
FOOD SAFETY SERVICE PLAN 2007/08 (FORWARD PLAN REF NO: 7/07)

1 SUMMARY

- 1.1 The appended Food Safety Service Plan is submitted to Members for approval.
- 1.2 The Food Standards Agency (FSA) started to require local authorities to produce an annual plan from 2001.

2 INTRODUCTION

- 2.1 In March 2001, the FSA issued a "Framework Agreement on Local Authority Food Law Enforcement", which consists of four main elements:-
 - Service Planning Guidance
 - The Standard
 - Monitoring Form and Guidance Notes
 - Audit Scheme
- 2.2 The Service Planning Guidance and The Standard set out the FSA's expectations on the planning and delivery of food law enforcement.
- 2.3 The Monitoring Scheme builds on existing arrangements under which local authorities have to submit returns on food law enforcement activity to the FSA.
- 2.4 Under the Audit Scheme the FSA will be conducting audits of the food enforcement services of selected local authorities taking into account information generated by existing and new monitoring arrangements. Local authorities selected for audit will be assessed against the criteria set out in the Standard. The audit programme came into operation on 1 April 2001.
- 2.5 Powers to enable the FSA to monitor and audit local authorities are contained in the Food Standards Act 1999.
- 2.6 The appended Plan, which is for 2007/2008, refers to documents 1 to 3. These are not appended because they are the following corporate documents: Housing, Health & Community Care's Enforcement Policy (which is currently being updated to become the Environmental Services' Enforcement Policy (1); Enforcement Concordat (2); the Constitution (3).

3 FOOD SAFETY SERVICE PLAN

- 3.1 The FSA sees Service Plans as an important part of the process to ensure national priorities and standards are addressed and delivered locally. They consider that plans will also:-

- focus debate on key delivery issues;
- provide an essential link with financial planning;
- set objectives for the future, and identify major issues that cross service boundaries; and
- provide a means of managing performance and making performance comparisons.

- 3.2 The Framework Agreement provides local authorities with a service plan template to ensure that all the areas of the food enforcement service covered by the food law enforcement standard are included in the plan, whilst allowing scope for the inclusion of any locally defined objectives.

The template ensures that local authorities will include in their service plans:-

- Information about the service they provide;
- the means by which they will provide those services, including the various requirements of the standard;
- the means by which they will meet any relevant performance targets or performance standards set out under, for example, Best Value;
- a review of performance in order to address any variance from meeting the requirements of the service plan over the last 12 months.

- 3.3 The FSA needs the plans in a common format to assess and compare local authorities' delivery of the service. A common format also greatly facilitates comparisons made by local authorities, including during a Best Value Review. The Best Value framework is recognised as playing a central role in helping local authorities to plan and deliver their services.

- 3.3 Service plans are considered an expression of local authorities' own commitment to the development of the food service. It should demonstrate that local authorities are providing a balanced service in terms of enforcement, education, advice, assistance and guidance.

- 3.4 A copy of the service plan has been sent to the Chambers of Trade, Federations of Small Businesses, Parish Councils and is available on the Council's web site for comment.

4 RESOURCE IMPLICATIONS

- 4.1 The Budget Book 2007/08 includes all the financial requirements for the Service Plan.

5 LEGAL IMPLICATIONS

- 5.1 The FSA have default powers should a local authority fail to comply with their requirements.

6 RECOMMENDATION

It is proposed that the Executive Board **RESOLVES**

To approve the Food Safety Service Plan.

Richard Evans

Head of Environmental Services

Background Papers:-

The Food Standard Agency's Framework Agreement on Local Authority Food Law Enforcement.

Service Plan 2006/07 – Minute 272/06.

For further information please contact Rob Peacey on:-

Tel:- 01702 318053

E-Mail:- robert.peacey@rochford.gov.uk

If you would like this report in large print, braille or another language please contact 01702 546366.

