

DUNDEE CITY COUNCIL

REPORT TO: Environmental Services & Sustainability Committee - 16 February 2004
Personnel Committee - 16 February 2004

REPORT ON: Support Services - Environmental Health and Trading Standards - Corporate Food Safety

REPORT BY: Head of Environmental Health and Trading Standards and Assistant Chief Executive (Management)

REPORT NO. 91-2004

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek the Committee's approval to establish posts to undertake work in connection with Corporate Food Safety.

2 RECOMMENDATIONS

The Environmental Services and Sustainability Committee is asked to note:-

- 2.1 the establishment of a Corporate Food Safety working group to act as a forum for food safety and food standard matters within Dundee City Council;
- 2.2 a food hygiene training policy will be produced based on advice contained in The Industry Guide to Good Hygiene Practice Catering Guide ISBN 0900103;
- 2.3 the profile of Dundee City Council Corporate Infection Control Policies and Procedures document will be raised. This relates in part to food safety and the prevention of food poisoning. The possibility of providing access to the document via the Council intranet to be explored.

It is recommended that the Personnel Committee approve the following:-

- 2.4 the establishment of a post of Corporate Food Safety Adviser, graded PO8-11, £30,060 - £32,244;
- 2.5 the deletion of a post of Environmental Health Officer, graded AP5-PO6, £24,396 - £28,578;
- 2.6 the establishment of a post of Environmental Health Officer (Corporate Food Safety), graded AP5-P06, £22,398 - £28,578;
- 2.7 in order to facilitate effective action in relation to Corporate Food Safety Reports, it is recommended that liaison officers be nominated within each department that has an input to food provision.

3 **FINANCIAL IMPLICATIONS**

- 3.1 The establishment of the post of Corporate Food Safety Adviser will have an annual cost implication of £1,842.
- 3.2 The establishment of an Environmental Health Officer with Corporate Food Safety responsibilities will cost £27,289 in a full financial year. The post will be subject to a service agreement between the Education Department and Environmental Health and Trading Standards. This agreement will initially be for a two-year period with ring fenced Scottish Executive funding through the Education Department.
- 3.3 There is likely to be a resource implication for the Council with regard to the departmental liaison officers. It would be necessary for these officers to be trained to at least the Intermediate Food Hygiene Certificate level. The Royal Environmental Health Institute of Scotland Intermediate Food Hygiene Certificate is available as a 3 day course at Dundee College costing £175 per candidate, the cost of which will be met from existing Revenue Budgets.”

4 **LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 Health is protected by creating safe, clean, pleasant environments and health services which emphasise prevention of illness.

5 **EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None.

6 **BACKGROUND**

- 6.1 Temporary posts of Corporate Food Safety Adviser, graded PO8-11, £30,060 - £32,244, and Assistant Corporate Food Safety Adviser, graded AP5-PO6, £22,398 - £28,578, were established to lead the Corporate Food Safety pilot scheme, which has been in operation since 14 April 2003 and was scheduled to operate for one year. The main activity to date has been to gather information on the status of food safety control currently exercised by Dundee City Council and to assess the exact scale of the Council's involvement in food provision.

Dundee City Council is the largest food provider in the city and its involvement in food provision and support includes such diverse areas as:-

- (i) Meals service for pensioners, some of whom have special dietary requirements;
- (ii) Nursery and schools catering;
- (iii) In-flight catering from Dundee Airport;
- (iv) Civic catering at the City Chambers;
- (v) Events such as the Dundee Flower Show & Food Festival,
- (vi) Community Services

Inadequacies have been identified in food safety control during the ten months since the commencement of the pilot scheme. Fifty premises where the Council has an input to food provision have been visited and Corporate Food Safety Reports have been sent to the appropriate Director/Head of Service.

- 6.2 At present, Dundee City Council is working towards having sufficient food safety controls and food safety monitoring arrangements in place which would satisfy the requirements of a full Hazard Analysis Critical Control Point system (HACCP) when introduced, fully documented food safety systems are to become a legal requirement on 1 January 2006 for all food catering.
- 6.3 To counteract the risks and liabilities identified, the workload will increase. To undertake this workload, two permanent members of staff are required, a Corporate Food Safety Adviser, graded PO8-11, £30,060 - £32,244, and an Environmental Health Officer (Corporate Food Safety), graded AP5-PO6, £22,398 - £28,578. These posts will help to provide improved food safety control and, by the introduction of HACCP, ensure the Council be in a position to demonstrate "Due Diligence", which is the legal defence available under Section 21 of the Food Safety Act. A post of Environmental Health Officer is, therefore, no longer required.
- 6.4 It is required that the recommended posts be part of a Corporate Food Safety Working Group which will be established to act as a forum for food safety and food standards within Dundee City Council. The group will also comprise of departmental liaison officers and specialist officers such as the Public Analyst and the Food Examiner who have detailed compositional and microbiological food knowledge. They will give expert advice as appropriate.
- 6.5 The Corporate Food Safety Working Group will co-ordinate the introduction of HACCP in all circumstances where the Council is involved in food provision, and ensuring that the following are HACCP compliant.
- Dundee City Council's own food operations
 Dundee City Council's contracted food providers
 Food providers in Dundee City Council premises or set up on council property
 Food premises in which Dundee City Council has a significant interest (e.g. DCA)
 Voluntary sector groups that handle food supported by Dundee City Council.
- 6.6 The posts will be involved in producing a food hygiene training policy. The policy is to be based on advice contained in "The Industry Guide to Good Hygiene Practice Catering Guide ISBN 0900 103 000".
- 6.7 The posts will also be involved with raising the profile of the Dundee City Council's Corporate Infection Control Policies and Procedures document, which relates in part to food safety and the prevention of food poisoning. The possibility of providing access to the document via the Council Intranet will be explored.
- 6.8 In order to facilitate effective action in relation to Corporate Food Safety Reports, it is recommended that liaison officers be nominated within each department that has an input to food provision, i.e. Education, Leisure and Arts, Social Work, Economic Development, Support Services and Communities. These officers will liaise with the Corporate Food Safety Adviser.

7 CONSULTATION

- 7.1 The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and the relevant Trade Unions have been consulted in the preparation of this report.

8 BACKGROUND PAPERS

- 8.1 No Background Papers, as defined by Section 50D of the Local Government (Scotland) Act 1973/other than any containing Confidential or Exempt Information were relied on to any material extent in preparing the above report.

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Head of Environmental Health and Trading Standards

(DATE)

J C Petrie
Assistant Chief Executive (Management)

(DATE)