

Service Plan for the Enforcement of Food and Animal Feed Standards 2025/26

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1. Our Service Aims and Objectives

The Service's aims, objectives and priorities are outlined in the [Trading Standards Service Delivery Plan](#). We follow an intelligence led approach and focus on priorities set corporately, regionally and nationally.

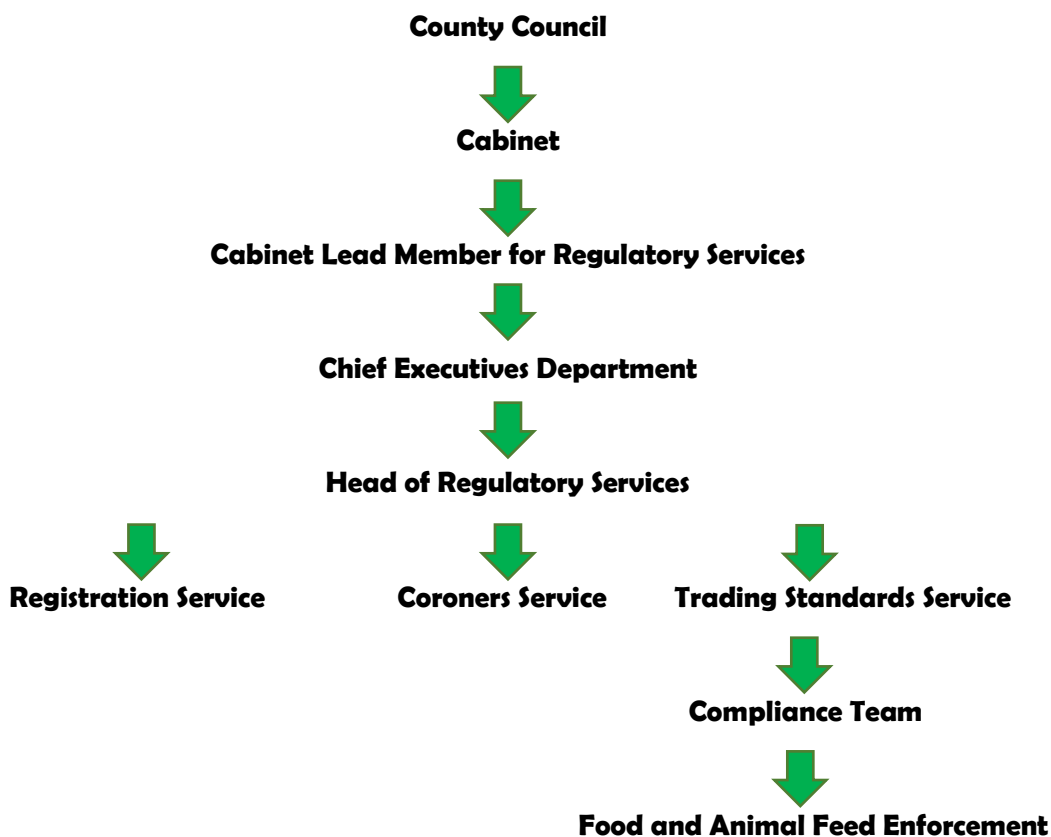
The [Leicestershire County Council's strategic plan 2022-2026](#) outlines five strategic outcomes. Food and feed enforcement and advice will contribute to two of these outcomes, Keeping People Safe and Strong Economy.

2. Background

2.1 Our Profile



2.2 Organisational Structure



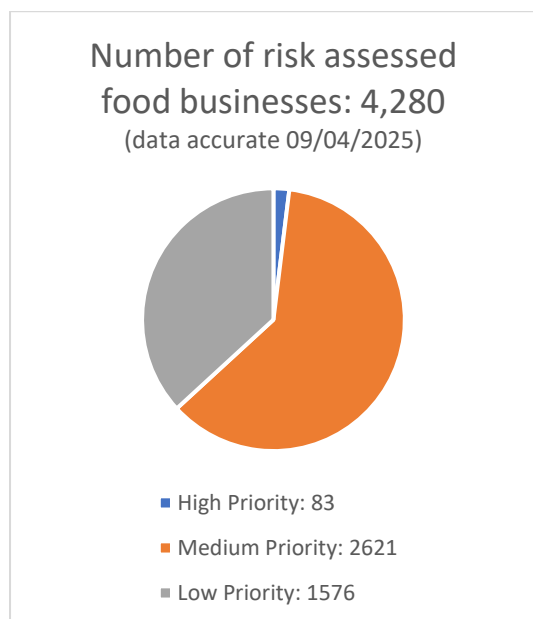
2.3. Scope of the Food & Feed Service

The Trading Standards Service delivers the Food Standards and Feed Standards Enforcement function within Leicestershire, with the exception of food Hygiene Enforcement which is delivered by District and Borough Councils.

