

## Updated Action Plan for Leicester City Council

Audit date: 23-24 November 2010

Action Plan updated: 19 March 2013, 16 October 2013, 29 November 2013 and 24 January 2014

<b>The issues in this audit are being addressed in a wider Food Law Service Delivery and Food Business Compliance audit undertaken in May 2014</b>				
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3.1.6 Further develop the Service Plan for Food Law Enforcement to ensure that it is in full accordance with the Service Planning Guidance. The Plan should include an estimation of the demands placed upon the Service, including those relevant to imported food controls and the staff and financial resources required to deliver the Service effectively. [The Standard - 3.1]	31/05/11	<p>The Service Plan for Food Law Enforcement for 2013/2014 will be produced in full accordance with Guidance including an estimation of the demands placed upon the Service, including those relevant to imported food controls, and the resources required.</p> <p>The Service Plan will be submitted to a member forum.</p>	Revised date for completion: 30/03/14	<p>The first draft of the 2013/14 Service Plan has been produced.</p> <p>Resourcing Review of Regulatory Services announced by Director on 30 September 2013.</p> <p>Concomitant re-assessment of food related work demands incorporating developments associated with undeclared species findings.</p> <p>Initial assessment of Food Team resource requirements to be</p>

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				submitted 1 November 2013.  Work on documenting a Service Plan 2013/14 has been curtailed.
3.1.8 Ensure that policies and procedures relating to all food enforcement activities are documented and adequately provide guidance on all areas of food law enforcement including those related to imported food controls. A document control system should be implemented and maintained to ensure relevant policies and procedures are reviewed at regular intervals and whenever there are changes to legislation or centrally issued guidance. [The Standard - 4.1 and 15.2]	30/09/11  30/09/11	Policies and procedures relating to enforcement activities covered by the Framework Agreement will be documented in order to provide guidance on these enforcement activities including imported food controls.  A documented control system will be implemented to ensure policies and procedures are updated in a timely manner.	01. Performance Management 30/11/2013  02. Delegation of Powers and Authorisation 31/12/13  03. Local Food Business Register and Intelligence 31/12/13  04. Food Market Surveillance and Interventions 31/03/14  05. Enforcement	Reviewed policy and procedure framework and schedule set.  Corporate review of delegated powers and authorisations underway.          Corporate/departmental

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			Policy and Actions 31/03/14  06. Responding to alerts and incidents 31/12/13  07. Outbreak Management 30/11/13  08. Evidence Management 31/3/14  09. Complaints against Service 30/11/13	review/refresh of prosecution and enforcement policies.   Incorporation of regional PHE Plan and FSA Plan.  Relocation of Service to new premises 2014.
3.1.12 Set up, maintain and implement a	31/05/11	The existing documented procedure for the	Revised date for	Legal Services advice

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documented procedure for the authorisation of officers based on their competence and in accordance with the Food Law Code of Practice. Review the Scheme of Authorisation and Warrant of Authority to ensure that officers are specifically authorised in accordance with their individual qualifications and levels of experience and competency. [The Standard - 5.1]		authorisation of regulatory officers will be reviewed and amended and/or added to, to meet the requirements of the Food Law Code of Practice.	completion: 30/09/13  Need to document following completion of corporate review.	received that LCC arrangements are appropriate.
3.1.17(i) Appoint a sufficient number of authorised officers to carry out the work set out in the service delivery plan. The level of authorisation and duties of the officers should be consistent with their qualifications, training, experience and the relevant Codes of Practice. [The Standard - 5.3]	30/09/11	The draft Service Plan will be submitted to a member forum.  Any new appointments approved will be undertaken in accordance with the Council's recruitment policies and procedures.  The duties and authorisation of officers will be consistent with their qualifications, training, experience and relevant Codes.	Revised date of submission to City Mayor/Executive 31/01/214	Team has been operating under establishment due to departures and secondments. Temporary staff contracted in.
3.1.17(ii) Ensure that all officers receive appropriate and adequate training on the enforcement of imported food controls in accordance with the Food Law Code of Practice. [The Standard - 5.4]	30/09/11	Training and learning opportunities will be provided to officers responsible for imported food controls. This will include formal training as this becomes available.	Completed	Relevant, low cost training has been taken up as it becomes available.

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3.1.22(i) Ensure that the computer software package is configured and operated in such a way as to provide reliable and accurate information on food standards activities and imported food activity. [The Standard – 6.3]	31/05/11	The configuration and operation of the computer software package will be reviewed to provide accurate information on food standards activities and imported food activity.	Completed	
3.1.22(ii) Set up, maintain and implement a documented procedure to ensure that its food premises database is accurate, reliable and up to date. [The Standard – 11.2]	31/05/11	A documented procedure will be set up and implemented to ensure the food premises database is accurate, reliable and up to date.	See 3.1.8	See 3.1.8
3.2.4 Ensure that food hygiene and standards interventions/inspections of food businesses in their area are carried out at a frequency which is not less than that determined under the intervention rating scheme set out in the relevant legislation, Food Law Code of Practice or other centrally issued guidance. [The Standard – 7.1]	30/09/11	The design of the inspection/intervention programmes for 2013/14 will be informed by the Food Law Code of Practice guidance on risk and inspection/intervention frequency, and the officer resources available over the year.	Will be considered in Resourcing Review.	Inspection/intervention programmes are resourced by available resources and informed by the CoP risk ratings.  Local priority re: undeclared meat has reduced volume of inspections.
3.2.10(i) Assess the compliance of establishments and systems in relation to imported food controls to legally prescribed standards and take appropriate action on any non-compliance found, in accordance with the Authority's enforcement policy. [The Standard – 7.3]	30/04/11	The monitoring of businesses subject to imported food controls will be included in the Service Plan for 2013/14.  Officers will receive guidance on the prescribed standards and the proposed action on any instance of non-compliance	Will be considered as part of Service Planning for 2014/15.	Not undertaken due to other priorities.

