

Appendix

Newport City Council

Regulatory Services

Food Service Delivery Plan

2019-2020

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1. SERVICE AIMS AND OBJECTIVES

1.1 Aims and Objectives

For **Food Safety**; there is a commitment to improving the safety of the food chain leading to the adoption of the following aims and objectives.

- Safeguard the health, welfare and safety of those living, visiting or working in Newport;
- Provide health protection and promotion, through advice, assistance, persuasion and enforcement; and
- Promote and ensure a fair, safe and equitable trading environment by encouraging good business practice and protecting consumers.

For **Food Standards**; there is a similar commitment to consumer protection and a fair trading environment and an aim to complete the following activities:

- Tackling Fraudulent Trading Practices
- Supporting Reputable Business
- Protecting Vulnerable Consumers
- Maintaining Food Chain Integrity
- Supporting Policies aimed at Health Improvement
- Protecting Newport's Environment

1.2 Links to Corporate Objectives and Plans

Newport City Council's Corporate Plan "*Improving People's Lives*" (2017-2022) sets out the local authority's priorities for the delivery of services to the people of Newport; it sets out aims towards Newport Council's role of Improving People's Lives through four key activities. Regulatory Services plays a direct role in all four areas. The areas are Thriving Cities, Resilient Communities, Modernised Council and Aspirational People.

Regulatory Services through its core business activities supports the Corporate Plan by contributing directly to a number of outcomes. The contribution to the corporate and community objectives are delivered through the diverse range of services supplied by the Service. The work carried out by officers delivering official controls in the whole area of food law directly contribute to a number of these objectives but particularly the Thriving City, Resilient Communities and Aspirational People.

2. Background

2.1. Profile of the City of Newport and the Port

Newport is a unitary authority in south-east Wales located within a few miles of the second Severn crossing along the M4 corridor. As Wales' newest city, it forms the gateway between Wales and England.

Newport covers a geographical area of just over 73.5 square miles, with a population of approximately 150,000 and the second largest number of people from a non-white background of the local authorities in Wales.

Newport is ranked as the fourth most deprived local authority in Wales. After losing some of its core industries the city is re-establishing and adapting itself as a centre of modern industry and commerce.

The Port of Newport is a general cargo port and handles approximately 1 million tonnes of cargo per annum. Main imports include coal, steel, timber and timber products. The remainder includes clay products, agribulks and animal feed.

The agricultural base that tends to concentrate on livestock, primarily beef and sheep with some dairy farming

In common with other cities in the UK, demands on the food services in Newport are diverse and high. There are approximately 1,500 businesses and there is a regular 10% turnover of businesses opening and shutting.

There are a variety of food businesses in Newport, around 45 of which are manufacturers, packers, processors or importers. There are also a wide variety of retailers and caterers; some of which are well resourced and part of a national business; and many others who are much less well-resourced and independent.

2.2. Organisational Structure

Regulatory Services is one of the services within Law & Regulation. The Food Safety (Hygiene) function is managed by the Regulatory Services Manager (Environment & Community) and the Food Standards function is managed by the Regulatory Services Manager (Commercial Standards).

Within Environment & Community Regulatory Services, the Food Safety Team is led by the Principal Environmental Health Officer (Food Safety). 6.5 FTEs deliver official controls relating to food hygiene including the Principal. The Principal Environmental Health Officer (Food Safety) is the designated lead officer for the function. 0.5 FTE deliver investigations of Outbreaks and Food Related Infectious Disease and this function is managed by the Principal Environmental Health Officer (Environment, Health and Safety). One member of the food team works a reduce hours' commitment of 4 days and as such is a 0.8 FTE.

Within Commercial Standards Regulatory Services, the food standards function is delivered across three teams within the service. Each team is led by a Principal Trading Standards Officer. One team deals with the retail/catering environment; another with the non-retail environment; and the other with serious investigations. In addition to the Principal Officers there are four officers (3.6 FTE) responsible for Food Standards Enforcement. The Principal Trading Standards Officer (Animal Health and Industrial) is the nominated lead officer for the Food Standards function.

High Risk Food Inspections and Official Controls are carried out only by officers who have attained the appropriate additional training and assessment. Other Food Standards Official are undertaken by Food Officers who meet the qualification and competency requirements of the Food Law Code of Practice for Wales.

NB: The Animal Feed Standards function is managed by the Regulatory Services Manager (Commercial Standards).; but has received a dispensation from the requirements to be part of the Service Plan as this is delivered through an All Wales/Food Standards Agency endorsed service plan.

2.3. Scope of the Food Service

The following functions are undertaken:

- Programmed inspections and follow up compliance visits to both new and existing businesses
- Investigation of complaints and allegations of food fraud
- Investigation of FSA food incidents, alerts and hazard warnings
- Food sampling to assess microbiological quality and for accuracy in relation to composition, labelling and chemical contamination
- Advice to both existing and new food businesses
- Reactive / targeted Food sampling
- Delivery of food hygiene courses for council employees and the private sector
- Responding to requests for service and advice
- Carrying out appropriate and proportionate enforcement actions where necessary
- Implementation and promotion of the National Food Hygiene Rating Scheme
- Liaison with other food authorities and professional bodies to ensure consistency of food safety enforcement

2.4 Demands on the Service

Food produced, processed, packed or imported in Newport is varied and the resource required is continually increasing as new business open or the existing businesses change to meet the demands of consumers in the present economic climate. The food industry traditionally has low margins and in an effort to cut costs the technical part of the businesses is being reduced, but the demand for diversification has increased. Subsequently, surveillance of the food industry needs to be undertaken to ensure compliance.

There are approximately 1,500 food premises presently approved/registered by Newport City Council. The profile of these is described below:

Food Hygiene (as of 31 March 2019)

Establishment Type	Risk Category					Total
	A	B	C	D	E	
Primary Producer	0	0	0	1	3	4
Distributor/Transporter	1	1	2	2	16	22
Slaughterhouse	0	0	0	0	0	0
Manufacturer/Packer	1	4	20	11	9	45
Importer/Exporter	0	0	0	0	0	0
Retailer	0	2	40	37	204	283
Restaurant/Caterer	8	54	425	206	431	1124
Total	10	61	487	257	663	1478

9 of the above premises are approved under EC Regulation 853/2004 comprising cold stores, meat processing and re-wrapping establishments.