ENVIRONMENTAL SERVICES FOOD SAFETY SERVICE PLAN 2007/2008

1.0 SERVICE AIMS AND OBJECTIVES

- 1.1 Aims and objectives
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2.0 BACKGROUND

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- 6.3 Areas of improvement

1.0	SERVICE AIMS AND OBJECTIVES	
1.1	Aims and Objectives	<p>The Environmental Services Division is committed to ensuring that the highest standards are maintained throughout the district in food premises for which they are the Enforcing Authority, in order to protect both employees and members of the public.</p> <p>Environmental Health staff will adopt an approach to enforcement which will encompass the investigation of cases of food poisoning or suspected food poisoning and food complaints as well as inspections based on risk assessment so as to make effective use of staff resources allocated. Staff will act within the Department's overall enforcement policy (Document 1) but due regard will be had to guidance from recognised bodies. Rochford District Council has adopted the Enforcement Concordat (Document 2) and therefore staff will carry out activities in this service plan in accordance with the Concordat.</p> <p>Education plays an important part in improving food hygiene standards and therefore Environmental Health staff will carry out the activities in this service plan with an educative approach wherever possible.</p>
1.2	Links to Corporate Aims and Plans	<p>This service supports Rochford District Council's Corporate Plan 2006/2007. In particular to work towards the Corporate Aims, 'Work towards a Safer and More Caring Community' and 'Improve the Quality of Life for People in our District by 'Providing Quality, Cost Effective Services'.</p> <p>This fits with the key themes of 'Feeling Safe' and 'Healthy Living' in the Community Strategy.</p> <p>We follow all of the Council's values to: 'Act with integrity', 'Be open and transparent about what we do', 'Respect others and treat people courteously and equally', 'Be responsive to customer needs and requests', 'Always try to improve what we do' and 'Work with others to improve what we do both directly and through partnership working'.</p>

2.0	BACKGROUND	
2.1	Profile of Rochford District	See the website/intranet.
2.1.1	Profile of the Environmental Services Division	See the Constitution (Document 3) and the intranet/website.
2.2	Organisational Structure	
2.2.1	Rochford District Council	Please see the Constitution and the intranet/website.
2.2.2	Environmental Services Division	Please see the Constitution and the intranet/website.
2.2.3	Manager responsible for Food Service	Commercial Regulation Manager.
2.2.4	Specialist Services	Samples for analysis are submitted to a Public Analyst at a laboratory accredited for the purposes for analysis and which appears on the list of official food control laboratories. Samples for examination are submitted to a food examiner at a laboratory accredited for the purpose of examination and which appears on the list of official food control laboratories.
2.3	The Scope of the Food Service	
2.3.1		Establish and maintain up to date register of all food premises in the district.
2.3.2		Inspect all food premises on a risk based, rolling programme in accordance with Food Law Code of Practice and Practice Guidance and take enforcement action as necessary. Most of the planned inspections will be carried out by a contractor.

2.3.3	Carry out visits and inspections to food premises as necessary within the plan period, including revisits and investigative visits.
2.3.4	Investigate and resolve all food complaints and all complaints relating to a food business, including refuse, litter, odours, pests, drainage etc, except noise.
2.3.5	Provide advice and assistance to businesses and consumers on food related issues.
2.3.6	Receive and act on all food alerts.
2.3.7	Investigate all food within the district that might be contaminated or illegally imported and take necessary action. Check with Southend Airport and Baltic Wharf for plans to import food. Seize, detain and destroy, as necessary, unsafe or illegally imported food.
2.3.8	Monitor the movement of unsafe food into and out of the Rochford District area.
2.3.9	Take action to close food premises found to present an imminent risk to health.
2.3.10	Act as consultee in relation to alcohol and entertainment licensing.
2.3.11	Provide advice to the Planning Service on food related issues.
2.3.12	Identify butchers shops requiring Authorisation to remove specified risk material (bovine vetebral column) and prepare them for issue of the Authorisation.
2.3.13	Identify premises processing, handling and storing meat products, meat preparations, minced meat, etc. and prepare them for approval.
2.3.14	Identify premises processing, handling and storing dairy, fish and/or egg products, live bivalve molluscs, etc. and prepare them for approval.

