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Annex

Legislation

This Annex provides a list of official guidance only. Information on food legislation can, however, be found in 'Food Law' and 'Food Law in Scotland'. 'Food Law' is available on the Food Standards Agency website at www.food.gov.uk/enforcement/regulation/foodlaw and is regularly updated. 'Food Law in Scotland' is also available on the website. These documents have been produced as a general guide and cannot be treated as an interpretation of the law.

Authorities can update the list of legislation from, among other places, the Stationery Office Weekly List or standard reference legal textbooks.

Food Safety Act 1990 Codes of Practice

- No.1 Responsibility for Enforcement of the Food Safety Act 1990. Issued 1991. ISBN 0-11-321354-9.
- No.2 Legal Matters. Issued 1991. ISBN 0-11-321353-0.
- No.3 Inspection Procedures - General. Issued 1991. ISBN 0-11-321355-7.
- No.4 Inspection, Detention and Seizure of Suspect Food. Issued 1991. ISBN 0-11-321350-6.
- No.5 The Use of Improvement Notices (Revised 1994). ISBN 0-11-321777-3.
- No.6 Prohibition Procedures. ISBN 0-11-321349-2.
- No.7 Sampling for Analysis or Examination (Revised October 2000).*
- No.8 Food Standards Inspections (Revised July 1996).*
- No.9 Food Hygiene Inspections (Revised October 2000).*
- No.10 Enforcement of the Temperature Control Requirements of the Food Hygiene Regulations. Issued 1991. ISBN 0-11-321465-0.
- No.11 Enforcement of the Food Premises (Registration) Regulations. Issued 1991. ISBN 0-11-321478-2.
- No.12 Quick-Frozen Foodstuffs Division of Enforcement Responsibilities: enforcement of temperature monitoring and temperature measurement (Revised February 1994). ISBN 0-11-321793-5.

- No.13 Enforcement of the Food Safety Act 1990 in relation to Crown Premises. Issued 1992. ISBN 0-11-321500-2.
- No.14 Enforcement of the Food Safety (Live Bivalve Molluscs and Other Shellfish) Regulations 1992. Issued 1994. ISBN 0-11-321695-5.
- No.15 Enforcement of the Food Safety (Fishery Products) Regulations 1992 and associated Regulations. Issued 1994. ISBN 0-11-321798-6.
- No.16 Enforcement of the Food Safety Act 1990 in relation to the Food Hazard Warning System (Revised August 1997).*
- No.17 Enforcement of the Meat Products (Hygiene) Regulations 1994. Issued 1994. ISBN 0-11-321880-X.
- No.18 Enforcement of the Dairy Product (Hygiene) Regulations 1995 and the Dairy Product (Hygiene) (Scotland) Regulations 1995. Issued 1995. ISBN 0-11-321957-1.
- No.19 Qualifications and Experience of Authorised Officers (Revised October 2000).*
- No.20 Exchange of Information between Member States of the EU on routine Food Control Matters. Issued 1996.*

Copies of the Codes of Practice may still be obtainable from The Stationery Office.

*Codes available only from the Agency's Local Authority Enforcement Division (LAED) Professional Support Branch. Scottish versions of Code 7, 9 and 19 are available from FSA Scotland (see page 2-19 for contact details).

Codes of Practice issued under the Food Safety (Northern Ireland) Order 1991

- No.1 Legal Matters. ISBN 0-337-07627-8.
- No.2 Inspection Procedures - General. ISBN 0-337-07629-4.
- No.3 Inspection, Detention and Seizure of Suspect Food. ISBN 0-337-07632-4.
- No.4 The Use of Improvement Notices (Revised). ISBN 0-337-07886-6.
- No.5 Prohibition Procedures. ISBN 0-337-07633-2.
- No.6 Sampling for Analysis or Examination (Revised November 2000).*

