

## Updated Action Plan for Tendring District Council

Audit date: 19-20 October 2010

Action Plan updated: 2 December 2011

<b>TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)</b>	<b>BY (DATE)</b>	<b>PLANNED IMPROVEMENTS</b>	<b>PROGRESS</b>	<b>ACTION TAKEN TO DATE</b>
3.1.6 Produce a Food Enforcement Service Plan for 2010/2011 and submit it for Member approval or high level clearance as appropriate. [The Standard – 3.1]	31/01/11	Updated Service Plan to be approved for 2011.	Completed	Updated Service Plan approved by Environment Portfolio Holder 12 January 2011.
3.1.11 Ensure that all documented policies and procedures, including service level agreement contracts, for each of the enforcement activities covered by the Standard are reviewed at regular intervals, and whenever there are changes to legislation or centrally issued guidance [The Standard – 4.1]	30/04/11	Review documented policies and procedures and update the service level agreement contract with Suffolk Coastal District Council.	Completed	Procedures developed. New contract now signed with Suffolk Coastal District Council
3.1.17 Review the schedule of officer authorisations and update as necessary to ensure it includes all current relevant imported food legislation. [The Standard – 5.1]	31/03/11	Officer authorisation's to be updated to ensure current relevant imported food legislation is included.	Completed	An amendment to the Council Constitution has been approved to list the relevant legislation which can then be delegated. Authorisations have been issued to Tendring and Suffolk Coastal staff.

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.2.16(i) Ensure that the Enforcement Policy is approved by the relevant Member forum, or alternatively the relevant delegated Senior Officer. [The Standard – 15.1]	31/01/11	Enforcement policy to be reapproved as part of the Food Enforcement Service Plan of which it is a part.	Completed	Enforcement Policy approved by Environment Portfolio Holder 12 January 2011 as part of the updated Service Plan.
3.2.16(ii) Review, update and where necessary draft new procedures to provide appropriate guidance on all areas of imported food law enforcement activity in accordance with the Food Law Code of Practice. [The Standard – 15.2]	31/04/11	Procedures to be developed or updated in respect of imported food.	Completed	Existing Standard Operating Procedures reviewed and Inspection/Rejection of Imported Food Standard Operating Procedure produced.
3.3.4 Review and expand the documented monitoring procedures to include qualitative and quantitative aspects of contracted out imported food services. Implement the revised procedure to verify the Service's conformance with relevant legislation, official guidance and the Standard. A record should be maintained of external monitoring activities carried out. [The Standard - 19.1, 19.2 and 19.3]	31/03/11	Documented monitoring procedure to be developed, actioned and then recorded.	Completed	A monitoring procedure including a checklist form has been developed and Suffolk Coastal Port Health has been monitored using the form.