2.3.15	Inspect premises processing, handling and storing food(s) that fall under product-specific regulations and ensure that they comply with such regulations.
2.3.16	Undertake a food sampling programme in accordance with the Health Protection Agency, Eastern, Chelmsford Food, Water and Environmental Laboratory Sampling Programme and taking account of current food premises.
2.3.17	Facilitate food hygiene training as necessary, by independent training organisations.
2.3.18	Comment on proposed food legislation, codes of practice and other official documents as necessary and as requested.
2.3.19	Provide appropriate export certification as requested by food companies in the district.
2.3.20	Carry out a health and safety inspection of all premises where the sale of food is the main activity on a risk based rolling programme in accordance with LAC 67/1, and take enforcement action as necessary including revisits.
2.3.21	Investigate and resolve all serious complaints about health and safety where the sale of food is the main activity.
2.3.22	Receive all reports of accidents where the sale of food is the main activity and investigate as necessary using HELA guidance.
2.3.23	Investigate all reports of a food poisoning/borne outbreak.

2.4

Demands on the Food Service

As at 1 April 2006 the Housing, Health & Community Care Division's database has identified that it is responsible for enforcing Food Safety in **628** food premises within the Rochford District. According to the Food Law Code of Practice, Risk Categories for these premises can be broken down as follows

<u>Risk Category</u>	<u>Number of Premises</u>	<u>C.O.P. Inspection Frequency</u>
A =	4	6 months
B =	64	12 months
C =	202	18 months
D =	82	2 years
E =	236	3 years
Unrated =	40	

Unrated premises are: new premises where the risk rating will be determined following an inspection; very low risk food; Approved Meat Products premises and Approved Meat/Fishery Products premises which have to be inspected 3 times per year.

Following receipt of an updated list of childminders from Essex County Council, a questionnaire is sent to find out the type of catering they provide. Those only providing very low risk food eg. drink and snacks are not routinely inspected.

Other very low risk premises (some category E) selling small amounts of wrapped confectionary or tinned/bottled food, including chemists, garden centres are reviewed every 3 years but are not routinely inspected,

The number identified as Manufacturing/Distributing premises are	19
The number identified as Retail premises are	181
The number identified as Catering Premises are	428

	<p>As at 1st April 2007, the number of approved premises:</p> <table><tr><td>Meat Products</td><td>=</td><td>1</td></tr><tr><td>Meat /Fishery Products</td><td>=</td><td>1</td></tr></table> <p>Food businesses that only operate out of hours are inspected at those times.</p> <p>No particular external factors that may impact on this service have been identified. There are two languages other than English identified as being significant among food handlers and proprietors within the district. These are Bengali and Chinese, however the majority of proprietors are able to speak adequate English or have somebody present at the premises that can translate. In any cases where they may be language difficulties the service would contact Language Direct (020 8539 5142) or Essex Police (01268 775533) for details of an interpreter or use a community interpreting service provided by Medway Council (01634 335578).</p> <p>A number of pamphlets and leaflets on food safety are also available in different languages within the food service at Rochford District. These languages are not seen as placing a particular demand on the food service.</p>	Meat Products	=	1	Meat /Fishery Products	=	1
Meat Products	=	1					
Meat /Fishery Products	=	1					
2.5 Enforcement Policy	<p>This service operates to a documented enforcement policy.</p>						
3.0 SERVICE DELIVERY							
3.1 Inspection Programmes							
3.1.1 Programmed	<p>The number of Programmed Food Hygiene Inspections for the period is = 315.</p>						
3.1.2 Carry Over	<p>The number of Programmed Food Hygiene Inspections carried over from the last financial year is = 0.</p>						

