

Updated Action Plan for Westminster City Council

Audit dates: 9-10 February 2010

Action Plan updated: 14 April 2011 and 6 March 2012

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.12 Fully implement the document control system for all its food service policies and procedures to ensure that all documents are reviewed at regular intervals and whenever there are changes to legislation and centrally issued guidance and all changes to documents are covered by the correct authorisation. [The Standard – 4.1 and 4.2]</p>	31/05/10	<p>Ensure all procedures are reviewed, on common template, with version numbers and are attached to hyperlinked index. Ensure all source documents are placed in read only protected files.</p>	Completed	<p>All procedures reviewed, placed on common template with version numbers and attached to hyperlinked source. Source documents read only protected files.</p>
<p>3.1.16 Expand the Service's documented procedure on the authorisation of officers to detail the competency assessment process by which authorisations are conferred, based on an officer's individual qualifications, training and experience. [The Standard – 5.1]</p>	07/05/10	<p>Review and expand documented procedure for authorisation to reflect detailed competency assessment practices that are in place.</p>	Completed	<p>Authorisation procedure reviewed and expanded to reflect what happens in practice in relation to competency assessments.</p>
<p>3.1.23 Ensure that detailed records are maintained in relation to the annual team training programme to ensure that all officers receive regular relevant update training, particularly in relation to HACCP based food safety management systems and formal enforcement. [The Standard – 5.4]</p>	31/05/10	<p>Implement enhanced recording system for planning and delivery of relevant update training.</p>	Completed	<p>Enhanced system developed for identifying training needs, planning and recording team training. Full assessment made of all team members and team training programme commenced. Additional team training provided, such as auditing HACCP systems. Lead food safety officer reviewed and changed.</p>

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.10 Ensure that food hygiene interventions at premises in their area are carried out at a frequency which is not less than that determined under the intervention rating scheme set out in the Food Law Code of Practice. [The Standard – 7.1]	31/10/10	Review the current multifaceted food premises intervention programme and associated intervention frequencies.	Completed	All inspections of risk category A and B premises completed in accordance with the Food Law Code of Practice. Risk category C premises are profiled to ensure that the highest risk premises in that band are inspected in accordance with the Food Law Code of Practice. Lower risk category C as well as D and E premises receive interventions in response to intelligence received or as part of targeted risk based project work.
3.2.14 Ensure that revisits following interventions are undertaken, where appropriate, in accordance with the Authority's own policies, the Food Law Code of Practice and centrally issued guidance. [The Standard – 7.3]	31/05/10	Review revisit policy and ensure adequate resources are redirected towards conducting revisits required by policy. Check revisit policy is being adhered to through QA process and monthly data quality check meeting.	Completed	Revisit policy reviewed and detailed resource assessment carried out when food law enforcement plan completed. The implementation of revisit policy checked through QA and data quality meeting and review. Revisits being undertaken at the highest risk premises where major non compliance has been identified.
3.3.4 Ensure that food law enforcement, in relation to the service of Hygiene Improvement Notices, is carried out in accordance with the Food Law Code of Practice, centrally issued guidance and the Authority's own enforcement policy. [The Standard – 15.3]	30/06/10	Review Hygiene Improvement Notice procedure and retrain officers in revised procedure. Check procedure is being implemented through QA process and monthly data quality check meeting.	Completed	Hygiene Improvement Notice Procedure reviewed and implemented. Implementation checked through QA process and monthly data quality check. Follow up visits being undertaken to check on notice compliance.