3.6.6 The demands on this part of our service have remained fairly constant over the last four years. We anticipate similar demands in the foreseeable future and we are appropriately resourced to meet those demands in 2015/16.

3.7 Feed/Food Safety Incidents

- 3.7.1 The Authority will respond to food alerts, withdrawals and recalls in accordance with advice from the Food Standards Agency.
- 3.7.2 Both the food safety team and the trading standards teams have policies and procedures in place that deal with the action to be taken following the receipt of initiation of a food alert. Alerts are received by a direct email from the Food Standards Agency to enforcement officers. The Food and Health & Safety Manager and the Food Standards and Farm Enforcement Manager receive emails directly and cascade them to officers within their teams, including instructions where necessary. All Food Alerts for Action and Product Recall Information Notices are recorded on the Civica database and in a hard copy file. All food officers have access to the Internet and e-mail facilities. The Food Standards Agency has the contact details for the Authority, including outside of normal working hours. The warning procedure for food incidents recognises that Food Alerts for Action (FAFA) are required to be dealt with quickly and are treated as a very high priority which often takes priority over other work of the sections.
- 3.7.3 All food and feed safety incidents will be responded to in a reasoned, measured and co-ordinated manner. Any response will comply with the Food or Feed Law Codes of Practice.
- 3.7.4 The number and scale of incidents and the risk associated with them cannot be predicted. Nor is it possible to provide a dedicated staff resource on standby to deal with any incidents that may arise. However, we have never failed to deal appropriately with any incident that has been reported. We have good working relationships with other organisations involved with providing emergency responses and we have tried and tested systems in place to facilitate a coordinated response. We are confident that, by deploying appropriately skilled staff from our establishment and working with partners, we shall continue to be able to provide a robust response on demand.
- 3.7.5 Allegations of food fraud are taken seriously and the Authority will undertake investigations as necessary. Any food intelligence received is reported to the Regional Intelligence Analyst who will inform the Food Fraud Co-ordination Unit.

3.8 Liaison with Other Organisations

- 3.8.1 Close liaison exists between all twenty two local authorities in Wales through the Directors of Public Protection Wales (DPPW), its Trading Standards and Environmental Health Groups and their Expert Panels.
- 3.8.2 Where our activities involve law enforcement it is important that we act consistently and proportionately. Our Corporate Enforcement Policy ensures that we follow due legal process and our involvement with professional

networks facilitates technical debate leading to sharing of best practice and consistency between Local Authorities in Wales. These groups are also attended where appropriate by representatives from other bodies with coordinating roles such as the Food Standards Agency, Food Fraud Co-ordination Unit, Public Health Wales, Communicable Disease Surveillance Centre (Wales), Public Analyst, the Welsh Local Government Association, Welsh Government, Local Government Regulation, Chartered Institute of Environmental Health, Trading Standards Institute and the Better Regulation Delivery Office.

3.8.3 We currently attend the following liaison groups:

- Directors of Public Protection Wales
- Wales Heads of Trading Standards
- Wales Heads of Environmental Health
- South East Wales Food Safety Task Group
- Food Safety Expert Panel
- All Wales Food Hygiene Rating Scheme Steering Group
- South East Wales Communicable Disease Task Group
- Communicable Disease Expert Panel
- Wales Food Microbiological Forum
- Wales Heads of Trading Standards Food Standards and Labelling Group
- Wales Heads of Trading Standards Regional Feed Group
- Glamorgan Food Group
- National Agriculture Panel
- National Procurement Service Food Category Forum
- Wales Heads of Trading Standards Animal Health and Welfare Panel
- Cross Compliance Co-ordinating Board

3.8.4 Environmental Health and Trading Standards are Responsible Authorities under the Licensing Act 2003 and Environmental Health are consultees to the Council's Development Control Committee. Formal consultation networks are established within the Authority in respect of both planning and building control and licence applications including Street Trading and Temporary Event Notices. Liaison also occurs with business through a planned inspection programme.

3.8.5 These functions can be time consuming but the benefits justify the activity. With our existing staff resource it has been possible to engage appropriately and meet the service delivery standards set by the applicable Food and Feed Law Codes of Practice. We expect to be able to continue in the same way during 2015/16.