3.1.3	Total	Therefore the total number of Programmed Food Hygiene Inspections for the period is = 315 . (See Appendix 1 for a breakdown)
3.1.4	Target	The target for this year is to achieve: Risk Categories A to C = 98% Risk Categories D to E = 98% All Categories = 98%
3.1.5	Revisits	The estimated number of revisits for this plan period is = 150 .
3.1.6	Non-Programmed inspections	The estimated number on non-programmed inspections is = 100 .
3.1.7	Other	The estimated number of premises requiring approval = 2 .
3.2	Food Complaints	All food complaints received including anonymous complaints are investigated in accordance with the good enforcement principle of targeting, transparency, consistency and proportionality. The estimated number for this plan period is = 100 .
3.3	Home Authority Principle	There are no formal Home Authority Agreements set up for any food business within Rochford District. The Council is, however, the originating Authority for 1 manufacturing business which distributes their products nationwide. Advice on standards is provided to other Councils following complaints made to them about purchases made from outlets outside Rochford District.
3.4	Advice to Business	Advice is provided to existing or proposed food businesses, members of the public, other Council Service Departments and other persons. Advice is mainly person-to-person whilst Officers are carrying out visits/inspections but may also be following a telephone call or letters to the Environmental Services Division.
		Officers aim to give advice in accordance with recognised guidance and codes of practice, and a range of advisory leaflets is available.

<p>3.5 Food Sampling</p>	<p>The estimated number for the plan period is = 150.</p> <p>The Council has regular meetings with the Chamber of Trade and Federation of Small Businesses, who have been consulted on the Division's Enforcement Policy. The Council invites all businesses to regular breakfast meetings when any topic can be discussed, including food safety.</p> <p>Food sampling for microbiological contamination is carried out in accordance with the Public Health Laboratory Service (Chelmsford)/Essex Food Group Sampling Programme and taking account of current food premises.</p> <p>The estimated number of samples to be taken for this period is = 200.</p> <p>It is estimated that there will be no charge from the Health Protection Agency Eastern, Chelmsford Food, Water and Environmental Laboratory Service to analyse this number of samples.</p> <p>The service also enables officers in the food team to carry out random sampling of foods where it is felt necessary. This may occur following a programmed or otherwise visit to food premises or via a food complaint received by the service.</p> <p>Food complaint samples are analysed by a Public Analyst or examined by a food examiner (the Health Protection Agency Eastern Laboratory at Chelmsford or an entomologist) if necessary.</p> <p>It is estimated that 8 food complaint samples will be submitted for analysis or examination, and provision in the budget has been made.</p>
<p>3.6 Outbreak Control and Inspection Disease Control</p>	<p>Food poisoning notifications and outbreaks are investigated within one working day of receipt in accordance with the Control of Communicable Disease Joint Plans of Essex Local Health Protection Team and Essex Local Authorities and following guidance in CDR Review dated 1995.</p>

<p>3.7 Food Alerts</p>	<p>The estimated number of notifications requiring investigation for this period is = 150.</p> <p>The estimated number of outbreaks is = 1.</p> <p>Food alerts are handled in accordance with Food Law Code of Practice.</p> <p>The food safety service has facilities to receive food alerts by an electronic mail system as required by the Code of Practice.</p> <p>The estimated number of food alerts received for this period is = 100.</p>
<p>3.8 Liaison</p>	<p>A number of arrangements have been made to improve the consistency of enforcement with neighbouring Authorities.</p> <p>This service actively supports the Essex Environmental Health Management Group's Food Group and the Food Study Group</p> <p>Investigations of suspected food poisoning outbreaks are carried out either jointly or in close contact with the Consultants in Communicable Disease Control (CCDC) for Essex. The service also advises and liaises with other services within Rochford District Council, including: Building Control, Planning, the Environmental Protection Team and the Licensing Team.</p> <p>The service is consulted on planning applications involving food premises.</p>

