

Annex 2

Action Plan for Merthyr Tydfil County Borough Council (Excluding Feed Service)

Audit Date: 23rd – 27th May 2016

Follow up 10th- 11th January 2024

Status Key

Blue	Completed
Green	Good Progress
Amber	Limited Progress
Red	No Progress

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING
<p>3.24 (i) Ensure future Service Plans for food hygiene and food standards are developed in accordance with the Service Planning Guidance in the Framework Agreement. In particular, an estimate of the resources required to deliver the services against those available should be provided. Also, ensure the improvements include actions to address the variances identified. [The Standard – 3.1]</p>	<p>Green</p>		<p>Unrated hygiene premises included in service demand and plan addresses where a standards visit becomes due first.</p> <p>Plan includes a combined assessment of resource shortfalls for hygiene and standards functions.</p> <p>Overall budget trend and a breakdown of service costs have also been included.</p> <p>Areas for improvements have mostly addressed the variances identified.</p>	<p>Provide clarity on the demand created by premises unrated for food standards.</p> <p>Ensure all variances are addressed in the areas for improvement. The absence of food standards sampling resources needs to be addressed.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING
Food Hygiene Rating Scheme audit actions relating to Service Planning.	Blue		The number and categories of outstanding food hygiene interventions have been provided.	Completed
4.6 (i) Ensure that its Enforcement Policy is updated at regular intervals in accordance with its document control procedures. [The Standard – 4.1]	Blue	5 year review of enforcement policy due to go before Council on 26/3/19		Completed
Food Hygiene Rating Scheme audit actions relating to database procedures.	Blue		Database back-up procedures in place.	Completed
5.8 (i) Ensure food enforcement officers are properly authorised under all appropriate legislation and in accordance with the Food Law Code of Practice. [The Standard – 5.1]	Blue	Authorisation of food enforcement officers under statutes requiring specific authorisation, in particular legislation made under the European Communities Act 1972, to be reviewed and updated.		Completed
7.22 (i) Ensure that food hygiene interventions/inspections and AES are carried out at the minimum frequencies specified by the Food Law Code of Practice. [The Standard -7.1]	Green		Service recovering from impacts of Covid 19 pandemic with risk based plan in place to address backlog of interventions.	Undertake interventions in accordance with the minimum frequencies specified by the Food Law Code of Practice.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING
Food Hygiene Rating Scheme audit actions relating to procedures.	Blue			Completed
7.22 (ii) Ensure that, where applicable, approval of establishments and application of risk ratings are undertaken consistently in accordance with the Food Law Code of Practice, centrally issued guidance, and local procedures. [The Standard – 7.2]	Blue			Completed
7.22 (iii) Fully assess the compliance of establishments in its area to the legally prescribed standards; particularly, in relation to the assessment of HACCP requirements, discussions with food handlers, checks on health / ID marks and assessment of product recall/withdrawal arrangements [The Standard -7.3]	Blue			Completed
7.22 (iv) Ensure that observations made and/or data obtained in the course of a food hygiene inspection including the size, scale and scope of activities are recorded in a timely manner to prevent the loss of relevant information. [The Standard – 7.5]	Blue			Completed
Food Hygiene Rating Scheme audit actions relating to inspection reports.	Blue			Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING
7.37 (i) Ensure that food standards risk ratings are consistent with the information held on file. [The Standard – 7.2]	Blue			Completed
8.8 (i) Ensure that complainants are informed of the outcome of food hygiene and food standards complaint investigations [The Standard 8.2]	Blue			Completed
12.11 (i) Develop further its documented sampling procedure to include information relating to equipment, sampling foods in different states, the procurement, continuity of evidence and prevention of deterioration or damage to samples whilst under its control. [The Standard – 12.5]	Blue			Completed
12.11 (ii) Ensure sampling is carried out in accordance with legislation, the Food Law Code of Practice, centrally issued guidance and its own documented procedure; in particular notifying food business operators and other authorities of the results of examination / analysis [The Standards – 12.6]	Blue			Completed

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING
13.9 (i) Further develop the procedure for the investigation of sporadic cases of food related infectious disease to include local arrangements with specific reference to the process of investigation. [The Standard -13.2]	Blue			Completed
15.15 (i) Set up, maintain and implement documented procedures for follow up and enforcement actions in accordance with the Food Law Code of Practice and official guidance. [The Standard - 15.2]	Blue	Review existing notices for inland control of imported food in light of any necessary changes resulting from EU Exit.	Documented enforcement procedures have been developed for all enforcement options.	Completed
15.15 (ii) Ensure that food hygiene enforcement is carried out in accordance with the Food Law Code of Practice, centrally issued guidance and local procedures. [The Standard –15.3]	Green		Remedial Action Notices applied correctly. No Voluntary closures and Simple Cautions were undertaken within the scope of the audit and therefore remain untested.	Ensure timely checks on Hygiene Improvement Notice compliance are consistently undertaken and written confirmation of compliance is issued. Ensure that voluntary closure agreements are made in writing and Simple Caution files are fully compiled.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	STATUS	PLANNED IMPROVEMENTS	PROGRESS TO DATE	OUTSTANDING
15.15 (iii) Ensure all decisions on enforcement action are documented and made following consideration of its Enforcement Policy. Document the reasons for any departure from the criteria set out in the Enforcement Policy. [The Standard - 15.4]	Blue			Completed
Food Hygiene Rating Scheme audit actions relating to fixed penalty notices.	Blue			Completed
Food Hygiene Rating Scheme audit actions relating to internal monitoring.	Blue			Completed

Summary

Total recommendations	21
Completed	18
Good progress	3
Limited progress	0
No action	0
Total outstanding	3