

Annex 2

Action Plan for Powys County Council (Excluding Feed Service*)

Audit Date: 25th – 29th November 2013,

Follow-Up Visit Date: 10th – 11th January 2017

Audit Visit Date: 6 - 7 December 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

Blue	Completed
Green	Good Progress
Amber	Limited Progress
Red	No Progress

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
<p>3.18 The authority should:</p> <p>(i) Ensure that future Food and Feed Law Enforcement Service Plans are developed in accordance with the Service Planning Guidance in the Framework Agreement. In particular the number of planned interventions due should be provided, including alternative interventions, an estimate of new business inspections and revisits that will be required to meet the requirements of the Food and Feed Law Codes of Practice. Further, more detailed information about the costs of providing food and feed services should be provided. A robust analysis of the resources required against those available, and plans to address any shortfalls identified should be included. [The Standard – 3.1]</p>	<p>Green</p>	<p>Ensure that the Service Delivery plan is further developed in accordance with the service planning guidance to include an analysis of the resource available against the resource required to deliver the service in full and where relevant plans to address any shortfall identified.</p> <p>In addition, the targets set for new businesses interventions require review to ensure compliance with the Food Law Code of Practice.</p> <p>In relation to food hygiene interventions further information should be provided within the plan in relation to the total number of E rated premises due in the current year, the total overdue and plans to address any shortfall.</p> <p>In relation to Food Standards interventions further information should be included in relation to the total number of overdue premises which require an intervention. Auditors noted that currently only 2014/15 overdue data is reported.</p>	<p>Plan includes an assessment of resource shortfalls for both services.</p> <p>Accurate new business targets have been included within the plan.</p> <p>The total number of overdue food hygiene and due Category E interventions have been provided.</p>	<p>Ensure a plan to address any shortfall in resources is included in the service plan along with a plan to address the interventions shortfall in order to fully re-align with the Food Law Code of Practice.</p> <p>Ensure the plan states the correct total number of overdue food standards inspections.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
(ii) In respect of food standards and feed, carry out a documented review of its performance based on the Service Delivery Plan at least once a year, which should be subject to approval by the relevant member forum or delegated senior officer. Where any variances are identified these should be addressed in its subsequent Service Plan. [The Standard – 3.2 & 3.3]	Blue	Completed		
4.6 The authority should: (i) Ensure all documented policies and procedures are reviewed at regular intervals. [The Standard – 4.1]	Blue	Completed		
(ii) Extend its document control system to include food standards and feed enforcement activities. [The Standard – 4.2]	Blue	Completed		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
5.15 The authority should: (i) Review, amend and implement its procedure for the authorisation of food standards and feed officers to ensure the criteria for determining officer competencies and its approach to new and returning officers is included. [The Standard – 5.1]	Blue	Completed		
Food Hygiene Rating Scheme audit actions relating to authorised officers.	Blue		Officers receiving consistency training	Completed
6.11 The authority should: (i) Ensure that the acceptable tolerance limits prescribed in the Food Law Practice Guidance are observed when undertaking calibration checks of thermometers and that any equipment that exceeds the tolerance is removed from service. [The Standard - 6.2]	Blue	Completed		
Food Hygiene Rating Scheme audit actions relating to database procedures.	Blue		FHRS procedure includes section on upload of sensitive information.	Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
(ii) Ensure systems are in place to prevent the loss of food standards risk rating data from its database. [The Standard - 6.4]	Blue	Completed		
7.19 The authority should: (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]	Amber	Ensure that food hygiene interventions / alternative enforcement strategy work is carried out at the minimum frequency specified by the Food Law Code Practice. A plan to deal with the significant number of overdue E rated premises (as per database) should be developed and implemented as a priority. Where relevant, ensure that AES is undertaken and reported in accordance with the Food Law Code of Practice.	Plan to tackle Category E rated establishments inadequate to address the backlog.	Ensure that food hygiene interventions / alternative enforcement strategy work is carried out at the minimum frequency specified by the Food Law Code Practice.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
Food Hygiene Rating Scheme audit actions relating to intervention procedures	Blue		Procedures amended to include method of prioritising unrated premises, communication of risk ratings to multi-site businesses, notifications of ratings within the authority, advice on conspicuous display, rating display checks, display checks in multi-occupied premises, checks that previous ratings are no longer being displayed and revising ratings from visits other than inspections.	Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
(ii) Carry out interventions/inspections in accordance with the Food Law Code of Practice, centrally issued guidance, and the authority's policies and procedures. [The Standard – 7.2]	Blue	Ensure that officers record relevant details in relation to assessment of compliance for HACCP assessment, E. coli O157 guidance assessment and recording of raw material health mark checks by officers.	Evidence of thorough assessments of HACCP, E.coli O157 guidance and raw material health marks available.	Completed
(iii) Ensure that observations made in the course of an inspection are recorded in a timely manner to prevent loss of relevant information. [The Standard – 7.5]	Blue	Ensure that all relevant information relating to officers assessments of compliance are recorded and retrievable as per above recommendation.	Assessment records available.	Completed