Food Standards (as of 31 July 2019)

Establishment Type	Risk Category			Total
	A	B	C	
Primary Producer	0	1	0	1
Distributor/Transporter	1	10	1	12
Slaughterhouse	0	0	0	0
Manufacturer/Packer	2	12	2	16
Importer/Exporter	1	2	0	3

Establishment Type	Risk Category			Total
	A	B	C	
Retailer	2	54	125	181
Restaurant/Caterer	0	67	485	552
Total	6	146	613	765

2.5 Service Delivery Points

Both the Food Safety and Food Standards Services are delivered from the Civic Centre in Newport. Appointments can be made to see an officer at the Civic Centre, Information Station or at the food business if requested. The service mainly operates within office hours from Mondays to Fridays; and weekend and out of business hours duties are carried out as the need arises.

Food Related Service Delivery Points	
Location	Office Hours
Civic Centre Godfrey Road Newport South Wales NP20 4UR	Mon - Thurs 08:30 - 17:00 Friday 08:30 - 16:30 Appointments only no direct public access
Information Station Old Station Building Queensway Newport NP20 4AX	Opening hours: Monday/Tuesday and Thursday/ Friday, 8.30am – 5.00pm Meeting rooms available on the request of complainant.

2.6 External Factors Impacting on the Service

2.6.1 Ethnic Mix of Food Businesses

Newport has a very diverse mix of businesses including a high proportion of ethnic businesses which do not use English as their first language. A high turnover of businesses in this sector presents significant challenge in achieving the required frequency of inspection and sustained improvement in the hygiene standards is difficult to achieve. Such businesses also struggle to comply with the complex labelling, marketing and compositional rules required by food standards legislation.

2.6.2 High Profile Events

Newport has hosted a number of high profile events both in the sporting world (such as the Ryder Cup in 2010) and other major non-sporting events such as the NATO Summit in 2014. The scrutiny placed on the area in terms food compliance for those visiting the area is particularly high. Significant additional resources are required to ensure the highest standards are maintained at such events. A number of seasonal events also run in the city requiring monitoring and inspection over and above the programmed inspections.

Newport now hosts the International Conference Centre Wales, a 5,000 + pax conference facility on the grounds of the Celtic Manor Resort. This conference facility will also include catering establishments and food providers.

Rodney Parade Stadium is home to the Newport Gwent Dragons, Newport RFC, and Newport County Football Club and also hosts music, other sports and cultural events all with food service/provision.

The International Velodrome and Sports Village hosts national and international sporting events with food service/provision.

2.7 Enforcement Policy

Regulatory Services has a published Enforcement Policy, which follows the Enforcement Concordat and Code for Crown Prosecutors. This aims to consider the impact of the regulatory intervention on businesses by adopting a positive, proactive and balanced approach to ensure compliance. This will be achieved through a combination of: advice, information, help and support for businesses that reflects individual business needs and expectations; and intelligence-led, targeted and proportionate interventions where regulatory breaches are identified.

3. SERVICE DELIVERY

3.1 Programmed Interventions at Food Establishments

The **Food Hygiene Interventions** in 2019-20 required to comply with the Food Safety Act Food Law Code of Practice are shown below.

2019-2020 Food Hygiene Programme Required by the Code of Practice		
Category and Inspection Frequency	Interventions achieved in 2018-19* (<i>total figures including new, rescores etc.</i>)	Number of planned inspections falling due 2019-2020* (<i>not including new, rescores etc.</i>)
A (6 Monthly)	22	20 (19-20)
B (12 Monthly)	117	60 (19-20)
C (18 Monthly)	416	262 (19-20)
D (24 Monthly)	105	51 (19-20)
E (Subject to Alternative Enforcement Strategy)	19	N/A
Total	679	393

The Food Law Code of Practice requires food authorities to follow a programme of food interventions that are applied in a risk-based manner. This allows intensive regulation to be directed at those food businesses that present the greatest risk. The authority is also required to appropriately resource their interventions programme.

In accordance with these requirements the focus of food hygiene inspections will be on premises that are risk rated as A, B and C. These inspections are allocated on a quarterly basis at the first main team meeting of that quarter. Newport City Council aims to complete 100% of A to C inspections.

Over recent years, the pool of D rated premises is slowly growing. In previous Service Plans, no commitment was made to inspect these. Recognising this strategic risk, in 2019-2020, Newport City Council Food Safety Team will include “due” D category inspections in the quarterly work plan for the first time. There is no current capacity to inspect the “missed” pool of D’s from previous years.

The inclusion of D’s in the monthly workload will be as a lower priority: A to C category inspections, matters of evident concern, outbreaks, significant enforcement, additional workload and Rescores/New food businesses etc. may take precedent and result in the D inspections being missed. However, the intention to commence routine inspection of D category premises is clear.

The planned programme for **Food Standards Interventions** in 2019-20 that are required to comply with the Food Safety Act Food Law Code of Practice is shown below.

2019-20 Food Standards Programme Required by the Code of Practice	
Category and Inspection Frequency	Number of Premises
A (12 Monthly)	10
B (24 Monthly)	36
C (60 Monthly)	109
Unrated	474
Total	629

The teams responsible for delivery of Food Standards enforcement have undergone a transformation.

Previously all officers would be expected to complete an inspection plan and also take their share of the large special investigations across the trading standards discipline. This situation caused an over-concentration of officer time on prosecutions and investigations at the expense of the inspection programme. The creation of the Special Investigations Team has freed up the 'inspectors' in the newly formed Consumer Protection Team to focus on compliance and surveillance work. This has led to an increase in food standards official controls. Re-balancing the inspection programme will take a further couple of years.

Resources will also be made available to other regulatory colleagues to assist with intelligence gathering and problem spotting.

3.2 Food Complaints

3.2.1 Food Hygiene Complaints

Our policy is to investigate food complaints concerning extraneous matter, chemical or microbiological contamination, unfitness and food alleged to have caused food poisoning, provided that the food was purchased within Newport. We will also investigate allegations concerning poor hygiene including alleged pest infestations and notification of water disconnections in food premises located within the City. Where we receive food complaints relating to food purchased in premises under the jurisdiction of other authorities we will pass the details to them for investigation.

The purpose of investigating food stuff complaints is to:-

- Resolve problems which pose a risk to public health and/or check compliance with food/feeding stuff standards and labelling requirements.
- Provide information to the food industry in order to maintain and improve standards.
- Fulfil the duty of enforcement.
- Prevent future complaints.

