

Updated Action Plan for Rotherham Metropolitan Borough Council

Audit date: 18-19 May 2010

Action Plan Completed: 17 July 2012

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.3 Ensure that future Food Service Plans are fully in line with the Service Planning Guidance in the Framework Agreement, including a reasoned estimation of the staffing resources required to deliver all aspects of its food law enforcement service compared with the staffing resources available to the Authority. [The Standard – 3.1]	31/10/10	The Food Service Plan for 2010/11 will be revised to include a comparison between the resources required to deliver the food law enforcement service, and the staffing resources available to the Authority.	Completed	Food Service Plan amended and quality assurance checked by Performance & Quality.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.14 Liaise with its legal department to ensure that all its officers are suitably authorised under all relevant food safety legislation. Officers' levels of authorisation should be consistent with their qualifications, training and experience, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 5.3]</p>	31/10/10	<p>A review of the current scheme of delegation was undertaken with the legal department, and officers were issued with revised authorisations in accordance with this scheme of delegation.</p> <p>A report will be submitted to the Cabinet Member for Housing & Neighbourhood Services that will specify the delegated powers that need to be added to the scheme.</p> <p>Individual officer authorisations will then be further amended as required.</p>	Completed	<p>All officers suitably authorised for the Food Hygiene Regulations.</p> <p>Minutes checked by Performance & Quality – Scheme of Delegation of Powers for Members and Officers approved on 20/05/11 and further amendments ratified on 07/09/11.</p> <p>Officer authorisations to be amended to take into account the removal of Imported Food legislation and the addition of Trade in Animals and Related Products Regulations 2011.</p>
<p>3.2.2 Ensure that food hygiene inspections of establishments in their area are undertaken 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 or other centrally issued guidance. [The Standard – 7.1]</p>	31/10/10	<p>Resources will be directed towards those premises that present the highest level of risk. Through directing resources in this way, it is intended that 100% of category A, B and C premises will be inspected in accordance with the Food Law Code of Practice.</p> <p>Category D and E premises will also be included in individual officer work programmes, as will all unrated food premises (such as new businesses). Where possible, alternative enforcement strategies will be used to deliver interventions at appropriate premises.</p>	Completed	<p>Monitoring Ongoing</p> <p>Outcomes include:</p> <p>In 2010/11 100% of category A to D premises inspections were undertaken and the cumulative performance to 31/08/11 is 100%. 100% of Category E inspected by 31/08/11 with the exception of childminders.</p> <p>Alternative Enforcement Strategy applied to Category E childminders, resulting in focused work.</p>

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		A performance monitoring framework will be developed and implemented in relation to individual officer workloads and work programmes.		Performance Monitoring Framework developed.
3.2.4 Further review and develop its inspection aides memoire for all types of food establishments in its area, to prompt and require officers to record all relevant inspection findings including detailed assessments of establishments' compliance with legislation related to HACCP and FSMS. [The Standard – 7.3]	30/09/10	<p>Copies of exemplar aides-memoire will be requested from the Agency and reviewed.</p> <p>Where appropriate, the aide-memoire will be revised to incorporate any elements of good practice identified in the reviews of exemplar and neighbouring authority aides-memoire. If necessary, sector specific aides-memoire will be introduced.</p> <p>The internal monitoring procedure will be implemented, and will include a check that the aide- memoire has been completed appropriately.</p>	Completed	<p>Additional aides-memoire have been developed to meet the specific needs when undertaking interventions at butchers and childminders.</p> <p>Internal monitoring procedure includes process for checks.</p> <p>Aides-memoires have been quality assurance checked by Performance & Quality.</p>

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<p>3.2.9 Ensure that observations made and/or data obtained in the course of an inspection/intervention is recorded in such a way the records are retrievable. Determination of legal compliance or any non-compliance should be recorded. [The Standard – 7.5 and 16.1]</p>	<p>30/11/10</p>	<p>The reassessment of the approved establishments will continue, and all necessary documentation to support the approval will be obtained and stored in an appropriate manner.</p> <p>Where necessary, inspection paperwork will be amended to allow the recording of decisions regarding enforcement actions and legal compliance.</p> <p>The internal monitoring procedure will be implemented, and will include verification that all relevant documentation is stored appropriately and securely.</p>	<p>Completed</p>	<p>The approved premises were reassessed and steps were taken to transfer the catering butcher to the FSA. The FSA have recently indicated that they are now not transferring these premises and therefore work will be undertaken with respect to these premises.</p> <p>Internal monitoring procedure implemented; including verification that all relevant documentation is stored appropriately and securely. QA checks undertaken on a regular basis by Service Manager & Principal Officer.</p>

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<p>3.3.3 Take appropriate action on any non-compliance found during interventions, in accordance with the Authority's Enforcement Policy, the Food Law Code of Practice and any centrally issued guidance. All decisions on enforcement should be made following consideration of the Authority's Enforcement Policy. The reasons for any departure from the criteria set out in the policy should be documented. [The Standard – 7.3, 15.3 and 15.4]</p>	31/08/10	<p>The Council's General Enforcement Policy and the South Yorkshire Food Authorities Enforcement Protocol will be reinforced with all staff.</p> <p>Where appropriate, internal processes will be streamlined to further reduce unnecessary delay with regard to enforcement action.</p> <p>The internal monitoring procedure will be implemented. The procedure will include verification that appropriate action is taken following an inspection/intervention, and that this action is taken in a timely manner and in accordance with the Authority's Enforcement policy, the Food Law Code of Practice and any centrally issued guidance.</p>	Completed	<p>Internal monitoring procedure implemented; including verification checks against policy and 'Code of Practice'. Quality assurance checks undertaken by Principal Officer.</p> <p>The South Yorkshire Food Authorities Protocol has been updated and awaiting ratification at the next meeting of food managers.</p> <p>General Enforcement Policy and the South Yorkshire Food Authorities Enforcement Protocol were reinforced with all staff during specific briefing session.</p> <p>Changes are also being made to update other procedures.</p>
<p>3.4.3 Implement its new internal monitoring procedures to include qualitative monitoring of all areas of food law enforcement activity and ensure that appropriate records are retained to verify conformance with the Standard and relevant Codes of Practice and centrally issued guidance. [The Standard – 19.1 and 19.2]</p>	31/08/10	<p>The internal monitoring procedure will be fully implemented.</p>	Completed	<p>Internal monitoring procedure implemented covering all aspects of monitoring, quality assurance and performance management.</p>