

## Action Plan for Watford Borough Council

Audit date: 12-14 May 2015

UAP – 13 May 2016

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.7 Set up, maintain and implement a control system for all documentation relating to its enforcement activities. [The Standard – 4.1, 4.2]	April 2016	<ul style="list-style-type: none"> <li>A master control procedure will be set up that details all main and supplementary food procedures, with version numbers, owners and review dates</li> </ul>	Completed	<ul style="list-style-type: none"> <li>A single list of procedures has been compiled.</li> </ul>
3.1.12 (i) Review the procedure for the authorisation of officers to ensure it includes an ongoing assessment of competency of all officers including the Lead Officer. [The Standard - 5.1]	April 2016	<ul style="list-style-type: none"> <li>An authorisation matrix will be created that details which officers are authorised to undertake specific food law enforcement activities, and how officers can achieve the varying levels of authorisation.</li> <li>A system will be introduced to assess the competence and of the lead officer.</li> <li>Both will be done having regard to the 2015 changes to the Code of Practice and will feed into the council's personal development review scheme</li> </ul>	Completed	<ul style="list-style-type: none"> <li>A draft authorisation matrix has been created</li> <li>The Authority will be participating in a peer review assessment of Lead Officer Competency project with colleagues across Hertfordshire and Bedfordshire</li> </ul>
3.1.12 (ii) Review the authorisation of officers to ensure they are appropriately authorised under specific legislation. [The Standard – 5.1]		<ul style="list-style-type: none"> <li>All officers have now been authorised under the Trade in Animals and Related Products Regulations 2011 and the Official Feed and Food Controls (England) Regulations 2009.</li> <li>It has been confirmed that the Lead Officer is authorised under the Food and Environmental Protection Act 1985</li> </ul>	Completed	<ul style="list-style-type: none"> <li>Completed</li> </ul>

<p>3.2.3 Set up, maintain and implement an overall documented procedure to ensure that the food premises database is accurate, reliable and up to date. [The Standard – 11.2]</p>	<p>April 2016</p>	<ul style="list-style-type: none"> <li>• A procedure formalising the current informal controls that we have in place will be produced. This will include details of the reports that are currently run on the database and which are supplemented by Food Hygiene Rating Scheme Reports.</li> <li>• It will also include the intelligence led ways that we keep the database up to date</li> </ul>	<p>Completed</p>	<ul style="list-style-type: none"> <li>• A list of reports that are run has been created</li> </ul>
<p>3.3.14 (i) Carry out interventions/inspections 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]</p>	<p>April 2016</p>	<ul style="list-style-type: none"> <li>• Progress against the inspection plan continues to be reviewed with officers at least 6 weekly at individual case reviews.</li> <li>• Progress will also be reviewed as part of the overall review against the service plan.</li> <li>• The peer review will also include a check on compliance with the inspection frequency</li> </ul>	<p>Completed</p>	<ul style="list-style-type: none"> <li>• A draft peer review template has been developed that includes an assessment of whether the intervention was carried out in accordance with the frequency laid out in the Code of Practice</li> </ul>
<p>3.3.14 (ii) Assess the compliance of establishments and systems in their area to the legally prescribed standards and ensure that appropriate and timely follow up action is taken where non-compliance is found in accordance with the Authority's enforcement policy. [The Standard – 7.2&amp; 7.3]</p>	<p>April 2016</p>	<ul style="list-style-type: none"> <li>• A peer review system will be put in to ensure that inspection records are sufficiently detailed and that follow up action is taken in a timely manner and correctly recorded on the database. This is in addition to the internal monitoring controls already in place.</li> <li>• Officers will be reminded of the need to make effective notes of all interventions</li> <li>• All interventions at Approved Premises will be undertaken in accordance with our documented Approved Premises inspection procedures</li> </ul>	<p>Completed</p>	<ul style="list-style-type: none"> <li>• A draft peer review template has been developed that includes an assessment of: <ul style="list-style-type: none"> <li><i>(i) The enforcement action taken.</i></li> <li><i>(ii) The notes that were taken at the time</i></li> <li><i>(iii) The details that have been recorded on the food premises database</i></li> <li><i>(iv) Correspondence with the Food Business Operator</i></li> <li><i>(v) The nature and timing of any follow up action</i></li> </ul> </li> <li>• Documented procedures for dealing with Approved Premises were in place prior to the audit, and all full inspections subsequent to them being implemented use the appropriate proforma</li> </ul>

<p>3.4.7 Ensure that follow up actions are carried out in accordance with the Authority's Enforcement Policy, procedures, Food Law Code of Practice and official guidance. [The Standard – 15.2 &amp; 15.4]</p>	<p>October 15</p>	<ul style="list-style-type: none"> <li>• A peer review system will be put in to ensure that where needed follow up actions are inspection records are sufficiently detailed and that follow up action is taken in a timely manner and correctly recorded on the database. This is in addition to the internal monitoring controls already in place.</li> </ul>	<p>Completed</p>	<ul style="list-style-type: none"> <li>• A draft peer review template has been developed that includes an assessment of: <ul style="list-style-type: none"> <li>(i) <i>The enforcement action taken.</i></li> <li>(ii) <i>The notes that were taken at the time</i></li> <li>(iii) <i>The details that have been recorded on the food premises database</i></li> <li>(iv) <i>Correspondence with the Food Business Operator</i></li> <li>(v) <i>The nature and timing of any follow up action</i></li> </ul> </li> <li>• An assessment of any revisits that are needed is now included in all officer case reviews</li> </ul>
<p>3.5.4 Develop and fully implement the 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. [The Standard – 19.1]</p>	<p>October 2015</p>	<ul style="list-style-type: none"> <li>• The internal monitoring regime currently in place will be extended to include case paper checks.</li> <li>• The authority will participate in the Hertfordshire and Bedfordshire Food Hygiene Rating Scheme peer review audit scheduled for 2015-16.</li> </ul>	<p>Completed</p>	<ul style="list-style-type: none"> <li>• A draft peer review template that included internal monitoring has been put together.</li> <li>• An officer has been designated to take forward the Hertfordshire and Bedfordshire Food Hygiene Rating Scheme peer review audit</li> </ul>