3.9 Feed and Food Safety and Standards promotional work, and other non-official controls interventions

3.9.1 Rhondda Cynon Taf County Borough Council publicises food and feed issues to businesses and the public as and when appropriate using a variety of techniques including:

- Press releases about recent prosecutions or awards
- Press releases to educate and inform on topical issues
- Postings on the Authority's website (copies to TS Wales website)
- Postings on social media e.g. Facebook, Twitter
- TV and radio appearances
- Public education campaigns e.g. Food Safety Week
- Promote and participate in the Food Hygiene Rating Scheme
- Talks on food issues to individual organisations and groups will be considered on request

3.9.2 If any food promotion activity is carried out we will consider carrying out an appropriate evaluation of that project to assess its effectiveness. Promotional work has always been accommodated as part of the general duties of the staff engaged in Food Law enforcement together with our Corporate Media and Events team and will continue to be in 2015/16.

3.9.3 In addition to food standards work required by the Food Law Code of Practice the Trading Standards team operate the Intelligence Operating Model. IOM uses an annual control strategy and tasking process to use and share intelligence with relevant enforcement agencies. This intelligence is used to inform evidence-based intervention and targeted enforcement where applicable. Such intelligence can be used to carry out a programme of enforcement activities to target significant illegal activities.

SECTION 4: RESOURCES

4.1 Financial Allocation

4.1.1 The financial allocation of delivering the Food Safety element of the service is set out in the table below. The net cost of the service rose slightly by £2,141 between 2014/15 and 2015/16 due to reduction in income from food hygiene training courses, this was offset by a reduction in travel allowance payable by the Council. The figures are the total costs for the Food and Health and Safety Team and, because some of the staff also carry out some health and safety work, the figures include the cost of providing the Health & Safety function. The budget figures for 2015/16 reflect only the expected cost of the food safety function and infectious disease control functions.

	2012/13	2013/14	2014/15	2015/16
Expenditure				
Staff salaries	746,254	679,667	464,496	469,188
Travel costs	8,400	19,880	13,713	7,382
Prevention of Infectious Diseases	2,000	2,000	2,000	2,000
Food Hygiene course expenditure	3000	3,000	3,000	0
Total costs	759,654	704,547	483,209	478,570
Income				
Health & Purity Certificates	-2,200	-2,380	-1,000	-1,060
Courses	-6,180	-6,690	-6,840	0
Total income	-8,380	-9,070	-7,840	-1,060
Net cost	751,274	695,477	475,369	477,510

4.1.2 The financial allocation of delivering the Food Standards and Feed element of the service is set out below. The cost of delivering this part of the food service has fallen for 2015/16 by £14,206 due to a reduction in sampling budget.

	2012/13	2013/14	2014/15	2015/16
Expenditure				
Staff salaries	321,192	321,190	323,060	326,324
Travel costs	10,200	9,000	9,000	6,530
Sampling (including food safety)	70,040	70,040	70,040	55,040
Total costs	401,423	400,230	402,100	387,894

4.1.3 The budget for IT is treated as a corporate cost not allocated to the Food Service. All necessary soft ware, hard ware and licences are provided and are functioning well.

4.1.4 The Public Health & Protection Department has a realistic, common, notional budget for legal action. It is not allocated to individual service areas and it is flexible. Decisions to take legal action (or other action, which might incur costs e.g. seizure of unfit food) are taken on the merits of the case in accordance with the criteria set out in our Corporate Enforcement Policy and the Food and Feed Law Codes of Practice. We have never yet been deterred from taking appropriate enforcement action for financial reasons, although cases against major companies which may present a financial challenge if contested may require us to seek advice and assistance from the Food Standards Agency.

4.2 Staffing Allocation

4.2.1 The following staff (expressed as FTEs) are allocated to the Food Service

FTE posts	Food Law Code of Practice Minimum Qualification	2012/13	2013/14	2014/15	2015/16
Food and Health & Safety Manager	BSc (Hons)/MSc Degree in Environmental Health	0.6	0.6	0.6	0.6
Senior EHO	BSc (Hons)/MSc Degree in Environmental Health	1.1	1.1	1.1	1.1

EHO	BSc (Hons)/MSc Degree in Environmental Health	6.7	7.4	7.4	6.85
Senior Technical Officer	Higher or Ordinary Certificate in Food Premises Inspection	0.9	1.7	1.7	0.7
Technical Officer	Higher or Ordinary Certificate in Food Premises Inspection	0	0	0	0
Senior Technical Assistant	Not stipulated	1	1	1	1
Technical Assistant	Not stipulated	0.7	0.7	0.7	0.7
Food Stds & Farm Enforcement Manager	Diploma in Consumer Affairs and Trading (DCATS) Standards or equivalent	1	1	1	1
TSO	DCATS or equivalent	2.75	2.75	2.75	2.75
Senior FTO	DCATS or equivalent	1	1	1	1
FTO	Not stipulated	2	2	2	1
Animal Health Officer	DCATS or equivalent	2	2	2	2
Admin Support	Not stipulated	1	1	1	1

4.2.2 An additional 1.75 FTE of TSO time is spent on food related inspections by our Business Support Team within Trading Standards. This time has not been included in the budget information in 4.1 above.

