

## ACTION PLAN FOR: BRIDGEND COUNTY BOROUGH COUNCIL

**Audit Date: 26 – 28 January 2010**

IMPROVEMENTS PLANNED	BY DATE	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH	COMMENTS
Review and update policies and procedures, and where necessary submit for member approval.	Completed	3.2.4 The Authority shall:  ensure that documented policies and procedures are kept up to date, particularly when there are changes to legislation or centrally issued guidance. [The Standard – 4.1].	
Review and submit enforcement policy for member approval, at next available date.	Completed	3.8.4 The Authority shall:  ensure that its documented enforcement policy is approved by the relevant Member forum and that an accurate summary of it is made readily available to the public and food businesses in the Authority's area. [The Standard – 15.1].	Review complete, submitted for approval, to be done in April.