

Updated Action Plan for North West Leicestershire District Council

Audit date: 17-18 March 2014

Action plan closed: 01 July 2015

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.1.10(i) Further develop, review and implement the documented procedure for the authorisation of officers based on their competence and in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 5.1]</p>	<p>Completed 31/07/14</p>	<p>To amend the authorisation of officers procedure to include a competency assessment.</p> <p>To develop and implement a competency matrix record for the authorisation of officers.</p>	<p>Completed</p>	<p>Procedure note amended to include a competency assessment.</p> <p>A competency matrix record has been developed. The assessment of all food officers' competency is currently being undertaken and recorded using the matrix record following appraisals in May/June. This will be completed in July.</p>
<p>3.1.10(ii) Review and update authorisations to ensure that all officers are appropriately authorised under relevant legislation and in accordance with their level of qualification, experience and competency. [The Standard – 5.3]</p>	<p>Completed</p>	<p>To review and update officer authorisations to provide additional detail of specific powers in accordance with their level of qualification, experience and competency.</p>	<p>Completed</p>	<p>All officer authorisations have been reviewed and updated.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.4 Ensure that information on imported food law enforcement activity is accurately reported in official returns to the FSA on Local Authority Enforcement Monitoring System. [The Standard – 6.3]</p>	<p>30/09/14</p>	<p>To review the list of codes available within the software database for accurate recording of imported food work undertaken.</p> <p>To brief officers to ensure they understand and appropriately use the reviewed codes.</p>	<p>Completed</p>	<p>New codes have been created to record DPE related work and other FNAO.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.8 Ensure the necessary facilities and equipment are available for the effective delivery of all imported food activities and checks at the designated point of entry and designated point of import. [The Standard – 6.1]	Completed	<p>To make available all necessary facilities and equipment within the inspection facility at East Midlands airport.</p> <p>To develop a written memorandum of understanding of the shared use of the BIP with the FSA and Defra.</p>	Completed	<p>A dedicated storage/holding room for DPE products has been provided.</p> <p>Additional equipment has been purchased to ensure that no equipment is used for both POAO and FNAO.</p> <p>A pedal bin has been provided.</p> <p>Additional signage of doors and facilities have been put in place.</p> <p>Containers dedicated for FNAO equipment have been labelled.</p> <p>A written memorandum of understanding for the shared use of the BIP has been developed and agreed with the FSA and Defra.</p>
3.2.13(i) Carry out inspections in accordance with relevant legislation, the Food Law Code of Practice and centrally issued guidance. [The Standard - 7.2]	30/09/14	To ensure that all food premises, including ETSFs, storing or handling imported food receive inspection in accordance with the Food Law Code of Practice and centrally issued guidance.	Completed	All ETSFs known to be handling foods received an inspection prior to the audit and were risk rated. All premises handling imported food will receive an appropriate intervention in accordance with the Food Law Code of Practice and centrally issued guidance.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.13(ii) Implement the use of the revised inspection aides-memoire and ensure that inspections of food establishments adequately assess the compliance of establishments and systems to legally prescribed standards. Take appropriate action on any non-compliance found in accordance with the Authority's enforcement policy. [The Standard – 7.3]</p>	<p>30/09/14</p>	<p>To implement the use of the revised inspection aides-memoire.</p> <p>To brief all authorised officers on the importance of fully completing aides-memoire to ensure an adequate assessment of compliance of the establishment has been carried out and to record detail of any follow-up action taken.</p>	<p>Completed</p>	<p>The revised inspection aide-memoire is now in use.</p> <p>Authorised officers have been reminded of the importance of comprehensively completing aides-memoire and to record detail of any follow-up action taken.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.21 Develop, maintain and implement procedures for the full range of imported food activities it carries out, including onward transportation and destruction of imported food, and surveillance and monitoring of imported food consignments. [The Standard -12.3]	30/09/14 30/09/14	<p>The procedure relating to the 'Inspection of Imported Food FNAO-Point Of Entry' will be further developed and implemented to provide more guidance for officers on onward transportation of imported food and destruction of FNAO when appropriate.