

Updated Action Plan for Wrexham County Borough Council
Audit Date: 6th – 10th February 2017
1st follow-up: 4th-5th September 2018

Audit date: 4th-6th November 2025

Status Key

Blue	Completed
Green	Good Progress
Amber	Limited Progress
Red	No Progress

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
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. [The Standard – 3.1]	Blue	Completed.		
3.24 (ii) Ensure the annual performance review includes all information on the previous year's performance against the food service plan and any specified performance targets, standards and outcomes. [The Standard – 3.1]	Blue	Completed.		
3.24 (iii) Ensure all variances in meeting the food service plan is addressed in its subsequent plan. [The Standard – 3.3]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
4.6 (i) Ensure that the policies and procedures are updated with current information and references and are reviewed at regular intervals in accordance with document control procedures. [The Standard – 4.1 & 4.2]	Blue	Completed.		
5.9 (i) Ensure an appropriate number of authorised officers are appointed to deliver food hygiene and food standards official controls in accordance with the Food Law Code of Practice. [The Standard – 5.3]	Amber	Ensure an appropriate number of authorised officers are appointed to deliver food hygiene and food standards official controls.	Number of officers required has been assessed.	Ensure an appropriate number of authorised officers are appointed to deliver food hygiene and food standards official controls.
7.29 (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]	Green	Ensure all establishments including low-risk establishments receive an appropriate intervention at the correct frequency.	Intention to re-align with intervention frequencies of Code by end 2025/26.	Ensure all establishments including low-risk establishments receive an appropriate intervention at the correct frequency.

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
7.29 (ii) Carry out food hygiene interventions / inspections in accordance with the Food Law Code of Practice, centrally issued guidance and its procedures. In particular, ensure that, where applicable, intervention risk rating and revisits are undertaken consistently in accordance with the Food Law Code of Practice, centrally issued guidance, and local procedures. [The Standard – 7.2]	Blue	Completed.		
7.29 (iii) Fully assess the compliance of establishments in its area to the legally prescribed standards. [The Standard – 7.3]	Amber	Ensure consistent assessments of health / identification marks for incoming foods. Ensure full assessments are consistently undertaken at all Critical Control Points (CCPs) and for incoming imported foods (non-approved premises).	HACCP assessments made. No information on ID/ Health marks	Ensure consistent assessments of health / identification marks for incoming foods.

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
7.29 (iv) Ensure that the documented procedures for interventions are reviewed to include reference to the local arrangements for red flagging, timescales for revisits and home/originating authority liaison arrangements. Additionally, develop an intervention procedure in accordance with the food law code or practice and centrally issued guidance for the approval of establishments and for its alternative enforcement strategy. [The Standard – 7.4]	Blue	Completed.		
7.29 (v) Ensure that observations made and/or data obtained in the course of a food hygiene intervention/inspection are recorded in a timely manner to prevent the loss of relevant information. [The Standard – 7.5]	Amber	Ensure that observations are consistently recorded in relation to assessments at CCPs, checks on incoming health / ID marks and imported foods (non-approved premises)	HACCP assessments observations made. No information on ID/ Health marks	Ensure that observations are consistently recorded in relation to checks on incoming health / ID marks and imported foods (non-approved premises)

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
7.48 (i) Ensure that food standards interventions/inspections are carried out at the minimum frequency specified by the Food Law Code of Practice. [The Standard – 7.1]	Amber	Ensure all establishments including medium-risk establishments and unrated establishments (including those that have been brought into the scope of the programme) receive an appropriate intervention at the correct frequency.	Intention to re-align with intervention frequencies of Code by end 2025/26. However, resilience risks and the additional resources needed to address non-compliance in businesses makes re-alignment uncertain.	Ensure all establishments receive an appropriate intervention at the correct frequency.
7.48 (ii) Carry out food standards interventions/inspections in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 7.2]	Green	Ensure all risk ratings are consistent with findings.	Progress made but not all premises accurately rated	Ensure all risk ratings are consistent with findings.
7.48 (iii) Assess the compliance of establishments in its area to the legally prescribed standards [The Standard – 7.3]	Blue	Completed.		
7.48 (iv) Develop an intervention procedure in accordance with the food law code or practice and centrally issued guidance. [The Standard – 7.4].	Blue	Completed.		

