

**Annex 2**

## Action Plan for Caerphilly County Borough Council (Excluding Feed Service\*)

Audit Date: 18th – 22nd January 2016

Follow up 25th- 26th October 2023

(\*) Actions arising from the audit in relation to animal feedingstuffs have not been included. A new regional feed delivery model was introduced in Wales from April 2015.

### Status Key

<b>Blue</b>	Completed
<b>Green</b>	Good Progress
<b>Amber</b>	Limited Progress
<b>Red</b>	No Progress

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>STATUS</b>	<b>PLANNED IMPROVEMENTS</b>	<b>PROGRESS TO DATE</b>	<b>OUTSTANDING</b>
3.23 (i) Ensure variances relating to lower risk food hygiene establishment interventions are identified in the service plan. [The Standard 3.1]	Blue			Completed
5.9 (i) Amend its food standards authorisations to ensure officers are correctly authorised under all appropriate legislation. [The Standard – 5.1]	Blue			Completed
(ii) Maintain records of relevant training and experience of all authorised food standards officers in accordance with the Food Law Code of Practice. [The Standard – 5.5]	Blue			Completed
Food Hygiene Rating Scheme audit actions relating to procedures	Blue			Completed
7.24 (i) Ensure that food hygiene interventions/inspections are carried out at the minimum frequency specified by the Food Law Code of Practice. [The Standard - 7.1]	Green	Plan in place to address these interventions during 16/17 - 17/18 with officer overtime/engagement of contractor.	Service recovering from impacts of Covid 19 pandemic with risk based plan in place to address backlog of interventions.	Undertake interventions in accordance with the minimum frequencies specified by the Food Law Code of Practice.

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>STATUS</b>	<b>PLANNED IMPROVEMENTS</b>	<b>PROGRESS TO DATE</b>	<b>OUTSTANDING</b>
(ii) Ensure that, where applicable, AES are undertaken and all registration forms are date stamped so that establishments are registered in accordance with the Food Law Code of Practice, centrally issued guidance, and local procedures. [The Standard – 7.2]	<b>Blue</b>	Checks undertaken as part of internal monitoring.		Completed
(iii) Fully assess the compliance of establishments in its area to the legally prescribed standards; particularly, in relation to checks on the provenance of imported food and checks on health / ID marks. [The Standard -7.3]	<b>Green</b>	Checks undertaken as part of internal monitoring.	Checks on HACCP assessment and cross-contamination controls are being adequately documented.	Document checks on imported foods and incoming health / ID marks during food safety interventions and that health mark checks are documented during approved premises inspections.
7.44 (i) Ensure that food standards establishment interventions and inspections are carried out at a frequency which is not less than that determined by the Food Law Code of Practice. [The Standard - 7.1]	<b>Green</b>	Checks undertaken as part of internal monitoring.	Service recovering from impacts of Covid 19 pandemic with risk based plan in place to address backlog of interventions.	Undertake interventions in accordance with the minimum frequencies specified by the Food Law Code of Practice.

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>STATUS</b>	<b>PLANNED IMPROVEMENTS</b>	<b>PROGRESS TO DATE</b>	<b>OUTSTANDING</b>
(ii) Carry out interventions / inspections including alternative enforcement strategy, in accordance with relevant legislation, the Food Law Code of Practice and centrally issued guidance. [The Standard - 7.2]	<b>Green</b>	Checks undertaken as part of internal monitoring.	Alternative enforcement strategy is being used in accordance with the Food Law Code of Practice.	<p>When undertaking food standards, ensure that whether the inspection is announced or unannounced is documented.</p> <p>When undertaking an announced inspection ensure that the justification for this is documented in accordance with the Food Law Code of Practice.</p>
(iii) Assess the compliance of establishments in its area to the legally prescribed standards; and ensure appropriate action is taken to follow-up non-compliance in accordance with the authority's Enforcement Policy. [The Standard – 7.3]	<b>Blue</b>	Internal monitoring to check improvements applied in practice.		Completed