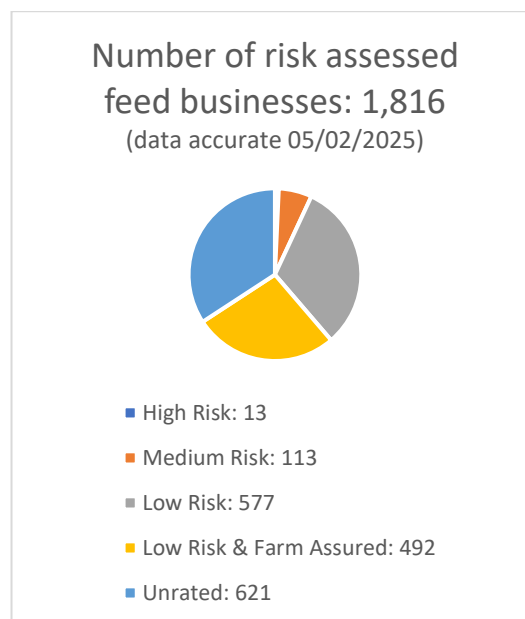
Analytical services for food and feed are provided by Minton Treharne & Davis Ltd.

2.4. Demands on the Food & Feed Service

Food



Feed



The Service can be contacted in a number of ways:

- At County Hall between the hours of 8.45am – 5pm Monday-Thursday (8.45am – 4.30pm on Fridays).
- Through a Duty Officer telephone line between the hours of 10am – 4pm, Monday – Friday, with a call back system in operation.
- By email at tradingstandards@leics.gov.uk.
- Through various points of contact on the Service's [webpages](#).
- Consumer enquiries can be made via the [Citizens Advice Consumer Service](#).

2.5 Regulation Policy

A link to the Leicestershire [Trading Standards Enforcement Policy](#) and [Investigation Criteria](#) can be found here.

3. Service Delivery

3.1 Interventions at Food & Feed Establishments

The Food Standards Inspection programme



High Priority Premises - 1, 3 or 6 month intervals

Medium Priority Premises - 1 - 3 year intervals

Low Priority Premises - 4 - 10 year intervals

Risk assessments are carried out according to the Food Standards Agency risk rating scheme implemented from 1st April 2025.

Priority interventions are completed on a 1 month, 3 month or 6 month basis until the business is compliant and can be re-assessed to a medium or low priority intervention. These interventions are completed by way of an onsite inspection.

Medium Priority interventions are undertaken using official controls as detailed in Article 14 of Assimilated Regulation EC 2017/625.

Low priority interventions are subject to project-based interventions alongside intelligence led enforcement activity and alternative enforcement strategies.

Where intelligence is received, all premises are subject to appropriate intervention.

The Feed Standards Inspection Programme

All feed premises are risk assessed and our intervention programme follows a risk assessment scheme approved by the Association of Chief Trading Standards Officers. This information is considered when determining what interventions will be undertaken.

The following can also be found at [Annex A](#)

- Feed Standards Inspection Programme 2025/26
- Food intervention Programme 2025/26
- Estimate of re-visits which will be required in the 2025/26 year

New legislation will be considered and enforced as required – The expected new legislation which will impact on the 2025/26 financial year can be found at [Annex C](#).

Contingency Plans

In the event of emergency situations appropriate liaison with the Leicestershire County Council Resilience Team who lead on the LCC Business Continuity Management strategy, will be sought and policy followed.

3.2 Complaints Policy

Complaints are dealt with in accordance with standards set by the Service, which can be found in our [Enforcement Policy](#). A memorandum of understanding is in place between this Service and Leicestershire's District and Borough Councils to ensure that any complaints are dealt with by the appropriate authority.

Previous years complaints data can be found in [Annex C](#)

3.3 Home Authority and Primary Authority

The Service follows the principles of the [Primary Authority Partnership Scheme](#) and ensures that officers comply with those principles when enforcing food and animal feed standards.

The Service will accept referrals on a Home Authority basis where there is no Primary Authority Partnership in place elsewhere for that business and will take appropriate action as necessary.

3.4 Advice to Business

Food and Feed advice is offered in accordance with the Service's [Business Advice Policy](#). The Service provides input to the Leicestershire Better Business for All partnership. An Estimate of the number of businesses who will receive advice in the 2025/26 year can be found in [Annex A](#).

