

**ANNEX A – Erewash Borough Council – Updated Action Plan**

**Audit date: 24 - 25 February 2016**

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p><b>Recommendation 1 - Recording of scoring evidence [The Standard 16.1]</b> Ensure officers record the determination of compliance with legal requirements in sufficient detail and legibility to justify their choice of rating and confirm adequate assessment of the FHRS compliance elements.</p>	<p>30 June 2016</p>	<p>A team meeting is planned for 19 April 2016 to discuss the audit findings and the changes to the pro-forma with the officers. To ensure this is being implemented effectively the recording of scoring evidence will be subject to closer checks for those files subject to proactive monitoring and will be included in the monthly retrospective monitoring checks.</p>	<p>Completed</p>	<p>Discussion with officers on the audit findings and the need for recording this information at the April team meeting. The inspection pro-forma has been updated to prompt the recording of information in more detail.</p> <p>Monitoring of the information is made on those files and letters that are subject to proactive checks and this is also now included in the reactive monitoring checks - revised checklist template provided</p>

<p><b>Recommendation 2 – Notification Policy: food hygiene ratings [The FHS Brand Standard, Revision 3, Section 5]</b></p> <p>If not notified at the time of intervention, the food hygiene rating must be communicated in writing without undue delay and within 14 days from the date of the intervention.</p>	<p>30 June 2016</p>	<p>This will be subject to closer internal monitoring to ensure this is being implemented effectively.</p>	<p>Completed</p>	<p>Officers have been advised of the requirement and the audit findings at the April team meeting.</p> <p>The option of scoring on site has been extended to 5 rated category D premises. The 14 day notification period is now inputted into the action diary as a reminder of the deadline</p> <p>Monitoring of this requirement is made on those files and letters that are subject to proactive checks and this is also now included in the reactive monitoring checks - revised checklist template provided</p>
--	---------------------	--	------------------	--