

Updated Action Plan for Test Valley Borough Council

Audit date: 5-6 May 2010

Action Plan Updated: 31 May 2011

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.2 Further develop the Service Plan to include all the information specified in the Service Planning Guidance in the Framework Agreement. [The Standard - 3.1]	31/05/11	Ensure more details on actual resources, and the calculated resources required, are detailed in next years service plan. Food Standards Agency to be asked for best practice example.	Completed	Details on estimated resources for food law enforcement work in 2011/12 have been sent to the Environmental Health Manager for inclusion in the Commercial Team Service Plan. The cycle for draft reports does not start until July and the Service Plan goes to the Cabinet in September 2011.
3.1.6 Ensure that the food premises database is operated and managed to ensure that it is able to provide reliable information to support the work of the Service and provide accurate monitoring returns to the Agency. [The Standard – 6.4]	31/05/11	Head of Service to raise this issue with Head of IT Service, and raise at corporate level. Recognised that current situation not ideal.	Completed	Head of Housing, Health & Communities raised this issue with the Head of IT last year, but a Systems Administrator has not been appointed. It may be that this can be explored further as part of the shared services review that is on-going.
3.1.10 Develop and implement a procedure for the review of internal policies and procedures at regular intervals and whenever there are changes to legislation or centrally issued guidance. [The Standard – 4.1]	31/12/10	Principal Environmental Health Officer to focus on updating procedures due for review, and add any other necessary procedures identified as necessary.	Completed	PEHO has reviewed and revised the food law enforcement procedures and policies. There is also a new procedure on 'Document Control' to help maintain tighter control in future of the review and re-issuing of procedures and policies.

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3.1.13 Further develop the documented procedure on the authorisation of officers to ensure that an officer's authorisation level is linked to their qualifications and level of competency. [The Standard – 5.1]	31/08/10	Principal Environmental Health Officer to update the training matrix and make suggestions for the next update of the Commercial Team Authorisations procedure.	Completed	<p>The authorisation procedure has been reviewed and revised. It now incorporates an 'Assessment Matrix for Food Law Enforcement Authorisation'. One of these has been completed for each officer. This links to a 'Commercial Team Authorisation Matrix' which records officers current level of authorisation.</p> <p>In addition a 'Team Training Programme 2011/12' has been written and the record of officers training updated.</p>
3.1.15 Ensure that complete and sufficiently detailed officer training records are maintained in accordance with the Food Law Code of Practice. [The Standard - 5.4 and 5.5]	31/08/10	<p>All CPD/training records were on site for staff, but two training certificates for an officer were on an individual training file, but copies had not been passed to P.E.H.O, and not on master file.</p> <p>Tighter control of training courses and recording of training and development work.</p>	Completed	<p>Training records have been reviewed and are now all in a master file. The officers training record has been revised and all training is recorded on this immediately after the training. A 'Team Training Programme 2011/12' has been written and the first of the sessions on this will be held on 21 April on food hygiene inspections.</p>

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<p>3.2.8 Approve and inspect approved establishments in accordance with current relevant legislation and the Food Law Code of Practice and ensure inspection findings are recorded on an appropriate aide-memoire. [The Standard – 7.2 and 7.5]</p>	<p>31/07/10</p>	<p>All future primary inspections of approved establishments to be carried out by an Officer with suitable authorisation, and meeting the requirements of the Food Law Code of Practice. Future primary inspections to have an appropriate aide-memoire used, e.g. LACORS Dairy Inspection form. Two Environmental Health Officer's currently have the correct authorisation, experience and training on inspecting dairies.</p>	<p>Completed</p>	<p>A procedure has been produced on 'Approval of Product-Specific Establishments Under EC Regulation 853/2004', and two in-house training sessions provided on both the procedure and case studies.</p> <p>Since the audit one other business has been approved (following inspection by the PEHO and another EHO) and another (similarly inspected) is in the middle of going through the approval process. The approved dairy establishment that existed at the audit is about to get its next programmed inspection; the officer will be using the LACORS recommended inspection form.</p>
<p>3.3.4 Ensure that Hygiene Improvement Notices receive timely checks on compliance in accordance with the Food Law Code of Practice have been completed. [The Standard – 15.2]</p>	<p>31/07/10</p>	<p>All Food Safety Officers to be made aware that a closing letter is to be written to all businesses (which have had a formal notice served on them) confirming the outcome of the check carried out to determine compliance. To be made more explicit in the next update of the service of Notices procedure.</p>	<p>Completed</p>	<p>Revised procedures on 'Food Hygiene and Health and Safety Improvement Notices', and 'Food Hygiene Emergency Prohibition Notices' have been produced and require officers to write to businesses confirming the outcome of the check carried out to determine compliance. In-house training has been provided.</p>

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3.3.6 Ensure that all decisions on enforcement action are made following consideration of the Authority's enforcement policy and the reasons for any departure from the criteria set out are documented. [The Standard - 15.4]	31/08/10	Production of a new <i>Prosecution Investigation Case Summary</i> form, to be completed at the end of an investigation, and prior to meeting formally with Legal Services. Use of this form will allow Enforcement Policy to be considered formally, as well as any possible deviations to be recorded. Procedures to be updated on next review.	Completed	A revised 'Food and Health & Safety Prosecutions' procedure has been produced, and will be issued after a clearing meeting with Legal Services on 14/04/11. This includes a memo to the Environmental Health Manager (Appendix 8 of procedure) that includes the case background and summary of the facts, and an assessment of whether and how the case meets the evidential and public interest tests. There is space for any departures on the Enforcement Policy to be recorded. In-house training on this is included on the 'Team Training Programme 2011/12'.