

Updated Action Plan for Wrexham County Borough Council

Audit date: 15-16 March 2011

Action Plan updated: 4 February 2013

TO ADDRESS RECOMMENDATION (INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
3.1.5 Further develop the Service Delivery Plan to ensure that it incorporates variances from the previous year's plan into the 2011/2012 Plan and issues arising from the internal review. The Service Plan should indicate how these variances and improvements will be undertaken within the 2011/2012 financial year. [The Standard – 3.3].	31/05/11	Develop the Service Delivery Plan to ensure that it incorporates variances from the previous year's plan into the 2011/2012 plan and issue arising from the internal review.	Ongoing	Variances from previous Service Delivery Plan for the year 2011/2012 have been incorporated into the 2011/2012 Plan, including the alignment of the National Enforcement Priorities for Feed. This will be repeated for the 2012/13 Plan.
3.1.8(i) Set up, maintain and implement documented procedures for the range of enforcement activities in relation to imported feed that it carries out. [The Standard - 4.1].	31/12/11 31/07/13	A range of documented procedures exist for Food and Agricultural Standards enforcement activities however these need to be updated and reviewed and incorporated into activities relevant to Imported Feed. Following an improvement make reference to the establishment, maintenance and review of these procedures.	Ongoing	All Food and Agricultural Standards Enforcement have been reviewed and updated included activities relevant to Imported Feed. Reference to the establishment, maintenance and review of these procedures has been carried out. Certain procedures relating to feed enforcement need to be reviewed and further improved. All Food Standards, Food and Feed Hygiene documentation is under now being revised and standardised.

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3.1.8(ii) Set, up and maintain a control system for all documentation relating to imported feed enforcement activities. [The Standard – 4.2].	30/09/11 31/7/13	Control system for all documentation relating to imported feed enforcement activities requires to be set up. This is in line with the overall control system for all documentation developed by the Trading Standards Service.	Ongoing	A control system for all documentation relating to imported feed enforcement activities has been set up. This is in line with the overall control system for all documentation developed by the Trading Standards Service. An overarching procedure for the control of documented policies and procedures need to be developed and implemented. See above
3.1.15(i) Develop a documented procedure for the authorisation of officers and ensure that the level of authorisation conferred reflects the level of qualifications and competence required by the Feed Law Enforcement Code of Practice and any centrally issued guidance.	30/06/11 30/05/13	Food and Agriculture Standards Authorisation procedure in place.	Ongoing	Food and Agriculture Standards Authorisation procedure in place. The procedure needs to be further developed to ensure that legislation and references to other documentation is up to date. Currently being implemented
3.1.15(ii) Review and update the authorisation documents to ensure that they include references to all relevant and up to date legislation. [The Standard – 5.1]	30/06/11	Food and Agriculture Standards Authorisation procedure in place.	Completed	Food and Agriculture Standards Authorisations has been amended to include all relevant and up to date legislation.
3.1.19 Develop and implement a procedure that captures all methods used to ensure that the database is accurate, reliable and up to date. [The Standard - 11.2]	30/06/11 31/07/13	Procedure for keeping the database up to date in existence. Procedure requires updating to include reference to Imported feed.	Ongoing	Procedure for keeping the database up to date in existence. Procedure has been updated and now includes reference to Imported feed. Procedure needs further development to include monitoring arrangements for maintaining database accuracy. Currently being implemented.

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3.2.8(i) Ensure that procedures for interventions/ inspections of feed establishments are maintained and implemented for all inspection activities. Ensure that interventions are systematic, risk based and proportionate at all feed establishments. [The Standard - 12.1]	31/12/11	Food and Agricultural inspection procedure for Trading Standards Officers, and sampling policy and sampling procedure for food and feed document in existence. Reference to interventions/inspections of feed establishments are maintained and implemented for all inspection activities. Reference to imported feed required to be made in above documents.	Ongoing	Reference to interventions/inspections of feed establishments have been made in all feed inspection activities, and have also been included in the feed sampling policy and procedure. The procedure needs further development to include all up-to-date legislative references. Officer need to record greater detail at inspections to give assurance that effective interventions have been carried out.
3.2.8(ii) Set up and implement a sampling policy, programme and procedure/work instructions for imported feed sampling. [The Standard - 12.2]	31/07/11	Food and Agricultural sampling policy and sampling procedure for food and feed document in existence. Reference to imported feed required to be made in above documents.	Completed	Reference to imported feed made in the Food and Agricultural sampling policy and sampling procedure for food and feed documents.
3.2.8(iii) Develop and implement documented procedures to cover the examination and sampling of imported feed. [The Standard - 12.4]	31/12/11	Food and Agricultural inspection procedure for Trading Standards Officers, and sampling policy and sampling procedure for food and feed document in existence. Reference to imported feed to be made in above documents.	Completed	Reference to imported feed has been made in the Food and Agricultural inspection and sampling policy and sampling procedure.
3.2.11 Review and update the Enforcement Policy to include up to date legislation and relevant imported feed enforcement activities in line with centrally issued guidance. [The Standard - 15.1]	30/09/11	Enforcement Policy for Housing and Public Protection Department in existence. Reference to include up to date legislation and relevant imported feed enforcement activities in line with centrally issued guidance.	Completed	Reference to all relevant imported feed enforcement activities in line with centrally issued guidance has been included in the Enforcement Policy for Housing and Public Protection Department in existence.
3.2.15(i) Develop a documented procedure for initiating and responding to Feed Alerts. [The Standard 14.1]	30/06/11	Public Protection Department procedure for initiating and responding to Food Alerts in existence. Reference to imported feed to be made in above documents.	Completed	Public Protection Department procedure for initiating and responding to Food/Feed Alerts has been amended to include imported feed alerts.

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3.2.15(ii) Develop a procedure to document the response and outcome for each Alert received. [The Standard - 14.3]	30/06/11 31/07/13	Public Protection Department procedure for initiating and responding to Food Alerts in existence. Procedure to be developed to include feed and imported feed alerts.	Ongoing	Public Protection Department procedure for initiating and responding to Food/Feed Alerts has been amended to include imported feed alerts. The procedure needs further development to include recording of actions.
3.3.3 Develop the existing documented internal monitoring procedure to include imported feed law enforcement activities at the establishments, and implement. Records of monitoring checks should be maintained. [The Standard - 19.1 and 19.2]	30/10/11 31/07/13	Public Protection Department documented internal monitoring procedure includes enforcement activities at the establishments, in existence. Reference to imported feed to be made in above documents. Monitoring to take place as part of internal appraisal system at six monthly intervals.	Ongoing	Reference to imported feed is made in the internal monitoring procedure and is built into the 6 monthly officer appraisal process. The monitoring procedure needs to be further developed to include risk based monitoring across all areas of feed law enforcement and reflect the working practices of the Service. Procedure being developed as part of the Food and Feed Service review with ¼ly monitoring in place.