

Updated Action Plan for Taunton Deane Borough Council

Audit dates: 16-17 March 2010

Action Plan updated: 02 August 2011

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.2 Ensure that future Food Service Plans are in line with the Service Planning Guidance in the Framework Agreement, including details of the inspection programme for the year and the staffing resources required to provide the food law enforcement service compared with the staffing resources available to the Authority. [The Standard – 3.1]	30/06/10	<p>Improvements to the Environmental Health Service Plan to include the following elements as recommended by the findings of the audit:-</p> <ol style="list-style-type: none">1. The Service Plan is to include a table showing the number of inspections for the forthcoming year, the resources available to complete the inspection programme and individual Officer inspections allocation2. The number of food premises will be included in the Service Plan.3. The Service Plan will contain detail of the Environmental Health Enforcement Policy as approved by Members.4. The Service Plan will include the Council's policy with regard to the investigation of food poisoning.5. The Service Plan will include the Council's policy for dealing with food alerts and compliance with the Food Law Code of Practice.6. The Service Plan will contain details of resources required for service delivery including levels of expenditure involved in providing the service, the number of posts required compared to the numbers involved in delivering the service and a staff development plan.	Completed	A 2011/12 Workplan has been produced which includes details of the food inspection programme for the year and staffing resources. This has been approved by the relevant Portfolio Holder for the Authority.

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		<p>7. The Service Plan will include details of liaison arrangements with neighbouring local authorities to ensure a consistent approach to enforcement.</p> <p>This will include the following details:-</p> <ul style="list-style-type: none"> • Somerset Food, Safety and Health Liaison Group • Somerset Food, Safety and Health Liaison sub-groups • Formal consultation for Building Control, Planning and Licensing applications • Health Protection Agency • Other liaisons such as LACORS; CIEH; LBRO as appropriate. <p>8. Approval for the Service Plan will be sought from the Executive Councillor for Environmental Health.</p>		

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.10 Develop a system for the review of internal policies and procedures at regular intervals and whenever there are changes to legislation or centrally issued guidance. [The Standard – 4.1]</p>	<p>Completed and ongoing</p> <p>Completed and ongoing</p> <p>31/03/2011</p>	<ol style="list-style-type: none"> 1. A full list of policies and procedures will be included as an agenda item for Team meetings. Team meetings have been arranged for year 2010/11 and occur every six weeks. 2. Any procedures that have expired or are shortly to expire or that require updating due to changes in legislation, guidance or practice will be allocated for review by the author or other appropriate Officer. 3. Policies and procedure highlighted by the audit as requiring attention will be allocated an officer or updated by the author. These include:- <ul style="list-style-type: none"> • Authorisation Policy • Complaints • Sampling • Prosecution • Notice • Internal Monitoring 	<p>Completed</p>	<p>EH were to purchase procedures via external provider. This arrangement has now been cancelled so policies and procedures now included on Performance Review Employee Development (PREDS). Allocation on basis that if original author no longer available or other officer more appropriate.</p>

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<p>3.2.8 Maintain up to date, accurate and comprehensive records for all approved establishments subject to Regulation (EC) No. 853/2004 in accordance with Annexe 12 of the Food Law Practice Guidance. Establishments should be approved in accordance with relevant legislation and centrally issued guidance. [The Standard – 16.1 and 7.2]</p>	<p>Completed and ongoing</p> <p>31/07/10</p>	<p>1. Officers inspecting approved establishments will note on file that the premises has had the need for a health mark reviewed.</p> <p>Approved establishment files will be reviewed to ensure they all contain the relevant business and operations information recommended in Annexe 12 of the Food Law Practice Guidance</p> <p>2. Specific actions on the premises highlighted to be carried out at the next inspection to include:</p> <ul style="list-style-type: none"> • New approval document will be issued at the next inspection. • Newly approved establishments will have specific information captured at the next inspection. 	<p>Completed</p>	<p>The standard form has been amended to record whether approval is still needed. Files reviewed at the time of the premises inspection according to the food inspection programme.</p> <p>New approval document sent as appropriate.</p>