

Updated Action Plan for Cumbria County Council

Audit date: 6-7 September 2011

Action Plan updated: 29 January 2013

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.4 Further develop the Service Delivery Plan in full accordance with the Service Planning Guidance in the Framework Agreement. The Plan should include a comparison of the resources required to deliver the feed law enforcement service against the resources available to the Authority and a more detailed review of annual feed law enforcement activities, including any variation from the previous year's Plan and identified improvements. [The Standard - 3.1]	31/03/12	Develop the Service Delivery Plan to include a comparison of resources required to deliver the feed law enforcement service against the resources available and a more detailed review of annual feed law enforcement activities.	Completed	The Food and Feed Service Plan for 2012/13 includes a more detailed review of feed law enforcement and resources available.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.7 Continue to develop, review and update documented policies and procedures relating to all feed enforcement activities at regular intervals and whenever there are changes to legislation or centrally issued guidance. [The Standard - 4.1]	31/12/11	To develop, review and update documented procedures relating to feed enforcement activities.	Completed	<p>The following policies have now been implemented or updated:</p> <ul style="list-style-type: none"> • Authorisations • Enforcement • Investigation of Complaints • Inspections • Detention and Seizure • Feed Incidents and Hazards • Sampling • Registration and Approval • Internal Monitoring
3.1.14 Implement the documented procedure for the authorisation of officers and ensure that the level of authorisation is linked to the level of qualifications and competence required by the Feed Law Enforcement Code of Practice and centrally issued guidance. [The Standard – 5.1]	31/12/11	Implement the documented procedure on authorisation of officers and ensure the level of authorisation is linked to the level of competence.	Completed	A documented procedure on the authorisation of officers has been implemented.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.6(i) Carry out feeding stuffs inspections at a frequency which is not less than that determined under the relevant inspection rating system and in accordance with the legislation, Feed Law Enforcement Code of Practice or centrally issued guidance. [The Standard – 7.1 and 7.2]</p>	31/03/12	<p>To implement and review an inspection programme for medium risk inspections to increase the frequency to not less than that determined under the relevant inspection programme, in accordance with the Feed Law Enforcement Code of Practice.</p>	Completed	<p>An inspection programme has been implemented for 2012/13. However as an ongoing process feed businesses within the local authority area are being reassessed to ensure a risk- based approach to inspection. The inspection plan for 2013/14 will reflect earned recognition and the level of business compliance. Resources will be prioritised accordingly.</p>

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.6(ii) Assess the compliance of feed premises and systems to legally prescribed standards and ensure that observations made during inspections are recorded in a timely manner to prevent the loss of relevant information. Records should be legible and retrievable. [The Standard - 7.3 and 7.5]	31/03/12	To review and improve the feeding stuff inspection forms and aide memoire to ensure that the observations made during the inspections are recorded.	Completed	The FSA aide-memoire has been adopted and a new business inspection form has been introduced to ensure officers fully record inspection findings.
3.2.14 Set up, maintain and implement documented enforcement procedures for the range of enforcement actions and follow up action for feed law enforcement in accordance with the relevant legislation, the relevant Code of Practice and centrally issued guidance. [The Standard – 15.2]	31/12/11	To set up, maintain and implement documented enforcement procedures for the range of enforcement actions.	Completed	Documented enforcement procedures have been implemented to be used in conjunction with the Trading Standards enforcement policy.
3.3.6 Set up, maintain and implement documented internal monitoring procedures in accordance with Article 8 of Regulation (EC) No. 882/2004 (Official Feed and Food Controls), the Feed Law Enforcement Code of Practice and centrally issued guidance. Internal monitoring should be recorded. [The Standard - 19.1 and 19.3]	31/12/11	Set up, maintain and implement documented internal monitoring procedures to ensure risk-based and proportionate monitoring to cover the full range of enforcement activities in relation to feed controls.	Completed	Checks on the quality and consistency of officers' work have been introduced. A documented procedure and monitoring form has been implemented.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.3.9 Maintain up to date accurate records for all feed establishments in its area in accordance with the Feed Law Enforcement Code of Practice. Records should include reports of all interventions/inspections, the determination of compliance with legal standards, and details of any action taken. [The Standard – 16.1]</p>	<p>31/01/12</p>	<p>To ensure the current electronic records contain sufficient detail to ascertain the enforcement history and all of the information required by the Feed Law Enforcement Code of Practice.</p>	<p>Completed</p>	<p>Officers have received training and monitoring to facilitate the effective and accurate recording of all feed activities. Monitoring of data entry is being carried out by Team Leaders</p> <p>The trader database has been reviewed to ensure electronic records contain sufficient detail.</p>