Based on previous year's data we would expect to receive approximately 300 complaints linked to food premises conditions or purchase of food in a year, requiring approximately 900 hours of officer time. In addition, there are likely to be around 300 other services requests to respond to that do not fall into these categories, taking another 900 hours.

3.2.2 Food Standards Complaints

Inspectors will fully investigate complaints relating to food premises where the conditions:

- may present a significant risk to public and animal health, and/or
- are a persistent concern to the public, and/or
- the business has a poor history of compliance
- a legal contravention has been identified which is likely to continue or recur, and/or
- the type of contravention is widespread and/or
- the contravention might be due to a deliberate act e.g. for financial gain

Complaints will be actioned in line with the section's procedures.

Based on previous year's data we would expect to receive approximately 100 complaints in a year, requiring approximately 750 hours of officer time. Most complaints are resolved fairly routinely; but some require extensive investigation and officers attend court etc.

3.3 Additional Inspections Required

In addition to the above programmed Food Hygiene Interventions it is anticipated that, based on previous years' data, 130 revisits will be required to follow-up areas of non-compliance. It is estimated that this would increase to 200 revisits if all inspections required by the Code of Practice were undertaken. This would equate to 1,000 hours of officer time. From the Food Standards perspective, this activity is wrapped up in the complaints resource estimate.

3.4 Inspection of New Food Businesses

A significant number of enquiries are received each year from people seeking advice who are looking to set up a new food business. These can initially involve considerable time in tailoring appropriate advice and on-site visits where necessary.

The Food Law Code of Practice requires that all food establishments receive an initial inspection. This should normally take place within 28 days of registration or from when the authority becomes aware that the establishment is in operation.

The Service receives between 130 and 180 new business registrations each year. 180 new businesses equates to 1,440 officer hours within the Food Safety team if all new businesses require an inspection. In 2018-2019, the number of new food businesses inspected was 174. 130 registrations had been received in Quarter 1 and 2 of the 2019-2020 year showing an increasing demand on the service. This will place an increased inspection workload on the Food Safety Team.

Where new registrations are received for establishments that are due for inspection within the current Food Hygiene Intervention programme the programmed intervention is replaced with one that applies to the new business. This may involve a re-prioritisation of the intervention to ensure the 28-day target for inspection is achieved.

The Food Standards function faces the same pressure with new businesses as Food Hygiene; but there is an inadequate link up between the two services. Since 1 April 2019, the officers share a single database, this now provides a better opportunity for collaborative working on new businesses. It would be quite possible for Food Hygiene Officers to seek the completion of a questionnaire that would allow Food Standards Officers to make the required risk assessment and also to alert them to premises that require a more comprehensive food standards intervention, where compositional risks exist.

3.5 Food Hygiene Rating Scheme

The Food Hygiene (Wales) Act 2013 established a statutory Food Hygiene Rating Scheme (FHRS) in Wales which came into force on the 28 November 2013. This replaced the previous voluntary scheme operated in Wales and across the UK since 2011. Much of the work in implementing the scheme, e.g. issuing a rating based on the score given during an inspection is linked with the inspection activities described in 3.1 above. However additional responsibilities under the Act include:

- The local authority is required to post the food business operator notification of their rating within 14 days of the inspection along with the reasons for the rating and an appropriate FHRS sticker.
- Requests for appeals are received from food business operators where they feel the rating has been wrongly applied. These must be determined and the decision communicated within 21 days of receipt of the appeal. 10 appeals were received in 2018-2019 accounting for around 30 hours of PEHO (and some EHO) time.
- Where a food business operator requests a re-rating this must be paid for in advance of the re-rating inspection taking place. Once the payment has been received a new inspection is carried out (within 3

months) to re-assess the premises. A further report and sticker is issued following the inspection. 42 Rescore Requests were received in the 2018-2019 year. The fee for this process increased in April 2019 to £180, the income from these additional inspections is used to cover the cost of the rescore process. A rescore is a full inspection, and as such represents a significant additional workload on the Food Safety Team and may be counted in officer time as the same as routine inspections.

- The display of the rating in the form of a window sticker is a mandatory part of the scheme. The Food Safety service will use a range of enforcement options to respond to notifications of non-display including warning letters, fixed penalty notices and where appropriate, legal proceedings. 2 FPNs and 30 warnings were issued between June 2018 and 31 March 2019.
- Consistent determination of the ratings across the Authority, Wales and the UK is an important part of ensuring the scheme is fair and correctly applied. The food safety officers involved in inspections under the scheme must receive regular training to promote consistency in order to apply the ratings correctly.

The estimated resources required to fulfil the Authority's obligations under the Food Hygiene Rating Scheme are as follows:

Activity	Number Activities Per Year	Estimated Hours Required
Appeals	10	30
Re-rating Requests	Not calculated as costs covered by fees	
Officer Training	2 Events Per Year	45
Allegations of Non-display	Approximately 40	100
Totals		175

3.6 Home Authority Principle and Primary Authority Scheme

In accordance with the Home Authority Principle, the Council will respond to requests for appropriate information from other local authorities about locally produced foods that have been sold outside Newport and are the subject of a complaint. The requirements of the Home Authority and Primary Authority Principles are taken into account when conducting interventions and enforcement activity at premises operating under these arrangements.

Planned/Proposed Primary Authority

Newport City Council has been approached by five businesses looking to enter into formal Primary Authority relationships. It is expected that four of these relationships will commence in the 2019-2020 year placing significant additional workload across all elements of Regulatory Services, and in particular at Principal Officer level. These workloads must be balanced against statutory duties.

3.7 Paid for Advice to Business and Food Hygiene Training

The Authority recognises the importance of responding positively to all reasonable requests for advice or assistance from food businesses as this:

- proactively assists compliance
- encourages the adoption of best practice
- helps avoid unnecessary expenditure by businesses
- reduces the need for formal enforcement
- raises the profile of the Authority in supporting the development of businesses
- helps to build a positive working relationship and trust between enforcement officers and businesses

In practice, advice can range from responding to telephone requests for information, to the provision of guidance leaflets, site visits and the preparation of advisory letters.

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 via email. Where more detailed advice or support is required businesses will be signposted to relevant trade associations, consultants, or other experts, as appropriate or we may contact those bodies on their behalf.

A total of 30 minutes of free advice is available to each food business, usually via phone or email. Further advice beyond this is available on a chargeable basis.

Free advisory visits to business premises are no longer routinely made (subject to business specific assessment by PEHO/PTSO to ensure that high risks are adequately dealt with).