3.5 Food & feed Sampling

The Service has a sampling programme in place which can be found in [Annex B](#). The factors underpinning the way in which we carry out sampling are:

- Risk based and intelligence led
- Reactive and complaint led
- Service, Regional & National priorities
- Resource based

Analysis of samples is as per 2.3 above. Food samples are taken in accordance with the [Food Safety \(Sampling & qualifications\) \(England\) Regulations 2013](#).

Feed samples are taken in accordance with the [The Animal Feed \(Hygiene, Sampling etc. and Enforcement\) \(England\) Regulations 2015](#).

3.6 Food & Feed Safety Incidents

These are dealt with in accordance with the [Codes of Practice](#) and are dealt with as a priority. In dealing with Food & Feed Safety Incidents this Service will liaise as appropriate with the relevant District or Borough Council, the Food Standards Agency, the Animal and Plant Health Agency (APHA), DEFRA and UKHSA as required.

Liaison with the Leicestershire District & Borough Councils is underpinned by an agreed memorandum of understanding between all parties.

In out of hours circumstances or an emergency, see 3.1 above.

3.7 Liaison with other organisations

A memorandum of understanding is in place between this Service and all other district and borough councils within Leicestershire. Further memorandums of understanding are also in place with the APHA and MRA. This Service is a member of the following:

- Leicestershire food liaison group
- Trading Standards East Midlands regional group which includes sub-groups for both food and feed

- Representation at the FSA Register a food business working group
- Member of Leicestershire Better Business for All working group
- Member of Leicestershire Healthy Weight Strategy

These memberships consist of quarterly meetings and updates.

3.8 Food & Feed Promotional Work

This Service regularly uses social media platforms to deliver food safety and standards messages. Effectiveness is evaluated using data analysis e.g., interaction with these messages.

The Service regularly guides businesses to sources of information and provides various links to online guidance via our website which forms part of the Leicestershire County Councils main website. Complex and bespoke paid advice can also be requested via our [website](#)

3.9 Control & Regulation of Outbreaks & infectious Disease

This Service operates within a two-tier authority. The control and regulation of outbreaks and food related infectious disease is the responsibility of the District & Borough councils within Leicestershire. The control of disease and outbreaks relating to feed is the responsibility of this Service

4. Resources

4.1 Financial Allocation

Food and feed enforcement form an integral part of the Service and resources are allocated accordingly from the overall Service budget. Further resource is requested and sought where required, this may include additional outside funding received by the Service for specific food and feed work.

4.2 Staffing Allocation

The current level of staff available for food and feed work is detailed in [Annex A](#), alongside the number of resources required to deliver the Service.

4.3. Staff Development

Training is allocated accordingly to ensure that ongoing CPD requirements are met and where gaps are identified, this is addressed on an individual basis. Training takes the form of:

- Training course provision from outside sources
- Internal development of officers
- Access to online national knowledge forum
- Participation in regional groups
- Own research and self-development

5. Quality Assessment & Internal Monitoring

Quality assessment and internal monitoring is conducted using the following methods:

- The Lead food and feed officers are responsible for monitoring day to day functions carried out by authorised officers and support staff.
- Documented processes for dealing with food and feed work form part of our quality system and are monitored, amended and updated where necessary. Our service standards can be found in our [Enforcement Policy](#).
- Quarterly figures allow quantification of work undertaken. These are reviewed by the Senior Management Team to ensure workstreams and commitments are on target for completion.

Day to day monitoring consists of:

- Regular face to face case reviews with Officers are conducted by the lead food and feed officers. This includes a review of ongoing work and documented direction as to future actions.
- Remote assessments of work progress, with guidance and direction provided where necessary.
- All work is reviewed prior to sign off for completion by the lead food and feed officer.
- Regular review meetings between the lead officers and senior management.

Maintenance of the food business database

We hold a database of registered food business establishments within Leicestershire, the accuracy of which is maintained in the following ways:

- Checks undertaken upon receipt of a new food business registration to identify if another food business was previously registered at the same address.
- Agreement with District Authorities in Leicestershire to share data regarding the closure of businesses identified through work undertaken.
- Database cleansing activities undertaken as required
- Identification of closed businesses via planned interventions, notification from businesses and other intelligence
- Identification of new businesses via food business registrations and intelligence, including notification from other teams within Leicestershire Trading Standards Service.

Our data retention policy is adhered to, ensuring that records are kept for the required amount of time. Our retention policy can be found within our Quality Management System.