7.35 The authority should: (i) Ensure that food standards interventions are planned and 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]	Amber	Ensure that all food establishments receive a food standards intervention at the minimum frequency as specified by the Food law Code of Practice. Develop a plan to address the significant number of establishments that are currently overdue an intervention including unrated premises.	Plan developed to address part of the backlog of overdue interventions. Inadequate to fully address the backlog and does not include all premises not yet rated.	Ensure that all food establishments receive a food standards intervention at the minimum frequency as specified by the Food law Code of Practice.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
(ii) Carry out interventions/inspections of establishments in accordance with the relevant legislation, the Food Law Code of Practice, and centrally issued guidance. In particular, ensure that the alternative enforcement strategy and risk rating scheme applied are consistent with the requirements of the Food Law Code of Practice. [The Standard - 7.2]	Blue	Completed		
(iii) Assess the compliance of establishments and systems to the legally prescribed standards. [The Standard - 7.3]	Blue	Completed		
(iv) Setup, maintain and implement a documented procedure detailing its approach to alternative enforcement strategy for food standards. [The Standard - 7.4]	Blue	Ensure that a documented procedure is setup, maintained and implemented in accordance with the Food law Code of practice should AES be introduced.	Procedure developed that meets the requirements. Inspections currently being undertaken.	Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
(v) Ensure that observations made and/or data obtained in the course of an inspection/intervention are recorded in a timely manner to prevent loss of relevant information. [The Standard – 7.5]	Blue	Completed		
8.9 The authority should: (i) Investigate food hygiene complaints in accordance with its documented complaints procedures. [The Standard – 8.2]	Blue	Ensure that all food hygiene complaints are investigated in accordance with the relevant procedure. Any deviation in relation to the procedure should be followed up or documented in line with the relevant procedures.	Complaints investigated in accordance with procedure.	Completed
12.15 The authority should: (i) Take appropriate action in accordance with its Enforcement Policy where food standards and feed sample results are not considered to be satisfactory. [The Standard – 12.7]	Blue	Completed		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
15.19 The authority should: (i) Review, revise and implement its documented Enforcement Policy, in accordance with the relevant Codes of Practice and other official guidance. [The Standard -15.1]	Blue	Ensure that the Enforcement policy or separate procedures are available to provide officers with information in relation to the criteria required for different types of food standards enforcement options.	Criteria for each enforcement option provided either in Policy or procedure.	Completed
(ii) Ensure that food 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 and 15.3]	Green	Ensure that all aspects of Food Law Enforcement are undertaken in accordance with the Food Law Code of Practice. Specifically, ensure proof of service is available for Hygiene Improvement Notices, local court details are recorded on Remedial Action Notices and that voluntary closures undertaken on food establishments are subjected to checks on compliance.	Voluntary closures subject to compliance checks. System in place for proof of service of notices but inconsistently applied to Hygiene Improvement Notices.	Ensure proof of service is available consistently for Hygiene Improvement Notices and local court details are recorded on Remedial Action Notices.
(iii) Ensure all decisions on enforcement action are made following consideration of the authority's Enforcement Policy and the reasons for departure from the criteria set-out in the policy are documented. [The Standard -15.4]	Blue	Completed		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
Food Hygiene Rating Scheme audit actions relating to report letters & safeguards	Blue		Report letters include full validity and appeal information.	Completed
<p>16.11 The authority should:</p> <p>(i) Maintain adequate records and reports on food standards interventions for all relevant food establishments in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 16.1]</p>	Blue	Ensure that food standards reports contain all necessary information as specified in the Food Law Code of Practice including; documents examined, differentiation between legal requirements and recommendations and legislation under which interventions are undertaken.	Reports include documents examined, differentiation between legal requirements and recommendations and legislation under which interventions are undertaken.	Completed
<p>19.8 The authority should:</p> <p>(i) Set-up, maintain and implement documented internal monitoring procedures for the delivery of food standards and feed services, in accordance with Article 8 of Regulation (EC) No. 882/2004 (Official Feed and Food Controls), the relevant Codes of Practice and centrally</p>	Blue	Completed		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
issued guidance. [The Standards – 19.2]				
(ii) Verify its conformance with the Standard, relevant legislation, the relevant Codes of Practice, relevant centrally issued guidance and the authority's own documented policies and procedures in respect of the delivery of food standards and feed. [The Standard – 19.2]	Blue	Completed		
(iii) Ensure internal monitoring records relating to food standards and feed are made and kept for at least 2 years. [The Standard – 19.3]	Blue	Completed		
Food Hygiene Rating Scheme audit actions relating to internal monitoring	Blue		Procedure includes persons responsible for monitoring, reference to an annual schedule of checks and checks that FHRS safeguards issued.	Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	FURTHER PROGRESS TO DATE	OUTSTANDING
			Evidence of internal monitoring available.	

Summary.

Total Recommendations	29
Completed	25
Good Progress	2
Limited Progress	2
No action	0
Untested	0
Total Outstanding	4