- No.7 Food Standards Inspections.*
- No.8 Food Hygiene Inspections (Revised November 2000).*
- No.9 Enforcement of the Temperature Control Requirements of the Food Hygiene Regulations. ISBN 0-337-07673-1.
- No.10 Enforcement of the Food Premises (Registration) Regulations. ISBN 0-337-07707-X.
- No.11 Enforcement of the Food Safety Act 1990 in relation to Crown Premises. ISBN 0-337-07713-4.
- No.12 Enforcement of the Food Safety (Live Bivalve Molluscs and Other Shellfish) Regulations (Northern Ireland) 1993. ISBN 0-337-07877-7.
- No.13 Enforcement of the Food Safety (Fishery Products) Regulations (Northern Ireland) 1993. ISBN 0-337-07927-7.
- No.14 Enforcement of the Food Safety (NI) Order 1991 in relation to the Food Hazard Warning System.*
- No.15 Quick-Frozen Foodstuffs. Enforcement of Temperature Monitoring and Temperature Measurement. ISBN 0-337-07928-5.
- No.16 Enforcement of the Dairy Products (Hygiene) Regulations (NI) 1995. ISBN 0-337-37018-4.
- No.17 Qualifications and Experience of Authorised Officers and Experts (Revised November 2000).*
- No.18 Exchange of information between Member States of the EU on routine Food Control Matters.*

Additional Government Guidance on Enforcement Approach

Additives

Food Additives Legislation: Guidance Notes – contact Chemical Safety & Toxicology Division (CST), Branch 4.

Animal Feed

Guidance on the Approval and Registration of Establishments and Intermediaries Operating in the Animal Feedstuffs Sector – contact Chemical Contaminants and Animal Feed Division (CCAFD), Animal Feed Unit.

Labelling of Feedingstuffs, Additives and Premixtures. Notes and Points on Approval and Registration Numbers. Issued November 2001 – contact CCAFD, Animal Feed Unit.

Labelling and Other Requirements for Feed Materials (under the Feeding Stuffs Regulation 2000) – contact CCAFD, Animal Feed Unit.

Butchers' Licensing

Guidance Notes – The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000. Issued May 2000 – contact Microbiological Safety Division (MSD), Branch A.

Supplementary Guidance Notes – The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000. Issued 15 September 2000 – contact MSD, Branch A.

Dairy

Guidance notes to be read in conjunction with Code of Practice No.18 on Enforcement of the Dairy Product (Hygiene) Regulations 1995 and the Dairy Product (Hygiene) (Scotland) Regulations 1995 - contact MSD, Branch B.

Fishery Products and Live Shellfish

Guidance on Fishery Products and Live Shellfish – contact LAED, Branch Hygiene Technical Support Branch

General Hygiene

A guide to food hazards and your business – Identifying and controlling potential food hazards – contact MSD, Branch A.

The Food Safety (General Food Hygiene) Regulations 1995 – Guidance on the Regulations – contact MSD, Branch A.

Guidance on the Food Safety (Temperature) Control Regulations 1995 – contact MSD, Branch A.

Labelling

'What foods should carry a 'Use By' Date?' – Guidance Notes – contact FLS, Labelling Policy, Claims and Advertising Branch

The Fish Labelling Regulations 2003 – Guidance Notes - contact FLS, Standards & Authenticity Branch.

The Food (Lot Marking) Regulations 1996 – Guidance notes – contact FLS, Labelling Policy, Claims and Advertising Branch

The Food Labelling Regulations 1996 – Guidance notes – contact FLS, Labelling Policy, Claims and Advertising Branch

The Food Labelling Regulations 1996 – Guidance notes on place of origin – contact FLS, Labelling Policy, Claims and Advertising Branch

The Food Labelling Regulations 1996 – Guidance notes on Quantitative Ingredient Declarations ('QUID') – contact FLS, Labelling Policy, Claims and Advertising Branch

Guidance notes on nutrition labelling – contact FLS, Labelling Policy, Claims and Advertising Branch

Guidelines for the use of Nutrition Claims in Food Labelling and Advertising – contact FLS, Labelling Policy, Claims and Advertising Branch

Guidance Notes on the Labelling of Food Containing Genetically Modified Soya and Maize (PB4447) – contact Novel Foods Division (NF), Branch B.

Guidance Notes on the Labelling Requirements for Alcoholic Drinks – contact FLS, Labelling Policy, Claims and Advertising Branch

Revisions to Guidance Notes on the Labelling of Food Containing Genetically Modified Soya and Maize – contact NF, Branch B.

