

Updated Action Plan for Ashfield District Council

Audit date: 10-11 March 2010

Action Plan completed: 15 March 2011

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.11 Review all officer's schedules of authorisation, and ensure its officers are authorised under the full range of relevant food legislation, in accordance with the Food Law Code of Practice. [The Standard – 5.1]	Completed	Review of officer authorisations by the Council's legal department.	Completed	Officer authorisation reviewed as planned.
3.2.10 Take appropriate and timely action on any non-compliance found during inspections, particularly when associated with contraventions related to HACCP and FSMS requirements, in accordance with the Authority's Enforcement Policy and the Food Law Code of Practice. The reasons for any departure from the criteria set out in the Authority's Enforcement Policy should be documented. [The Standard – 7.3 and 15.4]	Completed	To review framework procedures/protocols on an annual basis.	Completed	Framework procedures and protocols reviewed as planned.
3.2.14 Ensure that records, observations and data obtained during the course of inspections, particularly in relation to the verification of HACCP based food safety management systems, include sufficient detail to demonstrate that the compliance of premises and systems has been comprehensively assessed to legally prescribed standards. [The Standard – 16.1]	Completed	Inspection pro-formats/aides-memoire to be reviewed annually, or more often where legislation, guidance or work practices change.	Completed	Inspection pro-formats/aides-memoire reviewed as planned.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.16 Maintain up to date, accurate and comprehensive records for all approved establishments subject to Regulation (EC) No. 853/2004 in accordance with Annexe 12 of the Food Law Practice Guidance. [The Standard – 16.1]	Completed	Approved Establishment files to be reviewed.	Completed	Approved Establishments files reviewed as planned.
3.4.2 Review, expand and fully implement its internal monitoring procedures to include qualitative monitoring arrangements of all areas of food law enforcement activity, including officer authorisations and follow-up actions. [The Standard – 19.1 and 19.2]	Completed	Annual review of framework procedures/protocols.	Completed	Framework procedure/protocols reviewed as planned.