

Updated Action Plan for Lancashire County Council

Audit date: 23-24 March 2011

Action Plan updated: 31 August 2012

| TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH) | BY (DATE) | PLANNED IMPROVEMENTS | PROGRESS | ACTION TAKEN TO DATE |
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| <p>3.1.5 Further develop the Service Delivery Plan in accordance with the Service Planning Guidance in the Framework Agreement. The Plan should include a comparison of the resources required to deliver the feed law enforcement service (including imported feed) against the resources available to the Authority.</p> <p>Ensure the Service Plan has been approved by the relevant Member forum or senior officer.</p> <p>[The Standard - 3.1]</p> | 31/05/11 | <p>The Feed Plan 2011/12 to be revised to include financial information regarding resources available to the service and the resource required for delivery of the feed Service Plan. This will include the level of resource allocated to imported feed controls.</p> <p>The revised plan will be submitted for approval to the Head of Service who has delegated responsibility for food and feed law enforcement.</p> | Completed | <p>The Feed Plan 2011/12 was amended to include financial information regarding resources available for feed work. It was submitted to the Head of Service and approved on 6 July 2011.</p> |
| <p>3.1.9(i) Ensure that policies and procedures relating to all feed enforcement activities are documented and adequately provide guidance on all areas of feed law enforcement, including those related to imported feed controls.</p> <p>[The Standard - 4.1]</p> | 30/10/11 | <p>Policies and procedures relating to feed enforcement to be reviewed and where necessary additional procedures developed. Guidance documents to be included in the management system.</p> | Completed | <p>Documents have been reviewed for updates to legislation.</p> |

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| 3.1.9(ii) 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 - 4.2] | 30/06/11 | The service operates a management system to ISO 9001. Documents within the service management system are currently reviewed annually. The Principal Officer Animal Health and Agriculture will ensure that changes in legislation are included in documentation between reviews. | Completed | As above. |
| 3.1.16(i) Develop, maintain and implement a documented procedure for the authorisation of officers and ensure that the level of authorisation is linked to the level of qualifications and competence required by the Feed Law Enforcement Code of Practice and centrally issued guidance. [The Standard – 5.1] | 31/10/11 | A documented procedure relating to officer authorisations to be produced by the Training and Development Officer and the Legal Officer, relating to all service activities. | Completed | A procedure has been drafted relating to the authorisation of officers carrying animal feed work. The procedure has been issued and placed in the management system. |
| 3.1.16(ii) Review, update and maintain records of officer authorisation documents to ensure that they include references to all relevant and up to date legislation. [The Standard – 5.1 and 5.5] | 31/07/11 | In addition to their general Trading Standards authorisations, Feed officers are to be specifically and appropriately authorised in relation to Feed Hygiene, and Feed and Food Controls. | Completed | Officers responsible for enforcing animal feed legislation have been issued with specific authorisations according to their level of competence. |

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| 3.1.25 Formalise arrangements with the shipping agent at Glasson, and the local authorities, to further enhance the effectiveness of the monitoring arrangements in relation to imported feed controls to help facilitate efficient, effective and consistent enforcement. [The Standard – 18.1] | 31/08/11 | The service will build on the existing good relationship with the port operators and port health and will formalise and document notification arrangements in relation to imported feeds. | MOU with Port Completed Formal agreement with Importer ongoing. | A memorandum of understanding has been signed between Heysham Port Health, who are responsible for both Heysham and Glasson Ports. Formal notification by the Operator at Glasson will be discussed at the next Primary visit. Currently imports are notified to LCC by Glasson Grain, FSA and Port Health. |
| 3.2.9 Review and expand the work instruction for sampling to include risk based imported feed sampling. [The Standard –12.5] | 31/10/11 | The work instruction relating to the sampling of feedstuffs will be reviewed to specifically include risk assessment criteria to assist in selecting feed materials for sampling. This will also include guidance on imported feed sampling. | Completed | A new sampling procedure has been drafted which includes guidance on selecting samples. A new sampling work instruction has been created to assist officers in taking formal samples. |

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| 3.2.23 Develop formal enforcement procedures for the range of enforcement actions and follow up action available to control imported feed in accordance with the relevant legislation, the relevant Code of Practice and centrally issued guidance. [The Standard – 15.2] | Completed | Procedures relating to enforcement actions in relation to imported feed to be produced and included on the management system. | Completed | A new Procedure document has been produced based on the FSA guidance to assist officers undertaking action in relation to imported feed. |
| 3.2.28 Expand, maintain and implement the work instruction procedure for initiating and responding to feed incidents and RASFF notifications, including imported feed, in accordance with the Feed Law Code of Practice. [The Standard - 14.1] | 30/09/11 | Current Food/Feed work instruction relating to incidents and RASFF notifications to be reviewed and implemented and separate instructions to be produced to include imported feed alerts. | Completed | A new procedure has been drafted in relation to responding to feed incidents. The procedure has been placed in the management system. |
| 3.3.7 Review the internal monitoring procedure to ensure all enforcement activities of the feed law enforcement service, including imported feed law enforcement are adequately and proportionately monitored in accordance with Article 8 of Regulation (EC) No. 882/2004 (Official Feed and Food Controls), the Feed Law Enforcement Code of Practice and centrally issued guidance. [The Standard - 19.1] | Completed | The current monitoring procedure has been reviewed and enables adequate and proportionate monitoring of feed law enforcement activities. Specific instructions have been issued to the Animal Health and Agriculture Team Managers to ensure that the process includes all aspects of work, including feed law enforcement. | Completed | Workload monitoring sheets include records of feed associated enforcement activities. |