

Updated Action Plan for West Lindsey District Council

Audit date: 11-12 May 2010

Action Plan updated: 29 June 2011 and 3 September 2012

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.8 Ensure that documented procedures are developed and implemented for all enforcement activities. Ensure that any changes to documents are controlled and covered by the correct authorisation. [The Standard – 4.1 and 4.2]</p>	31/08/10	To review the Food Complaints Policy to include the investigation of food premises complaints.	Completed	Policy further reviewed to include reference to food premises complaints.
	Completed	To implement a document control system by the introduction of password protection to policy and procedural documents. To be controlled by the Regulatory and Community Health Team Leader.	Completed	The scope of the food complaints procedure has been amended to include complaints about food premises. Procedures maintained electronically in a password protected library. This is controlled by the Regulatory and Community Health Team Leader.
	30/09/10	To review the Enforcement Policy to ensure that the full range of enforcement options are included.	Completed	Enforcement policy reviewed and includes the full range of enforcement options. Procedures will also be reviewed as part of collaborative Lincolnshire initiative.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.11 Review the authorisation procedures to ensure that officers are specifically authorised to act under the full range of relevant legislation and in all risk categories of premises. [The Standard – 5.1]	31/07/10	To review the Authorisation and Competency procedures to include the inspection of Category E premises, the service of Remedial Action Notices and Regulation 27 Notices.	Completed	Authorisation and competency procedures amended.
	31/07/10	To review authorisation schedules to ensure all legislation is current.	Completed	Authorisation schedules reviewed and re-issued. Procedure in place for on-going regular and ad hoc review of authorisation schedules.
3.1.14 Ensure that complete records of training undertaken by officers are maintained. [The Standard – 5.5]	Completed	To use a training template to capture continuing professional development training. Officers to be responsible for completion of the template which will be reviewed during the appraisal process.	Completed	Complete records of all training undertaken now maintained.
	Completed	To develop an internal continuing professional development training template for completion following internal training courses.	Completed	Authorisation schedule reviewed and updated.
3.2.7 Maintain up to date, accurate and comprehensive records for all general premises and 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]	Completed	To ensure that inspections are carried out in line with the Code of Practice by enhanced performance management during one to one monthly meetings and by the production of monthly performance data graph to Public Protection Services Manager.	Completed	Improved retrievability of complete information on inspection findings.
	31/04/11	To review approved premises files and associated approval documentation in line with Annexe 12 of the Food Law Code of Practice. Files to be reviewed prior to next programmed inspection.	Completed	Intervention programme prioritising higher risk businesses and plans in place to address current backlog.
	31/04/11	To implement the actions identified following the North Lincolnshire Audit of Approved Establishments.	Completed and on-going	Approved establishment files have undergone review and re-approvals have taken place as necessary. This will be an on-going process with files being reviewed before inspection.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.3.4 Ensure that hygiene improvement notices are administered in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard - 15.3]	30/09/10 Completed	To review the Enforcement Policy to ensure that the full range of enforcement actions are included i.e. Hygiene Improvement Notices, Hygiene Emergency Prohibitions. To develop the current system for monitoring notices by utilising the notice module on the food premises database. This is monitored by the Regulatory and Community Health Team Leader during one to one meetings as part of enhanced performance monitoring.	Completed Completed	Enforcement policy reviewed and includes the full range of enforcement options. Notice database used for recording action on notices and internal monitoring activities carried out by the Regulatory and Community Health Team Leader.
3.4.3 Expand and implement the documented procedure on internal monitoring of food premises inspections to include monitoring of all food law enforcement activities. [The Standard - 19.1 and 19.2]	30/09/10 30/09/10 31/08/10	To review the current monitoring systems relating to food law enforcement. To produce a new monitoring procedure to include all food law enforcement activity, i.e. service requests, infectious disease notifications, food complaints, sampling, inspections etc. To develop the use of the food premises database to assist in performance management of the Service by the production of monthly performance reports in line with the monitoring procedure.	Completed	New monitoring procedure drafted and implemented.
3.4.5 Investigate food and food premises complaints in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 8.2]	31/08/10	To review the Food Complaints Policy in accordance with the Food Law Code of Practice and centrally issued guidance.	Completed	Complaints regarding hygiene in food premises are followed-up and monitored by the Regulatory and Community Health Team Leader.