6. Review

6.1 Review of the Service Plan

Information regarding previous year's performance can be found in [Annex C](#). Ongoing review against the Service Plan is undertaken throughout the year, with quarterly figures being recorded and reported annually.

6.2 Identified variance from the Service Plan

Transition to a new food standards framework and risk assessment was completed on the 31st March 2025, with effect from 1st April 2025. The frequency and numbers of interventions due as a result are identified in this Service Plan.

At this time it is not expected that there will be any variance from this. However, numbers of interventions forecast to be completed will be dependant on how the new framework is operating and any changes to resources throughout the year.

6.3 Areas for Improvement

We continue to improve our digital capabilities, both to enable a better service for businesses and consumers, and to ensure the best use of our resources. This includes opportunities to digitalise processes and ways of working; and provide access and links to electronic resources for both businesses and consumers which can be accessed 24 hours a day. We actively work with our customer focus team to ensure this is delivered in the best possible way.

Annex A

Food Intervention Programme 2025/2026

Premise Type	Total Interventions due	Interventions to be undertaken 2025/26
High Priority	83	83
Medium Priority	1756	250
Low Priority	801	480

*Subject to appropriate official controls.

**Subject to alternative enforcement activities. This Service will carry out these activities in the following ways

- Projects
- Business surveys which may take the form of questionnaires.
- Targeted advice & guidance

Feed Intervention Programme 2025/2026

Premise Coding	Interventions to be undertaken *
R04 – Feed Manufacturers	0
R12 – Food business selling co-products	0
R09 – storage of feed products	1
R05 – placing on the market of compound feeds	1
R08 – Transport of feed	0
R06 – Manufacture of pet foods	2
R07 – Manufacture and or/placing on the market of feed materials	6
R10/R11 - Mixing feed on farm	10
R13 – Livestock farms which do not mix feed	15
R14 – Arable farm	2

*Minimum number of planned interventions to be undertaken

Estimation of other resources required in 2025/26

Estimations based on previous years data	Food	Feed
Re-visits required	30	5
New food/feed business registrations*	1000	150
Complaints & enquiries	400	30
Advice to businesses	1000	20

*New food and feed businesses are dealt with by way of a triage/questionnaire. These are risk rated and appropriate guidance & compliance advice is provided.

An estimate of resources required to fully undertake food and feed work is as follows

	Food – available resources	Food – resources required	Feed – available resources	Feed – resources required
Lead Officer	0.7	1	0.2	1
Authorised Officers	2	4.5	1.9	2
Trainee Officers	2	-	0.5	-
Support Staff	3	3	1	1

Calculated by full time equivalent

Annex B

Sampling Programme 2025/2026

Food

Sampling Priority	Anticipated number of samples	Duration of sampling	Types of food/sector
Safety (allergen focus)	Reactive & intelligence led	Ongoing	All food types & sectors
	10 proactive samples	Ongoing	Catering Establishments
Safety (other, including contaminants and undeclared/banned ingredients)	Reactive & Intelligence led	Ongoing	All food types & sectors
	15 proactive samples	Ongoing	Imported foods
Composition & Labelling	Reactive & Intelligence led	Ongoing	All food types and sectors

Feed

Sampling Priority	Anticipated number of samples	Duration of sampling	Types of feed/sector
Composition including presence of vitamins	5	Ongoing	Compound feed on farm
Presence of mycotoxins or pesticides	5	Ongoing	Home grown grains
Labelling	5	Ongoing	Retail & on farm

Previous Years Sampling

Food samples taken in the 2024/25 year are as follows:

Sampling Priority	Satisfactory	Unsatisfactory
Safety (allergen focus)	1	0
Contamination	12	1
Composition & Labelling	7	4

Annex C

Previous Years performance

Food 2024/25

Interventions at High Risk Premises	70
Interventions at Medium Risk Premises	91
Interventions at Low Risk Premises	270
Number of New Food Businesses contacted and risk rated	1071
Number of food incidents and complaints actioned	394
Number of businesses advised	722
Number of food samples analysed	25

Feed 2024/25

Visits to inland feed premises (including manufacturers, transport & storage)	14
Visits to primary production premises	52
Number of feed business registrations dealt with	155
Number of feed incidents and complaints actioned	23
Number of feed samples analysed	16

New Legislation and changes which will impact the Service in 2025/26

The implementation of a new food standards framework and risk assessment has resulted in a shift in many food business ratings to a higher rating than under the previous scheme. The impact of this means more frequent interventions required at these businesses which will impact resources.