

Updated Action Plan for South Northamptonshire Council

Audit date: 20 - 21 January 2010

Action Plan Updated: 15 September 2010

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>4.1.3 Expand the service plan covering the food law enforcement service in line with service planning guidance; to include a review of all areas of the food service and address any variances as well as any identified areas of improvement. [The Standard 3.2 and 3.3]</p>	<p>Complete Full Council approval 12/05/10</p>	<p>This action is complete except for final approval by full Council. A review of the food service has been included in the 2010/2011 Service Plan.</p>	<p>Completed</p>	<p>The plan was approved by Social and Community Committee on 6 April and was submitted to full Council on 12 May 2010 (already submitted to lead auditor with final action plan).</p>
<p>4.1.13 Revise and implement the documented procedure on the authorisation of officers to detail the competency assessment process by which authorisations are conferred based on officer's individual qualifications, training and experience, and also ensure that all officers are appropriately authorised having regard to specific legislative references in accordance with the Food Law Code of Practice and any centrally issued guidance. [The Standard – 5.1]</p>	<p>31/07/10</p>	<p>Revise the existing procedure detailing competency assessment of officers. Confirm legal opinion on authorisations with Council Solicitor and amend as necessary.</p>	<p>Completed</p>	<p>Amended FSP27 authorisation (ref: FSAFR7) and FSP25 Training programme (FSAFR6): A competency framework table (FSAFR8, examples FSAFR2, FSAFR1) has been produced which demonstrates the qualifications and experience that each officer has, or requires to satisfy the requirements of Reg 882/2004. Legal confirmation and advice has been sought from the Council Solicitor in a memorandum (FSAFRFR4).</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>4.4.4 Expand and fully implement its internal monitoring procedure to include monitoring of all food law enforcement activities, in particular those relating to complaints, sampling and approval of food establishments. The reviewed procedure should be implemented to ensure that internal monitoring is undertaken to verify conformance with the Standard, the Food Law Code of Practice and centrally issued guidance. [The Standard - 19.1 and 19.2]</p>	<p>31/07/10</p>	<p>Expand the existing procedure to clearly show monitoring of all food law enforcement activities and particularly food complaints, sampling and approval of food premises, ensuring verification of conformance with the Standard, Food Law Code of Practice and centrally issued guidance. Ensure that the procedure includes documentation of its verification.</p>	<p>Completed</p>	<p>The internal monitoring procedure has been expanded (FSAFR5) to include monitoring of all food law enforcement activities.</p>