

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
<p>Recommendation 1 - Service Planning [The Standard 3.1]</p> <p>Draw up, document and implement the 2017/18 Service Plan in accordance with the Service Planning Guidance in Chapter 1 of “The Framework Agreement on official Feed & Food Controls by Local Authorities” (“The Framework Agreement”). The Plan shall include:</p> <p>(i) The number of all due food interventions in each risk rating category as specified by the FLCoP, together with an estimate of the number of unrated premises due in year (including any existing backlog).</p> <p>(ii) A comparison of the resources required to deliver each part of the Plan with the resources available and any resulting shortfall in resources.</p> <p>[The Standard 3.2 & 3.3]</p> <p>(iii) Submit a documented 2016/17 service plan performance review for approval to either the relevant member forum or, where approval and management of service plans has been delegated to senior officers, to the relevant senior officer.</p> <p>(iv) Address any variance in meeting the Service Delivery Plan in the subsequent 2017/18 service plan.</p>	<p>1/9/17</p> <p>TBC based on Ctte cycle dates</p>	<p>Updated service plan to be produced</p> <p>Review performance and decide on appropriate route for decision/review</p> <p>This will be based upon revised service plan</p>	<p>2017/18 Service Plan in place</p> <p>Now updated within 2018/19 Service Plan</p> <p>Now updated within 2018/19 Service Plan</p> <p>Performance reviewed and action plan in place.</p> <p>2017/18 Service Plan in place</p>

<p>Recommendation 2 – Food Establishment interventions – Frequency [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>Recommendation 3 - Database procedure [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>3 months 25/11/17</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>Recommendation 4 – Officer Authorisation [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 & 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>Complete 25/8/17</p> <p>15/09/17</p> <p>Complete 25/8/17</p> <p>Complete 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>Recommendation 5 – Food Establishment interventions Procedure [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>6 weeks 25/10/17</p> <p>3 months 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>

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