

Updated Action Plan for Manchester City Council

Audit date: 9-10 November 2010

Action Plan updated: 15 May 2012 and 11 June 2013

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.5 Ensure that Service Plans contain clear details of the resources required to carry out the Service effectively, compared directly against the resources available. [The Standard - 3.1]	Completed	Resources will be allocated against the different headings in the Service Plan so that resources required and resources available are comparable.	Completed	Breakdown of budgetary and staff resources, including staff resources for imported food/feed activities at the airport included in 2013/14 Service Plans.
3.1.12 Ensure that all documented policies and procedures, including those relevant to imported food control activities, are reviewed at regular intervals and whenever there are changes to legislation and centrally issued guidance. [The Standard - 4.1]	Completed	Annual review of procedures to be undertaken and procedures to be reviewed when legislation or guidance changes.	Completed	Policies and procedures relating to import controls have been updated and are reviewed and updated as necessary.
3.1.17(i) Revise the Trading Standards 'Food Standards/Feeding Stuff - Authorised Officers' document to reflect operational responsibilities within the Authority and to ensure officers are authorised based on their competence, in accordance with the relevant Codes of Practice and any centrally issued guidance. [The Standard - 5.1]	Completed		Completed	Food Standards/Feeding stuffs Authorisation of Officers has been revised to reflect operational responsibilities.

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3.1.17(ii) Appoint an officer with specialist knowledge for feed legislation, to reflect the Authority's responsibilities as a UK point of entry. Ensure that authorised officers have the necessary specialist knowledge. [The Standard - 5.2]	31/03/11	See 3.1.17 (iii) below.	Completed	An officer has been appointed from Oldham MBC to undertake feed and lead feed officer responsibilities including those which are necessary at the airport. An SLA has been developed and agreed between the two LAs.
3.1.17(iii) Appoint, or have adequate contractual arrangements to ensure, a sufficient number of authorised officers to carry out the import control activities associated with feed legislation. The level of authorisation should be consistent with their qualifications, training and experience and the relevant Code of Practice. [The Standard - 5.3]	31/03/11	This function will be delivered by a Greater Manchester SLA currently being developed.	Completed	As 3.1.17(ii) above. And, as a priority, we are obtaining up to date information on the level of feed consignments and their origin, and developing a risk based checking and monitoring system to undertake official controls depending on these findings.
3.1.21 Review the schedule of officer authorisations and update as necessary to ensure it includes all current relevant imported food legislation. [The Standard – 5.1]	Completed	None required.	Completed	City Solicitors have confirmed our current arrangements.
3.1.31 Liaise with the airport operator to ensure that the DPE application is reviewed to reflect the current arrangements for sampling checks. Ensure that an amended application is submitted to the Agency for consideration. [The Standard – 18.1]	25/01/11	DPE application amended to reflect changes to working practice following ongoing review of working practice to provide improved service.	Completed	We have liaised with the airport and amended the DPE application submitted to the FSA by Manchester Airport PLC. This has now been approved.

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3.2.10 Ensure that the documented procedures on imported food and feed controls fully reflect the arrangements in place to inspect and sample consignments of high risk imported food and feed and that the appropriate levels of checks are met. [The Standard – 12.1, 12.3 and 12.5]	Completed		Completed	The 'Importation of High Risk products not of Animal Origin' procedure has been amended and updated to better reflect operational arrangements in practice.
3.2.12 Ensure the full completion of all common entry documents. [The Standard – 15.3]	31/03/11	To follow advice from FSA once received.	Completed	All common entry documents are fully completed to the best of our understanding of the requirements Regulation (EC) No.669/2009 guidance for CED completion. We will continue until we are advised otherwise.
3.2.23 Expand and implement the documented procedure for food incidents and food alerts in accordance with the Food and Feed Law Codes of Practice, to include the initiation of RASFF notifications. [The Standard – 14.1]	Completed	Documented procedures to be amended to include reference to initiations of RASFFs.	Completed	Work instruction, 'Food Incidents and Food Alerts', reviewed January 2012, has been revised to include RASFF notifications and initiations.
3.3.5(i) Develop and implement existing procedures for all available follow-up and enforcement options in respect of FNAO imported food controls in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard – 15.2]	28/02/11	Future notices will be monitored for compliance.	Completed.	Existing procedure re-emphasised, monitoring of notices served now in place.

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3.3.5(ii) Ensure that appropriate records are maintained to confirm that rejected consignments of FNAO are disposed of appropriately. [The Standard – 16.1]	28/02/11	Random selection of disposals checked to include not just waste transfer but waste disposal notes.	Completed	The transit shed operators are to dispose of any failed consignments and provide copies of waste transfer documents. Records to be maintained to ensure traceability of transfer and disposal of failed consignments.
3.4.4 Develop and implement documented monitoring procedures that enable the Service to verify its conformance with relevant food hygiene, food standards and feed legislation, related official guidance, its own policies and procedures and in accordance with Article 8 of Regulation (EC) No. 882/2004 Official Feed and Food Controls and the Standard in the Framework Agreement. A record of internal monitoring activities should be maintained. [The Standard – 19.1, 19.2 and 19.3]	Completed	Quality document set 19 to be amended to include internal monitoring of imported food enforcement. Written record maintained of accompanied imported food enforcement.	Completed	An 'accompanied airport clearance checklist' has been developed. The internal monitoring procedure has been revised to include accompanying officers on official controls visits for imported food at the airport.