

IMPROVEMENTS PLANNED	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	PROGRESS	ACTION TAKEN
(iii) Maintain details of internal training.	March 2004	(iii) Maintain records of internal training for each officer involved in food law enforcement. Ensure that where any training is provided, details of the content, objectives and any assessment are maintained on file. (The Standard – 5.4).	Completed	System introduced to record and evaluate all training received by officers.
(iv) Complete records of relevant academic qualifications will be maintained for all officers, in accordance with relevant Food Safety Codes of Practice.	March 2004	(iv) Maintain records of relevant academic qualifications for all officers, in accordance with the relevant Food Safety Order Codes of Practice. (The Standard – 5.5).	Completed	All records of academic qualifications of all officers are on file.

IMPROVEMENTS PLANNED	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	PROGRESS	ACTION TAKEN
<p>(i) The Council will amend its Food Standards Enforcement Policy to reflect the already adopted enforcement concordat.</p> <p>(ii) The Food Standards and Food Safety Enforcement Policies will be made more publicly available.</p> <p>(iii) Council will introduce procedural guidance for the service of emergency prohibition notices, the issue of formal cautions and prosecutions.</p>	<p>March 2004</p> <p>March 2004</p> <p>June 2004</p>	<p>3.3.9</p> <p>(i) Ensure that its Food Standards Enforcement Policy accurately reflects the Council's approach to food standards enforcement. (The Standard - 15.1).</p> <p>(ii) Ensure that its Food Standards and Food Safety Enforcement Policies or an accurate summary are made readily available to the public and food businesses in the Council's area. (The Standard – 15.3).</p> <p>(iii) Ensure that sufficiently detailed and relevant procedural guidance on service of emergency prohibition notices and the issue of formal cautions and prosecutions is available to officers and that it is in accordance with official guidance. (The Standard – 7.4).</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Food Standards Enforcement Policy reviewed and updated. Reported to E&A Cttee 6th April 2004 and approved by Council 27th April 2004.</p> <p>The Food Standards and Food Safety Enforcement Policies are available at the Town Hall and on the Council's website. A summarised form is available at reception in the Town Hall. A reference to the policies and their availability is made on inspection report forms.</p> <p>ISO documented procedure for Formal Enforcement, including formal cautions and prosecutions issued on 7th January 2005.</p> <p>ISO documented procedure for Emergency Prohibition Notices issued on 26th April 2005.</p>

IMPROVEMENTS PLANNED	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	PROGRESS	ACTION TAKEN
(iv) The Council will implement a control system for all documentation.	June 2004	(iv) Set up, maintain and implement a control system for all documentation relating to enforcement activities to ensure that up-to-date copies of the appropriate documentation, including legislation and guidance, are available to all relevant staff and superseded documents are removed from use throughout the Council. (The Standard – 4.2).	Completed	A system of controlling all documentation, in relation to enforcement activities, is operated by the Senior EHO, ensuring that up to date copies of legislation and guidance are available to relevant staff.
(i) Effective follow-up action will be implemented forthwith in respect of unsatisfactory microbiological results.	Already in place	3.4.20 (i) Ensure that consistent and effective follow-up action is taken when unsatisfactory microbiological food sampling results are obtained. (The Standard – 7.3).	Completed	A system for ensuring that all sample results are followed up with correspondence has been implemented.
(ii) Refresher training on the carrying out of formal actions including voluntary surrender of foodstuffs will be undertaken to ensure that these actions are in accordance with the relevant official guidance.	June 2004	(ii) Ensure that all formal actions, including voluntary surrender of foodstuffs, are in accordance with the relevant official guidance, the internal procedures and following consideration of the Council's enforcement policies. (The Standard – 15.2).	Completed	The procedure for dealing with voluntary surrenders has been revised to include voluntary surrender certificates to be signed by the client at time of surrender.

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(iii) The Council will introduce procedural guidance for the issue of Improvement Notices.	June 2004	(iii) Ensure that Improvement Notices are drafted and served in accordance with the requirements of Food Safety Order Code of Practice No 4: Improvement Notices and other centrally issued guidance. (The Standard – 15.2).	Completed	<p>ISO procedure for Improvement Notices issued July 2005</p> <p>Staff were trained in May 2005 on the drafting of Improvement Notices pending the introduction of ISO procedure.</p> <p>Proof of service of all Improvement Notices issued now obtained and recorded on file.</p>
(i) The Council will further develop and document internal monitoring procedures to ensure conformance with the standard.	March 2004	<p>3.5.8</p> <p>(i) Further develop the documented internal procedure to ensure that the service can verify its conformance with the Standard, relevant legislation, official guidance and the Service's own internal procedures. Implement the revised internal monitoring procedure in full. (The Standard -19.1 and 19.2).</p>	Completed	All internal monitoring activities currently undertaken have been detailed in a revised internal monitoring document.