Guidance Notes on Novel Foods and Novel Food Ingredients Legislation – contact NF, Branch B.

Guidance Notes on Contaminants in Food Regulations 1999 (Aflatoxins) – contact CCAFD, Contaminants Branch 1.

Guidance Notes on the Labelling of Food Supplements – contact FLS, Labelling Policy, Claims and Advertising Branch

Clear Food Labelling – contact FLS, Labelling Policy, Claims and Advertising Branch

Criteria for the use of the terms Fresh, Pure, Natural etc in Food labelling – contact FLS, Labelling Policy, Claims and Advertising Branch

Food Labelling – Country of Origin – contact FLS, Labelling Policy, Claims and Advertising Branch

Meat and Meat Products, Minced Meat and Meat Preparations

Guidance Note on the Beef Bones (Amendment) (England) Regulations 1999 and Beef Bones Regulations 1997 – contact BSE Division (BSE), OTM Branch.

Guidance notes to be read in conjunction with the Food Safety Act 1990 Code of Practice No.17 on the Enforcement of the Meat Products (Hygiene) Regulations 1994 – contact MSD, Branch A.

Guidance Notes on the Meat Products (Hygiene) (Amendment) Regulations 1999. Issued March 1999 – contact MSD, Branch A.

Guidance to Accompany the Meat Products (Hygiene) (Amendment) (England) Regulations 2000, amending Schedule 2, Part IX, Paragraph 2 of the Meat Products (Hygiene) Regulations 1994. Issued March 2000, attached to CEHO/00/8 – contact MSD, Branch A.

Guidance Notes on (i) the consequential amendments to the Meat Products (Hygiene) Regulations 1994 and the Minced Meat & Meat Preparations (Hygiene) Regulations 1995; and (ii) changes to the Fresh Meat and Poultry Meat etc Regulations, as a result of the Meat (Enhanced Enforcement Powers) (England) Regulations 2000. Issued in Feb/March 2000 – contact (i) MSD, Branch A; (ii) Fresh Meat Regs MHD (Red Meat), Poultry Meat Regs MHD (White Meat).

Guidance Notes on the Enforcement of the Minced Meat & Meat Preparations (Hygiene) Regulations 1995 – contact MSD, Branch A.

Final Consumer Exemption – Guidance on Take-Aways: issued 24 November 1995 – contact MSD, Branch A.

Guidance Notes on the Gelatine (Intra-Community Trade) (England) Regulations 2001. Issued 17 May 2001 – contact MSD, Branch A.

Guidance for Local Enforcement Authorities on the Private Slaughter of Livestock. Issued 27 December 2001 – contact MHD (Red Meat).

Guidance Notes on the Poultry Meat, Farmed Game Bird and Rabbit Meat (Hygiene and Inspection) (Amendment) (England) Regulations 2001. Issued 19 October 2001 – contact MHD (White Meat).

Guidance Note on Unfit Meat – Changes to Animal By-Products (Identification) Regulations 1995. Issued 5 July 2002 – contact MHD (White Meat).

Guidance Note on The Poultry Meat, Farmed Game Bird and Rabbit Meat (Hygiene and Inspection) Amendment) (England) Regulations 2001 – Reminder To Exempt Poultry Meat Producers. Issued 8 October 2002 – contact MHD (White Meat).

Guidance Note on The Poultry Meat, Farmed Game Bird Meat and Rabbit Meat (Hygiene and Inspection) (Amendment) (England) Regulations 2001. Issued 2 December 2002 – contact MHD (White Meat).

Guidance Note on Specified Risk Material and other BSE controls – Guidance for Local Authorities. Issued 15 April 2003

(Note – contact telephone numbers for the Food Standards Agency England are provided at pages 9–25 – 9–26)

Additional Guidance issued in Northern Ireland

Guidance on registration of food premises. (DHSS & NIFLG).

Guidance on 'risk scoring' in COP 8. (NIFLG).

Guidance on 'experience' in COP 17. (NIFLG).

Guidance on the use of minded-to-notices. (DHSS, December 1996).

Draft Guidelines for DCs and DANI for the Approval of Stand-Alone Meat Preparations Establishments etc. (JSG, 1996) – currently under revision.

