

SUPPORT FOR LOCAL AUTHORITY FOOD LAW ENFORCEMENT

This paper was produced for the Support Sub Group of the Food Standards Agency's Enforcement Liaison Group. It was produced to aid discussion and understanding of the types of support available to local authorities to help their food enforcement activities. It was decided to circulate the paper more widely, including to local authorities, to help give some practical information on the support available for officers carrying out food enforcement.

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SUPPORT PROVIDED BY THE FOOD STANDARDS AGENCY**1 Agency low cost training and update seminars for local authority staff**

- 1.1 Local authorities are expected to provide most work-related training for their staff to ensure that required competencies are achieved and kept up to date. However, the FSA is currently allocating £200,000 per annum to provide specific refresher (generally UK) training for local food law enforcement officers to ensure effective enforcement. In 2001/02, 24 regional low cost training events were held. These ranged from one-day workshops to five-day training courses. A further 14 training events have been arranged for the future, with more identified courses awaiting final development. Subjects have included HACCP Assessment; Good Hygiene in the making of Speciality Cheeses; cannery inspection; on-farm pasteurisation, lead auditor/assessor skills; Food Labelling and Standards update; and meat products. This heavily subsidised, and in some cases free, training has been very well received by local authorities. To date approximately 900 local authority officials have benefited from these courses.
- 1.2 The Agency also funds a national programme of enforcement Update Seminars for local authorities. One EHO and TSO from each local authority has a free place. In addition FSA Wales have funded seminars and courses covering labelling, food technology and communicable disease.
- 1.3 FSA Scotland holds an annual 3-day food update course in conjunction with REHIS. Other training includes:
- training to enforcement officers with responsibility for specialist cheesemakers;
 - update training on Butchers' Licensing and HACCP;
 - major outbreak investigation course; and
 - feedingstuffs training.
- 1.4 Planned initiatives include:
- training update on Investigation on Control of Outbreaks (the revised Cairns Smith report);
 - working with Trading Standards departments on Animal Feedstuff controls (guidance, and hazard notifications in particular), including funding a video on on-farm mixing with the help of the NFU for one-day familiarisation seminars; and
 - developing guidance and providing update training on new shellfish controls ('Tiered System' controls for ASP in king scallops).
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2 Support for local authority investigations and prosecutions

- 2.1 The Agency has provided significant help to a number of local authorities involved in complex investigations and formal action, e.g. investigations into allegations that meat intended for pet food has been diverted into the human food chain. Agency staff have worked closely with a number of local authorities to remove unfit meat from the human food chain and issuing public information where appropriate. The Agency has so far provided over £50,000 to help fund investigation work. The serious nature of this work was put to the Board in September 2001 and as a result new regulations are being put into place to extend staining of waste poultry meat and a Waste Food Task Force was set up to make recommendations.
- 2.2 FSA Wales are funding two secondees to help with investigations relating to illegal slaughter.

3 Support on labelling and health claims

- 3.1 The Agency provides a significant amount of routine legal support/interpretation on request to local authorities regarding labelling issues and health claims (including disease risk reduction claims). For 2002/3 the Agency has allocated £20,000 in support of the Joint Health Claims Initiative (JHCI) involving LACORS and industry and consumer bodies. The JHCI offers pre-market advice and a Code of Practice for the food industry, enforcers and consumers, to ensure that health claims on foods are both scientifically truthful and legally acceptable. This follows significant funding and other support in previous years.
- 3.2 The Agency conducts surveys to check the description and labelling of foods with participation of local authorities in the collection of samples, and where possible the use of public analyst laboratories for their analysis. Following a successful closer co-operation with local authorities where the planning, collection and analysis was undertaken through one leading local authority into the labelling of chicken breast for the catering sector, the Agency will be looking for further areas to continue this closer co-operation in 2002/3. In addition all protocols developed under the research and surveillance programme will be made available to local authorities via the website.

4 Agency guidance and advice

- 4.1 The Agency has produced a wide range of guidance for local authorities. To help local authorities, a comprehensive list of the guidance issued by the Agency has been collated and issued as an Annex to the Standard in the Framework Agreement. Contact details for relevant Agency Divisions have also been provided to enable local authorities to speak

directly to those responsible for specific legislation and guidance. The Agency ensures that updates are effectively circulated to appropriate local authority contacts.

