

Annex A

ACTION PLAN FOR: CARMARTHENSHIRE COUNTY COUNCIL

Audit Date: 09 – 11 February 2010

IMPROVEMENTS PLANNED	BY DATE	TO ADDRESS (RECOMMENDATIONS INCLUDING STANDARD PARAGRAPH)	COMMENTS
<p>The Council's Scheme of Delegation will be amended at the earliest opportunity to reflect the changes in legislation that have occurred since it was adopted</p> <p>The Enforcement Policy to be reviewed and amended to reflect the current Food Law Code of Practice (Wales) and be ratified by the Executive Board Member for Housing and Public Protection</p>	<p>Completed</p> <p>Completed</p>	<p>The Authority shall:</p> <p>amend the authorisation procedure and enforcement policy to reflect current legislation and the Food law Code of Practice ((Wales) and ensure that documented policies and procedures are kept up to date, particularly when there are changes to legislation or centrally issued guidance.</p> <p>[The Standard – 4.1].</p>	<p>Confirmation required regarding the validity of formal cautions nationally. This was raised during the audit.</p>

IMPROVEMENTS PLANNED	BY DATE	TO ADDRESS (RECOMMENDATIONS INCLUDING STANDARD PARAGRAPH)	COMMENTS
All approved premises are risk rated and are incorporated into programmed inspections.	Completed	The Authority shall: ensure that inspections are carried out in accordance with the minimum frequency set out in the Food Law Code of Practice (Wales) [The Standard 7.1]	
<p>A synopsis of activity and actions taken will be attached to each food business file.</p> <p>An amended procedure was discussed in a Food Safety Team meeting and staff were reminded that all letters must be fully compliant with the Food Law Code of Practice</p>	<p>Completed</p> <p>Completed</p>	<p>The Authority shall:</p> <p>(i) Draft and maintain within records a synopsis of each approved establishment in accordance with the Food Law Code of Practice</p> <p>(ii) Ensure that inspection report letters are fully in accordance with the Food Law Code of Practice</p> <p>[The Standard 16.1]</p>	Minutes of Executive Board Meeting forwarded