3.9 Food Safety Promotion	<p>Food safety promotion on cooking turkeys and barbecues is carried out during the autumn and spring respectively. Leaflets are made available at the 2 Council offices, community centres, butchers, etc., and are given to food poisoning cases. An article on these subjects is included in the autumn and spring editions of Rochford Matters, the free Council newspaper, and a press release is sent to local newspapers. Articles on other food safety matters are also included in Rochford District Matters and where appropriate Business Matters.</p> <p>Advisory leaflets on food safety are sent or given to all persons suffering from food poisoning following receipt of a notification.</p> <p>Participate in the National Food Safety Week by organising a poster competition for school children on the importance of hand washing and a RAP competition on food hygiene.</p> <p>Participate in the National Food Safety Week by organising a public food information day at Rayleigh Civic Suite.</p> <p>Promote food safety at other community events e.g. Rayleigh Christmas Light Switch On.</p> <p>Advise schools on providing safe packed lunches.</p> <p>A food sampling advisory leaflet with advice on microbiological standards and food safety is provided following each programmed inspection. It is also sent following an acceptable or unsatisfactory sampling result with a link to the Council's food website.</p> <p>Comprehensive food safety information is available on Rochford District Council's website, and a letter was sent to all food businesses when the website was created.</p> <p>Provide nutritional advice on school meals and to other caterers by working in partnership with Essex Trading Standards.</p>
	<p>Food hygiene advice is sent to all new childminders on the Council's database and from information supplied by ECC Childrens Information Service.</p>

<p>3.10 Export Certification</p>	<p>Continue to promote the use of Safer Food Better Business (SFBB), a simple free documented food safety management system prepared by the Food Standards Agency (FSA).</p> <p>During April 2006, a seminar and one-to-one coaching sessions were offered to all Chinese and Indian catering premises. This was part of an Essex wide project, funded by the FSA. Operators from 34 out of a possible 38 businesses attended.</p> <p>Requests were received at these seminars from the Chinese and Indian restaurant operators for information on food hygiene training in other languages and help with getting their employees English lessons. In May 2006 a letter was sent with details of food hygiene training providers in other languages and details of free English speaking courses that could be arranged and adapted for their employees needs, but none of the operators responded.</p> <p>In May 2006, a mail shot letter was sent to all catering businesses advising them about the need to have a documented food safety management system and the availability of SFBB. In June 2006, a mail shot letter was sent to all retail food businesses advising them about the need to have a documented food safety management system and the availability of SFBB.</p> <p>In February and March 2007, SFBB one to one coaching sessions were offered to all catering and retail establishments handling chilled or hot food. This was also part of an Essex wide project, funded by the FSA. Approximately 50 catering and 10 retail businesses have had a one to one coaching session.</p> <p>Export certificates for manufacturers within the district exporting various food are provided.</p> <p>The estimated number of certificates requested during this period is 0.</p>
<p>4.0 RESOURCES</p>	

4.1 Financial Allocation

The overall total expenditure for the Environmental Health is **£1,141,900**. From this amount the food service is not currently allocated a specific amount for costs such as staffing, travel and subsistence, equipment including investment in IT.

It is estimated that there is a decrease in real terms on the last financial year allocation of **£3,500** because an audit is not required. Last year **£22,500** was allocated for the inspection contract and audit; this year **£19,000** is allocated for the inspection contract only.

Approximately **£19,000** will be spent engaging a food contractor to carry out planned inspections. This is included in the overall total expenditure.

In November 2005, the Health Protection Agency allocated Essex Authorities a sampling budget of **82,551 credits**. This amount has been divided between Essex authorities. Rochford's allocation is **4,000 credits**, although credits can be exchanged. Samples can be submitted to these allocations without Councils being charged.

Details of the budget for salaries, travel, subsistence, consultancy, and analytical fees are contained in Rochford District Councils Budget Book 2007/2008.

No budget is separately allocated for prosecutions or legal action taken as a result of action under this service, but are provided for within the Legal Service's budget.

