

## Updated Action Plan for Bradford Metropolitan District Council

Audit date: 7-8 December 2010

Action Plan updated: 8 December 2011

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.7 Expand the Service Plan covering the food law enforcement service in line with service planning guidance, to include:</p> <ul style="list-style-type: none"> <li>• Clear reference to the arrangements in place with West Yorkshire Trading Standards Service regarding the enforcement of official controls relating to imported food.</li> <li>• A clear and reasoned estimation of all demands placed upon the Service and the resources required to deliver the Service effectively.</li> <li>• Details of any variances in meeting the Service Plan identified during review and to include the improvements identified as necessary to address variances in the subsequent Service Plan.</li> </ul> <p>[The Standard - 3.1 and 3.3]</p>	<p>30/04/11</p> <p>30/04/11</p> <p>30/04/11</p>	<p>Review current Service Plan to clearly show the division of enforcement between Bradford MDC and WYTSS with regard to imported food controls.</p> <p>Review current Service Plan to include an estimation of demands and resources.</p> <p>Review current Service Plan, identify variances and log any necessary improvements.</p>	<p>Completed</p>	<p>Changes have been made to the Service Plan, taking on board the recommendations made by the auditors.</p> <p>Service Plan complete for audit requirements. However, further updating required for Local Authority internal purposes.</p>

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.12 Review their procedure and schedule of officer authorisations and update as necessary to ensure it includes all current relevant legislation. [The Standard - 5.1]	30/04/11	Amend procedures to cover PNOAO and to include regular reviews of authorisations in line with changes to legislation. Amend officer authorisation to reflect current relevant legislation.	Completed	Changes required identified and initial update sent in April 2011.  Since this date, we realised that the Food and Feed Regulations were quoted under wrong enacting legislation. The authorisations have been amended to take account of this and to take into account The Trade in Animals and Related Products Regulations 2011.
3.1.15 Ensure that all relevant authorised officers receive further structured training regarding imported food controls to fully support their level of authorisation and role delivering imported food legislation. [The Standard - 5.4]		Identify appropriate imported food training and ensure officers receive training to a level which supports their role in enforcement of imported food legislation.	Completed	The Authority had difficulty getting officers registered to undertake the preferred online training. We only managed to access this training on 20/06/11. Therefore we have been unable to make the original 30/06/11 deadline which we initially set ourselves.  Online imported food training now completed by officers.
3.2.5 Review their inspection procedure to ensure that it accurately reflects the extent of officer responsibilities in relation to imported food controls and outlines any relevant liaison arrangements in place with West Yorkshire Trading Standards Service. [The Standard – 7.4]	30/04/11	Review procedure.	Completed	The procedure was reviewed and a copy of it sent to the auditor 20/04/11.

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<p>3.2.9 Expand their inspection aide-memoire to incorporate a prompt for officers to record, where applicable, an assessment of food businesses imported food controls, including any matters requiring referral to WYTSS and ensure that all documented observations are legible. [The Standard – 7.5]</p>	30/04/11	Amend aide-memoire in line with audit recommendations.	Completed	Aide-memoire amended and enclosed as Appendix 2 of the above procedure.