- 4.2 On a day to day basis the Agency provides guidance and advice to local authorities to help them deal with enquiries from businesses and consumers or to help resolve specific enforcement queries.
- 4.3 The existing 20 Codes of Practice on food law enforcement are currently being reviewed with the full involvement of relevant stakeholders with a view to producing a single Code which will:
 - reflect current local authority structures and priorities;
 - update guidance and ensure it reflects current best enforcement practice;
 - take full account of EU product specific hygiene requirements;
 - remove guidance on regulations which have since been repealed or replaced; and
 - reflect the wider role of LACORS to embrace food hygiene and safety co-ordination, and the development of the home authority and similar co-ordination initiatives.
- 4.4 The proposed revised Code will be supplemented by separate comprehensive good practice guidance.

5 Enhanced technical support for local authorities

- 5.1 The Agency arranged for Campden and Chorleywood Food Research Association (CCFRA) to provide enhanced technical support to all UK food authorities. Following a three-month 'pilot' from February 2002, the support will continue until 31 March 2003. This service, funded by the Agency provides every food authority up to two hours of free technical enquiry time, two free FRA publications and a 60% discount on a third, and free FRA Regional Briefing Workshops.

6 Food incidents and hazard warnings

- 6.1 The Agency provides support and advice to local authorities dealing with food incidents and with food hazard warnings. Specifically the Food Incident Team provides the following:
 - the contact point for local authorities to notify the Agency of food incidents involving known or potential microbiological, chemical or physical hazards;

- the point for managing the UK food hazard warning system informing local authorities of food incidents and, where necessary, working with them on enforcement action by them to ensure contaminated food is withdrawn from sale;
- the Agency's point for managing the EC's Rapid Alert System For Food and Feed, used for ensuring that food incidents where there is a serious direct or indirect health risk notified by, *inter alia*, local authorities are reported, where necessary, to the EC;
- a point for local authorities to discuss technical queries on enforcement of product specific hygiene regulations; and
- advice and guidance to LACORS, APHA, CIEH, Food Liaison Groups and the HSE on food enforcement issues.

7 Imports

7.1 The Agency provides day to day advice to local authorities and PHAs on imports of fish and shellfish and in respect of the Imported Food Regulations. The Agency has set up a new Imported Food Branch to better support and direct enforcement in this area. It will be the focal point/co-ordination Branch in the Agency for enforcement matters related to imported foods and in particular will take forward the 10 action points agreed by the Agency Board at its meeting in October 2001. A number of the action points relate to practical initiatives which will support local authority enforcement. These include:

- the development of an electronic information database for PHAs;
- improving liaison arrangements between enforcers and central government;
- new guidance;
- training for PHOs;
- funding for sampling and monitoring; and
- introduction of increased powers for PHOs over personal imports.

7.2 The Branch will work closely with enforcement officers on the implementation of restrictions and prohibitions on food imports required for reasons of public health protection.

8 UK Samples Database

8.1 The Agency has allocated funding for the development of a national central database which would hold information on the results of food sampling carried out by local authorities and the Agency. A database on microbiological sample results has already been set up by FSA Scotland

and work is underway to expand the database to cover chemical composition and feed samples with a view to running a pilot in England by March 2003.

9 Research on enforcement approaches

9.1 The Agency has commissioned a new Food Law Enforcement Research Programme. This programme has been set up to help meet the Agency's priorities of raising food standards in food businesses and protecting consumers through effective and consistent local authority enforcement. The enforcement research relates in particular to effective enforcement approaches in small and medium sized food businesses (SMEs).

9.2 The research programme aims to:

- identify and evaluate the needs of SMEs in helping them comply with legal food law requirements and effective mechanisms for communicating legal requirements and good practice;
- evaluate and compare the most effective enforcement approaches for SMEs in terms of the likelihood of achieving the best levels of legal compliance and consumer protection; and
- evaluate and identify management issues within food establishments likely to significantly increase the risk of failure of food safety controls, which may significantly increase the risk of food-borne illness or injury.