4.2.3 In the past this staffing structure has provided an appropriate number of officers who are competent to deliver their part in the service delivery plan. The structure has enabled us to deliver the service in accordance with the relevant Codes of Practice and to meet our performance indicator targets. However, at the end of 2014/15, a full time Environmental Health Officer post and a full time Fair Trading Officer post were lost from the structure of the teams due to efficiency savings that were required to be made across the Authority. It is

necessary for the Service to manage the impact of the loss of these posts to mitigate any impact on service delivery and monitor our ability to meet all required targets.

4.2.4 The projected budget settlement for Local Authorities in future years will inevitably mean a further reduction in the overall establishment in Rhondda Cynon Taf. No doubt the Public Health & Protection Department will be expected to contribute further efficiency savings and service reduction. We will approach that task carefully and rationally and endeavour to ensure that any savings that are made have the least possible effect on service delivery and performance.

4.3 Staff Development Plan

4.3.1 All officers will receive adequate and relevant ongoing training in order that they achieve 10 hours CPD as specified in the Food and Feed Law Codes of practice. The Public Health & Protection Department has held Investors in People Accreditation since 2001. All staff have an annual training needs assessment with their line managers taking into account the requirements of the relevant Codes of Practice. This assessment is designed to fill any identified gaps in their knowledge or skills for the role they are likely to fill over the coming year and also to encourage staff to think ahead and consider what they need to do to prepare themselves for future roles and possible career advancement. The team manager then prepares a “staff development plan” to meet the needs of his or her team and forwards that to the Senior Management Team who agree a plan for the whole Department based on the identified need and the time, effort and financial commitment required to meet it. This plan is then monitored by the Senior Management Team to ensure that the identified training and development is arranged and delivered.

4.3.2 The Food Safety Expert Panel and the Wales Heads of Trading Standards Food Standards and Labelling Group provide a list of officer training requirements to the FSA on an annual basis. The Authority contributes to this process.

4.3.3 Staff development takes place by virtue of formal training arranged via external courses or provided within the Department and by staff continuing to enforce and administer the legislation.

SECTION 5: QUALITY ASSESSMENT

5.1 Quality assessment and internal monitoring

5.1.1 The quality of food and feed enforcement work is actively assessed with the aim of monitoring the quality, consistency and nature of enforcement work undertaken by officers. Various methods are used to achieve this and are listed below:

- Issue of policies and procedures for staff to follow.
- Monitoring of selected inspection reports, correspondence and notices after inspection.
- Accompanied validation inspections for food hygiene inspections, where senior officers observe other officers.
- Team meetings.
- Training needs assessment.
- Training events both external and in-house.
- Investigation and assessment of complaints about service.
- Induction of new officers.
- Officer qualifications.

5.1.2 In addition to the above, the Trading Standards Section is also quality assessed as follows:

- The food and agricultural standards work is BS EN ISO 9001:2008 accredited and is audited against that standard.
- British Standards Institute undertakes an annual audit of the Trading Standards Section's Quality Assurance accreditation (which includes the Food Standards and Farm Enforcement Team).

5.1.3 The quality of Food Safety work is controlled through an internal monitoring procedure, which applies to all inspections, sampling, complaints, statutory notifications and other requests for service dealt with by the Food and Health and Safety team. The procedure outlines the arrangements for the maintenance of competency and for monitoring the consistency and quality of work and provides assurance that the service complies with the relevant legislation, codes of practice and guidance.

5.1.4 The service is periodically externally audited by the Food Standards Agency at their discretion.

SECTION 6: REVIEW

6.1 Review against the Service Plan

6.1.1 Underneath the Authority's overarching Community Plan are the Public Health & Protection Strategic and Operational Business Plans. The Business Plan actions (including those relating to the Food Service) are monitored quarterly and decisions are taken about how to rebalance our activity to optimise our achievements by the year end.

