

Updated Action Plan for Middlesbrough Council

Audit date: 4-6 September 2001

Action plan updated: 1 November 2002

IMPROVEMENTS PLANNED	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	PROGRESS	ACTION TAKEN
<p>The production of the Food Service Plan will be harmonised with the production of other Council plans, specifically the PPPS Service Plan and the Environment Group Business Plan.</p> <p>The next plan will comply fully with the Food Law Enforcement Standard.</p>	<p>31/3/02</p> <p>31/3/02</p>	<p>Ensure that future Food Service Plans are drawn up in line with the Service Planning Guidance in Chapter 1 of the Framework Agreement. [The Standard - 3.1]</p>	<p>Completed</p>	<p>Food Service Plan 2002/2003 now complies with national guidance. Plan includes additional details such as food standards and feeding stuffs premises profiles, how the backlog of overdue inspections will be dealt with, the food standards inspection programme, details of Approved Premises and financial allocations.</p>
<p>The current intranet system will be expanded to cover all controlled documents used for Food Law Enforcement.</p>	<p>31/03/02</p>	<p>Extend its document control system to cover all relevant documents required by the Standard. [The Standard - 4.1]</p>	<p>Completed</p>	<p>New document control system introduced using intranet system.</p>

<p>A system informing officers about such letters and a means of allowing later access will be set up.</p> <p>Updated copies of Food Safety Act Codes of Practice will be provided, either electronically or in paper form, for use by officers.</p> <p>Superseded versions of documents will be properly archived.</p>	<p>01/10/01</p> <p>01/10/01</p> <p>01/10/01</p>	<p>Ensure that officers have access to up to date hard copies of centrally issued letters containing food policy or guidance, and all relevant Food Safety Act Codes of Practice. Ensure that superseded documents are removed from use.</p> <p>[The Standard - 4.2]</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Information system includes intranet, team meetings and circulation of relevant documents.</p> <p>All relevant documents now available to officers.</p> <p>All superseded versions of documents now archived.</p>
<p>Officer authorisations will be reviewed and re-issued where necessary</p>	<p>30/03/02</p>	<p>Ensure that any Council officer involved in food law enforcement work is properly authorised, in line with the Authority's Terms of Reference and Delegations.</p> <p>[The Standard - 5.1]</p>	<p>Completed</p>	<p>Authorisation procedure revised and now sets out exactly how competence is assessed. All officers appropriately authorised.</p>
<p>Evidence will be obtained demonstrating the training received by the officers in food standards from the University who provided the training.</p> <p>The Food Law Enforcement Service's priorities will be changed to ensure Food Standards is ranked on an equal footing with Food Safety.</p> <p>A written agreement has been reached with a neighbouring authority to provide practical and technical support in this area.</p>	<p>31/12/01</p>	<p>Ensure that all officers carrying out food standards work have suitable training consistent with their duties in accordance with Food Safety Act Code of Practice No.19: Qualifications and Experience of Authorised Officers and that the officer appointed with lead responsibility for food standards and feeding stuffs has specialist knowledge of that legislation. [The Standard - 5.2]</p>	<p>Completed</p>	<p>Both external and internal training on food standards carried out. Officer leading on food standards has necessary specialist knowledge. Written agreement made with neighbouring authority to provide technical and practical support on feeding stuffs as necessary.</p>

The current computerised method of recording training will be expanded to include details of content, objectives and assessment.	30/11/01	Maintain records of training provided in-house including details of the content, objectives, duration and any assessment made of that training. [The Standard - 5.4]	Completed	In-house training record form amended to include all relevant details. Comprehensive training records now being maintained.
The current computerised method of recording training will be expanded to include details of content, objectives and assessment.	30/11/01	Maintain records of relevant training and experience of each authorised officer. [The Standard - 5.5]	Completed	Comprehensive training records now maintained covering in house training/experience and external course attendance.
The Equipment Maintenance and Calibration Procedure will be fully implemented.	30/11/01	Ensure that its documented 'Equipment Maintenance and Calibration' procedure is implemented in full and that all appropriate equipment is properly calibrated. [The Standard - 6.2]	Completed	Equipment Maintenance and Calibration Procedure now fully implemented and comprehensive records maintained.

<p>Additional resources in the form of 1 Principal Officer and 1 Technical Assistant will be provided.</p> <p>The Food and Safety Team will be re-organised to provide more time for inspections.</p> <p>All overdue premises will be incorporated into the Food Safety and Food Standards Inspection Programmes.</p> <p>Better use will be made of IT resources to provide more time for inspections.</p>	<p>31/12/02</p> <p>1/10/01</p> <p>1/10/01</p> <p>31/1/02</p>	<p>Ensure that food hygiene and food standards inspections of premises in its area are carried out at a frequency which is not less than that set out in the relevant Food Safety Act Codes of Practice. [The Standard – 7.1]</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Three new staff appointed.</p> <p>Departmental re-organisation with transfer of advisory work on food issues to separate team.</p> <p>All overdue inspections now incorporated into inspection programmes and Food Service Plan details how the backlog of inspections will be addressed. Database overhauled and more use made of management reporting systems to check progress of inspection programmes.</p>
<p>A review of approved premises will be carried out and checks made against the centrally held list of premises. Any changes identified will be reported to the FSA.</p> <p>The officer responsible for Home / Enforcing Authority Co-ordination will be advised of this requirement.</p>	<p>31/10/01</p> <p>31/10/01</p>	<p>Notify the Food Standards Agency of any amendments to the status of premises approved under product specific legislation and ensure that it is approving relevant premises in accordance with the relevant legislation, Food Safety Act Codes of Practice and centrally issued guidance. [The Standard – 7.2]</p>	<p>Completed</p> <p>Revised Completion Date: 1/4//03</p>	<p>Notifications of changes in Approval status sent to Agency.</p> <p>Most Approved Premises have now been inspected using newly introduced aide memoire. Remainder still to be completed.</p>

