

Updated Action Plan for Sunderland City Council

Audit date: 8-9 February 2011

Action Plan Updated: 27 July 2012

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.4 Further develop the Service Delivery Plan and ensure that it covers all areas of the Service Planning Guidance in the Framework Agreement, including the monitoring, inspection and enforcement arrangements for imported feeds. [The Standard -3.1]</p>	<p>01/08/12</p>	<p>Maintain the Food Plan to address Imported Feed Control in a more focussed way, to address:</p> <ul style="list-style-type: none"> • Programmed inspection and follow up • An estimate of demand for dealing with complaints • An estimate for resources required for dealing with Home Authority advice • An estimate of the number of contacts requiring business advice • A sampling programme and estimate of complaint samples • An estimate of likely demands on the service for dealing with control and investigation of outbreaks and food related infectious disease. 	<p>Completed</p>	<p>Reference to port work added to the 2012/13 Service Plan.</p> <p>Cabinet Report 18/07/12.</p> <p>Executive decision 26/07/12.</p>
<p>3.1.11 Ensure that all authorised officers complete the necessary ongoing 10 hours CPD feed training per year and that records of training are maintained in accordance with the legislation and relevant Codes of Practice. [The Standard - 5.4 and 5.5]</p>	<p>01/06/11</p>	<p>Officers have attended training on "Import Controls on Feed of Non-Animal Origin" at Guisborough on 14/03/11. Officers are registered for online training to be completed by June 2011. Records will be maintained and recorded as part of qualitative monitoring as per 3.3.4.</p>	<p>Completed</p>	<p>Training undertaken 14/03/11.</p> <p>Officers registered for online training.</p>

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.12 Review and update the Enforcement Policy to ensure that it is in line with current legislation in accordance with the relevant Codes of Practice and centrally issued guidance. The Policy should be approved by the appropriate Member Forum or relevant delegated senior officer. [The Standard -15.1]</p>	31/12/11	<p>The Enforcement Policy requires review to take into consideration the Regulators' Compliance Code. Democratic approval of the Enforcement Policy will be required.</p>	Completed	<p>A draft revision of the Enforcement Policy has been produced. Implementation is currently on hold due to a comprehensive service review. Other enforcement teams from within the Council are joining a combined Regulatory Services section. Once the new structure has been determined a comprehensive Enforcement Policy will be implemented. The Policy in draft form to be reviewed in light of service restructure Jan 2013.</p>
<p>3.3.4 Extend the documented internal monitoring procedure to include qualitative monitoring across the full range of imported feed law activities. A record should be maintained of internal monitoring activities carried out. [The Standard - 19.1 and 19.3]</p>	31/05/11	<p>A documented procedure for qualitative monitoring will be developed to include the full range of imported feed law activities including training and CPD. Records of scheduled meetings will be maintained.</p>	Completed	<p>Procedure examined and reviewed 2012. New procedure issued.</p>