6.1.2 Each year a Trading Standards Framework Service Delivery Plan is also produced. This plan links the work of Trading Standards to the various corporate plans and business plans. It specifically indicates the surveys planned, along with how the service will be delivered to meet national and local priorities.

6.1.3 The headline actions for the food and feed service in 2014/15 were:

- To maintain the percentage of food establishments which are broadly compliant with food law.
- Carry out a proactive; risk-based programme of inspection of A, B & C rated food premises in accordance with the Code of Practice.
- Implement agile working solution within the team to assist in improving efficiency within the food safety inspection service
- Continue programme of alternative enforcement in D to E rated food premises.
- Participate in National Food Hygiene Ratings Scheme, which is now mandatory, to provide informed consumer choice and drive up food safety standards in food businesses
- Respond to notifiable infectious diseases as reported.
- Continue to monitor the safety standards of food and feed products manufactured, imported and supplied within the Authority, with particular emphasis on food fraud, chemical contamination, allergens, GM and pesticides
- Working with the Health and Wellbeing Alliance to promote awareness within the catering sectors of allergen and nutritional information.

6.1.4 The food service monitored the following performance indicators during 2014/15:

- PPN/001(ii) – The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for food hygiene;
- PPN/008 – The percentage of new businesses identified which were subject to a risk assessment visit or returned a self assessment questionnaire during the year, for food hygiene;
- PPN/C/F/009 – The percentage of food establishments which are “broadly compliant” with food hygiene standards;

- PPN/001(i) – The percentage of high risk businesses that were liable to a programmed inspection that were inspected, for trading standards.

6.1.5 The Authority achieved 99.9% for PPN/001(ii), 55% for PPN/008, 90.41% for PPN/C/F/009 and 100% for PPN/001(i).

6.1.6 The percentage of premises that are broadly compliant has increased steadily to 90.41% at the end of 2014/15, which is up from 88% at the end of 2013/14. The percentage of new businesses inspected within 28 days has decreased from 84% in 2013/14 to 55% at the end of 2014/15. This decrease in percentage could be explained by the high turnover of businesses opening and closing within the area, thereby making it difficult to carry out a timely intervention.

6.2 Identification of any Variation from the Service Plan

6.2.1 All of the objectives from the 2014/15 Service Plan were achieved except for the implementation of agile working within the food safety inspection service as a suitable device for data recording in the field could not be sourced. In addition, a Glamorgan Group food survey into the water content of bacon was not carried out as the group replaced this survey with an alternative.

6.2.2 Monitoring of performance of the food service takes place quarterly against the key performance indicators which are reported to the Senior Management Team.

6.3 Areas of Improvement

6.3.1 Following a review of the service, the following issues are identified as areas for improvement:

- To continue to promote the Food Hygiene Rating Scheme and the operation of the mandatory scheme.
- To continue improvements with the Civica database to produce accurate data for the LAEMS return.
- Continue to review and implement as necessary the recommendations contained within the E.coli report.
- Implement any new guidance and legislation.
- To continue work to improve consistency between officers by participating in a risk rating consistency exercise.

- Continue utilising the FSS Net database to improve the dissemination of sampling data.
- Continue to operate the IBID notification system for communicable diseases.
- Review the operational policies and procedures.
- Continue to develop our content on the Council's website to improve the provision of information to both the public and businesses. Continually challenge the business processes used across our services to ensure they are fit for purpose and maximise capacity and efficiencies within the department.
- Aim to reduce compliance costs and to ensure that our contacts are efficient, productive and, where possible, bring tangible benefits to local businesses.
- Identify newly opened businesses to offer support and encourage consultation at the planning stage to advise on essential investment, design and training to enable them to start up safely and legally and to avoid wasted expenditure and costly delay.
- Enter into Primary Authority relationships with local businesses if required or provide support through less formal (free) Home Authority relationships if that option is preferred.
- Be accessible to provide appropriate advice and support to business via a range of media and fora.
- Seek funding mechanisms to maximise targeted advice, coaching and training to poorly resourced businesses that are struggling to comply.
- Work with the Food Standards Agency to devise and implement an all-Wales delivery mechanism for the Official Controls of Animal Feed.
- Continue to identify producers of co-products and include them in our inspection programme.
- We recognise the need for better farm regulation involving all stakeholders, via a comprehensive co-ordinated enforcement approach. We will continue to maintain and develop links with relevant partners.

