

Updated Action Plan for Spelthorne Borough Council

Audit date: 7-8 October 2014

Action Plan updated: 8 February 2016

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.13(i) Ensure that all documented policies and procedures for each of the enforcement activities covered by the Standard are reviewed at regular intervals, and whenever there are changes to legislation or centrally issued guidance. [The Standard – 4.1]	31/01/15	One of the standing items on all future monthly Commercial team meetings will be to discuss/highlight any necessary updates required to existing food safety/hygiene policies and procedures.	Completed	<p>A review timetable has been created to ensure that all policies are reviewed on an appropriate timeframe. The master Commercial Team agenda has been saved with a Standing Item for this.</p> <p>To ensure that all amendments to legislation are picked up the FSA Inbox is now accessible to the three team members, to be accessed in the absence of the Lead Food Officer by the Duty Officer.</p>

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3.1.19 Review the authorisation documents to ensure that officers are appropriately authorised under relevant current legislation. [The Standard – 5.3]	31/01/15	Complete the process of updating the existing officer warrant cards and re-issue to each member of staff with delegated powers.	Completed	The existing templates for officer warrant cards have been updated in draft format to take account of changes to legislation enforced by Environmental Health staff. New warrant cards have been issued.
	31/01/15	Clarify those officers authorised, on behalf of Spelthorne, under the Food and Environment Protection Act 1985.	Completed	FSA informed of nominated officers.
	31/05/15	Provide in-house/external training in relation to approved establishments to those officers in need of refresher training.	Completed	Internal training on approved establishments has taken place and an additional officer has attended an external course on approved establishments.

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<p>3.3.16 (ii) Assess the compliance of establishments and systems including those in approved establishments to the legally prescribed standards and take appropriate and timely action on any non-compliance found in accordance with the Authority's enforcement policy. [The Standard – 7.3]</p>	31/05/15	<p>Review and update the existing aide memoire used by authorised officers during intervention visits. Sufficient prompts need to include details of business, workflow, and details of the pest control system and more detailed record of the food safety management system in place.</p>	Completed	<p>The food hygiene inspection aide memoire was reviewed and expanded and was implemented during September 2015. Effective compliance assessment and follow up actions are being addressed by internal monitoring.</p> <p>The new aide memoire is in use</p>
	20/01/15	<p>Carry out further risk rating scoring exercises to promote consistency in scoring between authorised officers and compliance with the FSA's Food Law Code of Practice (FLCoP).</p>	Completed & ongoing	<p>Team took part in the FSA National FHRS exercise in October 2015. Other consistency discussions will be better documented.</p>
	31/05/15	<p>Devise and implement a food safety/hygiene revisit policy.</p>	Completed	<p>Revisit policy included as part of the new food hygiene enforcement procedure.</p>
<p>3.4.4 Update the documented procedures for follow-up and formal enforcement actions to ensure they reflect current legislation and the requirements of the Food Law Code of Practice and official guidance. [The Standard – 15.2]</p>	31/05/15	<p>Review and update the existing Food Hygiene Enforcement procedure to reflect current legislation and the requirements of the FLCoP.</p>	Completed	<p>New food hygiene enforcement procedure has been drafted and implemented.</p>

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3.5.3 Expand on the current internal monitoring activities carried out to verify the conformance of the Service across the whole of the Standard in the Framework Agreement, the Food Law Code of Practice, relevant centrally issued guidance and the Authority's own documented policies and procedures. [The Standard – 19.2]	30/04/15	Introduce internal monitoring activities across all aspects of the food safety/hygiene service to include not only inspections, but also food sampling, complaints, revisits, etc.	Completed	<p>Food Hygiene Intervention Policy has been reviewed to include qualitative internal monitoring activities across all areas of food hygiene activities.</p> <p>The implementation of expanded monitoring activities commenced in September 2015.</p> <p>The monitoring form has been amended and a monitoring timetable/digital calendar to cover all aspects of relevant official controls has been devised and implemented.</p>
3.5.6 Expand the documented procedure on food complaints to include reference to the investigation of complaints against food premises. [The Standard – 8.1]	31/05/15	Review and update the existing food complaints procedure.	Completed	A new documented food and food complaints procedure was drafted and implemented and is due to be reviewed in 2016.
3.5.9 Implement a documented sampling programme to include reference in approach to any relevant national sampling programme centrally co-ordinated by the Food Standards Agency. The programme should include consideration of the nature of the Authority's food establishments, including imported foods. [The Standard – 12.4]	31/05/15	Introduce a documented food sampling programme that sets out our annual commitment in this area of work, i.e. to take part in national sampling programmes and specific high priority local sampling initiatives.	Completed	A documented sampling programme for 2015/2016 has been implemented.

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3.5.12 Ensure that records maintained on food law enforcement activities are sufficiently legible and fully detail the determination of compliance with legal requirements made by the authorised officer. [The Standard – 7.5 and 16.1]	31/05/15	Set up a monitoring system whereby a specific random selection of all authorised officers' work is reviewed every quarter to check on legibility (hand written notes) and details are recorded comprehensively in accordance with the FLCoP.	Completed	A new comprehensive food hygiene inspection aide memoire is being implemented and the newly extended Internal monitoring programme is aimed at ensuring detailed and legible intervention records are maintained. Legibility forms part of the review process described above.