3.7.1 Paid for Advice, Mock Inspections, and Indicative NFHRS Scores.

The Food Standards and Food Hygiene teams offer Paid for Advice services. Demand is variable but increasing. This service can be tailored to the businesses' specific needs and is charged on a per hour rate (standard rate for VAT). Examples of this advice include auditing of food safety performance, HACCP review, labelling requirement assessment and provision of specific training.

Any potential conflicts of interest are managed by the Principal Officers of each team.

Income generated by these services may be used to cover and backfill officer time.

3.7.2 Food Hygiene Training

In accordance with the Council drive to maximise revenue income, in 2017 the Food Safety team started to offer formally accredited CIEH level Food Hygiene Training. Courses for Level 2 (Foundation) and Level 3 (Intermediate) are offered and provided to internal and external customers. Last year this service was estimated to have been the equivalent of one FTE officer for around 45 days relating to the organising, booking, invoicing, preparation, delivery and post training administration. The PEHO Food Safety is currently investigating how to reduce the administrative burden of delivering the training.

- Over 15 Level 1 (Introduction) or Level 2 courses were delivered in 2018-2019 year.
- Three, 3-day Level 3 courses were delivered the 2018-2019 year.
- 8 Fundamentals of Food Hygiene (internal course to social services) were held in the 2018-2019 year.

Provision of this training meets corporate desire to maximise income, it increases the Council reputation and standing in the local area, and in particular within the business community. Attendee feedback has been excellent and provision of the training has developed the skills of Officers. It is recognised that often businesses trust Environmental Health departments to deliver Food hygiene training (as opposed to private sector providers) because they are the regulators. However, these workloads must be balanced against statutory duties.

3.8 Sampling

3.8.1 Sampling for Food Standards

Sampling for Food Standards purposes will be carried out as part of the Annual Sampling Plan; and also as a result of complaints or where officers take samples from food businesses as part of a routine inspection.

Sampling can be taken to ensure that businesses are offering food that is:

- safe
- nutritionally and compositionally correct
- correctly labelled
- altered or adulterated with a detriment effect to the consumer

The proposed sampling activities for Food Standards purposes are set out in an annual sampling plan and will include coordinated projects involving Food Standards Agency Wales, National Public Health Service, Wales Heads of Trading Standards, and the Gwent Food Standards Group; as well as local projects. These may include local establishments with particular problems to address, approved premises or imported food sold in the area. Each year the Service plans to take approximately 30 Food Standards samples

Follow up work where unsatisfactory results are obtained may involve additional advisory or enforcement activity. This requires approximately 50 hours of officer time for Food Standards work.

Sampling will also follow participation in regional projects. Where food fails to comply with legal standards, follow up visits will be made to investigate possible reasons for failure, if there has been gross negligence enforcement action may be taken and the premises will be targeted during subsequent sampling programmes.

The Food Standards Sampling Plan is set out at Appendix 9.

3.8.2 Sampling for Food Hygiene

Newport has no dedicated Food Sampling Officer and programmed sampling of food was discontinued as part of previous budget savings. Where sampling does occur, it will focus on food produced in Newport, in support of our approved premises and small-scale producers. This helps them and also meets the Council activity of supporting the Thriving City objective.

3.9 Control and Investigation of Outbreaks and Food Related Infectious Disease

The Food Safety Team in conjunction with the Environment, Health & Safety Team investigate all notifications of food poisoning, suspected food poisoning and laboratory notifications of gastrointestinal infections such as cryptosporidium and giardia, in accordance with relevant central guidance.

The objective is to identify the source, to control and prevent further cases from the source if the suspected source is within the City, and to prevent spread from the primary case (e.g. if the case is a food handler, health worker or young child). This also requires the Lead Officer to work closely with their counterparts in neighbouring authorities.

In addition to the investigation of sporadic cases of infectious disease, the Council will also investigate outbreaks of infectious disease, such as food poisoning, in accordance with the Communicable Disease Outbreak Plan for Wales. The plan identifies action to be taken in order to manage infectious disease control in an outbreak situation and describes the roles and responsibilities of the various agencies concerned, including the Council. An estimated 1,276 hours per year are spent on this aspect of the service.

Demand for the service for the upcoming year is impossible to predict, however it has been indicated that PCR testing for samples is going to be introduced at the Royal Gwent Hospital at some point in 2019/20. Therefore, based on statistics for other Local Authorities where this method of testing has already been implemented, it is expected that infectious disease notifications requiring further investigation will increase.

Should a major outbreak occur, staff would be taken from other Environmental Health duties to assist as appropriate.

3.10 Food Incidents

Regulatory Services will, on receipt of any food alert, respond in accordance with the Food Safety Act Food Law Code and Practice and Practice Guidance.

A Product Withdrawal Information Notice or a Product Recall Information Notice is issued where a solution to the problem has been put in place – the product has been, or is being, withdrawn from sale or recalled from consumers, for example. A Food Alert for Action is issued where intervention by enforcement authorities is required.

Alerts requiring substantial reactive action will occur occasionally and irregularly. Sufficient resources will be allocated to deal with each warning as it arises, although this may require diversion from the planned programme of inspection.

3.11 Port Health Overview

Newport City Council acts as the Port Health Authority for the Port of Newport, as well as wharfs on the River Usk, including Bird Port and Liberty Steel. The port is a general cargo port mainly handling products such as coal, steel, timber and animal feed.

The work of the Environment, Health & Safety Team encompasses the following:

- Close monitoring of ship (vessel) movements within the port authority for purposes preventing the spread of infectious human and animal disease, ship inspection and imported food controls.
- Responding to reports of food poisoning and infectious disease and implementing required control measures to safeguard public health.
- Protecting animal health by ensuring vessels correctly dispose of International Catering waste.
- Inspecting the Port Health Authority area and boarding ships to check on sanitary conditions and take action in accordance with the International Health Regulations and domestic legislation.
- Making sure that controls on importing or landing animals that may carry rabies are strictly observed;
- Issuing Sanitation control or exemption certificates following a thorough inspection of a ship and extending a ship sanitation certificate if appropriate.
- Checking the water quality on board vessels to ensure there are no risks to health.
- Undertaking food hygiene inspections of the galley and implementing any required measures to safeguard food safety.
- Checking the water quality standards of quayside water supplies used by ships.
- Act as Category 1 responders under the Civil Contingencies Act 2004.