APPENDIX 1

**Rhondda Cynon Taf's
Constitution and Decision
Making Structure**

SUMMARY AND EXPLANATION

The Council's Constitution

The Rhondda Cynon Taf County Borough Council has agreed a constitution, which sets out how the Council operates, how decisions are made, and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

The Constitution is divided into 16 articles, which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in a series of separate rules and protocols at the end of the document.

What's in the Constitution?

Article 1 of the Constitution commits the Council to:-

1. Provide clear leadership to the community it serves, in active partnership with citizens, local businesses, voluntary and community organisations, and other agencies, in order to improve the quality of life of all those who live in, work in, or visit Rhondda Cynon Taf;
2. Support the active involvement of local citizens in the process of democratic decision making;
3. Help all Councillors to represent their constituents more effectively;
4. Enable decisions to be taken efficiently and effectively;
5. Ensure that those responsible for decision making are clearly identifiable to local people and that the reasons for decisions are clearly explained;
6. Create a powerful and effective means of holding decision makers to public account;
7. Ensure that no-one will review or scrutinise a decision in which they were directly involved; and
8. Improve the delivery of services to the community, which are procured or provided by the Council, or by its strategic partners.

Articles 2-16 explain the rights of local citizens, and how the key parties of the Council operate.

These are:

- Members of the Council (Article 2)
- Citizens and the Council (Article 3)
- The Council Meeting (Article 4)
- Chairing the Council (Article 5)
- Overview and Scrutiny of Decisions (Article 6)
- The Executive (Article 7)
- Regulatory Committees (Article 8)
- The Standards Committee (Article 9)
- Area Regeneration Partnerships (Article 10)
- Joint Arrangements (Article 11)
- Officers of the Council (Article 12)
- Decision Making (Article 13)
- Finance, Contracts and Legal Matters (Article 14)
- Review and Revision of the Constitution (Article 15)
- Suspension, Interpretation and Publication of the Constitution (Article 16)

How the Council Operates

The Council is composed of 75 councillors elected every four years. Each councillor is democratically accountable to the residents of their electoral division, as well as to all those who live in Rhondda Cynon Taf. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

All councillors have to agree to follow a code of conduct, to ensure high standards in the way they undertake their duties. The Standards Committee is responsible for training and advising them on the code of conduct. There is also a Standards Sub-Committee which performs a similar role for Town and Community Councils in Rhondda Cynon Taf.

All Councillors meet together regularly as the Council. Meetings of the Council are normally open to the public. Here Councillors decide the Council's overall policy framework and set the budget each year. The Council appoints the Leader of the Council on a yearly basis, i.e. the role of individual members of the Executive and arrangements for the exercise and delegation of executive functions.

The Council appoints an Overview and Scrutiny Committee responsible for being the principal means of holding the Executive to account, in terms of decision making and the Council's performance, in delivering effective and efficient services, which meet the needs of local people.

Various Non-Executive Committees are appointed by the Council as an efficient and accessible way of making decisions on those matters which cannot be the responsibility of the Executive, (such as development control, licensing and public rights of way).

Members of the Council may present petitions on behalf of their constituents, ask questions of Executive Councillors or submit motions for debate at a meeting. They may also contribute views during the course of a meeting on a matter being discussed.

How Decisions Are Made

The Executive is the part of the Council which is responsible for most day-to-day decisions. The Executive is made up of the Leader appointed by the Council and Cabinet of nine Councillors appointed by the Leader. Together they form the Executive and, except where authority for a particular matter has been delegated, they take collective responsibility for decision making. When decisions are to be discussed or made, these are published in the Executive's forward plan, in so far as they can be identified in advance. If these decisions are to be discussed with Council Officers and decided at a meeting of the Executive, this will generally be open for the public to attend, except where genuinely confidential or exempt matters are being discussed. The Executive's decisions must be consistent with the Council's overall policies and budget. If it wishes to make a decision that is outside the agreed budget or policy framework, this must be referred to the Council as a whole to decide.

Decisions can also be made by individual Executive Councillors on matters within their "portfolio" of responsibilities, within prescribed limits such as when matters need to be resolved urgently to protect the interest of the Council, subject to formal advice from appropriate Council officers being taken into account first.

Delegated powers are also given to Officers to make operational or more routine decisions in relation to the delivery of the services they manage for the Council.

