

Updated Action Plan for West Oxfordshire District Council

Audit date: 5–7 March 2013

Action Plan updated: 27 June 2014

| TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH) | BY (DATE) | PLANNED IMPROVEMENTS | PROGRESS | ACTION TAKEN TO DATE |
|---|--------------|--|-----------|---|
| 3.1.5 Ensure that future Service Plans include a clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against the resources available to the Service. [The Standard – 3.1] | 31/07/13 | <p>Establish the resources required to carry out the full range of statutory food law enforcement activities. Compare this with existing resources. Include a comparison of the resource required and available in the 2013/14 Service Plan.</p> <p>Make recommendations to Corporate Management Team about future resourcing.</p> | Completed | <p>Resource required established and compared with existing. Comparison of existing and required included in Food Service Plan 2013/14.</p> <p>No recommendations needed to be made to Corporate Management Team.</p> |
| 3.1.8 Review, maintain and implement the control system for all documentation and ensure that all documented policies and procedures are reviewed and updated on a regular basis. [The Standard - 4.1 and 4.2] | 31/08/13 | Review the control system for all documented policies and procedures. Implement and maintain this system with a programmed review of all documented policies and procedures. | Completed | <p>Document Control quality Procedures (QP) reviewed and associated documents.</p> <p>Schedule of QP Review Dates implemented.</p> |
| 3.1.13(i) Review and update current officer authorisations as necessary to ensure that all officers are appropriately authorised under relevant current legislation in accordance with their individual level of qualification, experience and competency. [The Standard – 5.1 and 5.3] | 31/07/13 | Review and update all officer authorisations. | Completed | <p>Review carried out and reported to General Purposes Committee - 27 June 2013.</p> <p>Recommendation agreed at General Purposes Committee.</p> <p>Delegation to be amended by delegated officer.</p> |

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| 3.1.13(ii) Ensure that all officers receive appropriate specialist training to deliver all aspects of work they undertake in accordance with the Food Law Code of Practice. [The Standard – 5.4] | 30/09/13 | Implement a system to ensure appropriate specialist training of all officers is sufficient and up to date. Plan necessary training for officers. Incorporate this within individual's performance and development review. | Completed | Training procedure reviewed and documented. Training matrix devised. Approved establishments training undertaken by all officers. Individual training needs identified and incorporated into appraisals. |
| 3.3.12(i) Review, and where appropriate, setup, maintain and implement documented procedures, including those related to product specific establishments and the range of interventions/inspections carried out, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard - 7.4] | 31/03/14 | Review existing documented procedures. Set up new procedures to cover the full range of interventions/inspections. Implement and maintain documented procedures in accordance with 3.1.8. | Completed | Existing Quality Procedures identified and programme of review implemented. New procedures identified with programme of implementation. Schedule of review dates implemented. |
| 3.3.12(ii) Assess the compliance of food premises to legally prescribed standards to confirm compliance with current legislation, the Food Law Code of Practice and centrally issued guidance. Ensure that observations made in the course of an inspection are effectively recorded. [The Standard - 7.3 and 7.5] | 30/11/13 | Review inspection record form. Provide staff training on record keeping. Monitor staff inspection records and follow up action as part of 3.5.6(i). | Completed | Inspection form piloted and implemented. Staff training carried out on 06/11/13. Monthly monitoring meetings carried out with individual staff to monitor compliance. |

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| 3.4.4 Set up, maintain and implement documented procedures for follow-up and enforcement actions in accordance with the Food Law Code of Practice and official guidance.[The Standard – 15.2] | 31/03/14 (revised) | Set up and implement documented procedures for follow-up action, including revisits and enforcement of non-compliances, found during interventions. Incorporate internal monitoring to ensure the quality and consistency of enforcement decisions. | Completed | Quality Procedures for follow-up actions drafted and implemented. |
| 3.5.6(i) Ensure that risk-based internal monitoring procedures are reviewed, maintained and implemented in accordance with Article 8 of Regulation (EC) No. 882/2004 (Official Feed and Food Controls), the Food Law Code of Practice and centrally issued guidance. [The Standard – 19.1] | 31/08/13 | Review, maintain and implement internal monitoring to include regular one to ones with staff. Keep records of the monitoring undertaken. | Completed | Internal Monitoring Procedure reviewed and implemented. Monthly one to ones held between PEHO and Officers. Peer review procedure implemented. Documented records maintained. |
| 3.5.6(ii) Verify its conformance with the Standard, relevant legislation, the Food Law Code of Practice, centrally issued guidance and the Authority's own documented policies and procedure across all the Authority's food law enforcement activities.[The Standard – 19.2] | 31/08/13 | Identify relevant policies and procedures Verify conformance of internal monitoring procedure against standards etc. | Completed | Verified with Standard, Article 8 of Regulation (EC) 882/2004 (Official Feed and Food Controls), Food Law Code of Practice and Practice Guidance. |
| 3.5.6(iii) Ensure that records of monitoring activities are maintained. [The Standard – 19.3] | 31/08/13 | Keep records for three years. | Completed | Incorporated into Quality Procedures and internal monitoring procedure. |

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| <p>3.5.14 Maintain up to date, accurate records of relevant checks for all food establishments and related food law enforcement activities, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 16.1]</p> | <p>31/12/13</p> | <p>Identify the need for documented procedures for data entry on Civica. Review existing procedures and implement any new procedures. Provide staff training on new procedures, and record keeping. Incorporate within the internal monitoring procedures and data quality checking procedure.</p> | <p>Completed</p> | <p>Data entry procedures reviewed. Staff training provided. Procedure for auditing data reviewed and implemented.</p> |