

<ul style="list-style-type: none"> • Reviewing food officer's workload to enable more time to be devoted to food safety. • Business support team workload reprioritised to allow internal staff to begin the process of updating the database. 	Completed	
<p>Issue</p> <ul style="list-style-type: none"> • Assurances regarding the provision of adequate resources to enable the Service to deliver the planned intervention programme of food premises and delivery of official controls in accordance with the FLCoP. <p>LA Response</p> <ul style="list-style-type: none"> • Future staffing requirements will be reviewed following completion of the intervention backlog and the Service Plan will be updated to reflect the resources needed to deliver the food law enforcement service. The Plan will be approved at a corporate level. 	Completed	End March 2016.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.7 (i) Carry out an urgent review of its food safety service and intervention strategy to ensure that it meets all the principles of the FLCoP and the Standard in the Framework Agreement. [The Standard -3.1 and 19.2]</p>		<p>To review current intervention strategy to include appropriate interventions for all relevant food businesses in accordance with FLCoP</p>	<p>Completed</p>	<p>All outstanding interventions have been identified. Management arrangements have been put in place to address the backlog. Internally officers have had work reassigned to allow them to concentrate on food interventions External contractors have been engaged, assessed and authorised to undertake lower risk interventions.</p>
	<p>31/03/16</p>	<p>All A-CU risk categories and unrated premises to be completed as previously planned</p>	<p>Completed</p>	<p>In-house staff have been allocated risk categories A-C and unrated premises inspections to complete – on track to complete.</p>
	<p>31/05/16</p>	<p>Risk categories D – E backlog to be completed (70% minimum in year 15/16 – balance by 16/17)</p>	<p>Completed</p>	<p>Risk categories D-E backlog reviewed and ceased trading premises removed. 1100 premises passed to contractors to complete by 31/03/16</p>
	<p>30/09/16</p>	<p>To review how the authority deals with all registered food businesses including childminders.</p>	<p>Completed</p>	

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.7 (ii) Ensure that future service plans include a clear comparison of the resources required to against the resources available to the Service. Details of how any shortfall identified will be addressed should also be provided. [The Standard -3.1]	30/06/16	Undertake a review of the activities and interventions required to carry out the full range of statutory food law enforcement activities at all relevant food businesses in the area. Identify the resources required and the options available	Completed	Reviewed the helpful comments in the food audit and collected data. Reorganisation of Environmental Health to remove food qualified officers from reactive public health activity.
3.1.7 (iii) Ensure that future service plans are submitted for approval to either the relevant member forum or if delegated to the relevant senior officer. [The Standard -3.2]	30/06/16	Option paper to be submitted to relevant senior decision maker for decision on resources, service planning and relevant approval route.	Completed	Cabinet member kept apprised of audit and implications.
3.1.7 (iv) Ensure any variance in meeting the service plan is addressed in its subsequent service plan. [The Standard -3.3]	30/06/16	Ensure any variance in meeting the service plan is addressed in its subsequent service plan	Completed	Target set to inspect all premises due for intervention between 01/04/15 & 31/03/16 by 30/05/16. After that point a service plan will be prepared on a risk basis to create a deliverable programme utilising additional staff resources. Inspections monitored monthly – reported to CLT quarterly

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.13 (i) The Authority should appoint a suitably competent and experienced Lead Food Officer to take responsibility for operational management of food law matters. [The Standard -5.2]</p>	<p>Completed</p>		<p>Completed</p>	<p>On the departure of the food lead officer in December the authority ensured the maintenance of continuity by the appointment of a replacement. There is currently a lead food officer for food hygiene and a lead officer for food standards/feed legislation.</p>
<p>3.1.13 (ii) Following the full service review, the Authority should appoint a sufficient number of authorised officers to carry out the work set out in its service plan. The level of authorisation and duties of officers should be consistent with their qualifications, training, experience and the relevant Code of Practice. [The Standard -5.3]</p>	<p>30/09/16</p>	<p>Option paper will identify number of authorised officers required to undertake the work identified in the agreed service plan. Where short fall is identified contractor engagement to be considered pending recruitment. In Milton Keynes there are elections every year with a third of the district involved each time. As MKC is currently a minority administration it is prone to regular changes so any changes may not be ratified until a new administration is declared after the elections in May</p>	<p>Completed</p>	<p>See previous entries. Options paper submitted (all interventions are being currently addressed) and approval gained to recruit additional staff</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.13 (iii) Review current schedules of officer authorisations to ensure that officers are appropriately authorised under all relevant legislation in accordance with their levels of qualifications, competency and experience. [the Standard - 5.3]	Completed	Lead food officers will review schedules of officer authorisations annually and on legislative change.	Completed	Authorisation schedule updated
3.3.6 Ensure that food hygiene interventions at food premises in their area 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. [The Standard – 7.1]	30/06/16	Service plan to identify resources required to undertake interventions in accordance with FLCoP and relevant approval sought. 5 year resource plan to be developed.	Completed and ongoing	Action taken to address backlog of interventions required during 2015/16. Quarterly forward planning to identify interventions falling due and align staff resources. Ongoing monthly and quarterly monitoring
3.5.2 (i) Fully implement and maintain documented internal monitoring procedures in accordance with Article 8 of Regulation (EC) No. 882/2004 (Official Feed and Food Controls), the Food Law Code of Practice and centrally issued guidance. This should include all aspects of the Service, including inspection records and risk scoring as well as the officer schedule of authorisation and the work of contractors where appropriate. [The Standard – 19.1]	30/09/16	Documented internal monitoring procedures will be fully implemented. A resource review will be undertaken to ensure that sufficient staff resources are built into the service plan.	Completed	Internal monitoring procedures are in place and are reviewed.
3.5.2 (ii) Ensure that records of monitoring activities are maintained. [The Standard – 19.3]	30/09/16	Improvements of internal monitoring arrangements are to form part of the review of the service.	Completed and ongoing.	Internal records of quantitative and qualitative monitoring activities are maintained.

