

## Updated Action Plan for Waverley Borough Council

Audit date: 25-27 June 2013

Action Plan updated: 25 September 2014

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.3 Ensure that future Food Service Plans include an accurate and clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against a reasoned estimate of the resources available to the Service. [The Standard – 3.1]	31/03/14	To include an accurate and clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against a reasoned estimate of the resources available to the Service in the Service Plan for 2014/15.	Completed	Documented assurance provided on 19/09/14 by Head of Environmental Services that the recommendation will be implemented in all future Food Service Plans.
3.1.9 Review and update authorisations to ensure that all officers are appropriately authorised under current relevant legislation in accordance with their levels of qualification, experience and competency. [The Standard – 5.3]	31/03/14	<p>Review to be undertaken with regard to the General Food Regulations 2004, the Official Feed and Food Controls (England) Regulations 2009 and the Trade in Animal Related Products Regulations 2011.</p> <p>Request to be made to update the authorisations for Food and Environment Protection Act 1985 to the Food Standards Agency.</p>	<p>Completed</p> <p>Completed</p>	<p>Review undertaken and changes made to the Scheme of Delegation and authorisations.</p> <p>Request made and updates made to the authorisations.</p>

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.6 Review the procedure for the maintenance of the database to ensure that all unrated premises and risk ratings are accurate. [The Standard – 11.2]	31/12/13	Undertake a review of the procedure for the maintenance of the database to ensure that all unrated premises and risk ratings are accurate.	Completed	Review undertaken of the procedure for the maintenance of the database and action taken to ensure all unrated premises and risk ratings are accurate.