- Liaising with other port health authorities, Food Standards Agency; Maritime & Coastguard Agency; Border Agency; Welsh Government; port operator and shipping agents to ensure the efficiency of the service.
- The provision of information and advice concerning EU & UK legislation and controls

3.12 Liaison with Partners

Liaison and collaborative working is an appropriate mechanism for ensuring consistency between enforcers, for sharing good practice, for sharing information and for informing other enforcers of potential difficult situations. The main liaison arrangements are as follows:

- Liaison with the Food Standards Agency
- Wales Heads of Trading Standards Group (WHOTS)
- Wales Heads of Environmental Health Group (WHOEHG)
- Wales Food Safety Technical Panel
- Wales Food Standards Group
- All Wales Communicable Disease Technical Panels,
- South East Wales Communicable Disease Task Group,
- South East Wales Communicable Disease Liaison Group,
- Water Health Partnership (Welsh Water)
- Commitment to the Welsh Food Microbiological Forum;
- South East Wales Food Safety Task Group
- Member of the Association of Port Health Authorities and the Ports Liaison Network;
- All Wales Port Health Expert Panel
- Care and Social Services Inspectorate Wales (CSSIW)
- Greater Gwent Food Standards Panel
- Gwent Police
- Government Agency Intelligence Network
- National Food Crime Unit
- Regional Intelligence Network

For Food Hygiene attendance at liaison, task group and technical panel meetings involve an estimated 98 hours of officer time per year, mostly at Principal EHO level.

For Food Standards attendance at liaison, task group and technical panels meetings involve an estimated 65 hours of officer time per year.

Regulatory Services will endeavour to work closely with other organisations in order to strengthen our position and build closer relationships with the relevant parties particularly those involved with food.

3.13 Promotion

By working closely with other organisations, it will help the service and the other organisations to provide a provision to businesses to ensure the safety and high standards demanded by consumers. The service will constantly aim to improve with the help from other organisations and the adequate financial resources.

Environmental Health provides Food Hygiene Training for other council departments such as the carers that work for the Social Services. An average of 10 courses are delivered across the year involving an estimated 60 hours of officer time.

4. Resources

4.1. Financial Resources Required

In order for Regulatory Services to fully meet the needs of the Code of Practice and the demands of the service, consumers and businesses; the following is required:

Activity		Food Hygiene	Food Standards
Programmed Interventions at Food Establishments	Risk Ratings A - C	£70,780	£25,000
	Risk Ratings D & E	£9,183	
Approved Premises (Food Hygiene)		£2,793	N/A
Complaints & Service Requests		£46,566	£16,000
Additional Inspections (Revisits after inspections)		£25,870	[See Service Requests]
Inspection of New Food Businesses		£37,252	£55,000
National Food Hygiene Rating Scheme		£4,588	N/A
Sampling		£130 [Officer Time]	£8,000 [Analyst Cost] £1,800 [Officer Time]
Training		£5,432	£2,500
Outbreaks and Food Related Infectious Disease		£33,010	N/A
Food Incidents		[See Service Requests]	[See Service Requests]
Liaison with Partners		£2,735	£1,375

Liaison	£1,700	£1,700
Promotion	£1,552	Nominal
Legal Proceedings	£4,127	[See Service Requests]
Management activity by team leader	£44,527	£10,000
Total	£295,250	£121,375

4.2. Actual Allocation

Activity	Food Hygiene	Food Standards
Salaries	£139,739	£111,000
Sampling Analyst Fees	As required	£8,000
Training	Variable	£2,000
Total	£309,825	£121,000

4.3. Resource Sufficiency

The resource allocation set out above is not sufficient to complete the full range of work required to meet the Food Law Code of Practice. It is necessary therefore to ensure that resources are targeted to high risk activities. The prioritised work programmes with performance targets are set out in the appendices to this document.

Following year-on-year failures to complete the Food Standards intervention programme officers have made a concerted effort to deliver the complete programme. It is planned the service will be in the top quartile within 3 years. (Current performance is quartile 3). It is acknowledged that the risk of the use of undeclared allergenic ingredients is increasing; and that the risk is greatest within the category C premises. Based on the Intelligence Operating Model put in place by National Trading Standards there is now a correlation between the need to inspect retailers and caterers for this particular issue and the very real risks of allergy non-compliance. The recent restructure has seen a concentration of resources on the issue of Food Standards. This has been at the cost of Fair Trading and other work. It is hoped that the improvement programme will allow the service to reach acceptable performance levels and then allow officers to put more resources back into other non-Food Standards work.

4.4. Staff Development Plan

All officers receive a review and their allocated work and training programmes are and agreed in line with Newport City Council's Review Policy and procedure.

4.5 CPD, Officer Training and the Food Law Code of Practice

Officers undertaking Food Hygiene Enforcement are required to undertake 20 hours CPD through the year. 10 hours is to be core food safety training, the second 10 hours are additional supporting subject training.

This equates to around 3 days per officer per year, approximately 18 days. Where officers hold Chartered EHO status with the CIEH, (3 Food Team Members) they are required to undertake 30 hours CPD per year, an additional 10 hours per officer taking the total officer training time to 22 days.

Deficiencies in total training within previous years must be made up in the following year only.

This training may be online, peer review or formal training.

Officers are responsible for the recording of their CPD in the training log and are to store their CPD centrally in the training folder at the direction of the PEHO (Food Safety Team).

Food Standards Officers also complete the very similar CPD requirements. Every effort is made to ensure the competency requirements are met.

4.5.1 Complex processes

Officers undertaking inspection in complex processes (Speciality Cheese, Dairy, Fermented Meats etc.) should receive training in these areas. The PEHO (Food Safety Team) will co-ordinate and prioritise officers to receive this training.

5. Quality Assessment

The Food Law Code of Practice requires authorities to maintain documented internal quality and monitoring procedures. A new procedure has been devised, trialled and implemented during 2019-2020 which covers the officers from the Food Hygiene/Safety Team and the Consumer Protection Team and the Animal Health and Industrial Team.

5.1. Internal Monitoring

A management system will monitor and ensure consistent inspections and the quality and nature of work carried out, to make sure as far as practicable that work is undertaken competently and to a uniform standard. Monitoring should be undertaken in accordance with local Food Hygiene and Trading Standards Procedures but should include:

The procedure includes measures to monitor:

- adherence to the inspection plans

- that priority is given to inspecting the higher risk premises
- compliance with Food Standards Agency Codes of Practice, Practice Guidance, and central government guidance
- compliance with internal procedures and policies
- that inspection ratings allocated are appropriate
- that the interpretation of legislation, and action taken by officers following inspections/investigations, are consistent within the authority and with central government guidance.