9.3 Information on research outcomes is made available on the Agency's website and a facility exists for local authorities to receive automatic email prompts when new information is posted on the site.

10 Food Safety Management Awareness Initiative for specialist cheesemakers

10.1 A two year initiative funded by the Agency and launched in January 2002 with the assistance of ADAS consultants in close co-operation with LACORS and the SCA.

10.2 The Initiative aims to:

- ensure a structured approach to food safety management in the specialist cheesemaking sector by providing free technical advice in a cost effective way;
- increase the uptake of HACCP principles in the sector;
- consolidate hygiene awareness among producers, particularly of the need for good milking practice, record keeping and traceability;

- optimise cheesemaker/EHO op-operation; and
- underpin compliance with dairy hygiene legislation.

10.3 The Initiative, which is voluntary, involves ADAS undertaking free consultancy visits to cheesemakers on request. The consultant is accompanied informally by the local EHO to establish a three-way partnership. The aim is to develop a shared understanding, to ensure that controls are proportionate to food safety risks and to secure cheesemaker ownership of the agreed approach. There are follow-up visits to monitor uptake and inform evaluation of the Initiative. Consultancy visits are available to cheesemakers in England, Wales and Northern Ireland. There are no current plans for producers in Scotland to participate in the scheme.

10.4 The initiative includes a number of elements designed to support local authority enforcement activity. The cornerstone of the Initiative is a Food Safety Workbook designed to reduce the burden of food safety planning and paperwork by systematically documenting food safety hazards and appropriate control measures. It provides the means to identify strengths and weakness and to plan and record improvements. The Workbook is tailored to individual circumstances at the consultation with close involvement of the business owner and supervisor. A pre-visit questionnaire helps cheesemakers prepare basic information in readiness for the consultation, and help save time. Food safety posters on essential working practices are available for display within the premises. Nine factsheets focusing on important food safety issues during milk production and cheesemaking are also available.

A contacts paper is being prepared which will give detailed contact information for the Agency. This should be available on the website shortly at www.food.gov.uk

For further details on any of the above please contact the Food Standards Enforcement Technical Support Branch at FSA:

John Barnes	:	020 7276 8416
Sharon Young	:	020 7276 8403
Jackie Jewett	:	020 7276 8017
Freddie Lachmann:		020 7276 8016

SUPPORT PROVIDED BY THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH (CIEH)**1 Introduction**

- 1.1 The Chartered Institute of Environmental Health is the professional body for environmental health practitioners. It has some 9,300 members in England, Wales and Northern Ireland, the majority of whom work for local authorities.
- 1.2 Services are not, in the main, provided directly to local authorities but to individual members and include the areas outlined below.

2 Technical and professional advice

- 2.1 Advice is available across the range of environmental health subjects, either "in-house" or through networks of specialist contacts.

3 Access to library services

- 3.1 An environmental health library is maintained that may be used by members on an appointment basis. The library holds a wide range of materials including books, journals, parliamentary and legal publications, reports, guidance notes, and international material. The library can be contacted on 020 7827 5821 or by email: information@cieh.org.

4 Low cost training

- 4.1 Low cost training needs have been identified and courses/seminars are being developed to address these. A course on "Achieving compliance" has been successfully run and new opportunities for training on Sustainability and the Public Health Agenda are on offer.

5 Professional training and development

- 5.1 CIEH directly and through the Environmental Health Officers Registration Board (EHORB) accredits courses for student environmental health officers and for technicians and carries out assessments for registration/certification.
- 5.2 In addition CIEH operates the Assessment of Professional Competence scheme for practising environmental health officers to demonstrate their professional development. A Continuing Professional development scheme is also operated that requires members to undertake specified

quantities of appropriate training each year in order to demonstrate the maintenance of professional competence.

6 Production of guidance material

- 6.1 The CIEH publishes a range of guidance material, including professional practice notes. Priced publications can be obtained through Chadwick House Group Ltd. Details of publications can be found on the CIEH website (www.cieh.org).