Draft guidance notes for DANI and DCs on the Enforcement of the Minced Meat and Meat Preparations (Hygiene) Regs (NI) 1997. (JSG, March 1999) – currently under revision.

Guidance for enforcement officers on the Egg Products Regulations, etc. (NIFLG Issue No.3, February 1999).

Guidelines for District Councils and DANI on Approval of Meat Product Establishments – as amended. (NIFLG/JSG, February 2000).

Draft Guidelines on the Application of Council Directive 92/5/EEC to Establishments Producing other Products of Animal Origin (OPOAO). (NIFLG/JSG, March 1996).

Guidance for EHOs on the implementation and enforcement of the Drinking Milk Regulations (NI) 1998. (NIFLG).

Guidance Notes on Completion of Food Sample Submission Forms of Bacteriological Examination. (NIFLG, March 1994).

Food Sampling Policies and Associated Guidance. (NIFLG, November 1998).

Food Complaints Investigation Procedure. (NIFLG, 2003) .

Food Poisoning Pack – Investigation and Control of Food Poisoning. (DHSS, revised 1997)

Guidance Notes – The Food Safety (General Food Hygiene) (Amendment) Regulations (NI) 2001 – Licensing of Butchers' Shops (August 2001).

Shellfish Guidance Notes and Monitoring Programme 2001.

Guidance on the investigation of unauthorised slaughter and handling of meat (NIFLG and DARD 2002).

Contact:

Food Standards Agency (Northern Ireland)
Clarendon Road
Belfast
BT1 3BG

Trevor Williamson	028 90 41 7713
Maria Jennings	028 90 41 7714
Michael Jackson	028 90 41 7709

The Food Standards Agency (Northern Ireland) switchboard number is 02890 417711

Additional Guidance issued in Scotland

The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment (Scotland) Regulations 2000 – Guidance on the licensing of butchers.

Food Standards Agency Scotland/Scottish Executive Health Department – Investigation & Control of Outbreaks of Foodborne Disease in Scotland.

Report to the Procurator Fiscal – a guide for no-police Reporting Agencies.

Medicinal Claims applied to Foods – Guidance on Status and Enforcement.
Contact: Professional Unit (PU) of FSA Scotland.

Guidance on the Meat (Enhanced Enforcement Powers) (Scotland) Regulations 2000.

Guidance on Private Slaughter of Livestock.

Guidance Note - Specified Risk Material and other BSE controls – Guidance for Local Authorities. Issued 17 April 2003

Guidance on the classification of Shellfish Harvesting Areas.

Contact: Bill Adamson

Professional Branch
Food Standards Agency Scotland
6th Floor
St Magnus House
25 Guild Street
Aberdeen
AB11 6NJ

Tel: 01224 285196

The Food Standards Agency (Scotland) switchboard number is 01224 285100

SFCC Guidance Publications

Guidance Notes on Butchers' Licensing in Scotland.

Guidance on the Implementation of Regulation 4(3).

Guidance on Assessing Progress with Regulation 4(3) Compliance.

Additional Guidance issued in Wales

Guidance Notes on (i) the consequential amendments to the Meat Products (Hygiene) Regulations 1994 and the Minced Meat and Meat Preparations (Hygiene) Regulations 1995; and (ii) changes to the Fresh Meat and Poultry Meat etc. Regulations, as a result of the Meat (Enhanced Enforcement Powers) (Wales) Regulations 2001. Issued in August 2001 – contact Jane Davies, FSA Wales.

Guidance Notes on the Gelatine (Intra-Community Trade) (Wales) Regulations 2001. Issued in August 2001 – contact Jane Davies, FSA Wales.

Guidance Notes on the Food Safety (General Food Hygiene) (Butchers' Shops)

Guidance note on Specified Risk material and other BSE controls – Guidance for Local Authorities. Issued 24 April 2003.

Amendment) (Wales) Regulations 2000. Issued in March 2001 – contact Adrian Preece, FSA Wales.

Food Standards Agency (Wales)
1st Floor Southgate House
Wood Street
Cardiff
CF10 1EW

Local Authority Liaison and Monitoring Division

Jane Davies	029 2067 8901
Keith Blake	029 2067 8902
Adrian Preece	029 2067 8909

The Food Standards Agency (Wales) switchboard number is 029 2067 8999

Other Guidance

Department of Health Management of Outbreaks of Foodborne Illness.

