

Updated Action Plan for Newport County Council
 Original Audit Date: 13th – 17th January 2014
 1st Follow-Up Visit Date: 5th- 6th July 2017,
 2nd Follow-Up Visit Date: 5th - 6th August 2019

Audit Visit Date: 15th -16th January 2025

Status Key

Blue	Completed
Green	Good Progress
Amber	Limited Progress
Red	No Progress

Annex 2

RECOMMENDATION	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING	
3.23 (i) Further develop the service planning arrangements, in accordance with the Service Planning Guidance in the Framework Agreement. An assessment of the resources required to deliver food and feed law enforcement services against the resources available should be included. [The Standard – 3.1]	Amber	<p>Ensure that future food service plans are developed in accordance with the Service Planning Guidance to include the following:</p> <ul style="list-style-type: none"> - within the assessment of resources, a statement of the numbers of posts required to deliver the service and the number of posts available (in terms of full-time equivalents) and distinguish numbers of qualified staff from support staff. - examine the trend of growth or reduction in expenditure involved in providing the service in real terms. - ensure figures relating to the total number of due food standards interventions required to comply with the Food Law Code of Practice are accurate and include interventions at A, B and C rated establishments, unrated establishments, and any interventions carried over from the previous year. - include all information on the previous years' performance against the service plan and any specified performance targets, standards and outcomes including for A, B and C rated establishments, unrated establishments and new businesses. - ensure all variances are identified and explained during the annual review of service delivery including those in relation to overdue programmed food hygiene interventions, unrated establishments and new businesses. - ensure that these are addressed (where necessary) as areas for improvement. 	<p>Improvements made to food standards service planning includes:</p> <ul style="list-style-type: none"> - a statement of the numbers of posts required to deliver the service and the number of posts available (in terms of full-time equivalents), distinguishing qualified from support staff; - due and overdue interventions by risk category, except for unrated premises. 	<p>Ensure that future food service plans are developed in accordance with the Service Planning Guidance to include the following:</p> <ul style="list-style-type: none"> - examination of the trend of growth or reduction in expenditure involved in providing the service in real terms. - ensure figures relating to the total number of due and overdue food standards interventions required to comply with the Food Law Code of Practice include interventions at new unrated establishments, and any interventions of unrated premises carried over from the previous year. - identification and explanations of all variances during the annual review of service delivery including those in relation to overdue programmed food standards interventions and unrated establishments. - areas for improvement that address the identified variances. 	Trading Standards

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3.23 (i) Further develop the service planning arrangements, in accordance with the Service Planning Guidance in the Framework Agreement. An assessment of the resources required to deliver food and feed law enforcement services against the resources available should be included. [The Standard – 3.1]	Green	<p>Ensure that future food service plans are developed in accordance with the Service Planning Guidance to include the following:</p> <ul style="list-style-type: none"> - within the assessment of resources, a statement of the numbers of posts required to deliver the service (in terms of full-time equivalents) and distinguish numbers of qualified staff from support staff. - examine the trend of growth or reduction in expenditure involved in providing the service in real terms. - ensure figures relating to the total number of due food hygiene interventions required to comply with the Food Law Code of Practice include interventions at D and E rated establishments and include any interventions carried over from the previous year. - include all information on the previous years' performance against the service plan and any specified performance targets, standards and outcomes including for D and E rated establishments. - ensure all variances are identified and explained during the annual review of service delivery including those in relation to overdue programmed food hygiene interventions and new businesses. - ensure that these are addressed (where necessary) as areas for improvement. 	<p>Improvements made to food standards service planning includes:</p> <ul style="list-style-type: none"> - a statement of the numbers of posts required to deliver the service and the number of posts available (in terms of full-time equivalents), distinguishing qualified from support staff; - due and overdue interventions by risk category. 	<p>Ensure that future food service plans are developed in accordance with the Service Planning Guidance to include the following:</p> <ul style="list-style-type: none"> - examination of the trend of growth or reduction in expenditure involved in providing the service in real terms. 	Environmental Health

RECOMMENDATION	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING	
5.12 (ii) Review and update authorisation documents to ensure they include references to all relevant and up to date legislation and are consistent with officers' duties, qualifications, training, experience and the relevant Code of Practice. [The Standard – 5.1 and 5.3]	Blue	Completed.			Environmental Health
5.12 (v) Maintain records of relevant academic or other qualifications, training and experience of each authorised officer in accordance with the relevant Codes of Practice. [The Standard – 5.5]	Blue	Completed.			Environmental Health