The procedure may include these elements:

- Performance review (reactive and proactive)
- Monitoring of records and service requests (reactive and proactive)
- When appropriate - Accompanied inspections. A senior officer and inspecting officer will visit the premises at the same time, one to undertake the inspection, the other to monitor the officer's approach, judgements, thoroughness, etc. A minimum of one visit will be made with each officer during the year.

In addition to the monitoring systems describe above, the following arrangements are in place to promote quality and consistency:

- A document control system has been established to ensure that officers have access to current policies, procedures, legislation and official guidance.
- Regular Team meetings are held during which issues of interpretation and enforcement is considered. The first Food Team Meeting of each month is fully documented.
- All files presented for formal action (caution or prosecution) are reviewed by the relevant Regulatory Services Manager.

6. Review

6.1. Performance against the Service Plan

The Food Service Plan is reviewed in Quarter 4 of each financial year and the performance during that year will directly influence and guide the plan for the following year. The reviewed information will therefore form part of the Service Plan, which will be scrutinised by the Cabinet Member for Licensing & Regulation and other Elected Members as part of the Cabinet Member decision-making process to approve the Service Plan.

Food Hygiene

Performance on the inspection of High Risk premises is set out in Appendix 1.

It can be seen that our approved performance targets for high-risk premises were met, as was the target for the Broadly Compliant performance indicator. This is excellent performance given the resources available and pressures on the team.

It should be noted that in accordance with the Service Plan, no significant resources were directed to deliver interventions at D and E-rated premises during the year.

Food Standards

In relation to interventions achieved for all category ABC premises; Trading Standards achieved a third quartile performance with a rate of 41%. The service was placed 112 out of a list of 183 authorities.

In relation to interventions achieved for all category A premises; Trading Standards was 'joint-top' with a score of 100%. It shared this placing with 100 other local authorities.

In relation to interventions achieved for all category B premises; Trading Standards achieved a third quartile performance with a rate of 58%. The service was placed 110 out of a list of 183 authorities.

In relation to interventions achieved for all category C premises; Trading Standards achieved a third quartile performance with a rate of 30%. The service was placed 118 out of a list of 183 authorities.

The information provided in relation to unrated premises is incorrect and will be improved through the 2019-20 year. A programme has been established to visit the premises and ensure they have been risk assessed.

6.2. Identification of any Variation from the Service Plan

Food Hygiene

In 18/19, it was planned that we would only inspect 85% of C-rated premises (those not inspected were selected based on broad compliance over successive inspections). This was the same approach to that used in 17/18 and was to enable resources to be redirected to inspecting new businesses in a timelier manner and to endeavour to meet the requirements of the Code of Practice. However, performance at the end of the year was 99.62% of C-rated premises, significantly above the performance planned at the start of the year. This was achieved by utilising additional funding from the Welsh Government via the Food Standards Agency, which was made available in late 2018, and was spent on employing contractors to bolster the Food Safety team.

C category premises

One Premises rated as C category was missed from the 2018-2019 year, against the revised target to achieve 100% of C category premises which was internally approved after the additional funding described earlier was made available.

D Category businesses

Although not considered in the service planning for 2018/2019, 91 businesses were rated a D category as result of inspections between 01 April 2018 and 31 March 2019.

24 of these inspections were rated as D category inspection based on their first inspection.

2 businesses were rated as D category as result of a re-score.

67 businesses were rated as D category as part of the routine inspection regime and in year changes.

Food contractors contributed 14 D category inspections in 2018/19.

E category Businesses

84 premises were rated as E category premises in 2018/2019. 37 were rated as new food businesses. 1 premises was rated as an E category as result of a Re-score

The remaining premises were rated as E category premises as result of programmed interventions and in-year changes.

Food contractors contributed 9 E category inspections.

Food Standards

Work variations in this area are considered in paragraph 6.3.

6.3. Areas for Improvement

The Principal EHO (Food Safety) has identified that increasing numbers of C-rated premises are improving and being rated as Ds. Continuing to not inspect D-rated premises therefore poses an increasing risk, while the resource required to inspect C-rated premises is gradually reducing year-on-year. We have therefore decided to add a proportion of D-rated premises back into officers' programmed work.

In addition, it can be seen from Appendix 1 that we propose to inspect 100% of C-rated premises in 19/20. It is hoped that the improved performance in relation to the inspection of new businesses within 28 days can be sustained, although this will be challenging given the current volume of new businesses being started.

The service was subjected to an external audit in January 2014 by the Food Standards Agency, a revisit on that Audit in 2017 and a further re-visit in early August 2019. The Agency has set out a number of areas of improvement that are still required that previously featured on the agreed Action Plan, and these will be addressed in due course.

As referenced above; officers from the Consumer Protection Team have made Food Standards work their focus for the next few financial years. It is the desire to ensure that the service operates within the second quartile consistently and aims for the first quartile as an aspiration. As referenced already, the work on unrated businesses needs correcting; this will be done.

It is worth noting that out of 183 authorities the top two authorities in terms of prosecutions each secured 5 cases through court. Newport Trading Standards came-in at third with 4 prosecutions.

Also it has been noted that the level of warnings are being under-reported. Comparing Newport City Council with the other authorities (based on the assumption everyone else is doing this correctly), Newport should be expected to report 100-120 warnings each year. This will be targeted.

The final major improvement will be in the area of the database. 2019-20 saw the movement of the Trading Standards database to the Commercial Premises database (the home of the Food Hygiene work). This has reduced duplication and the risk of support staff failing to enter the double record.