Department of Health Food Handlers Fitness to Work Guidance for Food

Businesses, Enforcement Officers and Health Professionals (note that there are three publications – one for food business managers, one for enforcement officers and health professionals and a leaflet for food handlers).

Department of Health Guidelines on the Control of Infection in Residential and Nursing Homes.

Department of Health Guidelines for the Safe Production of Heat Preserved Foods.

The Code for Crown Prosecutors. (not applicable in Scotland)

Criminal Procedure and Investigations Act 1996 (S23(1)) Code of Practice.

PHLS guidelines – Guidelines for the Microbiological Quality of Some Ready-to-Eat Foods Sampled at Point of Sale (Communicable Disease and Public Health, Volume 3, Number 3, September 2000).

PACE Codes of Practice. (not applicable in Scotland)

The Enforcement Concordat.

Home Office Circular 18/1994 on Formal Cautions. (not applicable in Scotland)
Cabinet Office – How to deal with complaints.

Industry Guides to Good Hygiene Practice

Baking Guide ISBN 0-900103-55-8

Catering Guide ISBN 0-900103-00-0

Fresh Produce Guide ISBN 1-902423-19-4

Flour Milling Guide ISBN 1-902423-20-8

Markets and Fairs Guide ISBN 1-902423-00-3

Retail Guide ISBN 0-900103-60-4

Wholesale Distributions Guide ISBN 0-900103-65-5

Vending and Dispensing Guide Supplement (To the Catering Guide)
ISBN 1-902423-00-3

Copies available from Chadwick House Group Limited. Agency contact
Microbiological Safety Division, Branch A.

CEHO and other guidance letters

Number	Title of letter and contact	Date of issue
CEHO/93/4	Information Leaflet for Food Business – MSD Branch A	23/11/93
CEHO/94/1	Assured Safe Catering – MSD Branch A	6/1/94
CEHO/94/8	Issue of Code of Practice No. 5: Use of Improvement Notices (Revised April 1994) – LAED Prof. Support Branch	13/4/94
CEHO/94/14 I	Issue of Code of Practice No. 12 (revised): Quick Frozen Foodstuffs (Amendment) Regs 1994 – FLSStandards and Authenticity Branch	4/5/94
CEHO/94/22	Guidelines for the safe production of heat processed foods – MSD Branch A	6/7/94
CEHO/94/35	Meat Products Regulations 1994 Meat Products Code of Practice – MSD Branch A	15/12/94
CEHO/94/36	Guidance on the Hygiene Design Requirement of the Supply of Machinery (Safety) Regulations 1992 – LAED Hygiene Technical Support Branch	20/12/94
CEHO/95/1	Workroom Temperatures: HSE Guidance – MSD Branch A	10/1/95
CEHO/95/9	EC Milk and Milk Based Products Directive: EHO Milk hygiene training seminars: Guidance package – MSD Branch B	20/6/95
CEHO/95/12	Milk Hygiene Package – Q&A – MSD Branch B	4/8/95
CEHO/95/18	Minced Meat and MP Directive: Approval of establishments – MSD Branch A	1/9/95
CEHO/95/19	Covering letter: Catering Industry Guide – MSD Branch A	21/9/95
CEHO/95/20	Code of Practice 18 and Guidance (dairy products) – MSD Branch B	27/10/95
CEHO/96/1	Confirmation of edible seeds – MSD Branch E	16/2/96
CEHO/96/5	Guidance on the Control of Patulin in directly pressed apple juice – FLS Standards and Authenticity Branch	15/3/96
CEHO/96/11	Premises inspection qualifications – LAED Prof. Support Branch	26/6/96
CEHO/97/3	Device Bulletin – The Purchase, Operation and Maintenance of Benchtop Steam Sterilizers – LAED Hygiene Technical Support Branch	4/2/97
CEHO/97/6	Visits to Farms (Zoonoses) – MSD Branch E	25/2/97
CEHO/97/7	Specialist Cheesemakers' Code of Best Practice – LAED Hygiene Technical Support Branch	5/3/97
CEHO/97/10	The Food Premises (Registration) Amendment Regulations – LAED Hygiene Technical Support Branch	20/3/97
CEHO/97/11	The Pennington Group Recommendations and Government Response – LAED Standards Technical Support Branch	8/4/97

