Updated Action Plan for Hertsmere Borough Council

Audit date: 26 - 27 June 2013

Action Plan updated: 19 November 2015

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.7 Ensure that future Food Service Plans include an accurate and clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against a reasoned estimate of the resources available to the Service. The Plan should also more clearly set out the proposed interventions programme for the year. [The Standard – 3.1]	Completed	Food Service Plan to be revised to enable: i. Inclusion of resources required against estimate of resources available to carry out enforcement activities; and ii. Greater clarity of proposed interventions programme.	Completed	This continues to be addressed in successive service plans.
3.3.17 Carry out food hygiene interventions/inspections at a frequency which is not less than that determined by the Food Law Code of Practice. [The Standard – 7.1]	Completed and on-going	Continue to target highest risk businesses.	On-going Completed and ongoing	Continued focus on prioritising higher risk premises interventions. 2014-15: two outstanding Bs; one completed May 2015; one to be completed this month. In addition to AES for E rated establishments, questionnaires sent to child-minders and delivered two dedicated SFBB seminars for child-minders.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
		Review and identify any outstanding interventions before year end and engage contractors, if resources permit, to complete programme of interventions.		Workload reviewed and temporary contractor engaged to inspect medium and low risk food establishments.
				This continues to be addressed in the same manner for 2015-16.
3.4.7 Ensure that a graduated approach to enforcement is considered where there is a failure to comply with hygiene improvement notices, in line with the Authority's	Completed and on-going	Enforcement actions discussed with and agreed by Lead Food Officer and documented.	Completed and ongoing	All such actions are now agreed and documented. Expired HINs – timely revisits undertaken.
enforcement policy. The reasons for any departure from the Authority's policy should be documented. [The Standard – 15.3 and 15.4]				By way of example, successful prosecution and conviction of catering establishment for non-compliance of an HIN and other offences.