

Updated Action Plan for Durham County Council

Audit date: 28-29 November 2012

Action Plan updated: 27 February 2014

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.5 Ensure that future Service Plans include a clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against the resources available to the Service. [The Standard – 3.2)	31/07/13	Food and Feed Control Service Plan for 2013/14 will include a comparison of staffing resources required to carry out the full range of statutory food law enforcement activities against resources available.	Completed	An assessment of resources required to deliver the service across the full range of food law enforcement activities against the resources available is considered within the Food and Feed Control Service Plan 2013/14.
3.1.11(i) Review and update current officer authorisations as necessary to ensure that all officers are appropriately authorised under relevant current legislation in accordance with their individual level of qualification, experience and competency. [The Standard – 5.1 and 5.3]	30/04/13	Current officer authorisations to be reviewed and updated.	Completed	'Authorisation of Officers Procedure' has been reviewed. Individual officer authorisations are reviewed and updated to reflect changes in legislation in accordance with their level of qualification, experience and competency.
3.1.11(ii) Maintain records of relevant qualifications, training and experience of each authorised officer, including contractors in accordance with the Food Law Code of Practice. [The Standard – 5.5]	30/04/13	To ensure that all records of training and CPD hours for appointed contractors are held on appointment. A Corporate Training Register has been established to hold	Completed Completed	Records of training and CPD hours for authorised officers are held and maintained. Contractors are not currently appointed to assist in delivery of the food safety service. Officers are currently required to take responsibility for retaining

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3.1.11(ii) continued		qualifications, training, induction records and appraisal information for individual officers and other workers including agency, subcontractors etc. The database is a means of providing management information as well as identifying essential and desirable training requirements as informed by training profiles within the system.		<p>copies of their training certificates and course plans. Electronic scans are also retained by the Authority.</p> <p>Individual Officer Performance Appraisals are held on a corporate electronic storage database.</p> <p>Arrangements are in place to retain relevant information on the Training Register by means of electronic storage by 30/06/14.</p>
3.3.15(i) 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]	30/04/13	A database report developed to establish 'broadly compliant' and 'non- broadly compliant' Category C premises will be implemented to assist the prioritisation of planned and overdue food hygiene interventions.	Completed	<p>To continue to maintain a risk-based intervention programme by prioritising higher risk existing and new food businesses above existing and new businesses assessed as a lower food safety risk.</p> <p>Outstanding interventions are given priority in higher risk food premises. A successful project was carried out to identify outstanding E rated premises that had potentially moved to higher risk categories eg wet pubs now serving food and this will be repeated for outstanding D rated premises in 2014/15.</p> <p>Procedures are in place to allocate on a monthly basis, those food premises which are due for</p>

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3.3.15(i) continued				<p>inspection, unrated or where the inspection is outstanding. This procedure is carried out as an electronic 'batch allocation' process operating under the supervision and control of managers.</p> <p>This system provides a more effective and efficient method of targeting higher risk A, B and non-broadly compliant C establishments and to identify and allocate lower risk premises to ensure they are suitably rated.</p> <p>Outstanding unrated premises have been significantly reduced.</p> <p>Arrangements are in place for internal monitoring by managers on progress and performance with the intervention programme with feedback to officers at one to one meetings, team briefings, through documented instructions and food safety team meetings.</p> <p>Additional support is provided to continue to deliver the AES programme in lower-risk premises, enabling qualified officers to address higher risk premises.</p>

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	30/04/14	The continuing development of the Technical Assistant posts within the food safety team, both of whom are nearing the completion of the Diploma in Food Safety and Food Legislation, will, going forward, provide increased intervention capacity across the full range of food businesses.	Completed	Technical Assistants have achieved the Diploma in Food Safety and Food Legislation and have applied for EHORB registration in March 2014. Officers will continue to work through a period of post qualification development under supervision and the level of authorisation will be reviewed in line with their individual level of qualification, experience and competency.

