

## **APPENDIX A - Action Plan for Slough Borough Council**

Food Standards Audit date: 17-18 November 2010

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>BY (DATE)</b>	<b>PLANNED IMPROVEMENTS</b>	<b>ACTION TAKEN TO DATE</b>
3.1.3 Ensure that future Service Plans contain details of the resources required to carry out the service effectively compared directly against the resources available. [The Standard – 3.1]	31/05/11	To include in 2011/12 Service Plan further details of the resources required to carry out the service effectively compared with the resources available.	Further information on resources and demands for 2011/12 collated and to be confirmed once budgets are finalised in March 2011.
3.1.8 Ensure that all documented policies and procedures, including those relevant to imported food control activities, are reviewed at regular intervals and whenever there are changes to legislation and centrally issued guidance. [The Standard – 4.1]	Completed  Completed  30/04/11	All relevant joint procedures between Food Safety and Food Standards updated and implemented.   Joint system in place to review all food hygiene and food standards procedures annually and when there are changes in legislation and centrally issued.	Imported Food Procedures updated to include recent legislative changes and to incorporate QA of notices served by hand.  Joint Food Alert procedure updated to include to RASFF completed.  Full implementation of joint procedures from April 2011.

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3.1.11 Review the documented procedures for the officer authorisations of ensure they clearly set out the authorisation process based on individual officer competence and in accordance with the Food Law Code of Practice. [The Standard – 5.1]	28/02/11	Procedure for authorisation of officers reviewed to include details of the process and criteria of individual officer competency assessment. Implementation during February 2011.	Details of assessment and process for officer competency incorporated into the new joint Authorisation Procedure.
3.1.16 Ensure that all officers receive appropriate and adequate training on the enforcement of imported food controls in accordance with the Food Law Code of Practice. [The Standard – 5.4]	Completed  28/02/11	In line with the revised joint procedure on authorisation, all officers to have received adequate training on the enforcement of imported food controls.	Food Standards Officers registered with the FSA On-line training service.  Training to be completed by end Feb 2011.
3.2.15 Ensure that formal enforcement notices are drafted and served in accordance with the relevant legislation, the Food Law Code of Practice and centrally issued guidance. [The Standard - 15.3]	Completed	All Notices served, including those served by hand, are included within the QA procedure and evidence of service confirmed.	Amendment of Imported Food procedure highlighting process for notices served by hand.

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>BY (DATE)</b>	<b>PLANNED IMPROVEMENTS</b>	<b>ACTION TAKEN TO DATE</b>
<p>3.2.23 Maintain up to date accurate records in retrievable form on all food establishments in its area and for all relevant checks on imported food, in accordance with the Food Law Code of Practice and centrally issued guidance. These records shall include reports of all interventions and inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, and results of any sampling and follow-up. [The Standard - 16.1]</p>	<p>Completed</p> <p>31/03/11</p> <p>30/04/11</p>	<p>Accurate data maintained on the all food establishments and continued use of the existing procedure for new and closed premises.</p> <p>Introduction of revised data entry process for Food Standards activities.</p> <p>Increased internal monitoring of records as part of revised monitoring procedures, to ensure sufficiently detailed records provided.</p>	<p>Database now accurate in relation to the match between Food Hygiene and Food Standards Premises.</p> <p>Revised data entry for food standards work scheduled for March 2011.</p>
<p>3.3.3 Review, expand and implement the documented internal monitoring procedure to include all aspects of the Service, including that of Trading Standards activities, in order to verify the Service's conformance with the Standard, relevant legislation, the Food Law Code of Practice, relevant centrally issued guidance and the Authority's own policies and procedures. Maintain records of all internal monitoring undertaken. [The Standard - 19.1, 19.2 and 19.3]</p>	<p>30/04/11</p>	<p>A comprehensive internal monitoring procedure to be implemented for both Food Hygiene and Food Standards teams.</p>	<p>Joint QA procedure prepared.</p> <p>Extension of QA process to food standards activities scheduled implementation from April 2011.</p>