

## Updated Action Plan for Runnymede Borough Council

Audit dates: 18-19 May 2010

Action Plan updated: 10 May 2011

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.5(i) Further develop the Service Plan to include all the information specified in the Service Planning Guidance in the Framework Agreement.	01/05/11	The authority to revert to production of individual service plan for the Food Safety service dropped in favour of combined EH service plan after 2005. Plan will address all information specified in the Service Planning Guidance in the Framework Agreement.	Completed	Plan presented to next committee for approval.
3.1.5(ii) The Service Plan should be reviewed to include measures taken to address variances in meeting the Service Plan and any required areas for improvement.  [The Standard – 3.1, 3.2 and 3.3]	01/05/11	Plan will be reviewed to include measures taken to address variances in meeting the Service Plan and any required areas for improvement.	Completed	
3.1.14 Ensure that all Authorised Officers receive appropriate levels of relevant training and that records are maintained of relevant qualifications, training and experience of each authorised officer in accordance with the Food Law Code of Practice. [The Standard – 5.4 and 5.5]	Completed	Full records for all officers now maintained. Officers given guidance on recording all relevant training activities.	Completed	Copies of two missing qualifications obtained and recorded on Officers training record files.  Similarly all officers have obtained the appropriate level of training in respect of 2010/2011. All officer training records updated with relevant information.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.4(i) Review and expand documented inspection procedures for the full range of inspections/interventions carried out, to include the effective assessment of FSMS, and to address the need to undertake revisits at food businesses that fail to comply with significant statutory requirements.	Completed	New documented procedural guidance for interventions (inspections), document number 0203, drawn up and implemented.	Completed	Updated procedural guidance developed - Food Hygiene Intervention (Inspections) 0203.
3.2.4(ii) Ensure that revisits following interventions are undertaken where appropriate in accordance with the Food Law Code of Practice and centrally issued guidance.  [The Standard – 7.2, 7.3 and 7.4]	Completed	Revisits now included in expanded documented procedures and to be undertaken in respect of 3.2.4(i) above.	Completed	Revisits undertaken in accordance with the updated procedural guidance 0203.
3.2.11 Ensure that records, observations and data obtained during the course of inspections, particularly in relation to the verification of structural compliance and HACCP based food safety management systems include sufficient detail to demonstrate whether the compliance history of the premises and systems has been comprehensively assessed to legally prescribed standards. All records shall be kept for at least 6 years. [The Standard - 16.1 and 16.2]	Completed	New aides-memoire produced and implemented to cover requirement.	Completed and on-going	Use of updated aide-memoire implemented.
3.3.5(i) Ensure that actions following the service of Hygiene Improvement Notices are taken in accordance with the Food Law Code of Practice, centrally issued guidance and the Authority's own enforcement policy.	Completed	Monitoring of this requirement now part of new internal monitoring procedure to address 3.4.4(i) below.	Completed and on-going	Sample number monitored as per procedure.
3.3.5(ii) Ensure that formal enforcement actions including voluntary closures are undertaken in accordance with the Food Law Code of Practice, centrally issued guidance and the Authority's own enforcement policy. [The Standard – 15.2 and 15.3]	On-going	Monitoring of this requirement now part of new internal monitoring procedure to address 3.4.4(i) below. Officers to be briefed.	Completed and on-going	Voluntary closures certificates being completed when required.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.4.4(i) Review, revise and fully implement its internal monitoring procedure in accordance with the Food Law Code of Practice and centrally issued guidance.	Completed	Internal monitoring procedure reviewed, revised and expanded in accordance with the Food Law Code of Practice and centrally issued guidance.	Completed and on-going	Internal monitoring procedure reviewed and internal monitoring carried out in accordance with procedure
3.4.4(ii) Ensure appropriate records of monitoring are maintained, including any corrective actions. [The Standard – 19.1 and 19.3]	Completed	Records of monitoring and corrective actions to be maintained in accordance with revised monitoring procedure.	Completed and on-going	Records of monitoring maintained, including where appropriate, substantial corrective actions.