

Action Plan for Borough Council of Wellingborough

Audit date: 28-29 September 2015

| TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH) | BY (DATE) | PLANNED IMPROVEMENTS | ACTION TAKEN TO DATE |
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| 5.1.5 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] | April 2016 | Service plan template to be reviewed, and the updated version is to be used for 2016-17. The 2016-17 Service Plan is to include a clear comparison of resources required to carry out the full range of statutory food law enforcement activities, against resources available to the service, and will highlight any shortfall. | Completed – new service plan produced |
| 5.2.13 Review its out of hours contact arrangements for the receipt of food alerts to ensure cover is provided in the absence of the PEHM. [The Standard 14.1] | Completed | The Team Leader (Health Protection) now receives FSA SMS notifications directly to their personal and work mobile phones. | Completed |
| 5.5.4 (i) Review of the LA Enforcement Policy and gain appropriate approval. [The Standard – 15.1] | April 2016 | Enforcement Policy to be reviewed and updated to reflect service and legislative changes. | Review complete - this is to go through committee process once consultation has finished. |
| 5.5.4 (ii) Review the seizure and detention procedure to take account of certificates issued under Regulation 29 of the Food Safety and Hygiene Regulations 2013. [The Standard – 15.3] | February 2016 | Seizure and Detention procedure to be reviewed to include information on use of certificates under Regulation 29 of the Food Safety & Hygiene (England) Regulations 2013 | Completed – procedure updated |
| 5.7.7 (i) Ensure that the Lead Officer is appropriately appointed. [The Standard 5.2] | April 2016 | The authorisation procedure will be amended to include specific reference to the appointment of the Lead Officer for Food Safety. A record will be kept of this appointment. | Completed – scheme of delegation updated |
| 5.7.7 (ii) Review authorisations to ensure officers are appropriately authorised under all relevant legislation in accordance with their individual level of qualification, experience and competency. [The Standard – 5.3] | April 2016 | The current scheme of delegation includes a generic reference to authorisation under the Trade in Animal and Related Products Regulations 2011 and the Official Feed and Food Controls (England) Regulations 2009. Internal legal advice to be sought on amending this to include specific powers and authorisations under the relevant regulations. | Completed – scheme of delegation updated |

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| 5.12.4 Review the internal monitoring procedure to include qualitative monitoring across the full range of food law enforcement activities. [The Standard – 19.1 & 19.2] | April 2016 | Internal monitoring procedures will be amended to include the full range of food law enforcement activities. Amongst others, this will include sampling; complaints; Food Alerts; file audits; approved premises; database checks; unregistered food businesses. | Completed – procedure updated |
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