

**Action Plan for Caerphilly County Borough Council**

**Audit Date: 18th – 22nd January 2016**

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
3.23 (i) Ensure variances relating to lower risk food hygiene establishment interventions are identified in the service plan. [The Standard 3.1]	Completed		Completed in 2016/17 Food Service Plan.
5.9 (i) Amend its food standards authorisations to ensure officers are correctly authorised under all appropriate legislation. [The Standard – 5.1]  (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]	Completed  Completed		November 2016, OP- 01 Authorisations procedure reviewed and amended. Food Standards officer authorisations amended. Non Food Standards officer authorisations added.  Completed January 2017 officer qualification and training records maintained and stored electronically..
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]  (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]	During 2016/2017 & 2017/2018	Plan in place to address these interventions during 16/17 - 17/18 with officer overtime/engagement of contractor.  Checks undertaken as part of internal monitoring.	Priority given to High Risk businesses. AES's undertaken for Low Risk businesses outside the scope of the FHRS.  Low Risk interventions ongoing.  All registration forms are date stamped on receipt.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
(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]		Checks undertaken as part of internal monitoring.	Inspection and Approved premises forms have been amended to include prompts for officers to record this information.
<p>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]</p> <p>(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]</p> <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]</p>	<p>During 2017/18</p> <p>During 2017/18</p> <p>During 2017/18</p>	<p>Checks undertaken as part of internal monitoring.</p> <p>Checks undertaken as part of internal monitoring.</p> <p>Internal monitoring to check improvements applied in practice.</p>	<p>June 2016 - Food Standards Inspections at Food Establishments Policy amended. Policy sets out how food standards inspections at Food Establishments are prioritised and how premises are selected for intervention.</p> <p>June 2016 new Food Standards OP-13 AES procedure devised and implemented. 358 out of 408 low risk food premises returned self-assessment survey forms to date.</p> <p>New Enforcement Policy circulated to staff 27/10/16. Officers have access to and follow Trading Standards Quality Manual and Food Manual procedures.</p> <p>December 16 - Internal Food Standards staff training. Covered Food Quality manual procedures including Interventions/data capture, significant breaches, Revisits, Notices and recording methods.</p>