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
7.48 (v) Ensure that observations made and/or data obtained in the course of a food standards intervention/inspection are recorded in a timely manner to prevent the loss of relevant information. [The Standard – 7.5]	Blue	Completed.		
8.8 (i) Amend its food hygiene procedure to include local arrangements for dealing with complaints regarding the condition of premises and time frames for responding to complaints. Additionally, the authority should create and implement a food standards procedure in accordance with the Food Law Code of Practice and other centrally issued guidance. [The Standard – 8.1]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
8.8 (ii) Ensure that food standards complaints or service requests are investigated in accordance with the relevant Code of Practices, centrally issued guidance and the Authority's policies and procedures. [The Standard – 8.2]	Blue	Completed		
11.3 (i) Review and update its database management procedure. [The Standard – 11.2]	Blue	Completed.		
12.11 (i) Review, amend and implement its sampling policy for the microbiological examination and chemical analysis of food in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 12.4]	Blue	Completed.		

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
12.11 (ii) Review, amend and implement its documented procedure for microbiological sampling and chemical analysis of foods in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 12.5]	Blue	Completed.		
12.11 (iii) Carry out food hygiene and food standards sampling in accordance with its documented sampling policy, procedures and programme. [The Standard – 12.6]	Amber	Ensure that appropriate action is taken in relation to adverse food standards sample results; including notification of results to all relevant parties.	Sample results were notified to all relevant parties	Ensure that appropriate action, including further investigations, are fully undertaken.

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
13.9 (i) Review the procedure for investigation of sporadic cases of food related infectious disease to ensure that all notifications, including Campylobacter, are investigated in accordance with centrally issued guidance. Ensure that the procedure is fully implemented to include investigation of and follow-up of all notifications. [The Standard – 13.2]	Blue	Completed.		
15.19 (i) Review and amend its enforcement policies to include details of its arrangements for ensuring compliance with food hygiene and food standards requirements in establishments where it is the food business operator and the food safety enforcement policy is approved by the appropriate member forum. [The Standard – 15.1]	Red	Ensure the enforcement policy includes criteria for each of the food enforcement options. This may be done by adding criteria contained in the food enforcement procedure as an appendix to the public protection policy.	No change.	Ensure the enforcement policy includes criteria for each of the food enforcement options. This may be done by adding criteria contained in the food enforcement procedure as an appendix to the public protection policy.

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
<p>15.19 (ii) Review, amend and implement its Hygiene Improvement Notices, Remedial Action Notices, Hygiene Emergency Prohibition Notices and Voluntary Closures, simple cautions and prosecutions to include details of local arrangements; in particular, the method and record of service, the use of approved templates, checks on compliance, arrangements for bringing unsafe food or prohibition decisions before a Court of Law, and the process of compiling and approving files for decisions on prosecution / simple cautions. [The Standard – 15.2]</p>	Red	<p>Amend the procedure in relation to simple cautions and prosecutions to include the process for compiling case files and approving decisions.</p>	<p>No change.</p>	<p>Amend the procedure in relation to simple cautions and prosecutions to include the process for compiling case files and approving decisions.</p>

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
15.19 (iii) Set up documented enforcement procedures for follow up and enforcement actions in relation to Improvement Notices, approved establishments and imported food in accordance with the Food Law Code of Practice and official guidance. [The Standard – 15.2]	Blue	Completed.		
15.19 (iv) Ensure that food hygiene and food standards enforcement including RANs, destruction of food, prosecutions and Simple Cautions are carried out in accordance with the Food Law Code of Practice, centrally issued and official guidance and local procedures. [The Standard – 15.2 & 15.3]	OPEN	Ensure the destruction of seized food, simple cautions and prosecutions are carried out in accordance with the relevant requirements.	Seizures, simple cautions and prosecutions remain untested as none had taken place in the relevant time period for this follow up audit.	Ensure the destruction of seized food, simple cautions and prosecutions are carried out in accordance with the relevant requirements.

