

ANNEX A - Hart District Council – Updated Action Plan

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE (JULY 2016)
5.1.6 (i) Ensure that Service Plans include a clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against the resources available to the Service. [The Standard - 3.1]	April 2016	To include FTEs dedicated to the Food Service in Service Plan for 2016/17.	Completed	<p>The Service Plan is submitted and approved by Cabinet.</p> <p>The Plan includes an estimate of the resources required to deliver the food law enforcement activities.</p>
5.1.6 (ii) Ensure that Service Plans include a statement in relation to the Authority's policy on handling food alerts to confirm it complies with the Food Law Code of Practice [The Standard -3.1]	April 2016	To include reference to food alerts and incidents in Service Plan for 2016/17.	Ongoing	Reference made to food incidents as an activity requiring resource. Assurance given by the Head of Service a statement regarding the Authority's policy will be included in next years' Service Plan.
5.1.6 (iii) Ensure that the Service has a sufficient number of suitably qualified, experienced and competent officers to carry out the work set out in the Food Service Plan. [The Standard – 5.3]	May 2016	Environmental Health Technical Officer (EHTO) to undertake PPP in order to become registered EHO (Dec 2016). Other EHTO to undertake Higher Certificate Log Book to enable officer to undertake Official Food Controls (May	Completed	<p>New EHO appointed in May 2016 to undertake food inspections. Competency assessed in line with FLCoP. CPD up to date and graduated increase in authorisation. Initially was undertaking E inspections and currently undertaking up to C rated premises.</p> <p>The staffing resources for the Service are currently sufficient to meet the service demands</p>

		2016).		
5.2.9 (i) Document its response to and the outcome of each food alert [The Standard -14.3]	Completed	Revision of current procedure whereby food alerts for Action will be raised as a Service Request and actions documented on database as appropriate.		Team Leader raises Service Request when alerts for action received and records actions as necessary. On-going process July 2016
5.2.9 (ii) Review the documented procedure for food alerts and incidents to ensure it contains the details required by the Food Law Code of Practice. [The Standard 14.1 & 14.4]	December 2015	Further scrutiny and inter-authority verification of procedure to be carried out.	Completed	Procedure reviewed in light of changes to FLCoP 2015.
5.2.9 (iii) Maintain up to date accurate records in retrievable form on all food establishments in its area in accordance with the Food Law Code of Practice. [The Standard 16.1]	December 2015	QA system to be reviewed to ensure full compliance.	Completed	QA monitoring procedure reviewed which makes reference to monitoring progress against notifiable incidents. Staff instructed to link all documents and correspondence to database as standard procedure. QA monitoring checks compliance.
5.4.3 Review and develop its Sampling Policy and Procedure to include suitable links to its alerts and incidents procedure.[The Standard 12.3]	December 2015	Review of policy and procedure to comply with FLCoP and to include alerts and incidents.	Completed	Sampling Procedure updated to include cross reference to the Food Incidents and Alerts Procedure.
5.5.4 Review and implement its documented enforcement	March 2016	To review enforcement	Completed and ongoing	Seizure and Detention Procedure reviewed to take into account audit

<p>procedures in accordance with the FLCoP and official guidance. [The Standard- 15.2& 15.3]</p>		<p>procedures to ensure full compliance with FLCoP 2015. On-going programme.</p>		<p>finding. Review of procedures an on-going process.</p>
<p>5.7.5 Review the authorisation of food officers to ensure they are appropriately authorised under all relevant current legislation in accordance with their individual level of qualification, experience and competency. [The Standard – 5.3]</p>	<p>Completed and ongoing</p>	<p>To review qualifications and competency in line with requirements of FLCoP 2015. It is also intended to have a fully implemented policy and procedure by 5 April 2016 which is consistent with all other Hampshire Authorities through liaison with the County Food Advisory Committee.</p>		<p>Authorisations have been reviewed and re-issued in line with FLCoP.</p> <p>Currently reformatting authorisations so they will be held in leather wallet – July 2016</p>