

APPENDIX 3

Action Plan for Reading Borough Council

Audit date: 11 December 2017

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
<p>Recommendation 1 - Service Planning</p> <p>[The Standard – 3.1 and 5.3]</p> <p>Include in the Service Delivery Plan an accurate and clear breakdown and comparison of the resources required to carry out the full range of statutory food law enforcement activities against a reasoned estimate of the resources available to the Service. This should identify any shortfall which may prevent delivery of all planned work and provide the corresponding strategy for delivering the service plan.</p> <p>[</p>	30/9/18	The service plan for 2018/19 will comply with the standard in that it will include the current resources and resources required.	
<p>[The Standard 3.2]</p> <p>Submit a documented Service Plan for approval to either the relevant member forum or, where approval and management of service plans has been delegated to senior officers, to the relevant senior officer.</p>	30/11/18	The 2018/19 service plan will be taken to committee to request that the Head of Planning, Development & Regulatory Services be given delegated power to amend and approve the service plan. The plan will be taken to Nov 2018 Housing, Neighbourhoods & Leisure Committee.	The service plan was taken to the Policy and Implementation Committee in 2001 where the head of Environmental Services was given delegated power to amend the plan

<p>Recommendation 2 - Overdue interventions [The Standard 7.1]</p> <p>The Authority should carry out intervention/inspections at a frequency which is not less than that specified by the Food Law Code of Practice and centrally issued guidance.</p>	31/3/18	All FH inspections due (category A-E and Unrated) will be carried out in 2018/19	On target to complete all Food Hygiene Inspections categories A-E and unrated by 31/3/18
<p>Recommendation 3 - Sufficient Authorised Officers [The Standard - 5.3]</p> <p>The Authority should ensure it has sufficient numbers of authorised officers to carry out all food hygiene law activities required by the Framework Agreement and Food Law Code of Practice.</p>	ongoing	Staffing and recruitment will be monitored closely and appropriate action will be taken when necessary to cover the shortfall.	The section has been granted permission by the LA to recruit a further 2 full time permanent staff for the Food & Safety team
<p>Recommendation 4 – Officer Authorisation [The Standard 5.3]</p> <p>Review officer authorisations ensure they are up to date, and ensure those officers whose duties would extend to exercising powers under other regulations made under the European Communities Act 1972 and the Trade in Animals and Related Products Regulations (TARP) 2011 are appropriately authorised in line with their competencies and the Codes of Practice.</p>	30/9/18	The service will review if additional authorisation will be given to contractors or casual staff.	The procedure for Officer authorisation has been completed and the service has sufficient authorised officers to comply with the legislative requirements. Casual and contractor officers do not have the full authorisation

<p>[The Standard 5.5]</p> <p>Records of the training, including certificates, of each authorised officer and appropriate support staff shall be maintained by the Authority in accordance with the FLCoP.</p>	<p>30/9/18</p>	<p>The training records of each authorised officer will be individually checked.</p>	<p>There is a system for maintaining training records and certificates.</p>
<p>Recommendation 5 – Updating Procedures [The Standard 4.1]</p> <p>The Authority shall ensure that all documented policies and procedures for each of the enforcement activities are reviewed and regular intervals, and whenever there are changes to legislation or centrally issued guidance.</p>	<p>Dec 2018</p>	<p>All procedures will be updated by the date specified</p>	<p>Some procedures have been updated and a system of reviewing/ updating the procedures has been put in place</p>
<p>Recommendation 6 – Internal monitoring [The Standard 19.1]</p> <p>Develop and implement a documented system of internal monitoring to ensure that it includes risk based arrangements for the monitoring of all relevant food law enforcement activities carried out by the Service at appropriate frequencies.</p>	<p>Dec 2018</p>	<p>The existing internal monitoring procedure will be updated and monitored by the date specified</p>	<p>There is an existing internal monitoring procedure</p>