

**Annex A**

**ACTION PLAN FOR: DENBIGHSHIRE COUNTY COUNCIL**

**Audit Date: 23 – 25 March 2010**

<b>IMPROVEMENTS PLANNED</b>	<b>BY DATE</b>	<b>TO ADDRESS (RECOMMENDATIONS INCLUDING STANDARD PARAGRAPH)</b>	<b>COMMENTS</b>
Produce and implement a procedure relating to the control system on policies and procedures	Completed	3.2.3 The Authority shall:  Set up, maintain and implement a control system for all documentation, which may be in electronic format, relating to its enforcement activities.  [The Standard: 4.2]	

<p>All officers reminded of response target for considering and processing approvals applications and the need to have received all relevant supporting information before progressing any further. Team procedure to be discussed and reviewed at team meeting to update all relevant officers. The approval discussed during the audit will be amended from meat preparations approval to meat product approval.</p>	<p>Completed</p>	<p>3.5.6 The Authority shall:</p> <p>approve establishments in accordance with the relevant legislation, the Food Law Code of Practice (Wales), centrally issued guidance and the Authority's policies and procedures and in particular :</p> <ul style="list-style-type: none"> <li>(i) shall ensure that applications for approval are considered in a timely manner, whilst ensuring that no activity subject to approval is undertaken at the establishment before approval is granted, and</li> <li>(ii) shall ensure that approval is granted for the correct activity</li> </ul> <p>[The Standard: 7.2]</p>	
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