

Updated Action Plan for Bristol City Council

Audit date: 9-10 November 2010

Action Plan updated: 17 February 2012 and 25 September 2013

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.7 Further develop the Service Delivery Plan to ensure that it covers all areas of the Service Planning Guidance in the Framework Agreement and submit it for approval by either the relevant Member forum or relevant senior officer. [The Standard - 3.1]	Completed	As communicated at the audit meeting the relevant Executive Member and Director approved the Service Plan at an Executive Briefing.	Completed	Completed
3.1.11 Set, up maintain and implement a document control system for all documentation relating to enforcement activities and ensure that all policies and procedures for enforcement activities are reviewed and updated on a regular basis. [The Standard - 4.1 and 4.2]	31/07/11	It is recognised that we need to develop an over-arching document.	Completed	Documented control procedure developed and implemented.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.15 Review the documented authorisation procedure and officer authorisations to ensure that officers are authorised in line with their level of competence in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard - 5.1]	31/07/11	As communicated at the audit we feel the authorisation procedure is legally robust. In accordance with your recommendations we have referred the matter to Legal Services and will complete a matrix for clarity.	Completed	The authorisation procedure has been reviewed by the Authority's legal section and they confirm that it is legally robust.
3.2.17 Review, update and where necessary draft new procedures to provide appropriate guidance on all areas of imported feed law enforcement activity in accordance with the relevant legislation and the Framework Agreement. [The Standard - 15.2]	31/03/11	Develop joint procedures to cover sampling, identification of feed materials, communication and risk management for imported feed.	Completed	There is a current FSA funded project in place to provide for Joint working and unified enforcement with North Somerset Council at the port for feed. New procedures and protocols with clear lines of responsibility and cross boundary enforcement practices. North Somerset report to details of incoming feed to Bristol. Annual report provided along with evidence of information exchange.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.25 Continue to maintain a procedure for initiating and responding to feed and food alerts, RASSF notifications and relevant EC decisions, including out of hours contact arrangements, in accordance with the relevant Codes of Practice. [The Standard - 14.1]	Completed	As discussed at audit, a full out-of-hours service is provided until 31/03/11, pending a full restructure and setting of 2011/12 budgets. New arrangements 01/4/11 based on resources.	Completed	Completed
3.3.3 Continue to implement and expand the documented internal monitoring procedures to include all aspects of qualitative monitoring across the full range of imported food and feed law activities. The Service should verify its conformance with relevant legislation, official guidance and the Standard. A record should be maintained of internal monitoring activities carried out. [The Standard - 19.1, 19.2 and 19.3]	31/07/11	Records in accordance with the recently introduced monitoring procedure to be kept.	Completed	The Port Health function has been covered largely by a couple of Officers working under the supervision of the Lead Officer, on a case by case basis. Regular Team Meetings are conducted. Records of meetings are retained. 1 to 1s meetings with staff have been conducted on a regular basis. Records are retained.