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<p>3.3.15(ii) Assess the compliance of food premises, including product specific establishments to legally prescribed standards to confirm compliance with current legislation, the Food Law Code of Practice and centrally issued guidance. Ensure that intervention ratings are accurately and consistently determined. [The Standard – 7.2 and 7.3]</p>	<p>30/04/13</p>	<p>Monitoring of the quality of planned food premises interventions will continue to be carried out in accordance with the authorities 'Internal Management and Monitoring System' taking account of areas of improvement identified by auditors.</p> <p>A review of the documented Internal Management and Monitoring System' will be carried out to take account of the introduction of changes to secure an improvement of existing arrangements by 30/05/14.</p>	<p>Completed</p>	<p>Officers were provided with prompt post audit feedback on the areas of improvement identified by auditors at team briefing sessions and food safety team meetings held in December 2012 and thereon.</p> <p>Auditor's findings are documented to address all matters highlighted in respect of interventions at food premises including product-specific premises. The document is accessible to officers from the 'Share Point' central portal system.</p> <p>Officer training records are available which identify the range of training provided to officers including HACCP assessment, Intervention Risk-Rating Consistency, E.Coli 0157: Control of Cross-contamination and Approved Establishments.</p> <p>Revised versions of inspection aide- memoires covering food manufacturing and low risk establishments are now in use.</p> <p>Internal monitoring arrangements are currently in place to ensure interventions are carried out in accordance with Action 3.3.15 (ii).</p>

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<p>3.4.5 Ensure that all the necessary procedures and documentation specified by the Food Law Code of Practice have been implemented in respect of the service and follow-up actions related to hygiene improvement notices. [The Standard – 15.3]</p>	30/04/13	<p>The monitoring of the service and follow-up actions relating to hygiene improvement notices will continue to be carried out in accordance with the authorities 'Internal Management and Monitoring System'.</p>	Completed	<p>Monitoring of the implementation of hygiene improvement notice procedures has continued. In view of monitoring findings, all food safety officers are required to participate in an in-house training session covering the service and follow up actions related to hygiene improvement notices on 12/03/14.</p> <p>Arrangements are in place for monitoring of all notices and documentation by the Food Safety Manager providing constructive feedback to officers.</p>
<p>3.5.5(i) Continue to ensure risk-based internal monitoring procedures are documented and implemented across all food law enforcement activities, including sampling 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. [The Standard – 19.1]</p>	30/04/13	<p>Risk-based internal monitoring procedures will continue to be documented and implemented across all food law activities and the Internal Management and Monitoring System procedure will be reviewed to include sampling.</p>	Completed	<p>A review of the 'Internal Management and Monitoring System' procedure was completed to incorporate monitoring arrangements for sampling.</p> <p>A further detailed review is referred to at 3.3.15 (ii) to be completed by 30/05/14.</p>

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3.5.5(ii) Verify its conformance with the Standard, relevant legislation, the Food Law Code of Practice, centrally issued guidance and the Authority's own documented policies and procedure across all the Authority's food law enforcement activities. [The Standard – 19.2]	30/04/13	Refer to 3.5.5 (i)	Completed	As 3.5.5(i) above.
3.5.5(iii) Ensure that records of monitoring activities are maintained. [The Standard – 19.3]		Refer to 3.5.5 (i)	Completed	Monitoring records are maintained and held electronically on the 'Share Point' central portal system.
3.5.13 Maintain up to date, accurate records of relevant checks for all food establishments and related food law enforcement activities, including product specific establishments in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 16.1]		Refer to 3.3.15 (ii)	Completed	<p>Refer to 3.5.15 (ii) in respect of planned improvements and action taken to date covering qualitative and quantitative monitoring arrangements and officer training.</p> <p>Officers have access to 'Inspection Input Checklists' to assist in achieving accurate database records.</p> <p>Monthly monitoring is carried out by Food Safety Team Leaders following the procedure defined in the Monthly Database Monitoring Check Sheet'.</p> <p>Appointment of service development post to Health Protection Team to provide system maintenance and improvements.</p>