

## FOOD AND SAFETY PERFORMANCE PLAN 2008/09 – MONITORING REPORT

STANDARD/TARGET / IMPROVEMENT ACTION	PLAN REF	ACHIEVEMENTS	INFORMATION SOURCE	OFFICER
<p>The percentage of food premises inspections that should have been carried out that were carried out for:-</p> <p>(a) High-risk premises (target 100%) (A-D)</p> <p>(b) Develop initiatives to ensure effective and efficient enforcement at low risk commercial premises.</p>	1.2.1	100%	Uniform	JH/GL
	1.2.7	Accomplished – low risk premises questionnaire	Uniform	JH /GL
<p>The percentage of workplace inspections that should have been carried out that were carried out for:-</p> <p>(a) High-risk premises (target 100%) (cat A-B2)</p> <p>(b) Low-risk premises (target 80%) (cat B3-B4)</p>	1.2.2	100%	Uniform	JH/GL
		100%	Uniform	JH/GL
Review and implement food service and health and safety service plans	1.2.1/ 1.2.2	Deferred to understand the impact of the Better Regulation Agenda	Procedures	JH
All inspections and enforcement actions to be undertaken by competent (based on national criteria) officers, in accordance with quality assurance procedures.	1.3.1	Competent Officers as per procedures	Quality Monitoring File	JH
Undertake four programmed inspections per year per officer verified by management review.	1.3.2/ 1.4.1	50% accomplished due to additional operational pressures	Quality Monitoring File	JH
<p><b>NPI 182 Satisfaction of businesses with local authority regulation services</b></p>	1.5.1	80%	Central Services NPI 182 reports	JH
	1.5.2	88%	UNIFORM	JH
<p><b>NPI 184 80% of businesses in the area which are broadly compliant with food hygiene law</b></p>				

**APPENDIX 5**

Participate in the FSA “Scores on the Doors” pilot.	1.5.3	Accomplished		JH
Deliver the FSA 2Safer Food Better Business” initiative.	1.5.4	Accomplished	Scores on the doors website UNIFORM/SFBB file	
<b>100% of responses (not simply acknowledgements) to service requests within 5 working days.</b>	2.1.1	96%	Uniform/Stats file	JH
5% of complaint investigations to be checked by management review	2.2.2	Not accomplished due to additional operational pressures	Procedures	JH
100% pass rate on foundation courses.	3.1.1	95%	In house	JH/EM/CM
90% pass rate on other courses.	3.1.1	N/A	WKC	
Delegate satisfaction with courses.	3.1.1	N/A	WKC	
Produce and deliver “Wise-up” to all commercial premises twice a year.	3.1.4	Accomplished		TR
Attend liaison meetings with the Health Protection Agency.	4.1.1	Not accomplished – there is concern that these meetings are not sufficiently relevant to EH functions and this is to be discussed at Kent EHM group.		JH
Complete the annual programme of inspections of Council buildings in respect of both safety and fire risks.	5.1.1	Completed	Corporate H&S officer records	BP
<b>Produce the Health and Safety Officer’s annual report, including performance related information on work related accidents, injuries and ill-health</b>	5.1.2	In progress		BP

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Co-ordinate and monitor the Council's potentially violent person's register and associated procedures.	5.1.4	Accomplished	Corporate H&S officer records and intranet.	BP
Ensure the effective ongoing enforcement of smoke-free legislation	6.1.2	Accomplished	Smokefree file / UNIFORM and Smokefree England returns	JH
Update the Service's enforcement policy to meet statutory requirements and best practice as identified by the Better Regulation Office	8.1.1	Accomplished	Envcom files	JH