Overview and Scrutiny

There is one Overview and Scrutiny Committee, which supports the work of the Executive and the Council as a whole. The Committee works through a series of politically mixed Task Teams, which can review any aspect of the Council's affairs in depth. They allow citizens to have a greater say in Council matters, by holding public inquiries into matters of local concern. These activities lead to reports and recommendations, which advise the Executive and the Council as a whole, on its policies, resource allocation and service delivery. The Overview and Scrutiny Committee also monitors the decisions of the Executive. It can 'call in' a decision, which has been made but not yet implemented by the Executive, to consider whether the decision is appropriate to meeting the needs and aspirations of local people. The Committee may recommend that the Executive reconsider the decision. It may also be consulted by the Executive of the council on forthcoming decisions and the development of policy before these are finalised. The Committee approves a forward work programme which will ensure the work of the Task Teams are co-ordinated with one another, and with the Cabinet's forward work programme.

The Council's Staff

The Council directly employs a range of professionally qualified senior staff, (called 'Officers'), to give advice, implement decisions, and manage the day-to-day delivery of its services. Some Officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely. A code of practice governs the relationships between Officers and elected Members of the Council, to ensure that they work together effectively. Council officers may have certain powers to act delegated to them by the Council, by its committees, or by the Executive, as set out in the Council's Scheme of Delegation.

Citizens' Rights

Local citizens have a number of rights in their dealings with the Council. These are set out in more detail in Article 3. Some of these are legal rights, whilst others depend on the Council's own processes. The local Citizens' Advice Bureau can advise on legal rights.

Where members of the public use specific Council services, for example as a parent of a pupil attending a local school or as a Council tenant, they have additional rights. These are not covered in this Constitution, but information on them is available elsewhere.

Citizens have the right to:

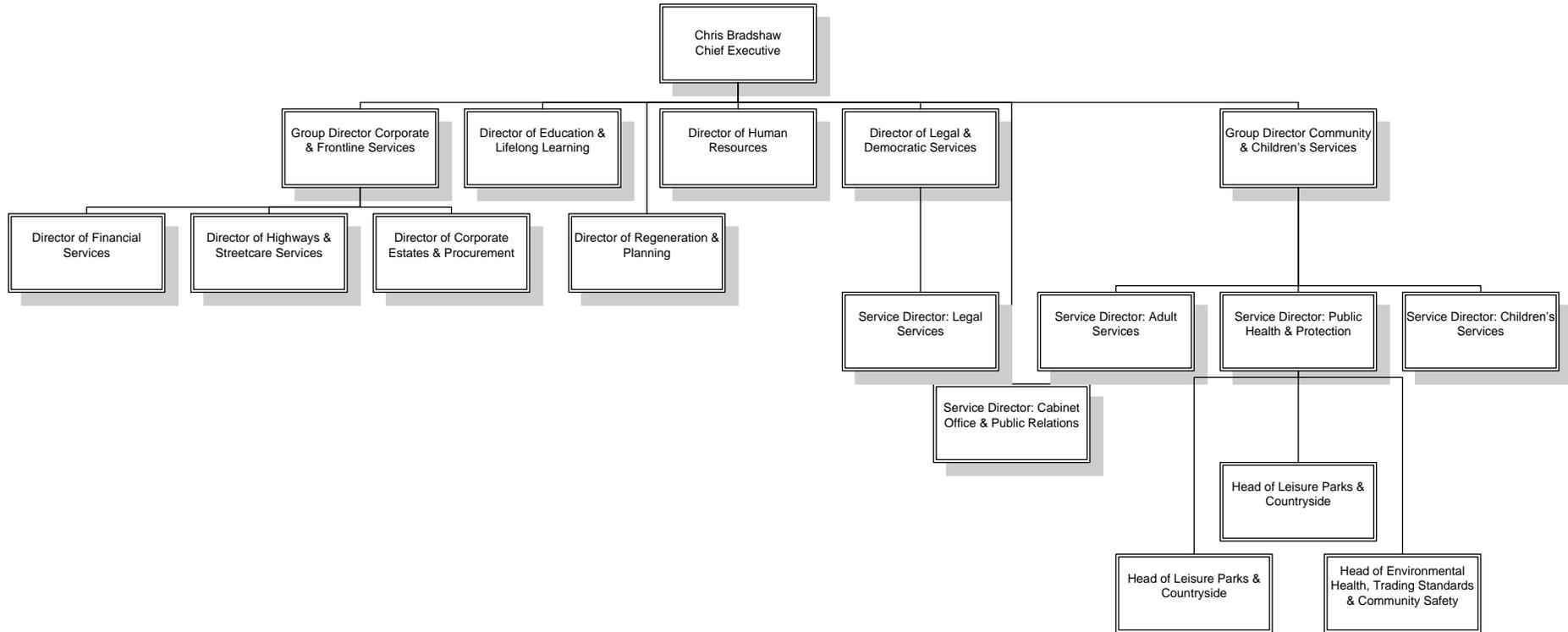
- Vote at local elections, if they are registered to do so;
- Contact their local Councillor about any matters of concern to them;
- Obtain a copy of the Council's Constitution;
- Attend meetings of the Executive, and of the Council and its Committees, except where confidential or exempt matters are being discussed;
- Petition to request a referendum on a mayoral form of Executive;
- Contribute to reviews and investigations by the Overview and Scrutiny Committee and its Scrutiny Task Teams;
- Find out, from the forward work programmes, what business is to be considered by the Executive, the Overview and Scrutiny Committee, or the Council as a whole;
- See reports and background papers considered by the Council and any of its Committees, and the record of any decisions made by the Council, by its Committees, and by the Executive, except where they contain confidential or exempt information;
- Complain to the Council about the delivery of Council Services, (through use of the Council's complaints procedure);
- Complain to the Ombudsman, if they think they have suffered injustice because the Council has not followed its procedures properly. (However, they are encouraged only to do this only after using the Council's own complaints process);

