

Updated Action Plan for Rochford District Council

Audit date: 24-25 February 2014

Action Plan closed: 10th April 2015

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.10 Ensure that officers are authorised to carry out duties at a level consistent with their individual qualifications, training and experience in line with the Food Law Code of Practice. This should include reference to the specific legislation each officer is authorised under. [The Standard – 5.3]	30/06/14	The new scheme of delegation will be implemented when Annual Council approve this years arrangements on 3 June.	Completed	Officer authorisations have been updated and now reflect the full range of legislation required, in particular that related to imported food. The scheme of delegation to officers for Environmental Health and licensing has also been updated. This was adopted by the Head of Environmental Services on the 04/06/14. A copy of the signed delegation has been checked and verified.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.11 Ensure records of interventions provide full details of officers' findings on inspections including details of food operations and any imported food checks carried out, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 16.1]</p>	<p>01/07/14</p>	<p>The Lead Food Officer will undertake checks of all completed food inspection forms and highlight any areas not completed to be referred back to appropriate officers.</p>	<p>Completed</p>	<p>The food premises inspection form has been revised and implemented for all inspections to include more detail on the extent of the business and checks on imported foods not of animal origin. -All copies of the old form have been disposed of.</p> <p>All officers have been made aware of the need to complete these forms thoroughly, as part of the audit process.</p> <p>This was reinforced at a team meeting held on 1 April 2014.</p> <p>The Lead Food Officer checks all completed inspection forms and any omissions are referred back to officers for completion. This is an ongoing requirement to check paperwork on conclusion.</p> <p>The inspection forms will be updated as and when new legislation and guidance is introduced. As a minimum the forms will be reviewed annually.</p> <p>A copy of the updated food premises inspection form has been checked and verified.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.15 Document the agreed sampling programme, reflecting national and regional co-ordinated programmes, and taking into consideration the nature of food establishments and imported foods within the district. [The Standard – 12.4]	30/06/14	The national sampling plan from Public Health England is to be available from 9 June. We will document our involvement in national and regional sampling as appropriate. Planned sampling activities for Rochford District Council will be included in our sampling programme.	Completed	<p>A local sampling programme for Rochford has been developed to include sampling of imported foods not of animal origin.</p> <p>Some of these samples such as sampling for imported spices have already been taken.</p> <p>A copy of the sampling programme for Rochford has been checked and verified.</p>
3.4.4 Expand on the current internal monitoring activities carried out to verify its conformance across the whole of the Standard, relevant legislation, the Food Law Code of Practice, relevant centrally issued guidance and the Authority's own documented policies and procedures. Records of all monitoring activities should be maintained for at least two years. [The Standard – 19.2 and 19.3]	31/05/14	<p>To include a frequency for internal monitoring of all food activities within the food service plan and quality monitoring procedure (SOP 20).</p> <p>To implement documented internal monitoring using the management quality audit form at the agreed frequency.</p> <p>To keep records of all monitoring activities for two years.</p>	Completed	<p>Management Quality Audit form has been amended to include sampling activities.</p> <p>The SOP 20 concerning internal monitoring has been amended to include a scheme of officer audits using the management quality audit form.</p> <p>Internal monitoring activities have been expanded to include the full range of activities undertaken by the food team. Records of these checks are being retained for at least two years.</p> <p>A copy of SOP 20 That was updated on the 1/7/14 has been checked and verified. It was reviewed further on the 1/12/14.</p>

