

Action Plan for Torfaen County Borough Council

Audit date: 08-11 November 2010

Action Plan updated: 13th June 2013

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
<p>All documented food hygiene policies and procedures are now under review.</p> <p>Our policies and procedures will be reviewed when there are significant changes to legislation and / or guidance.</p> <p>We will also review our policies and procedures if complaints are made against the service.</p>	<p>Completed</p>	<p>3.1.7 The Authority shall:</p> <p>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.</p> <p>[The Standard – 4.1]</p>	

PLANNED IMPROVEMENTS	BY (DATE)	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	COMMENTS
<p>The Authorisation, Competency and Quality Monitoring policy for the FHS team has been substantially reviewed, and the new version is now passing through the adoption process.</p>	<p>Completed</p>	<p>3.4.4 The Authority shall:</p> <p>Set up, maintain and implement documented internal monitoring procedures in accordance with the Food Law Code of Practice (Wales) and centrally issued guidance</p> <p>[The Standard – 19.1]</p>	
<p>The required records have now been located, and a new filing system established so that these can be retained as required.</p>	<p>Completed</p>	<p>3.4.5 The Authority shall:</p> <p>Record all internal monitoring activity and keep all records for a minimum of 2 years.</p> <p>[The Standard – 19.3]</p>	<p>The required records have now been located, and a new filing system established so that these can be retained as required.</p>