

## Updated Action Plan for Slough Borough Council

Audit date: 17-18 November 2010

Action Plan updated: 7 February 2012

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.3 Ensure that future Service Plans contain details of the resources required to carry out the service effectively compared directly against the resources available. [The Standard – 3.1]	31/05/11	To include in 2011/12 Service Plan further details of the resources required to carry out the service effectively compared with the resources available.	Completed	Service Plan includes details on resources.
3.1.8 Ensure that all documented policies and procedures, including those relevant to imported food control activities, are reviewed at regular intervals and whenever there are changes to legislation and centrally issued guidance. [The Standard – 4.1]	Completed 30/04/11	All relevant joint procedures between Food Safety and Food Standards updated and implemented.  Joint system in place to review all food hygiene and food standards procedures annually and when there are changes in legislation and centrally issued.	Completed	Joint policies and procedures completed for imported food and quality assurance. One universal system for updating brought into place and incorporated in the joint Document Control Procedure.
3.1.11 Review the documented procedures for the officer authorisations of ensure they clearly set out the authorisation process based on individual officer competence and in accordance with the Food Law Code of Practice. [The Standard – 5.1]	28/02/11	Procedure for authorisation of officers reviewed to include details of the process and criteria of individual officer competency assessment. Implementation during February 2011.	Completed	Competency criteria now included in authorisation procedure.
3.1.16 Ensure that all officers receive appropriate and adequate training on the enforcement of imported food controls in accordance with the Food Law Code of Practice. [The Standard – 5.4]	Completed	In line with the revised joint procedure on authorisation, all officers to have received adequate training on the enforcement of imported food controls.	Completed	All officers have received both in house and external training. Records of training maintained.
3.2.15 Ensure that formal enforcement notices are drafted and served in accordance with the relevant legislation, the Food Law Code of Practice and centrally issued guidance. [The Standard - 15.3]	Completed	All Notices served, including those served by hand, are included within the QA procedure and evidence of service confirmed.	Completed	Procedure implemented and records maintained.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.23 Maintain up to date accurate records in retrievable form on all food establishments in its area and for all relevant checks on imported food, in accordance with the Food Law Code of Practice and centrally issued guidance. These records shall include reports of all interventions and 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, and results of any sampling and follow-up. [The Standard - 16.1]</p>	<p>Completed  31/03/11  30/04/11</p>	<p>Accurate data maintained on the all food establishments and continued use of the existing procedure for new and closed premises.  Introduction of revised data entry process for Food Standards activities.  Increased internal monitoring of records as part of revised monitoring procedures, to ensure sufficiently detailed records provided.</p>	<p>Completed</p>	<p>Continued use of food premises data entry sheets. Improved trading standards records maintained which are checked as part of internal monitoring procedures.  LAEMS return for 2010 premises profiles for food hygiene and food standards are more closely aligned.</p>
<p>3.3.3 Review, expand and implement the documented internal monitoring procedure to include all aspects of the Service, including that of Trading Standards activities, in order to verify the Service's conformance with the Standard, relevant legislation, the Food Law Code of Practice, relevant centrally issued guidance and the Authority's own policies and procedures. Maintain records of all internal monitoring undertaken. [The Standard - 19.1, 19.2 and 19.3]</p>	<p>30/04/11</p>	<p>A comprehensive internal monitoring procedure to be implemented for both Food Hygiene and Food Standards teams.</p>	<p>Completed</p>	<p>Revised QA procedure for TS implemented.</p>