RECOMMENDATION	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING	
7.19 (i) Ensure that food premises interventions/inspections are carried out at the minimum frequency specified by the Food Law Code of Practice [The Standard – 7.1]	Green	Ensure all businesses including D and E rated establishments receive an appropriate intervention at the correct frequency.	Numbers of outstanding interventions reduced. Risk-based plan in place to re-align with intervention frequencies of Code by end 2025/26.	Ensure all businesses including D and E rated establishments receive an appropriate intervention at the correct frequency.	Environmental Health
7.19 (ii) Carry out interventions/inspections in accordance with relevant codes of practice and centrally issued guidance, and the authorities policies and procedures. [The Standard - 7.2]	Blue	Ensure that premises are approved, in all cases, in accordance with relevant codes of practice, centrally issued guidance, and the authorities policies and procedures. Ensure evidence in support of approval decisions are available; including records of inspection.	Premises had been approved in line with the code, files included evidence of approval and inspection reports.	Completed.	Environmental Health

RECOMMENDATION	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING	
7.19 (iii) Assess the compliance of establishments to the legally prescribed standards and ensure that observations made in the course of an inspection are recorded in a timely manner to prevent loss of relevant information. [The Standard – 7.3 & 7.5]	Blue	Ensure records consistently reflect thorough assessments in relation to HACCP, imported foods and incoming food supplies.	Records included a thorough assessments of HACCP, imported foods and details of incoming food supplies.	Completed.	Environmental Health
7.33 (i) Ensure that food premises interventions are carried out at a frequency not less than that determined under the intervention rating scheme set out in the Food Law Code of Practice. [The Standard -7.1]	Green	Ensure that all businesses including medium-risk, low-risk and unrated establishments receive an appropriate intervention at the correct frequency.	Numbers of outstanding interventions reduced. Risk-based plan in place to re-align with intervention frequencies of Code by end 2024/25.	Ensure that all businesses including medium-risk, low-risk and unrated establishments receive an appropriate intervention at the correct frequency.	Trading Standards

RECOMMENDATION	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING	
7.33 (iv) Review its inspection procedure to provide officers with guidance on the matters officers should have regard to during food standards inspections, and include within the revisit policy the criteria to be considered when determining whether follow-up action should take place and the timing of follow-up. [The Standard – 7.4]	Blue	Completed.			Trading Standards

RECOMMENDATION	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING	
15.23 (ii) Ensure that food hygiene law enforcement is carried out in accordance with the Food Law Code of Practice, centrally issued guidance and the authority's own documented procedures. [The Standard – 15.2 & 15.3]	Green	<p>Ensure signed copies of hygiene improvement notices are consistently retained and that compliance with hygiene improvement notices is consistently confirmed in writing.</p> <p><i>Ensure infringement reports are consistently prepared prior to taking decisions on Simple Caution.</i></p>	<p>Signed copies of hygiene improvement notices had been retained and compliance was confirmed in writing in some cases.</p> <p>Infringement reports had been prepared prior to taking decisions on Simple Caution.</p>	Ensure that compliance with hygiene improvement notices is consistently confirmed in writing.	Environmental Health

<p>16.15 (i) Maintain up to date & accurate records in retrievable form on all food premises in its area in accordance with the Food Law Code of Practice & centrally issued guidance. These records shall include reports of all interventions, 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, results of any sampling, details of any complaints and actions taken & relevant food registration information. [The Standard -16.1]</p>	<p>Green</p>	<p>Ensure revised templates are used during interventions in order to provide details of a senior officer, a clear distinction between legal requirements and recommendations and timescales for compliance.</p>	<p>Intervention pro-forma's distinguished between legal requirements and recommendations. Timescale for compliance and senior officer details were documented on some reports.</p>	<p>Ensure that templates that contain details of the senior officer are used during interventions and that a timescale for compliance is recorded.</p>	<p>Trading Standards</p>
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RECOMMENDATION	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING	
	Blue	Ensure approved establishment files consistently contain supplier and product lists and product withdrawal plans.	Approval files contained previously missing information.	Completed.	Environmental Health

RECOMMENDATION	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING	
19.17 (i) Review and implement documented internal monitoring procedures for food standards and feed to verify of its performance with the Standard, relevant legislation, the relevant Codes of Practice, centrally issued guidance and its own documented policies and procedures. [The Standard – 19.1 and 19.2]	Green	Ensure all elements of internal monitoring contained within the procedure are implemented, including accompanied inspections.	Internal monitoring system being refreshed and includes accompanied inspections.	Ensure all elements of service delivery are subject to internal monitoring in a risk based manner in accordance with the re-developed procedure.	Trading Standards

Summary

	Total	EH	TS
Recommendations	11	8	5

Completed	5	5	1
Good Progress		3	3
Limited Progress		0	1
No Action Taken		0	0
Total Outstanding	6	3	4