Appendices

1. Food Safety Performance Measures
 - 1A Alternative Enforcement Strategy for Food Hygiene
2. Food Safety Key Plans and Projects
3. Communicable Disease Performance Measures
4. Communicable Disease Key Plans and Projects
5. Port Health Performance Measures
6. Port Health Disease Key Plans and Projects
7. Trading Standards Key Activities
8. Trading Standards Performance Management
9. Sampling Plan for 2019-2020

1. Food Safety Performance Measures

	Indicator/Measure	What does it aim to show?	17/18 Target	17/18 Result	18/19 Target	18/19 Result	19/20 Target
4a	% of higher risk food HYGIENE premises due for inspection (A-rated premises) that were inspected	To provide data as to the percentage of primary visits the local authority has carried out to premises assessed as high risk.	100%	100%	100%	100%	100%
4b	% of higher risk food HYGIENE premises due for inspection (B-rated premises) that were inspected	To provide data as to the percentage of primary visits the local authority has carried out to premises assessed as high risk.	100%	100%	100%	100%	100%
4c	% of higher risk food HYGIENE premises due for inspection (C-rated premises) that were inspected	To provide data as to the percentage of primary visits the local authority has carried out to premises assessed as high risk.	85%	88%	85%	99.62%	100%
4d	% of higher risk food HYGIENE premises due for inspection (D-rated premises) that were inspected – New for 19/20	To provide data as to the percentage of primary visits the local authority has carried out.					70%
6	% of food businesses that are broadly compliant with food safety legal requirements as defined in the Food Safety Code of Practice.	The broad compliance score reflects standards under 3 parameters: a) premises structure b) food hygiene and safety c) (our) confidence in the management of the business	96%	95%	96%	95%	95%
7	The number and % of new food businesses inspected within 28 days of starting to trade.	Extent to which the new businesses are inspected after registering with the authority.	80%	81%	75%	80%	75%
9	The number of significant issues identified and the percentage resolved by officer intervention (with 6 month delay)	Monitoring of progress and completion of enforcement activity.	95%	100%	90%	100%	90%
10	Percentage of Notices complied with	Monitoring of progression and completion of enforcement action	94%	80%	90%	90%	90%

Alternative Enforcement Strategy for Food Hygiene

Introduction

The Food Law Code of Practice requires food authorities to follow a programme of food interventions that are applied in a risk-based manner. This allows intensive regulation to be directed at those food businesses that present the greatest risk. The authority is also required to appropriately resource their interventions programme.

In accordance with these requirements the Food Service Plan 2019-2020 sets out the programme of food hygiene inspections which focuses on premises that are risk rated as A, B and C (higher risk premises). The performance measures for these premises are set out in Appendix 1.

E Category premises have not previously been the subject of an Alternative Enforcement Strategy (AES). In 2019-2020, the PEHO for Food Hygiene will trial an AES based on self-assessment questionnaire for E Category premises. The outcome of this trial will be reported on conclusion of the financial year as part of the review of this service plan

Aim of alternative enforcement strategy

The aim of the approach used will be to gather targeted information on which to carry out verification on the premises including during follow up visits. This will enable a more focussed approach allowing officers to verify specific information and assess significant food safety risks.

Method of alternative enforcement

Targeted self-assessment questionnaires sent to E category businesses. Returned and assessed by an EHO.

Outcomes from the alternative enforcement activities

Data gathering, business contact, surveillance and verification.

Review of the alternative enforcement strategy

The results of the alternative enforcement interventions will be assessed in April 2020.

2. Food Safety Key Plans and Projects

Our New Key Plans and Projects for 2019-2020 Overall responsibility – Regulatory Services Manager (Environment & Community) & Principal EHO (Food Safety)				
Lead officer Initials	Tasks/project	Description	Target Dates For completion	Outcomes and targets (SMART)
FTP	Food Hygiene Rating (Promotion of Rating) (Wales) Regulations	Implement provisions of the new Food Hygiene Rating (Promotion of Rating) (Wales) Reg's	Ongoing	Develop and implement new business processes to be able to enforce new legislation.
FTP	FSA Audit - Revisit	PEHO to liaise with FSA in their audit of July/ August 2019	Ongoing	Progress on or closure of any outstanding actions.
FTP	D Category inspection allocation	Commence allocation of D category interventions as part of a lower priority intervention regime.	Ongoing.	Increase D category inspection rates.
FTP	Alternative Enforcement Strategies for broadly compliant E risk premises	Develop appropriate targeted and proportionate intervention strategies that comply with the Food Law Code of Practice	April 2020	Appropriate alternative interventions developed to apply to a proportion of broadly compliant E risk premises.
FTP	New PEHO to settle into role	Team stability, settling and re-orientation	December 2019	Allow the team sufficient time to work with a new PEHO

Our Key Plans and Projects Rolled forward into 2020/2021 Overall responsibility – Regulatory Services Manager (Environment & Community) & Principal EHO (Food Safety)				
Lead officer Initials	Tasks/project	Description	Target Dates For completion	Outcomes and targets (SMART)
ALL	Deliver food hygiene inspection programme	Ensure risk-based inspection programme of food inspections is carried out as described in Appendix 1	March 2020	All planned inspections completed
ALL	New businesses	Inspect new businesses within 28 days of starting to trade	March 2020	75% of premises inspected within 28 days of business opening or the Council becoming aware of them

Our Key Plans and Projects Rolled forward into 2020/2021				
Overall responsibility – Regulatory Services Manager (Environment & Community) & Principal EHO (Food Safety)				
Lead officer Initials	Tasks/project	Description	Target Dates For completion	Outcomes and targets (SMART)
ALL	Implement an alternative enforcement strategy	Utilise the flexibilities offered under the Food Law Code of Practice to alternate interventions at appropriate E Category businesses	June 2021	Deliver a range of interventions based on criteria set out in Alternative Enforcement Strategy (Appendix 1A)
ALL	Ensure follow through of significant non-compliance.	Revisit, and where appropriate, issue Statutory Notice /instigate legal proceeding in keeping with the food safety enforcement policy.	Ongoing	All significant non-compliances followed up.
Trainers	Provision of food hygiene training courses for social services care staff	Deliver food hygiene courses (Level 2 equivalent) according to agreed timetable maximising income and increasing the brand name and reputation of NCC	Monthly	Programme of Courses delivered
PEHO	Performance Indicators	Complete performance indicator self-assessment forms as required by Internal Audit Complete Performance Indicator Returns. (Core indicator/Public Accountability Measure/etc.) for Internal Audit and/or Welsh Government	March 2020	Self-assessment forms completed. All Performance Indicator returns completed.

