

**Powys County Council Action Plan in response to the Food Standards Agency Focused Audit of Local Authority Implementation of the Statutory Food Hygiene Rating Scheme in Wales**

Recommendation	Matters requiring attention	Action Planned
<p><b>Recommendation 1</b> Local authorities must include in their annual intervention programmes, a commitment to undertake all interventions due in accordance with the Food Law Code of Practice (Wales), an estimate of the number of new businesses requiring a first rating inspection in the year and include the numbers of all outstanding interventions carried over from previous years. [The Standard 3.1]</p>	<p>We do not currently provide a commitment in our Food Service Plan to undertake all interventions that become due. We have had to prioritise our work plan to available resources and whilst we commit to undertake all category A-D premises we have not been able to fulfil our duties with regards to our Category E premises which are the lower risk premises.</p>	<p>We will continue to monitor the situation with regards to our Category E premises. We received some funding from the FSA to assist with this during the financial year just gone and plan to bid for further funding should it become available this year. However, we should not be reliant on such funding and need to see how we progress with our work plan for incorporating these premises into our work programme. We are reviewing workloads and will track and report back for attention if this work remains unachievable within existing resources.</p>
<p><b>Recommendation 2</b> Local authorities should set up, maintain and implement appropriate back up systems for any electronic databases, and systems or documented procedures which have been designed to minimise the risk of corruption or loss of information held on its databases. Local authorities should ensure that reasonable security measures are in place to prevent access and amendment by unauthorised persons. [The Standard – 6.4]</p>	<p>No issues noted</p>	<p>Not applicable.</p>

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<p><b>Recommendation 3</b> Local authorities should ensure their databases are operated in such a way as to be able to provide the required information to the FSA. Procedures must include a requirement to upload Scheme ratings within the prescribed time period and to avoid the upload of sensitive information. Databases should record scheme information in relation to safeguards and enforcement; including any re-ratings and dates of all actions taken. [The Standard – 6.3]</p>	<p>Our procedures did not stipulate the arrangement for controlling the upload of sensitive information.</p>	<p>Procedures are being reviewed to ensure this matter is covered.</p>
<p><b>Recommendation 4</b> Local authorities must carry out interventions/inspections at all food establishments in their area, at a frequency which is not less than that determined under the intervention rating schemes set out in the relevant legislation, codes of practice or other centrally issued guidance. [The Standard 7.1]</p>	<p>We have had to prioritise our work plan in line with available resources and whilst we undertake all category A-D premises we have not been able to fulfil our duties with regards to our Category E premises which are the lower risk premises.</p>	<p>We will continue to monitor the situation with regards to our Category E premises. We received some funding from the FSA to assist with this during the financial year just gone and plan to bid for further funding should it become available this year. However, we should not be reliant on such funding and need to see how we progress with our work plan for incorporating these premises into our work programme. We are reviewing workloads and will track and report back for attention if this work remains unachievable within existing resources.</p>

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<p><b>Recommendation 5</b> Local authorities should ensure that documented procedures:</p> <ul style="list-style-type: none"> <li>• Specify the method they use to prioritise risk amongst unrated premises to ensure that higher risk businesses, including those within the remit of the Scheme, are inspected first.</li> <li>• Specify that revision of the intervention type and rating should be considered when new information arises.</li> <li>• Specify that in relation to multi-site businesses, reports must be provided to the food business operator and copied to the local outlet where appropriate.</li> <li>• Include instructions to check for the display of valid rating stickers and to ensure the removal of stickers where they are not valid.</li> <li>• Include advice to officers in relation to conspicuous display and to ensure that checks are made at all entrances and in all relevant locations where multiple businesses operate from one establishment. [The Standard- 7.4]</li> </ul>	<p>Our procedure did not specify these items</p>	<p>Procedures are being reviewed to include these recommendations.</p>