4.2 Staffing Allocation	<p>The staff available for this period is:</p> <ul style="list-style-type: none"> 1 Commercial Regulation Manager 1 Principal Environmental Health Officer (maternity leave from 1/7/07) 1 Contract EHO 1 Senior EHO 1 Part-time Senior EHO 1 Senior EHO 1 Senior Environmental Health Assistant (SEHA) 1 Part time Environmental Health Assistant (EHA) 4 Administrative staff (1 part-time) <p>This staffing allocation is not solely for this service plan. These officers also carry out the Health and Safety, Animal Welfare Licensing, Outbreak Control and Infectious Disease, Skin Piercing Registration, Game Dealer Licensing and Sunday Trading and Smokefree duties. The administrative staff also support the entire Environmental Services Division.</p> <p>It is estimated that the above staffing levels will provide sufficient resources to carry out the service delivery outlined in Paragraph 3.0.</p> <p>It is estimated that 3 full time equivalents work on food safety (plus administrative staff).</p>
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<p>4.3 Staff Development Plan</p>	<p>This service supports the Corporate Aims for Rochford District Council. The staff covering this service will continue to be encouraged, motivated and trained to develop their potential and use their talents for the benefit of the people of the district.</p> <p>This service identifies training and development needs by an annual performance and development review of all staff.</p> <p>One Student EHO and one Environmental Health Assistant are being trained in all functions of Environmental Health.</p> <p>The training budget is allocated primarily to those staff in the whole service that are identified as requiring further training to develop their professional and technical skills for the job that they are required to carry out and to deliver Corporate Objectives.</p> <p>Budget provision is also available for minor, short ad hoc training courses that become available.</p> <p>For this plan period, the following training needs have been identified:</p> <ul style="list-style-type: none"> - Minor ad hoc courses when they become available - 1 week Food Microbiology Course at Leeds or Warwick for 1 EHO. <p>Cascade training is provided by the officer attending an external training course to other officers in the service.</p> <p>Periodic meetings are organised to discuss matters and issues of consistency arising under this service plan area.</p> <p>Minutes of the Essex Environmental Health Management Group's Food Group and the Food Study Group are circulated to officers in the food service.</p>
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	<p>The Environmental Service and the Council supports Environmental Health Officers that wish to obtain Chartered Status of the Chartered Institute of Environmental Health (C.I.E.H) by taking the Assessment of Professional Development (APD).</p> <p>All E.H.Os that are members of the C.I.E.H. are required to undergo at least 20 hours of Continuous Professional Development (CPD) per year, and chartered members 30 CPD hours per year. Whilst officers are responsible for monitoring the amount they have done in a year the service recognises this need and supports staff in achieving the minimum amount required by the CPD scheme. In house training may be organised throughout the year by individuals.</p> <p>Every officer authorised to carry out food hygiene inspections and enforcement will receive structured on-going training, which may take the form of in house training, formal visits or vocational visits. The minimum ongoing/update training is 10 hours per year and is recorded.</p> <p>Officers who have not enforced food law for some time are put through structured revision training before resuming food law enforcement duties. The minimum revision training is 15 hours and is recorded.</p> <p>Officers returning to food law enforcement duties after an absence of more than 3 years are monitored by a more senior officer experienced in food law enforcement for a minimum period of 3 months.</p>
5.0	QUALITY ASSESSMENT
5.1	New Officers
	Before new officers undertake food law enforcement duties independently, they are supervised and monitored by a more senior officer experienced in food law enforcement for up to 6 months.
5.2	Peer Reviews
	The following peer reviews are carried out:

	<p><u>Contractor</u></p> <ul style="list-style-type: none"> ➤ All letters are checked for compliance with codes of practise and guidance, and to determine the need for a revisit; ➤ All computer inspection documents are checked for accuracy of the risk rating and to agree when a rating has been reduced; ➤ All reports of inspections are checked for accuracy; ➤ 1 full audit using Section's "Management Quality Audit Form" is carried out on a completed high risk inspection per month. This involves a desktop check and a visit. Therefore, 12 audits to be carried out for the period. The contractor will carry out approximately 218 high risk inspections. Therefore the audit rate is $(12/250)*100=4.80\%$. <p><u>Staff – Food EHOs</u></p> <ul style="list-style-type: none"> ➤ A full audit using the Section's "Management Quality Audit Form" is carried out on 5% of all high risk inspections. This involves a desktop check and a visit. It is estimated that the full time food EHOs will carry out about 50 high risk inspections and the part time food EHO about 25. Therefore, 2 audits to be carried for the full timer and 1 audit for the part timer. In addition, the Principal EHO and health and safety EHO will carry out 1 high risk food inspection each which will both be audited. ➤ A full audit using the Section's "Management Quality Audit Form" is carried out on 5 food complaints/enquiries received each per year by the food EHOs.
5.3 Documented Procedures	This service operates to 20 documented standard operating procedures covering all aspects of food work, including inspections, complaint, notices, closure, prosecution, food alerts. These procedures have to be reviewed annually.
5.4 Customer Care Survey	A telephone survey of 5% of all inspections and 5% of all complaints is carried out to determine if the customer was satisfied with the service provided.
5.5 Audit	A third party audit of the food service was carried out by a contractor on 13 December 2006. The next audit is planned for 2011.