Number	Title of letter and contact	Date of issue
CEHO/97/15	Industry Guide to Good Hygiene Practice: Catering Guide – MSD Branch A	24/6/97
CEHO/97/21	Appointment of Authorised Officers: EHO's Higher and Ordinary Certificates in Food Premises Inspections – LAED Prof. Support Branch	24/9/97
CEHO/97/22	Imported Food Regulations 1997 – Imported Food Division	12/11/97
CEHO/98/3	Retail and Baking Industry Guides – MSD Branch A	23/2/98
CEHO/98/11	New Poster and Leaflet: Handling Cooked Meats Safely – MSD Branch A	27/4/98
CEHO/98/17	Industry Guide: Wholesale Distributors – MSD Branch A	15/6/98
CEHO/98/23	E. Coli 0157 Fatal Accident Enquiry – LAED Standards Technical Support Branch	15/8/98
CEHO/99/14	Officially TB Free status and the Dairy Products (Hygiene) Regs – MSD Branch B	8/6/99
CEHO/99/22	British Egg Industry Council – Code of Practice for Lion Eggs – MSD Branch C	4/8/99
CEHO/2000/6	The Meat (Enhanced Enforcement Powers) Regs 2000 – MSD Branch A	28/2/00
CEHO/2000/7	Officially TB Free Status and the Dairy Products (Hygiene) Regs – LAED Hygiene Technical Support Branch	6/3/00
CEHO/2000/8	Guidance to accompany the Meat Products (Hygiene) (Amendment) (England) Regs 2000 amending Schedule 2 Pt. IX para. 2 of the Meat Products (Hygiene) Regs 1994 as amended – MSD Branch A	28/3/00
FSA CEHO/2000/3	Food Standards Agency: Food Hazard Warning System and amendment to Egg Product Regs – MSD Branch C	5/5/00
FSA CEHO/2000/4	Milk and Dairies (General) Regulations 1959 – Regulation 20 (1) and Model Notice – LAED Hygiene Technical Support Branch	23/6/00
FSA CEHO/2000/5	Advice given to food processors about floor surfaces during food hygiene inspections – LAED Hygiene Technical Support Branch	10/7/00
FSA CEHO/2001/6	Dioxin Emissions from Pyres: Food Safety – CCAFD (Contaminants Branch 2)	25/5/01
FSA CEHO/2001/7	Allegations of Unfit Poultry Meat Entering the Human Food Chain “Operation Aberdeen” – LAED Food Incident Branch	13/6/01
FSA CEHO/2002/02	Imports of Star Anise – Imported Food Division	25/2/02
FSA CEHO/2002/03	Changes to the rapid Alert System for Food Implications for Border Posts and Border Inspection Posts – Imported Food Division	8/3/02
FSA CEHO/2002/04	Imports of Star Anise – Imported Food Division	21/3/02

Single Market Approval Codes for Fresh Meat Cutting and Meat Products
Premises: – contact MSD, Branch A. Issued 29 September 1993.

Single Market Approval Numbers: - contact MSD, Branch A. Issued
12 November 1993.

Illegal Imports of Meat and Meat Products from Non-EU States: 17 May 2001 and
14 January 2002 – contact LAED, Imported Food Branch. Issued 5 April 2001.

Licensing of Retail Butchers' Shops in England:- contact LAED Enforcement
Technical Support Branch. Issued 9 February 2001.

Relevant LACORS publications

Guidance on Food Complaints – Guidance for local authorities dealing with food
complaints - Second Edition November 1998.

UK Single Liaison Body – Guidance for Dealing with Transborder Enquiries and
Complaints - March 1997.

Food Safety Hazard Analysis – Guidance on securing compliance with hazard
analysis requirement. Regulation 4(3) – July 1997.

Food Standards Law – Guidance to local authorities on standards of service for
the enforcement of Food Standards Law – March 1996.

Food Hygiene Risk Assessment – Guidance for local authorities on the application
of risk assessment principles to food hygiene inspections – July 1995.