7 Regional professional liaison fora

- 7.1 Meetings are held around the country, facilitated by Branches and Centres, to discuss professional issues and to feed back information. The Centre and Branch network can be accessed on line. Information can be found at www.cieh.org/about/member/centres/mc_all.htm or the membership department can be contacted by email: membership@cieh.org.

8 Maintenance of the prohibited persons database

- 8.1 CIEH maintains a database of all the notifications received relating to prohibited persons. It advises local authorities of additions and removals, as notified by prosecuting local authorities. The database is available on-line through the EHC-net website. The details of prohibitions are placed on the LACORS website (www.lacors.gov.uk) in the reference section Food Safety, Hygiene and Standards under Prohibited Persons for Managing a Food Business.

9 Provision of an electronic communications system to local authorities

- 9.1 CIEH provides the EHC-net email and website system, facilitating communication between local authorities across the country and providing links to government consultation and other documents on-line. Food hazard warnings are sent to local authorities via the EHC net system in England, Wales and Northern Ireland.

10 Provision of magazines and journals

- 10.1 A weekly magazine, Environmental Health News, is provided for members, highlighting current events and issues and providing a discussion forum (also available on-line).

- 10.2 A monthly journal, the Environmental Health Journal, is also published and provides more detailed discussion and analysis of current issues. A research journal, also available on-line, is produced twice a year and contains peer reviewed papers on current environmental health research.
- 10.3 A new journal of Environmental Health Research has been developed and is published twice per year. This contains peer-reviewed papers on research into all aspects of environmental health. It is available free to all members view the CIEH website and available via subscription to non-members.
- 10.4 A specialist quarterly bulletin devoted to food issues Food Forum is also available on subscription. Amongst other things, the bulletin carries details of local authorities food safety prosecutions.

11 Professional representation

- 11.1 CIEH represents the profession in a wide range of settings. This includes working with key government departments, agencies and other bodies at both national and European level. Recent activities have included giving evidence to Select Committee on Illegal Imports and participation in European working groups such as the Food Law Enforcement Practitioners Forum and the European Public Health Alliance. CIEH also retains a European consultant to raise environmental health issues with the Commission and Parliament, as well as maintaining links with MEPs.

12 Raising the profile of Environmental Health

- 12.1 CIEH consistently seeks to promote the key role of the profession in protecting public health. Apart from working together with key stakeholders this includes participation in conferences and meetings, involvement with the media on key issues and raising general awareness of the work of environmental health practitioners. CIEH has also been working to address the current recruitment crisis by production of new recruitment packs; a dedicated section on the website for careers information; presentation material for use by members and training support to assist use.

For further details on any of the above please contact CIEH on 020 7928 6006 or visit our website at www.cieh.org

SUPPORT PROVIDED BY ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND (REHIS)**1 Introduction**

- 1.1 REHIS as the professional body in Scotland, is responsible for the examination and qualification of Environmental Health Officers and Food Safety and Food Standards Enforcement Officers. This is both directly through the Institute's Professional Examinations and approval of relevant degree courses and through the Scottish Food Safety Officers Registration Board for Food Standards and Food Safety. Together with the monitoring of trainees, this role underpins the food enforcement activity of local authorities in Scotland.
- 1.2 The management of REHIS approved Food Safety Training courses is a major area of input which supports local authorities through the monitoring and checking of the standards of courses presented at the many REHIS approved training centres throughout Scotland and elsewhere. This ensures that any food safety training carried out is of a recognised high standard.

2 Professional Training

- 2.1 The Institute operates the Continuing Professional Development Scheme for EHO Members and a voluntary CPD scheme for non-EHOs through Regulations and Codes of Practice.
- 2.2 The Institute also offers regular training courses throughout the year, in particular the annual food update course in conjunction with FSA Scotland and the Law Enforcement Course as well as any other relevant training events and seminars which are deemed necessary by the enforcement community. For example the Institute is the provider of the HACCP for Enforcers Courses (Reg 4(3)) and HACCP Auditing course for EHO's in Scotland, which the majority of food enforcement officers in Scotland have attended.
- 2.3 Each year the Institute holds its annual Congress, its flagship event, a substantial part of which is devoted to Food Safety and Food Standards issues. Through the Northern and Southern Centres of REHIS, meetings and training events are offered throughout the year on issues of professional interest across the full range of Environmental Health issues including food. In short REHIS provides relevant and validated training for the enforcement community, in particular local authorities.

