

Charnwood UAP Desktop Review 27-7-16

Outcome: sufficient evidence to close the audit

| Recommendation | Charnwood FHRS Audit 8-9 March 2016 | Sufficient Evidence. | Completion state on UAP. |
|---|--|----------------------|--------------------------|
| <p>Recommendation 1 - Qualification and authorisation of officers [The Standard 5.3]</p> <p>(i) Ensure that the level of authorisation and duties of authorised officers are consistent with their qualifications and the relevant Code of Practice.</p> | <p>Head of Regulatory Services / Food Safety Manager has revised individual officers' letters of sub-delegation according to qualifications, experience and competency in accordance with the Food Law Code of Practice. (Examples of individual officer sub-delegation letter attached)</p> <p>Evidence Provided Example of letters issued by Head of Service to EHO and Technician including separate authorisation under specific legislation with restrictions if appropriate.</p> <p>Evidence audit report brought to members attention 18 April 2016.</p> | <p>Yes</p> | <p>Completed</p> |
| <p>ii) Ensure records of relevant qualifications for each authorised officer are maintained by the Authority in accordance with the relevant Code of Practice.</p> | <p>Officers have been reminded to retain training/CPD records in their personal portfolios and that all copies of certificates are retained (Team Meeting 27/4/16 evidence provided).</p> <p>Food Safety Manager approves all training and will monitor training records on an ongoing basis. Officers are required to record all training attended on an electronic 'training scorecard' which is also monitored by the manager (evidence attached)</p> <p>Evidence Provided</p> <p>Copy of team minutes 27 April 2016 provided and electronic training scorecard showing training attended by officers and CPD hours.</p> <p>Evidence of monthly 1:1 with officers which includes training attended and review of files to ensure sufficient detail recorded.</p> | <p>Yes</p> | <p>Completed</p> |

