

Annexe A - Action Plan

Audit Date: 29-30 January 2013

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
<p>(i) The Council should clarify which authorisation procedure they are using to authorise officers.</p> <p>The Authority shall set up, maintain and implement a documented procedure for the authorisation of officers based on their competence and in accordance with the relevant Codes of Practice and any centrally issued guidance.</p> <p>[The Standard – 5.1]</p>	<p>The Authorisation procedure is detailed in the ISO procedure – Food Control Authorisation Procedure A/FC/PRO/007/02.</p>	<p>Completed</p>
<p>(ii) The Councils should ensure all officers carrying out work on behalf of Lisburn CC are appropriately authorised to carry out the work on behalf of the food service.</p> <p>The Authority shall appoint a sufficient number of authorised officers to carry out the work set out in the service delivery plan. The level of authorisation and duties of officers should be consistent with their qualifications, training, experience and the relevant Code of Practice.</p>	<p>All Food Control officers have an authorisation document signed by the Assistant Director who has delegated powers from the Council.</p>	<p>Completed</p>

RECOMMENDATION	PLANNED IMPROVEMENTS	DUE DATE
[The Standard – 5.3]		
<p>(iii) The Council should ensure it maintains records of qualifications in relation to each of their authorised officers.</p> <p>Records of relevant academic or other qualifications, training and experience of each authorised officer and appropriate support staff shall be maintained by the Authority in accordance with the relevant Codes of Practice.</p> <p>[The Standard – 5.5]</p>	<p>The EHORB Certificate for the relevant officer has been located and retained placed in the authorisation file.</p>	<p>Completed</p>
<p>(iv) The Council should ensure it can provide the Agency with information that is reliable and accurate.</p> <p>Any computer software package or other method of record administration used by the Authority shall be reliable and capable of providing any information reasonably requested by the Food Standards Agency. Such systems shall be operated in such a way so as to be able to provide required information to the Agency.</p>	<p>A review of the Tascomi software package is being undertaken and additional training to be carried to enable better data recovery in a variety of formats.</p>	<p>Completed</p>

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<p>[The Standard – 5.5]</p>		
<p>(v) The Council should review its internal monitoring procedure in relation to who is responsible for monitoring the work carried out by the senior food officer.</p> <p>The Authority shall verify its conformance with this Standard, relevant legislation, the relevant Codes of Practice, relevant centrally issued guidance and the Authority’s own documented policies and procedures.</p> <p>[The Standard – 19.2]</p>	<p>The internal monitoring policy has been amended to address this matter.</p>	<p>Completed</p>
<p>(vi) The Council should ensure they follow the requirements set out in the FLCoP and FLPG with regard to the timing for new food establishments receiving an initial inspection and intervention rating.</p> <p>The Authority shall carry out interventions/inspections, and approve or register establishments in accordance with the relevant</p>	<p>Currently the Council’s policy is to visit new food businesses and carry out an advisory visit .In line with the CoP a new food business will be subject to an initial inspection following which the intervention rating will be determined. This inspection will be carried out within 28 days of the advisory visit.</p> <p>The time period between the advisory visit and the initial inspection will be monitored by the Environmental Health Manager (Food Control).</p>	<p>Completed</p>

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<p>legislation, Codes of Practice, centrally issued guidance and the Authority's policies and procedures.</p> <p>NOTE: Establishments includes any ship or aircraft of a description specified in the relevant legislation.</p> <p>[The Standard – 7.1]</p>		
<p>(vii) The Council should ensure data relating to food and food establishment complaints reported through LAEMS is accurate and reliable.</p> <p>Any computer software package or other method of record administration used by the Authority shall be reliable and capable of providing any information reasonably requested by the Food Standards Agency. Such systems shall be operated in such a way so as to be able to provide required information to the Agency.</p> <p>[The Standard – 6.2]</p>	<p>A more in depth interrogation of the LAEMS data will be carried out in conjunction with the Councils MIS provider (Tascomi) .This will be implemented prior to submission of the LAEMS data for 2014.</p>	<p>Completed</p>