

Updated Action Plan for South Gloucestershire Council

Audit date: 4-5 October 2011

Action Plan updated: 17 April 2013 and 19 June 2014

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.16 Ensure all officers authorised to carry out feed law enforcement activities receive relevant on-going training, particularly in feed safety management systems based on HACCP principles, and complete the necessary 10 hours continuing professional development training in accordance with the Feed Law Enforcement Code of Practice. [The Standard – 5.4]</p>	<p>Ongoing with immediate effect.</p>	<p>All Feeding Stuffs Officers will be required to undertake a minimum of 10 hours continuing professional development training a year in accordance with the Feed Law Enforcement Code of Practice.</p>	<p>Completed</p>	<p>The requirement to have 10 hours CPD is now built into the current Service and Training Plan. All staff received HACCP and Feed hygiene training during 2011/12. Lead Officer attended regional FSA update training 11/05/12. The Lead Officer and an Animal Health Officer received additional HACCP training in March 2013.</p>
<p>3.1.23 Implement the documented procedure to ensure that the feed premises database is complete and up to date and that accurate information of feed law activity is reported in official returns to the Agency. [The Standard – 11.2]</p>	<p>31/03/12</p>	<p>The documented procedure has been implemented and staff trained on it. The database will be reviewed by an officer to ensure that it is fully up to date and in accordance with the Feed Law Enforcement Code of Practice and centrally issued guidance.</p>	<p>Completed and ongoing</p>	<p>The database has been reviewed and updated and we have demonstrated an improvement in the incorrectly registered premises. Although there are one or two discrepancies outstanding, these are being continuously reviewed.</p>

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<p>3.2.8(i) Ensure that feeding stuffs premises inspections are carried out at a frequency specified by the Feed Law Enforcement Code of Practice, giving priority to higher risk feed establishments. [The Standard - 7.1]</p>	<p>31/12/12</p>	<p>The inspection frequencies will be reviewed and inspections undertaken by a qualified officer to ensure that risk profiles are correct and that next visit dates are appropriate.</p>	<p>Ongoing. Revised date for completion 31/10/13</p>	<p>Premises risk profiling and database review undertaken. Premises inspection plan ongoing, prioritising high risk premises and inspecting premises within 28 days due. Overdue premises also to be integrated into the inspection programme.</p>
<p>3.2.8(ii) Carry out interventions/inspections and approve or register feed establishments in accordance with relevant legislation, the Feed Law Enforcement Code of Practice and centrally issued guidance. A comprehensive list of all registered feed establishments in the area should be maintained, including an appropriate activity code(s) for each business. [The Standard - 7.2 and 16.1]</p>	<p>31/03/12 Ongoing</p>	<p>The documented procedure has been implemented and staff trained on it. The database will be reviewed by an officer to ensure that it is fully up to date and in accordance with the Feed Law Enforcement Code of Practice and centrally issued guidance. The inspection frequencies will be reviewed and inspections undertaken by a qualified officer to ensure that risk profiles are correct and that next visit dates are appropriate. Please also see the response to 3.1.16 above.</p>	<p>Completed and ongoing</p>	<p>The procedure has been implemented and staff trained. During database review it was noted that some premises were not appropriately coded and it is these that are currently being contacted. Premises risk profiling and database review undertaken. Premises inspection plan commenced. We have demonstrated that there are very few outstanding establishments still needing coding. We are proactively following these up.</p>

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<p>3.2.8(iii) Ensure that inspections of feed establishments adequately assess the compliance of establishments and systems to legally prescribed standards having particular regard to feed safety management systems. [The Standard - 7.3]</p>	31/03/12	<p>All procedures to be fully implemented including new in depth audit/aide-memoire forms. All staff to be trained on procedures and forms and to receive training on, on farm inspection techniques.</p>	Completed and ongoing	<p>New forms and procedures fully implemented. Maintain competency and expertise staff will receive a minimum of 10hrs CPD per year. Training in HACCP has given extra confidence for officers to generally maintain an appropriate level of detail in business compliance records.</p>
<p>3.3.2 Finalise and fully implement the internal monitoring procedures to ensure all enforcement activities of the feed law enforcement service are adequately and proportionately monitored in accordance with Article 8 of Regulation (EC) No. 882/2004 (Official Feed and Food Controls), the relevant Codes of Practice and centrally issued guidance. Records of monitoring checks should be maintained. [The Standard - 19.1]</p>	01/12/11	<p>Procedure to be fully adopted and implemented.</p>	<p>Ongoing Revised date for completion 31/10/13</p>	<p>Quality checks have been implemented and recorded. The use of the feeding stuffs inspection review checklist will continue. We will amend our monthly 1:1 framework templates to include quality checks for each officer and maintain monitoring records for feed activities.</p>

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<p>3.3.6 Ensure that all observations and/or data obtained in the course of an inspection are noted in sufficient detail to provide an adequate record of the officer's assessment and determination of the business' compliance with relevant feed legislation in accordance with the Feed Law Enforcement Code of Practice. [The Standard – 16.1]</p>	<p>01/12/11</p>	<p>All procedures to be fully implemented including new in depth audit/aide-memoire forms. All staff to be trained on procedures and forms and to receive training on, on farm inspection techniques. Procedure to be fully adopted and implemented. Staff to be trained to ensure all records recorded on premises file and kept up to date.</p>	<p>Completed and ongoing</p>	<p>New forms and procedures fully implemented with all staff trained. Maintain competency and expertise staff will receive a minimum of 10hrs CPD per year. Quality checks and procedures have been implemented.</p>