

ANNEX A

Action Plan for Blaenau Gwent County Borough Council

Audit date 6th -9th December 2010

Updated 8th August 2013

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
	Completed	3.1.7 The Authority shall: Ensure that all documented policies and procedures 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 and in accordance with the Authority's own policies and procedures [The Standard – 4.1]	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
	Completed	<p>3.1.13 The Authority shall:</p> <p>(i) ensure that the level of authorisation and duties of officers shall be consistent with their qualifications, training, experience and the Food Law Code of Practice (Wales).</p> <p>[The Standard – 5.3]</p>	
	Completed	<p>(ii) implement the Authority's documented procedure for the authorisation of officers based on their competence and in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance.</p> <p>[The Standard – 5.1]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
	Completed	<p>3.2.9 The Authority shall:</p> <p>maintain up to date accurate records in retrievable form on all food and feed establishments in its area, and for all relevant checks on imported food and feed, in accordance with Codes of Practice and centrally issued guidance. These records shall include reports of all interventions / inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, results of any sampling, details of any complaints and any action taken, and also relevant food and/or feed registration and approval information. The authority should also record, with reasons, any deviations from set procedures.</p> <p>[The Standard – 16.1]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
	Completed	<p><i>Recommendation</i></p> <p>3.3.6</p> <p>The Authority shall:</p> <p>ensure that all decisions on enforcement action shall be made following consideration of the Authority's enforcement policy. Any reasons for any departure from the criteria set out in the enforcement policy shall be documented.</p> <p>[The Standard 15.4]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
	Completed	3.4.4 The Authority shall: (i) set up, maintain and implement documented internal monitoring procedures in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance. [The Standard – 19.1]	
	Completed	(ii) verify its conformance against The Standard, relevant legislation, the Food Law Code of Practice (Wales), relevant centrally issued guidance and the Authority's own documented policies and procedures. [The Standard - 19.2]	
	Completed	(iii) record all internal monitoring activity and keep all records for a minimum of 2 years. [The Standard – 19.3]	