

Appendix 1- Action Plan for Dudley Metropolitan Borough Council

Food Standards Agency Audit date: 26-27 October 2015

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE	Evidence seen
5.1.8 Develop and implement future service delivery plans for both food and feed in accordance with the Service Planning Guidance in the Framework Agreement. The Plan should give consideration to all the demands on the food and feed services, including the significant number of approved establishments in the area, and the provision of feed law enforcement activities. The Plan should include a clear comparison of the resources required to carry out the full range of statutory food and feed law enforcement activities against the resources available to the Service. [The Standard - 3.1]	1 st June 2016	All recommendations for both food and feed will be incorporated into the next Service Plan. Service planning will be completed in April for approval by Elected Members in June.	Completed	Service plan drafted.

5.2.12 (i) Ensure that it documents its responses to and the outcome of each alert. [The Standard 14.3]	31 st Dec 2015	The existing documented procedure for 'Food Incidents and Hazards' will be revised so as to require a worksheet to be created for each and every 'Food Alert: For Action' and any action taken in relation to it to be recorded on the worksheet.	Completed	Procedure updated to include record keeping of the LAs response. Evidence seen of the LAs response to FAFA 01-2016.
5.2.12 (ii) Set up, maintain and implement a documented procedure for initiating and responding to feed alerts. [The Standard 14.1]	31 st March 2016	Produce and implement a documented procedure for initiating and responding to feed alerts.	Completed	Procedure completed
5.4.7 (i) Set up, implement and maintain a suitable documented feed sampling policy. [The Standard – 12.4]	31 st March 2016	Produce and implement a feed sampling policy and procedure	Completed	Procedure completed
5.4.7 (ii) Set up, maintain and implement documented procedures for the inspection of feedingstuffs. [The Standard – 12.3]	31 st March 2016	Produce and implement a procedure for the inspection of feedingstuffs	Completed	Procedure completed

<p>5.7.10 Review the documented procedure for the authorisation of officers, including the lead officer, based upon their competencies and qualifications, linking this process to officer training and competency requirements. [The Standard – 5.1]</p>	<p>1st May 2016</p>	<p>The current 'Authorisation and Monitoring of Officers' procedure will be revised to take account of the new competency requirements under the revised Food Law Code of Practice and Practice Guidance. The procedure will be extended to include food standards and feed.</p>	<p>Considerable progress has been made. All food officer competency assessments required by April 2016 have been completed. Revised procedure drafted. Needs to incorporate feed competencies which will be completed by June 2016.</p>	<p>Procedure completed</p>
<p>5.10.7 Set up, maintain and implement a documented procedure to ensure that its food and feed premises database is accurate, reliable and up to date [The Standard – 11.2]</p>	<p>30th Sept 2016</p>	<p>A documented procedure will be produced detailing a procedure for ensuring that the database of premises is accurate, reliable and up to date.</p>	<p>Not due for completion under Quarter 2 2016/17</p>	<p>LA has initiated development of reports to check the database, and reviewed various FSA guidance. Procedure to be completed 31st March 2017.</p>

<p>5.12.7 Review, document and implement internal monitoring procedures to include food sampling, food alerts and feed law enforcement activities. [The Standard – 19.1]</p>	<p>1st May 2016</p>	<p>This will be included in the updated 'Authorisation and Monitoring of Officers' procedure alongside existing monitoring arrangements.</p>	<p>This will be completed by June 2016 within the updated "Authorisation and Monitoring of Officers" Procedure</p>	<p>Procedure incorporated into the LAs authorisation procedure.</p>
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