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
15.19 (v) Ensure all decisions on enforcement action are made following consideration of the authority's enforcement policy and are documented accordingly. [The Standard – 15.4]	OPEN	Ensure all decisions on enforcement action are made following consideration of the authority's enforcement policy and are documented accordingly.	Remains untested as no prosecutions or simple cautions had taken place in the relevant time period for this follow up audit.	Ensure all decisions on enforcement action are made following consideration of the authority's enforcement policy and are documented accordingly.
16.7 (i) Maintain up to date accurate records of all food establishments in its area in accordance with the Food Law Code of Practice and centrally issued guidance; including provision of reports of intervention to a business' head office. These records shall include food establishment registration forms. The authority should also record, with reasons, any deviations from set procedure. [The Standard – 16.1]	Amber	<p>Ensure that reports of interventions are consistently sent to a business' head office. Ensure that the core elements of a business's HACCP are consistently retained including where the temperature of incoming foods and storage of chilled foods are identified as CCPs.</p> <p>Ensure product lists, products work flows, water distribution plans, drainage plans and pest controls plans are consistently available on approved establishments</p>	<p>Where applicable, reports were being sent direct to the premises rather than the registered Head Office.</p> <p>CCPs were not being routinely documented including the temperature of incoming foods and storage of chilled foods.</p> <p>Product lists, drainage plans, pest control plans and raw material, product & local authority sample test results available on approved</p>	<p>Ensure that reports of interventions are consistently sent to a business' head office.</p> <p>Ensure that the core elements of a business's HACCP are consistently retained including where the temperature of incoming foods and storage of chilled foods are identified as CCPs.</p> <p>Ensure product work flows, water distribution plans and water test sample results are consistently available on approved</p>

		files, along with results for raw material, product and water tests as well as local authority sample results.	establishment files.	establishments files.
TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
16.12 (i) Ensure that food standards intervention reports provided following interventions / inspections contain all of the information required by Annex 6 of the Food Law Code of Practice. [The Standard – 16.1]	Blue	Ensure reports include contact details for the senior officer, and timescales for compliance. Ensure reports consistently include actions to be taken by the business and documents examined.	Reports included Documents examined, Senior officer details, Timescales for compliance, Actions to be taken	Completed
19.10 (i) Revise its documented internal monitoring procedures for food hygiene to include officer authorisations, approved establishments, food hygiene AES and food standards activities. Fully implement the revised procedure. [The Standard – 19.1]	Green	Ensure that internal monitoring is being fully implemented in accordance with the internal monitoring procedure.	Implementation of qualitative internal monitoring covers interventions, alternative enforcement strategies, service requests, including sampling, incidents, officer authorisations and some database checks.	Expand implementation of internal monitoring to include infectious disease investigations and a wider range of bulk database checks for food hygiene and food standards.

TO ADDRESS (RECOMMENDATION)	STATUS	PREVIOUSLY OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
19.10 (ii) For both food hygiene and food standards services, verify its conformance with the Standard, relevant legislation, the relevant Codes of Practice, centrally issued guidance and the authority's documented policies and procedures. [The Standard – 19.2]	Blue	Completed		

FHRS audit 2017/18 Action Plan for Wrexham County Borough Council

RECOMMENDATION	STATUS	OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
Food Hygiene Rating Scheme audit actions relating to ratings and re-ratings.	Blue	To ensure ratings and re-rating undertaken correctly.	FHRS ratings and scores now consistent with the website.	Completed
Food Hygiene Rating Scheme audit actions relating to procedures.	Green	To ensure procedures, including aide memoires and letter templates ensure compliance with Scheme requirements.	Database procedures for back up now provided. Intervention procedures, aide memoires and report letter templates amended.	Procedures still require details on: advice on conspicuous display, Display checks on reactive visits. Multi biz display checks.

RECOMMENDATION	STATUS	OUTSTANDING	PROGRESS TO DATE	OUTSTANDING
Food Hygiene Rating Scheme audit actions relating to internal monitoring.	Blue	Ensure that internal monitoring is being fully implemented in accordance with the internal monitoring procedure. Monitor issue of safeguard information.	Implementation of procedure merged into 19.10(i) above. Safeguard information being issued.	Completed.

Summary.

Total Recommendations	34
Completed	20
Good Progress	4
Limited Progress	6
No action	2
Untested	2
Total Outstanding	14