

Updated Action Plan for Southampton Port Health and Southampton City Council

Audit date: 22-23 September 2010

Action Plan updated: 4 August 2011

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.19 Ensure that accurate information on imported food activity is provided in the official monitoring returns to the Agency. [The Standard – 6.3]	Completed	The use of the FSS net to record results will produce automatically details of imported food activity and avoid human error associated with entering data manually.	Completed Completed Implementation ongoing	Revised figures submitted in monitoring return. FSS installed on all our computers and supported by IT. This has been implemented for Trading Standards Service but due to technical issues there has been a delay in implementation in Port Health which is being addressed.

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3.1.26 Review the existing liaison arrangements with the importer of bulk feed at the port, with the aim of ensuring that all bulk imported feed consignments are identified and to help facilitate consistent enforcement. [The Standard - 18.1]	Completed	To discuss with the operator of the bulk import facility the feasibility of the trading standards service being notified of all consignments of feed material from outside the EU.	Completed	Liaison arrangements with the operator of the bulk feed terminal at the port was made to see if they would supply us with details of consignments as they arrived. They declined to do this on the basis that they were merely the operators of the facility and could not do this without the permission of the importer their principal. We subsequently contacted the most regular if not the only importer of feed materials through this bulk facility who also declined our request. As you are no doubt aware we have no power to force them to provide this information so those particular channels would appear to be closed. We now visit the bulk facility more often to enquire what is in the facility at that time. In view of the size of consignments this should give us a better idea of what feed materials are being imported through this facility.
3.2.22 Review the detention notice templates to ensure that formal enforcement actions are carried out in accordance with the relevant legislation, the Food Law Code of Practice and centrally issued guidance. [The Standard - 15.3]	Completed	Detention notice amended and instructions issued to all officers in relation to how this should be completed. Old template notices removed from system.	Completed	Officers now using new notices for detained foods and feeds and for rejected foods and feeds. New notice templates developed. Officers have all been advised.

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<p>3.3.4 Review and expand the documented internal monitoring procedure and associated audit schedule to include all aspects of the imported food and feed service. Implement the revised procedure to verify the Service's conformance with the Standard, relevant legislation and official guidance. [The Standard - 19.1 and 19.2]</p>	<p>Completed</p>	<p>A review of the documented internal audit process to take place to ensure that the internal audit process to take into account methods of verifying conformance with the Standard as set out in the Framework Agreement.</p> <p>A revised programme of internal audits will be produced.</p>	<p>Completed</p>	<p>A management review meeting to discuss the required changes to the internal audit process took place on 04/02/11.</p> <p>Areas were identified from the Standard that needed to be included into the new internal audit schedule. It was agreed that a separate internal audit to be carried out to cover these areas. The first audit in relation to this took place on 03/08/11. An audit report will be produced within 7 working days of this date.</p>