

Action Plan for Adur and Worthing Councils

Audit date: 28-29 October 2015

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS/ REVISED DATE FOR COMPLETION	ACTION TAKEN TO DATE
5.1.5 (i) Continue to produce a documented annual Service Delivery Plan in accordance with the Service Planning Guidance in the Framework Agreement. [The Standard 3.1]	31.12.15	A Service Plan to cover this year will be produced, although in a brief format as the year has nearly ended.	Completed	Drafting has begun.
5.1.5 (ii) Ensure that Service Plans include a clear comparison of the resources required to carry out the full range of statutory food law enforcement activities against the resources available to the Service. [The Standard - 3.1]	31.12.15	An estimate of resources required will be added to the Service Plan. This must cover the inspection programme for Adur and Worthing, reactive work and out of hours work.	Completed	An estimate of resources required to provide a full service has been made, including out of hours reactive and pre-planned work – this comes out at 6FTE.
5.2.8 Notify the Food Standards Agency of any serious localised incident or a wider food safety problem in accordance with the relevant Codes of Practice. [The Standard – 14.5]	30.6.16	Additional training is planned for staff. This will most likely be done after the restructure as it will include members of other teams.	FSP11 revised in July 2016 to include details of Food Crime Unit and circulated to all food officers. Additional training still to be done.	Included in the procedure FSP11 which has been circulated to food officers.
5.5.4 Set up, maintain and implement a documented enforcement policy, in accordance with the relevant Codes of Practice and other official guidance. This policy shall be approved by the relevant Local Authority Member forum or, where approval and management of service delivery plans has been delegated to senior officers, by the relevant senior officer. [The Standard – 15.1]	31.3.16	The Scheme of Delegations and Constitution has to be checked to clarify who approves the Enforcement Policy. The Scheme of Delegations will have to be reviewed after the restructure, by the Solicitor to the Council. The Enforcement Policy needs to be amended to include the Regulators Code.	A re-draft has had to be done following comments by a new Acting Head of Service. To be presented to Cabinet Members in August/September 2016.	A draft Enforcement Policy has been produced and a copy was sent to the team. Also discussed at November team meeting to ensure that everyone was aware of what it entails.

<p>5.7.6 Ensure that the level of authorisation and duties of officers should be consistent with their qualifications, training, experience and the relevant Code of Practice.[The Standard – 5.3]</p>	<p>31.12.15</p>	<p>Authorisations to be reviewed. Food and Feed Authorisation needs to show restrictions for individual officers.</p>	<p>Completed. One Technician has had new authorisation showing restrictions.</p> <p>Unqualified officer has left the Council.</p> <p>Procedure FSP1 for Officer Authorisation to be reviewed in August/September 2016</p> <p>FEPA 1985 Authorisation applied for, for Team Leader and EHPs</p>	<p>Team Leader Paula has attended the FSA course on the Competency Framework.</p> <p>Unqualified officer has ceased doing inspections and is undergoing an equivalency assessment for competency.</p>
<p>5.8.3 The Authority should: Set up, maintain and implement a control system for all documentation relating to its enforcement activities. [The Standard – 4.2]</p>	<p>30.6.16</p>	<p>Review Document Control Procedure FSP12 and implement revised procedure.</p>	<p>Completed.</p>	<p>Document Control Procedure FSP12 checked and found to be out of date.</p>