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>STATUS</b>	<b>PLANNED IMPROVEMENTS</b>	<b>PROGRESS TO DATE</b>	<b>OUTSTANDING</b>
7.44 (iv) Amend the interventions procedures to provide guidance on the use of experts and AES [The Standard 7.4].	Blue			Completed
(v) Ensure that observations and/or data made in the course of an intervention/inspection are recorded in a timely manner to prevent the loss of relevant information, and that contemporaneous records of interventions are stored in such a way that they are retrievable. [The Standard – 7.5]	Blue	Checks undertaken as part of internal monitoring.		Completed
8.9 (i) Amend the food standards procedure to include target response times for food standards complaints or service requests. [The Standard - 8.1]	Blue			Completed
12.10 (i) Take appropriate action in accordance with its Enforcement Policy where food standards sample results are not considered to be satisfactory. [The Standard – 12.7]	Blue	Checks undertaken as part of internal monitoring.		Completed
13.9 (i) Amend the procedure for investigation of sporadic cases to include the required action where postal questionnaires are not returned in order to ensure compliance with centrally issued guidance. [The Standard -13.2]	Blue			Completed

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>STATUS</b>	<b>PLANNED IMPROVEMENTS</b>	<b>PROGRESS TO DATE</b>	<b>OUTSTANDING</b>
15.17 (i) Review and amend the enforcement policy to include criteria for the use of statutory notices and action in approved establishments in accordance with the relevant Codes of Practice and official guidance and include reference to businesses operated by the authority. [The Standard – 15.1]	Blue			Completed
(ii) Review, amend and implement its documented enforcement procedures to include further detail on the local arrangements for the destruction and disposal of unsafe food and provision of information in relation to alternative methods of service for food hygiene improvement notices. [The Standard - 15.2]	Blue			Completed
(iii) Ensure that food hygiene enforcement is carried out in accordance with its procedures, the Food Law Code of Practice, official guidance and centrally issued guidance. [The Standard – 15.2 & 15.3]	Blue	Checks undertaken as part of internal monitoring		Completed
(iv) Ensure all decisions on enforcement action are documented and are made following consideration of the authority's enforcement policy. Document the reasons for any departure from the criteria set-out in the Enforcement Policy. [The Standard - 15.4]	Blue	Checks undertaken as part of internal monitoring.		Completed

<b>TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)</b>	<b>STATUS</b>	<b>PLANNED IMPROVEMENTS</b>	<b>PROGRESS TO DATE</b>	<b>OUTSTANDING</b>
<p>16.9 (i) Maintain up to date accurate records of all food establishments in its area in accordance with the Food Law Code of Practice and centrally issued guidance. These records shall include reports of all interventions / inspections (including copies of food inspection reports), the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified and details of any enforcement action taken. The authority should also record, with reasons, deviations from set procedures. [The Standard – 16.1]</p>	<b>Blue</b>	<p>Checks undertaken as part of internal monitoring.</p>		
<p>19.11 (i) Extend the scope of its internal monitoring procedures for food hygiene to include AES, communicable disease investigations and officer authorisations and include AES in its food standards internal monitoring procedures together with an indication of the frequency of file monitoring activities. Implement the revised procedures. [The Standard – 19.2]</p>	<b>Green</b>	<p>Additional checks to be undertaken as part of revised internal monitoring procedure.</p>	<p>Internal monitoring procedures amended to extend scope to cover all areas. Procedures implemented to cover all areas of food standards delivery and most areas of food hygiene delivery.</p>	<p>Implement procedures to monitor all areas of food hygiene delivery, in particular, sampling and incident response activity, whilst increasing the sample size on intervention monitoring.</p>

Summary

<b>Total recommendations</b>	<b>21</b>
<b>Completed</b>	<b>16</b>
<b>Good progress</b>	<b>5</b>
<b>Limited progress</b>	<b>0</b>
<b>No action</b>	<b>0</b>
<b>Total outstanding</b>	<b>5</b>