6.0	REVIEW	
6.1	Review against the service plan	<p>An annual review against the service plan is carried out.</p> <p>In addition, performance is monitored monthly and a quarterly report is submitted to Members.</p> <p>The review below is for the plan period financial year 2006-2007.</p>
6.1.1	Food Hygiene Inspections	<p>The target for the last plan period was to achieve 98% of programmed inspections for high risk premises (categories A, B and C), 98% for other premises (D and E) and 98% for all premises.</p> <p>The actual percentage achieved was 100%, 100% and 100% respectively.</p> <p>The total number of programmed inspections carried out was 305 (estimate 305).</p> <p>The total number of inspections (including non-programmed) carried out was 397 (estimate 405).</p>
6.1.2	Revisits	The number of revisits carried out was 181 (estimate 75) .
6.1.3	Service Request	The number of service requests (food complaints and advice to businesses) received was 214 (estimate 250) .
6.1.4	Food Sampling	The number of food samples taken was 132 (estimate 200) .
6.1.5	Outbreak control and infectious disease control	<p>The number of notifications received requiring investigation was 144 (estimate 150).</p> <p>The number of outbreaks was 0 (estimate 1).</p>
6.1.6	Food Alerts	The number of food alerts received was 74 (estimate 125) .
6.1.7	Export Certificates	The number of export certificates issued was 0 (estimate 0) .
6.1.8	Notices	The following number of 'notices' were issued

	<ul style="list-style-type: none"> - informal written warning letters: 286. - Improvement Notices served: 10. - Prohibition notices served: 0.
6.1.9 Closures, Prosecutions and Formal Cautions	<p>The number of emergency closures was 0.</p> <p>The number of prosecutions was 0.</p> <p>The number of formal cautions was 0</p>
6.1.10 Audit	<p>A third party audit of the food service was carried out by a contractor on 13 December 2006. The Executive Summary of the report states that the audit identified a high level of compliance with the national standard throughout most areas. Inspections of food premises were undertaken at a minimum frequency required by the Food Standards Agency and appeared to include thorough assessments of businesses compliance with relevant food law. Detailed records relating to the inspection of premises and investigation of complaints were being maintained by officers and responses to cases of infectious disease notified to the authority were undertaken in a thorough manner. Our database was found to be accurate with appropriate arrangements in place to protect it from corruption and to keep it up to date.</p>
6.1.11 Food Safety Promotion	<p>All food safety promotion activities (3.9) were carried out.</p>
6.1.12 Financial Allocation	<p>Approximately £9,000 (estimate £19,000) was spent engaging a food contractor to carry out planned inspections.</p>
6.2 Identification of any variation from the service plan	<p>1. An audit of Rochford's food EHOs was not carried out because of demands of other work. However, an internal audit during October 2003 by Rochford's Principal Auditor confirmed that:</p> <ul style="list-style-type: none"> • There are effective procedures in respect of the contract arrangements;

6.3 Areas of improvement	<ul style="list-style-type: none">• There are effective controls in place in respect of compliance with regulations for inspection programmes;• There are effective procedures in place to ensure training of EHOs is kept up to date. <p>In addition, the third party audit of the food service was carried out by a contractor on 13 December 2006 which confirmed a high level of compliance with the national standard throughout most areas (see 6.1.10).</p> <p>1. An audit of RDC food EHOs needs to be carried out in accordance with 5.2 of this plan.</p> <p><u>Action:</u> An audit of Rochford's food EHOs will be carried out during 2007/08.</p>
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PROGRAMMED FOOD HYGIENE INSPECTIONS**1.04.07 TO 31.03.08**

<u>Risk Category</u>	<u>Number of Inspections</u>
A	8
B	56
C	118
D	38
E	95