

Annex 2

Action Plan for City and County of Swansea Council (Excluding Feed Service*)

Audit Date: 3rd – 7th November 2014,
1st follow-up 4th- 5th December 2018

Audit visit date: 15th – 16th November 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
3.36 (i) Ensure future Food Law Enforcement Plans in respect of <i>food standards</i> are developed fully in accordance with the Service Planning Guidance in the Framework Agreement. [The Standard – 3.1]	Green	<p>Ensure future service plans provide detail in relation to the costs of operating the service in accordance with the Service Planning Guidance.</p> <p>Ensure figures relating to the total number of food establishments and the numbers of due food standards interventions by risk category are accurate in future service plans. Ensure the assessment of resources required against those available is based on up to date and accurate information that covers all food standards work activities.</p>	<p>Additional information on service costs provided.</p> <p>Overall figure for required resources provided.</p>	<p>Total number of food standards establishments and total number of unrated establishments due for an intervention need to be stated accurately, to include premises intended to be addressed by either team.</p> <p>A breakdown of the required resources should be provided ensuring that it estimates the demand from all activities.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
3.36 (ii) Carry out an annual <i>food standards</i> performance review for approval by the relevant member forum or, the relevant senior officer. [The Standard – 3.2]	Green	Ensure future annual reviews include all information on the previous year’s performance against the service plan and any specified performance targets, standards and outcomes.	A review section had been provided, including performance of inspection activities.	Clearly state, the number of outstanding inspections carried over into the new planning year for each category and also include a review of non primary inspection activities such as sampling an service requests.
3.36 (iii) Address any variance in meeting planned arrangements for <i>food standards</i> in subsequent Service Plans. [The Standard – 3.3]	Blue	Ensure all variances are identified and explained during the annual review of service delivery including those in relation to category B and C rated food standards interventions due within the year and the inspection of new and unrated establishments. Ensure that these are addressed (where necessary) as areas for improvement.		Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
5.12 (i) Set up, maintain and implement a documented procedure for the authorisation of officers based on their competence. Review and if necessary amend the authorisations and duties of the two <i>food standards</i> officers unable to demonstrate that they have the required qualifications or have attended training consistent with their duties. Review and amend the <i>authorisations</i> of food hygiene, <i>food standards</i> and feed officers to ensure that all relevant legislation is included. [The Standard – 5.1]	Blue	Completed.		
5.12 (ii) Maintain records of <i>food standards</i> officer qualifications, training and experience in accordance with the Codes of Practice. [The Standard – 5.5]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
6.10 (i) Ensure that equipment is removed from service when found to have exceeded tolerances identified in the authority's procedure [The Standard – 6.2]	Blue	Completed.		
7.24 (i) Ensure that food establishment interventions / inspections are carried out at the minimum frequency set out in the Food Law Code of Practice. [The Standard -7.1]	Amber	Ensure all establishments, including low-risk establishments, receive an appropriate intervention at the correct frequency. Ensure that all unrated establishments receive an initial inspection to determine their intervention rating.	Interventions at categories A-B (high risk) were broadly being conducted at the correct frequency.	Ensure all establishments, including Category C (high risk), D (medium risk) and E (low-risk) establishments, receive an appropriate intervention at the correct frequency. Ensure that all unrated establishments receive an initial inspection to determine their intervention rating.
Food Hygiene Rating Scheme audit actions relating to intervention procedures	Blue			Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
7.24 (ii) Carry out interventions/inspections in accordance with the Food Law Code of Practice, centrally issued guidance, and its own policies and procedures. [The Standard – 7.2]	Blue	Ensure that red-flagging is consistently undertaken where appropriate. Ensure that the core elements of a business’s HACCP are consistently retained including at all Critical Control Points (CCPs).		Completed
7.24 (iii) Assess the compliance of establishments in its area to the legally prescribed standards; and take appropriate action on any non-compliance found, in accordance with the authority’s Enforcement Policy. [The Standard -7.3]	Green	Ensure that assessments are consistently undertaken of health / identification marks for incoming foods in both approved and registered establishments. Ensure that assessments are also consistently undertaken for imported foods.	Assessments being undertaken in registered premises. Aide memoire adapted to include assessments of incoming traceability / health marks in approved premises.	Implement use of new approval aide memoire to include incoming traceability / health marks.
7.24 (iv) Further develop its procedures in relation to partial inspections and bringing forward inspections. [The Standard – 7.4]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
7.41 (i) Risk rate food establishments in accordance with the requirements of the Food Law Code of Practice and ensure interventions/inspections are carried out at a frequency, which is 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 all establishments, including low-risk establishments, receive an appropriate intervention at the correct frequency. Ensure that all unrated establishments receive an initial inspection to determine their intervention rating.	Interventions at categories A (high risk) were broadly being conducted at the correct frequency.	Ensure all establishments, including Category B (medium risk) and C (low-risk) establishments, receive an appropriate intervention at the correct frequency. Ensure that all unrated establishments receive an initial inspection to determine their intervention rating, regardless of which team they are allocated to.