<p>A Principal Officer will be recruited to monitor and assess the performance of Food Safety Officers by implementing the internal monitoring procedures.</p> <p>A new and expanded aide-memoire will be introduced.</p>	<p>30/6/02</p> <p>1/10/01</p>	<p>Ensure that it is assessing the compliance of premises and systems in its area to the legally prescribed standards. [The Standard – 7.4]</p>	<p>Completed</p> <p>Completed</p>	<p>New aide memoire introduced. New Principal Officer post now carrying out monitoring to ensure compliance of premises and systems is being properly assessed.</p>
<p>The procedure will be re-written to make explicit the fact it covers food standards inspections, feeding stuffs inspections, the licensing of butchers' shops and approval of premises under product specific legislation.</p>	<p>31/12/01</p>	<p>Extend the documented inspection procedures to include food standards inspections, feeding stuffs inspections, the licensing of butchers' shops and approval of premises under product specific legislation. [The Standard – 7.5]</p>	<p>Completed</p>	<p>Documented inspection procedures extended to cover food standards inspections, feeding stuffs inspections, licensing of butchers' shops and approved premises inspections.</p>
<p>A policy covering food and feedingstuffs complaints will be prepared, adopted and published in consultation with relevant stakeholders.</p>	<p>31/01/02</p>	<p>Document its policy in relation to food and feeding stuffs complaints. [The Standard - 8.1]</p>	<p>Completed</p>	<p>Policy on food and feeding stuffs complaints produced.</p>

<p>The recruitment of the Principal Officer and Technical Assistant will make more time available for database management and implementation of measures detailed in the relevant procedures.</p> <p>The entire database will be checked for duplicate, etc entries.</p> <p>The complete database will also be checked for Closed premises which will be removed.</p>	<p>30/6/02</p> <p>31/10/01</p> <p>31/10/01</p>	<p>Ensure that the premises database is accurate, up to date and that the measures detailed in its documented procedures covering the operation and management of the system are being effectively implemented. [The Standard - 11.2]</p>	<p>Completed</p>	<p>Two officers have undergone training on database management, risk profiles have been checked, and duplicate and closed premises entries deleted from database. Management reports run now to check that procedures detailed in database procedures are being implemented.</p>
<p>The Authority will appoint an Agricultural Analyst.</p>	<p>01/10/01</p>	<p>Appoint an Agricultural Analyst for the purpose of carrying out any necessary analysis of feeding stuffs samples. [The Standard – 12.6]</p>	<p>Completed</p>	<p>Agricultural Analyst now appointed.</p>
<p>Training in respect of the relevant Codes of Practice and official guidance will be provided as well as on the Council own procedures covering these matters.</p>	<p>31/01/02</p>	<p>Ensure that the service of improvement notices and emergency prohibition notices, and the subsequent follow- up actions are carried out in accordance with the relevant Food Safety Act Codes of Practice and official guidance. [The Standard – 15.2]</p>	<p>Completed</p>	<p>Training on the service of improvement notices and on emergency prohibition has been carried out. Monitoring of formal actions also undertaken.</p>
<p>The voluntary surrender receipt will be amended to include the signature of the person surrendering the food.</p>	<p>01/10/01</p>	<p>Ensure that voluntary surrenders of food are undertaken in accordance with Food Safety Act Code of Practice No. 4. [The Standard – 15.2]</p>	<p>Completed</p>	<p>Standard format for receipt for voluntary surrenders of food amended to fully comply with Code of Practice.</p>

<p>A new and expanded aide-memoire will be introduced.</p> <p>Changes will be introduced on the computer system to allow more detail to be recorded.</p> <p>Training will be provided for officers.</p> <p>The use of the microfiche will be discontinued.</p> <p>A new filing system for food premises will be set up.</p>	<p>1/10/01</p> <p>1/10/01</p> <p>1/10/01</p> <p>7/09/01</p> <p>1/10/01</p>	<p>Ensure that the detail of records kept on food hygiene and food standards inspections, Approved Premises and licensed premises is sufficient to ensure that the action taken and the history of compliance can be ascertained. [The Standard – 16.1]</p> <p>Ensure that staff record all relevant details on the reports of inspection for both food hygiene and food standards inspections in accordance with the relevant Food Safety Act Codes of Practice. [The Standard – 16.1]</p> <p>Ensure that its records are being maintained up to date, accurate, in retrievable form and are kept for at least 2 years. [The Standard - 16.2]</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>New recording/filing systems and database management addresses this.</p> <p>New standard report forms for food hygiene and food standards inspections introduced and internal monitoring of use now implemented.</p> <p>New recording/filing systems and database management addresses this.</p>
<p>The recruitment of the Principal Officer and Technical Assistant will make more time available for internal monitoring to be carried out.</p> <p>Internal monitoring will be carried out by the Principal Officer, overseen by the Group Leader (Public Safety).</p>	<p>30/06/02</p>	<p>Ensure that its internal monitoring procedure is effectively implemented. [The Standard – 19.1]</p>	<p>Revised Completion Date:1/4/03</p>	<p>Internal monitoring fully operational for food hygiene work. Some monitoring in place for food standards work but still not fully operational.</p>