

ANNEX A - Action Plan for Torridge District Council

Audit date: 29 April – 1 May 2015

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.6 Further develop the Food Service Plan in accordance with the Service Planning Guidance in the Framework Agreement, to include a clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against the resources available to the Service. [The Standard – 3.1]</p>	<p>30/09/15</p>	<p>Further development of the spreadsheet for resource requirement to deliver the food service. Looking at food service as part of the whole team structure review.</p>	<p>Completed and ongoing</p>	<p>Service meeting to discuss resource. Regulatory Services Manager (RSM) has met with Strategic Services to discuss whole of service and how food service will change.</p> <p>Analysis of the food law enforcement activities is being undertaken to estimate resources needed to meet demand in comparison to the resources available. Assurance given by Strategic Manager (services) this will be included in next years' Service Plan.</p>
<p>3.1.12 (i) Fully implement the Service's documented procedure on the authorisation of officers to detail the competency assessment process by which authorisations are conferred based on individual qualifications, training and experience. [The Standard 5.1 and 5.3]</p>	<p>30/09/15</p>	<p>Fully implement the authorisations procedure and link this in with the annual appraisal process. Also under discussion at the food liaison group.</p>	<p>Completed and ongoing</p>	<p>Appraisals already planned in. Appraisals completed. Copies of all authorisations have been collated linked to a competency assessment.</p> <p>Further work is planned via the Devon and Cornwall food liaison group to produce a competency framework based on the FLCoP guidance for Authorised Officers and Lead Officers, following the FSA training in December 2015.</p>

<p>3.1.12 (ii) Review and update individual officer authorisations, including any contractors to ensure that all officers are appropriately authorised under current relevant legislation in accordance with their individual level of qualifications, experience and competency. [The Standard - 5.1]</p>	<p>30/09/15</p>	<p>Review the food and environment protection act 1985 authorisations for all food officers.</p>	<p>Completed</p>	<p>Updated authorisations to include the "Trade in Animal and Related Products Regulations 2011".</p>
<p>3.2.4 Develop, maintain and implement a documented procedure to ensure that the food premises database is accurate, reliable and up to date. [The Standard – 11.2]</p>	<p>30/09/15</p>	<p>Develop and implement a documented procedure, to ensure our food premises data base is accurate, reliable and up to date.</p>	<p>Completed</p>	<p>Service have produced spreadsheets to validate the data submitted in the LAEMs, and have set up access reports to provide this information. Internal monitoring procedure has been implemented which ensures the accuracy of the database.</p>
<p>3.4.4 (i) Implement the hygiene improvement notice documented procedure for the follow up and enforcement actions in accordance with the Food Law Practice Guidance. [The Standard- 15.2]</p>	<p>Completed</p>	<p>Procedure implemented.</p>	<p>Completed</p>	<p>Review dates entered onto enterprise system, lead officer monitoring to ensure dates are met.</p>
<p>3.5.2 (i) Verify the conformance of the Service with 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]</p>	<p>30/09/15</p>	<p>Update internal monitoring procedure to include the quantitative monitoring we are doing.</p>	<p>Completed</p>	<p>Monitoring delivery of inspection program as set out in the internal monitoring procedure.</p>

3.5.2 (ii) Ensure records of internal monitoring activities are maintained. [The Standard -19.3]	30/09/15	Team review of inspection paperwork to be completed.	Completed	Verified LAEMs data by running access reports from the system. Maintain a spreadsheet to monitor the inspection programme. All approved premises inspections are signed off by the lead officer.
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