7.41 (ii) Carry out Alternative Enforcement Strategies (AES) in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 7.2]		Ensure that businesses selected for AES are eligible and that information is gathered to provide surveillance on business activities. Ensure that intervention dates are updated only where AES intervention has been undertaken and that risk ratings are not awarded.	Not able to be assessed on this occasion.	Ensure that businesses selected for AES are eligible and that information is gathered to provide surveillance on business activities. Ensure that intervention dates are updated only where AES intervention has been undertaken and that risk ratings are not awarded.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
7.41 (iii) Assess the compliance of establishments in its area to legally prescribed standards. [The Standard - 7.3]	Blue	Ensure that thorough assessments are consistently undertaken in relation to labelling, composition and traceability.		Completed
7.41 (iv) Set-up, maintain and implement documented procedures for the full range of interventions it carries out. [The Standard – 7.4]	Blue	Amend draft AES procedure to ensure it includes appropriate information on eligibility of selected establishments, surveillance of business activities and alteration of risk ratings and due dates.		Completed
7.41 (v) Ensure observations made in the course of an inspection are recorded in a timely manner to prevent loss of relevant information. [The Standards – 7.5]	Blue	Ensure observations of assessments of compliance consistently reflect the nature each assessment made.		Completed
8.7 (i) Amend its food standards complaint procedure to include reference to complaints about food originating in other EU and third countries. [The Standard – 8.1]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
8.7 (ii) Investigate food standards complaints in accordance with the Food Law Code of Practice, centrally issued guidance and the authority's policies and procedures and take appropriate action in response to food standards complaints in accordance with its Enforcement Policy. [The Standard – 8.2 and 8.3]	Blue	Completed.		
12.17 (i) Amend its food standards sampling procedure ensuring they i) include arrangements for the procurement or purchase of samples, continuity of evidence and the prevention of deterioration or damage to samples whilst under its control and ii) accord with any centrally issued or relevant guidance, and the Codes of Practice. [The Standard –12.5]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
12.17 (ii) Take appropriate action in accordance with its own procedure where microbiological sample results are borderline. [The Standard – 12.7]	Blue	Ensure that appropriate actions are consistently undertaken in relation to all sample results.		Completed
13.7 (i) Ensure that its procedure for the investigation of foodborne disease is implemented in all cases. [The Standard -13.2]	Blue	Completed.		
14.8 (i) Notify the FSA of any wider food safety problem in accordance with the Food Law Code of Practice. [The Standard – 14.5]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
15.19 (i) Review and amend its Enforcement Policy to include criteria for the use of statutory notices. Ensure the Policy is approved by the relevant member forum or senior manager and implemented with regard to pursuing graduated enforcement in the event of significant and / or ongoing non-compliance. [The Standard – 15.1]	Blue	Approve the amended enforcement policy.		Completed
Food Hygiene Rating Scheme audit actions relating to enforcement procedures	Blue			Completed
15.19 (ii) Set-up, maintain and implement documented procedures for imported food and food standards Improvement Notices in accordance with the relevant Codes of Practice and centrally issued guidance. [The Standard – 15.2]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
15.19 (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	Completed.		
15.19 (iv) Ensure all decisions on enforcement action 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	Completed.		
16.7 (i) Record, with reasons, deviations from set procedures. [The Standard – 16.1]	Blue	Completed.		
Food Hygiene Rating Scheme audit actions relating to report letters & safeguards	Blue			Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
16.13 (i) Ensure that food standards post inspection report forms provided to businesses following interventions / inspections contain all of the information required by the Food Law Code of Practice. [The Standard - 16.1]	Blue	Ensure reports include contact details for the senior officer, a clear distinction between legal requirements and recommendations and timescales for compliance. Ensure reports consistently include the action to be taken by the authority.		Completed
17.5 (i) Record all complaints received together with the actions taken in response [The Standard -17.3]	Blue	Completed.		
19.15 (i) Fully implement its internal monitoring procedures for food hygiene and food standards and verify its conformance with the Standard, relevant legislation, the Codes of Practice, relevant centrally issued guidance and its own documented policies and procedures. [The Standard – 19.1 and 19.2]	Green	Ensure the internal monitoring procedures are fully implemented to improve the qualitative assessment of the full range of food hygiene and standards activities.	Some monitoring of food hygiene and standards interventions and service requests.	Ensure monitoring of inspections and service requests continued and expanded to include all officers, a larger sample size, quality checks on sample follow up activity, infectious disease investigations and formal enforcement notices. Also undertake in depth database checks.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	OUTSTANDING (previous)	Further progress to date	Outstanding
19.15 (ii) Maintain records of internal monitoring for at least 2 years [The Standard – 19.3]	Green	Maintain records of internal monitoring indicating what was monitored, the outcome of each assessment and the feedback issued to officers.		Ensure that records are available to evidence the above monitoring checks.

Summary

Total Recommendations	33
Completed	25
Good Progress	5
Limited Progress	2
No action	0
Untested	1
Total Outstanding	8