- Complain to the Ombudsman if they have evidence which they think shows that a Councillor or a co-opted Member of the Council has not followed the Members' Code of Conduct; and
- Inspect the Council's accounts and make their views known to the Council's external auditor.

The Council welcomes interest and participation by local citizens in its work. For further information on your rights as a citizen, please contact the Legal & Democratic Services Division, Rhondda Cynon Taf County Borough Council, County Borough Council Offices, The Pavilions, Cambrian Park, Clydach Vale (Tel. No. 01443 424105)

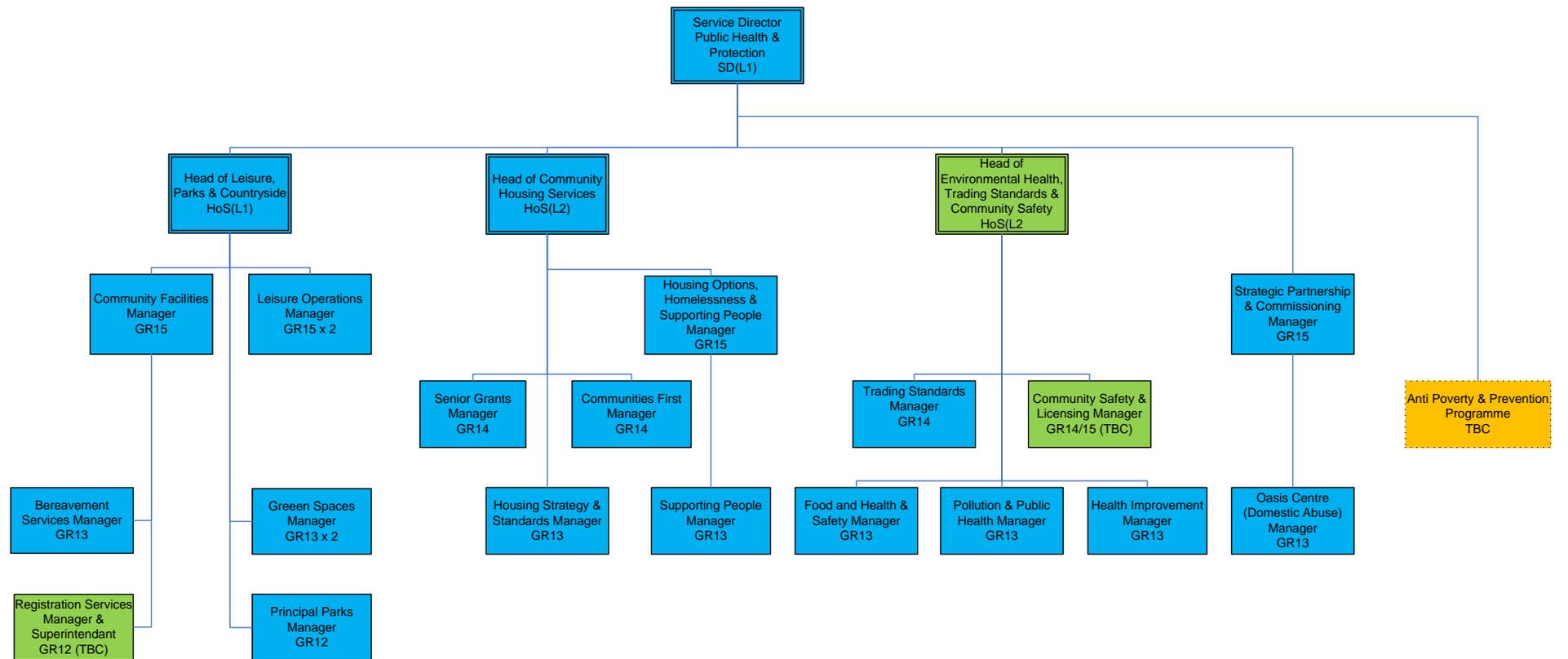
A written summary of the rights of local citizens to inspect the agenda and reports considered at meetings of the Council, its committees, and the Executive, and to attend such meetings, is available free of charge at the same contact point.