3 Prohibited Persons/ Specialists

- 3.1 The Institute maintains the register of people prohibited to operate food businesses and ensures that Scottish local authorities are kept up to
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date with the notifications as well as handling any queries on the issue. Although no formal register of experts is maintained by REHIS, the Institute acts on an informal basis as an advisory service, dealing routinely with queries from members and local authorities looking for assistance and guidance, and directs them to specialists within authorities who can assist. These are mainly in Scotland, but not exclusively as we have a range of UK contacts.

4 Publications

- 4.1 The Institute produces a quarterly magazine 'Environmental Health Scotland' which covers the full spectrum of Environmental Health issues including Food Safety and Food Standards, helping to share 'best practice' and giving a forum for members to express their views as well as a range of articles on issues of interest. Relevant news articles letters from members and details of all Court cases notified to the Institute are printed.

5 Representation/Consultation

- 5.1 A major area of support to local authorities is carried out by REHIS in its representation of the profession on various bodies, such as the FSA's Local Authority Enforcement Liaison Group (ELG), the Scottish Food Enforcement Liaison Committee (SFELC) and the Auditing Advisory Committee. This is direct support to local authorities, as many of them do not have the staff or the resources to get directly involved and look to the Institute as the professional body to represent their interests.
- 5.2 We work with various groups including the FSA, CIEH and LACORS and are able to put across views and allow feedback into the Institute. In Scotland we work closely with the Society of Chief Officers of Environmental Health and are thus able to liaise directly with the Chief Officers of the 32 local authorities in Scotland.
- 5.3 REHIS also directly feeds back into the policy making process through its input into relevant consultations. Although there is only a small core of full time officers, they are supported by the members particularly the Centre office bearers and the Council of REHIS.

For further details on any of the above please contact REHIS on 0131 225 6999 or visit our website at www.rehis.org

SUPPORT PROVIDED BY LOCAL AUTHORITIES COORDINATORS OF REGULATORY SERVICES (LACORS)

1 Introduction

- 1.1 LACORS assists local authorities in their role to improve the quality of life of local communities by helping to promote and support local authority regulatory services. LACORS vision is 'to make a major contribution to the development of high quality, consistent and co-ordinated local authority regulatory and related services across the UK'.
- 1.2 An overview of LACORS work linked to the key aims and objectives laid out in the LACORS Business Plan 2002/03, is given below. Examples of key projects planned for the coming year, and ongoing core activities are also set out.

2 Promotion of quality regulation, co-ordinate enforcement and assist in the development and dissemination of good practice.

- 2.1 LACORS supports a network of regional and County based liaison groups across the UK. These are attended by Officers from local authorities, and provide a forum for discussion, exchange of ideas and good practice.
- 2.2 LACORS website is also an essential tool for dissemination of information and promotion of good practice. There is a section of the website aimed specifically at Liaison Group communication where locally produced good practice documents are posted and shared amongst all local authorities. Information currently posted includes local sampling initiatives, specialist processes and procedures forms. LACORS has also undertaken to promote good practice specifically arising from the Food Standards Agency audits of local authorities and this information is posted in the references section of the website.
- 2.3 LACORS will work with trade associations and/or consumer organisations in the development of good practice guides, codes of practice and similar. Some will be issued jointly; others may have a LACORS endorsement or association depending on how they were developed.

3 Advice and guidance for regulatory authorities and related services

- 3.1 Dealing with enquiries via Food Liaison Groups may lead to areas identified where further guidance is needed from a local government perspective. In appropriate cases LACORS reaches an agreement of consensus of views and produces guidance and advice for local authorities to assist them in delivering regulatory services and interpreting the law. Recent examples include guidance published on

microbiological sampling, the training/instruction/supervision of food handlers, and on medicinal food regulations.

