

ANNEX A - Completed Action Plan for Harrogate Borough Council

Audit date: 23-24 February 2016

Updated: 16 February 2017

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS JAN 2017	ACTION TAKEN TO DATE MAY 2016
<p>Recommendation 1 - Carrying out interventions at the correct frequency to help ensure that the FHRS contains up to date information [The Standard - 7.1]</p> <p>Carry out interventions/inspections (as required by the relevant Code of Practice) at all food hygiene establishments in their area, at a frequency which is not less than that determined under the intervention rating schemes set out in the relevant legislation, Codes of Practice or other centrally issued guidance.</p>	<p>31 March 2017</p>	<p>It was noted in the report that the backlog of low risk interventions/inspections, which was caused by the workload brought about by the Tour de France, had reduced from 221 to 70 in the two month period running up to the audit. The authority had to carry out an extra 200 interventions/audits to ensure safe delivery of the Tour de France in 2014. It is anticipated that all of the low risk backlog will be addressed by 31 March 2017.</p>	<p>At the end of quarter 3 (Dec 2016), 90% of due inspections had been completed.</p>	<p>Already reduced from 221 to 70. Authority continues to address any remaining overdue interventions in accordance with the Food Law Code of Practice.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS JAN 2017	ACTION TAKEN TO DATE MAY 2016
<p>Recommendation 2 - Business requests for revisits [The Standard 16.1 & FHRS Brand Standard Section 8 and p.52 Question 9]</p> <p>Ensure that businesses are informed of the need to contact the Authority formally to request a FHRS revisit, providing the Authority with the reasons and any supporting evidence for any revisit requests. The Authority should keep appropriate records of any requests made and subsequent actions taken.</p>	Complete	Prior to the audit this had been identified and the prescribed forms in the Brand Standard with regard to requests for revisits are now issued to all businesses. Forms are on the Council website and info on how to find the forms are on the record of visit. This will ensure that the evidence required will be submitted and recorded by the authority.	This was fully implemented before the audit took place and this remains the case. There are no amendments to the previous commentary contained in the action plan.	Implemented prior to audit