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<p><b>Recommendation 6</b> Local authorities should ensure that aides-memoire include prompts to check for the display of valid rating stickers and ensure the removal of stickers where they are not valid. Further, aides-memoire should include prompts to officers in relation to conspicuous display and to ensure that checks are made at all entrances and in all relevant locations including where multiple businesses operate from one establishment. Local authorities should also review their aides-memoire to ensure that all requirements of the Scheme in relation to publicity materials are sufficiently included. [The Standard-7.4]</p>	<p>Aide memoire does not currently include prompts to check display at all entrances. Approved premises aide memoire does not currently include sticker checks for all entrances.</p>	<p>Aide memoires being reviewed to include further information in line with recommendations.</p>
<p><b>Recommendation 7</b> Local authorities must ensure that risk rating data is consistent with Annex 5 of the Food Law Code of Practice (Wales) to ensure the correct intervention frequency and allocation of the correct food hygiene rating under the Scheme. [The Standard – 7.2]</p>	<p>No issues highlighted</p>	<p>No additional action required over and above checks already carried out.</p>
<p><b>Recommendation 8</b> Local authorities must ensure that within 14 days of an inspection the operator of an establishment is provided with all the necessary information required under the Scheme. The prescribed statutory information relating to requests for re-rating visits, submitting right to reply comments and how the appeals process will be decided, and the business informed of the</p>	<p>Clarification required in letter to outline when a rating and sticker cease to be valid</p>	<p>Template letter being updated to include.</p>

<p>outcome, is to be provided when the rating is notified. Local authorities must also ensure that the circumstances in which a rating and sticker cease to be valid is clearly given when the rating is notified to the business. [The Standard – 7.2]</p>		
<p>Recommendation 9 Local authorities should ensure that their documented procedures include provision for the issue of the prescribed statutory information relating to safeguards. [The Standard – 7.4]</p>	No issues	No action required.
<p>Recommendation 10 Local authorities must ensure that all re-ratings are conducted within three months of the date of request. Further, where the improvements that have been made are issues concerned with confidence in management/control procedures, re-rating inspections should take place towards the end of the 3-month period in order to establish that the improvements are fully implemented and sustained. [The Standard – 7.2]</p>	No issues	No action required
<p>Recommendation 11 Local authorities should document their procedure for enforcement action to be taken for contraventions of the Scheme in accordance with the Food Law Code of Practice (Wales) and official guidance. Such procedures should include checking compliance with display requirements following completion of the FPN process. [The Standard – 15.2]</p>	Procedure doesn't currently explicitly include checking compliance with display requirements following completion of the FPN process.	Procedure being reviewed to include.
<p>Recommendation 12 Local authorities should document internal monitoring procedures that include checking a specified sample of interventions at prescribed</p>	We were one of 13 LAS to be able to demonstrate that internal monitoring had taken place. We do not however specify the sample	No additional action required.

<p>frequencies to ensure they meet the requirements of the Scheme. Documented internal monitoring procedures should include the following checks:</p> <ul style="list-style-type: none"> <li>• That the risk rating, food hygiene rating and due intervention date are correct.</li> <li>• Scores in relation to confidence in management/control procedures accurately reflect the compliance track record of the business.</li> <li>• That the food hygiene rating is notified within 14 days.</li> <li>• Information on safeguards is provided.</li> <li>• Information held on establishment files is consistent with that held on the database. <ul style="list-style-type: none"> <li>• Information on the database is consistent with the FSA ratings website. [The Standard -19.1]</li> </ul> </li> </ul>	<p>number or frequency with which we will check and are not obliged to, this will fluctuate depending on findings/needs.</p>	<p>Further internal monitoring planned this year from which feedback will be provided to the officers.</p>
<p>Recommendation 13 Internal monitoring procedures should be fully implemented, and local authorities should record the outcome of any check and the action taken in relation to any inconsistency identified. [The Standard - 19.1 &amp; 19.3]</p>	<p>Outcomes recorded and actions taken</p>	<p>Further internal monitoring planned this year from which feedback will be provided to the officers.</p>