

Updated Action Plan for Arun District Council

Audit dates: 19-20 January 2010

Action Plan updated: 10 February 2011

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.5 Within the review of Service's performance include measures taken to address any identified variances or areas for improvement. [The Standard – 3.3]	01/05/10	The Authority aims to have a suitably amended Food Service Plan for 2010/2011, to include comparison of staffing resources available and those required to deliver plan and relevant improvements to address identified variances in the 2009/2010 plan, completed and ready for approval by the relevant Cabinet Member by 01/05/10.	Completed	The food Service Plan for 2010/2011 was completed in April 2010, and includes a comparison of staffing resources available and those required to deliver the plan and relevant improvements to address identified variances in the 2009/2010 plan.
3.1.8 Expand the Service Plan covering the food law enforcement service in line with service planning guidance; to include details of the staffing resources required to provide the food law enforcement service compared with the staffing resources available to the Authority. [The Standard – 3.1]	01/05/10	As above	As above	As above
3.1.12 Review and revise the documented procedure on the authorisation of officers to detail the competency assessment process by which authorisations are conferred based on officer's individual qualifications, training and experience, and also ensure that officers' schedules of authorisation reflect the extent and limitations of individual officer's duties. [The Standard – 5.3]	Completed 01/06/10	The authorisation procedure has been reviewed and revised to reflect the current extent and limitations of individual officer's duties, taking into account their levels of training and experience. Expanded internal monitoring procedure (see recommendation 3.4.2) will include annual documented review of individual officer authorisations, taking into account their qualifications and current levels of knowledge and experience, with subsequent changes made to the authorisation matrix as necessary.	Completed Completed	The authorisation procedure has been reviewed and revised to reflect the current extent and limitations of individual officers duties, taking into account their levels of training and experience. The annual documented review has been included in the expanded internal monitoring procedure

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3.2.3 Revise and implement a documented inspection procedure which includes product specific establishments subject to approval under Regulation (EC) No. 853/2004, and assess the compliance of premises and systems, particularly in relation to HACCP based food safety management systems. [The Standard – 7.2, 7.3 and 7.4]	01/06/10	A new documented inspection procedure for product specific establishments subject to approval under Regulation (EC) No. 853/2004 will be produced.	Completed	A new documented inspection procedure for product specific establishments subject to approval under Regulation (EC) No 853/2004 has been produced.
3.2.5 Ensure that food businesses are inspected at a frequency which is not less than that determined under the inspection risk rating system set out in the Food Law Code of Practice. [The Standard – 7.1]	Ongoing	The expanded internal monitoring procedure (see recommendation 3.4.2) will include formalising and documenting the current system of checking progress against the annual target of food safety interventions, to ensure that high risk inspections are completed at the minimum frequencies required by the Food Law Code of Practice, and enable remedial action to be taken where necessary.	Completed	The system of checking progress against the annual target of food safety interventions to ensure high risk inspections are completed at the minimum frequencies required by the Food Law Code of Practice and enable remedial action to be taken where necessary have been included in revised internal monitoring procedure
3.2.10 Maintain up to date, accurate and comprehensive records for all approved establishments subject to Regulation (EC) No. 853/2004 in accordance with Annex 12 of the Food Law Practice Guidance. [The Standard – 16.1]	01/07/10	Further to the production of a new documented inspection procedure for product specific establishments subject to approval under Regulation (EC) No. 853/2004 (as required in Recommendation 3.2.3), all existing approved establishment files will be reviewed to ensure they comply with Annex 12 of the Food Law Practice Guidance, and that there is sufficient detail included on the file to determine that business has been assessed against all legislative requirements, including whether the business has implemented a HACCP based food safety management system.	Completed	Files have been reviewed and refilled to ensure that they comply with annex 12 of the Food Law Code of Practice Guidance. Where details have been missing they have been followed up with the establishment or will be followed up at the next intervention.

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3.2.12 Ensure that records, observations and data obtained during the course of inspections, particularly in relation to the verification of HACCP based food management systems, include sufficient detail to demonstrate whether the compliance of premises and systems has been comprehensively assessed to legally prescribed standards. [The Standard – 16.1]	01/07/10	As above	Completed	As above
3.3.5 Complete all aspects of food law enforcement in accordance with the relevant Food Law Code of Practice, centrally issued guidance and the Authority's own enforcement policy. [The Standard – 15.3]	01/06/10	Improvements will be made as part of the expanded internal monitoring procedure to the existing Notice Monitoring procedure to ensure that a timely check to ensure compliance with hygiene improvement notices following expiry is undertaken.	Completed	The internal monitoring procedure has been reviewed and expanded to ensure that a timely check to ensure compliance with hygiene improvement notices following expiry is undertaken.
3.4.2 Expand and fully implement its internal monitoring procedure to include the qualitative monitoring of all areas of food law enforcement activity and to reflect the quantitative internal monitoring activity that is being undertaken in practice. [The Standard -19.1 and 19.2]	01/06/10	The internal monitoring procedure will be reviewed and expanded to cover the qualitative and quantitative monitoring all food law enforcement activities.	Completed	The internal monitoring procedure has been reviewed and expanded to cover the qualitative and quantitative monitoring all food law enforcement activities.