Monitoring Systems – Systems used by local authorities to ensure the quality and
consistency of food hygiene inspections – June 1995.

Guidance on Food Safety Enforcement Policies – Guidance for local authority
Environmental Health Departments – February 1994.

Guidance on Food Hygiene Inspections – General guidance notes to assist local
authorities undertaking programmed food hygiene inspections – June 1993.

Inter-Authority Auditing – Guidance for local authorities on inter-authority auditing
of food safety management systems - December 1994.

Guidelines for Home Authorities – Detailed Guidance for Authorities Acting as a
Home Authority – March 1997.

Medicinal Claims Applied to Foods – Guidance on status and enforcement responsibilities in relation to foods & medicinal products - September 1998.

Wild Game – Guidance on recommended standards for wild game – October 1997.

Copies of LACORS Circulars are available on the LACORS website
www.lacors.gov.uk

Food Standards Agency England – Contact telephone numbers

CCAFD	Chemical Contaminants and Animal Feed Division	
	Animal Feed Unit	020 7276 8471
	Contaminants – Branch 1	020 7276 8707
	Contaminants – Branch 2	020 7276 8727
CST	Chemical Safety & Toxicology Division	
	Branch 4 – Additives	020 7276 8556
	Materials & articles in contact with food	020 7276 8553
	Branch 5 – Flavourings & sweeteners	020 7276 8581
FLS	Food Labelling Standards Division	
	Branch A – Food labelling	020 7276 8099
	Nutrition labelling	020 7276 8173
	Labelling of supplements	020 7276 8171
	Branch D	020 7276 8157
LAED	Local Authority Enforcement Division	
	Food Hygiene Enforcement Technical Support	020 7276 8454
	Food Incident Branch	020 7276 8453
	Professional Support Branch	020 7276 8436
IFD	Imported Food Division	020 7276 8459
MSD	Microbiological Safety Division	
	Branch A	
	General Food Hygiene	020 7276 8973
	Meat Products & Minced Meat Preparations	020 7276 8976
	Branch B	020 7276 8969
	Branch E	020 7276 8975

MHD	Meat Hygiene Division	
	Red Meat	020 7276 8336
	White Meat	020 7276 8356
	Wild Game Meat	020 7276 8325
BSE	BSE Division	
	OTM Branch	020 7276 8386
	SRM Branch	020 7276 8323
NF	Novel Foods Division – Branch B	020 7276 8596

The Food Standards Agency (England) switchboard number is 020 7276 8000.

Additional contact information

A list of useful Food Standards Agency contacts on a range of topics is included in the electronic version of this Framework Agreement on the Agency's website at: www.food.gov.uk/enforcemnt/role/framework

Complaints and disputes

10. Mechanisms are in place for resolving complaints and disputes by local authorities arising from food service audits undertaken by the Agency. These are set out in detail in the Annex to this Chapter.

Follow-up action

11. Food Standards Agency follow-up action to Agency audits will depend on the level and type of non-conformance identified and the action plan produced by the local authority. Follow-up arrangements by the Agency will, in some circumstances, include re-visits to local authorities. Where these arrangements identify a local authority failing to implement all or part of their action plan, subsequent Agency action will be considered on a case by case basis.

Publication of Audit Reports

12. Information on local authority enforcement performance will be placed in the public domain. Audit reports will be issued to local authorities with the expectation that the reports will be presented to elected members within the appropriate local public forum. Copies of audit reports will also be placed on the Food Standards Agency website. The Agency will also publish an annual report providing a national summary of monitoring data and audit findings.

Review of the Audit Scheme

13. The operation and scope of the audit arrangements and support documents e.g. the Standard will be reviewed on an in-year basis in the first year and on an ongoing basis thereafter. To facilitate this process a Framework Agreement Sub Group has been set up with local authority, consumer and industry representation. The Group will also consider issues arising from audits including those having national policy implications. This group will report to the Local Authority Enforcement Liaison Group.