</p> <p>The procedure relating to the 'Surveillance of Imported Food' to identify the nature and volume of imported foodstuffs at East Midlands Airport and their ETSFs will be further developed and implemented to include higher level of surveillance required due to the DPE and DPI status of the airport and to better reflect</p>	Completed	<p>The procedure detailing the 'Inspection of Imported Food FNAO-Point Of Entry' has been further developed to provide more guidance for officers on onward transportation of imported food and destruction of FNAO when appropriate.</p> <p>The procedure relating to the 'Surveillance of Imported Food' to identify the nature and volume of imported foodstuffs at East Midlands Airport and their ETSFs has been further developed to include higher level of surveillance.</p> <p>All Officers authorised to carry out checks on high risk FNAO at the DPE have been briefed on the amendments to the procedure notes.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.28 Develop and implement existing procedures for all available follow-up and enforcement options in respect of FNAO import controls in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 15.2]</p>	<p>30/09/14</p>	<p>Procedures relating to follow up and enforcement options will be developed to include the requirement for an officer to complete a form evidencing proper service of notice and follow-up action.</p> <p>A form will be developed to evidence the proper service of notices and follow-up action.</p> <p>To brief officers on the amendments to procedures regarding the service of notices and requirements for follow-up actions.</p>	<p>Completed</p>	<p>Procedures relating to follow up and enforcement options have been developed to include the requirement for an officer to complete a form evidencing proper service of notice and follow-up action.</p> <p>A form has been developed detailing measures to be taken for the proper service of a notice and follow up action to be completed by the Officer drafting and serving the notice.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.2.31 Maintain retrievable, comprehensive, up to date and accurate records on all imported food law enforcement activities, including detailed intervention records, in accordance with the Food Law Code of Practice and centrally issued guidance. This should include records of further action proposed by the Authority following interventions and enforcement activities. [The Standard – 16.1 and 7.5]</p>	<p>30/09/14</p>	<p>To complete the transition from paper based storage of information to an electronic system of record storage.</p> <p>Comprehensive records of all imported food law enforcement and interventions activities, and follow up actions, to be maintained by all officers.</p>	<p>Completed</p>	<p>Paper files continue to be scanned and indexed.</p>
<p>3.3.5 Review the existing liaison arrangements with other official control bodies at East Midlands Airport, aimed at identifying any imported food consignments and to help facilitate consistent enforcement. [The Standard - 18.1]</p>	<p>30/09/14</p>	<p>To review the existing liaison arrangements with other official control bodies at East Midlands Airport</p> <p>To set up and maintain quarterly liaison meetings with UKBF.</p>	<p>Completed</p>	<p>A review of existing arrangements has been undertaken. With the exception of UKBF current liaison arrangements are considered to be adequate.</p> <p>Contact has been made with UKBF. The Authority is still awaiting confirmation from UKBF of a suitable meeting date.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>3.4.4 Expand and implement the documented procedure on internal monitoring and carry out monitoring to verify conformance of imported food controls across the whole of the Standard, relevant legislation, the Food Law Code of Practice, relevant centrally issued guidance and the Authority's own documented policies and procedures. Records of all monitoring activities should be maintained for at least two years. [The Standard – 19.1 and 19.3]</p>	<p>30/09/14</p>	<p>The procedure note relating to internal monitoring will be reviewed and implemented having particular regard to qualitative monitoring of interventions, enforcement actions, and follow up actions. The quantity of monitoring undertaken will reflect the content of the procedure note. Monitoring records will be maintained for two years.</p>	<p>Completed</p>	<p>The procedure note relating to internal monitoring has been reviewed and implemented so far in relation to recording monitoring undertaken relating to the service of notices.</p> <p>The quantity of monitoring undertaken now reflects the procedure note.</p>