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		will be reviewed and endorsed by the appropriate Manager.		
3.2.10(ii) Set up, maintain and implement documented procedures for the range of interventions/inspections it carries out, including imported food controls. The 'Food Hygiene Inspection Procedure' should be expanded to include imported food controls to ensure appropriate checks on imported food requirements during inspections and consistent record keeping. [The Standard – 7.4]	30/09/11	Procedures relating to food enforcement will be documented in order to provide guidance on all areas of food law enforcement including imported food controls.	See 3.1.8	See 3.1.8
3.2.17 Set up, maintain and implement documented procedures for the inspection and sampling of food, including imported foods, in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 12.3]	30/09/11	Procedures and protocols relating to food enforcement will be documented in accordance with the Food Law Code of Practice and centrally issued guidance.	See 3.1.8	See 3.1.8
3.2.23 Take appropriate action in accordance with its enforcement policy and centrally issued guidance where food sample results are not considered to be satisfactory. [The Standard – 12.7]	Ongoing	The proposed action on any instance of non-compliance with food law will be reviewed and endorsed by the appropriate Manager.	Completed	Unsatisfactory results will be referred to a manager. Food business operators will be issued with corrective action to be taken. Enforcement action will be

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				considered.
3.2.30 Set up, maintain and implement documented procedures for follow-up and enforcement actions in accordance with the relevant legislation, the Food Law Code of Practice and centrally issued guidance. [The Standard - 15.2]	30/09/11	Procedures relating to food enforcement will be documented in order to provide guidance on all areas of food law enforcement including imported food controls.	See 3.1.8	See 3.1.8
3.2.33(i) Set up maintain and implement a documented policy and procedure(s) in relation to food complaints, including imported food, and in relation to complaints about food establishments. Procedures should cover any referral arrangements to inland authorities and/or authorities with responsibility for imported food controls at the UK point of entry. [The Standard - 8.1]	30/09/11	Procedures relating to food enforcement will be documented in order to provide guidance on all areas of food law enforcement including imported food controls. The procedures will cover referral arrangements.	See 3.1.8	See 3.1.8
3.2.33(ii) Investigate complaints received in accordance with Food Law Code of Practice, centrally issued guidance and the Authority's policies and procedures. [The Standard – 8.2]	Ongoing	Complaints received will be investigated in accordance with Food Law Code of Practice, centrally issued guidance and the Authority's policies and procedures.	Completed	

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<p>3.2.36 Set up and maintain and implement a documented procedure for initiating and responding to food alerts and incidents, including imported food, in accordance with the Food Law Code of Practice. [The Standard - 14.1]</p>	30/06/11	<p>A documented procedure for initiating and responding to food alerts and incidents, including imported food, will be set up and implemented, in accordance with the Food Law Code of Practice.</p>	See 3.1.8	See 3.1.8
<p>3.2.42 Maintain up to date accurate records in retrievable form on all food establishments in its area and for all relevant checks on imported food, in accordance with the Food Law Code of Practice and centrally issued guidance.</p> <p>These records shall include reports of all interventions and inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, results of any sampling and follow up action and details of any action taken in relation to complaints and referrals. [The Standard - 16.1]</p>	Ongoing	<p>Relevant Managers will undertake regular reviews of business and officer activity records to ensure they are accurate, complete and up to date.</p> <p>Uniform configuration and File Director will be reviewed to ensure that records are up to date and accurate.</p> <p>Issue of new instructions on recording inspection findings.</p>	Revised date for completion: 30/09/13	<p>No 'imported food' work programme undertaken due to other priorities.</p> <p>Regional microbiological sampling programme of imported food scheduled for Jan-March 2014.</p> <p>Instructions on record keeping will be issued and compliance will be monitored.</p> <p>Will consider peer review, supervision meetings, accompanied visits, and discussion at team meetings.</p>



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<p>3.3.5 Set up, maintain and implement a documented internal monitoring procedure for both quantitative and qualitative monitoring in accordance with Article 8 of Regulation (EC) 882/2004 (Official Feed and Food Controls), the relevant Codes of Practice and centrally issued guidance.</p> <p>Implement the procedure to verify the Service's conformance with relevant legislation, official guidance and the Standard. A record should be maintained of internal monitoring activities carried out and any corrective actions. [The Standard - 19.1, 19.2 and 19.3]</p>	30/09/11	<p>Establish and implement a documented internal monitoring procedure recording internal monitoring activities and corrective actions.</p> <p>Consult with Nottingham and Derby on inter-authority monitoring.</p>	<p>See 3.1.8</p> <p>Ongoing</p>	<p>Invitations for focussed peer assessment.</p>