Appendix 1 The Senior Management Structure of the Council



Appendix 2 Public Health and Protection Organisational Structure

Public Health & Protection - Organisational Structure



Appendix 3 Food Standards and Feed Sampling Plan 2015/16

Survey	Cost	Number	Survey Cost	Month	Notes/Test
Contamination					
Undeclared peanuts in spices	55	20	1100	June	
Sorbic and Benzoic Acid in Dairy Desserts	50	20	1000	July	Sorbic and Benzoic Acid
Food Contact Materials	125	20	2500	July	
Colours in spices	190	20	3800	August	Illegal fat soluble dyes
ABV and Mycotoxins in Beer	140	20	2800	August	ABV and Ochratoxin A - Target RCT breweries
BAC contamination	110	20	2200	September	Quaternary ammonium compounds
Cake additives	150	20	3000	September	So ₂ , Colours, edible glitters
Allergens in takeaway meals	55	20	1100	November	Presence of sesame
Authenticity/Food Fraud					
Body Building Supplements	850	10	8500	June	Anabolic steroids, DNP, DMMA
Nut Butter Authenticity	75	20	1500	June	Fat and fatty acid profile
Country of Origin Claims	0	0	0	June	Mainly non analytical traceability exercise, look at meat and milk products
Maple Syrup Authenticity	475	10	4750	August	Comparison of isotopic profiles
Internet Sale of food	0	0	0	October	Check accuracy of descriptions and FIR Compliance
Mince meat composition	255	20	5100	November	Species and proximates - Target local butchers
Spirit Authenticity	100	20	2000	December	Vodka from retail premises, enquire about whiskey authenticator
Nutrition /Labelling					
Calorie Claims at caterers	105	20	2100	June	Combine with Glamorgan Group
Accuracy of nutritional labelling	105	20	2100	October	Target RCT manufactures
Glamorgan Food Group					
Calorie Claims at caterers	105	0	0	Apr-Jun	Combine with RCT survey
Goats Cheese Authenticity	230	5	1150	Jul-Sep	Presence of cows milk
Composition / description of food supplied	100	10	1000	Oct-Dec	

to establishments under Local Authority control					
Wine Substitution	100	10	1000	Jan-Mar	
RCT Animal Feed					
Coccidiostats	230	5	1150		Samples of complementary feeds from mills that use coccidiostats. Must liaise with mills in order to target correct feed
Mycotoxins	225	5	1125		
Heavy metals	60	10	600		
Statutory labelling	100	10	1000		Oil, protein, fibre, ash, moisture
Salmonella	60	10	600		
			51175		
National Co-ordinated Food Sampling Programme	FSA Funded				Dependant on result of bid

Appendix 4 Food Safety Sampling Plan 2015/16

	April	May	June	July	August	September	October	November	December	January	February	March
WFMF Shopping Basket												
RCT Approved Premises												
RCT Schools												
Swabs from ready to use platters used to serve food												
Food Safety Management System Verification in Catering and Retail Premises: focus on chopping boards and cloths												
Survey of vac-packed ready												

to eat foods during shelf life from smaller businesses in Wales													
Pies & Filled Pastry Products from hot holding cabinets													
Campylobacter from sauce sachets packaged with raw poultry													