

FOCUSSED AUDIT ACTION PLAN FOR: MONMOUTHSHIRE COUNTY COUNCIL.

Update January 2011

Audit Date: 20 – 22 October 2009

IMPROVEMENTS PLANNED	BY DATE	TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH	UPDATE ON PROGRESS
Review files and update records to include any absent details required by Annex 12	Completed	3.5.9 (i) The Authority shall: Inspect, approve and register relevant premises in accordance with the relevant legislation, Food Law Code of Practice (Wales), centrally issued guidance and the Authority's own policies and procedures. [The Standard – 7.2]	Files updated and all but one premises (one has moved premises) have received an inspection as per Annex 5 to ensure files are in accordance with annex 12
Review files to ensure any absent details on actions taken are updated and ensure that this is fully maintained at subsequent visits	Completed	3.5.9 (ii) The Authority shall: Ensure that approved establishment files contain sufficient information to demonstrate that appropriate action has been taken during all inspections/interventions. [The Standard – 7.3]	See above. Implemented and reviewed.
Food Law Enforcement Policy will be presented to appropriate member forum for approval	Completed	3.8.3 The Authority shall: Ensure that its documented enforcement policy is approved by the relevant member forum. [The Standard – 15.1]	A revised Food Law enforcement Policy was approved by cabinet 2 nd June 2010: http://www.monmouthshire.gov

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			v.uk/downloads/9_Food_Law_Enforcement_Policy.pdf
Set up documented sampling programme.	Completed	3.9.3 The Authority shall: Set up a documented sampling programme for food hygiene that shall accord with the Food Law Code of Practice (Wales). [The Standard – 12.4]	Implemented. Sampling programme documented in the Food Service plan for 2010-2011
Authorised officers will be reminded of this requirement and files will be reviewed to ensure that this happens.	Completed	3.10.5 The Authority shall: Maintain up to date accurate records to ensure that the food business operator is informed of any follow up action that the Authority is proposing to undertake. [The Standard – 16.1]	Implemented. Communications to premises recorded on file.