4 Support and promotion of effective co-operation and collaborative arrangements between local authorities

- 4.1 One example of collaborative working is the Home Authority Principle which LACORS has championed and supported since its inception in 1980. The principle works on the basis that local authorities should pay particular attention to goods and services originating in their area. There is a section on LACORS website dedicated to the Home Authority Principle, including a database of some 1,500 records of Home Authorities.

5 Development of effective partnership working with key Government and non-government departments, agencies and other stakeholder organisations

- 5.1 LACORS secretariat and advisers attend meetings at the FSA covering a range of issues, including discussion of the Agency draft codes of practice revision, implementation of HACCP in catering premises, future of the meat products regulations and non-declared irradiated foodstuffs.
- 5.2 LACORS has worked with the Public Health Laboratory Service regarding funding arrangements for local authority sampling. It has also worked with the Department of Culture Media and Sport and the Local Government Association on current and proposed arrangements for the inspection of hotels.
- 5.3 LACORS is involved in other joint initiatives including the FSA's Waste Food Task Force, Local Authority Enforcement Liaison Group, Framework Agreement Sub-Group and the Surveillance Sub-Group.

6 Advice to local authorities, their Associations, central Government departments and it's agencies, and the European Union on effective legislation and enforcement.

- 6.1 LACORS acts as a focal point for a network of over 300 local authority advisers who are front line local authority directors, heads of service, managers and practitioners directly involved in delivering services. Regular meetings of and consultation with, LACORS Policy Forums, Focus Groups and Task Forces allow consensus views to emerge. LACORS co-ordinates this information to respond to consultation documents.

7 Promotion of mechanisms to achieve co-ordination and consistency in relevant services.

7.1 The Home Authority Principle promotes good practice on the website and through co-ordination of national sampling programmes.

8 Development of information resources and networks to assist officer practitioners

8.1 These information resources include the guidance documents and examples of good practice posted on the website, and the Liaison Groups, Policy Forums and Focus Groups.

9 Development of collaborative arrangements with relevant European and international agencies

9.1 LACORS is a member of the European Forum of Food Law Enforcement Practitioners (FLEP). FLEP is an informal grouping of enforcement practitioner representatives from EU and the European Free Trade Association (EFTA) member countries and other observer countries. It has been established to exchange information, resolve practical control problems, adopt good practice, support the principle of the European 'home authority', and offer an enforcement perspective on directives, regulations, standards and guidelines.

10 Administration of statutory arrangements as the United Kingdom Single Liaison Body for transborder food problems within the European Union.

10.1 The Single Liaison Body assists and co-ordinates communication between Member States on food issues, forwards complaints and requests for information to Member States, receives incoming requests for assistance and directs these to the appropriate home authority, and resolves difficulties in communication and liaison.

11 Key Project Deliverables in the LACORS Business Plan 2002/03.

11.1 Its Business Plan for 2002/03 LACORS undertook to:

- further develop and promote the use of inter-authority framework guidance for a range of regulatory services;
- enhance and revitalise the Home Authority Principle database to support consistent enforcement and advice services and effective use of Local Authority resources;

- develop with the Food Standards Agency a paper that can be presented to both organisations governance bodies on the potential for more effective partnership arrangements;
- continue to review, promote and share the good practices with local authorities, identified through the FSA's monitoring and audit of authorities and authorities own inter-authority and peer review initiatives;
- organise regular meetings and facilitate the sharing of experiences amongst Authorities audited by the FSA;
- undertake a skills audit and produce a database produced to enable Authorities to be able to share and/or access skill resources were necessary;
- encourage funding similar to the DTI Scholarship to provide opportunities to increase the intake of graduates into professional food services; and
- develop the LACORS website further to enable local authority benchmarking initiatives to be stored on an electronic database along with examples of good practice made accessible to local authorities in supporting them in their Best Value reviews.

