

Action Plan for Birmingham City Council

Audit date: 21-23 April 2015 (Updated 12.07.16)

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>3.1.8 Ensure that future service plans include;</p> <ul style="list-style-type: none"> • A clear comparison of the resources required to carry out the full range of statutory food law enforcement activities at all relevant food businesses in the area against the resources available to the Service. Details of how any shortfall identified will be addressed should also be provided. • A detailed and reasoned intervention strategy and intervention programme which includes arrangements for all historic overdue interventions and unrated businesses on a risk basis. • An estimate of the resources required to monitor the delivery of the strategy and to carry out suitable risk based internal monitoring across all areas of the Service. [The Standard -3.1] 	<p>Completed</p> <p>Completed</p> <p>Revised Target End July 16</p>	<p>A new procedure for internal monitoring to be developed and implemented. This will identify the resources required to deliver the internal monitoring which will be included in next year's Food Plan.</p>	<p>A Food Law Enforcement Plan has been written detailing the outturn for 2014/15 and work to be undertaken in 2015/16. This will be presented to July's Licensing and Public Protection Committee. The report identifies the need for 14 FTEs to carry out the full range of statutory food law enforcement activities. The service reserves the ability to use overtime or agency officers should the need arise but currently the programme should be delivered within the resources allocated.</p> <p>The Food Plan identifies that all interventions due this year are to be completed. The programme is managed locally to ensure compliance with due dates.</p>

<p>3.1.15 (i) Appoint a sufficient number of authorised officers to carry out the work calculated in its Service Plan. The level of authorisation and duties of officers should be consistent with their qualifications, training, experience and the relevant Code of Practice. [The Standard –5.3]</p>	<p>March 16 Revised target: July 16</p>	<p>In accordance with the revised Food Law CoP, a competency framework is being developed and all officers will be assessed against this and any training needs identified. Suitable targeted training will also be delivered as part of this plan.</p>	<p>Last year’s Food Plan was fully resourced. Competency framework in preparation stage.</p>
<p>3.1.15 (ii) Ensure that more detailed and up to date records of any relevant training and experience of each authorised officer are maintained by the Authority in accordance with the relevant Codes of Practice. [The Standard-5.5]</p>	<p>Completed</p>	<p>All future food related training to be delivered in conjunction with the central training coordinator to ensure that future records are accurately maintained.</p>	<p>Central training coordinator advised of this.</p>
<p>3.2.3 Take appropriate actions to ensure the accuracy of its food premises database, to ensure that its food premises database accurately reflects the food businesses actively operating in its area. [The Standard-11.2]</p>	<p>Completed and on-going</p>	<p>Complete interventions at all unrated premises and overdue inspections. Analysis of Category E premises to remove those with no inspectable risk.</p>	<p>Regular automated database checks and correction of database errors. (as identified as good practice). Development of procedure for the creation and deletion of premises, this has been concluded. All outstanding category A-C inspections have been completed. In excess of 800 interventions at unrated premises carried out, this will remain an on-going target. Training undertaken with officers to improve recording and accuracy.</p>

<p>3.3.6 Ensure that food hygiene interventions at food premises in their area are carried out at a frequency which is not less than that determined under the intervention rating scheme set out in the Food Law Code of Practice. [The Standard – 7.1]</p>	<p>March 17</p>	<p>The interventions programme for 2015/16 included all due Category A-E premises; all overdue Category A-D premises; all unrated premises. The overdue Category E premises will be subject to review to determine those that require inspection, these will be programmed during the next 3 years to ensure a future even spread of interventions.</p>	<p>All A-C overdue inspections completed. Overdue D premises not done, to be included in this year's programme.</p>
<p>3.3.12 Assess the compliance of establishments and systems in their area to the legally prescribed standards reviewing and amending its current inspection aides memoire to ensure that they include references to all relevant food hygiene legislation and centrally issued guidance as appropriate [The Standard - 7.3]</p>	<p>January 16 Revised target: July 16</p>	<p>Development of new aide memoire in progress, to include references to relevant legislation and guidance. Training on the assessment of compliance at establishments and the use of the revised aide memoire to be undertaken.</p>	<p>Research and benchmarking carried out with other authorities to identify best practice. Outstanding.</p>
<p>3.5.4 (i) Further develop, maintain and implement its documented internal monitoring procedures in accordance with Article 8 of Regulation (EC) No. 882/2004 (Official Feed and Food Controls), the Food Law Code of Practice and centrally issued guidance. This should include all aspects of the Service, including the work of contractors where appropriate. [The Standard – 19.1]</p>	<p>End of Oct 2015 Revised target: July 16</p>	<p>A new procedure for documented internal monitoring to be developed and implemented. This will include the monitoring of agency officers. Training to be provided to managers to enable an effective service and audit, including record keeping.</p>	<p>Procedure under development. On-going appraisal meetings and 1-1s to include review of food law activities. Outstanding.</p>
<p>3.5.4 (ii) Ensure that records of monitoring activities are maintained. [The Standard – 19.3]</p>	<p>Ongoing</p>	<p>Documented checks to be maintained for each officer.</p>	<p>As above.</p>

<p>3.5.11 Maintain up to date accurate records in retrievable form on all food establishments in its area, in accordance with the Food Law Code of Practice and centrally issued guidance. These records shall include reports of all interventions / inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, results of any sampling, details of any complaints and any action taken, and also relevant food registration and approval information. The Authority should also record, with reasons, any deviations from set procedures. [The Standard-16.1]</p>	<p>Completed and on-going</p>	<p>The implementation of the reviewed aide memoire, training on database accuracy and recording, and the introduction of revised monitoring procedures will lead to improved accuracy of record keeping. The implementation of UKFSS will improve the accuracy of sampling recording. Training of officers on all aspects of mandatory record keeping, in line with the food law code of practice, to be delivered.</p>	<p>Deviations from set procedures are discussed during regular officer to manager 1-1s and documented in premises files. Agreed 853 premises aide memoires identified and officers instructed to use.</p> <p>Further development work on 853 premises on-going.</p> <p>UKFSS implemented.</p> <p>Training on food law code on practice carried out, this is an ongoing target.</p>
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