

## Updated Action Plan for South Tyneside Council

Audit date: 22-23 June 2010

Action Plan updated: 4 May 2011, 2 April 2012 and 12 July 2013

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.13 Develop a suitable method of linking officer competency assessments to its officer authorisation and training procedures and ensure that all officers are appropriately trained and competent to undertake their full range of duties, including where appropriate the assessment of any approved establishments or complex business operations in the area. [The Standard – 5.1 and 5.4]</p>	<p>31/10/10</p>	<p>Introduce documented competency framework to link officer competency assessments to authorisation and training procedures and undertake review with all officers of current competencies/training needs.</p>	<p>Framework introduced but is now being further reviewed after launch of the national competency framework/RDNA for food safety in late 2011 and to link with new internal performance framework due in April.</p> <p>Completed.</p>	<p>i) Competency framework developed linked to authorisation procedures.</p> <p>ii) Training needs of individual officers reviewed and training arranged including HACCP assessment as identified at audit.</p> <p>ii) Training needs assessment for food safety undertaken regionally within North East FLG in 2011 as well as within service.</p>

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.2 Ensure that food hygiene inspections of establishments in their area, including newly registered businesses, are undertaken at a frequency which is not less than that determined under the inspection risk rating system set out in the Food Law Code of Practice. [The Standard – 7.1]</p>	<p>31/03/11</p>	<p>Implement monthly monitoring of database and performance against inspection plan by Senior Management for all risk categories and including new unrated businesses.</p>	<p>Completed</p>	<p>i) Lead EHO/Commercial Services Manager review meetings diarised in on monthly basis to check performance.</p> <p>ii) Review of process for adding new business inspections to IT system to add inspection worksheets only when business opening date is known/confirmed.</p> <p>iii) Regular monitoring of new businesses added onto the system by Lead EHO and at monthly monitoring meetings with senior management to ensure timely inspections.</p>

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<p>3.2.5 Further review, develop and implement its inspection aides-memoire for all types of food establishments in its area, to prompt officers to record all relevant inspection findings including detailed assessments of establishments' compliance with legislation relating to HACCP and FSMS. [The Standard – 7.3]</p>	30/09/10	Implement use of revised aides-memoire for all types of food business to ensure comprehensive recording by officers of inspection findings including HACCP/FSMS compliance.	Completed	<p>i) Reminder to food enforcement officers re full completion of aide-memoire information on HACCP/FSMS.</p> <p>ii) FLG review of a draft inspection aide-memoire piloted by North Tyneside Council - not adopted regionally.</p> <p>iii) Further development of STC revised aide memoire - Nov 11 and further revision Jan 12.</p>
<p>3.3.3 Take appropriate action on any non-compliance found during interventions, in accordance with the Authority's Enforcement Policy, the Food Law Code of Practice and any centrally issued guidance. All decisions on enforcement should be made following consideration of the Authority's Enforcement Policy. The reasons for any departure from the criteria set out in the policy should be documented. [The Standard – 7.3 and 15.4]</p>	30/09/10	Implement revised enforcement decision process recording to include review of history of compliance and documenting of all enforcement decisions including notices.	Completed	<p>i) Existing enforcement policy decision form enhanced - Sept 11 then further enhancement Nov 11.</p> <p>ii) Enforcement decision process reinforced to all staff following audit.</p>

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.4.3 Further review, develop and implement its internal monitoring procedures to include qualitative monitoring of all areas of food law enforcement activity and ensure that appropriate records are retained to verify conformance with the Standard, the Food Law Code of Practice and centrally issued guidance. [The Standard – 19.1 and 19.2]	31/12/10	Prepare and implement revised Internal Monitoring Procedure.	Completed	i) Internal monitoring checks diarised in by Lead EHO and spreadsheet of checks/record forms maintained.  ii) Revised internal monitoring procedures developed and implemented.