

Updated Action Plan for South Norfolk Council

Audit dates: 9-10 March 2010

Action Plan updated: 12 January 2011

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.6 Ensure that future Food Law Enforcement Plans are in line with the Service Planning Guidance in the Framework Agreement, and include details of the inspection programme for the year and the staffing resources required to provide the food law enforcement service, compared with the staffing resources available to the Authority. [The Standard – 3.1]	31/07/10	Review the Council's Food Law Enforcement plan and include details of the food premises inspection plan for the year 2010/2011. Submit the Council's Food Law Enforcement Plan on the Council's website. Publicise the Food Law Enforcement Plan on the Council's website.	Completed	The Food Law Enforcement Plan was revised to include the details by category of the food premises for inspection during 2010/2011. The Food Law Enforcement Plan can be viewed by the public on the Council's website.
3.2.7 Use an appropriate product based aide-memoire to capture information in establishments subject to approval under Regulation (EC) No. 853/2004, including the assessment of the compliance of premises and systems, particularly in relation to HACCP based food safety management systems. [The Standard – 7.2, 7.3 and 7.4]	30/06/10	Adapt product specific inspection forms that are used for approved establishments, so as to incorporate an aide-memoire within the one form.	Completed	A single inspection/aide-memoire form is now used for all approved establishment inspections.
3.4.2 Expand its internal monitoring procedure to include the monitoring of all areas of food law enforcement activity that are currently been undertaken by the Authority. [The Standard – 19.1 and 19.2]	31/05/10	Produce and implement a documented procedure for the internal monitoring of all aspects of food safety enforcement.	Completed	The existing procedure was revised and its scope was expanded.