

4.0 Annex A – Action Plan

Action Plan for Aberdeen City Council’s Audit of Local Authority Implementation of Interventions Food Law Code of Practice (Scotland).

Aberdeen City Council Recommended Point for Action	Planned Actions	Target Date for Completion	Progress to Date
<p>1. Continue working towards addressing the current resource deficit identified via the original resource calculation, required to deliver the Interventions Code 2019 and Food Law Code of Practice (Scotland) 2019.</p>	<p>Compliance officer preferred candidate selected.</p>	<p>30 April 2023</p>	<p>Complete. Compliance Officer in post from 3 April 23- currently being trained.</p>
	<p>Trainee Authorised Officer preferred candidate selected.</p>	<p>Training to commence August 2023 Officer will be unable to conduct full range of duties until Sep 24 following completion of exams.</p>	<p>Recruitment process almost complete; HR drawing up contract. Candidate has agreed to August 23 start date.</p>
	<p>Environmental Health Officer (EHO) currently undergoing structured re-introduction to food related duties.</p> <p>Second Trainee Authorised Officer post to be advertised May 2023.</p>	<p>April 2023</p> <p>July 2023</p>	<p>EHO to undertake Food Law Inspections April 23.</p>

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	<p>Plans to advertise EHO vacancies in August 23 ahead of the next diet of Professional exams.</p> <p>Attendance at Robert Gordon University's recruitment Fair</p>	<p>October 23</p> <p>Feb 23</p>	<p>Complete. Officers attended the Fair and discussed careers in Environmental Health and potential job opportunities with several students.</p>
<p>2. Ensure that all due interventions are allocated and completed in line with the Local Authority Recovery Project and within the frequencies outlined in the Interventions Code 2019.</p>	<p>Interventions will continue to be planned in accordance with the available staff resource. Those in higher priority/risk groups will be addressed first, along with those where valid complaints have been received by the Service.</p>	<p>December 2023</p>	<p>Ongoing</p>

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<p>3. Review the list of Group 3 A rated establishments to ensure they are rated in the appropriate category. It is also recommended that the Authority make use of an alternative enforcement strategy as outlined in the Interventions Code 2019 for risk rated 3 A establishments to ease the burden on the intervention programme.</p>	<p>The Group 3A premises will be reviewed. It is the intention that the newly appointed compliance officer will be able to do some alternative enforcement work.</p>	<p>December 2023</p>	<p>Once the initial training period is complete the Compliance Officer will be commencing work on this task.</p>
<p>4. Review the Groups allocated for Manufacturers and Packers</p>	<p>Work is currently underway to review the Groups. However, several businesses in this category showing on Scottish National Database (SND) have ceased trading which is indicated on the Management Information System (MIS). The issue with ceased trading businesses not being accurately “pulled” through to SND has already been discussed with colleagues at FSS.</p>	<p>31st March 2023</p>	<p>Complete Groups allocated for Manufacturers and packers have been reviewed.</p> <p>Work ongoing to rectify SND issues.</p>

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5. Ensure the Service Plan details how new food businesses will be incorporated into the Intervention Programme.	This will be incorporated in the 2023/2024 Service Plan.	30 th June 2023	
6. The evidence identified and or examined by officers to demonstrate both compliance and non-compliance with Food Law and to justify the FLRS risk rating should be adequately documented in officers' notebooks.	The procedure of using mainly notebooks to record actions will be abandoned and we will revert to the use of Aide Memoires.	1 st April 2023	Complete Aid Memoire updated and currently in use.
7. Consider storing officers' notes on the MIS premises file so as to ensure they are readily accessible for the next inspecting officer and for internal monitoring purposes.	This will be addressed as per point 6 above.	1 st April 2023	Complete As above
8. Ensure food standards is assessed in full during	This will be addressed as per point 6 above.	1 st April 2023	Complete As above

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each programmed food law intervention as per the Annex 3 of the Interventions Code 2019.			
9. Ensure adequate arrangements are put in place to ensure the weekly transfer of Food Law enforcement activities to the Scottish National Database (SND).	Discussions have been ongoing for some months with FSS regarding the transfer of data between the MIS and SND. It has just recently been discovered that this problem dates back a number of years and potentially requires development work by our MIS provider.	30th September 2023	Work ongoing to rectify SND issues.
10. Ensure that a Food Law Inspection documentation is completed for each Food Law Intervention and maintained in the premises file.	Enhanced monitoring of officers' work.	Immediately	Continued monitoring of officers work ongoing.
11. All records relating to official control interventions including officers' contemporaneous notes should be reviewed as part of the Authority's	This will be addressed as per point 6 above. Aide Memoires containing all relevant information will be filed in the premises file and be available for assessment as part of the Internal Monitoring procedure.	1 st April 2023	Complete As above Aid Memoire updated and currently in use.

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Internal Monitoring Procedures.			