3. Communicable Disease Performance Measures

	Indicator/Measure	What does it aim to show?	16/17 Target	16/17 Result	17/18 Target	17/18 Result	18/19 Target	18/19 Result
1	% of declared outbreaks* investigated	To provide data as to the number of outbreaks investigated	100%	100%	100%	100%	100%	100%
2	% of communicable disease incidents# investigated	To provide data as to the number of outbreaks investigated	100%	100%	100%	100%	100%	100%

* 'Declared Outbreak'- formal declaration of Outbreak and convening of Outbreak Control Team (OCT)

'Communicable Disease Incident'- minor outbreak or cluster of disease without the formal declaration of an outbreak and the convening of an OCT

4. Communicable Disease Function- Key Plans and Projects

Our Key Plans and Projects Rolled forward into 2019/20				
Overall responsibility – Regulatory Services Manager (Environment & Community) & Principal EHO (Environment, Health & Safety)				
Lead officer Initials	Tasks/project	Description	Target Dates For completion	Outcomes and targets (SMART)
ALL	Investigation of infectious disease notifications	Investigate all notifications in accordance with the Notification Guidelines. <i>(These guidelines specify which notifiable diseases the Local Authority are required to investigate and target responses. Some notifications, such as Measles, Mumps etc are not investigated by the LA)</i>	On Going	Contact made to 100% of notifications requiring further investigation Provision of advice/guidance on suitable effective control measures to prevent spread of Communicable Disease to: a) Case b) Business (if applicable) c) EH Teams
ALL	Investigation of infectious disease notifications during outbreaks	Investigate all declared outbreaks and infectious disease incidents in accordance with the Communicable Disease Outbreak Control Plan for Wales	On Going	Investigate 100% notifications in accordance with the joint Health Authority and Outbreak Control Plan Provision of advice/guidance on suitable effective control measures to prevent spread of Communicable Disease to: a) Case b) Business (if applicable) c) EH Teams Lead Officer to be active member any formal Outbreak Control Team Internal 'Incident Response Team' to be formed to co-ordinate activities of EH department during communicable disease 'incidents' or 'declared' outbreaks Contribute to Outbreak Control Team report findings
PEHO	Competence improvement and maintenance	Identify training needs from formal Reviews, legislative changes and service developments	On Going	Training organised and undertaken Internal cascade training undertaken

Our Key Plans and Projects Rolled forward into 2019/20				
Overall responsibility – Regulatory Services Manager (Environment & Community) & Principal EHO (Environment, Health & Safety)				
Lead officer Initials	Tasks/project	Description	Target Dates For completion	Outcomes and targets (SMART)
EHO	Competence improvement and maintenance	To be an active representative on the Lead Officer Steering Group	On Going	Attendance at Steering Group meetings to plan Lead Officer training events for upcoming year.
ALL	Communicable Disease Webpages	Website content to be revised to provide signposting to relevant guidance and information on communicable disease	On Going	NCC website communicable disease website signposts to relevant individual and business support for infectious disease control Online report form used to obtain information from alleged food poisoning cases
ALL	Improved use of TARIAN Database	Use of Tarian Database to record work, case notes and details to prevent duplication of work	On Going	Team to receive Tarian Updates in relation to system changes Use of Tarian System to generate Reports

5. Port Health Performance Measures

	Indicator/Measure	What does it aim to show?	16/17 Target	16/17 Result	17/18 Target	17/18 Result	18/19 Target	18/19 Result
1	% of requests for service that have had an initial response in 3 working days	Speed of initial response	100%	100%	100%	100%	100%	100%
2	% of requests for service (inc. enforcement complaints) that are resolved within 2 months	To assess the efficiency of the service	100%	99%	100%	100%	100%	100%
3	% of requests for service (inc. enforcement complaints) that are resolved 4 months	To assess the efficiency of the service	100%	99%	100%	100%	100%	100%
5	The number of significant issues identified and the percentage resolved by officer intervention (with 6 month delay)	Monitoring of progress and completion of enforcement activity.	100%	100%	100%	100%	100%	100%

6. Port Health Key Plans and Projects

Our Key Plans and Projects Rolled Forward into 2019/20				
Overall responsibility – Regulatory Services Manager (Environment & Community) & Principal EHO (Environment, Health & Safety)				
Lead officer Initials	Tasks/project	Description	Target Dates for completion	Outcomes and targets (SMART)
ALL	Issuing Ship Sanitation Control/Exemption Certificates	Respond to requests for SSCEC by inspecting vessels and issuing appropriate certification, taking enforcement action where necessary	On going	100% of requests visited and a certificate or extension issued
ALL	Water Sampling (on board)	Respond to requests for water samples from vessels and provide prompt feedback on results to shipping agents/ship owners, taking appropriate action in cases of poor results	On going	Action taken to improve water quality in all cases where unsatisfactory results are received
PEHO	Competence improvement and maintenance	Identify training needs from check in meetings, legislative changes and service developments.	On going	Training organised and undertaken as required
SO	Vessel Movement Log	Vessel movement log completed for all vessels arriving/departing at Port of Newport	On Going	Vessel movement log completed
ALL	International catering waste	Assess compliance with International Catering Waste requirements on every vessel inspected	On Going	Compliance assessed at 100% of vessels subject to inspection.

7. Trading Standards Key Activities

- Completion of the Inspection Programme
- Improvement in the assessment of unrated businesses
- Improvement in the accuracy of the database
- Completion of the sampling plan
- Focus on undeclared allergenic ingredients
- Focus on Food Fraud
- Increased use of written warnings
- Increased number of intelligence reports submitted to the NFCU
- Development of business support programme
- Improvement in internal monitoring
- Improvement in alternative enforcement models
- The following table is an excerpt of the relevant activities from the main Trading Standards Service Plan
- Continued commitment to forma action and use of the enforcement toolkit
- Continued commitment to response to food incidents
- Continued commitment to officer competence
- Continued commitment to partnership working

8. Food Standards Performance Management

Indicator	2018-2019 Performance	2019-2020 Expectation
% of category A premises interventions	100%	100%
% of category B premises interventions	58%	70%
% of category C premises interventions	30%	70%
% of category ABC premises interventions	41%	75%

9. Sampling Plan for 2019/2020

Objective

The objective of this sampling programme is to ensure that food businesses are compliant with the relevant requirements that apply to them with regards to food.

We will primarily be sampling for compositional compliance chemical contaminants or for undesirable substances.

Sampling will prioritise food produced in Newport at approved premises, as part of complaints or to support small-scale local producers.

Food Standards

- The Section will take samples from its 'home authority' businesses during key visits
- The Section will participate in the various projects of the regional groups; where sampling is required there will be full participation
- The Section will take samples for meat speciation
- The Section will take samples for labelling compliance

Budget

£8,000

Public Analyst

The Public Analyst that will be used for conducting the formal and informal samples procured during the course of the year will be decided depending upon the test required but generally will be Alistair Low.

The details on samples taken will be input onto uniform and reported on in the LAEMS return.