For further details on any of the above please contact LACORS on 020 7840 7200 or visit our website at www.lacors.gov.uk

SUPPORT PROVIDED BY THE TRADING STANDARDS INSTITUTE (TSI)**1 Introduction**

- 1.1 The Trading Standards Institute is the professional organisation for Trading Standards in the UK. It is responsible for professional training and qualifications, standards of conduct and discipline. It is in constant touch with national and local government and with other bodies on all matters affecting trading standards.
- 1.2 A number of products and services are offered to both local trading standards services and individual members. Examples of some of the products and services that are available to local authorities are outlined below.

2 On-line resources

- 2.1 The TS Community Website is a local Trading Standards service website that offers:
- automatic central updating of consumer and business advice, product recalls, latest news and legislation;
 - easy to use facilities for adding local advice and information;
 - affordable alternatives supporting Best Value;
 - customisation elements, including corporate branding;
 - user group membership; and
 - an information service for the community whilst freeing the resources and time of any Trading Standards Service.
- 2.2 TS Interlink is the new internet-based replacement for TSLINK-PC. It includes online discussion rooms and more secure TS mail messaging to facilitate collaboration and information-sharing with colleagues across the country. The TSI reference library is also available through TS Interlink giving on-line access to:
- News Service;
 - BBFC Records;
 - Main Volumes;
 - Pattern Approval information;
 - Animal Health Prosecution details; and
 - RAPEX Notifications from the DTI.

3 Library and information resources

- 3.1 The TS LINK Information Centre provides a resource of expertise in consumer affairs information and is a valuable source of peripheral information. It is the focal point of TS LINK Information Services, and acts as a communication centre for the information flowing in and out of the Trading Standards Institute. It has a growing library of Trading Standards related material and has direct access to a range of resources.
- 3.2 TS LINK-NIS provides the National Information Service for Trading Standards matters, which comprises the following paper based TS LINK publications:
- News Service is issued twice a month. It contains topical news items of relevance to the duties of Trading Standards Officers and anyone with an interest in or need for consumer related information.
 - Main Volumes is the loose-leaf reference volumes that cover the main legislative subject areas enforced by Trading Standards Officers.

4 Metrological Information

- 4.1 EMeTAS, the European Metrological Type Approvals Service, is an annual subscription service which includes the latest NAWI (Non Automatic Weighing Instrument) Type Approvals information.
- 4.2 Type Approvals information is issued by the Central Metrological Authorities within the Western European Legal Metrology Co-operation (WELMEC).

5 Publications

- 5.1 TS Today is the monthly professional journal of the Trading Standards Institute and covers consumer law, advice and information, impacting on businesses. TS Today is the leading authoritative journal for European Consumer Affairs.

6 Directories

- 6.1 The Trading Standards Directory is the leading source of contact information for the Trading Standards Service nationally and locally. There are contact names, addresses, telephone/fax numbers and e-mail addresses for all Trading Standards Authorities throughout the UK. The Directory also carries Corporate Information. The Directory is available on subscription, which includes regular updates.

6.2 The Consumer Information Directory is useful for local authority departments, advice and other organisations that offer assistance in resolving consumer complaints and enquiries. The Directory carries hundreds of entries covering trade bodies, general and specialist consumer organisations, ombudsman, regulatory agencies, etc. There are full contact details, including e-mail and web addresses along with details of the 'Scope of the Organisation', 'Ways they can help' and 'Publications available'. The Directory is available on a subscription.

7 Training and Qualifications

7.1 The Diploma in Consumer Affairs examinations are held on an annual basis in June. The DCA consists of two parts, Part I consists of three compulsory papers all which must be passed at one sitting. Part II consists of a minimum of three papers that must all be passed at one sitting. Candidates have a choice of seven papers in part II.

7.2 The Diploma in Trading Standards examinations are held twice a year in May and November and dependant on any exemptions the student will have to undertake a number of written examinations, practical and oral assessments, a dissertation and complete practical workbooks.

7.3 TSI's Training Programme contains courses and workshops aimed at Trading Standards Professionals and Consumer Protection staff. It includes a range of courses from providing core introduction training to advanced in-depth study within the Trading Standards arena. Additional training is also offered in response to changes in legislation, new powers enabled to professionals, and topical issues.

For further details on any of the above please contact TSI on 0870 872 9000 or visit our website at www.tradingstandards.gov.uk