

## Updated Action Plan for Worthing Borough Council

Audit dates: 2-3 February 2010

Action Plan Updated: 19 April 2011

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.7 Review and expand its food safety work plan to include figures regarding the number of establishments in each risk category, the resulting numbers of inspections due and the numbers of likely revisits. The plan should then provide a reasoned estimate of staffing requirements based on the total demands on the Service. [The Standard – 3.1]	Draft by 01/06/10  Approval by Cabinet Member by 01/08/10	2010/2011 work plan to include detail breakdown by risk category of premises, inspections due, likely revisits. More detail to be provided re staffing resource estimates related to service demand.	Completed	Plan expanded to include details of premises in risk categories, numbers of inspections, and likely revisits, and staff requirements.
3.1.11 Review and revise the documented procedure on the authorisation of officers to include the competency assessment process by which authorisations are conferred based on officer's individual qualifications, training and experience. [The Standard – 5.3]	01/08/10	A formal competency assessment procedure to be produced and adopted. The documented authorisation procedure to be updated to incorporate the competency assessment linked to the level of authorization.	Completed	Procedure completely revised to include competency assessment process.
3.1.13 Set up, maintain and implement a documented training program for all officers, keeping records of qualifications, training and experience of each authorised officer, in accordance with the relevant Food Safety Act Code of Practice. [The Standard – 5.4 and 5.5]	01/11/10 (completion for all officers)	Current officers to be assessed against new procedure. Training /development programme to be documented to include record of qualifications, training and experience.	Completed	The new authorisation procedure includes a competency assessment and a record of qualifications training and experience. We decided to delay introduction of the new procedure until our combined team was formed.

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3.3.3 Ensure that food businesses are inspected at a frequency which is not less than that determined under the inspection risk rating system set out in the Food Law Code of Practice. [The Standard - 7.1]	31/03/10 (year end)	The food hygiene programme will be managed to ensure that all high risk businesses are inspected within 28 days of their due date.	Completed	Quarterly monitoring as per documented procedure. High risk premises on target – small backlog of B premises. A number of medium /low risk premises contracted out to ensure programme completed.
3.3.6 Assess the compliance of premises and systems in their area to all the legally prescribed standards, recording all findings in a retrievable form. [The Standard – 7.3 and 16.1]	01/06/10	Inspection aides-memoire to be reviewed to prompt further detailed recording re product traceability and business customers, including vulnerable groups (also in respect of recommendation 3.4.5).	Completed	Revised form produced to include the extra detail. Implemented group-wide after short pilot.
3.4.2 Review and update its food hygiene enforcement policy to ensure that it includes a clear reference to the Authority's commitment to a graduated approach to enforcement, in accordance with the Food Law Code of Practice. [The Standard - 15.1]	Completed	Enforcement policy to be updated to include explicit reference to commitment to a graduated enforcement approach.	Completed	Policy updated to include reference to graduated approach.
3.4.5 Take appropriate and timely action on any non-compliance found during interventions, in accordance with the Authority's Enforcement Policy and the Food Law Code of Practice to ensure business compliance with food hygiene legislation and centrally issued guidance. [The Standard - 7.3]	01/06/10	To provide officer training/reinforcement on enforcement policy particularly re use of graduated approach. Inspection aides-memoire to be amended to include a review of previous enforcement actions.	Completed	Training session for all food officers on 9 <sup>th</sup> April on revised enforcement policy focusing on need for graduated enforcement approach and appropriate selection of enforcement options. Notes of meeting attached. New inspection form includes section requiring review of previous enforcement actions on each inspection.

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<p>3.4.7 Ensure that all decisions on enforcement are made following consideration of the Authority's enforcement policy. The reasons for any departure set out in the policy should be documented. [The Standard - 15.4]</p>	01/06/10	<p>To provide officer training/reinforcement on enforcement policy particularly re enforcement options. Case study exercises to be arranged to promote consistency of officer interpretation, particularly in the assessment of imminent risk/ possible prohibition.</p> <p>Aides-memoire to be amended to include justification for enforcement decisions</p> <p>Internal monitoring arrangements to be modified to focus on appropriateness of enforcement action/follow-up particularly in high risk premises.</p>	Completed	<p>9<sup>th</sup> April session as above.  8<sup>th</sup> June session focused on interpretation of imminent risk and use of emergency prohibition powers and voluntary closure procedure. Session also attended by Legal Services solicitor re EPN procedure. Used previous practical examples to promote consistency discussion.  11<sup>th</sup> August session – refresher on seizure/detention powers (also attended by Adur team members in preparation for joint service)  New aides-memoire includes section requiring justification for enforcement decision.  Revised monitoring approach targets high risk premises and form now specifically includes the appropriateness of enforcement action and follow-up.</p>
<p>3.5.5 Review, expand and implement its internal monitoring procedure to include all aspects of the service, focusing particularly upon inspection records, changes in risk ratings and follow-up actions by officers at higher risk food premises. [The Standard -19.1]</p>	01/06/10	<p>Internal monitoring procedure to be revised to include all aspects of the service. Procedure to focus in more detail on enforcement/follow-up actions. Monitoring to be targeted towards high risk premises.</p>	Completed	<p>Revised monitoring approach focuses on higher risk premises, particularly where the risk rating has increased. Monitoring now includes occasional checks on interventions other than inspections.</p>