Administration of the Audit Scheme

14 Relevant contact points in the event of queries regarding the Food Standards Agency audit scheme are:

England

- Mark Davis (administrative) Tel: 020 7276 8423
- Julian Blackburn (technical) Tel: 020 7276 8430

Scotland

- Marion McArthur Tel: 01224 285122

Wales

- Keith Blake (administrative) Tel: 029 2067 8902
- Jane Davies (technical) Tel: 029 2067 8901

Northern Ireland

- Gerry McCurdy Tel: 028 9041 7719
- Trevor Williamson Tel: 028 9041 7713

Annex

Complaints concerning the conduct of audits and/or auditors

If a local authority is dissatisfied with any aspect of the Agency's services during an audit, including the conduct of the audit and/or the auditors, it has recourse to the Agency's Complaints Procedure. Full guidance on this is available on the Agency's website at: www.food.gov.uk/aboutus/standards.

Disputes concerning the outcome (findings and recommendations) of audits

Note – Pending the resolution of any dispute, the local authority should implement those elements of its Action Plan not subject to dispute so that other necessary improvements are not delayed.

The procedure is outlined in the flowchart below.

If a local authority is dissatisfied with the audit findings or recommendations, it should first raise the matter with the Lead Auditor so that informal negotiation between the local authority and Agency officials may take place. The matter should be raised by the local authority within 20 working days of receiving the draft audit report and summary of findings.

If matters are not resolved at this level and the local authority remains dissatisfied, it may raise it with the Head of Local Authority Enforcement Division in England, or with the relevant Division Head or Deputy Director in Scotland, Wales and Northern Ireland, so that further informal negotiation may take place.

If the local authority remains dissatisfied, its Chief Executive may, within a further 10 working days, ask for the matter to be referred to the relevant Advisory Disputes Panel. With the consent of the local authority involved, the Agency's Enforcement Liaison Group will be advised that such a request has been made.

The Advisory Panel will be convened and will investigate the matter in dispute and report its findings and recommendations within 30 working days. The Agency will review the Panel's report and notify the local authority, within 10 working days, of its decision as to whether it accepts the Panel's view and of any changes it would wish to make to the original report.

If the local authority remains dissatisfied, the Chief Executive may (within 10 working days) request that the dispute be referred to the Agency's Chief Executive. The Chief Executive will review the case and the Panel's report and issue a final decision that will be notified to the local authority within 10 working days.

Once the Chief Executive of the local authority has been notified of the Agency's final decision the Audit Report and Action Plan will be issued formally and made available publicly.

When the Audit Report and Action Plan are published, a summary of the Agency's final decision on any matter in dispute will also be included. The local authority will have the opportunity to provide a commentary on the Report, the conduct of the audit, and on the findings of the Agency in respect of the matter in dispute, as well as on the Action Plan.

Any action necessary should a local authority refuse to accept the decision of the Agency will be considered by the Agency on a case by case basis.

Use of Agency powers of direction and default

Notwithstanding this procedure for resolving disputes, the Agency reserves the right to consider the use of its powers of direction and default. A separate document sets out guidance on use of these powers.

Judicial review

The proposed framework for dealing with disputes does not affect the rights of an aggrieved local authority to seek a judicial review of the Agency's decision.

Advisory Disputes Panels

Convening of panels – Advisory Disputes Panels will be convened following a request for referral by a local authority Chief Executive.

Membership – To safeguard the integrity and independence of the Panel there will be no representation from the Food Standards Agency, the LGA or LACORS. Membership will comprise representatives of the appropriate professional bodies (CIEH, TSI, APA) and a consumer representative. Selected representatives will be required to declare any relevant interests. In Scotland, membership will be drawn from the Audit Advisory Committee.

Chair – the Panel will elect its own Chair from among its membership.

Secretariat – full Secretariat services may be provided by the Agency with the agreement of the local authority concerned.

Role of Local Government Associations

The Local Government Association (LGA), the Welsh Local Government Association (WLGA), the Convention of Scottish Local Authorities (COSLA), the Northern Ireland Local Government Association (NILGA) and the Local Authorities Coordinators of Regulatory Services (LACORS) are committed to working with local authorities. These organisations encourage their member authorities to give early warning of potential problems emerging from inspections, draft reports, complaints, reviews or other sources so that advice and support may be offered.

Flowchart illustrating the procedure for dealing with disputes on the outcome (findings and recommendations) of audits

