

**Action Plan for South Hams District Council & West Devon Borough Council**

Audit date: 24 May 2017

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
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<p><b>Recommendation 2 – Food Establishment interventions – Frequency</b> [The Standard 7.1]</p> <p>Carry out interventions at all food hygiene establishments in the area, at a frequency which is not less than that determined under the intervention rating scheme set out in the FLCoP.</p>	<p>1/04/18</p>	<p>To remove backlog of unrated premises and complete inspection programme for 2017/18</p>	<p>100% of due Interventions completed in 17/18 in accordance with the Food Law Code of Practice</p>
<p><b>Recommendation 3 - Database procedure</b> [The Standard 11.2]</p> <p>Set up, maintain and implement a documented procedure to ensure that the food database is accurate, reliable and up to date. Ensure the procedure incorporates monitoring and resolution of any anomalies, in particular the closure of old food premises where the business owner has changed and data input errors.</p>	<p><del>3 months</del> <b>25/11/17</b></p>	<p>Review and amend existing internal monitoring procedure</p>	<p>Issue with Civica database regarding closure of premises with multi facets ie licensing , private water supplies and food premises has now been addressed.</p>

<p><b>Recommendation 4 – Officer Authorisation</b> [The Standard 5.3]</p> <p>(i) Ensure all officers are appropriately authorised in accordance with their qualifications and the individual regulations of the Food Safety &amp; Hygiene (England) Regulations 2013, with respect to their individual duties</p> <p>(ii) Ensure the Service has a sufficient number of officers authorised under TARP 2011 to respond to food incidents involving illegally imported food and to carry out the work set out in the Service Plan.</p> <p>(iii) Ensure the Service has access to a sufficient number of officers authorised to serve HEPNs to carry out the work set out in the Service Plan.</p> <p>(iv) Ensure that it is clear within authorisation documents whether or not officers are authorised under particular powers.</p>	<p><del>Complete</del> 25/8/17</p> <p>15/09/17</p> <p><del>Complete</del> 25/8/17</p> <p><del>Complete</del> 25/8/17</p>	<p>Authorisations to be updated with TARP</p>	<p>Authorisations updated</p> <p>Authorisations updated</p> <p>Authorisations updated</p> <p>Authorisations updated</p>
<p><b>Recommendation 5 – Food Establishment interventions Procedure</b> [The Standard 7.4]</p> <p>(i) Set up, maintain and implement a documented procedure or review and amend the existing interventions procedure to include the interventions policy and procedure for new unrated businesses.</p> <p>(ii) Review and amend the “Procedure for Food Hygiene Inspections” to ensure that it provides appropriate guidance for officers on the sub division of businesses for interventions in line with the FLCoP and associated centrally issued guidance.</p>	<p><del>6 weeks</del> 25/10/17</p> <p><del>3 months</del> 25/11/17</p>	<p>Will review and amend existing</p> <p>Review and amend procedure</p>	<p>Food Establishment Interventions Procedure revised</p> <p>Procedure for Food Hygiene Inspections revised</p>

<b>Recommendation 6 – Enforcement Procedures</b> [The Standard 15.2]  Set up, maintain and implement documented enforcement procedures to provide specific guidance for officers on the enforcement activities carried out by the Service	<del>2 months</del> 25/10/17	We will introduce these procedural documents	Documented enforcement procedures in place
<b>Recommendation 7 – Internal Monitoring – Scope and Verification, Record Keeping</b> [The Standard 19.2, 19.3]  (i) Verify the conformance of the Service with all aspects of The Standard, relevant legislation, the FLCoP and relevant centrally issued guidance.  (ii) Make a record of all internal monitoring and keep it for at least 2 years.	<del>3 months</del> 25/11/17	Will review and amend internal monitoring procedure and records	internal monitoring procedure and records reviewed   Monitoring process in place