

Updated Action Plan for St Albans City and District Council

Audit date: 26-27 March 2013

Action Plan updated: 14 May 2014

| TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH) | BY (DATE) | PLANNED IMPROVEMENTS | PROGRESS | ACTION TAKEN TO DATE |
|--|--------------|--|-----------|---|
| 3.1.16 Review and update current authorisations as necessary to ensure that all officers are appropriately authorised under relevant legislation in accordance with their levels of qualification, experience and competency. [The Standard – 5.3] | Completed | Review and update current authorisation procedure to ensure all officers are appropriately authorised under relevant legislation in accordance with their levels of qualification, experience and competency. | Completed | Included a new section within procedure regarding Business Compliance Team Authorisation linking officer qualifications, training and competency assessment. Included a matrix detailing levels of authorisations cross referenced with qualifications, experience and competencies to assist with gap analysis. Included the minimum evidence requirements for section 9 inspection, seizure and detention of foods. |
| 3.3.13(i) Ensure that food premises interventions and inspections are carried out at a frequency which is not less than that determined under the intervention rating scheme set out in the Food Law Code of Practice (FLCoP). [The Standard -7.1] | 30/09/13 | Ensure that food premises interventions and inspections are carried out at a frequency which is not less than that determined under the intervention rating scheme. This will be achieved by internal monitoring by managers at one to one staff meetings and at staff appraisal target reviews. | Completed | Internal monitoring by Regulatory Services Manager of random selection of inspections once per month to monitor compliance. One to one staff meetings already in place. |

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| 3.3.13(i) Contd | | Continued use of electronic calendar to schedule inspections in order to meet the 28 day timescale and intervention period. | | Continued use of Microsoft Outlook Calendar and carrying out inspections within 28 day timeframe and intervention period has been set as a target in all food officers appraisals. Reviewed as part of the mid year appraisal reviews. |
| 3.3.13(ii) Assess the compliance of food premises to legally prescribed standards to confirm compliance with current legislation, the Food Law Code of Practice and centrally issued guidance. Take appropriate action on any non-compliances found in accordance with the Authority's enforcement policy. [The Standard -7.3] | 01/07/13 | All officers to take appropriate action on any non-compliances found in accordance with the enforcement policy. To adopt a graduated approach to enforcement using the full suite of enforcement options and not just to rely on warning letters or revisits. | Completed | Internal monitoring by Regulatory Services Manager of random selection of inspections once per month to monitor compliance. Officers instructed to consider full suite of enforcement options at team meetings. Consistency training to be carried out twice per year. The use of written warnings has decreased and the serving of notices has increased. There are also two prosecutions being considered. |
| 3.3.13(iii) Expand and implement the food inspection/interventions procedures to include more guidance for officers in accordance with the FLCoP and centrally issued guidance. [The Standard - 7.4] | 31/07/13 | Expand and implement the food inspection procedure to include more guidance on the Food Hygiene Rating Scheme Brand Standard, E.Coli Guidance and HACCP. | Completed | Updated procedure in place. |

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| 3.3.13(iv) Maintain up to date, accurate and comprehensive records for all food establishments. [The Standard – 16.1] | 01/07/13 | Ensure all records are sufficiently comprehensive, accurate and up to date, and all notes, letters scanned onto database premises record. | Completed | <p>Officers instructed to complete all file notes and ensure letters are scanned onto premises database record. This is discussed at team meetings and one to one meetings.</p> <p>Internal monitoring by Regulatory Services Manager of random selection of inspections once per month to monitor accuracy of file records.</p> |